

# step-by-step instruction

## step 1:

registration on the Moodle platform/  
login by clicking the link below:

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

Please create your account and complete the form below:

You are not logged in. English (en)

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Search courses

Fachgebiete ▾ Theoriekurse bewerben tags Einrichtungen ▾ Sonstiges ▾

Home » Log in to the site

**Log in**

Username

Password

☐ Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

Some courses may allow guest access

**Is this your first time here?**

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

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Search courses

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Home » Log in » New account

**New account**

Choose your username and password

Username\*

Password\*

More details

Email address\*

Email (again)\*

First name\*

Surname\*

City/town

Country

Bitte ausfüllen

Security question

Enter the words above

## step 2:

### confirm access

Please confirm the link in the email that we sent to login.

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## step 3:

### Choose your desired department

by clicking the respective link:

#### Stage and Costume Design

<http://kunsthochschule-berlin.de/moodle/mod/data/edit.php?d=77>

#### Sculpture

<http://kunsthochschule-berlin.de/moodle/mod/data/edit.php?d=71>

#### Painting

<http://kunsthochschule-berlin.de/moodle/mod/data/edit.php?d=70>

#### Fashion Design

<http://kunsthochschule-berlin.de/moodle/mod/data/edit.php?d=72>

#### Product Design

<http://kunsthochschule-berlin.de/moodle/mod/data/edit.php?d=76>

#### Visual Communication

<http://kunsthochschule-berlin.de/moodle/mod/data/edit.php?d=75>

#### Textile and Surface Design

<http://kunsthochschule-berlin.de/moodle/mod/data/edit.php?d=73>

## step 4:

### code key: EX\_ch17

Please enter the code key in the field of „Einschreibeschlüssel“ and click „Einschreiben“ to continue. From here you will be forwarded to the application form.

Home » Courses » Bewerbung » application » online » Application for exchange students S2017 PRODUKT » Enrolment options

### Enrolment options

**Application for exchange students SoSe 2017 PRODUKT**

Kunsthochschule Berlin Weißensee / Berlin Academy of Art Weissensee  
Auslandsamt/ International Office  
Bühningstraße 20 D-13086 Berlin  
www.kh-berlin.de e-mail international@kh-berlin.de  
Tel +49-30 47705-232/269 Fax +49-30 47705 123

Manager: Leoni Adams  
Manager: charlotte wiese  
Trainer/in: Lucas Bahle  
Trainer/in: Nils Krüger  
Trainer/in: Barbara Schmidt  
Trainer/in: Susanne Schwarz-Raacke  
Trainer/in: carola zwick

▼ Self enrolment (Teilnehmer/in)

▼ **Selbsteinschreibung (Teilnehmer/in)**

Einschreibeschlüssel:  ☒ Klartext

## step 5:

### online application form

Please fill out the online application form and verify the correctness and completeness, especially your contact details.

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Search courses

Fachgebiete ▼ Theoriekurse bewerbten tags Einrichtungen ▼ Sonstiges ▼

Home » Application for exchange students S2017 PRODUKT » Add entry

### Application form for exchange students PRODUCT DESIGN

PRODUKTDESIGN / PRODUCT DESIGN Please fill out the form and upload your pdf-documents.

[View list](#) [View single](#) [Search](#) [Add entry](#) [Export](#) [Templates](#) [Fields](#) [Presets](#)

#### New entry

Bewerbungsschluss / end of application: Studienabschnitt / cycle

☐ 15 April for the winter term (October-February) ☐ first cycle (BA)  
☐ 15 November for the summer term (April-July) ☐ second cycle (MA)

Fachgebiet / subject:  Exchange Program:

**Angaben zur Person / personal data**

Name/ family name:  Vorname/ given name:

Geburtsdatum/ date of birth:    Geburtsort/ place of birth:

Staatsangehörigkeit/ nationality:

Don't forget to choose the term, the circle and the exchange program here

## step 6:

### attachments

Please upload all the required documents:

- an informal confirmation of the international (ERASMUS) co-ordinator at your home university with signature and stamp  
or a certification of enrolment, if enrolled at a non partner college,
- letter of motivation,
- and a Portfolio (pdf-file max. size 10 MB).

Bitte laden Sie zu dem Online-Antrag folgenden Unterlagen hoch/  
With the application form please upload the following documents:

Portfolio: bitte als pdf-Datei (max. Größe 10 MB) /  
Portfolio: please as a pdf-file (max. size 10 MB):

Motivationsschreiben/  
Letter of motivation:

Maximum size for new files: 10MB, maximum attachments: 1

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Maximum size for new files: 10MB, maximum attachments: 1

ENTWEDER eine formlose Bestätigung des Austausch-Koordinators  
der Heimathochschule mit Unterschrift und Stempel/  
EITHER a informal conformation of the International (ERASMUS)  
co-ordinator at home university with signature and stamp:

ODER Immatrikulationsbescheinigung  
(bei Einschreibung an einer Nicht-Partner Hochschule)/  
OR Certification of enrolment  
(if enrolled at a non partner college):

Save and view

Save and add another

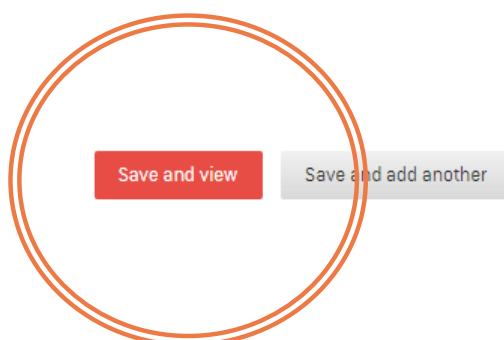
## step 7:

### save

Verify the completeness and click „Save and view“ to confirm.

**You will not receive a confirmation Email!**

On 15th of April, we will check all application forms and inform you about the next steps and if something is missing.

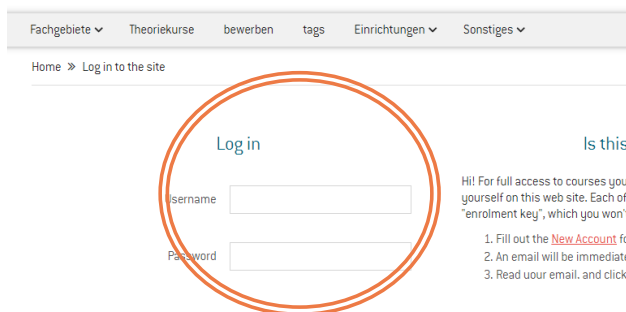


## change, add and check up

1. login <http://kunsthochschule-berlin.de/moodle/>
2. After log in, go to the dashboard of your account.
3. Click the online application form on your start page/dashboard and by clicking the small configuration button you enter to your online form.
4. Change the entries or the documents as desired.
5. Save!

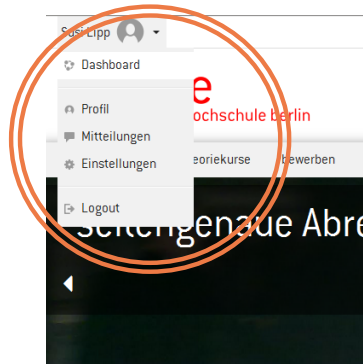
### 1. moodle

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The Moodle login page features a navigation bar with links like 'Fachgebiete', 'Theoriekurse', 'bewerben', 'tags', 'Einrichtungen', and 'Sonstiges'. Below the navigation bar, there is a 'Log in' button circled in orange. To the right of the login button, there is a message: 'Hi! For full access to courses you yourself on this web site. Each of "enrolment key", which you won'.

### 2.

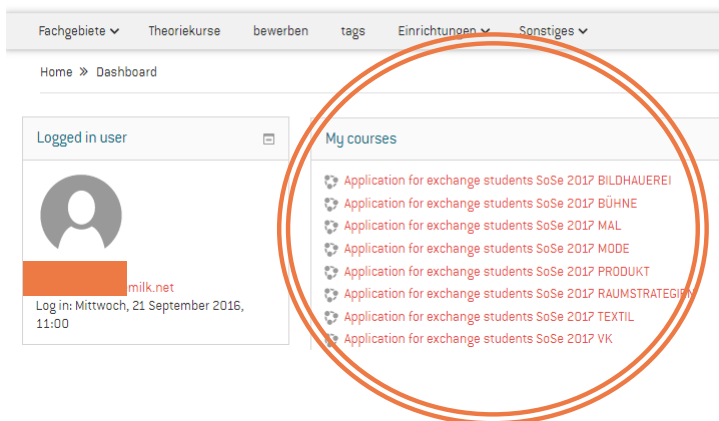


The Moodle user profile menu is shown, with the 'Logout' button circled in orange. The menu also includes options for 'Dashboard', 'Profil', 'Mitteilungen', 'Einstellungen', and 'Logout'.

### 3.

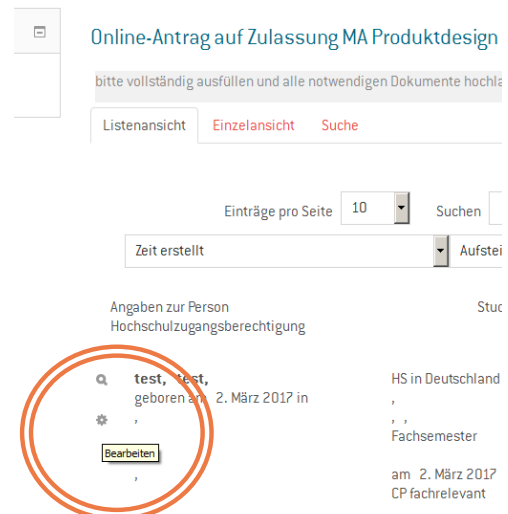
### moodle

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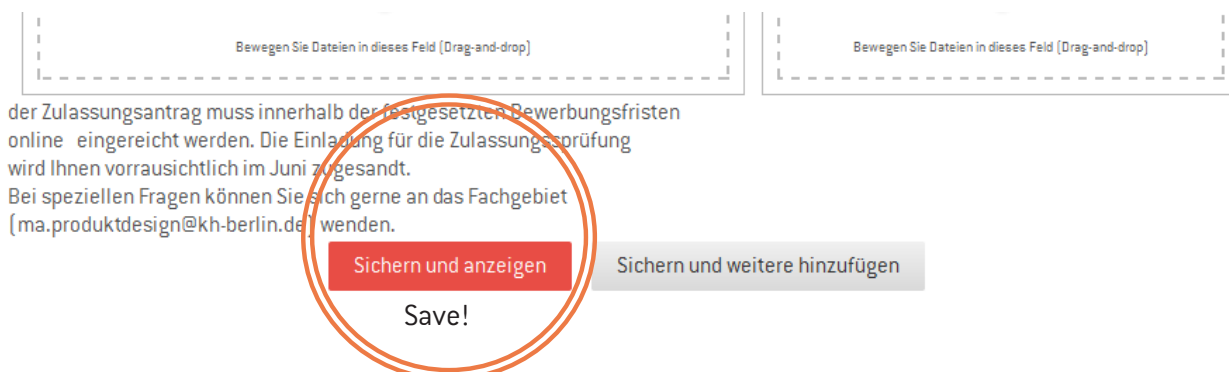
The Moodle dashboard shows the 'My courses' section, which lists several application forms for exchange students. The 'My courses' section is circled in orange. The list includes: 'Application for exchange students SoSe 2017 BILDHAUEREI', 'Application for exchange students SoSe 2017 BÜHNE', 'Application for exchange students SoSe 2017 MAL', 'Application for exchange students SoSe 2017 MODE', 'Application for exchange students SoSe 2017 PRODUKT', 'Application for exchange students SoSe 2017 RAUMSTRATEGIE', 'Application for exchange students SoSe 2017 TEXTIL', and 'Application for exchange students SoSe 2017 VK'.

### 4.



The online application form for 'Online-Antrag auf Zulassung MA Produktdesign' is shown. The form includes a search bar, a list of entries, and a 'Bearbeiten' button circled in orange. The form also displays personal information and a 'Suchen' button.

### 5.



The application form submission page shows two drag-and-drop areas for uploading files. Below the upload areas, there is a 'Save!' button circled in orange, and a 'Sichern und anzeigen' button. The text on the page states: 'der Zulassungsantrag muss innerhalb der festgesetzten Bewerbungsfristen online eingereicht werden. Die Einladung für die Zulassungsprüfung wird Ihnen voraussichtlich im Juni zugesandt. Bei speziellen Fragen können Sie sich gerne an das Fachgebiet (ma.produktdesign@kh-berlin.de) wenden.'