



Advising Sheet for an Exchange Semester at Munich Business School

Student Name: _____

By signing this document I confirm that I was informed and understood the following points:

- MBS Academic Calendars indicate the lecture period, examination period and period of re-take exams. They can be found on the MBS website. I am advised not to book a flight back home before the last day of the examination period.
- I have to enroll in a minimum of 15 ECTS to be enrolled as a full-time student.
- Adding or dropping courses must be arranged via Daniela Ludwig (Incoming Exchange & Study Abroad Coordinator) and I have to sign the changes. Only possible within the first two weeks of the semester.
- I have to pass the course with a 4.0 (German grading system) or better.
- I have the possibility to participate in a re-take examination. However, the re-take exams are only during certain times and exams must be taken at Munich Business School.
- MBS recommends to take more course than required by the student's university to have some extra credit in case in case the student doesn't pass a course.
- All classes I am enrolled in will show on my transcript.

Student's Signature & Date: _____

Advisor's Signature: _____