



## Bilateral Student Exchange Institutional Factsheet 2023/24

### 1. Institutional Information

#### 1.1 Institutional details

<b>Name of the institution</b>	<b>Academy of Fine Arts Munich</b>
<b>Erasmus Code</b>	<b>D MUNCHEN04</b>
<b>Institution website</b>	<a href="http://www.adbk.de">www.adbk.de</a>

#### 1.2 Main contacts at International Office

<b>Contact person</b>	<b>Corinna Deschauer</b>
<b>Responsibility</b>	Institutional Exchange Coordinator Contact person for outgoing and incoming students / staff
<b>Contact details</b>	Akademiestr. 2-4, D-80799 München, GERMANY Phone: +49 89 3852 145 Fax: +49 89 3852 233 Email: <a href="mailto:international.relations@adbk.mhn.de">international.relations@adbk.mhn.de</a> Website : <a href="http://www.adbk.de">www.adbk.de</a>

### 2. Application requirements and additional information

#### 2.1. Recommended language skills

<b>Type of mobility</b>	<b>Subject area</b>	<b>Language(s) of instruction</b>	<b>Recommended language of instruction level *</b>
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 Munich, but individual advice is given also in English by teachers and students. Please note that Theory courses are only offered in German!

## 2.2. Additional requirements

Students should submit their application via the Online-Application-Platform: *Link will be published on our website from April 1<sup>st</sup> to May 15<sup>th</sup> 2023.*

In order to apply students should fill in and upload the following documents:

- Application Form
- Passport sized picture
- CV
- Nomination Letter or Email
- Portfolio (15 pages max.)
- Copy of passport or identity card

## 2.3. Calendar

### 2.3.1 Application and Nomination Deadlines:

<b>Winter term 2022/23</b> <b>Summer term 2023</b>	<b>May 15<sup>th</sup>, 2023 (for the whole Academic Year)</b>
-------------------------------------------------------	----------------------------------------------------------------

### 2.3.2. Decision Response

A commission of professors decides on the admission of Incoming exchange students. A letter of acceptance will be mailed immediately after the decision.

### 2.3.3. Transcript of Records

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



### 3. Additional Information

#### 3.1. Semester Dates

**Winter semester 2023/24: 16.10.2023 - 09.02.2024**

**Summer semester 2024: 15.04.2024 - 19.07.2024**

#### 3.2. Grading system

**Please note: At the AdBK Munich grades in the area of Fine Arts / Art Education are only awarded upon request. Students should please inform the professor / workshop leader at the beginning of the semester in case they need a grade, so that the requirements for awarding grades can be discussed. No grade can be given to the student's artistic work in class, only passed / failed.**

**Grades for Theory lectures / Interior Architecture / Architecture and Arts**

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)

#### Credits

Credits can only be obtained after successful completion of the work required.  
Exchange students can earn a full credit load of 30 ECTS per semester. (1 ECTS = 30 study hours)

#### 3.3. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff. Information and assistance can be provided by the following contact points and information sources: International Office, [international@adbk.mhn.de](mailto:international@adbk.mhn.de)  
More information: <https://www.adbk.de/de/international/incoming/global-exchange.html>

#### 3.4. Insurance



Incoming students need proof of a valid health insurance equivalent to the German statutory health insurance (EHIC Card). Travel insurances are usually not sufficient.

### **3.5. Housing**

Our institution will guide incoming student/staff in finding accommodation. 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. Please note that it is not easy to find an affordable accommodation in Munich and surrounding areas.

**Any changes to this Annex will be published on our website:**  
[www.adbk.de](http://www.adbk.de)

Status: March 2023