



Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet 2023/24

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	Rebekka Sigl
Responsibility	Institutional Erasmus Coordinator
Contact details	Akademiestr. 2-4, D-80799 München, GERMANY Phone: +49 89 3852 145 Fax: +49 89 3852 233 Email: international.relations@adbk.mhn.de Website : www.adbk.de
Contact person for students	Julia Viehweg
Contact details	Akademiestr. 2-4, D-80799 München, GERMANY Phone: +49 89 3852 145 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 next application period for winter and summer term will be 01.04. – 15.05.2023

Before applying, 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-Platform will be published on our website.

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. Please note that theory courses are only offered in German.**

2.2. 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://euopass.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.

2.3. Calendar

2.3.1 Application and Nomination:

The next application period for winter and summer term 2023/2024 will be **01.04.–15.05.2023**. Link to the online application: *Link will be published on our website.*

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.

2.4. Learning Agreement and Transcript of Records

2.4.1. General Information

Before students create their Learning Agreement, they should please read the [“Instructions for completing the Incoming-LA”](#).

The course catalogue is usually published on the homepage of the AdBK Munich shortly before the semester starts, so students should enter their main subject / class and the abstract names of the courses in the Learning Agreement *Before the Mobility* first.

Example:

1. Artistic work in class / project work (*only one “main” class à 15 ECTS can be registered here*)
2. Workshop (e.g. new media, metal, wood, ceramics, etc.)
3. Theory (Please note that Theory courses are only offered in German!)

The Learning Agreement must be signed by the **chair of the examination board** of the degree programme. More information on our homepage: <https://www.adbk.de/en/international/incoming/erasmus-students.html>

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

2.4.2. Fine Arts / Art Education

The Fine Arts programme at the AdBK Munich is based on the class system, meaning that each student is initially assigned to a class and a specific professor. In addition, students can choose from a wide range of so-called "cross-curricular offers" (Studiengangsübergreifendes Angebot) (e.g. theory, interdisciplinary studies, study workshops, life drawing and various



teaching assignments). The following list is an overview of the possible credits students can obtain by taking courses / seminars or workshops. The following applies: As a rule, students will receive 15 ECTS credits for the work in the class in which they are studying (provided successful participation).

ECTS credits	Activity
15	Work in class (only <u>one</u> main" class à 15 ECTS can be registered here)
5	Project work in class or studio workshops
4-6	Work in studio workshops (2 ECTS per studio workshop)
4-6	Theory courses, lectures etc.

Please note: At the AdBK Munich grades in the area of Fine Arts / Art Education are only awarded upon request. Students should 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.

An overview of the study programme **Art Education** can be found on our homepage: <https://www.adbk.de/de/international/incoming/erasmus-students.html> → see "Courses and ECTS-Credits"

2.4.3. Interior Architecture

On the homepage of the Interior Architecture programme (<https://innenarchitektur.adbk-muenchen.de/studium>) students can find detailed information on the modules and courses offered. For questions regarding the content of the courses, students can contact Christoph Hilger (christoph.hilger@adbk.mhn.de).

2.4.4. Architecture and Art

The Master's programme Architecture and Art is aimed at design-oriented students who have completed a Bachelor's degree in architecture. The prerequisite is a pronounced interest in building culture, the design process as well as interdisciplinary work in an artistic environment in order to consolidate and deepen this during the Master's programme. The teaching content of the degree programme is predominantly project-oriented. Further information can be found in the module handbook on our homepage (in German only). Every semester students must choose two modules:

- Free format Architecture and Art (15 ECTS credits) (modules 1-3a)

These modules are designed as interdisciplinary research and artistic work.



- Architectural Project work (15 ECTS credits) (modules 1-3b)

These modules are architectural project work. Based on a clearly defined work structure, theses, strategies or design concepts are examined, developed and completed. Essentially, urban planning, construction, building envelope, technology, function and atmosphere are dealt with.

For questions about the content of the courses, students should contact Philipp Wüdrich (wuendrich@adbk.mhn.de).

More information on our homepage: <https://www.adbk.de/en/international/incoming/erasmus-students.html> (see "Courses and ECTS credits")

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

ECTS-Grade	German Grade	
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)

Please note: At the AdBK Munich grades in the area of Fine Arts / Art Education are only awarded upon request. Students should 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.

Students receive max. 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,
<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 so we advise students to start looking for a room as early as possible.

Contact: international@adbk.mhn.de

Any changes to this Annex will be published on our website:
www.adbk.de