



Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet 2022/23

1. Institutional Information

1.1 Institutional details

Name of the institution	Academy of Fine Arts Munich
Erasmus Code	D MUNCHEN04
Institution website	www.adbk.de

1.2 Main contacts at International Office

Contact person	Johanna Aigner
Responsibility	Institutional Erasmus Coordinator
Contact details	Akademiestr. 2-4, D-80799 München, GERMANY Phone: +49 89 3852 145 Fax: +49 89 3852 233 Email: aigner@adbk.mhn.de Website : www.adbk.de
Contact person for students	Sylvia Heck
Contact details	Akademiestr. 2-4, D-80799 München, GERMANY Phone: +49 89 3852 134 Fax: +49 89 3852 233 Email: international@adbk.mhn.de Website : www.adbk.de

2. Application requirements and additional information

2.1. Application

All applications of exchange students have to be submitted online.

The application period for winter and summer term is 01.04. – 15.05 2022

For this purpose, students have to register for an application account. This can be done any time after the official beginning of the application period.

The Link to our Online-Application-Plattform will be published on our website: *Link will be published on our website from April 1st to May 15th 2022.*

In order to apply students need to upload the following documents:

- Nomination Letter
- Passport sized picture
- Copy of ID or passport
- Curriculum Vitae
- Portfolio (15 pages max.)
- Language Certificate German or English B1

(Courses are usually taught in German at AdBK Munich, therefore we recommend to have a basic understanding of German before applying)

2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	German, English*	<i>Minimum requirement: German or English B1</i>
Staff Mobility for Teaching	Any	German, English	<i>Minimum requirement: German or English B2</i>

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

* Courses are usually taught in German at AdBK München, but individual advice is given also in English by teachers and students.

2.3. Calendar

2.3.1 Application and Nomination:

The application period for winter and summer term is **01.04.–15.05.2022**

Link to the online application: *Link will be published on our website from April 1st to May 15th 2022.*

2.3.2. Decision Response

At the beginning of June a commission of professors decides on the admission of Incoming Erasmus+ students. A letter of acceptance will be mailed immediately after the decision.

2.3.3. Learning Agreement and Transcript of Records

Before you create your Learning Agreement, please read the “Instructions for completing the Incoming-LA”.

A Transcript of Records will be issued at the end of the exchange.

3. Additional Information

3.1. Semester Dates

Winter Term 2022/23	17.10.2022 – 10.02.2023
Summer Term 2023	17.04.2023 – 21.07.2023

3.2. Grading system

A	1	ausgezeichnet (excellent)
B	2	sehr gut (very good)
C	2-3	gut (good)
D	3	zufriedenstellend (satisfactory)
E	4	ausreichend (acceptable)
FX	5	mangelhaft (not acceptable)
F	6	nicht bestanden (failed)

Students receive 30 ECTS for their exchange stay

3.3. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

International Office, international@adbk.mhn.de

More information: <https://www.adbk.de/en/international/incoming/erasmus-students.html>

3.4. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Incoming students need proof of a valid health insurance equivalent to the German statutory health insurance (EHIC Card). Travel insurances and private health insurances are usually not sufficient.

More information: international@adbk.mhn.de,

<https://www.adbk.de/en/international/incoming/erasmus-students.html>

3.5. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. We are offered a small amount of rooms which we distribute to the students by drawing the lot. All other students get assistance in finding a suitable private accommodation. Affordable student accommodation is not easy to find in Munich and surrounding areas.

Contact: international@adbk.mhn.de

Any changes to this Annex will be published on our website:

www.adbk.de