Hochschule München
University of Applied Sciences
Information Sheet / Fact Sheet

General contact information	
Name of student & staff exchange office	International Office
Postal address	Hochschule München University of Applied Sciences International Office Lothstraße 34 80335 Munich - Germany
Email	Email: international-office@hm.edu
International Office Website	German: http://www.hm.edu/international English: http://www.hm.edu/exchange
University website	http://www.hm.edu/ http://www.hm.edu/en
Erasmus+ code	D MUNCHEN06
Head of International Office	Johanna Aigner johanna.aigner@hm.edu
Institutional Erasmus+ coordinator	Gabriele Gierstorfer gabriele.gierstorfer@hm.edu
International Relations Coordinator	Corinna Fröhling corinna.froehling@hm.edu

Student mobility contacts	
Website	www.hm.edu/exchange
Student exchange Europe (Erasmus+)	international-office@hm.edu
Student exchange NON-EU	international-office@hm.edu
Internship abroad (Erasmus+)	international-office@hm.edu
Welcome Service	International-office@hm.edu

Staff mobility contacts	
Website	https://www.hm.edu/en/your_stay_at_hm/visiting_scholars/index.en.html
Incoming academic staff mobility	staff-mobility-io@hm.edu
Outgoing academic staff mobility & admin. staff mobility	staff-mobility-io@hm.edu
Summer school contact	
Website	http://www.hm.edu/summerschool
Email	summerschool@hm.edu
Summer school coordinator	Gabriela Vasil gabriela.vasil@hm.edu
Courses in English (CiE) contact	
Website	https://www.hm.edu/en/course_offerings/courses_in_english/index.en.html
Email	coursesinenglish-io@hm.edu
CiE Coordinator	Ana Hiebinger

Semester information	
Type of term system	Two-semester system
Academic calendar	***Winter Semester:*** October 1st – March 14th Lecture period: October 1st – mid-January Exam period: Mid-January – mid-February Announcement of results: February 13th/14th Semester break: February 15th – March 14th ***Summer Semester:*** March 15th – Sept 30th Lecture period: March 15th – end of June Exam period: Beginning to end of July Announcement of results: July 31st Semester break: August 1st – Sept 30th
Exam period in winter semester (!)	from Mid-January to Mid-February → Exchange students from partner universities, who are expected to be home in January for the new semester start, are advised to do an exchange in summer semester as they are supposed to stay in Munich for exams until Mid-February.
Important dates	***Orientation Days*** Summer semester: Calendar week 10 (beginning of March) Winter semester: Calendar week 36 (mid September) Students need to arrive in time for the mandatory Orientation Days. ***Move-in dates for student housing (Studierendenwerk)*** Summer semester: First week of March Winter semester: First week of September

Information relevant for student exchange

Application information

Nomination deadlines	Winter semester: May 1st Summer semester: November 1st Nomination to: international-office@hm.edu Students must be nominated by their home university's International Office. The email to international-office@hm.edu must provide following details about the nominees or use this Nomination Excel Sheet: - Name - First name - Email address - Date of birth - Study level - Gender - Start and length of exchange - Courses in English participation: yes/no - Field of study -
Application deadlines	Winter semester: May 15th Summer semester: November 15th
Language requirements	German: B2 required to be able to follow classes (no proof needed) English: B2 required to be able to follow classes (no proof needed)
Application procedure/ Application form	http://www.hm.edu/exchange → Application Students must be nominated by their home university's International Office before starting the online application
Required application documents	**A. Application form A** (created through the online system) **B. Transcript of Records** in English or German (including all course achievements up to the current date) **C.** *Additional requirements for Master students: copy of Bachelor or Diploma certificate* **D. Language Skills** Students are not required to send language certificates for German or English. However, they have to have language skills equivalent to CEFR B2 in either language, depending on which courses the students want to take. We expect our partner universities to ensure that students fulfill these requirements. **E. Health insurance** Students need to have health insurance valid for the whole duration of their stay in Munich. Shortly before their arrival, they will be asked to provide proof of health insurance (either by EHIC or a private insurance). Information for all students: Travel insurance is not sufficient for studying in Germany! We cannot accept any travel insurances. We recommend to thoroughly read our Health Insurance document. **G.** Additional requirements for Design students: digital Portfolio as PDF-file (max. 5MB)

Letter of Acceptance	**Letters of Acceptance** will be sent by email within one month after the application deadline. There will be sufficient time to apply for visa.
Erasmus+ Learning Agreement	We only accept OLAs (Online Learning Agreements). As contact please enter: First name: International Last Name: Office Position: Incoming Coordinator E-Mail: international-office@hm.edu If your university does not work yet with the Online Learning Agreement, please let us know. Please ask your students to submit the Online / Digital Learning Agreement through the mobility tool your university uses, until July 15th (WiSe) / January 15th(SoSe) the latest. (Deadline for digital Learning Agreements only!)

Course Information	
University departments	www.hm.edu > Die Hochschule München > Fakultäten und Institutionen www.hm.edu > English Version > About HM > Academic Departments
What is the main language of instruction?	**German** and a variety of English taught subjects.
Are courses offered in English?	Around 150 courses are offered in **English** every semester. The course catalogue is subject to change. Please see: http://www.hm.edu/courses_in_english
Are there any course restrictions for exchange students?	Exchange students can choose courses across all departments. Some courses are limited to a certain number of participants or have pre-requisites. Some courses are only open to students of the respective field (see website above). Students are advised to choose additional courses as a back-up. Course places will be allocated by lot.
German language courses	**German language courses** for beginners, intermediate and advanced students are offered during the semester, free of charge.
What is the standard full-time workload?	**30 ECTS** per semester
Grading system	1,00-1,59 = Very good = A 1,60-2,59 = Good = B 2,60-3,29 = Satisfactory = C 3,30-3,59 = Satisfactory = D 3,60-4,00 = Sufficient = E 4,01-5,00 = Failed = F
Transcript of records	**Transcript of records** will be made available to the students within two weeks after the announcement of grades. **Announcement of grades:** Winter semester: February 14th Summer semester: July 31st

Housing, costs and other pre-arrival information	
Is on-campus accommodation available to exchange students?	HM has no dormitories of its own, so, there is no on-campus housing available. HM International Office will provide all exchange students with helpful information on finding accommodation in Munich. Exchange students can apply for a room in a student residence hall (="Service Package") run by the Studierendenwerk München (student union) in the exchange application form A. The Studierendenwerk Munich (student union) offers rooms for only 30% of all exchange students. The rental agreement will be issued for 6 months. A shorter or longer period is not possible. Accommodation in a residence hall cannot be guaranteed. **Please note:** Students with incomplete or late applications cannot be taken into consideration for accommodation in a residence hall of the Studierendenwerk. We are also not able to assign student accommodation to those students coming in addition to the yearly quota set by the existing bilateral agreement between HM and the respective partner university.
What is the rental period for the residence halls of the Studierendenwerk?	Winter semester: September 1st – February 28th Summer semester: March 1st – August 31st
Are students receiving assistance if they do not receive a room from the Studierendenwerk?	In July/January students will be informed whether or not they were allocated a room. The International Office provides detailed information on accommodation possibilities in Munich to those who did not receive a room with Studierendenwerk. We strongly advise students to start looking for accommodation early on in advance.
Do students have to pay a service fee?	German Universities of Applied Sciences do not charge any tuition fees. However, all students in Germany (incl. exchange students) must pay a **mandatory semester contribution** to the local student union. At HM the semester contribution is currently 97,00 Euro per semester (subject to change). This contribution is obligatory for all students in Munich and has been agreed upon by the student councils of all universities in Munich. HM only collects the contribution and transfers it to the respective recipients. Students will receive further information about the transfer details approx. 6 weeks after they have been accepted as an exchange student.
Estimated cost of living	We recommend around 1000-1200 € per month. Please see our website for more information: https://www.hm.edu/exchange/ > **Living Costs**
Do exchange students require a particular insurance?	Yes, students require sufficient health insurance coverage for the enrolment. Please see information on the following website: https://www.hm.edu/exchange/ > **Health Insurance**
Is there a buddy system or a similar programme offered to exchange students?	The **Welcome Service** is designed for exchange students to meet local students who help them before and during their stay in Munich. Students can sign up in the online application form.
General information about Munich	www.muenchen.de