## Courses in English - What you need to know



### Hochschule München University of Applied Sciences



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### Welcome

to Hochschule München University of Applied Sciences (HM).

We are so glad you joined us! The next couple of months are going to be exciting. We hope you will acquire new knowledge, expand your ability to communicate across cultures and develop both professionally and personally from this experience.

This brochure is designed to

- familiarize you with the Courses in English offered at HM.
- provide you with the most relevant information.
- guide you through the process of selecting your courses.

We wish you a successful start of your studies in Munich.

Best regards,

Your Courses in English team



### What are Courses in English (CiE)?

Each semester, 14 departments of Hochschule München University of Applied Sciences offer over 100 lectures and seminars in English.

Courses in English are individual courses held in English and open to all students enrolled at Hochschule München University of Applied Sciences irrespective of their own field of study.

#### Benefit from participating in CiE:

- studying in Munich without having to worry about the language barrier.
- improving your English communication, presenting and writing skills.
- interacting and working with international students from Germany and all over the world.

#### **General Requirements:**

- You fulfill the participation requirements of your courses (mentioned in the course descriptions).
- You possess a sound knowledge of English with a level of B2 or higher.



### Where can I find the course programme?

#### **Online:**

www.hm.edu/courses\_in\_english or www.hm.edu/en/course\_offerings/courses\_in\_english/index.en.html

• Click on "Course programme".



Summer semester 2022

er semester 2021

ourse lists

Winter semester 2022-23

ter semester 2021-22

- Select the desired **course list.**
- Click on the "+" symbol to view the courses offered by each department.
- Find detailed information on each course by clicking on the course descriptions (PDF) in each course list (left column, bold print).





### **Courses in English Flyer**

The Flyer is a comprehensive list of all courses offered in a semester sorted by department. It provides information on

- course titles
- names of lecturers
- hours per week ("Semesterwochenstunden": SWS
   1 SWS = 45 min)
- ECTS
- level (Bachelor, Master, Bachelor/Master)
- colour coding (we will explain this later)

#### Online:

You can find a digital copy of the flyer on the **right margin** of the CiE **course programme website**.



**Please note:** Since the courses are subject to change, always rely on the online course lists for the most updated information.

#### Course List Winter Semester 2022/23





### What's with the colours?

In order to help students with their course selection, Courses in English are classified in three colours.

#### Green:

• open to all (exchange) students from all departments.

#### Yellow:

- open to all (exchange) students, but students enrolled in the department offering the course will be given priority.
- If a course has a limited number of participants, students enrolled in other departments might drop out after all even if Primuss (online course selection system) originally assigned them a spot in class.
- → Don't rely on too many yellow courses from other Departments.

#### Red:

- only open to (exchange) students from the department offering the course.
- → If you are not enrolled in the department offering the course, don't sign up for it.

**Please note:** Always take the colour coding into consideration when signing up for your courses.



### Where can I find information on times and rooms?

- Click on the CIE course programme website
- You will find the column "times, rooms, start" on the right side of each table
- In some cases, it might be necessary to scroll down to the end of the table and then scroll right to see the complete column

Department 10: Business A	Administration					-
Course	Lecturer	SWS	ECTS	Colour	Level	Times rooms start
This list is subject to change. Info note: we can only give estimates information. Mandatory: For Schedule updat >https://nine.hm.edu	rmation on times, roon about if a course will ta es, missing data and c Selmanovic	ns and start d ke place onlin course locatio 4	ates will be fin e or in-person n please chee 5	nalized around n. Please chec ck web comm Red	I mid-Septer k with lectur unication N B	Tue, 10:00
L. Entrepreneurship: Real	Kaiser	4	5	Yellow	в	13:15, LO 102, start: 11.10.2022 Tue, 10:00
Project Green Tech, Agriculture & Food						13:15, online, start: 11.10.2022
<u> </u>	Stolze/Kobilke	4	5	Yellow	В	Thu, 10:00 - 13:15, Campus Lothstr., start: 06.10.2022

**Please note:** Information regarding times and rooms will be updated on a regular basis. They should be complete toward the beginning of the semester. In case of information missing, please contact the lecturer or the department offering the course.



### How to select your courses

- Have a look at the online course list on the CiE course programme website for the desired semester
- Carefully read the course descriptions to check if you meet the requirements.
- Pay attention to the colour coded course categories.
- Check the level of the courses (Bachelor, Bachelor /Master, Master)
- Check the "times, rooms, start"-column to see when and where the courses will take place.
- Be aware that course times can overlap, even within the same department. Also allow for transfer time between buildings and campuses (esp. between Pasing (Dep. 10 & 11), Karlstr. (Dep. 1, 2, 8) and Lothstr.
- Keep in mind that some courses are block courses (e.g. 2 weekends, one full week, several full days within the semester etc.

   information in the "times, rooms, start"-column ) → Don't rely on too many block courses, especially if their dates aren't yet published. They might take place at the same time.
- Keep your learning agreement in mind. However: Some courses might not be offered this semester after all.
- Create your own timetable and make a list of the courses you would like to choose.



### How does the sign-up process for CiE work?

- International exchange students use the online system "Primuss" to sign up for CiE.
- Admittance in many courses is limited, spots will be allocated by an online lottery system.
- You will receive information on how to register for Primuss from the International Office.
- You can select courses (and change your selection) only during a short period in which the online selection for CiE is open – see below:

**Please note:** In the summer semester 2024, the CiE online selection via Primuss will be open only from

Tuesday, March 5<sup>th</sup>, (9 am) to Friday, March 8th, (12 noon).

Please make sure to sign up and select courses during this period. You won't be able to sign up for courses online afterwards!



### **Enrolment via Primuss**

Start of selection for

Lottery 2016-03-04

13:00

#### Prepare:

 Log onto PRIMUSS after having activated your account: <u>https://hm.edu/primuss/</u>

Drawing Lots:

2016-03-08

17:00

End:

2016-07-31

12:00

- The **language settings** can be adjusted using the language button.
- Click on "Continue with Lottery/Registration".
- Click on "Edit Courses in English Selection for [the desired semester]"

Edit Courses in English - Selection for Summer Semester 2016



**Please note:** You can select **up to 10 courses**. You do have to select as many, but you might want to have a few courses as **back-up** in order to be able to achieve the amount of ECTS you need – in case you might not get into all the courses you want. You can drop excess courses afterwards.



### **Enrolment via Primuss**

#### Select:

- Click on "Select 1. Course".
- The box "Your selection here" will appear.
- Scroll down and select a course from the course list on the left. Click on the green arrow.
- Scroll up again and click on "Select 2. Course".
- Repeat for as many courses as you want.
- After having selected your last desired course, (e.g. "7. Course") click on the next one ("Select 8. Course") to confirm.

#### Finalize:

 After having completed your course selection, you can generate a PDF overview of your course selection for yourself. → You can find this button in the left margin.

#### Problems?

- Have a look at our manual for Primuss, you can find it on the English CiE website, subsection "course programme".
- Change the internet browser you are using, some might cause problems. We recommend using Mozilla Firefox.
- Check for any firewall or application that might block our application.



### **Enrolment via Primuss**

#### **Results:**

- The results will be published in Primuss after the lottery in the afternoon of Friday, March 8<sup>th.</sup>.
- To see the results, you will have to log in and click "Edit course selection again": You will see green boxes for courses you received and red ones for courses you did not get into.
- Please always attend the first session of each of your courses or, in case of an online semester, confirm with your lecturer.

**Please note:** The lottery result is **no guarantee** to have a place in a course. You might lose your place if

- you do not show up to the first session/confirm with your lecturer.
- a (yellow) course is overbooked and students from the department offering the course will be prioritized.
- you signed up to a course marked red while not belonging to the department offering the course.
- you do not meet all requirements (e.g. being a Bachelor's student signing up for a Master's course).



### Certificates

Students of Hochschule München University of Applied Sciences who satisfactorily complete a minimum amount of courses can obtain the

- Courses in English Certificate
- International Engineering Certificate
- International Management Certificate
- International Tourism Management Certificate

free of charge.

Please find more information on the subsection "Certificates" on the Courses in English-website and find out about requirements for the different certificates.

https://www.hm.edu/en/course\_offerings/courses\_in\_english/Certificate s\_overview.en.html



German language classes

- Department 13 offers German language courses ranging from
  - Deutsch als Fremdsprache (A1 B1)
  - Deutsch f
    ürs Studium (C1)
- The most basic German course (A1) are:
  - courses 1a (grammar, writing) and
  - 1b (conversation and listening comprehension)
- Registration: Not via Primuss. You just register directly with the lecturer and attend the first session.

#### Please find more information on the website of Department 13:

<u>German Courses - Department of General and Interdisciplinary Studies - HM</u> Hochschule München University of Applied Sciences



### Frequently asked questions

#### Will I receive an e-mail with the results of the lottery?

 No, you won't. You will have to check your results yourself in Primuss. Log into Primuss just as you did for the course selection.

# Will I receive an e-mail if there will be changes regarding my courses?

 Not necessarily. At HM, there are different channels professors and lecturers from various departments use to reach out regarding changes. If you sign up for courses offered by Department 9, 10 of 11 make sure you log into their online system "NINE" to be informed of last minute changes, which happen frequently.

#### The last time I checked, the timetable was incomplete ...?

 Please check the timetable on a regular basis, especially towards the beginning of the semester. It should be up to date by then.

#### How do I deal with block courses?

 If a block course takes place during a whole week and you will be missing other courses, please inform your other lecturers.

## The courses I chose for my Learning Agreement aren't being offered this semester ...?

 Unfortunately, the courses offered by the departments are always subject to change. Try to find similar courses and/or consult your departmental coordinator.



### Contact

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