

# Hochschule München – Munich University of Applied Sciences

## Fill-In Help - Learning Agreement

### Incoming exchange students

#### 1. Name of the Faculty at the receiving institution

We don't have Faculties. Please leave empty.

#### 2. Name of the Department at the receiving institution

Before you have applied at MUAS: Please choose the department which has the same study field as your program at home.

After you have applied: The name of the department where you are going to be enrolled in can be found in your Letter of Acceptance.

#### 3. Address of the receiving institution

Hochschule München, Lothstraße 34, 80335 München, Germany – DE

#### 4. ERASMUS code of the receiving institution

D MUNCHEN06

#### 5. Contact person at the receiving institution: name/e-mail/phone

Student enrolled in department/ study field (see Letter of Acceptance):	Departmental/ Academic Coordinator:
<ul style="list-style-type: none"> <li>▪ Architecture <span style="background-color: #0070C0; color: white; padding: 2px;">FK 01</span></li> <li>▪ Civil Engineering <span style="background-color: #0070C0; color: white; padding: 2px;">FK 02</span></li> <li>▪ Mechanical, Automotive and Aeronautical Engineering <span style="background-color: #0070C0; color: white; padding: 2px;">FK 03</span></li> <li>▪ Electrical Engineering and Information Technology <span style="background-color: #0070C0; color: white; padding: 2px;">FK 04</span></li> <li>▪ Building Services Engineering, Paper and Packaging Technology and Print and Media Technology <span style="background-color: #0070C0; color: white; padding: 2px;">FK 05</span></li> <li>▪ Applied Sciences and Mechatronics <span style="background-color: #0070C0; color: white; padding: 2px;">FK 06</span></li> <li>▪ Computer Science and Mathematics <span style="background-color: #0070C0; color: white; padding: 2px;">FK 07</span></li> <li>▪ Geoinformatics <span style="background-color: #0070C0; color: white; padding: 2px;">FK 08</span></li> <li>▪ Engineering and Management <span style="background-color: #0070C0; color: white; padding: 2px;">FK 09</span></li> <li>▪ Business Administration <span style="background-color: #0070C0; color: white; padding: 2px;">FK 10</span></li> <li>▪ Applied Social Sciences <span style="background-color: #FF8C00; color: white; padding: 2px;">FK 11</span></li> <li>▪ Design <span style="background-color: #800080; color: white; padding: 2px;">FK 12</span></li> <li>▪ General and Interdisciplinary Studies <span style="background-color: #800080; color: white; padding: 2px;">FK 13</span></li> <li>▪ Tourism <span style="background-color: #800080; color: white; padding: 2px;">FK 14</span></li> </ul>	<p>International Office international-office@hm.edu, 0049 89 1265 1243</p>

### 6. Responsible person at the receiving institution: name/ e-mail/ phone

For the “Learning Agreement - Section to be completed BEFORE THE MOBILITY” use names above. During the Orientation Days we will inform you about your new departmental coordinator you can use for changes DURING THE MOBILITY.

### 7. Function of the responsible person of the receiving institution

ERASMUS coordinator

### 8. Where can I find the subjects I can choose and the component titles?

*Courses in English:*

All courses in English can be found on the website: [www.hm.edu/courses\\_in\\_english](http://www.hm.edu/courses_in_english)

Please use the course lists from last semester(s) as a hint for the upcoming semester.

Final course list will be released approx. one month before the semester starts.

*Courses in German:*

Courses in German can be found on the websites of the respective departments. There is no general course book, so you need to search on the website of the department for courses.

List of departments and links: <http://hm.edu/en/muas/departments/index.en.html>

Some departments offer special information about course selection:

*Computer Science and Mathematics:*

<http://www.cs.hm.edu/en/courseofferings/studyprogrammes/index.en.html>

*Engineering & Management (Industrial Engineering):*

[http://www.wi.hm.edu/en/my\\_studies/exchange\\_students/course\\_selection\\_uebersicht/course\\_selection.en.html](http://www.wi.hm.edu/en/my_studies/exchange_students/course_selection_uebersicht/course_selection.en.html)

*Business Administration:*

<http://www.bwl.hm.edu/internationales/faqsincomingstudierende.de.html>

*Tourism:* <http://www.tr.fh-muenchen.de/internationales/incoming/index.de.html>

### 9. Where can I find the component codes of the subjects that I have selected?

We don't use codes for the subjects. Please leave these fields empty.

### 10. Who can sign and stamp my Learning Agreement?

Please upload your Learning Agreement in your application form A you fill in online.

If you have already submitted application form A and cannot upload the Learning Agreement anymore please send your Learning Agreement to the following person:

Student enrolled in department/ study field (see Letter of Acceptance):	Departmental/ Academic Coordinator:
<ul style="list-style-type: none"> <li>▪ Architecture <b>FK 01</b></li> <li>▪ Civil Engineering <b>FK 02</b></li> <li>▪ Mechanical, Automotive and Aeronautical Engineering <b>FK 03</b></li> </ul>	International Office international-office@hm.edu, 0049 89 1265 1243

<ul style="list-style-type: none"><li>▪ Electrical Engineering and Information Technology <span style="background-color: #0070C0; color: white; padding: 2px;">FK 04</span></li><li>▪ Building Services Engineering, Paper and Packaging Technology and Print and Media Technology <span style="background-color: #0070C0; color: white; padding: 2px;">FK 05</span></li><li>▪ Applied Sciences and Mechatronics <span style="background-color: #0070C0; color: white; padding: 2px;">FK 06</span></li><li>▪ Computer Science and Mathematics <span style="background-color: #0070C0; color: white; padding: 2px;">FK 07</span></li><li>▪ Geoinformatics <span style="background-color: #0070C0; color: white; padding: 2px;">FK 08</span></li><li>▪ Engineering and Management <span style="background-color: #0070C0; color: white; padding: 2px;">FK 09</span></li><li>▪ Business Administration <span style="background-color: #0070C0; color: white; padding: 2px;">FK 10</span></li><li>▪ Applied Social Sciences <span style="background-color: #FF8C00; color: white; padding: 2px;">FK 11</span></li><li>▪ Design <span style="background-color: #0070C0; color: white; padding: 2px;">FK 12</span></li><li>▪ General and Interdisciplinary Studies <span style="background-color: #800080; color: white; padding: 2px;">FK 13</span></li><li>▪ Tourism <span style="background-color: #800080; color: white; padding: 2px;">FK 14</span></li></ul>	
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Please note: Learning Agreement will be returned after application deadline and if all application documents are received.

### **11) I have already arrived and now need to sign my Learning Agreement.**

After you have arrived your Departmental coordinator (a professor or staff member of the department you are enrolled in) will need to sign your Learning Agreement. Please get in contact with your Departmental Coordinator to have your Learning Agreement signed. You will get informed during Orientation Days about your personal Departmental Coordinator.

### **12) Important notes**

- Learning agreement before studies is not considered as course registration and acceptance to the courses can't be guaranteed.
- Number of students is limited in most courses in English.
- Possible changes are done once semester has started.
- During Orientation Days the student will get informed about the name and contact details of the departmental coordinator. Before the student arrives the "International Office" will be the departmental and academic coordinator. After the student has arrived the Departmental Coordinator will take over the duty to sign Learning Agreements.