

Step-by-step instruction

Online-application for the Master study program: Spatial Strategies

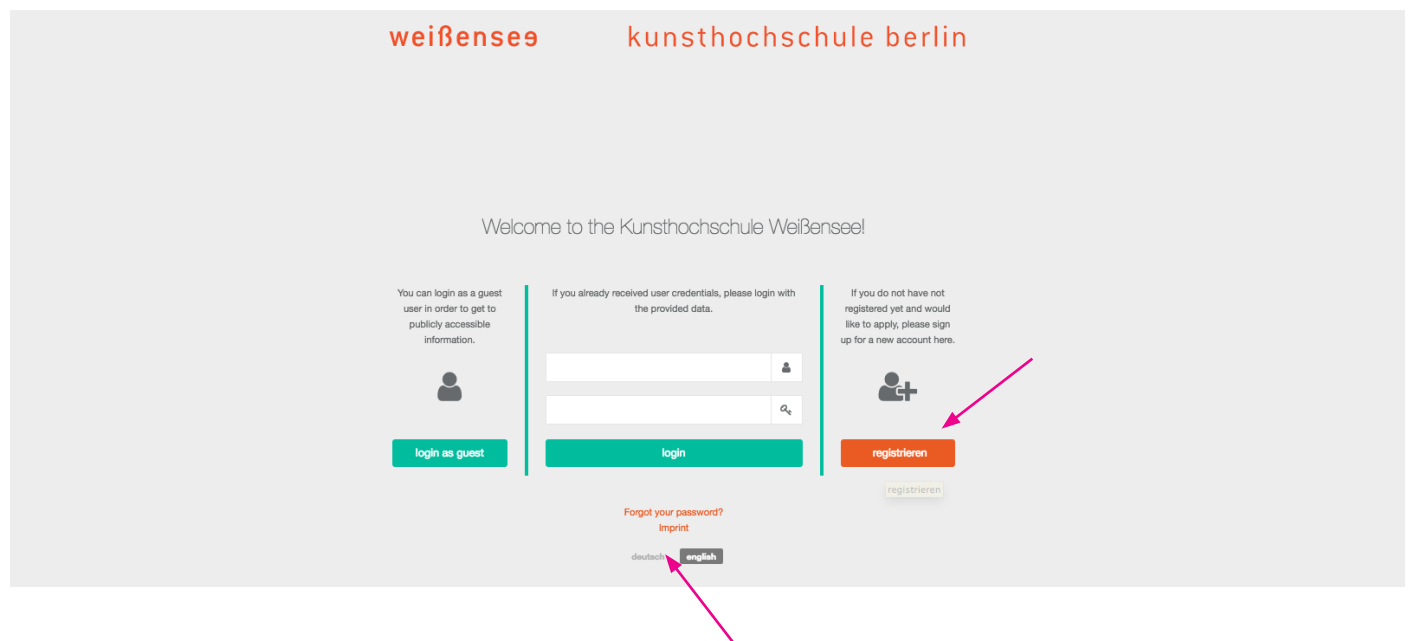
Application period: March 01 - April 30 for winter term 2018

Step 1 - create account:


Open the Campuscore website: <https://cms.kh-berlin.de/login/#/>

Create an account by clicking on the „registrieren“ button.

(You can switch between German and English language easily by clicking on the buttons below the „login“ button on the start page and on the left hand-side of the application form.)



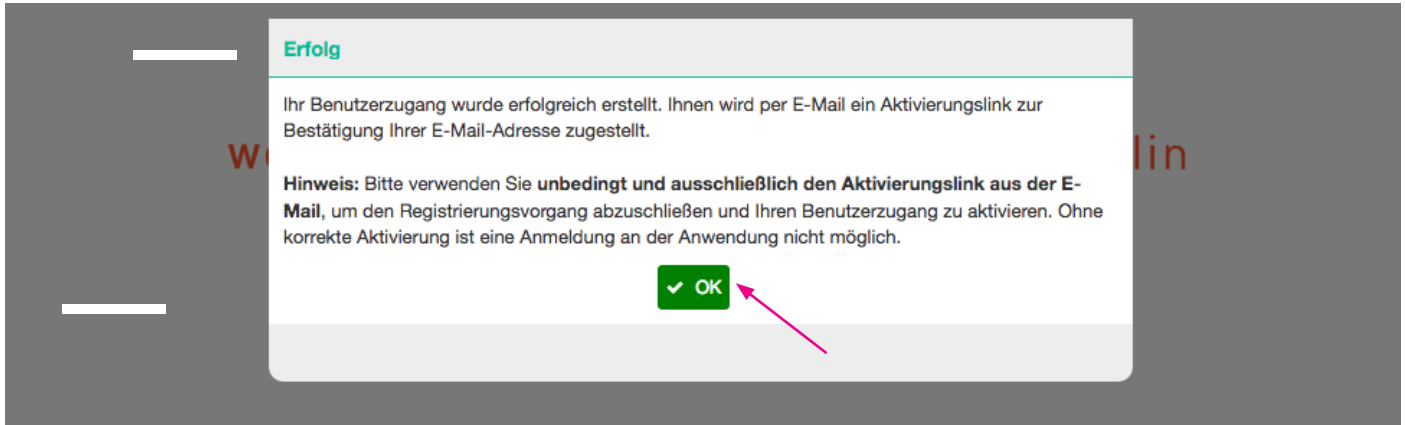
Step 2 - create credentials and edit masta data:

Fill in the mandatory fields (marked by an orange symbol ) , check both boxes to confirm the statement of consent at the end of the form, and click the „continue“ button.

The screenshot shows the registration form. It is titled 'register' and has several sections. The 'Credentials' section includes an 'E-mail / username' field with the value 'berlin@duett-design.de' and a 'Password' field with two rows of asterisks. The 'Master data' section includes fields for 'First name' (Maxi), 'Last name' (Musterfrau), 'Date of birth' (01.01.190...), 'Zip code', 'City', and 'Country'. At the bottom, there is a 'Statement of consent' section with two checkboxes, both of which are checked. The first checkbox is for agreeing to data storage and processing, and the second is for agreeing to university administration viewing and processing data. At the very bottom, there are 'continue' and 'cancel' buttons. A pink arrow points to the 'continue' button.

Step 3 - complete registration:

Once you have clicked OK, you should receive an email with the activation link to complete the registration process.



Step 4 - confirm access:

Open the email and click on the activation link to create your account.
If you did not receive an email, please check your spam folder!

Dear Maxi Musterfrau,

welcome, you have registered for the campusmanagement system of weißensee school of art and design berlin;

please use the following link to confirm your registration and activate your user account: [f5592b1d-60d4-4b87-a064-992835ecf1da](https://www.kh-berlin.de/activation/f5592b1d-60d4-4b87-a064-992835ecf1da)

If you did not create a user account in our Campus Management System, please ignore this email.

If you have questions or problems regarding your registration, please do not hesitate and contact:

Friederike Schwemin: stud2@kh-berlin.de

oder

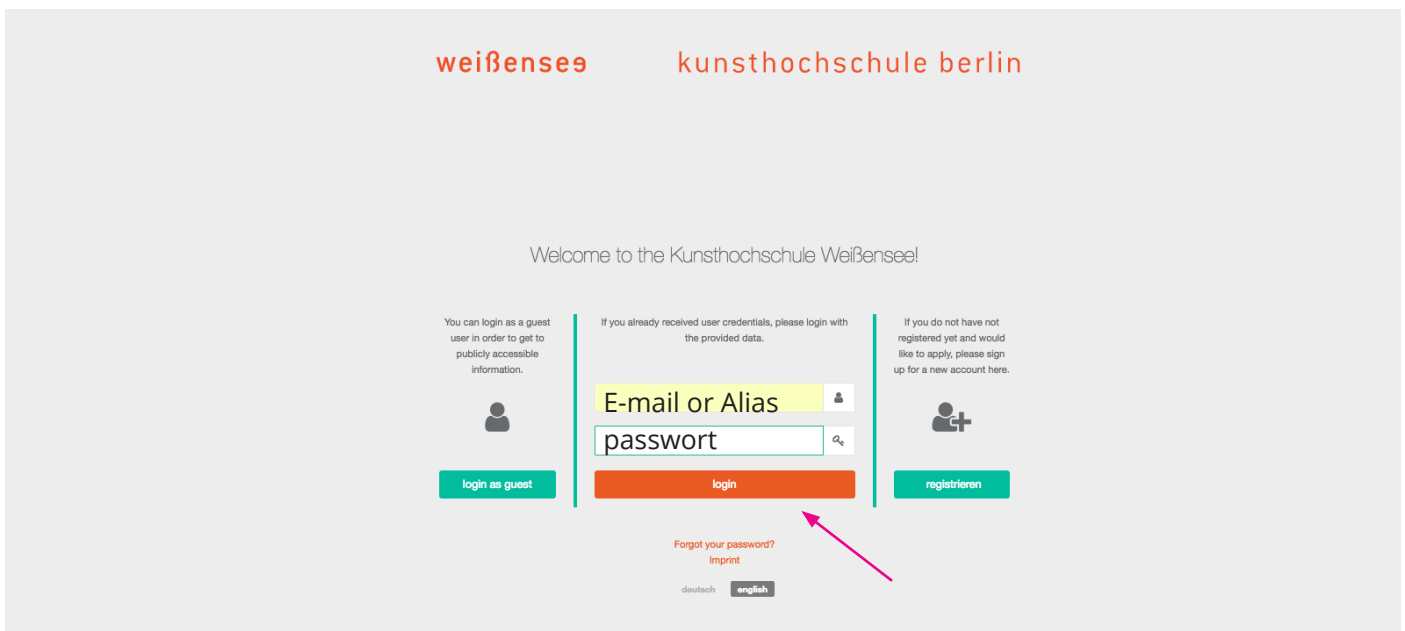
Leoni Adams: international@kh-berlin.de

with best regards

Your Study affairs Office

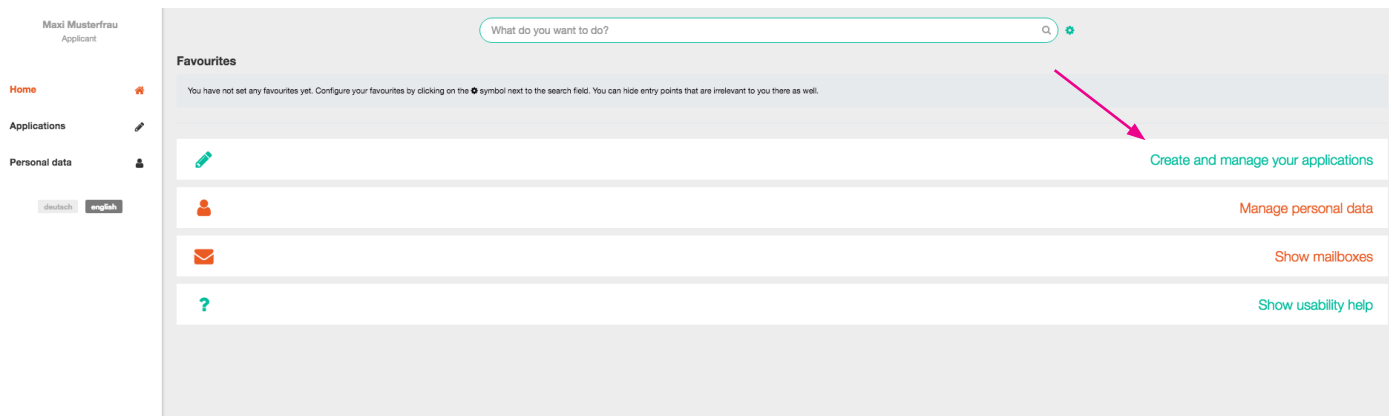
Step 5 - login:

Login with your personal access data.




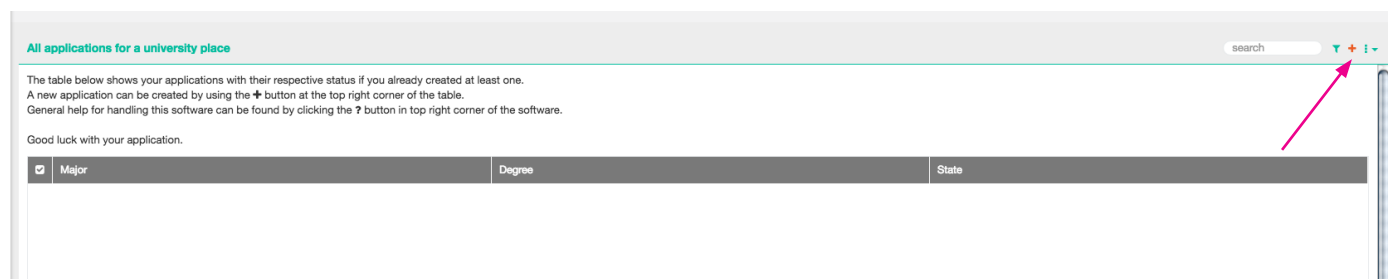
Step 6 - your account:

Once you are logged in, click on „Create and manage your applications“ to start with your application.



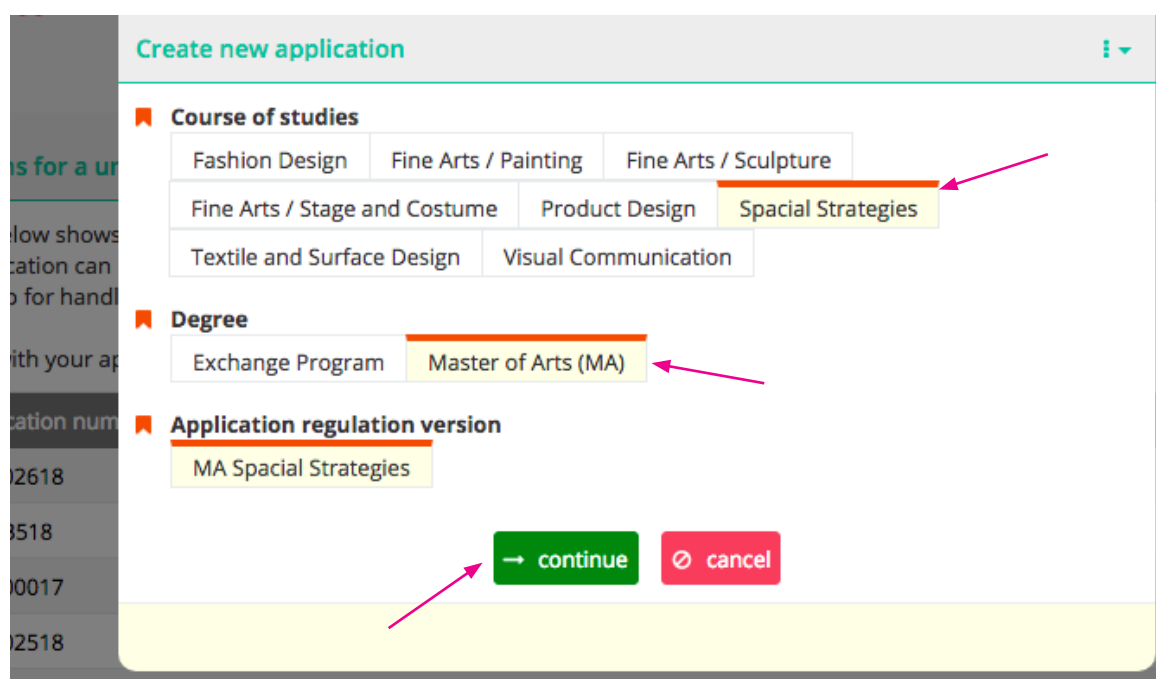
Step 7 - create application:

Create your online-application/registration for the aptitude test by clicking on the plus  symbol on the top righthand side of the page.



Step 8 - select study program:

Select the course of study as well as the degree (MA) you wish to apply.



Step 9 - check and continue:

Check again that you are applying to the correct program, and click „continue“.

The screenshot shows the 'Create new application' form. It includes the following sections:

- Application regulation version:** Master of Arts (MA) Spatial Strategies
- Application period:** 01.03.2018, 00:00:00 - 30.04.2018, 23:59:00
- Application record:** Friederike Lehm

At the bottom, there are three buttons: 'back' (green), 'continue' (green), and 'cancel' (red). A pink arrow points to the 'continue' button.

Step 10 - summary of application form:

This should take you to this page. The summary shows you which tabs have been filled out and completed and which tab you still have to edit.



The screenshot shows the 'Summary' page of the application form. The left sidebar contains a list of tabs: 'Summary', 'Personal data', 'Previous study', 'Previous work experience', 'Additional information', and 'Statutory declarations'. The 'Summary' tab is selected and highlighted with a pink arrow. The main content area shows a checklist of completed sections:

- ✓ Personal data
- ✓ Previous study
- ⚠ Study period [Show missing information](#)
- ✓ Previous work experience
- ✓ Work experience
- ⚠ Additional information [Show missing information](#)
- ⚠ Statutory declarations [Show missing information](#)

Below the checklist, it states: 'After completing your details, a button appears on the right-hand side of the screen to complete the process step.'



On the right side, there is a 'Withdraw not submitted application' button and an 'Application over...' section showing the current state: 'In progress', 'First name: Friederike', and 'Last name: Lehm'.

Step 11 - edit of personal data:

Start with the first form „Personal data“. The information you provided upon registration of your user account are already included. You can click on the pencil icon  to edit the form. Please check all information for correctness and completeness. Before you continue with the next form, please note that all fields with the  orange symbol are mandatory.

The screenshot shows the 'Personal data' form. The left sidebar contains a list of tabs: 'Summary', 'Personal data', 'Previous study', 'Previous work experience', 'Additional information', and 'Statutory declarations'. The 'Personal data' tab is selected and highlighted with a pink arrow. The main content area shows the following fields:

- Photo:** (empty)
- First name:** Friederike
- Last name:** Lehm
- Phone numbers:** (empty)
- Number:** 03837586888
- Gender:** female
- Date of birth:** (empty)

At the top right of the form, there is a pencil icon  and a list icon . A pink arrow points to the pencil icon.

On the right side, there is a 'Withdraw not submitted application' button and an 'Application over...' section showing the current state: 'In progress', 'First name: Friederike', and 'Last name: Lehm'.

Step 12 - details of personal data and save:

When you have filled out the form, save by clicking on the check icon ✓. Please note, that you can save the tab only if all mandatory fields have been filled in. But don't worry, you'll get an information which fields are still missing. After saving, continue with the „Previous study“ form.

Summary

Personal data

Previous study

Previous work experience

Additional information

Statutory declarations

Personal data

Photo

First name

Friederike

Last name

Lehm

Phone numbers

Type

Work Private Mobile

Withdraw not submitted

Application over...

State

In progress

Step 13 - details of previous study:

Please click the plus button + to add academic educations, you can add more than one, if you already studied at more universities.

Summary

Personal data

Previous study

Previous work experience

Additional information

Statutory declarations

Previous study

University name

Program of stu...

Degree type

Degree status

Withdraw not submitted

Application over...

State

In progress

Click „continue“ after you fill out all the details of your academic education.

City

Paris

Course of studies

Architecture

Number of completed terms of study

8

Degree status

Degree complete No degree Not yet on hand

Degree type

Bachelor Diploma Master Other degree

continue cancel

Please click on the respective University and complete or change the information and upload the proof of your undergraduate degree. Please note: all necessary certificates and documents must be upload in form of an officially authenticated translation in German or English.

	University name	Program of stu...	Degree type	Degree status
<input type="checkbox"/>	Beaux Arts Paris	Malerei	Bachelor	Not yet on hand
<input checked="" type="checkbox"/>	Ecole Art Deco	Architecture	Bachelor	Degree complete

You can click on the pencil icon  to complete the form.

Study period

Study period to: 27.02.2017

University address

Country: France


City: Paris

Program of studies: Architecture

Number of university terms in Germany: 20

Degree status: Degree complete

Degree type

When you have filled out the form and uploaded your certificate of your successfully passed first degree (Certified), save by clicking on the check icon  and move on to the „Previous work experience“ form.

Study period

Country: France

City: Paris

Program of studies: Architecture

Number of university terms in Germany: -9

Degree status: Degree complete

Degree type: Bachelor

Degree certificate

Step 14 - details of previous work experience:

Please click the plus button **+** to add work experience, you can add more than one, if you already have more experiences (internships, job or vocational training) in a field relevant to the program.

The screenshot shows the 'Previous work experience' section of the application form. On the left, a sidebar lists various sections: Summary, Personal data, Previous study, Previous work experience (highlighted with a pink arrow), Additional information, and Statutory declarations. The main area is titled 'Previous work experience' and contains a table with columns: Work experience type, Period, and Name of company. A pink arrow points to a plus button (+) in the top right corner of the table, indicating where to click to add a new experience. On the right side of the form, there is a note: 'All input provided during data editing is saved permanently with the ✓ icon in the form's upper right corner. Not yet submitted applications can be edited at any time.' Below this note is a button that says 'Do you require assistance?'. At the bottom right, there is a red button labeled 'Withdraw not submitted application'.

First choose in the field of Work experience type: „Internship“, „Job“ or „Vocational Training“!

The screenshot shows the 'Create objects' dialog box. It has a title bar 'Create objects' with a close button. Below the title bar, there are three sections: 'Work experience type', 'Period', and 'Start'. The 'Work experience type' section has a text input field with a dropdown menu showing 'Internship' (highlighted in green) and 'Vocational Training'. The 'Period' section has a text input field. The 'Start' section has a date picker with a calendar icon. The background shows the same application form as the previous screenshot, but the 'Previous work experience' section is now partially visible.

Click „continue“ after you fill out all the details of your work experience.

The screenshot shows the 'Create objects' dialog box with the following details filled in: 'Work experience type' is 'Internship', 'Name of company' is 'Architektur Studio Berlin', 'Period' is '01.06.2015', and 'End' is empty. At the bottom of the dialog box, there are two buttons: a green button labeled '→ continue' (highlighted with a pink arrow) and a red button labeled 'cancel'. The background shows the application form with the 'Previous work experience' section partially visible.


Please click on the respective work experience to complete the information and to upload a proof of at least one year of work experience in a field relevant to the program.
Please note: all necessary certificates and documents must be upload in form of an officially authenticated translation in German or English.

	Work experience type	Period	Name of company
<input type="checkbox"/>	Internship	01.05.2016 -	Büro Berlin
<input checked="" type="checkbox"/>	Internship	01.06.2015 -	Architektur Studio Be...

You can click on the pencil icon  to complete the form.

Work experience

- Work experience type**
Internship
- Period**
01.05.2016, 00:00:00 - (Time period active)
- Name of company**
Büro Berlin
- City**
Berlin
- Country**
Germany (DEU)
- Description**
Raumplanung Stadtplanung
- Verification**
PDF Proof of at least one year of work experience in a field relevant to t... program.pdf



When you have filled out the form and uploaded your degree certificate, save by clicking on the check icon  and move on to the „Additional Information“ form.

Work experience

- Work experience type**
Internship
- Period**
 - Start**
01.05.2016
 - End**

- Name of company**
Büro Berlin
- City**
Berlin
- Country**
Germany (DEU)
- Description**
Raumplanung Stadtplanung

Step 15 - Additional Information - Upload application documents:

Please click on the pencil icon  to edit the „Additional application data“ form and upload  the following documents as PDF-files:



1 Portfolio - Digital Portfolio of recent artistic, theoretical or curatorial work (max. 20MB) or a link to your online-portfolio.



2 Exposé - Evidence of academic and transdisciplinary suitability in the form of a written statement (3–4 pages) outlining the applicant's academic goals and presenting a proposal for a project to be carried out during the program



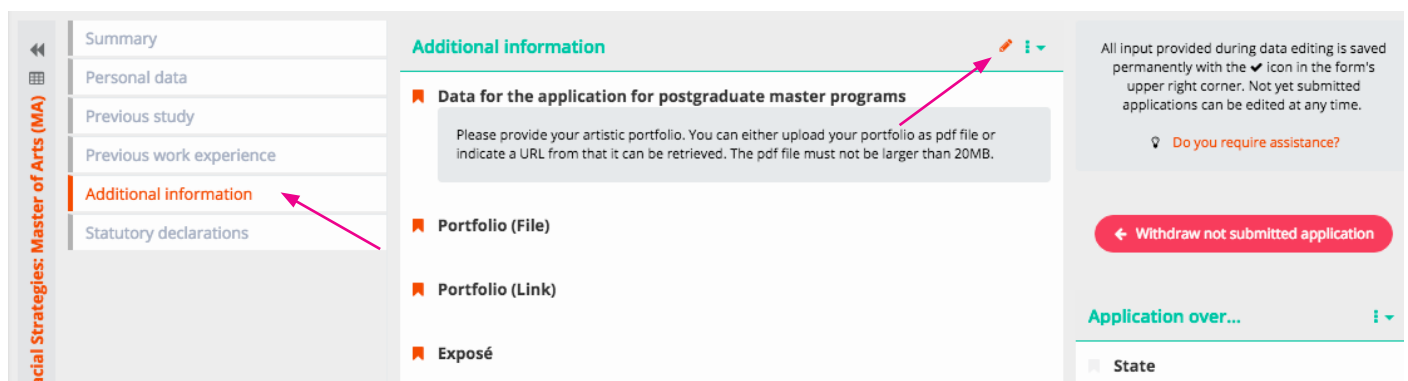
3 CV - Courses of the study, study trips, internships, employment in the fields of design/ arts, exhibitions etc.




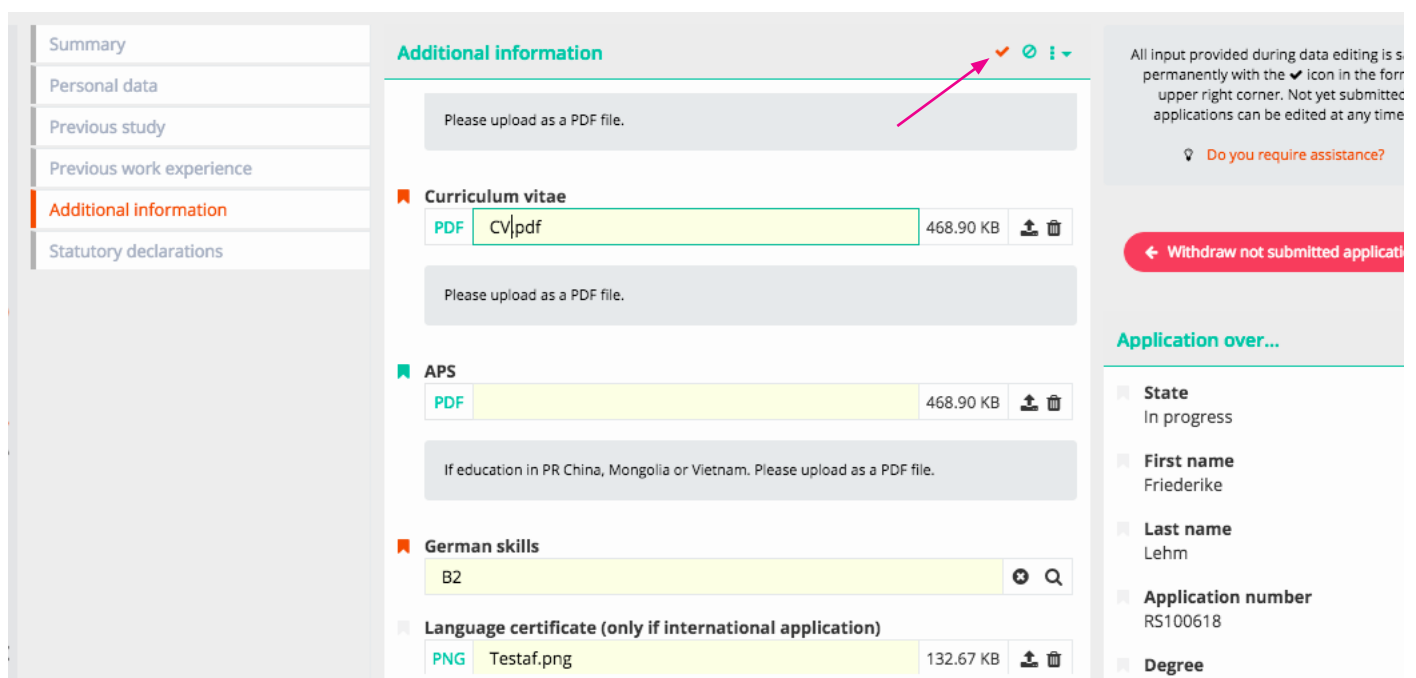
4 APS-Certificate - Only applicants from the People's Republic of China, Vietnam and Mongolia must include the original certificate confirming that the papers have been pre-checked by the Academic Evaluation Centre (APS).



5 German language certificate - At the time of application international applicants have to upload a language certificate qualification level or a conformation of the current language course min B1/2. Please upload the recent proof you have.



Click save  and make sure that you have uploaded all necessary documents and move to the „Statutory declarations“ form.



Step 16 - statutory declarations:

Check both boxes to confirm the statutory declarations and click on the check button to save. ✓

The screenshot shows the 'Statutory declarations' section of the application form. On the left, a sidebar lists the form sections: Summary, Personal data, Previous study, Previous work experience, Additional information, and Statutory declarations (highlighted in orange). The main content area has a title 'Statutory declarations' with a green checkmark icon. Below the title, there are two checkboxes, both of which are checked. The first checkbox is for affirming the truthfulness of the information regarding duration of study and graduation. The second checkbox is for confirming that the applicant has read and understood the Entrance and Admission Regulations, with a link provided. A note at the bottom states that accepting the declarations is a prerequisite for submission and that the form can be edited via an edit icon in the upper right corner. On the right side, there is a sidebar with a warning message about saving input and a red button labeled 'Withdraw not submitted application'.

Step 17 - check all details and submit application:

Once all forms have been filled out completely, a green „Submit application“ button should appear on the righthand side. Please note that once you have submitted your application, you will not be able to further edit your information.

The screenshot shows the 'Summary' page of the application form. The left sidebar lists the sections: Summary, Personal data, Previous study, Previous work experience, Additional information, and Statutory declarations. The main content area has a title 'Summary' with a green checkmark icon. Below the title, there is a paragraph of text and a list of sections, each preceded by a green checkmark: Personal data, Previous study, Study period, Previous work experience, Work experience, Additional information, and Statutory declarations. On the right side, there is a sidebar with a warning message about saving input and a green button labeled 'Submit application' (circled in red) and a red button labeled 'Withdraw not submitted application'.

Step 18 - complete online-application:

Click on the „yes“ button to submit your application.

By clicking on the „no“ button your entries will be saved and not delete. You can edit, add and check up all the forms and documents, as long as you do not submit your application. You always find your application form in your account after login (from step 5).

The screenshot shows a dialog box titled 'Continue application process'. The text inside the dialog box asks: 'Do you really want to finish editing the application in the current state and execute the action "Submit application"? This action might not be reversible.' Below the text, there are two buttons: a green button with a checkmark and the text 'yes', and a red button with an 'x' and the text 'no'. A red arrow points to the 'yes' button.

Please note that the deadline for submit your application is 30 April 2018.

If you want to apply for more than one program, please start from step 7 to create a new application, but please mind that the admission interviews can may overlap.

Thank you for your application.

Further procedure:

Please do not send any additional documents by post before official admission.

The examination board decides whether you will be invited for the admission interview or not. You will receive the letter of invitation to the admission interview approximately 4 - 5 weeks after the deadline. The interviews will be held between end of June and middle of July, for international student skype-interviews are also possible. If you pass this interview successfully we request your full original application documents for admission at the Berlin Weissensee Art Academy.

The examination committee selects those candidates who reveal the artistic qualification (on the basis of your CV and portfolio) and who fulfill all mentioned qualifications.

For further questions about application, admission and online-registration please ask the Student Service.

Contact
Susan Lipp
general course guidance

Student Service
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Bühringstr. 20 - 13086 Berlin
mail: studienberatung@kh-berlin.de
open hours: room A 1.09 tuesday 11-13, thursday 14-17
telephone advisory service: +49 30 47705 342 tuesday 14-16, wednesday 10-12