

see

INFO
START
OF
STUDY

2020/21

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Academic Year

Winter term 2020/21

Enrollment Ceremony: 05.10.2020/ 10 Uhr (planned)

Lecture period: Monday, 05. October 2020 to Friday, 05. February 2021

Season's break: 23.12.2020 – 03.01.2021

01.01. – 20.02.2021 Period reregistration for summer term 2021

Summer term 2021

Lecture period: Tuesday, 06. April 2021 to Friday, 09. July 2021

Holidays: 13.05.2021 / 24.05.2021

01.06. – 20.07.2021 period reregistration for winter term 2020/21

10 and 11 July 2021 RUNDGANG/ Open Days

Web: <https://kh-berlin.de/en/studies/study-organisation/academic-year.html>

INFORMATION ON EVERYDAY ACADEMIC LIFE

Presence/Punctuality

Attendance of courses is compulsory. Attendance of a course is usually recorded on name lists. If you are absent more than twice without excuse, you may be denied registration or participation in examinations. Courses begin at the specified time. Punctuality is the respectful use of other people's time.

Reachability

To enable the exchange of important information (e.g. change of date or location), you should provide your e-mail address when registering for courses. Instead of handwritten, error-prone lists, Moodle and Incom (see below) are particularly suitable for the exchange of information. These can be used to store lists of subject areas or internal course lists as well as texts. Please also make sure that the Office of Student Affairs always has your current contact details so that the student ticket and your re-registration will arrive at the correct address.

Campus Management System

You have been familiar with our campus management system (CMS) CampusCore since the application procedure at our university. The system is completely web-based and can be operated via all common browsers on one PC as well as via mobile devices across all locations. With your personal account you have access to your personal and student data. An illustration of the respective examination and study regulations including a list of all modules to be completed in your respective degree program, a grade, requirement and financial overview also simplify the traceability of organizational processes. In addition, you will receive your re-registration requests electronically for each semester and can also submit applications - for example regarding changes of address, name, etc.) - via the system. We are continuously striving to successively expand and optimize the spectrum of existing and additional functions for all user groups. If you have any questions about the CMS, we will of course be happy to answer them. If you have any questions or uncertainties, please contact us by e-mail at: stud2@kh-berlin.de. Web: <https://cms.kh-berlin.de/login/#/>

FAQ

Answers to frequently asked questions about studying can be found on our website at: <https://kh-berlin.de/en/service/faq/faq-study-organisation.html>

Helpdesk - Online-Help-Platform

Helpdesk is an online help platform for students from the weissensee kunsthochschule berlin and the central contact point for the next creative, digital or hybrid semester. You can find the answers to technical, digital or organizational questions at: <https://helpdesk.kh-berlin.de/en-us/>

Academy email address

You will find your e-mail address in Campuscore under „personal data „ in the tab „access data“ and can be used immediately! It is composed according to the following scheme vorname.name@stud.kh-berlin.de - Help: <https://helpdesk.kh-berlin.de/de-us>

Intranet / Moodle/ Incom

Moodle and Incom are course and communication platforms of the Academy of Art and serve the internal exchange between the individual departments and students. Courses and other important events are announced here on the platform. In order to be able to participate in the various courses and events, or to register, each student must create a user account for Moodle/ Incom. In addition, there is also an internal bulletin board available

Moodle: <https://kunsthochschule-berlin.de/moodle/?lang=en>

FAQ Moodle: <https://helpdesk.kh-berlin.de/en-us/10-moodle-lernplattform>

Incom: <https://kh-berlin.incom.org/>

FAQ Incom: <https://helpdesk.kh-berlin.de/en-us/>

Jitsi - Video conferencing

Jitsi is an application for video conferencing and an open source alternative to Zoom or Skype. It is browser based, so no extra software needs to be installed on the computer. (Free apps are available for iOS, Android, MacOS and Windows). The art school has its own instance running at: <https://jitsi.kh-berlin.de>

Jitsi-Meet is a fully encrypted, 100% open source video conferencing solution that you can use for free - no account required. Quick Start Guide:

<https://helpdesk.kh-berlin.de/en-us/2-jitsi-video-meetings/5-jitsi-kurzanleitung>

Consultation / advice / contact persons

A study raises questions. These can be of a professional, interdisciplinary, social and personal nature. Problems can also arise during a study program. For every question, every problem, there are contact persons inside or outside the university. Consultations and study advices are offered by your professors. If you have any questions about the course of studies, examinations, studying abroad, or if you have personal problems, you can contact the staff of the Department of Academic Affairs. They will be able to answer all your questions regarding the organization of your studies and will always be able to name the right contact person if you do not know who to contact.

You will find a number of important contacts both inside and outside the university in the address section of this brochure, starting on page 17.

Newsletter

An irregularly appearing newsletter, sent by e-mail from the press office, informs you about news from the academy and events in all subject areas. You can subscribe to it on the homepage of the school website:

<https://kh-berlin.de/en/academy/structure/public-relations/news/news.html>

Re-registration

In order not to lose your place, you must re-register for the following semester by transferring the semester fees to the academy's account. There is a special deadline for this: 01.01.-20.02. for the summer semester and 01.06.-20.07. for the winter semester. By doing so, you declare that you wish to continue your studies at the weißensee kunsthochschule berlin. The re-registration can also be provided with individual conditions, e.g. missing credit points after the 4th semester. Late re-registration will incur late fees. Those who also miss the grace period must expect to be de-registered. If you want to take leave of absence in the following semester, you can apply for leave of absence instead of re-registration. If the reason for the leave of absence only arises after you have already re-registered, it is also possible to apply for a semester of leave of absence at a later date. If, for example, you are spending a semester abroad or an internship outside of Berlin, you have the possibility to apply for a leave of absence. In very problematic cases you can also exmatriculate yourself temporarily. Forms and contact information: <https://kh-berlin.de/en/studies/study-organisation/registration.html>

Bulletin board

The academy has an open noticeboard on the first floor of the old building, which is maintained by the secretariat of the rector and the press office. This is where scholarship and internship announcements as well as internal university events are posted. The bulletin board is open to students and all kinds of advertisements (e.g. apartment hunting) can be posted here. It is important that the ads are always dated. In addition, the study administration regularly sends further interesting advertisements, internships, job offers and important events of the university to all students via the mail „schwarzesbrett@kh-berlin.de“. The university's intranet (Moodle/ Incom) also has a student bulletin board, which can be actively used by students.

Self-Study

The study does not end with the participation in courses. Self-study, i.e. all independent, study-related activities outside the classroom, in particular preparation and follow-up of courses, is of great importance. Especially project work requires a high degree of independent work outside of class. A job or a studio is assigned exclusively by the professors. If you wish to work after 9 pm or on weekends, you will need a transponder. This digital key gives you access to the university building at any time of day or night. Contact us: Computerstudio, A 3.01 with Olaf Kriseleit, deposit: 40 Euro. For the workshops you also need a work permit from the responsible workshop manager.

Course of studies

You are responsible for the course of your studies, which also means that you can help shape your studies. This applies to the individual courses as well as to the entire study program. The sample curricula of the respective subject areas are examples of a possible course of study, which you can vary individually according to your study and examination regulations. In particular, the freely selectable modules or courses give you the greatest possible leeway. Of course, you are welcome to further your education beyond the necessary obligatory study contents.

The recommended distribution of the modules or the courses of the study program is shown in a sample study plan, which takes into account the contextual connection between the courses and enables you to study within the standard period of study. You will find the sample study plan as an extra leaflet in your study book.

In order to keep an overview, students can pick up a transcript of records, which documents their achievements by listing the courses or modules completed, the credits earned and the grades achieved, at the examination office.

Student card / Semester ticket

After each re-registration you will receive a student card, which is valid for one semester and certifies your student status. The identity card (with the VBB logo and hologram) can only be used as a semester ticket on public transport in connection with a valid official identity document with photo. Changes at the travel authorization reference on the student identity card - no matter which kind (e.g. shrink-wrapping, laminating) - make the travel authorization invalid!

The services: With the semester ticket you can make as many trips as you like in the Berlin ABC fare zone of the Berlin-Brandenburg Transport Association (VBB) during the respective semester: winter semester from October 1 to March 31 and summer semester from April 1 to September 30. You can also use all local trains, but only long-distance trains if this is explicitly permitted in the timetable. The semester ticket is personal and non-transferable. Therefore it may not be passed on to anyone else. Nevertheless, with the Semesterticket you can take children up to the age of six years (up to three children on ferries), a dog, a baby carriage and a bicycle free of charge. Bicycles can be taken along free of charge - in accordance with the general conditions of carriage - in the entire Berlin ABC tariff zone. Many museums, galleries, cinemas, baths and theaters as well as some restaurants grant discounts and benefits upon presentation of the ID card.

In well-founded exceptional cases, an exemption from the obligation to purchase a semester ticket is possible. You can find more information on the topic of reimbursement and exemption from the semester ticket under:

<https://kh-berlin.de/en/studies/study-organisation/semester-ticket.html>

All students can apply for a semester ticket subsidy. Semtix grants are provided by the Social Fund for Students of the HU and the Weissensee School of Art Berlin.

Application deadlines are: January + February for the summer semester application and June + July for the winter semester application. Application forms and further information can be found at: <https://http://www.refrat.de/semix/wordpress/antrag-stellen/>

Studying with disability or chronic illness

People with disabilities or chronic diseases should not be disadvantaged. This also applies to studies and especially to examinations. The Higher Education Acts of the states of Berlin and Brandenburg therefore stipulate that „examination papers in their intended form may be replaced in whole or in part by equivalent examination papers in another form“. A medical certificate is required for this. Together with the Department of Academic Affairs and the relevant subject area, individual solutions are sought to help students cope with everyday student life.

Questions about compensation for disadvantages are answered by the representative for people with disabilities and chronic diseases in the general student advisory service, room A 1.03. Here you can also receive support in everyday student life at any time. Contact details can be found in the address glossary, page 17.

Study with child

Information for the organization of the study with child(ren) and also to the maternity leave (more in the glossary, page 35) gives it in the study guidance, area 1.03. Besides there are special consulting offers in the StudierendenWERK to the topic: Study with child. Students who live together with one or more children under 10 years of age can apply for a childcare supplement in addition to their regular BAföG. This amounts to 130 euros per child. In contrast to other student BAföG, the amounts are paid as a full grant. Other state benefits for the child(ren) do not exclude the receipt of the childcare supplement. It is also irrelevant whether and to what extent the student parents actually incur costs for child care. In order to secure the livelihood of children, the state pays their parents child benefit. Since July 1, 2019, the child benefit for the first and second child is 204 Euros per month, for the third child 198 Euros and for the fourth and each additional child 235 Euros. Applications are accepted by the family funds of the employment agencies and, in the case of members of the public service, by the salary/remuneration offices.

Support for parents of students - and those who will become parents - is offered by the StudierendenWERK Berlin and the general student advisory service, Room A1.03. The addresses and office hours can be found in the address glossary on page 17 and on our website at: <https://kh-berlin.de/en/studies/student-advisory-services/studying-with-child.html> Parents can also use the children's room at the School of Art and Design at any time to change their child's diaper, breastfeed it or simply play with it.

Part-time study

Part-time studies can be applied for under the following conditions: during pregnancy, for the care of relatives in need of care, in the case of a professional activity, for the care and upbringing of a child up to the age of 10, if a disability makes this necessary, while exercising a mandate in an organ of the academy, the student body or the StudierendenWERK Berlin and for other serious reasons. As a rule, the application must be submitted before the beginning of a semester, but no later than 30 days after the beginning of the semester.

In addition, the application must be accompanied by appropriate documentation. Students who have a visa for study purposes (§16 AufenthG) can only apply for part-time studies in exceptional cases due to residence regulations. Part-time students have the same status at the Weissensee School of Art Berlin as full-time students. Fees and contributions must be paid in full. Important: Please note that there is no entitlement to BAföG during part-time studies. You can obtain the form and further information from the Office of Student Affairs / Room A 1.04 or at: <https://kh-berlin.de/en/studies/study-organisation/part-time-study.html>

Leave of absence

If important reasons are proven, students can apply for a leave of absence for one semester, in exceptions for two semesters. Important reasons are child-rearing, financing of studies, illness, internships, semesters abroad and serious personal reasons. The application for leave of absence must be signed by the departmental spokesperson and submitted to the Office of Student Affairs within the re-registration period. During a leave of absence, you retain the student status as well as the semester ticket (if desired) and are entitled to examine. In addition, the counting of your semesters of study will stop for the semester on leave of absence, but not the counting of your university semesters. For all

those who want to apply for a Master's degree or even for scholarships, adherence to the standard period of study is often an important requirement. BAföG-recipients must note that in case of a leave of absence the support is suspended (exception: Auslandsbafög). Parents of students on leave of absence may not pay child benefit for this period and the health insurance contributions may also change. You can obtain the form and further information from the Office for Academic Affairs / room A 1.04 or on our website at: <https://kh-berlin.de/en/studies/study-organisation/leave-of-absence.html>

NOTES ON THE COURSE OF STUDY

Recognition of achievements

Achievements achieved at other universities (in Germany and abroad) can be recognized for the study program upon application. For the recognition of theoretical achievements, please contact Prof. Dr. Antonella Giannone directly: Room F 1.07, to make an appointment Tel 030 / 47705 264, Email: giannone@kh-berlin.de. It decides on the professional/content recognition. Please bring along the relevant certificates of the completed module or course and its description. The recognition of practical/artistic achievements is done by the representative for examination matters of the subject area.

Semester abroad

At the Weissensee kunsthochschule berlin there is an intensive student exchange with more than 100 partner universities, academies and colleges in Europe, Asia, the USA and Canada. Students are recommended to spend a semester abroad in order to broaden their professional skills in a diverse teaching and learning culture and to prepare themselves for an increasingly internationally oriented work and art market. At the International Office (Room A 1.10 and 1.13), students in the second stage of their studies can find out about ERASMUS exchange places or other opportunities for a stay abroad and submit their applications. The list of partner universities can be found on our website at: <https://kh-berlin.de/en/studies/international/partner-universities.html>

Credits / Credit points

Credit points, credits or credits are three terms for one and the same thing: for the successful completion of a module or a course. Credit points are awarded according to the European Credit Transfer System (ECTS). The scope of performance and grades of the individual modules or courses are also listed in the degree certificate. On average, 30 credit points must be earned per semester, depending on the subject area, which corresponds to a workload of 900 hours. For the Bachelor's degree in the design courses, at least 240 LP must be proven, for the diploma degree in the liberal arts at least 300 LP.

Foundations courses

In the first two semesters (BA + Liberal Arts), students of all courses of study will be offered a basic course in artistic and creative design, which they will complete together in mixed groups. The foundation course is one of the distinctive features that define the profile of the Weissensee art academy berlin. Classes in the basics are usually held on Wednesdays, Thursdays, and Fridays from 9:30 a.m. to 5 p.m. Monday and Tuesday are reserved for courses in the theory department (> see page 14). In the first semester of the basic studies program, only compulsory courses (orientation and workshop cour-

ses) must be taken, while in the second semester 2 elective courses (in-depth courses) and 1 compulsory course in the area of subject-specific basics must be taken. The artistic-practical courses of the basics: Drawing, Visual Artistic Design, Spatial and Plastic Design, Digital Media, Anatomy/Morphology. Sample study plans can be found on the website at: <https://kh-berlin.de/en/studies/study-organisation/study-regulations.html>

Courses / Fine Arts programs

A distinction is made between compulsory and optional courses. In the specialized studies in the fields of sculpture and painting from the 3rd to the 7th semester, one course „artistic practice“ is compulsory in each semester. In the field of study Stage and Costume Design, two „Basic Artistic Projects“ are compulsory in the 3rd and 4th semesters, and from the 5th to the 8th semester, one course „Artistic Project“ is compulsory in each semester. Courses in the field of subject-specific basics are partly compulsory and partly optional.

Modules / BA + MA programs

A module is a teaching unit that can consist of several courses and event types and is completed by partial examinations or an overall examination. At the weißensee university of art berlin, 3 different types of modules are offered:

- compulsory module: Modules with the predicate compulsory are obligatory and must be completed in the respective prescribed semester.
- Elective module: if a module is marked as an elective module, you are obliged to select the necessary number of elective modules from the range of modules on offer.

The BA program is divided thematically into the following module areas: Design and conception, subject-specific basics, artistic and design fundamentals, theory and history, design tools and media, practice and documentation and presentation.

Module certificates (only for MA-students)

If a module examination has been successfully completed in all parts, a module certificate will be issued by the authorized teacher(s). In order to ensure that the prerequisites for further study or for the final examination are met, the module certificates must always be submitted to the Examinations Office, Room A 1.05 at the end of the semester. You can obtain module certificates from the Examinations Office or on our website www.kh-berlin.de in the download area under: <https://kh-berlin.de/en/studies/study-organisation/examination-forms.html>

Structure of studies in the study programs of the Fine Arts

The standard period of study is 10 semesters, including the internship or practical project and the preparation of the artistic thesis. The study program is divided into a first stage (basic studies 1st - 2nd semester and specialized studies in the 3rd - 4th semester) and a second stage (specialized semester 5 - 10). In special cases and after completion of the studies within the standard period of study, a two-semester „Meisterschülerstudium“ can be added.

Structure of the Bachelor's programs

The duration and scope of the study program is 8 semesters including the preparation of the final Bachelor thesis. The program is modularized and divided into two study sections. The first stage of study comprises the semesters 1 - 4 and corresponds to the intermediate examination (during the course of study). The second stage of study comprises the semesters 5 - 8, which is concluded with the final creative thesis/bachelor thesis.

Examination during the study and study documentation

Upon successful completion of each module component or course, the intended credit points and - if provided - the grade will be awarded. At the end of each semester, you will receive a study documentation that documents your achievements by listing the courses or modules you have completed, the credits earned and the grades you have achieved. The prerequisite for this is to submit a copy of the completed course book of the respective semester from your course book or module certificates to the examination office as soon as possible.

Study Book (only for BA and Fine Arts students)

The study book is an overview of all courses of the entire study program and serves as proof of performance in all compulsory and elective modules that must be completed in the respective semester. A successfully completed module is identified by the entry of the grade and the signature of the respective lecturer and is then considered a module certificate. In order to ensure that the prerequisites for further study are met, a copy of the completed form for the respective semester must always be submitted to the Examinations Office at the end of the semester. You will receive your personal study book at the matriculation ceremony or at the examination office, room A 1.05.

Study and examination regulations

The study regulations are one of the essential legal foundations of a degree program. They contain not only information on its contents, e.g. in the form of module descriptions or descriptions of courses, but also on the course of study and the general conditions of the study program. The study and examination regulations are the rules and regulations for your studies, so it is advisable to read them. You will find the regulations as well as the sample study plans and corresponding module manuals of all subject areas in the library. The examination office (Room A 1.09) and the student advisory service (Room A 1.04) will help you with comprehension problems. Web: <https://kh-berlin.de/en/studies/study-organisation/study-regulations.html>

Theory and history

Most of the courses in the Theory and History Department are compulsory, except for the compulsory course „Critical Discourse / Basics of Scientific Work“, with the exception of students in Product Design and Textile and Surface Design. Students can customize their study plan within the offer for the particular study section they are in. Assistance with registration: <https://helpdesk.kh-berlin.de/en-us/10-moodle-lernplattform> The theory courses can be found on moodle and the homepage under „Lehrangebote“: <https://kh-berlin.de/studium/fachgebiete/theorie-und-geschichte/lehrveranstaltungen.html>

Course Catalog

Exclusively for the theoretical courses offered, the weißensee kunsthochschule berlin publishes a course catalog, always at the beginning of each semester, which is posted in many places at the university and published on the website. All practical course offerings/courses can be found on our website at: <https://kh-berlin.de/studium/lehrangebot.html> and on Moodle and Incom. Course registrations are often made via Moodle and Incom or directly in the plenary meetings of the departments or foundations. The sample study plans and corresponding module manuals (module descriptions) for all subject areas can be found at: <https://kh-berlin.de/en/studies/study-organisation/study-regulations.html>

If you have problems understanding the course, the examination office and the student advisory service will be happy to help you.

STUDY AND WORKING CONDITIONS

Library

The small library of the art academy is specially equipped for art and design interests with around 40,000 media units, books, magazines, catalogs etc. Of these, about 25,000 media can be digitally researched. In addition, the library maintains an extensive collection of theoretical theses since 1953, but if a basic work is missing, Berlin has several other well-assorted alternatives to offer: Two state libraries, four university libraries and numerous departmental libraries, an art library and a Central and State Library, better known as the Amerika Gedenk-Bibliothek. The media holdings of the library of the weißensee academy of art berlin are freely accessible to all interested parties within the reading room. Use of the library is generally free of charge. Fees are only charged in the event of late return of media and in the event of media loss or damage. The loan period is 4 weeks for books, 2 weeks for magazines and 1 week for DVDs. Extensions by telephone are possible.

All information about the current loan system and the use of the reading room can be found on the website: <https://kh-berlin.de/en/academy/facilities/>

Meeting place Sauen

Today, the Sauen manor house is a meeting place for the four art academies in Berlin. Here, apart from the regular course of studies, artistic-design and scientific projects can be promoted and interdisciplinary and subject-specific events can be prepared and carried out. The uniqueness of the famous „Sauener Wald“ (Sauen Forest), which August Bier reforested according to ecological principles 100 years ago, gives the Sauen location an exciting field of relationship between art, design and ecology. Address: Gutshof Sauen, Dorfstraße 6, 15848 Sauen / Kreis Beeskow

Computer studio

The computer studio is currently closed for students and the public until further notice. Please inform yourself about the protection concept and the lending of computers via the website: <https://kh-berlin.de/hochschule/einrichtungen/computerstudio.html>

Usually in a computer studio, in addition to MACs and PCs, scanners, printers and multimedia equipment are available to you to realize all kinds of digital work. This is also where the website and the info screen in the foyer, the Moodle learning platform and the academy's digital locking system are operated, maintained and serviced. The staff and tutors provide technical support for events at the weißensee academy of art berlin and offer a wide range of useful and helpful services. During the semester or in the semester break, courses are offered here in coordination with the departments, for all common programs and the computer-aided artistic and design work. After a small exam in the first semester you will receive 1 GB of storage space on the X-Server and thus become a confirmed computer studio user. It is recommended that you set up a print account, as this makes the financial processing for printing and copying, including paper, uncomplicated. If you set up a print account, you will also receive a starting credit of 5 €.

Here you can also find out about the campus current W-Lan access. Please also note the protection concept on our website.

Children's room

Student parents have the possibility to use this room. It is equipped with a couch and a crib. Although the room can be used as a place of retreat and rest, the key can be obtained at the gate. However, for proper childcare, you should look outside the academy. Support for student parents - and those who will become parents - is offered by the StudierendenWERK Berlin. You can find the addresses in the glossary. Information on the organization of studies during pregnancy as well as with child/s is available in the Student Advisory Service, Room A 1.03. In addition, the StudierendenWERK offers special advisory services on the topic: Studying with a child.

KUNSTHALLE

With the KUNSTHALLE on Hamburger Platz, the weißensee kunsthochschule berlin has created a highly variable instrument for opening up the academy's activities to the outside world as well as the internal influence of professional artistic and design practice. The development of this unconventional space for thought and action has initiated a way of adapting the course of study to changed production and living conditions in the creative „brainpool“ of socially relevant contexts and, in addition, of testing the suitability of learning content in art and design education. Web: <http://kunsthalle.kunsthochschule-berlin.de>

Teaching and working rooms

The Academy of Art has a lecture hall, an assembly hall, workshops and studio or work rooms. Every student has the right to a workplace, which is assigned by the respective department. Please note that due to the current health-political situation, there are many changes in the course of the academy. Please check the website regularly for more information: <https://kh-berlin.de/corona/en.html>

Mensa

The Mensa is an institution of the StudierendenWERK Berlin. It describes itself as follows: „We are a small service-oriented institution with a wide range of offers. The offer ranges from small snacks, rolls, starters, a good selection of salads to a lunch offer with a selection of components. The consumption of food and drinks brought by the guests themselves is of course permitted. Opening hours: Mon-Thu 9.00- 16.00 o'clock, Fri 9.30- 15.00 o'clock. During the semester break (in summer) the cafeteria is closed or the opening hours are shortened. Payment is exclusively via the StudierendenWERK's Mensacard, cash payment is not possible. During Corona times, food can only be served for pick-up and consumption on site if ordered in advance. More information can be found on the notice boards in the Mensa or under: <https://www.stw.berlin/en/dining-facilities/mensa-khs-weissensee.html>

Rooms for research

eLab - Laboratory for Interactive Technologies

The Laboratory for Interactive Technologies - or eLab for short - is designed as an experimental, interdisciplinary research platform for exploring the design and artistic dimensions of media and information technologies.

greenlab - Laboratory for sustainable design strategies

The focus of GREENLAB is on the connection between design and sustainability. The aim is to identify and further develop design methods and strategies that can contribute to solving pressing ecological, social and cultural issues, while at the same time highlighting the importance of sustainability for design and translating it into tangible concepts.

smart³

smart³ aims to push the development of new, innovative products based on smart materials. Consortium leader of the interdisciplinary project is the Fraunhofer Institute for Machine Tools and Forming Technology in Dresden. The research team for „design and experimental material research“ of the department of textile and surface design works with shape-modifiable materials in a design context. In this context, the department of textile and surface design is a partner in the research project smart³ - materials, solution, growth, funded by the Bundesministerium für Bildung und Forschung.

futureTEX

In the research focus futureTEX, an interdisciplinary consortium of design, research and industry is looking for innovative concepts and ideas for the future of the (East) German textile industry. In the Textile Prototyping Lab, the „Experimental Material Research“ section of the Department of Textile and Surface Design, under the direction of Prof. Dr. Zane Berzina and Prof. Christiane Sauer, is investigating the potential of the early and equal integration of design in the prototype concept.

DesignFarmBerlin

DesignFarmBerlin is an ESF (European Social Fund) supported initiative of the weißensee kunsthochschule berlin, which turns the usual idea of starting a business upside down: Not first the business model, then the product, then the technology and last but not least the design. To this end, DesignFarmBerlin provides a scholarship for the realization of design-in-tech products as well as a network that gives the young designers security and stability and uses the unique Berlin ecosystem of creativity, high technology, research and science as a breeding ground. Web: <https://designfarmberlin.com/>

DiGiTal - Berlin university program for female scientists and artists

„DiGiTal - Digitization: Design and Transformation“ is an inter-university, joint offer by and for thirteen Berlin academies and universities to promote innovative and interdisciplinary discussion of digitization in different contexts. Questions about digitization are scientifically and artistically treated from a technical, social, legal, economic, medical, health science or aesthetic perspective in an interdisciplinary context. Web: <https://www.digital.tu-berlin.de/menu/startseite>

Equipment loan/ setup

The school's technology lending department also currently only offers low-contact lending services. Current information: <https://kh-berlin.de/service/technikausleihe.html>
In the basement of the painting building, students can rent a wide range of technical equipment. The setup team is responsible for the conception, planning and realization of exhibitions as well as for the supervision of installative and media projects, sound, recording & performance. Appointment by appointment by e-mail: _setup@kh-berlin.de

Studio Workshops

The studio workshops of the Academy of Arts are independent of the departments and professors. They are open to all students and teachers. Here artistic and creative designs are to be tested on models. They also provide an introduction to basic skills in handicraft. Courses are offered regularly. Some of these courses are a prerequisite for using the workshops, especially in workshops with special safety regulations. The workshops also offer a place for exchange between students of different disciplines. A work permit is required for working in the workshops outside of academic hours. This form can be obtained from the gatekeeper, it must be signed by the workshop leaders.

The weissensee academy of art berlin has the following studio workshops: printing (digital) and bookbinding, printmaking I - screen printing, printmaking II - gravure and lithography, elab for interactive technologies, solid digital technologies, photo workshop, wood workshop and model making, ceramics, metal - welding, metal foundry, tailoring, knitting, weaving and dyeing, and a recording studio.

Detailed information about the possible work in the individual studio workshops can be found at: <https://kh-berlin.de/en/academy/facilities/studio-workshops.html>

Or simply contact the studio workshop leaders directly! Pregnant women and nursing mothers in particular should obtain a risk assessment from the workshops.

IMPORTANT CONTACT PERSONS

Referat Studienangelegenheiten/ Office of Student Affairs

Please visit our website to find out about the current situation and how to contact members of the academy:

<https://kh-berlin.de/en/studies/study-organisation/office-of-study-affairs.html>

Office hours and responsibilities (Old Building 1.0G)

Head of the Department of Academic Affairs and International Office:

Leoni Adams

Room A 1.13, Tel: 030 47705 -232, E-Mail: international@kh-berlin.de

Office hours: Mon, Tue and Thu 13.00 - 15.00 o'clock and by arrangement

Responsibilities: International affairs (Erasmus, Incomings, Outgoings, partner universities, language certificates, visa issues/ study forecasts etc.), graduation problems, acute study difficulties, campus management

Secretariat for Study Affairs/ Examination Office:

Axenia Ballatré

Room A 1.04, Phone 030 47705 -212/312, E-Mail: ref-stud@kh-berlin.de

Office hours: Mon 9.00 - 12.00 o'clock, Tue and Th 13.00 - 16.00 o'clock

Responsibilities: Examination matters, printout of grade list / study documentation / transcript of records, final examination procedure (registration BA, MA, theoretical paper and diploma), Meisterschüler_in procedure

Secretariat for study matters/ Admissions Office:

Jana Asmus and Jamie Spalt

Room A 1.04, Phone 030 47705 -212/312, E-Mail: ref-stud@kh-berlin.de

Office hours: Mon 9.00 - 12.00 o'clock, Tue and Th 13.00 - 16.00 o'clock

Responsibilities: Re-registration (student card etc.), admission, enrollment, de-registration, part-time studies, health insurance, guest student, vacation semester

Examination office/ printout of transcript of records (study book, module certificates available here)

Stud. Employees

Room A 1.05, phone 030 47705 -269, e-mail: ref-stud@kh-berlin.de

Office hours: Tue and Th 13.00 - 16.00 o'clock (current office hours at the door)

Responsibilities: Submission of module certificates, study book (copies), printout of grade list / study documentation / transcript of records, all forms are available here

General Academic Advisor/ Representative for People with Disabilities or Chronic Illnesses and Person Responsible for Maternity Protection/ Studying with Children

Susan Lipp

Room A 1.03, e-mail: studienberatung@kh-berlin.de

Office hours by telephone: Tel: 030 47705 -342, Tue 14.00 - 16.00 + Wed 10.00 - 12.00

Personal office hours: Tue 11.00-13.00, Thu 14.00-17.00 + by arrangement

Confidential consultation hours for students with special needs: Thu 13 - 14 o'clock

Responsibilities: Orientation and organization of studies, Studying with a child, Maternity leave, Compensation for disadvantages, Studying with a disability or chronic illness, Confidential counselling, Students with special needs

Study reform, scholarships and alumni representatives:

Brigitte Dierker

Room A 1.10, Tel: 030 477 05 -246, E-Mail: stud1@kh-berlin.de

Responsibilities: Scholarships, German scholarship, Outgoings (applications, application etc.), internships abroad, alumni support

Study Organization/ CMS Campus Core Management System:

Friederike Schwemin

Room A 1.03, Tel: 030 477 05 -324, -342, E-Mail: stud2@kh-berlin.de

Responsibilities: Study organization, CMS - Supervision/ Assistance, Student counselling

***foundationClass/ student counseling for people with a refugee background:**

Katharina Kersten

Room A 1.03, Tel: 030 477 05 -410, E-Mail: foundationclass@kh-berlin.de

Responsibilities: Information on the one-year study program, application and admission procedure *foundationClass, support

Academy administration

weißensee art college berlin / Bühringstr. 20, 13086 Berlin / old building 1st floor

Chancellor:

Hinnerk Goelnitz

Room A 1.01, Phone 030 47705 -316, Email: kanzler@kh-berlin.de

Management administration, budget, third-party funds

Jennifer Hoffmann

Room A 1.09, Phone 030 47705 -462, Email verwaltungsleitung@kh-berlin.de

Department administration 1: Fine Arts

Margit Bernhardt-Schulz

Room A 1.12, phone: 030 47705 -213, e-mail: fachgebietsverwaltung1@kh-berlin.de

Department administration 2: Design Programs and Asta:

Julia Rogge

Room A 1.11, phone: 030 47705 -244, e-mail: fachgebietsverwaltung2@kh-berlin.de

Department administration 3: Theory and History, Foundations:

Christine Tkotsch

Room: A 1.06, Phone: 030 47705 -259, E-Mail: fachgebietsverwaltung3@kh-berlin.de

Rectorate

Rector of the weißensee academy of art berlin:

Leonie Baumann, room 0.09, old building ground floor

Secretaries: Franziska Odemer and Sarah Bruns, Room A 0.09

Allocation of dates: 47705 -220 or by e-mail: sekretariat-rektorin@kh-berlin.de

Assistant to the Rector: Christine Huber, Room A 0.03,

Phone 030 47705 - 266, e-mail: assistenz@kh-berlin.de

Vice rector(s): Prof. Dr. Jörg Petruschat (Theory and History of Design) Prorector for University Structure and Perspective and **Prof. Christiane Sauer** (Textile and Surface Design), Prorector for Networking and Knowledge Transfer

Press Office

Birgit Fleischmann, room A 0.01, old building ground floor,
Opening hours: Mon, Tue 9.00 - 16.00 h, Wed 9.00 - 12.00 h
E-mail: presse@kh-berlin.de, phone 030 47705 -222

Women's Representative

Rena Onat, room A 0.02, phone 030 47705 -338, e-mail: frauenbeauftragte@kh-berlin.de
Counseling on gender issues, support in cases of discrimination and sexual harassment, the development and implementation of concepts and measures for the advancement of women*, as well as counseling and support for all institutions and committees of the university in questions of gender equality policy. The aim is to anchor gender and diversity competence in teaching and university culture.

StudierendenWERK Berlin

Web: <https://www.stw.berlin/en/>

The website of the Berliner StudierendenWERK offers a wide range of services for all Berlin students. Please visit the website for information about the current situation, opening hours and the current range of counseling services.

Social counselling of the StudierendenWERK

for students of the weißensee academy of art berlin
<https://www.stw.berlin/beratung/sozialberatung.html>

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

Consultations by telephone on 030 93939-8442, by e-mail or, on express request, in person after prior appointment. e-mail: sb.fmp@stw.berlin

Psychological-psychotherapeutic counselling of the StudierendenWERK

<https://www.stw.berlin/beratung/psychologisch-psychotherapeutischen-beratung.html>

Prompt confidential telephone appointments can be arranged by telephone via the secretary's office Monday to Thursday 9-15 and Friday 9-13: 030 93 939 -8401 (Hardenbergstraße 35) and 030 93 939 - 8438 (Franz-Mehring-Platz 2-3) or by e-mail: pbs@stw.berlin

Counseling Barrier-free Studying

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

Mrs. Domrös, Open consultation hours: Thursdays 10.00 - 13.00

Phone: 030 93 939 -8442, e-mail: bbs.fmp@stw.berlin

Job agency of the StudierendenWERK: Employment agency Heinzelmännchen

<https://www.stw.berlin/en/job-agency.html>

Hardenbergstr. 34, 10623 Berlin (Charlottenburg)

Tel. hotline: 030 93939 -9030: Mo/Di/Do/Fr 10.00 - 14.30 h, Wed 11.00 - 14.30 h

or write a mail: jobvermittlung@stw.berlin or use the online form:

Job offers: https://www.stw.berlin/karriere.html#jump_stellenangebote

Living

Application for a dormitory place from StudierendenWERK BERLIN is only possible online via the dormitory portal: <https://www.stw.berlin/en/housing.html>

Tel: 030 93939 -8990, E-Mail: wohnenstw.berlin

Bafög

StudierendenWERK BERLIN

Office for the Support of Education

Behrenstr. 40-41 , 10117 Berlin, Tel.: 030 3939 -70

Further information to the Bafög and the current consulting offer:

<https://www.stw.berlin/en/finanzierung.html>

Foreigners Authority/ Ausländer_inbehörde (ABH)

State Office for Citizens' Affairs and Public Order

For reasons of protection against infection, the processing of applications was switched to online and written procedures. Online registration:

<https://www.berlin.de/einwanderung/en/>

The Foreigners' Registration Office at Keplerstraße 2 in Berlin-Charlottenburg is generally responsible for all matters (especially for students, residence permits for studies, language courses). Transport connections: Subway U 7 (Mierendorffplatz) and bus M27 (Keplerstraße). For all other matters, the main location of the Foreigners' Registration Office on Friedrich-Krause-Ufer is responsible: Friedrich-Krause-Ufer 24, U 9 (Amrummer) S 41, S 42 (Westhafen). Please note the current office hours.

Career & Transfer Service Center Universität der Künste Berlin

And when you have successfully completed your studies - or even earlier - you can contact the Career & Transfer Service Center at Berlin University of the Arts to prepare for your professional life: <https://www.careercenter.udk-berlin.de>

Einsteinufer 43-53, 10587 Berlin, Tel: 030 3185 -1467, E-Mail: career@intra.udk-berlin.de

Advisor of the Humboldt University Berlin

Unter den Linden 6, east wing, first floor in rooms 1025 + 1026 (east wing, first floor)

Current office hours under: <https://www.refrat.de/beratung.html>

General social counseling in Mitte:

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

BAföG and study financing advice:

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

Consulting for international students:

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

Initial advice on employment law:

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

Disability / chronic illness - Disability counselling:

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

Counseling for students with children:

Tel: 030 2093 -46649, E-Mail: beratung.kind@refrat.hu-berlin.de

Anti-discrimination consulting:

Ort: Invalidenstraße 110 R. 433 (4. OG), 10115 Berlin

Tel: 030 2093 -46638 oder 030 2093-46639, E-Mail: adb@refrat.hu-berlin.de

Discriminatory harassment and sexist attacks at the academy:

As a speaker for queer_feminism, the refRat offers party counseling from a queer_feminist, student perspective.

Tel: Do 14.00 - 16.00 Uhr unter 030 2093 -46662, E-Mail: queer_fem@refrat.hu-berlin.de

General legal advice:

Lawyers commissioned by the RefRat, only personal consultations possible, current dates are on the website: <https://www.refrat.de/beratung.recht.html>

Legal advice on university and examination law:

A lawyer appointed by the RefRat, only personal consultations possible, current dates are on the website: <https://www.refrat.de/lust.rechtsberatung.html>

ZE Foreign languages

The language centers of the major Berlin universities offer high-quality language courses. Information and registration via the websites of the universities:

HU: https://www.sprachenzentrum.hu-berlin.de/en/language-centre?set_language=en

TU: <https://www.skb.tu-berlin.de/contao/index.php/en/skb.html>

HTW: <https://www.htw-berlin.de/en/studies/foreign-languages-centre/>

University sports

The university sports of the universities in Berlin offer a wide range of sports-program and has the right offer for everyone interested in sports.

Freie Universität Berlin

Königin-Luise-Str. 47; 14195 Berlin

<https://www.hochschulsport.fu-berlin.de>

Humboldt Universität zu Berlin

Unter den Linden 6 10099 Berlin

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

Technische Universität Berlin

Straße des 17. Juni 135, 10623 Berlin

<https://www.tu-sport.de>

Hochschule für Technik und Wirtschaft

Treskowallee 8, 10313 Berlin

<https://hochschulsport.htw-berlin.de>

Beuth Hochschule für Technik Berlin

Haus Beuth, Lütticherstr. 38, 13353 Berlin

<https://www.beuth-hochschule.de/zeh>

Art and drawing supplies in Berlin (selection)

boesner GmbH (Art supplies)

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

Mo-Fr 9.30 - 20.00 Uhr, Sa 9.30 - 18.00 Uhr, Tram M2 Marienburgerstr.

<https://www.boesner.com>

Zeichencenter Ebeling (designer and drawing supplies)

Triftstraße 3, 13353 Berlin (Wedding)

Mo-Fr 09.00 - 19.00 Uhr, Sa 10.00 - 16.00 Uhr, U9 Amrumer Straße

<https://www.zc77.de>

Modulor (Architecture, design and art supplies)

Prinzenstr. 85, 10969 Berlin (Kreuzberg)

Mo-Fr 9.00 - 20.00 Uhr, Sa 10.00 - 18.00 Uhr, U8 Moritzplatz

<https://www.modulor.de>

CYM Art painting supplies

Dieffenbachstrasse 16 und Planufer 96, 10967 Berlin (Neukölln)

Mo-Fr 10.00 - 18.00 Uhr, Sa 10.00 - 14.00 Uhr, U8 Schönleinstr.

STUDENTISCHE SELBSTVERWALTUNG

General Students' Committee AstA

The General Student Committee is the executive body of the Student Council. It represents the students' interests both in internal academic committees and vis-à-vis external organizations. The AstA is also looking for new co-creators! Become an AStA member! Support others, help shape the university, be the mouthpiece for the academic leadership, help decide on the allocation of professorships, AStA members receive one more year of financial aid if they have been members for one year or more!

The open AStA-meeting normally takes place in room F 1.15 (above the etching workshop) every Friday 12.00 - 13.00 o'clock, Tel 030 477 05 -360. This meeting is open and all students are invited to participate, get involved and join in. The AstA is happy about every interested person! e-mail: asta@kh-berlin.de. Please inform yourself about the current situation on the Asta-Blog: <http://www.asta.kunsthochschule-berlin.de/>

Autonomous student projects

Autonomous student projects are a supplement to the course offerings. There is a separate budget for these projects, which can be used to invite speakers, organize workshops and realize projects. Even without credit points and grades, the ASV are an enrichment in your studies, as you can convey your own ideas, visions and study interests to your fellow students.

<https://www.kh-berlin.de/en/academy/structure/studentische-selbstverwaltung/asv.html> and on the Moodle platform under „ASTA/ASV“, E-Mail: asv@kh-berlin.de

Student parliament (StuPa)

The student parliament (StuPa) is the elected representation of interests of the student body. It is composed of 30 students. The meetings are public. The tasks of the StuPa include the election of the AStA, decisions on fundamental matters and the budget of the students. Become a StuPa member of the student parliament! Be a controlling body, keep an eye on the expenses of the AStA, make decisions about the purpose of funds! e-mail: asta@kh-berlin.de

Student body of a subject area

The student body can organize itself independently at „subject area level“. Students of a subject area elect a speaker. This spokesperson looks after the special interests of the members of the department within the framework of the tasks of the student body as well as providing advice (e.g. questions concerning studies and examinations).

Sports Buffet

Projects, workshops, afternoon meetings, events organized by students of visual communication. <https://www.sportbuffet.de>

IMPORTANT COMMITTEES OF THE WEISSENSEE KUNSTHOCHSCHULE

The committees of the weißensee kunsthochschule berlin decide on all important matters concerning teaching and studies. They are democratically constituted and are elected in a certain rotation. In addition to the Rectorate, the most important body is the Academic Senate, which can also appoint commissions. Its composition and tasks are regulated by the Berlin Higher Education Act and the rules of procedure of the art academy.

Web: <https://kh-berlin.de/hochschule/struktur/gremien.html>

Academic Senate

The Academic Senate enacts statutes, decides on the principles of study and teaching, on the appointment of guest professorships, on the establishment and termination of study programs and much more. The members of the Academic Senate (AS) will convene in writing by the Rector no later than 4 weeks after announcement of the election results for the constituent meeting. It is composed of 13 members with voting rights: 7 university professors, 2 academic staff members, 2 students, 2 other employees. The Rector, Vice Rector, Prorector, representatives of the Staff Committee, a representative of the AStA, Chancellor, women's representative and spokesperson for the department have the right to speak and make applications.

Appointment Commissions

This is where the allocation of so-called positions (full professorships) is decided. One is appointed to a professorship, i.e. the commission proposes persons who are then invited. The suitable candidate is selected in the course of teaching rehearsals and interviews. Two student representatives sit on an appointment committee, who are proposed by the AStA.

Extended Academic Senate

The Extended Academic Senate is responsible for the election of the Rector and the Vice Rector, for the adoption of resolutions on the constitution, for the discussion of the Rector's annual report and for statements on matters affecting the university as a whole. It is composed of all members of the Academic Senate, all full-time professors, academic staff, 8 other students and 3 other staff members.

Speaker of the department

A regular meeting of the department spokespersons under the direction of the Rector is held to discuss all current university matters.

Women's Advisory Board

The Women's Advisory Board is an advisory and support body for the Women's Representative, and is composed exclusively of women from the various status groups - including female students. The elections for the advisory board take place every two years. The appointment of visiting professors is also part of the department. The advisory board is elected at the same time as the women's representatives of the departments and the university administration are elected by the female members of the university, including 2 female students.

Commission for Equal Opportunities

Your tasks are:

1. to counteract discrimination by academic bodies
2. to advise and support institutions and members of the academic community in matters relating to gender equality
3. to review, update and publish the Women's Advancement Plan within the legally prescribed periods,
4. forwarding of complaints to the Regulatory Committee,
5. advising on all issues related to gender equality issues and preparing recommendations to the art school committees
6. supporting the women's representatives in their work.

Teaching and Studies Commission

The Commission for Teaching and Studies is a permanent commission founded by the Academic Senate, which meets as required. Its area of responsibility includes matters concerning study and teaching, evaluation, re-accreditation, planning of transdisciplinary projects, improvement of interaction between teachers, students and students, requests for changes in the curriculum BA/MA, in the module structure, discussions on quality management, equal opportunities, grading criteria, on the way courses are announced and on future focal points in the course offerings. The commission consists of all department spokespersons of the 10 departments, student spokespersons of the departments of design and fine arts and of the continuing education programs, and two students who are nominated by ASTA so that the students have half the votes.

Board of Regulatory Affairs

The Regulatory Committee is responsible for the imposition of regulatory measures in the event of violations of regulations at the Hochschule.

Central Audit Committee

A central examination board is formed at the academy to organize the examinations. Students also have an advisory vote on examination decisions.

Admissions Committee

Body that carries out the admission procedures, the decision on the preselection, the admission test and the application for admission. Here, 2 students also have the right to speak (students are nominated by the department).

GLOSSARY:

STUDY FROM A FOR EVENING TO Z FOR FUTURE

This glossary is intended to explain the most important terms you will encounter in everyday student life.

A

Abend Akt/ Nude Drawing Course

The Abend Akt is nude drawing course open to the academic world and takes place during the lecture period on Thursdays from 17.00 - 20.00 hrs. in Room H 1.08 of the workshop building. The participation is voluntary. Information about nude drawing is usually posted at the main entrance, please check if the time and place are correct!

Absolvent_innen Angebote seeUp/ Graduate offers seeUp

SeeUp is a transdisciplinary offer for graduates of all fields of study at the weißensee kunst-hochschule berlin. Advice tailored to the wishes of the participants, job-specific information, workshops, support in building up contacts, should help you to act and plan with foresight. The program is free of charge and open to all interested parties. In addition, the weissensee academy of art berlin offers graduates jobs at favorable conditions at Liebermannstraße.

Alumni network

In order to ease the transition from training to practice, the weissensee academy of art berlin offers a diverse program and invites all interested students who are about to graduate or have already completed their studies to select, participate and help shape the program. Web: <https://kh-berlin.de/hochschule/see-up-absolvent-innen-netzwerk.html>

Anmeldung zum Wohnsitz/ Residence registration

You have moved to new Berlin: Within 14 days after moving in, you must now register with the registration office according to §17 Bundesmeldegesetz (BMG). This is only possible if you have received a move-in confirmation from your landlord. You can find all further information under this link: <https://service.berlin.de/dienstleistung/120686/>

Anti-discrimination and complaint management

The academy is committed to fair treatment of all people and encourages respectful interaction. Inseparably linked to this is the promotion of equality at all status levels as well as the promotion of acceptance among each other. The weißensee kunsthochschule berlin does not tolerate any discrimination, discrimination, sexual harassment or violence at the art academy and assumes responsibility on behalf of the institution for the implementation and realization of this complaint management in order to achieve these goals. In consideration of the freedom of art, science, research and teaching guaranteed by the constitution, the highest importance is attached to the protection of personal rights and the individual, personally defined limits of all members of the university in accordance with the law. In order to protect these rights, the weissensee kunsthochschule berlin has issued this complaint management in order to show concrete ways of dealing with complaints, to work out clarifications and solutions in concrete cases in the interests of those affected, but also to draw and implement structural consequences for change processes within the institution itself. The complaint management of the academy and Design is based on this principle. The guidelines can be found under: <https://kh-berlin.de/hochschule/bekanntmachungen-der-hochschulleitung.html>

AStA - General Student Committee

> page 24

Auslandssemester/ Semester abroad

> page 11

B

Bachelor Degree Programs

The bachelor's degree programs in Fashion Design, Product Design, Textile and Surface Design and Visual Communication are undergraduate courses of study and lead to a first degree with professional qualification. The standard period of study at the weissensee academy of art berlin is eight semesters. With a bachelor's degree, you can start your professional life or gain further qualifications in a master's program, either immediately following the bachelor's degree or after a period of professional activity.

BAFöG

BAFöG (Federal Training Assistance Act) is intended to enable young people to finance training that matches their abilities and aptitudes. Students receive BAFöG if their own financial means and those of their parents or spouse are not sufficient. Students BAFöG is usually granted half as a grant (= gift) and half as an interest-free loan. Of the loan amount, a maximum of 10,000 euros must be repaid. The StudierendenWERK BERLIN as well as the student BAFöG and study financing advisory service of the Referent_innenRat of the HU will help you. You can calculate your Bafög here: www.bafoeg-rechner.de
The address and opening hours of the Bafögsamt can be found in the address glossary, > page 21. More information about BAFöG can be found on our website: <https://kh-berlin.de/studium/studienfoerderung-stipendien/bafoeg.html>

Begabtenförderung/ Talent Promotion

The 13 major organizations for the promotion of gifted students in Germany are party, non-partisan and denominational foundations that support socially committed students with good achievements. are party affiliated foundations: Friedrich Ebert Foundation (SPD), Friedrich Naumann Foundation (FDP), Hans Seidel Foundation (CSU), Heinrich Böll Foundation (The Greens), Konrad Adenauer Foundation (CDU), Rosa Luxemburg Foundation (The Left). Further foundations: Hans-Böckler-Foundation, Rosa-Luxemburg-Foundation, Studienstiftung des Deutschen Volkes as well as the Cusanuswerk (for the promotion of the gifted of the catholic church), Ernst-Ludwig-Ehrlich-Studienwerk (for the promotion of the Jewish gifted) and Evangelisches Studienwerk Villigst, Avicenna-Studienwerk (for Muslim students) For more information about grants and scholarship programs, see <https://kh-berlin.de/en/studies/financing-of-studies-scholarships.html> and <https://www.stipendiumplus.de/en/dein-plus/stipendiumplus-who-we-are.html>

(Studieren mit) Behinderung oder chronischer Krankheit/ (Studying with) disability or chronic illness

> page 9

Bibliothek/ Library

> page 14

C

Careerservice

The Career and Transfer Service Center of the UDK Berlin is a special offer for all students in higher semesters and all graduates of the four art academies in Berlin. From etiquette and small talk seminars to workshops on starting a business, copyright and trademark law, lectures on funding opportunities, assistance in creating your own portfolio and personal coaching, the center addresses all the topics, questions and problems that an artist or designer's career entry brings with it. You can find the address in the address glossary on > page 21

CMS - Campus Core

> page 6

Computer studio

> page 15

Corona-Virus in the university degree

The weissensee academy of arts berlin informs on <https://www.kh-berlin.de/en.html> about current developments and relevant effects of the outbreak of the illness on the instruction, studies, - and work everyday life at the university. Please check this website regularly, as the information situation may change at short notice.

D

Deutscher Akademischer Austauschdienst (DAAD)

The DAAD with its headquarters in Bonn is a joint institution of German universities and student representatives. As an association, it not only organizes and supports German students with scholarships abroad, but also supports international exchange, promotes artists and interns, provides information worldwide about Germany as a location for study and research, and supports the internationalization of universities. Students who want to study abroad for one or two semesters usually receive an Erasmus scholarship. Information on studying abroad can be obtained from the International Office at the DAAD. The DAAD with its headquarters in Bonn is a joint institution of German universities and student representatives. As an association, it not only organizes and supports German students with scholarships abroad, but also supports international exchange, promotes artists and interns, provides information worldwide about Germany as a location for study and research and supports the internationalization of universities. Students who want to study abroad for one or two semesters usually receive an Erasmus scholarship. Information on studying abroad can be obtained from the International Office Leoni Adams, Tel 030 477 05 312.

Deutschland Sholarship / Mart Stam Sholarship

A Mart Stam Scholarship / Germany Scholarship is awarded to students for their special professional and extra-professional achievements, taking into account their personal circumstances. Successful scholarship holders receive monthly financial support within the framework of the program, initially for one year. Further information is available at: <https://www.mart-stam.de>. See also: Mart Stam Scholarship.

Diploma Supplement

The Diploma Supplement is a supplement to the Bachelor's and Master's diplomas and certificates. It is issued in German and English and is intended to facilitate and improve the evaluation and grading of academic degrees, both for study and professional purposes, both nationally and internationally.

E

ERASMUS

Learning in a Europe that is growing together should be promoted. With this goal in mind, an EU education program was established in 1987 to promote the European exchange of students. Accordingly, the abbreviation stands for „European Action Scheme for the Mobility of University Students“. In concrete terms, this is done by awarding scholarships abroad. Information about studying abroad can be obtained from the International Office at Leoni Adams, Tel 030 477 05 312.

Exmatriculation

Upon completion of your studies you will be exmatriculated, i.e. you will be removed from the list of students at the art academy. However, you will also be exmatriculated if you have not re-registered within the set deadlines. There is also the possibility of temporary exmatriculation. Since you lose your student status with the de-registration, you are not entitled to financial support according to BAFÖG, and health insurance contributions will also increase. Temporary de-registration, an interruption of your studies that is unavoidable for personal or financial reasons, should always be the ultima ratio.

F

Fachgebietssprecher_innen/ Departmental representative

For example, if you want to take a leave of absence or register for the final examination, you must have the application signed by the departmental spokesperson, who is one of the full-time professors of the departments.

Fachrichtungswechsel/ Change of department

A change of course of study is possible in special cases after the 2nd semester of study if proof of suitability for the chosen course of study is provided. Applications are submitted together with the transfer to another university via the online application portal Campuscore of the university. Deadlines: May 1-31 for a change to the following winter semester and from December 1 to January 2 for a change to the following summer semester. To apply for a change of subject, please contact the general student advisory service in advance, Tel 030 477 05 342.

Fachsemester/ Study semester

Study semesters are all semesters that you are enrolled in a particular program. This also includes internship semesters, but not vacation semesters. As soon as you change your course of study, the counting of semesters starts again. If you change universities while retaining your subject, you regularly apply for the next higher semester. In the course of the semester placement process, we will then check whether and to what extent your previous academic achievements can be recognized.

The number of semesters is important, especially for the standard period of study and BAFÖG support. The sum of all semesters of study and vacation semesters at German universities results in the number of academic semesters.

FAQ

You can also find answers to frequently asked questions on our website at <https://kh-berlin.de/en/service/faq/faq-study-organisation.html>

Finanzierung/ Studiengebühren/ Tuition fees

Berlin does not have tuition fees, but you must still be able to afford to study. The fees that have to be paid each semester for re-registration are the lowest. Depending on your requirements, additional material costs will be incurred. Experience shows that you should allow for about 50 -100 euros per month. On top of this, depending on your entitlement, there are more or less expensive living expenses. Find out more about financing options under the key points: Bafög, scholarships, loans, jobs. The student advisory service will also be happy to help you with all financial questions. The International Office can advise you on the funding of stays abroad for the purpose of studying or internships.

Forschung/ Research an der weißensee kunsthochschule berlin

> page 16

*foundationClass

The *foundationClass is aimed at refugees and asylum seekers who either wanted to take up art or design studies in their countries of origin, had already begun them, or are planning to change their studies. The primary goal of the program is to prepare interested university changers or beginners for the aptitude test for a study at an art or design university. By providing the infrastructure, including access to teaching and facilities, special German courses, and assistance in dealing with authorities, the *foundationClass helps participants to reconstruct and/or recreate lost documents, illustrations, receipts, portfolios, and materials. Students of all subject areas are welcome to contact us here. With the buddy principle, students can support the people in the foundationClass in many ways. Contact us: Katharina Kersten, Mail: foundationclass@kh-berlin.de

Frauenbeauftragte/ -beirat / -referat - Women's representative/ advisory board /dep.

> page 20 + 25

Fremdsprachen/ Foreign languages

The world is moving closer and closer together. Art and design are particularly border-crossing. To be able to do the same with your own work and to move elegantly on the international stage, language skills are indispensable. A semester abroad or offers such as the language tandem or language courses at other local universities help to do justice to the adjective polyglot. You can find important language centers at Berlin universities in the address glossary, > page 22.

G

Gremien der Hochschule/ Committees of the academy

> page 25

H

Household contents and liability insurance

The household insurance insures students against theft, fire or water pipe damage that could occur in the apartment. Some tenants who rent a room to students may require household insurance. In addition, the bicycle can also be insured with this insurance (for a fee). Students are covered by liability insurance if, for example, they have caused a traffic accident as pedestrians or cyclists or if they have accidentally damaged other people's property. There is no liability insurance coverage for students at Weissensee University Berlin. Students are recommended to take out an extended private liability insurance policy to cover the liability risks that could arise from participation in student teaching and learning, from participation in excursions, internships, and further education courses in external institutions - including abroad.

Helpdesk - Online-help-platform

> page 6

Hochschulemailadresse/ University email address

> page 7

Hochschulsemester/ Academic semesters

In contrast to academic semesters, all semesters that you are enrolled at German state universities count as academic semesters.

I

Instagram

The weißensee art academy presents itself on various social platforms, such as Instagram. To post contributions (in consultation with the department), write directly via the portal, which is maintained by students:

<https://www.instagram.com/kunsthochschuleberlin>

and don't forget to follow to make sure you don't miss current events!

Internationaler Studierendenausweis/ International Student Identity Card (ISIC)

The International Student Identity Card (ISIC) can be used abroad to prove the student's status. The identity card is sold by various universities and some travel agencies for 15 euros and can also be applied for online at <https://www.isic.de/home-en/>

Intranet / Moodle/ Incom

> page 7

J

Jitsi-Video Conference

> page 7

Jobs

Jobs for students are, if not too time-consuming, the best way to finance their studies, in addition to parental support or a well-endowed scholarship. If you keep your eyes open, you will quickly find something. The StudierendenWERK Berlin, for example, has its own job agency as well as collected job advertisements for students:

<https://www.stw.berlin/en/job-agency.html>.

Beyond that there are further web pages, e.g. <https://www.stellenwerk-berlin.de/en>,

<https://www.studentjob.de> and <https://de.indeed.com/Student-Jobs-in-Berlin>

K

(Studieren mit) Kind/ Study with the Child(ren)

> page 10

Kredite/ Credits

-Study loans:

The Studentische Darlehnskasse registered association is a non-profit association, over which particularly student inside at citizen of Berlin universities can request a study financing for the conclusion phase of your study. The loan is granted regardless of the parents' income, BAföG, course of studies, age and number of semesters. The Studentische Darlehnskasse e.V. has been one of the test winners of the CHE student loan test for years. Further information under: <https://www.dakaberlin.de>.

The variety of the study credits is large. It ranges from the BAföG student loan and the federal education loan to the KfW student loan and loans from private sector credit institutions. In short-term emergencies, the StudierendenWERKe also help out with a loan: Students in Berlin can receive a bridging loan, students in Brandenburg can receive a hardship loan, and in the catchment area of the StudierendenWERK Potsdam, they can also receive a student loan for graduation.

-educational loan

The educational loan is a low-interest loan of 1000 to a maximum of 7,200 €, which can be granted in the final phase of studies upon application by the Federal Office of Administration, independent of one's own assets and income or that of one's parents. The KfW-Förderbank takes over the conclusion of the contract, the payment and the reclaim. The repayment of the amount is demanded by the KfW-Bankengruppe after 4 years. If you are not able to repay, a deferral can be requested, then the interest rate will increase. The education loan is basically not a bad measure, but the rich hereditary uncle should still be given preference. However, before you take out a loan, you should have tried all other possibilities such as BAföG, jobs and scholarships, because unlike Bafög, you usually have to repay the loan with interest after 24 months at the latest.

Krankenkasse / Health insurance

All students must present a certificate from a German public health insurance company for the duration of their studies when enrolling. At German universities, students are subject to compulsory health insurance. As a rule, this insurance is valid until the end of the 14th semester, at the latest until the end of the semester in which the student reaches the age of 30. After that you have the option of voluntary continued insurance, but then you are no longer entitled to the student rate. Statutory health insurance is offered at a

lower price for students. The costs are about 100 € per month. You can choose a health insurance company with which you would like to be insured, the choice is large. Until the age of 25 students are regularly insured by their parents free of charge. After that they are compulsorily insured themselves. Another condition for family insurance is that the family member does not have a total income that regularly exceeds one seventh of the reference value (395.00 €) per month. (For marginally employed persons the permissible total income is 450.00 €). Students from EU/EEA countries or Switzerland must bring a European Health Insurance Card from their home insurance office. This health insurance must then be recognized by a statutory health insurance company in Berlin.

Private health insurance companies are not health insurance companies in the sense of the Social Security Code, which regulates health insurance for students. Therefore, privately insured persons must also contact a statutory health insurance company to obtain the necessary proof of enrollment. Further information can be obtained from the statutory health insurance companies and more detailed information can be found at <https://kh-berlin.de/en/studies/study-organisation/health-insurance-for-students.html>

L

Lucia Loeser Scholarship

For the winter semester 2019/20, a scholarship of the Lucia Loeser Foundation was announced for the first time. Students of all fields of study in the undergraduate courses of design and fine arts who are not older than 27 years at the time of the beginning of the scholarship, who are properly enrolled at the weissensee kunsthochschule berlin during the sponsorship period, and who are in the 7th semester of their regular study period at the time of the beginning of the sponsorship (hardship cases are possible upon informal application), and who have a low income. At present, no more than 650 € per month should be available for maintenance including rent according to the current BAföG rate. Further award criteria are outstanding professional achievements, other aspects such as social commitment and willingness to assume responsibility and/or personal social circumstances. The scholarship amounts to a monthly grant of 500 €, which is approved for two semesters. In the case of simultaneous BAföG receipt, the amount of the scholarship is set at 300 € per month. Information is available at: <https://kh-berlin.de/en/studies/financing-of-studies-scholarships.html>

M

Mart Stam Studio Scholarships

The mart stam stiftung für kunst + gestaltung supports ambitious graduates with a studio grant. The opportunity to use their own workroom in Liebermannstr. is intended to facilitate a successful start to their careers. Applications and information at: <https://www.mart-stam.de> as well as in the office of the rector.

Mart Stam Scholarship / Germany Scholarship

The national scholarship program for gifted and high-performing students at state and state-recognized universities has been in existence since the summer semester 2011. Scholarship holders are selected by the institution. In addition to professional success in their respective artistic and creative studies, this financial support also takes into account criteria of social commitment, willingness to assume responsibility, and personal, family or social aspects. Successful scholarship applicants are supported with 300 euros per month for two

semesters of study. Half of the money required for this is provided by the federal government and half by the Mart Stam Foundation, which is looking for sponsors. Information and application modalities under: <https://www.mart-stam.de>.

Mart Stam sponsorship award

The Society of Friends and Sponsors of the weissensee academy of art berlin is named after Mart Stam, the designer, architect and former rector of the academy. Founded in 1995, the Society has been awarding the Mart Stam Sponsorship Prize to outstanding graduates of the university for 15 years now. With this award, the mart stam stiftung für kunst + gestaltung and the Mart Stam Society jointly honor final theses by students of the khb that are characterized by a particular intensity in their work or interdisciplinary orientation. The subject of the award is the possibility of realizing an exhibition and publishing a sophisticated catalog. The Mart Stam Society also supports student projects. Further information is available at: <https://www.mart-stam.de>

Mart Stam Project Funding

The society has set itself the goal of providing material and non-material support for the weissensee kunsthochschule berlin. It wants to support particularly talented students. Please submit your applications digitally and in paper form one week before a board meeting to the secretary's office of the rector of the art academy (Room A 0.09; e-mail: sekretariat.rektorin@kh-berlin.de). The board meetings usually take place four times a year. Information is available at: <https://www.mart-stam.de>

Meisterschüler_instudium

Students who have passed the diploma or MA examination at the weissensee art academy berlin with particular artistic success within the standard period of study can, upon application, be admitted to a master's degree program, including interdisciplinary studies, in which they will be given the opportunity to further develop their creative and artistic positions in the field of their choice. Unfortunately, graduates of art therapy and spatial strategies as well as graduates of other universities cannot be considered. The master student program is not supported by BAföG. Also, health insurance companies no longer offer a student rate during the Meisterschüler_instudium. Information and form under: <https://kh-berlin.de/en/studies/study-organisation/meisterschueler-innen.html>

MensaCard

The MensaCard is a rechargeable chip card that serves as a cashless means of payment in the refectories of the StudierendenWERK Berlin. The initially empty chip card must be upgraded with banknotes of up to 50 euros at one of the designated machines. The machines do not accept small change, so recharging is only possible from 5 euros. In facilities where reloaders for the MensaCard are installed, payment can only be made with the MensaCard. If the MensaCard is marked „Kind essen mit dabei“ (child eats with you), a free children's plate is also available with it.

Mitteilungsblätter/ Bulletins

In the newsletter of the weissensee kunsthochschule berlin you will find the basic rules and guidelines of the university as well as the admission, study and examination regulations and many other important regulations: <https://kh-berlin.de/service/mitteilungsblaetter.html>.

Mutterschutz in Schwangerschaft und Stillzeit/

Maternity protection during pregnancy and breastfeeding

As of 1.1.2018, the Maternity Protection Act will also apply to students during pregnancy and lactation. Pregnant and breastfeeding students are entitled to preventative protection during their studies, which involves a responsible balancing of interests between the welfare of the child and the self-determination of the woman. It is the responsibility of the university to offer the affected students an environment that enables them to continue their studies with as few restrictions as possible and to compensate for any disadvantages, as well as to ensure that standards of protection are maintained, e.g. in the case of irresponsible dangers. The first point of contact for students who would like information and advice on the subject of maternity leave in accordance with the new legal requirements and on the subject of studying with a child is the General Student Advisory Service, Room A 1.09, which is also available to help with the organization of studies during maternity leave, parental leave and with child(ren). If you are a pregnant or breastfeeding student and want to take advantage of your maternity protection rights, you need to register. You will receive the registration form for this in the Student Counseling Office, Room A 1.03. The counseling is anonymous and confidential. Information and contact under: <https://kh-berlin.de/en/studies/student-advisory-services/studying-with-child.html>

N

Nachteilsausgleich/ Disadvantage compensation

> page 9 under studying with disabilities or chronic diseases

NaföG (promotion of young artists)

The UdK Berlin is the office for the Elsa-Neumann-Scholarships of the State of Berlin in accordance with the law for the promotion of young artists (NaföG) for all artistic universities in Berlin. Once a year, a commission awards scholarships to graduates of artistic courses of study who have performed well above average. The scholarships serve to develop artistic projects and are offered for the subjects of fine arts, design, music and performing arts. The duration of the scholarship is one year; the monthly basic amount is 1,000 euros and a lump sum for material costs of 103 euros. In addition, the Rector offers additional consultations for applicants in September and applications in October. E-Mail: nafoeg@udk-berlin.de. Info: <https://kh-berlin.de/studium/studienfoerderung-stipendien/elsa-neumann-stipendium-nafoeg.html>

Nebenhörer_in/ Gasthörer_in/ Guest Auditor

Registered students can attend courses at other state universities in Berlin/Brandenburg, especially in theory and history. In principle, all courses at the state universities are open, provided the lecturer agrees and there are free places. The application for Nebenhörer_in-schaft must be submitted by khb students at the respective university or college.

Newsletter

> page 7

Noten/ Grades

The grading of your services is based on a fixed conversion. Please refer to the corresponding paragraph of your examination regulations for the grading key, e.g. „1.3“ with assigned grade, e.g. „excellent“ ECTS grade e.g. „A“ and ECTS definition e.g. „excellent“.

P

Partnerhochschulen/ Partner universities

The list of partner universities can be found on our website at <https://kh-berlin.de/studium/internationales/partnerhochschulen.html> More information about studying abroad can be found under Semester Abroad on > page 9 or directly at the International Office with Leoni Adams, Room A 1.13.

Praktikum/ Praxisprojekt - Internship/ practical project

The study in the design courses and in stage design receives a first clear practical relevance through the pre-study internship, which is required as a prerequisite for taking up the study. For the study courses of the liberal arts, an internship or practical project is planned. A compulsory internship must also be completed in the 7th semester in the field of product design. Compulsory internships can be supported with BAFöG, for internships abroad (if necessary additionally) Erasmus scholarships are available.

Prüfungen/ Examinations

Examinations during the study can be taken in different forms. There are written exams, such as exams, there are oral exams and in the practical projects: presentations. In addition, an examination can be given in the form of a paper or a term paper. The examination procedure and formalities are regulated by the examination regulations of the respective program. You can find out which form of examination is planned for which module or course in the module handbook in the appendix to the study regulations of your subject area. Web: <https://kh-berlin.de/studium/studienorganisation/pruefungsordnungen.html>

Prüfungsordnung/ Examination regulations

> page 13

R

Rechtsfragen/ Legal issues

Also students sometimes need help in legal matters. Unfortunately, the AstA does not offer student legal advice. The „Referent's Council“ of the Humboldt-University offers general and employment law legal advice as well as advice on university and examination law. > More information on page 22 or on the web at: <https://www.refrat.de>

Regelstudienzeit/ Standard period of study

The standard period of study is the time in which a course of study must be completed. It is the basis for the maximum duration of support according to BAFöG. The standard period of study is 8 semesters for Bachelor's programs and 10 semesters for Diplom programs. If the standard period of study is exceeded to an extreme, sanctions can also be imposed, such as increased social contributions or possibly future tuition fees. For all those who want to apply for a Master's degree or for scholarships, it is often important to adhere to the standard period of study.

Rückmeldung/ Registration

> page 7

S

Servicepoint des StudierendenWERkes

Staff members of StudierendenWERKe Berlin and Potsdam answer general questions about the services offered by StudierendenWERKe at service points and provide you with the necessary forms and information sheets. The Berlin InfoPoints can be found at the main office of StudierendenWERK at Hardenbergstraße 34 and at Freie Universität Berlin.

Sozialberatung/ Social counseling

The social counseling centers of the StudierendenWERKe advise you on questions of financing your studies, but also on other topics. Here you will find support if you want to combine studying and raising children, if you have a disability or suffer from a chronic illness, or if you want to live and study in Germany permanently as a foreign student. The StudierendenWERK Berlin also offers Berlin students pregnancy conflict counseling. The counseling is free of charge for students. You can find the opening hours in the address glossary, > page 19 or Web: <https://www.stw.berlin/en/counselling/social-counselling-centre.html>

Sports

Weißeensee does not offer its own university sports, but is in cooperation with other colleges and universities in Berlin. This means that you can take advantage of the university sports offer from the TU, FU, HU, Beuth-Hochschule and HTW. At the beginning of each semester, the offers of the universities are displayed in a central location. You can find more information in the address glossary, > page 23

Sprachtandem/ Language Tandem

A language tandem is the mutual transfer of language skills. Usually 2 people meet, who speak different mother tongues and are currently learning the language of the other person. Web: <https://tandem-berlin.de/index.php/en/>. In addition, the major Berlin universities offer a wide range of high-quality language courses (> page 21).

Stipendien/ Scholarships

A scholarship is a financial contribution from a private or public sponsor to students. The type and amount of the grant can vary greatly depending on the donor and the group of people receiving support: Sometimes there is a monthly amount of money to finance living expenses, sometimes book money or other grants. In addition to the 13 major scholarship programs for gifted students, many other foundations, organizations and private individuals support specific groups of students. The scholarship holders of the organizations for the promotion of the gifted not only receive financial support, but are also supported and sponsored by the donors. In Germany, scholarships abroad are mainly awarded by the DAAD, for example in the form of an Erasmus scholarship. The support provided by a scholarship offers a double advantage: in addition to the financial aspect, it is also good for your CV. In contrast to loans and BAFÖG, scholarships do not have to be paid back. Please contact the foundations directly for information on dates and application procedures. The weißeensee art academy has no influence whatsoever. Scholarship announcements are always posted on the notice board. The weißeensee kunsthochschule berlin does not have its own finances for scholarships to support students, but the university does offer the Germany Scholarship (Mart-Stam Scholarship) and the Lucia Loeser Scholarship.

>>

More information and many helpful links can be found on the kh website at: <https://kh-berlin.de/en/studies/financing-of-studies-scholarships.html>

The International Office, room A 1.10 and A 1.13 will advise you about the support of stays abroad for the purpose of study or internship.

Studentische Konfliktberatungsstelle! / Student Conflict Counseling!

The Student Conflict Counseling Center! is intended to serve as a contact point for students who do not know how to deal with the situation in which they find themselves, and to provide advice and mediation. The anonymized naming (writing and collection) of concrete cases of sexual assaults, as well as any discrimination: Racism, Ableism, Sexism, Classism etc., and all other forms of oppression is important so that ways of dealing with them can be established. For questions please contact : asta@kh-berlin.de

Studentische Selbstverwaltung/ Student self-administration

> page 24

Studentische Darlehnskasse e.V.

The Studentische Darlehnskasse e.V. is a non-profit association, through which especially students at Berlin universities can apply for student financing for the final phase of their studies. The loan is granted regardless of the parents' income, BAFÖG, course of studies, age and number of semesters. Further information under: <https://www.dakaberlin.de>.

Studienbuch/ Study book

> page 13

StudierendenWERK Berlin

The StudierendenWERK Berlin is entrusted with the „social, economic, health and cultural care of the students“ according to the StudierendenWERKsgesetz. In addition to the administration of the students' dormitories and the operation of the refectories and cafeterias, the tasks of the StudierendenWERK include social, psychological, financial counseling and support. The StudierendenWERK offers day care centers and job placement services, and is also home to the BAFÖG office. Contact details and opening hours can be found in the address glossary, > page 20 and at: <https://www.stw.berlin/en/>

Studienordnung/ Study regulation

> page 14

Studienplan/ Study plan

The recommended distribution of the modules or the courses of the study program is shown in a sample study plan, which takes into account the contextual connection between the courses and enables the student to study within the standard period of study. You will find the sample study plan as an extra leaflet in your study book. You can find more about the course of studies and the study regulations on > page 13 and 14 or at: <https://kh-berlin.de/en/studies/study-organisation/study-regulations.html>

Studierendenausweis/ Semesterticket - Student identity card/ semester ticket

> page 9

T

Technikausleihe/ Technology loan

> page 17

Teilzeitstudium/ Part-time study

> page 10

U

Unfallversicherung/ Accident Insurance

When you enroll for a semester, you have student status from the first day of the semester. Through the university you are protected by the statutory accident insurance, which covers the direct route to and from the university as well as study-related activities that are directly related to the university. It would be conceivable to take out additional accident insurance for leisure activities. Further information about the statutory accident insurance protection can be found in the brochure Statutory Accident Insurance Protection on our website or in the general student advisory service, Room A 1.03, Tel 030 477 05 342.

Urlaubssemester/ Leave of absence semester

> page 11

V

Vorlesungsverzeichnis/ Course Catalog

> page 14

W

Webseite der Hochschule

Every student can upload their own projects on the website of the weißensee kunsthochschule berlin, subject to agreement with the department. Each subject area has its own access. The Weissensee School of Art Berlin is also active in the social media: instagram, facebook and twitter. Become active! Information at presse@kh-berlin.de

Werkstätten der Hochschule/ Workshops of the Academy

> page 17

Wohnen/ Accommodation

Municipal housing associations offer apartments specifically for students under www.stu-di-wohnen-berlin.de. Also the StudierendenWERK BERLIN offers a housing stock exchange. Application for a dormitory place of the StudierendenWERK BERLIN is possible only on-line over the dormitory portal: <https://www.stw.berlin/en/housing.html>, in addition there are several websites for students, such as www.studenten-wg.de. Pay attention to fake offers! Assistance gives the general university advisory service, area A 1.03, Tel 030 47705 342.

Wohngeld/ Housing Benefit

As a student you can apply for housing benefit. The decisive factor is that you have received a BAFöG rejection notice. Whether and to what extent the housing allowance is granted depends on your income, the rental costs and, if applicable, on your roommates, as long as you live in a needy community. If you are entitled to housing allowance, the rent subsidy is granted for 12 months. More information at the Bürgeramt or at: <https://service.berlin.de/dienstleistung/120656/>

Z

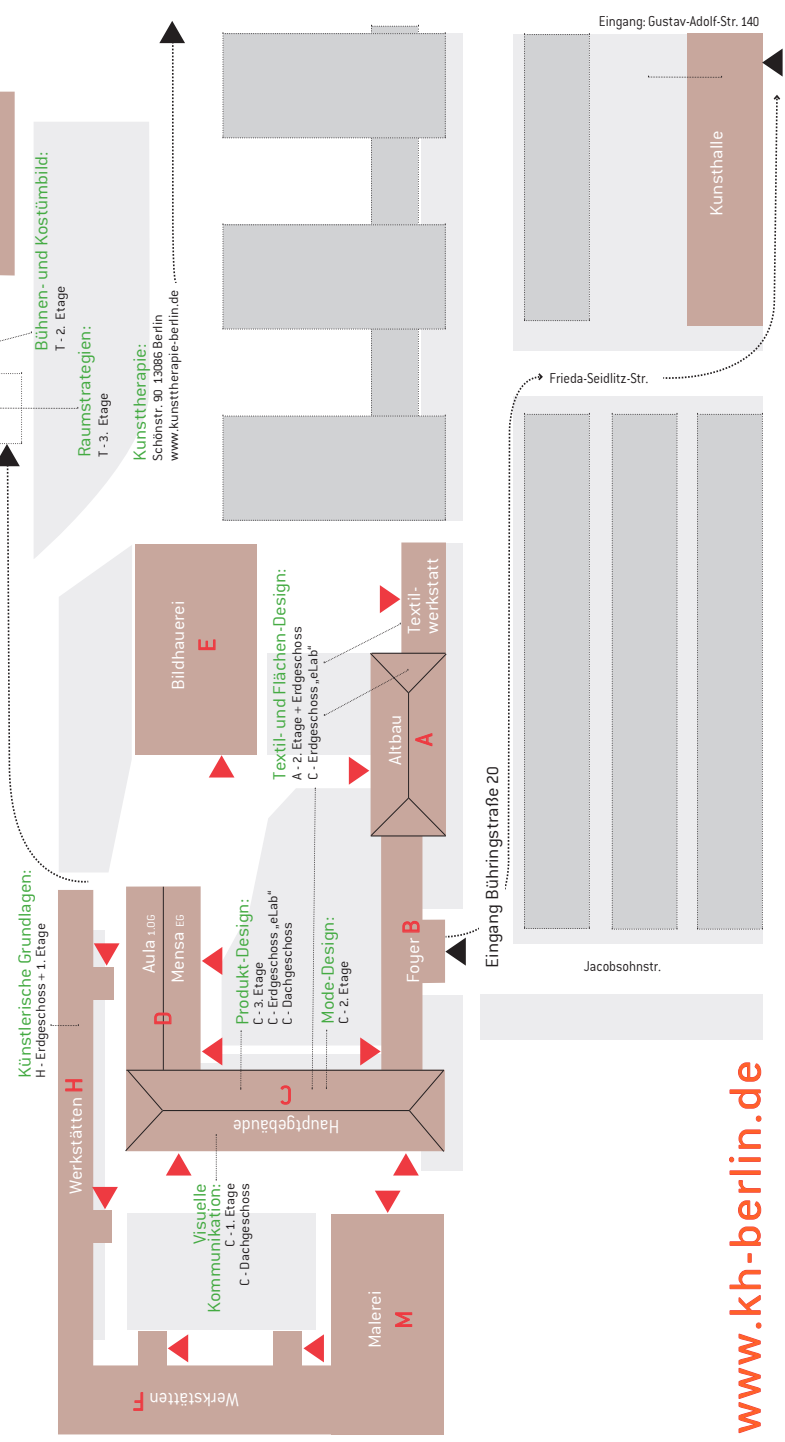
Zukunft/ Future

In order to ease the transition from training to practice, the Weissensee School of Art Berlin offers a diverse program and invites all interested students who are about to graduate or have already completed their studies to select, participate and help shape the program. You can find more information under >Graduate_innennetzwerk seeUp. The „DesignFarmBerlin“ has also supported many designers, graduates of the art academy, in developing their ideas to marketability and awards further scholarships to innovative start-ups in the field of design-in-tech, see page 15 under Research. In addition, the University of the Arts (UDK) offers career-oriented consulting and seminars that are of particular interest to art and design students. Web: <https://www.careercenter.udk-berlin.de>

Orientierungsplan

Kunsthochschule Berlin Weißensee

see



se9

GENERAL STUDY GUIDANCE

Susan Lipp and Friederike Schwemin
Room A 1.03, 1st floor old building

e-mail: studienberatung@kh-berlin.de
by telephone: Tue 14:00 - 16:00 and Wed 10:00 - 12:00 // Tel: 030 / 47705 -342

Consultation hours:

Tue 11:00 - 13:00 o'clock and Thu 14:00 - 17:00 // only with appointment

Confidential consultation hours for students with special needs: Thu 13:00 - 14:00

Video-Jitsi-Meet: Tue from 12:00 - 13:00 or by appointment

Web link: <https://jitsi.kh-berlin.de/Beratung-Studierende>