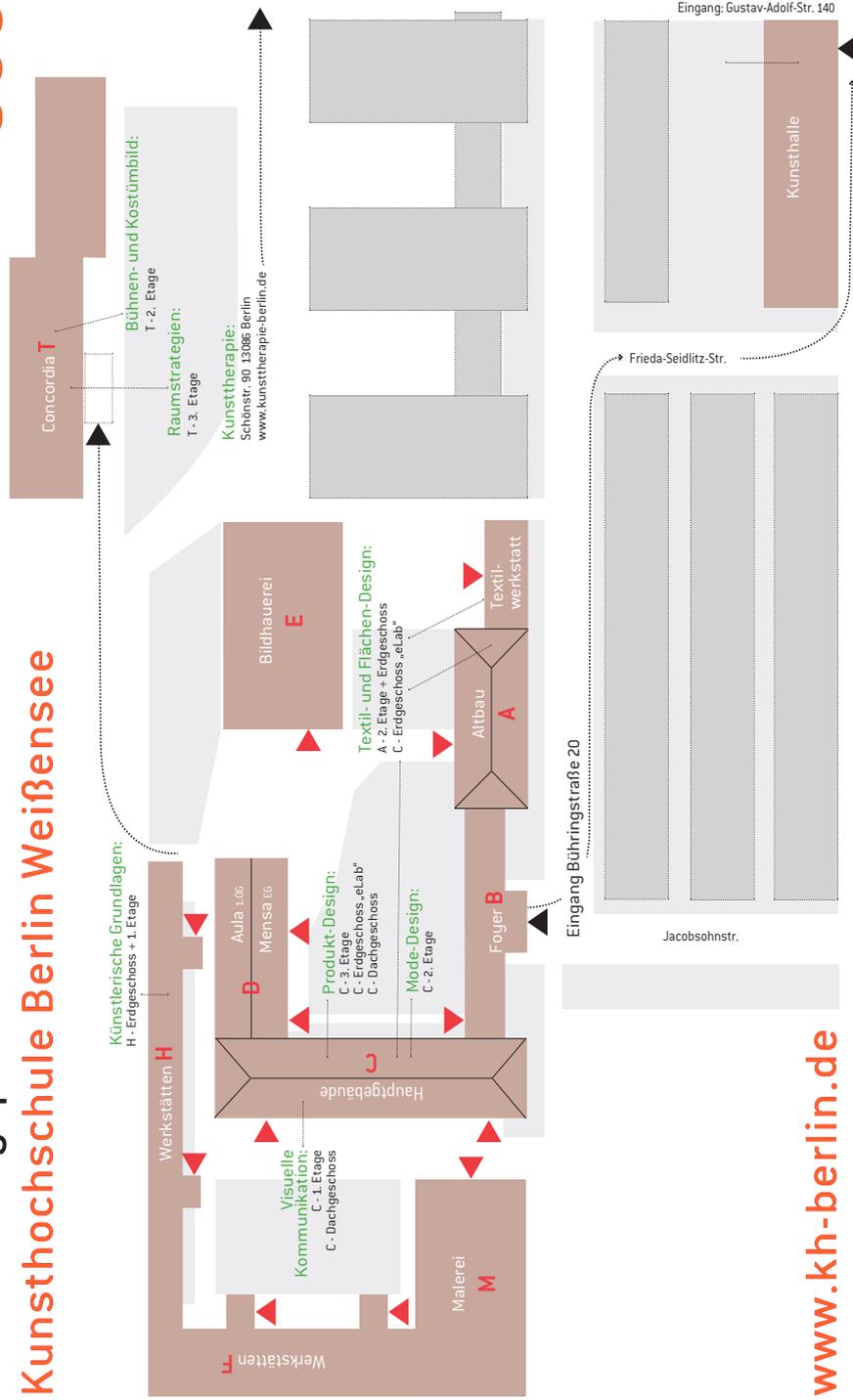


INFORMATION FOR FIRST-SEMESTER STUDENTS

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Academic Calendar for Winter Semester 2018/19

Lecture period:	Monday, 08.10.2018 to Friday, 08.02.2019
Christmas holidays:	24.12.2018 - 04.01.2019
October	08.10.2018/ 10 Uhr >Matriculation Ceremony
January	01.01.-20.02.2019 >Re-registration deadline SS 2019

Academic Calendar for Summer Semester 2019

Lecture period:	Monday, 01.04.2019 to Friday, 05.07.2019
Holidays:	19.04.2019 / 22.04.2019 / 01.05.2019 / 10.05.2019/ 10.06.2019 (Statutory holidays)
March - April	Application deadline for MA degree programs
June	01.06.-20.07.2019 >Re-registration deadline for WS 2018/19
July	06. and 07.07.2019 >Open Days/ 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!

INFORMATION ABOUT EVERYDAY LIFE

Bulletin Board / Schaerzes Brett

There is a physical bulletin board on the ground floor of the Atlbau of the weissensee academy of art berlin 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.

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.

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.

FAQ

You can find the answers to frequently asked questions at our website:

www.kh-berlin.de >Service>FAQ

Intranet / Moodle / Incom

Moodle and Incom are communication platforms 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>

Newsletter

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

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. web: kunsthochschule-berlin.de/moodle/

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 (PförtnerIn) with a signature from the workshop supervisor.

Semester abroad

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 Weissensee academy of art berlin. 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.

Semester Ticket / 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. Students of the weißensee academy of art berlin can use the ABC fare zones of the Berlin and Brandenburg public transport (VBB) with their semester ticket if it indicates the hologram and imprint. The price is in-

cluded in the semester fees that all students must transfer to the school for enrollment and re-registration. It is valid for 6 months (winter semester 1.10. - 31.3., summer semester 1.4. - 30.9.) and you can take up to three children, luggage, bicycles, and dogs free of charge. The semester ticket is also your student ID and only functional in conjunction with a valid official personal document with photograph. Changes of any kind (welding, laminate) are not allowed. The semester ticket is not transferable. That is why you can not give it to anyone else. If you are unable to use the ticket for medical reasons or because you will be out of town for studies-related reasons, you can apply to be exempted from the semester ticket fees.

In exceptional cases, which must be justified, is an exemption from the semester ticket possible, for more details and forms please see the following link: <https://www.refrat.de/sem-tix/wordpress/semesterticket/befreiung-erstattung/> All students can apply for exemption and subsidies related to the Semester Ticket at Sem-tix - Funds from the Social Fund for students of HU and weißensee. Application deadlines are January + February for summer term and June + July for winter term. For applications forms and further informations please see the following link: <http://www.refrat.de/sem-tix/wordpress/antrag-stellen/>

WLAN on Campus

Network: „see“ Password: Weissensee academy of art berlin-Computerstudio

DETAILS REGARDING THE CURRICULUM

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 Weissensee academy of art berlin 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.

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.

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.

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.

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 a "Modulbescheinigung", a module documentation form. In order to ensure the prerequisite for continuing studies or the final exam, a copy of the completed form must always be submitted to the examination office at the end of the semester. You will receive the module documentations as well as examination protocols for the final exams in the examination office or on our website: www.kh-berlin.de in the download area under > Studies > Study Organisation > Examinations Forms

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 Weissensee academy of art berlin 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.

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 Presentation.

Study 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

Study 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.

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

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.

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).

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.

ACADEMIC FACILITIES

An Artistic Meeting Point: Sauen

The Sauen estate is today the meeting point of the four fine arts academies of Berlin. It is a place where artistic and academic projects outside of the regular study programs and interdisciplinary events can be organized. The remarkable Sauener Forest, which August Bier had reforested over one hundred years ago with careful ecological consideration, makes Sauen an exciting place for confluence of art, design, and ecology.

Classrooms and Workspaces

Weissensee academy of art berlin 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 Weissensee academy of art berlin 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.

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 StudierendenWERK 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 StudierendenWERK BERLIN.

KUNSTHALLE

The KUNSTHALLE at Hamburgerplatz is a part of Weissensee academy of art berlin 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 education.

The Library

According to our graduate statistics, the existence of the Weissensee academy of art berlin 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 weissensee 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)

Loan of Technical Equipment/ Setup

In the building of the painting department (basement), students can loan a lot of technical equipments. Open Hours: Tue, Wed und Thu: only release of technical equipments:

14-16 and 11-13 only loan of technical equipments: 14-16 Uhr

The Setup-Team is responsible for conception, planning and realisation of exhibitions and they also support installations, sound, recording & performance.

E-Mail: setup@kh-berlin.de, open hours: Wed 10-12 Uhr und 13-18.

Mensa: the Cafeteria

The Mensa is an establishment of the StudierendenWERK 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.

Workshops

The 14 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 are:

CAD workshop: For CAD models, solid digital technologies

Bookbinding workshop: Cutting, binding, sticking and more

Print workshops: Letterpress, 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
Metal Welding workshop: Production of models, objects, prototypes and other metal welding constructions
Wood workshop: Manufacture and processing of wooden workpieces
Bronze foundry: Bronze casting using the lost wax process
Tailoring workshop: Fashion and costume tailoring
Textile workshops: Weaving, dyeing, knitting und final processing
Bronze foundry: Bronze casting using the lost wax process
and elab for interactive technologies.

Detailed information on possible work in the individual workshops can be found at: www.kh-berlin.de/hochschule/einrichtungen/werkstaetten.html
 Or simply visit the individual workshops and contact the workshop leaders!

Research Labs

Two research focuses have crystallized in the past few years at the Weissensee academy of art berlin. 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 greenlab 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.

smart³

The research cluster smart³ investigates methodically and experimentally the potential of shape change materials. The division “Experimental Materials Research” at the Department of Textile and Surface Design explores in various projects the potential of smart materials within a design context. The cluster smart³ at the weißensee academy of art berlin is directed by Prof. Dr. Zane Berzina and Prof. Christiane Sauer.

This research cluster is imbedded into the consortium smart³ - materials, solution, growth (<http://www.smarthoch3.de>), supported by the German Federal Ministry for Education and Research (BMBF) during 2014 - 2021. Its goal is to promote the development of innovative products on the basis of smart materials. The interdisciplinary consortium consists of representatives from over 100 institutions and companies from across the industry, research, academia and cultural sector.

futureTEX

The research group futureTEX, an interdisciplinary consortium comprising design, research, and industry, explores innovative concepts and ideas for the future of the (East) German textile industry. The subgroup “Experimental Material Research” in the department of textile and surface design, directed by professors Zane Berzina and Christiane Sauer, works in the textile prototyping lab to explore the potential of early and equally weighted integration of design in the development of prototypes.

The project futureTEX (www.futuretex2020.de) receives funding from the federal Ministry of Education and Research (BMBF) as part of the program “Zwanzig20 – Partnerschaft für Innovation.” Companies, scientific institutions as well as industry and trade associations cooperate on developing a viable German textile industry from its roots as a traditional industry. A focus is on the value-creating segments of technical textiles as a main pillar of the German textile industry. These demand a high research and development competence and enables innovation to ensure advantages over the competition. As a motor of innovation, superordinate strategies like open source and open innovation processes, visionary use case and new interdisciplinary network partnerships are examined.

DesignFarmBerlin

Designers are entrepreneurs with passion for content: DesignFarmBerlin is a new ESF funded initiative of the Weißensee Academy of Art Berlin aiming at inverting the traditional startup practice (as “earning money” is no idea): instead of developing the business model first followed by defining the product, choosing the technology and then calling a designer we are convinced that design has the power to detect emerging needs, ask the right questions and thus drive innovation. So DesignFarmBerlin is up to demonstrate that design-driven start ups can be meaningful and at least as successful as business models born on a spreadsheet. The DesignFarmBerlin is granting combined scholarships and mentorships for design-in-tech startup initiatives thus providing everything needed to establish and grow within the fertile grounds of Berlins creative tech scene. Web: www.designfarmberlin.de

Visions for people

Visions for people is a pilot project of the weißensee academy of art berlin (weissensee academy of art berlin) and the Department of Psychiatry and Psychotherapy at the Charité Campus Mitte (ccm) funded by the Senate Administration for Education, Youth and Science. The special needs and wishes of the users of the psychiatry clinic are the starting point of the project. These are explored in a field research carried out by our transdisciplinary team in a dialogical manner, equally considering the perspectives of patients, relatives and employees. The knowledge resulting from the fieldwork establishes the basis for artistic and creative transformations. The interventions create a milieu therapeutically valuable environment for the patients, relatives and employees and extend the range of possible healing processes. The spacial potential of the building complex is used constructively. As an integrative process visions for people is example setting for comparable user-centered architectures. Webblog: <https://visionsforpeople.wordpress.com>

DiGiTal

A Berlin university program for female scientists and artists.
 More Information: www.digital.tu-berlin.de/menu/startseite

STUDENT SELF-ADMINISTRATION

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, room F 1.15, Monday 13 -14., E-Mail: asta@kh-berlin.de Web: <http://www.asta.kunsthochschule-berlin.de/>

ASV/ Autonome Studentische Vorhaben

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. Web: www.kh-berlin.de/hochschule/struktur/studentische-selbstverwaltung/asv.html und auf der Moodle-Plattform unter „ASTA/ASV“, Email: frederic.jorcke@gmail.com

Student Parliament (StuPa)

The student parliament (StuPa) is a group of elected students that represent the interest of the student body. It consists of 30 students of weissensee academy of art and the meetings are open to the public. Among the duties of the StuPa are the elections of the General Students' Committee (AStA), decisions regarding general concerns, and the budget of the student body.

Students' Women's Collective

“Angelika Kaufmann” is the women's collective run by students and stands for: classes without discrimination, contents that respect equality, consideration regarding variety of teaching content and in social interactions, and critical reflection regarding categorisation and its consequences. “Angelika Kaufmann” is there to inform, to object, and to offer opportunities for dialogues. Appointments can be made here: frauenreferat@kh-berlin.de

The Student Body within the Departments

The student body may also organise itself independently within its department by electing a speaker. This speaker then represents the particular interests of the members of the department within the framework of student duties and offers counselling (e.g. questions regarding studies and examinations).

Sportbuffet

Projects, workshops, meetings and events organized from the students of visual communication: Web: <http://weissensee.blog/>

IMPORTANT ADDRESSES AND CONTACT PERSONS

Referat Studienangelegenheiten (Office of Student Affairs)

Weissensee academy of art berlin/ Bühringstr. 20 13086 Berlin / Altbau 1.OG

Head of Academic Affairs and International Relations and International Office

Leoni Adams

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

Office hours: Thu 13-15 and by appointment

Student Services / Services for Students with Disabilities and Chronic Illness

Susan Lipp

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

Registrar's Office, Office of Student Affairs

Petra Sydow, Jana Spalt, Rebekka Hoffmann

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, Xueh Magrini Troll, Abeer Tahir

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

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

Student Service *foundationclass

Miriam Schickler and Can Mileva Rastovic (replacement for Katharina Kersten)

Room A1.09, Tel: 030/ 47705 305, Mail: foundationclass@kh-berlin.de

Study Organisation and Academic Reform:

Brigitte Dierker

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

Sekretariate der Fachgebiete (Sekretariats of the departments)

Weissensee academy of art berlin/ Bühringstr. 20 13086 Berlin / Altbau 1.OG

Secretariat 1+2: Fine Arts, Faculties of Design and further studies

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

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

Secretariat 3: Theory and History, Artistic Foundation, Workshops

Christine Tkotsch, Room: A 1.06, Tel: 030 / 47705-259

E-Mail: tkotsch@kh-berlin.de

Rector's Office

Rector of Weissensee academy of art berlin

Leonie Baumann, Room 0.09

Personal assistants to the rector: Sarah Dierckes-Leitfeld and Franziska Odemer

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

Vice-Rectors: Prof. Jörg Petruschat (Art Theory) and Prof. Christiane Sauer (Textile- and Surface Design)

Women's Affairs Office

Frauenbeauftragte: Women's Representative

Dr. Nasrin Bassiri, Room A0.13, Email: nasrin.bassiri@kh-berlin.de, Tel: 030 / 47705 338

Dr. Nasrin Bassiri is the women's representative at the Weissensee academy of art berlin. 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.

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

StudierendenWERK BERLIN

www.stw.berlin

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

Social Consultation in StudierendenWERK BERLIN

for students of weissensee academy of art berlin

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

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

Telephone consultation: Mon-Thu 10-15 Fr 10-13 outside of office hours.

E-Mail: sb.fmp@stw.berlin

Office hours (without appointment): Mon and Thu 11-13

Psychological/Psychotherapeutic Consultation of StudierendenWERK BERLIN

Hardenbergstr. 35 - 10623 Berlin (Charlottenburg)

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

Telephone registration to make an appointment:

030 93 93 9 - 8401 (Hardenbergstraße) und 030 93 93 9 - 8438 (Franz-Mehring-Platz)

or via E-Mail: b pbs@stw.berlin

Job Placement Service Heinzelmännchen of StudierendenWERK BERLIN

Hardenbergstr. 34, 10623 Berlin (Charlottenburg)

Open Hours: Mo-Fr 10-15

el. Hotline for students: 030 93939 - 9033

Mo/Tue/Thu/Fr 10:00 - 14:30 and wed 11-14:30

or via Mail: jobvermittlung@stw.berlin

Web: <https://www.stw.berlin/jobben.html>

Living in Berlin

Applying for a dormitory place by the studierendeWERK BERLIN is only possible online via the dorm portal: <https://www.stw.berlin/wohnen.html>

Here you will also find more information about housing search in Berlin.

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: www.stw.berlin/finanzierung.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

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

Landesamt für Bürger- und Ordnungsangelegenheiten

For concerns (especially for students, residence permit to study, to attend a language course) is the location of the immigration office in the Keplerstraße 2 in Berlin-Charlottenburg in charge.

Open hours: Mo und Tue 07:00 - 14:00, Wednesday only with appointment and

Thu 10:00- 18:00, Dates can be found on the website at:

<https://service.berlin.de/standort/327437/> gebucht werden.

Connection by bus and train: Metro U 7 (Mierendorffplatz) und Bus M27 (Keplerstraße)

For all other concerns, the main location of the foreigners authority on Friedrich-Krause-Ufer is responsible: Friedrich-Krause-Ufer 24, 13353 Berlin

Open hours: Mo + Tue von 07.00-14.00 and T hu 10.00-18.00

Dates can also be requested online: E-Mail: abh@labo.berlin.de

Web: <http://www.berlin.de/labo/willkommen-in-berlin/>

Connection by train: U 9 (Amrumer Str.) S 41, S 42 (Westhafen)

Referent_innenRat der Humboldt-Universität Berlin

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

General social consultation:

Open hours: Wed 14.00-16.00, Room 16,

Tel: 030 / 2093-46642, E-Mail: beratung.allgemein@refrat.hu-berlin.de

Consultation regarding BAFöG and financing your studies:

Room 15, Tel: 030 / 2093-46649 , E-Mail: beratung.bafoeg@refrat.hu-berlin.de

Consultation for foreign students:

Room 6, Tel: 030 / 2093-46647, Mail: beratung.auslaenderinnen@refrat.hu-berlin.de

Consultation regarding employment rights:

Room 5, Tel: 030 / 2093-2145 oder -46637, Mail: beratung.arbeit@refrat.hu-berlin.de

Consultation for students with disabilities:

Room 5, Tel.: 030-2093-46637, E-Mail: beratung.enthinderung@refrat.hu-berlin.de

Consultation for students with children:

Room 16, Tel: 030 / 2093 46642, E-Mail: beratung.kind@refrat.hu-berlin.de

Antidiskrimination advice:

Location: Invalidenstraße 110, Room 433 (4th floor), 10115 Berlin

Telephone: 030 2093-46638 or 030 2093-46639

Email: adb@refrat.hu-berlin.de, rassismusberatung-adb@refrat.hu-berlin.de and also transberatung-adb@refrat.hu-berlin.de

General legal consultation:

With lawyers hired by RefRat

Room 15/16, only personal consultation possible, current dates are on the website:

<https://www.refrat.de/beratung.recht.html>

Legal consultation regarding university and examination rights

Consultant: A lawyer hired by RefRat

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

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

WEB: www.hs-sport.fu-berlin.de

Humboldt University Hausvogteiplatz 5-7, 10117 Berlin

WEB: <https://www.hochschulsport.hu-berlin.de/de>

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

WEB: www.tu-sport.de

University of Applied Sciences Treskowallee 8, 10313 Berlin

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

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

WEB: <http://www.beuth-hochschule.de/zeh/>

Language Courses

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

FU: <http://www.sprachenzentrum.fu-berlin.de>

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

TU: <http://www.skbtu-berlin.de>

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

Art Supplies Stores in Berlin

(selection)

boesner GmbH

www.boesner.com

Filiale Berlin-Prenzlauer Berg, Marienburger Straße 16, 10405 Berlin (Prenzlauer Berg)

Mon-Fri: 09.30 - 19.30, Sat 09.30 - 18.00, Tram M2 Marienburgerstr.

Künstlermagazin

www.kuenstlermagazin.de

Kastanienallee 33, 10435 Berlin (Prenzlauer Berg)

Mon-Fri: 9.00 - 20.00, Sat: 10.00 - 20.00, Tram 12, M2 Schwedter Str., U2 Eberwalderstr.

Zeichencenter Ebeling

www.zc77.de

Triftstraße 3, 13353 Berlin (Wedding)

Mon-Fri: 09.30 - 19.00, Sat: 10.00 - 16.00, u9 Amrumer Straße

Modulor

www.modulor.de

Prinzenstr. 85, 10969 Berlin (Kreuzberg)

Mon-Fri: 9.00 - 20.00, Sat: 10.00 - 18.00 Uhr, U8 Moritzplatz

CYM Kunstmalbedarf

Dieffenbachstrasse 16 und Planufer 96, 10967 Berlin (Neukölln)

Mo-Fr: 10.00 - 18.00, Sat: 10.00 - 14.00, U8 Schönleinstr.

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 H1.08 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.

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. >See: Erasmus

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 13 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-Ehr-

lich-Studienwerk (Jewish scholarship foundation), Evangelisches Studienwerk Villigst and Avicenna-Studienwerk (for muslim students).

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 StudierendenWERK BERLIN. 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.

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. On arrival in Berlin, international students are required to register at a Local Registration Office, preferably at one not far from their new home, within 14 days after moving into an apartment or hall of residence. In addition to the registration form (Anmeldeformular), you must also present a confirmation of arrival (Wohnungsgeberbestätigung) signed by your landlord. It is necessary to book an appointment online: <http://service.berlin.de/standorte/buergeraemter/>

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 living circumstances. Scholarship recipients are funded with a monthly grant for one year. More information: www.mart-stam.de. Also see page 28 : 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

➤ see page 13

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 1997. 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 Weissensee academy of art berlin, 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: faculty coordinator

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.

*foundationClass

The programme is geared towards people who have fled to Germany and/or applied for asylum and who had planned to start studying art or design in their home countries, or already started such a degree programme, or who plan to switch into such a degree programme. The *foundationClass strives to open up a social space within weissensee academy of art within which knowledge and artistic and design practices are not consumed, but questioned and where new forms of knowledge and practice will be produced collectively. For more information on the programme please see: <http://foundationclass.org/> For questions about the *foundationClass and studying at weissensee academy of art berlin, please contact: Miriam Schickler and Can Mileva Rastovic (maternity leave replacement for Katharina Kersten), room A.1,09, Mail: foundationclass@kh-berlin.d

Frauenbeauftragte: Women's Representative/ Women's Affairs Office

>>see page 20

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.

G

greenlab - Renewable Design Strategy Lab

>>see page 13

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 StudierendenWERK BERLIN 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

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>

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 StudierendenWERK 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 StudierendenWERK BERLIN.

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. Parents can receive 204 € from Jan 2019 (194 € until Dec 18) for their first and second children, 210 Euros for the third child, and 235 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 in weissensee (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 StudierendenWERK BERLIN offers support for parents and parents-to-be in school. Contact information is listed in the address glossary.

Krankenkasse: Health insurance

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.

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 do not have enough income by then, it could be a problem.

-Bildungskredit

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.

-Studienkredite

There are many types 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 StudierendenWERK BERLIN 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 Studierendenwerk Potsdam, student loans.

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 Weissensee academy of art berlin 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 Weissensee academy of art berlin that were especially strong or show interdisciplinary orientation. The prize sponsors an exhibition and the publication of a catalogue. www.mart-stam.de

Mart Stam Grants

One of the purposes of the Mart Stam Society is to provide the Weissensee academy of art berlin 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

Mart Stam - Studio Scholarship

Ambitious students who are preparing for their degree or have just completed it can be supported with a studio scholarship. The possibility to use an own work space should facilitate the successful professional entry. For more information please see www.mart-stam.de

Meisterschüler_innenstudium: Master Pupil

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_in. As a Meisterschüler_in, 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 StudierendenWERK BERLIN-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. In addition, there is a family allowance of 102.26 euros per month, if the scholarship holder has to provide a child. For each additional child, the scholarship amount increases by a further 51.13 euros. A repayment of the scholarship is not provided. In addition, the Rector also offers additional counseling for applicants in September, application are always in October. 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 Weissensee academy of art berlin through our email newslettersent out from the public relations department. You can subscribe to the newspaper through the homepage of the Weissensee academy of art berlin 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 >see page 10/11

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

Study and examination regulations >see page 10/11

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.

Research at the Weissensee academy of art berlin

>see page 9

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

>see page 7

Semesterticket - Studierendenausweis/ Student ID

>see page 10

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 StudierendenWERK BERLIN

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

Sozialberatung: Social Counselling

The StudierendenWERK BERLIN 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 StudierendenWERK 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. More infos see page 20.

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 Weissensee academy of art berlin itself does not have the finances to support students with scholarships, but there are, among others, 13 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 Weissensee academy of art berlin has no say in the decision whatsoever. Scholarship announcements will be hung on the bulletin board at school. More information regarding scholarships: www.stipendienlotse.de

StudierendenWERK BERLIN

The StudierendenWERK BERLIN 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 StudierendenWERK BERLIN is responsible for the social, psychological and financial counselling and support. The StudierendenWERK BERLIN also offers childcare facilities and job placement services, and the BAFÖG office is also located within the StudierendenWERK BERLIN. Contact information and opening hours are listed in the address glossary.

Studienordnung: Study Regulations

>see page 11

Studentische Selbstverwaltung: Student Self-Administration

> Seite 16

Student Conflict Advisory Board!

The student conflict counseling office should serve as a contact point for students who do not know how to deal with the situation in which they are advised should act as an advisor and mediator. The anonymised naming (writing and collection) of concrete cases of sexual assault, as well as any discrimination: racism, Ableism, sexism, classicism, etc., and all other types of oppression is important in order to establish ways of dealing with it. If you have any questions, please contact: asta@kh-berlin.de, frauenreferat@kh-berlin.de

U

Urlaubssemester: Semester on Leave

>see page 11

V

Vorlesungsverzeichnis: Course Catalogue

>see page 10

W

Website of the weissensee academy of art berlin

Every student can create an account on the Weissensee academy of art berlin 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.

Werkstätten: Workshops

>see page 13

WLAN on Campus

>see page 9

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).

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.careercenter.udk-berlin.de>

see

STUDENT SERVICES OFFICE

Susan Lipp

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