

# TOPIC - 1

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## JOINING MASTER COURSES

### CONCERNING ERASMUS STUDENTS FOR CLASS PARTICIPATION IN A MASTER PROGRAM

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Students who are enrolled in the Erasmus program at the Munich University of Applied Sciences and would like to participate in a German or English-speaking lecture have to apply for the participation in a Master module at the Faculty of Business Administration with this form. Please note:

- The participation is **only possible if sufficient places are available** in a module or if the student is attending a Double Degree-program on a Master of Science level between the Faculty of Business Administration and one of its partner universities.
- Erasmus students have to present their **learning agreements** at the beginning of the semester to
  1. the lecturer as well as
  2. the coordinator of the master program.
- If you need further assistance get in contact with the Master Office
- Erasmus students can apply for the participation in a Master of Science lecture (module) at Munich University of Applied Sciences, Faculty of Business Administration; the application has to be handed in at the Master Office LO 221 (Campus Pasing):

<b>SPECIALIZATION IN THE MASTER OF SCIENCE (Please select.)</b>	
<input type="radio"/> MSc in Applied Business Innovation	
<input type="radio"/> MSc in Marketing Management	
<input type="radio"/> MSc in Finance and Accounting	
<input type="radio"/> MSc in Digital Technology Entrepreneurship	
<b>NAME OF THE COORDINATOR OF THE MASTER PROGRAM:</b>	
<b>MODULES, WHICH I WOULD LIKE TO PARTICIPATE IN: (NUMBER AND TITLE)</b>	
1.	
2.	
<b>MODULE 1</b>	<b>MODULE 1</b>
Signature of the lecturer	Signature of the coordinator of the master program
Date	Date
<b>MODULE 2</b>	<b>MODULE 2</b>
Signature of the lecturer	Signature of the coordinator of the degree program
Date	Date

**Surname / first name of the Erasmus student** .....

**Name of the sending (partner university)** .....

# TOPIC - 2

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## SUPERVISION OF MASTER THESIS

### Concerning Erasmus Students for Academic Research Activities

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Dear student,

If you would like to write your master thesis at Munich University of Applied Sciences a supervisor needs to be found first. We therefore require you to send additional documents along with your application for the exchange semester. These documents will be forwarded to the **departmental coordinator** of the responsible department, who will check whether a thesis can be written and a supervisor is available.

Please note that within our exchange programs the supervision of a thesis cannot be guaranteed. However, students can always attend regular lectures during the exchange semester.

The deadlines for sending in the documents are:

**May 15<sup>th</sup>** for an exchange in the winter semester, and

**December 15<sup>th</sup>** for an exchange in the summer semester.

#### PLEASE HAND IN THE FOLLOWING DOCUMENTS:

##### STEP 1

- **Letter of Intent of the professor at the home university**, who is acting as the supervisor of the master thesis, declaring his/her support for the cooperation with Munich University of Applied Sciences and recommending you for a research stay in Germany;

**Letter** explaining that the master thesis will be written in English or German and the academic approach / method according to one of the following two options, including the supervising professor's formal approval

- a) **Supervision only** (no grading): professor and student meet once a month to discuss the progress of the master thesis. A ‚Research Proposal‘ is submitted by the master student, which consists of three written and successfully passed assignments, e.g. documentary proof of the latest research in the study area, documentary proof of the empirical method and the research concept, documentary proof of an outstanding technical contribution through reviews on the subjects of your master thesis.

**or**

- b) Joint grading together with the supervising German professor of the master thesis (written in English or German), i.e. joint assessment with the German professor accounting for 25 % of the final grading.

## STEP 2

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Please send the documents via Email as ONE pdf.

- ✓ Copy of the **Bachelor / Diploma Degree Certificate**
- ✓ **Curriculum Vitae** (2 pages)
- ✓ Current **Certificate of Matriculation** at home university
- ✓ Current **Transcript of Records** (covering at least 2 study terms / 60 ECTS)
- ✓ **Research Proposals** within the field of studies

## STEP 3 (Munich/Germany)

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- completion of 2 modules (10 ECTS) in a master programme at Munich University of Applied Sciences (in English or German).  
**or**  
internship contract with a company in Germany (at least 20 employees) of a duration of at least four months within the framework of the development of the master thesis.

## STEP 4 (Munich/Germany)

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When the student completes his stay at Munich University of Applied Sciences (MUAS), he/she receives a letter of confirmation from the professor at MUAS, stating that the student has successfully fulfilled his assignments and is recommended to receive his/her 30 ECTS for his/her research term at MUAS.

### FURTHER INFORMATION

Please check the department's website (<http://bw.hm.edu>) for further information. You may also contact the Provost of Internationalization of the Faculty **or the specifically designed coordinator of the Faculty in charge of your university.** We will inform you as soon as possible whether it is possible for you to write your thesis at Munich University of Applied Sciences or not. Please do not hesitate to contact us if you have any questions.

Best regards,

**Munich University of Applied Sciences  
Faculty of Business Administration  
Master Office – Master Development & Internationalization  
(Campus Pasing)**