

## Step-by-step instruction

### Online-application for the Master study program: Spatial Strategies

Application period: March 01 - April 30 for winter term 2020/ 21

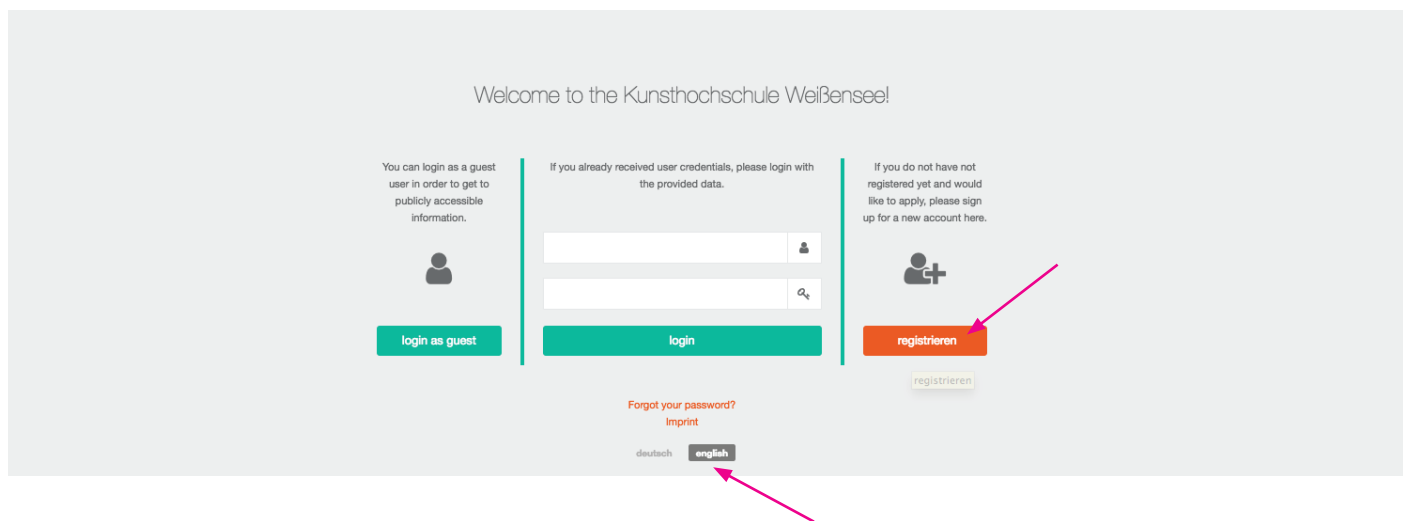
#### Step 1 - create account:

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


Create an account by clicking on the „register“ button!

If you already have an user account, log in with your login data and follow the instructions from step 6.

*(You can switch between German and English language easily by clicking on the buttons below*



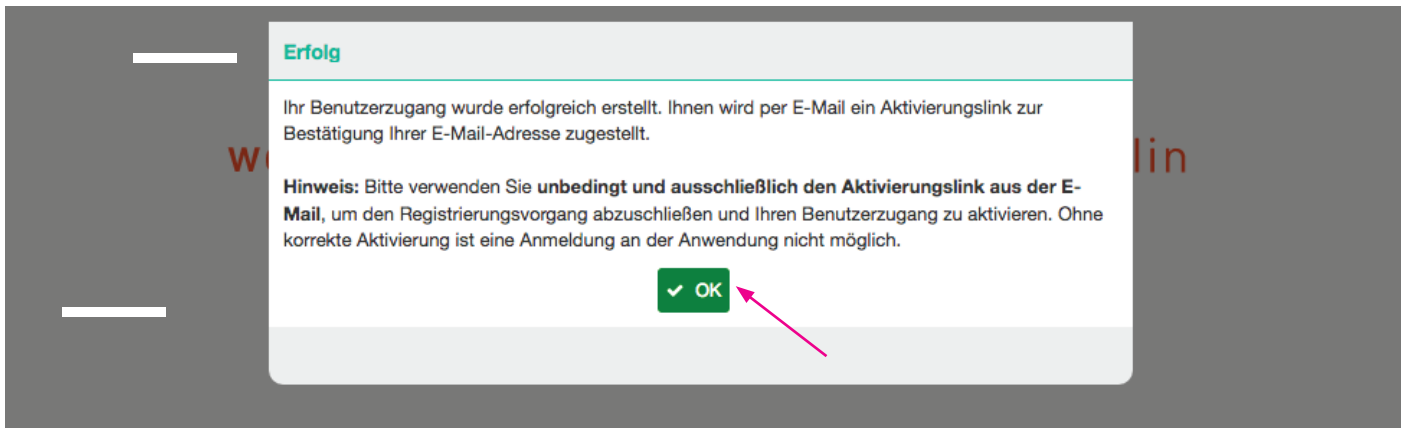
#### Step 2 - create credentials and edit masta data:

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

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

### Step 3 - complete registration:

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



### Step 4 - confirm access:

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

Dear Maxi Musterfrau,

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

please use the following link to confirm your registration and activate your user account: [f592b1d-60d4-4b87-a064-992835ecf1da](https://www.khb-berlin.de/activation/f592b1d-60d4-4b87-a064-992835ecf1da)

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

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

Friederike Schwemin: [stud2@kh-berlin.de](mailto:stud2@kh-berlin.de)

oder

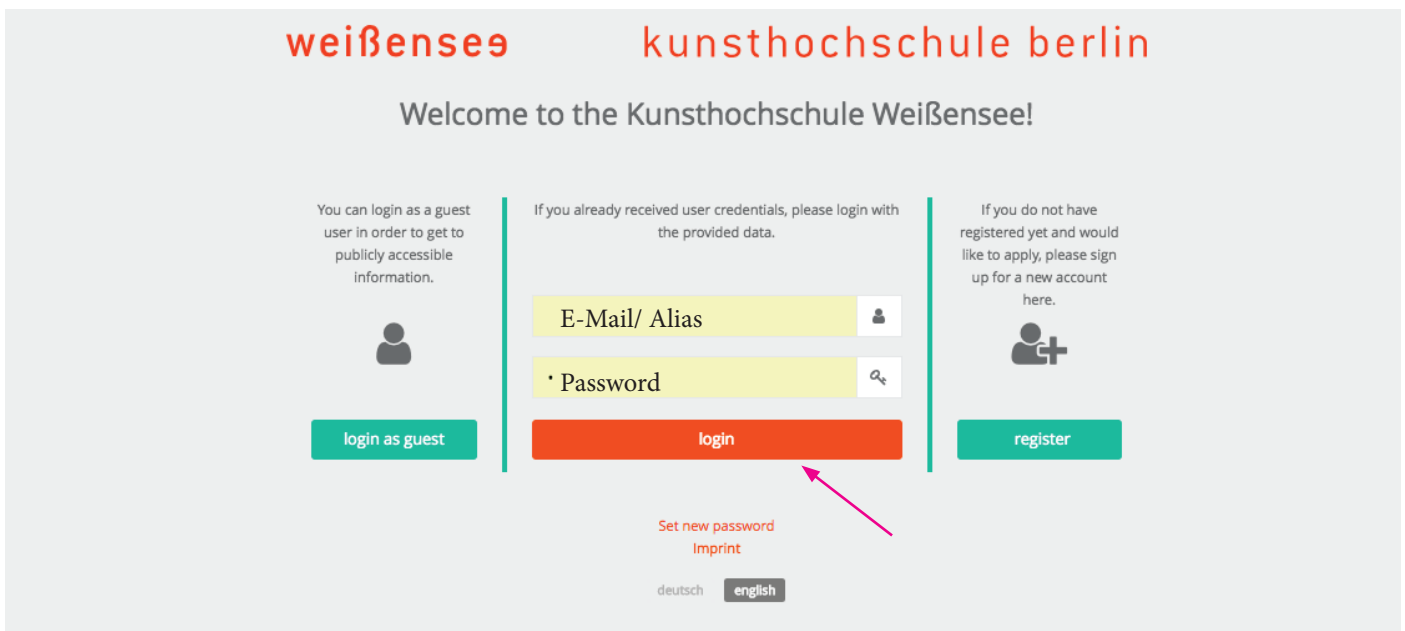
Leoni Adams: [international@kh-berlin.de](mailto:international@kh-berlin.de)

with best regards

Your Study affairs Office

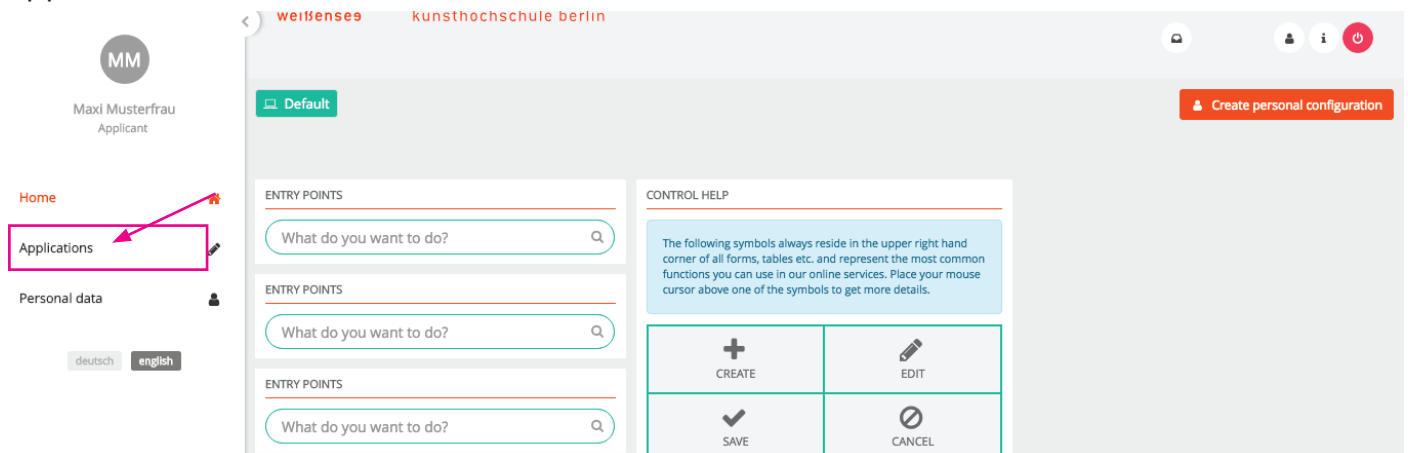
### Step 5 - login:

Login with your personal access data.




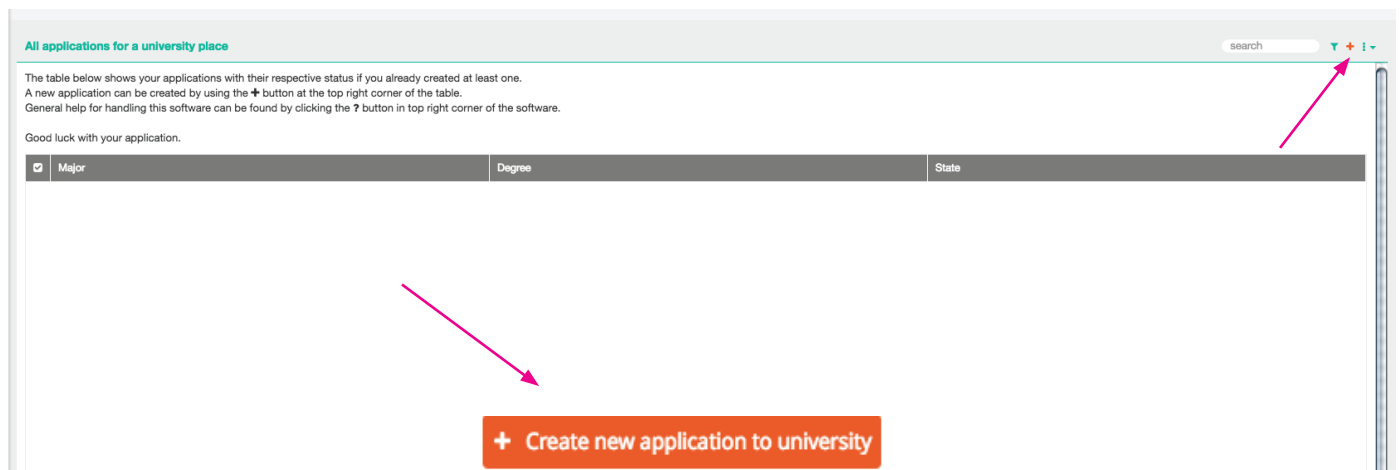
### Step 6 - your account:

Once you are logged in, you have to click on the left site „Application“ to get to the application form.



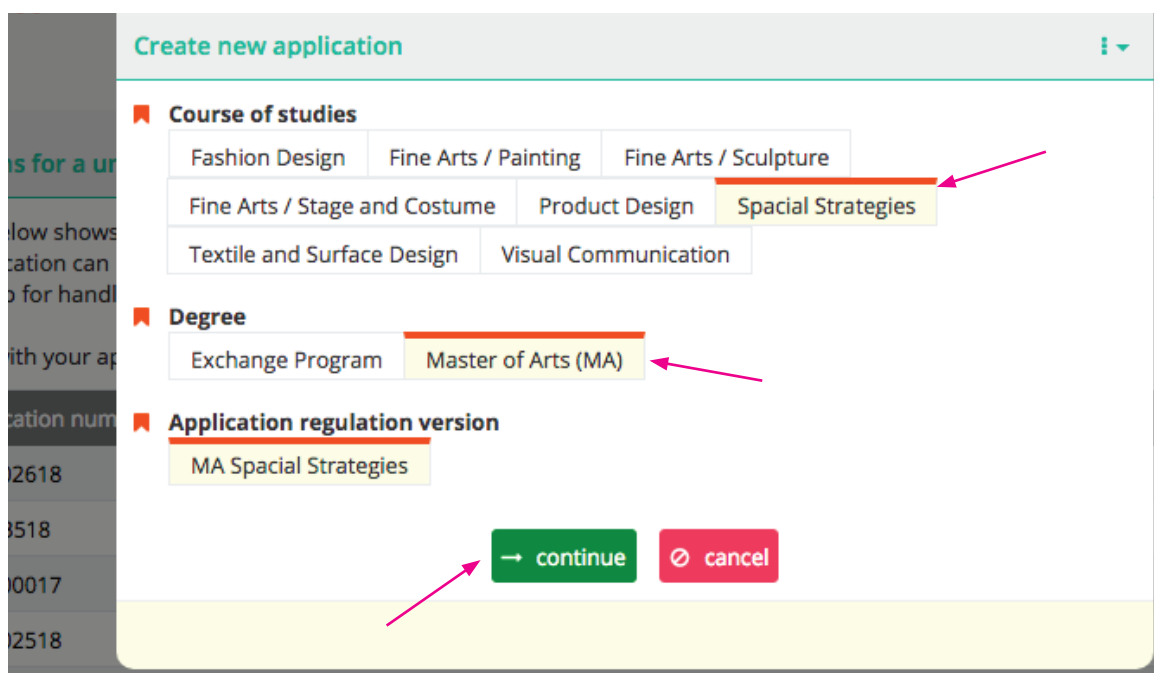
### Step 7 - create a new application:

Create your application by clicking on the field marked in orange (below) or on the  sign (top right of the search field).



### Step 8 - select study program:

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



### Step 9 - check and continue:

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

**Create new application**

- Application regulation version**  
Master of Arts (MA) Spatial Strategies
- Application period**  
01.03.2019, 00:00:00 - 30.04.2019, 23:59:00
- Application record**  
Friederike Lehm

← back → continue cancel

### Step 10 - summary of application form:

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

**Summary**

Please complete your personal data and your curriculum vitae by opening the individual tabs. Please pay particular attention to the marked mandatory fields and confirm your entries with the check button.



- ✓ Personal data
- ✓ Addresses of special importance
- ✓ Addresses
- ⚠ Academic educations [Show missing information](#)
- ⚠ Academic education [Show missing information](#)
- ✓ Academic education
- ✓ Professional art/work experience
- ✓ Art/work experience

All input provided during data editing is saved permanently with the ✓ icon in the form's upper right corner. Not yet submitted applications can be edited at any time.

Do you require assistance?

← Withdraw not submitted application

### Step 11 - edit of personal data:

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

**Personal data**


- Photo
- First name**  
Maxi
- Last name**  
Musterfrau
- Phone numbers**
  - Type  
Private
  - Number  
03047705342
- Gender**

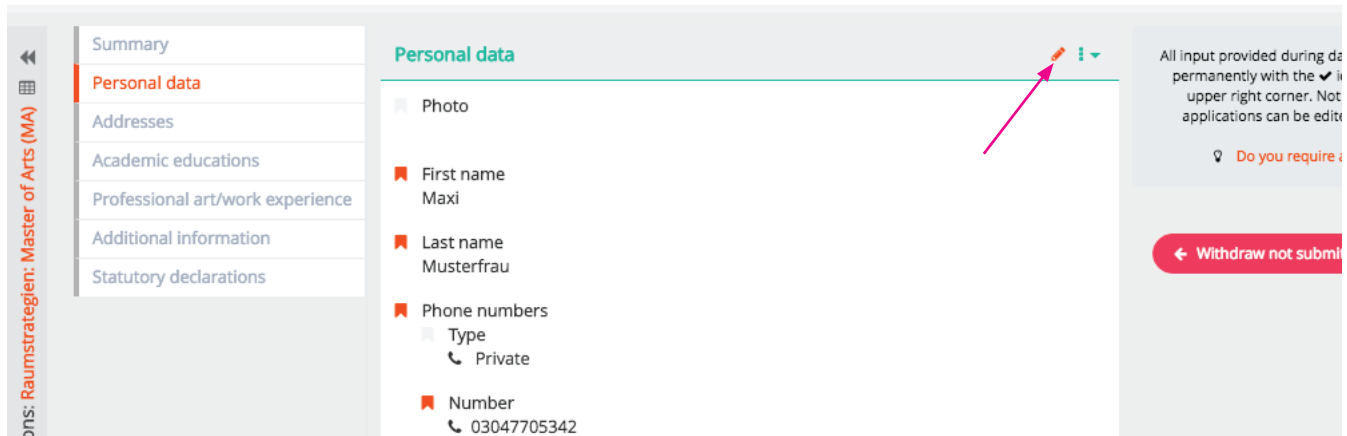
All input provided permanently with the ✓ icon in the upper right corner of applications can be edited at any time.

Do you require assistance?


← Withdraw not submitted application

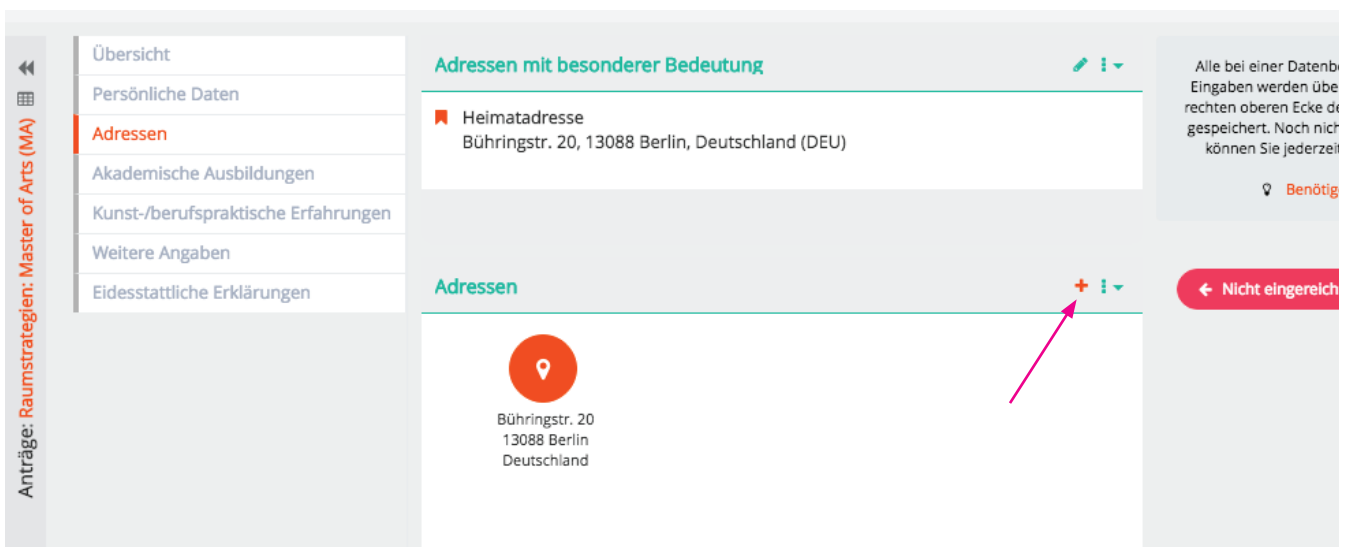
### Step 12 - details of personal data and save:

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




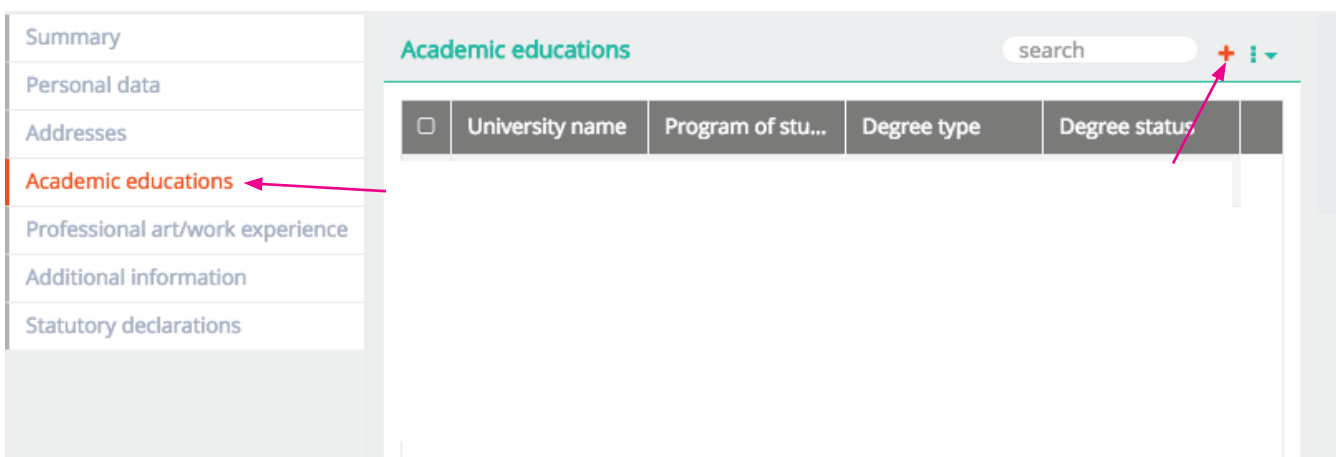
### Step 13 - Addresses

Click the  create icon if you want to add an address. Otherwise, just continue with „Academic Educations“.



### Step 14 - details of previous study:

14.1. Please click the  create icon to add academic educations, you can add more than one, if you already studied at more universities.



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

**Number of completed terms of study**  
8

**Degree status**  
☒ Degree complete ☐ No degree ☐ Not yet on hand

**Degree type**  
☒ Bachelor ☐ Diploma ☐ Master ☐ Other degree


[→ continue](#) [cancel](#)

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

Summary	<b>Academic educations</b> <input type="text" value="search"/> <a href="#">+</a> <a href="#">-</a> <a href="#">!</a> <a href="#">v</a>			
Personal data				
Addresses				
<b>Academic educations</b>				
Professional art/work experience				


<input type="checkbox"/>	University name	Program of studi...	Degree type	Degree status
<input checked="" type="checkbox"/>	UDK	Malerei	Diploma	Degree complete
<input type="checkbox"/>	HU Berlin	Kunstgeschichte		No degree



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

**Academic education**  [-](#) [!](#) [v](#)

**University name**  
UDK

**Study period from**  
01.10.2002

14.3. When you have filled out the form and uploaded your certificate of your successfully passed first degree, save by clicking on the check icon  and move on to the „Professional art/work experience“ form.

**Academic education**   [-](#) [!](#) [v](#)

**Region**  
Berlin


**City**  
Berlin

**Program of studies**  
Malerei


**Number of university terms in Germany**  
10

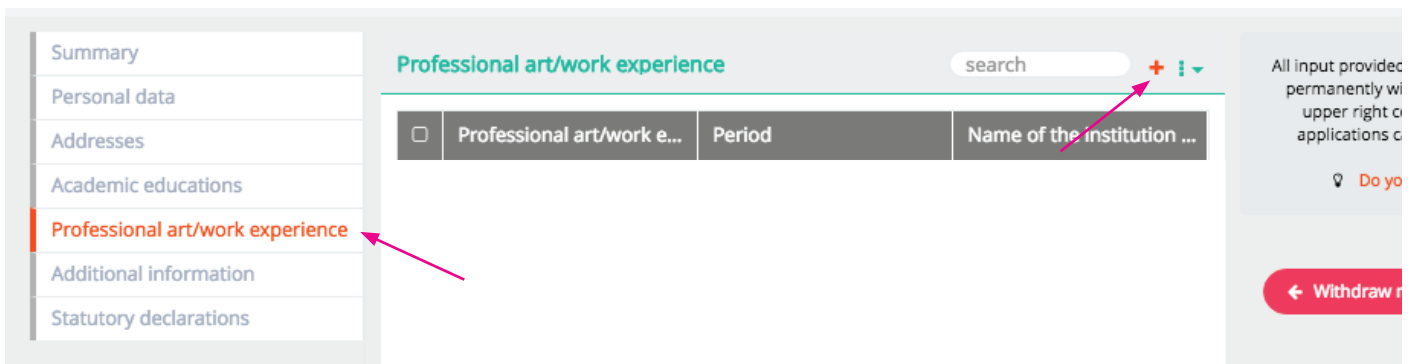
**Degree status**  
☐ Not yet on hand ☒ Degree complete ☐ No degree

**Degree type**  
☐ Other degree ☐ Master ☐ Bachelor ☒ Diploma

**Degree certificate**  


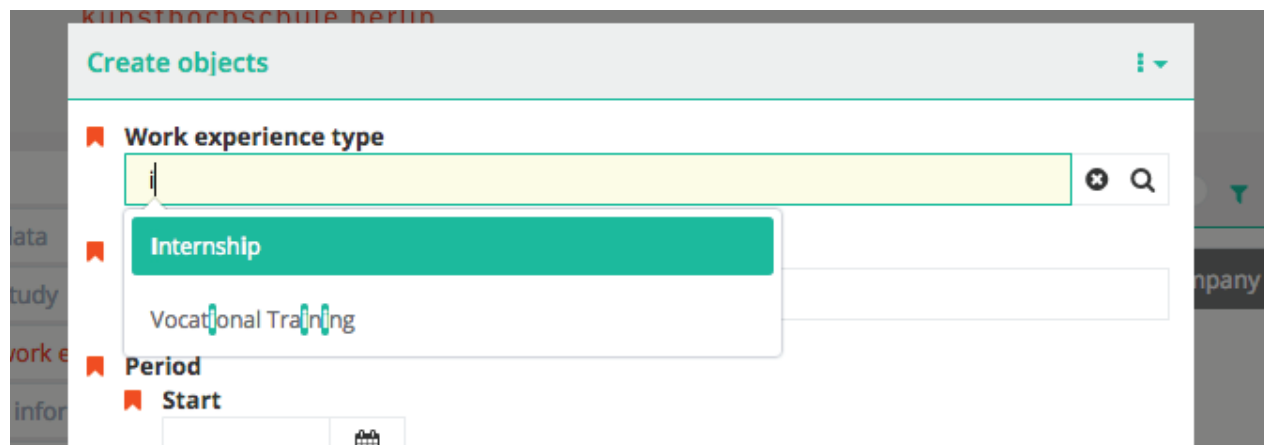
### Step 15 - details of professional art/work experience:

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



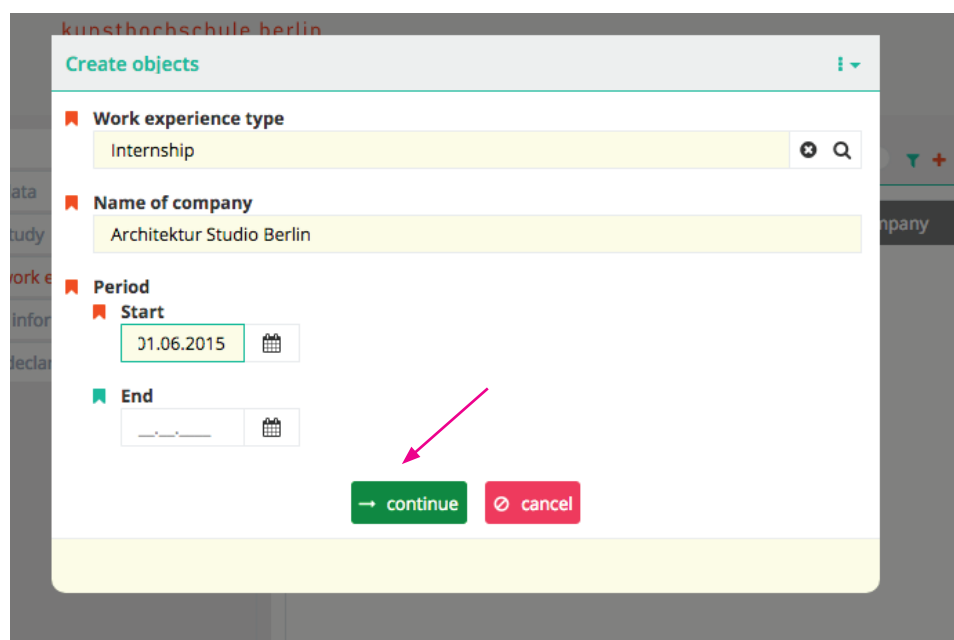
The screenshot shows a web application interface. On the left is a sidebar with a list of tabs: Summary, Personal data, Addresses, Academic educations, Professional art/work experience (highlighted with a pink arrow), Additional information, and Statutory declarations. The main area is titled 'Professional art/work experience' and contains a table with columns: Professional art/work e..., Period, and Name of the institution ... In the top right corner of this section, there is a search bar and a plus icon (indicated by a pink arrow). On the far right, there is a sidebar with a note: 'All input provided permanently wi upper right o applications c' and a 'Do yo' button. At the bottom right, there is a red button labeled 'Withdraw n'.

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



The screenshot shows a 'Create objects' form. The 'Work experience type' field is highlighted with a yellow background and has a dropdown menu open. The dropdown menu shows two options: 'Internship' (selected) and 'Vocational Training'. Below this, the 'Period' section is visible, with a 'Start' date field set to '11.06.2015' and a calendar icon.

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



The screenshot shows the 'Create objects' form with the following fields filled out: 'Work experience type' is 'Internship', 'Name of company' is 'Architektur Studio Berlin', 'Period' 'Start' is '11.06.2015', and 'End' is empty. At the bottom, there are two buttons: 'continue' (green) and 'cancel' (red). A pink arrow points to the 'continue' button.

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

Professional art/work e...	Period	Name of the institution ...
<input checked="" type="checkbox"/> Internship	01.02.2018 - 31.03.2018	studio 54
<input type="checkbox"/> Job	01.01.2018 - 31.07.2018	Architekturbüro Berlin

You can click on the pencil icon  to complete the form and upload your documents.

Professional art/work experience type  
Internship

Period  
01.02.2018 - 31.03.2018


Name of the institution or organisation  
studio 54

City  
Berlin

Country  
Germany (DEU)



Name or description of the activity/project  
aaa

Verification  
[PDF](#)

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



## Step 16 - Additional Information - Upload application documents:

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



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



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



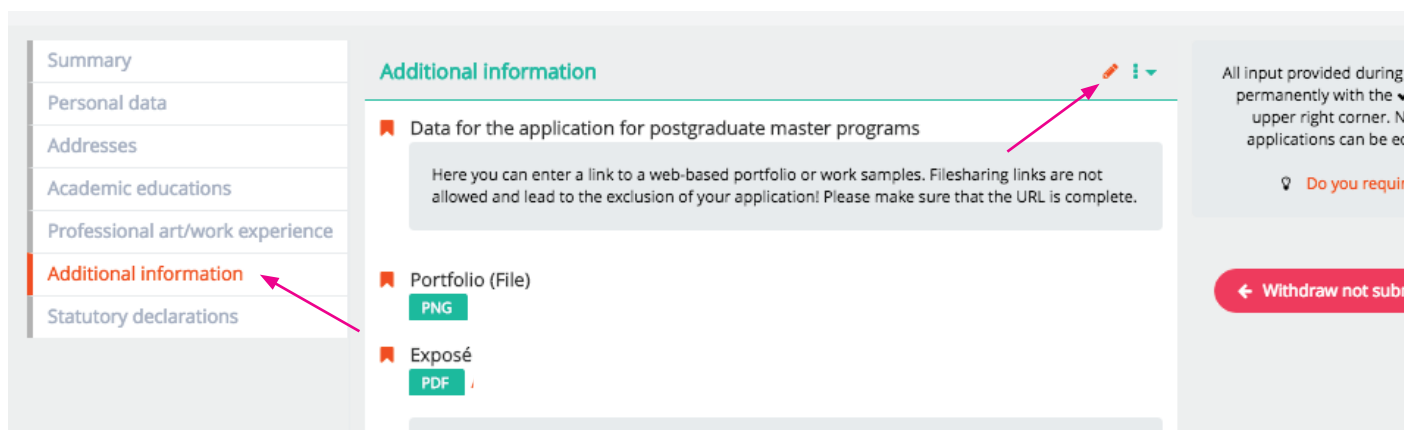
3 CV - Courses of the study, study trips, internships, employment in the fields of design/ arts, exhibitions etc.




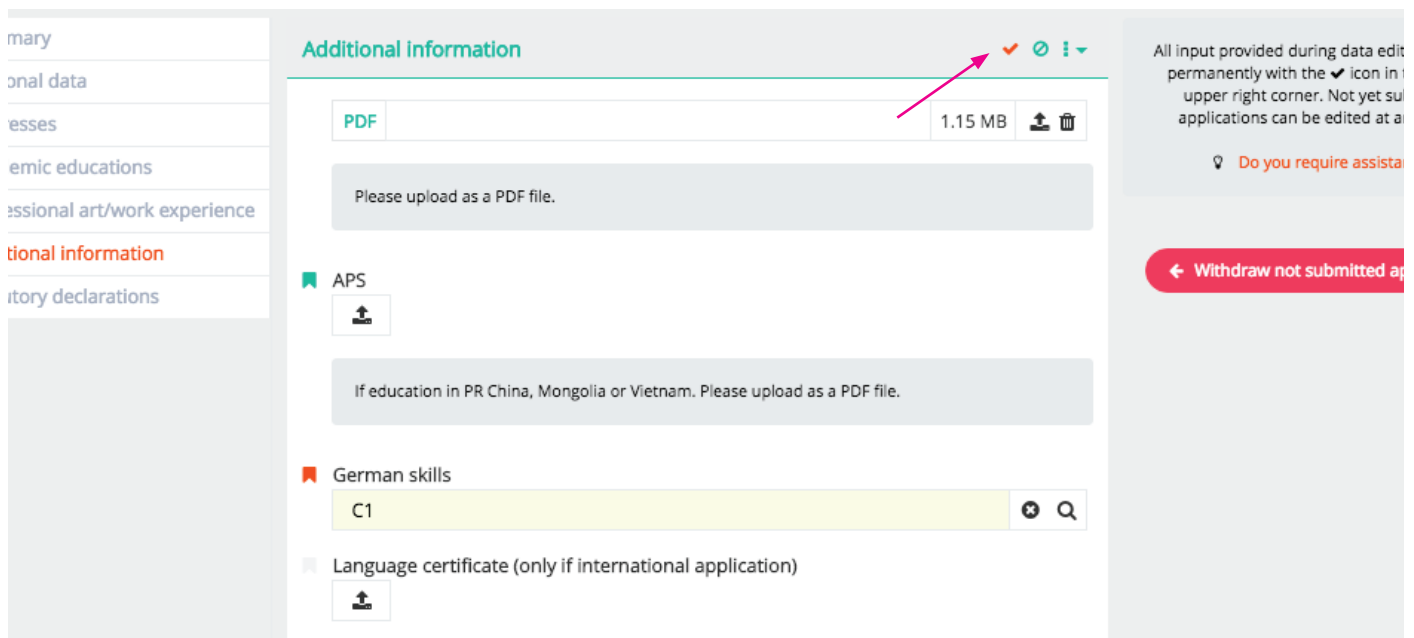
4 APS-Certificate - Only applicants from the People's Republic of China, Vietnam and Mongolia must include the original certificate confirming that the papers have been pre-checked by the Academic Evaluation Centre (APS).



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

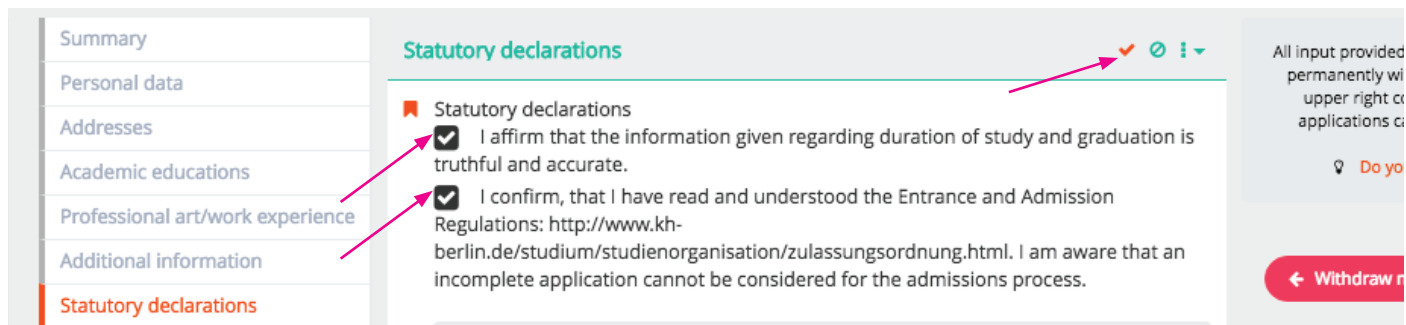


Click save  and make sure that you have uploaded all necessary documents and move to the „Statutory declarations“ form.



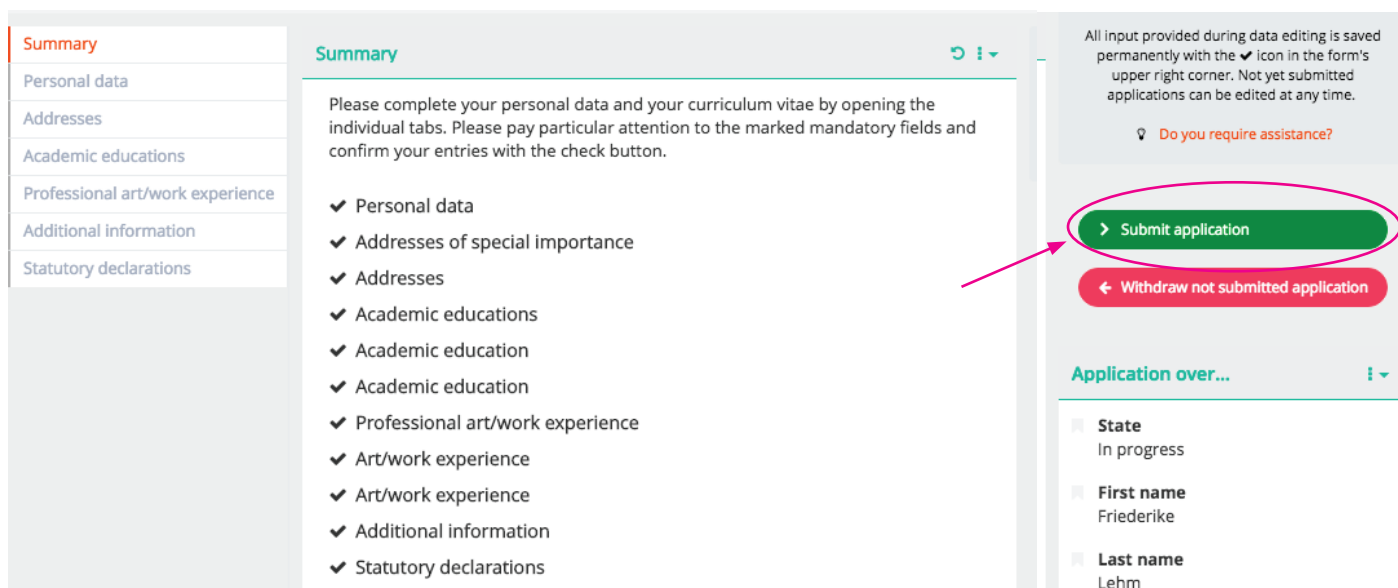
### Step 17 - statutory declarations:

Check both boxes to confirm the statutory declarations and click on the save icon  to save.



### Step 18 - check all details and submit application:

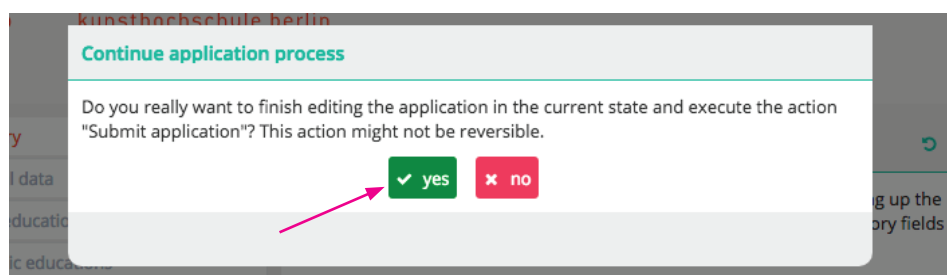
Once all forms have been filled out completely, a green „Submit application“ button should appear on the righthand side. Please note that once you have submitted your application, you will not be able to further edit your information.



### Step 19 - complete online-application:

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

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



Please note that the deadline for submit your application is 30 April 2020.

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

Thank you for your application.

**Further procedure:**

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

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

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

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

Contact  
Susan Lipp  
general course guidance

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