

INFORMATION FOR FIRST-SEMESTER STUDENTS

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Academic Calendar for Winter Semester 2016/17

Lecture period:	Monday, 17.10.2015 to Friday, 17.02.2016	
Christmas holidays:	19.12.16 - 30.12.16	
October	17.10. 2016/ 10 Uhr	Matriculation Ceremony
January	01.01.-20.02.2017	Re-registration deadline SS 2017

Academic Calendar for Summer Semester 2016

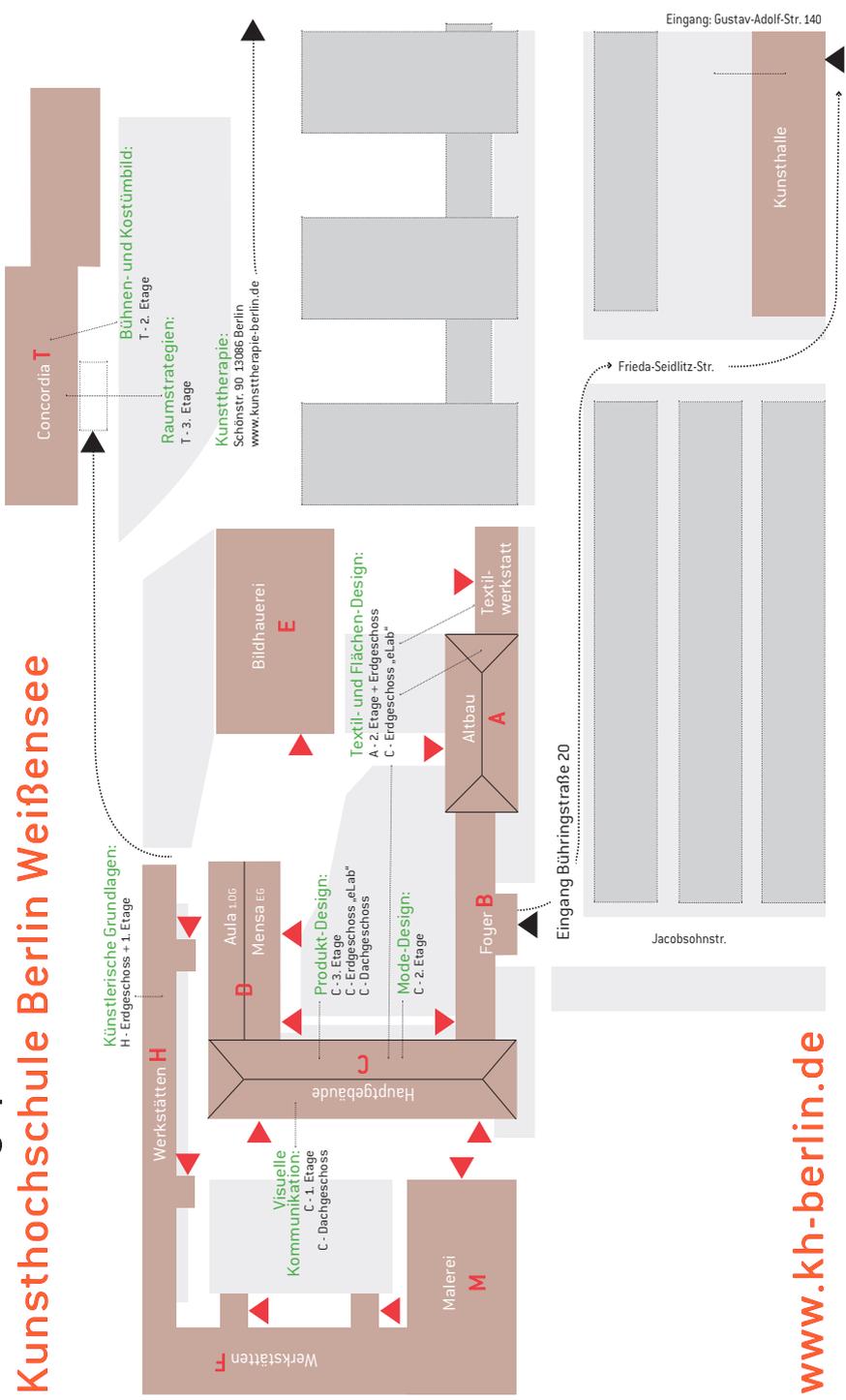
Lecture period:	Tuesday, 18.04.2017 to Friday, 21.07.2017	
Holidays:	01.05.2017 / 25.05.2017 / 05.06.2017 (Statutory holidays)	
March - April	Application deadline for MA degree programs	
June	01.06.-20.07.2017 Re-registration deadline for WS 2017/18	
July	22. and 23.07.2017 Tage der offenen Tür	

The academic calendar can be found online at www.kh-berlin.de. Click on the “Studium” tab and under “Studienorganisation” you’ll find the “Hochschuljahr” page!

Orientierungsplan

Kunsthochschule Berlin Weißensee

SEE



www.kh-berlin.de

INFORMATION ABOUT EVERYDAY LIFE

Intranet / Moodle / Incom

Moodle is a communication platform which facilitates the exchange of communication within the faculties and between students. In order to participate in various courses and lectures, every student must set up an account for Moodle. Information about meetings and important dates within the faculty are also posted here. In addition, there is also an internal bulletin board available on the website.

Link: <https://kunsthochschule-berlin.de/moodle/login/index.php>
<https://kh-berlin.incom.org/>

WLAN on Campus

Network: Grundlagen“ „Neubau301“ „Altbau301“ „TextilEG“
Password: KHB-Computerstudio

Newsletter

Stay informed about news and events of all the faculties at the KHB through our email newslettersent out from the public relations department. You can subscribe to the newspaper through the homepage of the KHB website.

Consultation / Guidance / Contact Person

You will run into many questions during your studies, be it concerns regarding the content of your studies, multidisciplinary questions, or social or personal issues. You could also come across problems during your studies. For every question and problem, there is someone at school that you can turn to. Questions regarding the content of your studies can be answered by your professors; they can clarify subject-related issues and evaluate your artistic development.

For questions about the course of study, the examination system, semester abroad, or personal problems, you can turn to the staff at the office of student affairs. They can help you with questions regarding the organisation of your studies or direct you to the person who can help you. The contact persons both in and outside of the school are listed in the address glossary of this brochure.

Attendance and Punctuality

Bei Lehrveranstaltungen besteht Anwesenheitspflicht. Der Besuch einer Lehrveranstaltung wird in der Regel auf Namenslisten festgehalten. Achten Sie also darauf, dass Sie sich auf den Listen eintragen. Wenn Sie mehr als zweimal unentschuldigt fehlen, kann Ihnen die Anmeldung oder Teilnahme an Prüfungen versagt werden. Die Lehrveranstaltungen beginnen zu der angegebenen Uhrzeit, ohne den Zuschlag des akademischen Viertels. Pünktlichkeit ist der respektvolle Umgang mit der Zeit anderer Menschen. Man kann es auch pragmatisch formulieren: wenn Sie pünktlich zum Unterricht erscheinen, kann die Veranstaltung auch pünktlich enden.

Reachability

So that important information (e.g. change of dates or location) can be communicated with you, you must give your email address to your professor when you sign up for a class. If you do not have an email address, you can create one on a computer at the Computer Studio. The Moodle program is especially practical for a smooth exchange of information. Information can be sent out to internal mailing lists and texts can be posted on Moodle. There are also forums and a chat function. Ask your lecturer or professor if their courses are listed on Moodle.

<http://kunsthochschule-berlin.de/moodle/>

Course of Study

You are responsible for the course of your own studies, which also means that you can design your own studies. This goes for each of the offered courses and the entire studies. The sample curriculum is just an example of what your studies can look like. You have some freedom in course selection, especially when it comes to elective courses or modules, as long as they are in accordance with your studies and examination organization. You are free to expand your knowledge beyond the mandatory courses in your faculty.

The recommended distribution of modules and the program courses are illustrated in the sample curriculum, which considers the content of the courses and the possibility of finishing your studies within the standard period of study. The sample curriculum can be found in the middle of the German Erstsemesterinformation brochure. In addition, you will receive a “Studienbuch”, which is a booklet that gives you an overview of all the courses of your entire BA program and serves as a record of all compulsory and elective courses that must be completed in each semester of your studies.

Self-Study

Your studies are not just about attending courses. Self-study, or independent, subject-related activities outside of class, especially preparation before and after the courses, is a significant part of your studies. In particular, projects demand a large amount of independent work outside of the classroom. Work spaces or ateliers are assigned by professors. If students wish to work after 21:00 or on weekends, they require a transponder for the school. This digital key gives you access to the school building at all times. Please contact Mr Olaf Kriseleit in the computer studio (Room A 3.01) to apply for a transponder (there is a deposit of 40 Euros). If you wish to work in the workshops outside of the opening hours, you need an additional work permit from the gate keeper (PfortnerIn) with a signature from the workshop supervisor.

Auslandssemester

It is highly recommended for all students in the second half of their degrees to spend a semester abroad in one of the many partner universities of the KHB. As part of the partnership contract, the learning agreements between partner schools are put in place so that the credits acquired by students during their semester abroad can be recognized in their home institutions.

DETAILS REGARDING THE CURRICULUM

Program Structure

The BA Design programs are 8 semesters long and concluded by a bachelor thesis. The program is a modular system that is divided into two parts. The first part of the program are the 1st to 4th semesters and consists of an intermediate examination. The second part of the program are the 5th to 8th semester and is concluded by an artistic bachelor thesis.

Program and Examination Organization

All study program and examination organization as well as the sample curriculums and module handbooks of all departments can be found on our website:

www.kh-berlin.de under the tab >Studium >Studienorganisation >Studienordnung.

The Examination Office (Prüfungsamt) will be happy to help with you with any questions.

The “Studienbuch”

The “Studienbuch” is a booklet that gives you an overview of all the courses of your entire BA program and serves as a record of all compulsory and elective courses that must be completed in each semester of your studies. After completing each module, a grade and signature must be collected from the respective professors; this will then serve as the official certification that you have completed the courses.

At the end of each semester, the completed pages must be photocopied and handed in to the registrar’s office (Prüfungsamt) in order for you to continue your studies. You can pick up your personal Studienbuch in Room A1.09.

Course Catalogue

At the beginning of each semester, the theory and history courses on offer are posted in many locations in the school. The sample curriculum of your studies can be found in the middle of the Erstsemesterinformation brochure, in the study program organization, or in your personal Studienbuch. All courses on offer can also be viewed on our website under the tab Studium > Lehrangebote. You can sign up for these courses either via Moodle or at the plenary meeting of the department.

Artistic Foundation Year

The first two semester of your studies is the artistic foundation year, during which you will study in a group of students from all faculties. This foundation year is one of the things that make the KHB special and its purpose is to develop students’ artistic insights and communicative action beyond one’s own area of study. Students can put their immediate sensual and analytical and systematic methods to test in a practical manner and reflect on them from a theoretical perspective. The central objective of the foundation year is basic artistic instruction. Necessary technical skills will also be taught through various perspectives through dynamic artistic processes.

The first semester of the foundation year consists exclusively of mandatory courses (orientation and workshop courses). During the second semester, 2 elective courses (1 in-depth course (Vertiefungskurs) and 1 foundation course in your faculty) must be completed.

Theory and History Courses

All students must take theory and history courses starting from the first semester. The goal is for students to be able to recognize the difference between learning at school and being responsible for your own studies right from the beginning. The theory and history courses during the course of your studies are therefore mostly elective modules. During the first half of your studies, students will acquire basic historical and theoretical knowledge. The module “Introduction to Academic Writing” is also mandatory during this period.

During the second half of the studies, the courses for advanced students deal with more specific topics and enable a more detailed and in-depth understanding of the material. The choice of courses should not be limited to those relevant your future profession; students are encouraged to take advantage of the extensive amount of knowledge that can be acquired. The recommended distribution of modules and the program courses are illustrated in the sample curriculum, which considers the content of the courses and the possibility of finishing your studies within the standard period of study.

Module

A module is a course that is comprised of several classes and various types of activities and completed with small exams or a final exam. At KHB, there are 3 types of modules:

- Mandatory modules (Pflichtmodule): Mandatory courses must be completed during the specified semester.
- Mandatory elective modules (Wahlpflichtmodule): Students must complete a necessary amount of their choice of mandatory elective courses.
- Elective modules (Freie Wahl Module): Students can freely select any course they wish from the entire course offerings of the academy; some students may even take courses at other universities and colleges. Credit points are purely a formality in the case of elective modules.

The BA program is divided into the following module areas:

Concept and Design, Subject-specific foundation, Artistic foundations, Theory and History, Design Tools and Media, Practice, and Documentation and Presentaiton.

Credit Points

Credit points (Credits, Leistungspunkte or Anrechnungspunkte in German) are allocated for each successfully completed module or course according to the European Credit Transfer System (ECTS). One credit is equivalent to 30 hours. Furthermore, the number of credits of a module determine the weight of the grade in the overall grade. The grades of each of the modules and courses will also be listed in the diploma. Depending on the faculty, students complete an average of 30 points per semester, which equals a work load of about 900 hours. At least 240 credits must be completed for a Bachelor degree in the Design faculties, while 300 credits must be completed to graduate from the Fine Arts program.

Assessment and Documentation during Your Studies

After the successful completion of each module, credit points and, if applicable, a grade are given. A transcript of records documents your achievements in a list of your completed courses and modules, credits, and grades. To do this, you must fill out the appropriate page of your Studienbuch, make a copy of the page, and hand it in to the Examination Office.

Transfer of Credits

Credits that were acquired at other colleges/universities and overseas can be transferred upon request. For the transfer of credits of theoretical courses, please see Professor Gabriele Werner (Room F1.12). Appointments can be made at 030/47705241 or by email: gabriele.werner@kh-berlin.de. She is in charge of decisions regarding credit transfer. Please bring your transcript or record of the courses you have taken and a description of the courses to the meeting. For the transfer of credits of practical or artistic courses, please see the Prüfungsamt (Room A1.05).

ACADEMIC FACILITIES

The Library

According to our graduate statistics, the existence of the KHB library is unknown to some students. However, you should know that this small library contains approximately 37,000 media, e.g. books, magazines, catalogues, etc., that are sorted according to artistic and design categories, of which 22,000 are digitally searchable. Furthermore, the library maintains an extensive collection of theoretical student theses since 1953. If you aren't able to find something at our library, Berlin offers great alternatives: 2 state libraries, 4 university libraries and numerous department-specific libraries, 1 art library and the Central Library of Berlin, better known as the Amerika Gedenk-Bibliothek.

Opening hours of the KH Library:

Mon, Tues, Thurs 10:00-17:00, Friday 10:00-15:00 (Closed Wednesdays)

Opening hours during the semester breaks:

Mon, Tues, Thurs, Fri 10:00-15:00 (Closed Wednesdays)

Classrooms and Workspaces

KHB provides the lecture hall, auditorium, workshops, and atelier or work space. Each student has a right to a work space, which is assigned by the respective faculties.

Computer Studio

The computer studio deserves a chapter of its own, as it is not only a place for digital creativity but also where the school website and the info screen in the foyer are maintained. The employees and the tutors provide technical support behind the scenes at the KHB as well as helpful services.

Upon agreement with the various departments, the computer studio offers courses that teach you how to use programs and working on projects using computers during the semester or the semester breaks.

After the first semester, each student receives 1GB of space on the X-Serve server and becomes an official user of the computer studio. Once you have your printing account activated, you can use it for your printing and copying transactions. When you get your printing account activated, you will have a starting credit of 5 euros.

Opening hours of the computer studio: Mon-Fri 9:00-18:00.

Workshops

The 11 workshops of the art academy are autonomous institutions that are independent of the faculties and instructors. They are open to all students and instructors and is a place where artistic concepts and models can be experimented. Furthermore, students can acquire technical skills through these workshops. Workshop courses are regularly offered; some courses are mandatory, especially in workshops with certain safety regulations. It also serves as a place of exchange between students of various disciplines. If you wish to work in the workshops outside of the opening hours, you need an additional work permit from the gate keeper (PfortnerIn) with a signature from the workshop supervisor.

Our Workshops:

Bronze foundry: Bronze casting using the lost wax process

CAD workshop: For CAD Models

Print workshops: Letterpress, book binding, silk screen on paper and textile, offset, lithography, etching and type setting

Photo workshop: Studios with flash units, B/W and color labs

Ceramics workshop: Clay and porcelain, plaster forms and ceramic silk screening

Media workshop: Editing stations, sound studio, theater/seminar room with Bluebox

Montage workshop: Metal, plastic, wood, and welding shops

Tailoring workshop: Fashion and costume tailoring

Textile workshop: Tufting, embroidery, spooling, knitting und final processing

Mensa: the Cafeteria

The Mensa is an establishment of the Studentenwerk Berlin. They describe themselves as a "small service-oriented establishment with an extensive selection that encompasses small snacks, breads, starters, salads, sausages, meatballs and daily lunch menus with various sides. Fresh cakes and coffee specialties compliments our food selection." You can also enjoy your own food and drinks at the Mensa.

Opening hours: Mon-Thu 9:00-17:00, Fri 9:30-15:00

During the semester holidays, the Mensa has shortened opening hours or are closed, so please bring your own meals with you.

Kinderraum: Children's Room

This room is open to all students with children. The room is equipped with a treatment couch and a small cot and can be used by young children for naps. For proper daycare, you would have to look for possibilities outside of the academy. The Studentenwerk Berlin offers support for parents and parents-to-be in school.

For information about how you can organize your studies with children, please visit the student services office in room A1.09. There are also special consultation services for students with children at the Studentenwerk.

KUNSTHALLE

The KUNSTHALLE at Hamburgerplatz is a part of KHB and a highly versatile space for presenting the going-ons of the school to the public as well as reflecting on one's professional artistic practice. This unconventional space for thinking and creating has enabled the adjustment of different production and living environments to a socially relevant context in a creative brainpool and to examine the capabilities of the content of the artistic edu-

cation.

Research Labs

Two research focuses have crystallized in the past few years at the KHB. One focuses on interactive technology in design and the other on renewable design strategies. These focuses are examined in two interdisciplinary labs.

eLab - Interactive Technology Lab

The Interactive Technology Lab, or eLab for short, is an experimental, interdisciplinary research platform where students explore the artistic dimensions of the media and information technology.

greenlab - Renewable Design Strategy Lab

The focus of greelab is the conjunction of design and renewability. The purpose of the lab is to demonstrate and develop design methods and strategies that help provide solutions to pressing ecological, social, and cultural issues and to draw attention to the importance of renewability in design and to substantiate it in tangible concepts.

IMPORTANT ADDRESSES AND CONTACT PERSONS

Referat Studienangelegenheiten (Office of Student Affairs)

weißensee kunsthochschule berlin / Bühringstr. 20 13086 Berlin / Altbau 1.OG

Student Services / Services for Students with Disabilities and Chronic Illness

Susan Lipp/ replaced by Charlotte Wiese until 30.12.2016

Room A1.09, Tel: 030 / 47705-342, E-Mail: studienberatung@kh-berlin.de

Office hours: Tues 11- 13 and Thu 14 - 17

Telephone: Tues 14 - 16 and Wed 10 - 12

International Office

Leoni Adams

Room A1.13, Tel: 030 / 47705-232, E-Mail: international@kh-berlin.de

Office hours: Mon, Tues, and Thu 13-15 and by appointment

Registrar's Office, Office of Student Affairs

Petra Sydow, Karsta Lipp, Rebekka Hofmann

Room A1.04, Tel: 030 / 47705-212 or -312, E-Mail: studentenamt@kh-berlin.de

Office hours: Mon 9-12, Tues and Thu 13-16

Examination Office:

Student assistants: Dorothee Krings, Leif Kattner, Xueh Magrini Troll

Room A1.05 Tel. 030 / 47705 269, Office hours: Tue and Thu 13-16

(Please check online or the sign on the door for the current opening hours)

Academic Reform, Scholar Ships and Alumni:

Brigitte Dierker

Room A1.11 Tel: 030 / 477 05 -246 E-Mail: stud1@kh-berlin.de

Sekretariate der Fachgebiete

weißensee kunsthochschule berlin / Bühringstr. 20 13086 Berlin / Altbau 1.OG

Secretariat 1: Fine Arts, Further studies

Margit Bernhardt-Schulz, Room A1.12, Tel.: 030 / 47705-213

E-Mail: margit.bernhardt@kh-berlin.de

Secretariat 2: Faculties of Design

Sylvia Hoppe, Room: A1.06, Tel: 030 / 47705-244

E-Mail: sylvia.hoppe@kh-berlin.de

Secretariat 3: Theory and History, Artistic Foundation, Workshops

Christine Tkotsch, Room: A 1.10, Tel: 030 / 47705-259

E-Mail: tkotsch@kh-berlin.de

Rector's Office

Rector of weißensee kunsthochschule berlin

Leonie Baumann, Room 0.09

Secretary: Franziska Odemer

For appointments: 477 05 - 220 or by E-Mail to sekretariat-ректорin@kh-berlin.de

Vice-Rector:

Prof. Hannes Brunner (Sculpture), vice-rector for the workshop and exhibition division and Prof. Wim Westerveld (Visual Kommunikation), vice-rector for studies, teaching, and research

Public Relations Office

Birgit Fleischmann, Room A0.01, Altbau EG

Office hours: Mon, Tues 9.00-16.00, Wed 9.00-12.00

Email: presse@kh-berlin.de, Tel 030 / 47705 222

Studentenvertretung AstA

(Allgemeine Studenten-Ausschuss der weißensee kunsthochschule berlin)

Offenes AstA-Treffen im Raum F 1.15: jeden Freitag ab 17Uhr

E-Mail: asta@kh-berlin.de Web: <http://www.asta.kunsthochschule-berlin.de/>

Student Government AstA

(Allgemeine Studenten-Ausschuß der weißensee kunsthochschule berlin)

Open AstA meeting in room F 1.15: every Wednesday 16-18

E-Mail: asta@kh-berlin.de

Autonome Studentische Vorhaben / ASV

Web: www.kh-berlin.de/hochschule/struktur/studentische-selbstverwaltung/asv.html

Email: hey@sportbuffet.de

Sportbuffet

Web: www.sportbuffet.de Mail: hey@sportbuffet.de

Studentenwerk Berlin

www.studentenwerk-berlin.de

You will find a wide range of services offered by the Studentenwerk Berlin on their website. Here are some of them:

Social Consultation in Studentenwerk

for students of weißensee kunsthochschule berlin

Franz-Mehring-Platz 2, 2nd floor, 10243 Berlin (Friedrichshain)

Frau Rohde, Tel. 030 / 93939 - 8440 and Frau Pohl, Tel. 030 / 93939 - 8437

Telephone consultation: Mon–Thu 9-16 Uhr outside of office hours.

E-Mail: sozialb.f-mehring-pl@studentenwerk-berlin.de

Office hours (without appointment): Mon and Thu 13-15

Psychological/Psychotherapeutic Consultation of Studentenwerk

Hardenbergstr. 35 - 10623 Berlin (Charlottenburg)

Tel: 030 / 939 39 8401, E-Mail: beratung@studentenwerk-berlin.de and

Franz-Mehring-Platz 2-3, 10234 Berlin (Friedrichshain)

Tel: 030 / 939 39 8438, E-Mail: beratung@studentenwerk-berlin.de

Mon-Thu 09-16:30 and Fri 9-15

Job Placement Service Heizelmännchen of Studentenwerk

Dahlem branch: Thielallee 38, 14195 Berlin

StudiFon (job placement/consultation): 030 / 939 39 9033

Mon-Fri 8-16

Charlottenburg branch: Hardenbergstr. 34, 10623 Berlin

job placement/consultation for students: 030 / 93939 9033

Job placement, billing, registration and consultation for students:

Office hours: Mon-Wed, Fri 8.30-15.45, Thu 8.30-17.45

Website: <https://www.studentenwerk-berlin.de/en/jobs/>

Living in Berlin

Student Housing Department, E-Mail: info@studentenwerk-berlin.de

Info-Point Hardenbergstraße, Hardenbergstr. 34, 10623 Berlin, Tel: 030 / 93939 70

Mon-Fri 8-18

Info-Point Behrenstraße

Behrenstraße 40/41, 10117 Berlin, Tel: 030 / 93939 70

Mon-Wed 8-16, Thu 9-18 and Fri 8-15

Bafög

Educational Support Office

Behrenstr. 40-41 , 10117 Berlin

Tel.: 030 / 93939-70 , Fax.: 030 / 93 93 9 - 887279

Personal consultation: Tues 10-12 and 13.30–15.30, Thu 15-18

All application forms for Bafög can be found here:

http://www.studentenwerk-berlin.de/bafoeg/formular_center/index.html

Ausländerbehörde (ABH) (Abteilung IV Z2) (Foreigners Registration Office)

Landesamt für Bürger- und Ordnungsangelegenheiten

Friedrich-Krause-Ufer 24, 13353 Berlin, U 9 (Amrumer Str.) S 41, S 42 (Westhafen)

Office hours: Mon and Tues 7-14 and Thu 10-18

E-Mail: abh@labo.berlin.de, General information:

<http://www.berlin.de/lab0/auslaender/dienstleistungen/index.html>

Appointments can also be made online.

Referent_innenRat der Humboldt-Universität Berlin

www.refrat.de / Monbijoustr. 3, 10099 Berlin

General social consultation:

Room 16, Tel: 030 / 2093 1986 E-Mail: beratung.allgemein@refrat.hu-berlin.de

Consultation regarding BAFÖG and financing your studies:

Raum 15, Tel: 030 / 2093-1060 E-Mail: beratung.bafoeg@refrat.hu-berlin.de

Consultation for foreign students:

Raum 6, Tel: 030 / 2093-1062 Mail: beratung.auslaenderinnen@refrat.hu-berlin.de

Consultation regarding employment rights:

Raum 5, Tel: 030 / 2093-2145 Mail: beratung.arbeit@refrat.hu-berlin.de

Consultation for students with disabilities:

Raum 5, Tel: 030-2093-2145 E-Mail: beratung.enthinderung@refrat.hu-berlin.de

Consultation for students with children:

Tel: 030 / 2093 Mon 12-16, Wed 10-14 (During school holidays Wed 9-13.30)

E-Mail: beratung.kind@refrat.hu-berlin.de

General legal consultation:

With lawyers hired by RefRat

Office hours: Wed 18-20, Room 15 + 16 at Monbijoustr. 3, Berlin-Mitte. Inquiries: 030 / 2093-466628 (Room 6) and for international students: 030 / 2093- 46647 in RefRat

Legal consultation regarding university and examination rights

Consultant: A lawyer hired by RefRat

Office hours: every 2nd Wed 16-18, without appointment

Location: Referent_innen-Rat, Dorotheenstr. 17 (Back side of the main HU building), Room 2 (Individual appointments cannot be made! For a free consultation, you must first contact the department for teaching and learning ahead of time.)
Registration for preliminary clarification: lust@referat.hu-berlin.de

Bafög and Social Consultation in Adlershof

Office hours: Tues 10-14

Rudower Chaussee 25, Room 2.225, 12489 Berlin-Adlershof

Tel: 030 2093 5476, Email: beratung.allgemein@refrat.hu-berlin.de

Hochschulsport (University Sport)

The university sports program of the universities in Berlin offers a wide range of sport courses – there's something for everyone!

Free University Berlin Königin-Luise-Str. 47, 14195 Berlin

www.hs-sport.fu-berlin.de, E-Mail: info@hochschulsport.fu-berlin.de

Tel: 030 / 838 5 33 20 Fax: 030 / 838 5 30 70

Humboldt University Hausvogteiplatz 5-7, 10117 Berlin

<http://zeh2.zeh.hu-berlin.de>, Tel: 030 / 2093 4869, 2093 4876

Technische Universität Berlin Straße des 17. Juni 135, 10623 Berlin

www.tu-sport.de. Tel: 030 / 3142-2948

University of Applied Sciences Treskowallee 8, 10313 Berlin

<http://www.htw-berlin.de/Service/Hochschulsport.html>

Beuth Hochschule für Technik Berlin Haus Beuth (R. 29-34), Lütticherstr. 38

<http://www1.beuth-hochschule.de/~zehsport/>

Tel: 030 / 4504 22 05, Fax: 030 / 4504 22 26, Email: zehsport@beuth-hochschule.de

Language Courses

The foreign language center of large universities in Berlin offer language courses. More information can be found at these following links:

<http://www.sprachenzentrum.fu-berlin.de/sprachangebot/deutsch/index.html>

http://www.sprachenzentrum.hu-berlin.de/studium_und_lehre/kursangebot

<http://www.htw-berlin.de/Studium/Fremdsprachen/Sprachangebot.html>

Career & Transfer Service Center Universität der Künste Berlin

When you have successfully finished your studies, you can prepare for your working life at the Career and Transfer Service Center of the University of the Arts Berlin.

Einsteinufer 43-53, Room 16, 10587 Berlin / www.careercenter.udk-berlin.de

Tel: 030 / 3185-2634, Fax: 030 / 3185-2382, E-Mail: career@career.udk-berlin.de

If you have special concerns, please do some prior research before you come see us! We cannot guarantee that you can take advantage of the services without prior consultation.

Individual consultation of students and graduates: Angelika Bühler, Tel: 030 / 3185-2064, E-Mail: career@career.udk-berlin.de.

GLOSSARY: **YOUR DEGREE FROM A TO Z**

In this glossary, you will find important terms that you come across in your student life.

A

Abendakt: Life Drawing Night

The Abendakt, or Life Drawing Night, is every Thursday from 17:00 to 20:00 in room H1.03 of the workshop building during the semester. Participation is voluntary. Information regarding the Abendakt can be found at the main entrance, so please double check the time and place there.

AStA: Student Representative Organisation

The AStA is the student representative organization. It represents the interests of the student to the academy board as well as to organizations outside of the academy. The members of the AStA are voted by the student body and represents the interests of the students to the academy, the school administration, and the public. The responsibilities of the AStA include services such as providing support for student projects and negotiations regarding the semester ticket. While AStA work is voluntary, engagement in the organization will allow students to receive BAföG for one semester longer than the standard period of study. Otherwise, working for the AStA often can be demanding and underappreciated, but we encourage you to take the initiative and participate – it will all be worth it, you'll see. The contact information can be found in the address glossary. AStA meetings at the academy are every Wednesday from 16:00 to 18:00 in room F1.15. All students are welcome.

ASV

ASV, or Autonome Studentische Vorhaben complements the course offerings at the academy. With its own budget at their disposal, the ASV can help students invite speakers, organize workshops, and realize projects. Even without grades or credit points, the ASV can enrich your studies all the same by allowing you to convey your ideas and interests to your fellow students.

Auslandssemester (Semester Abroad)

Students are recommended to spend a semester abroad in order to broaden their technical skills in a different teaching/learning environment and to prepare themselves for an global job market. As a rule, this semester abroad should take place in the second half of the studies.

B

Bachelor Programs

The Bachelor programs Fashion Design, Product Design, Textile and Surface Design and Visual Communication are fundamental programs and result in a first higher education degree for entry into a profession. The standard period of study for these programs at the Kunsthochschule Berlin Weißensee is 8 semesters. With a Bachelor degree, you can begin your career or continue on with a Masters degree, either directly after your Bachelor degree or after acquiring some work experience.

BAFöG (Federal Training Assistance Act)

According to the BAFöG, or Federal Training Assistance Act, students can receive financial assistance for the entire standard period of study when the income of their parents are considered too low. Since 2010, the monthly maximum has been 670 €. Half of the entire sum must be paid back at the latest 5 years after the completion of the first degree (Bachelor/Diplom/Graduate). Students who finish their studies quickly or with especially good grades can have part of their debts reduced. This also goes for students who are able to pay back their debts in one installment. However, when the income of the student is under the minimum subsistence level, the repayment can be pushed back one year. The address and the opening hours of the BAFöG office can be found in the address glossary.

Begabtenförderung: Scholarships for Outstanding Students

At the 12 major organizations in Germany that give out scholarships to talented students are political, non-political or religious foundations that support students who are socially engaged and have outstanding achievements. These scholarship organizations are supported by the federal government. Political foundations are: Friedrich-Ebert-Stiftung (SPD), Friedrich-Naumann-Stiftung (FDP), Hans-Seidel-Stiftung (CSU), Heinrich-Böll-Stiftung (Bündnis 90/Die Grünen), Konrad-Adenauer-Stiftung (CDU), Rosa-Luxemburg-Stiftung (Die Linke). Other foundations include: Hans-Böckler-Stiftung, Studienstiftung des Deutschen Volkes as well as the Cusanuswerk (Catholic church), Ernst-Ludwig-Ehrlich-Studienwerk (Jewish scholarship foundation) and Evangelisches Studienwerk Villigst.

Behinderung und chronische Krankheit: Disabilities and Chronic Illnesses

Students with disabilities or chronic illnesses can apply for examination accommodations (Erleichterung bei Prüfungen) at the registrar's office. In day to day life, individual solutions for your life as a student can also be agreed upon with professors. You can also apply for integration assistance such as sign language interpreters at the Studentenwerk. The student services office (Studienberatung) and the academic affairs office (Studienangelegenheiten) of the academy offers information and support. All consultation will be confidential.

Berufungskommissionen: Appointment Committees

The appointment committee is responsible for decisions regarding professor positions. Professors are appointed, which means that the committee suggests and invites potential professors. The appropriate candidate will be selected after demonstration lessons and interviews. Two student representatives proposed by the AstA are also on the appointment committee.

Bildungskredit: Student Loans

The Bildungskredit or student loan is a maximal loan of 7,200 € with a low interest rate that you can apply for toward the end of your studies at the Federal Office of Administration. You can apply for this loan regardless of your own or your parents' assets and income. The finalization of the contract, the payment and repayment will be taken care of by the KfW Development Bank. The repayment of the loan will be claimed by the KfW after four years. If you are unable to pay back the loan, you may apply for a deferral; however, the interest rate will be raised. The student loan is not a bad measure in itself, but you may prefer to turn to your family for financial support.

Bologna Process

The introduction of the new degree programs according to the Bologna Reform guidelines in Europe is meant to improve the teaching system and degree and increase mobility, transparency and comparability in the European university systems. Therefore, Bachelor and Master degree programs have been introduced. These programs are made up of modules, for which the students must acquire credit points (ECTS credits). Furthermore, a detailed “Diploma Supplement” will be supplied to complement the graduation diploma.

Bürgeramt: Municipal Office

The municipal office is a center where the concerns of Berlin citizens can be addressed. You can find information regarding necessary documents for your applications, costs, office locations and hours of the district administration of Lichtenberg. Have you already registered your address in Berlin? The municipal office can do these for you.

C

Career Service

The Career and Transfer Service Center a special service for students in higher semesters and all graduates of the four art schools of Berlin. Topics, questions, and problems that an artist or designer can face – everything from etiquette and small talk seminars, workshops about founding your own business, copyright and trademark law, talks about funding opportunities to establishing your portfolio and personal coaching – will be handled. Even if your school already offers courses or workshops about working as a professional artist or designer, you should take advantage of the Career Service. The address can be found in the address glossary of this brochure.

Credit Points

Credit points are rewards for the successful participation in a module or a course. They are proof that the student has successfully fulfilled the course requirements.

D

DAAD: German Academic Exchange Service

Located in Bonn, the DAAD is an association of German institutions of higher education and their student bodies. The association awards scholarships not only to outbound German students but also supports international exchange, supports artists and interns, provides information about Germany as a place of study and research, and supports the internationalization of its higher education institutions. As a result, there is a large number of various funding programs available. Students who want to spend one or two semesters abroad receive an Erasmus scholarship from the DAAD.

Deutschlandstipendium/ Mart Stam Stipendium Scholarships

Since the summer semester of 2011, there has been a national scholarship program for talented and high-achieving students at public and state-recognized institutions of higher education. The scholarship recipients are selected from the school.

The Mart Stam Scholarship and Deutschland Scholarship are granted to students with outstanding performance in- and outside of their faculty upon consideration of their liv-

ing circumstances. Scholarship recipients are funded with a monthly grant for one year. More information: www.mart-stam.de. Also see Mart Stam Scholarship

Diploma Supplement

The Diploma Supplement is supplementary information for your Bachelor, Master, Graduate diplomas and certificates. As it is written in German and English, it should help facilitate the assessment of your degree for your further studies or professional career both in Germany and abroad.

E

ECTS

ECTS stands for European Credit Transfer and Accumulation System, according to which credit points are given for your courses and which facilitate the assessment of your participation. "Accumulation" is a new addition to the acronym that stands for the goal of lifelong education. The goal of this "accumulation" is, even if a student should drop out of school, the acquired knowledge can be transferred to the next education. Completed modules should also be recognized as further education in your professional career.

eLab - Interactive Technology Lab

The Interactive Technology Lab, or eLab for short, is an experimental, interdisciplinary research platform where students explore the artistic dimensions of the media and information technology.

ERASMUS

Studies in the ever-growing Europe should be encouraged. With this goal in mind, a EU education program called "Lifelong Education" was established in 2007. This is accomplished through the Erasmus program, a part of this greater project, which supports the international exchange of university students. The program Erasmus stands for "European Action Scheme for the Mobility of University Students" and supports students by granting scholarships to study abroad. In Germany, these scholarships are provided by the DAAD. You can get more information about studying aboard in Leoni Adams' office.

Extended Academic Senate

Members of the Extended Academic Senate are all professors with permanent positions at the Kunsthochschule Berlin Weißensee, all members of the Academic Senate, and other employees of the school. The Extended Academic Senate is responsible for selecting the rector or the vice rector, decisions regarding the fundamental rules, discussion regarding the annual statement of accounts of the rector, and making statements regarding affairs that affect the school as a whole.

Eating

Eating and drinking is not allowed during class, e.g. in the auditorium, lecture hall, and in the computer rooms. This is best left for periods between courses in the cafeteria of the academy.

Exmatrikulation: Deregistration

Students will be deregistered after they are finished with their studies. This means that they will be removed from the list of students at the school. Students may also be deregistered if they do not reregister themselves by a given deadline. There is also a possibility

of temporary deregistration. As students lose their student status once they are deregistered, they will no longer be able to receive BAFÖG and the health insurance fees will rise. Temporary deregistration for personal or financial reasons should therefore be the last resort.

F

Fachgebietskoordinatoren

If you want to take a semester on leave, you must have your application signed by the faculty coordinator. This is none other than the faculty representative, one of the full-time professors.

Fachsemester

Fachsemesters are all semesters during which you are enrolled in a specific faculty. Internship semesters count as Fachsemesters, but semesters on leave do not. As soon as you switch faculties, your Fachsemester count starts from the beginning. When students apply as a transfer student in the same subject, they normally apply for the next highest Fachsemester. It will be reviewed whether the achievements in their previous studies can be recognized and students will be placed in the appropriate semester. The number of Fachsemesters and studying within the standard period of study is particularly important when it comes to receiving BAFÖG. The total number of Fachsemester and semesters on leave add up to the number of Hochschulsemestern.

Frauenbeauftragte: Women's Representative

Dr. Nasrin Bassiri is the women's representative at the Kunsthochschule Berlin Weißensee. She is responsible for the support and enforcement of equal rights and treatment of women. She is the head of the women's committee and is responsible for the children's room. Her contact details and office hours can be found in the address glossary.

Frauenbeirat: Women's Committee

The women's committee is an advisory and support committee of the women's representative. Women of all walks of life and female students are part of this committee. The election for the women's committee takes place every two years. This division is also responsible for the appointment of female visiting professors.

Frauenreferat, studentische: Student Women's Unit

"Angelika Kauffmann" is the student women's unit and calls for courses and content without discrimination, consideration for diversity in course content, critical reflection regarding categorisation and its outcomes. "Angelika Kauffmann" informs, speaks out, and offers a place for discussion. Appoints can be made at frauenreferat@kh-berlin.de

Fremdsprachen: Foreign Languages

The world is getting smaller and smaller. Art and design are especially international disciplines. Language skills are indispensable when it comes to creating your own works and working smoothly in the international scene. A semester abroad or activities like language exchange or language classes at universities abroad help you become a polyglot. The road may be long, but you can sign up for language courses at the University of Applied Sciences (Fachhochschule für Technik und Wirtschaft) for free.

G

greenlab - Renewable Design Strategy Lab

The focus of greelab is the conjunction of design and renewability. The purpose of the lab is to demonstrate and develop design methods and strategies that help provide solutions to pressing ecological, social, and cultural issues and to draw attention to the importance of renewability in design and to substantiate it in tangible concepts.

H

Hochschulsemester

As opposed to Fachsemesters, Hochschulsemester are all semesters during which students are enrolled in a German public university or college.

I

Internationaler Studierendenausweis: International Student Identity Card

With your International Student Identity Card (ISIC) you can prove your student status abroad. The ISIC card can be purchased at the Studentenwerk offices or travel agencies for ca. 12 Euros and is valid until the end of the year. If you purchase your card between September and December, it is valid until the end of the following year.

Intranet / Moodle/ Incom

Moodle/ Incom is a communication platform which facilitates the exchange of communication within the faculties and between students. In order to participate in various courses and lectures, every student must set up an account for Moodle. Information about meetings and important dates within the faculty are also posted here. In addition, there is also an internal bulletin board available on the website.

Link: <https://kunsthochschule-berlin.de/moodle/login/index.php>
<https://kh-berlin.incom.org/>

J

Jobs

In addition to scholarships, student jobs can be a great way to finance your studies if they are not too time consuming. If you keep your eyes open, you will find something quickly. For example, the Studentenwerk Berlin has its own job forum called "Heinzelmännchen". Otherwise, you can also look online (e.g. www.stellenwerk-berlin.de) or the Saturday edition of the newspaper.

K

Kind: Childcare allowance

For information about how you can organize your studies with children, please visit the student services office in room A1.09. There are also special consultation services for students with children at the Studentenwerk.

Students with children under 10 years of age can apply for childcare allowance (Kinderbetreuungszuschlag) in addition to their regular BAföG funding. The allowance is 113 Euros for the first child and 85 Euros for each additional child. Unlike the BAföG, the childcare allowance is a full subsidy. In case of student parents that live together, only one parent can receive the allowance. Students can receive the childcare allowance in addition to other

public funding for their children. The actual cost of childcare is also irrelevant. In order to ensure the livelihood of children, parents can receive child benefit (Kindergeld) from the state. Since January 1, 2010, parents can receive 184 Euros for their first and second children, 190 Euros for the third child, and 215 Euros for additional children. Parents can apply for Kindergeld at the Family Benefits Office (Familienkasse) of the Federal Employment Agency (Arbeitsagentur). Kindergeld for children who have reached the age of majority can only be received under specific conditions.

There is also a Kinderraum (children's room) open to all students with children. The room is equipped with a treatment couch and a small cot and can be used by young children for naps. For proper daycare, you would have to look for possibilities outside of the academy. The Studentenwerk Berlin offers support for parents and parents-to-be in school. Contact information is listed in the address glossary.

Kredite: Student Loans

Although there are no tuition fees in Berlin, students must be able to finance their studies somehow. The semester fees that must be paid every semester is small, but material costs of approximately 50 Euros should be calculated as well. Before you apply for a student loan, you should look into other possibilities such as BAFöG, student jobs, and scholarships, as student loans must be paid back 24 months after graduation at the latest and accumulate interest, unlike BAFöG or education loan (Bildungskredit). Therefore, if you not have enough income by then, it could be a problem.

L

Leistungspunkte: Credit Points

Leistungspunkte, or credit points, are the same thing as ECTS credits. A certain number of credit points are given for the completion of a module and unit of measurement for the workload of the module. One credit point corresponds to 30 hours of work. A regular attendance and individual achievement of the students are the conditions for receiving certificate of course completion. When a course or a module has been completed successfully, a certificate of course completion would be given by the professor or teacher. These certificates provide information regarding the credit points, dates, exams, and the grades (or pass/fail judgment) of the course.

M

Mart Stam Scholarship Prize

The society of friends and sponsors of the Kunsthochschule Berlin Weißensee is named after Mart Stam, designer, architect and former rector of the academy. Founded in 1995, this society has been awarding outstanding graduates the Mart Stam Scholarship Prize for more than 15 years. With the Scholarship Prize, the Mart Stam Foundation for Art and Design and the Mart Stam Society honors graduation projects of students of the Kunsthochschule Berlin Weißensee that were especially strong or show interdisciplinary orientation. The prize sponsors an exhibition and the publication of a catalogue.

In addition, the Mart Stam Society promotes student projects. For more information, please see www.mart-stam.de

Mart Stam Grants

One of the purposes of the Mart Stam Society is to provide the Kunsthochschule Berlin Weissensee with material and non-material support. The society also provides scholarships to especially talented students. Please submit a digital and hardcopy of your application one week before the board meeting to the secretariat of the rector (room A0.09; email: sekretariat.rektorin@kh-berlin.de). Board meetings take place four times a year. For more information please see www.mart-stam.de

Meisterschülerstudium

Fine Arts students who completed the graduation exam with distinction within the standard period of study can apply to continue their studies as a Meisterschüler. As a Meisterschüler, students can further develop their artistic possibilities in a subject of their choice.

MensaCard

The MensaCard is a rechargeable chip card that can be used in the Studentenwerk-run cafeterias (Mensa). The empty chip card can be charged with up to 50 Euros at a charging machine or at the cashier. In some cafeterias equipped with MensaCard readers, students can only pay with their MensaCard. Students with children can ask for a children's plate at the cashier for free.

N

Nachteilsausgleich: Studying with Disabilities

Students with disabilities and chronic illnesses should not be put at a disadvantage. This is true for the studies, especially when it comes to examinations. The post-secondary school laws of the states of Berlin and Brandenburg state that "the examination can be partly or entirely substituted by an examination in another form". For this, a doctor's certificate is necessary. An application should be handed in early on so that the examination organizations can be made in time. Questions can be directed to the disabilities representative, whose contact information can be found in the address glossary.

NaföG: Elsa Neumann Scholarship

The office for the Elsa Neumann Scholarship of the state of Berlin in accordance to the law for the promotion of young researchers (NaFöG) for all art colleges in Berlin is at the UdK Berlin. Once a year, the scholarship commission grants scholarships to graduates of art degrees with outstanding achievements. The scholarship funds artistic projects and is given to graduates of fine art, design, music, and performing art. The scholarship is funded for one year, with a monthly sum of 1,000 Euros and a one-time sum of 103 Euros for materials. For more information, please contact nafog@udk-berlin.de

Nebenhörer/Gasthörer: Guest Auditor

An auditor (Nebenhörer) is a student studying at a post-secondary institution that takes courses at a different school. A Nebenhörer is not enrolled in an additional faculty but is registered with the registrar's office for a certain number of courses. In order to be an auditor, students usually need written permission from the professor or teacher.

Newsletter

You can stay informed about news and events of all the faculties at the KHB through our email newslettersent out from the public relations department. You can subscribe to the newspaper through the homepage of the KHB website.

Noten: Grades

Your achievements are graded according to a specific conversion system. With regard to grading keywords such as “1,3”, ECTS grades “Excellent” or “A”, please check the examination regulations. Relative grading systems, in which the top 10% of the class receives an A, the next 25% a B and so forth, are not used.

O

Ordnungen: Organization

Study and examination regulations are rules you must comply with during your studies and therefore must be read. These can be found in the library and the kh-berlin.de website: www.kh-berlin.de under the tabs >Studium >Studienorganisation >Studienordnung oder >Prüfungsordnung. If you have problems understanding any of the regulations, the registrar's office will be happy to assist you.

P

Praktikum/ Praxisprojekt: Internships

The first real practical orientation in the design and stage design disciplines can be acquired through the pre-studies internship (Vorpraktikum), which is a requirement for enrollment. An internship or a practical project is intended for all faculties. The BAföG can help you finance your obligatory internship and the Erasmus scholarship (in some cases in addition to the BAföG) can help finance your internship overseas.

Prüfungen: Examinations

Examinations can come in different forms during your studies. There are written exams, oral exams, and presentations for practical projects. Other than that, examinations can be carried out in the form of a written essay or presentation. The examinations and paperwork are regulated by the examination regulations of the respective faculties. The form of examination for each module or course is written in the module handbook of the study regulations of your faculty.

Prüfungsordnung: Examination Regulations

Details regarding the examination processes can be found in the examination regulations of your faculty. In addition to outlining the application conditions for each examination, these regulations are the basis for the recognition of your academic achievements, examination process, and the assessment of your examinations. The examination office implements these examination regulations. You can find all the regulations on our website or at the library. Study schedules and contents can be found in the study regulations. of each faculty.

Pflichtversicherung für Studierende: Health Insurance for Students

All students must have a student health insurance by law. If you are insured with your parents, you do not have to sign up for this obligatory student health insurance. This also

applies for people who are privately insured. The obligatory student health insurance applies until you are 30 years of age or at the end of the 14th Fachsemester. If you finish your studies before that, this obligatory insurance ends one month after your final examination month. In certain cases (e.g. pregnancy, raising children, disabilities, illnesses), you can extend your student health insurance for a certain period beyond your 30th birthday or 14th semester. The advantage to this student insurance is that the insurance cost is relatively low and it doesn't matter which insurance company you choose. Since 2010, however, some companies have introduced an additional costs of 8 Euros. If you exceed the age or semester limit, your student health insurance ends and you can sign up for an insurance within the following 3 months. If you do not, you must sign up for a private insurance policy.

R

Rechtsfragen: Legal Help

Sometimes students need a bit of help with legal issues. Unfortunately, the AStA does not offer any legal consultation, but the "ReferentInnenRat" of the Humboldt University offers consultation in general and employment-related legal issues as well as university and examination laws. The address can be found in the address glossary of this brochure.

Regelstudienzeit: Standard Period of Study

Regelstudienzeit, or standard period of study, is the time in which a degree is completed. The maximum duration of BAFÖG funding is dependant on this standard period of study. For the Bachelor degrees, the standard period of study is 8 semesters, and for the Fine Arts degrees 10 semesters. Studying far beyond the standard period of study can lead to sanctions such as higher social fees or perhaps tuition fees. Completing the studies within the standard period of study is an important prerequisite for those who want to apply for their Masters or scholarships.

Rektorat: Rector's Office

The rector's office consists of Leonie Baumann, the rector of the Academy of Art Berlin Weissensee, registrar Silvia Durin (Head of the University Administration) and the vice rectors. There are two vice rectors: Professor Hannes Brunner (Sculpture), vice rector for the workshop and exhibition division and Professor Wim Westerveld (Visual Communication), vice rector for studies, teaching, and research.

Rückmeldung: Re-Registration

In order to remain a student, you must always re-register for the coming semester. For this, you must transfer the semester fees to the school bank account. As a rule, the deadline for re-registration is the end of the lecture period of the current semester. By re-registering, you indicate that you want to continue your studies at the Academy of Art Berlin Weissensee. You must transfer re-registration fees when you re-register, but it could also have individual requirements.

If you miss the re-registration deadline, you will have to pay a penalty for late payment. If you miss the late payment deadline, you run the risk of deregistration. If you wish to take a semester on leave, you can submit an application for a semester on leave instead of re-registering. Even if you decide to take a semester on leave after you have re-registered, you can still apply for a semester on leave and get your re-registration payment back. For

example, if you decide to study or do an internship abroad, you have the option of taking a semester on leave. In particularly problematic cases, you may also have yourself temporarily deregistered. The registration fees at the moment are about 300 € per semester.

S

Schwarzes Brett: Bulletin Board

There is a physical bulletin board on the ground floor of the Atlbau of the KHB, which is maintained by the secretariat of the rector and the public relations department. Information about scholarships, internships, and internal information are posted here. As a student, you can also post ads or announcements (e.g. apartment hunting) there, but don't forget to write a date on the ad. In addition, the school administration sends out emails from schwarzesbrett@kh-berlin.de to all students about interesting announcements, internships, job postings, and important events of the school.

Semesterticket

The student representatives of almost all post-secondary institutions in the region have an agreement regarding the semester ticket with the transportation company in the area of Berlin-Brandenburg (VBB). Students of post-secondary institutions in Berlin can use the ABC zones of the Berlin network with their semester ticket. The price of the semester ticket, which is valid for 6 months and with which you can take children, luggage, bicycles, and dogs free of charge, is included in the semester fees that all students must transfer to the school for enrollment and re-registration. The semester ticket also is your student ID. If you are unable to use the ticket for health-related reasons or because you will be out of town for studies-related reasons, you can apply to be exempted from the semester ticket fees at the semester ticket office. Students who do not have semester tickets can purchase monthly tickets at a reduced (Auszubildende) price.

Semesterwochenstunden: Semester Periods per Week

Semesterwochenstunden (SWS) or semester periods per week is a measurement of the duration of a course. It indicates how many hours a week the course lasts per semester. 1 SWS is 45 minutes.

Seminar

A seminar is a type of course that places emphasis on the active participation of students, be it in discussion form or presentations. Seminars usually consist of intensive discussions regarding a certain topic, which is either only briefly or not covered in lectures.

Service Points of the Studentenwerk

Employees of Studentenwerk Berlin and Potsdam are available for you at Service Points to answer general questions regarding Studentenwerk services and to supply you with necessary forms and information leaflets. Service Points in Berlin are in the central office the Studentenwerk in Hardenbergstraße 34, at the Free University Berlin, and at the BAFÖG Office in Behrenstraße close to the Humboldt University.

Sozialberatung: Social Counselling

The Studentenwerk social counselling office is available for consultation about financing your studies and other topics. You can find support here if you want to continue your studies while raising your children, have disabilities or chronic illnesses, or are a foreign student looking to live and study in Germany in the long-term. Furthermore, the Studen-

tenwerk Berlin offers students counselling in conflict situations during pregnancy. The counselling is free for all students. The contact information and opening hours can be found in the address glossary.

Sport

Our school does not offer its own university sports programs, but has a cooperation with other universities and colleges in Berlin. This means that you can sign up for sports classes offered by the TU, FU, HU, Beuth-Hochschule and HTW. The courses on offer are posted at the beginning of every semester at their central office. You can find more information at the student services offices.

Sportbuffet

Sportbuffet invigorates university life by planning events, inviting guest speakers, and organizing semester parties.

Web: www.sportbuffet.de, Mail: hey@sportbuffet.de

Sprachtandem: Language Exchange

Sprachtandem is an exchange of language knowledge. Usually, this consists of a meeting of two people with different mother tongues who are learning each others' languages.

<http://www.tandem-berlin.de/>

<http://www.skb.tu-berlin.de/contao/index.php/de/>

<https://www.sprachenzentrum.hu-berlin.de/de/selbstlernzentrum/tandem>

Stipendien: Scholarships

Scholarships are financial grants given to students by private or public donors. The type and amount of the grant varies depending on the donor and the scholarship recipients. Sometimes, there are monthly grants to help finance the cost of living, while at other times there are grants for books or other purposes. Among larger organizations that promote gifted students are many other foundations, organizations and private persons that fund special types of students. At our art academy, students can also apply for the Deutschlandstipendium.

Good grades and social engagement are generally a prerequisite, but other criteria such as the subject and special talent are deciding factors for the scholarship. The recipients of scholarships not only receive financial grants but also receive guidance and assistance from the donors. Scholarships for activities abroad are given by the DAAD, for example in the form of Erasmus scholarships. Financial assistance through scholarships offer a two-fold advantage: in addition to the financial aspect, it also looks very good on your resumé. Contrary to student loans and BAFöG, scholarship grants do not have to be paid back. The Kunsthochschule Berlin Weissensee itself does not have the finances to support students with scholarships, but there are, among others, 11 organizations that promote talented students in Germany. Please contact the foundations directly regarding deadlines and application processes. The foundation or the donor themselves are responsible for decisions regarding the recipient of the scholarships; the Kunsthochschule Berlin Weissensee has no say in the decision whatsoever. Scholarship announcements will be hung on the bulletin board at school.

More information regarding scholarships: <http://www.stipendienlotse.de>

Studentenwerk Berlin

The Studentenwerk is, according to their principles, entrusted with “social, economic, cultural and health-related counselling of students”. In addition to the management of student residences and cafeteria, the Studentenwerk is responsible for the social, psychological and financial counselling and support. The Studentenwerk also offers childcare facilities and job placement services, and the BAFöG office is also located within the Studentenwerk. Contact information and opening hours are listed in the address glossary.

Studienbuch

The “Studienbuch” is a booklet that gives you an overview of all the courses of your entire BA program and serves as a record of all compulsory and elective courses that must be completed in each semester of your studies. After completing each module, a grade and signature must be collected from the respective professors; this will then serve as the official certification that you have completed the courses.

At the end of each semester, the completed pages must be photocopied and handed in to the registrar’s office (Prüfungsamt) in order for you to continue your studies. You can pick up your personal Studienbuch in Room A1.09.

Documenting Your Studies

After the successful completion of each module, credit points and, if applicable, a grade are given. A transcript of records documents your achievements in a list of your completed courses and modules, credits, and grades. To do this, you must fill out the appropriate page of your Studienbuch, make a copy of the page, and hand it in to the Examination Office.

Studienkredite: Student Loans

There are many times of student loans: BAFöG loan, student loans of the federal government through the KfW student loan, or credits from financial institutions. In case of emergencies, the Studentenwerk also can help with loans: students in Berlin can apply for bridge loans, students in the state of Brandenburg can apply for hardship loans, or in the catchment area of the Studentenwerk Potsdam, student loans.

Studienordnung: Study Regulations

The study regulations are a significant part of the legal foundation of a study program. They consist not only of information about each study program (e.g. information on the modules or course description), but also information about the study schedule and general conditions of the study programs and with it, you can plan your studies. Details regarding examinations can be found in the examination regulations of your faculty. You can find all the regulations on our website or in the library.

Studierendenausweis: Student ID

Each time you have re-registered for the semester, you receive a student ID that is valid for the semester and proves your student status. Together with a photo ID, the student ID can be used as a semester ticket on the public transport system. The student ID must also be presented in Studentenwerk-run cafeterias. Many cinemas, theaters and even restaurants offer student discounts. If you wish to officially take a break from your studies, you must apply for a semester on leave at the registrar’s office.

U

Urlaubssemester: Semester on Leave

Students can apply for one, or in special cases two, semesters on leave if they have compelling reasons. Examples of such reasons are children, financial reasons, internships, semester abroad, and serious personal reasons. The application for a semester on leave must be signed by the faculty coordinator and submitted to the office of student affairs (Referat Studienangelegenheiten) before the re-registration deadline (Rückmeldefrist). While on leave, you still have the student status, have the right to take part in examinations, and the semester ticket and social fees are deducted from your re-registration fee. Furthermore, the semester on leave will not be counted as a Fachsemester, but only a Hochschulsesemester. For all students who are interested in applying for scholarships or for a Master's degree, completing your studies within the standard period of study is an important condition. BAFöG recipients must also note that the funding will be suspended during a semester on leave.

V

Course Catalogue

At the beginning of each semester, the theory and history courses on offer are posted in many locations in the school. The sample curriculum of your studies can be found in the middle of the Erstsemesterinformation brochure, in the study program organization, or in your personal Studienbuch. All courses on offer can also be viewed on our website under the tab Studium > Lehrangebote. You can sign up for these courses either via Moodle or at the plenary meeting of the department.

W

Website of the KHB

Every student can create an account on the KHB website and upload their own projects. Please contact Ms Hänsch at the computer studio personally or by email (g.heansch@kh-berlin.de) about how to set up your account.

Wohngeld: Housing Allowance

As a student, you can apply for housing allowance if you have a letter of decline for BAFöG. Your income, rent, and in applicable, your roommate situation, will determine if and how much housing allowance you can receive. If your application is successful, you will be granted an allowance for 12 months. Application forms can be found at the municipal office (Bürgeramt).

WLAN on Campus

Network: Grundlagen“ „Neubau301“ „Altbau301“ „TextilEG“ etc.

Password: KHB-Computerstudio

The WLAN password and information can be found in the computer studio.

Z

Zentraler Prüfungsausschuss: Central Board of Examiners

The central board of examiners is responsible for the recognition of externally acquired credit points. It also makes decisions regarding individual cases of extensions and retaking of examinations. Student representatives are also part of the central board of examiners.

Zukunft: Future

The adjustments in the post-secondary programs according to the Bologna Process serves to send students off into the working world more quickly. BA Design programs are only four years and Fine Arts programs are five years long – a short but influential period of your life. Make sure to take advantage of the possibilities that are open to you, look around yourself and be an active part of school, and don't forget to enjoy it all as well. You will thank yourself in the future.

The Universität der Künste (UdK) offers career oriented consultation and seminars that are organized for art and design students. For more information, see <http://www.career-center.udk-berlin.de>

Zusatzmodule: Supplementary Modules

Students can undergo examination in other modules offered by the Kunsthochschule Berlin Weißensee or other universities instead of the compulsory modules required for the completion of the BA program.

see

STUDENT SERVICES OFFICE

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per pro Susan Lipp

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