

see

INFO  
START  
OF  
STUDY

2023/ 24

*The digital version with active links can be found at:  
<https://kh-berlin.de>  
under >> Studies >> First-year students information*

## TABLE OF CONTENTS

4	<b>Academic year / Dates / Deadlines</b>
5	<b>Welcome / Introductory events</b>
6	<b>Information on everyday academic life</b>
	Academy e-mail address / Accessibility
	Bulletin board
	Campus Management System/ CMS
7	Change of name and/or gender status
	Course and communication platforms: Moodle & Incom
	Helpdesk - online help platform of the academy
	Jitsi video conference
	Newsletter
	Presence/ Punctuality
8	Rechability
	Re-registration
	++ see kanal ++ the internal communication channel on Incom
	Self-study
9	Social Media
	Student card / Semester ticket
10	Studying with disability or chronic illness
	Study with child
	Queer academic group - queer@khb
11	<b>Notes on the course of study</b>
	Course Catalogue
	Credits / Credit points)
	Courses (Fine Arts programs)
12	Foundation Year
	Leave of Absence
	Module Certificates
13	Modules (BA + MA design program)
	Part-time study
	Recognition of achievements
	Semester abroad
	Study documentation/ Transcript of records
	Study and examination regulations
14	Structure of the studies
	Theory and History
15	<b>Study and working conditions</b>
	Children's room
	Computer Studio
	Equipment loan/ setup
16	Kunsthalle
	Library
	Meeting place Sauen
	Mensa
17	Rooms for research
18	Studio Workshops
19	Teaching and working rooms, Mensa/ Cafeteria
	Writing Workshops
20	<b>Addresses and contact persons</b>
	weißensee academy of art berlin
22	StudierendenWERK Berlin
23	Bafög
	Foreigner in office
	Advisor of the Humboldt University Berlin
24	ZE Foreign Languages
	University sports
	Art and drawing supplies in Berlin
26	<b>Student self-administration</b>
27	<b>Important committees of the academy</b>
29	<b>Glossary: Studying from A for Abendakt to Z for Zukunft</b>

## **Academic Year**

### **Winter semester 2023/ 24**

**Lecture period: Monday, October 16, 2023 to Friday, February 16, 2024**

Christmas break: 23.12.2023 - 06.01.2024 (first day of classes on 08.01.24)

Re-registration period for SoSe 2024: 01.01. - 20.02.2024: r

### **Summer semester 2024**

**Lecture period: Monday, April 15, 2024 to Friday, July 19, 2024**

Lecture-free: 1.05.2024 / 09.05.2024 / 20.05.2024 (public holidays)

Re-registration period for WiSe 2024/25: 01.06. - 20.07.2024

### **Rundgang/ Open Days: 20.07. und 21.07.2024**

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

*Dear students,  
welcome to weißensee kunsthochschule berlin!*

For all first-year students and transfer students, the staff in the general student advisory service is the first point of contact for orientation questions. To make it easier for you to start your studies, we would like to support you in your first steps. Take advantage of the open introductory meetings and general student meetings to ask questions, take an active part in shaping your studies, and never be afraid to ask your professors, lecturers, workshop leaders and staff, tutors and fellow students, as well as the Office of Student Affairs, for advice. We will all be happy to assist you.

**On-site student advising takes place during the first week** of study Mon to Thu from 11:00 a.m. - 3:00 p.m. and Tuesday until 5:00 p.m. in room A 1.03 (in the administration 1st floor). As of November 1, you can always find us on Tuesdays (14:00 - 17:00) and Thursdays 10:00- 12:00) in room A.1.03. Feel free to contact us with any questions!

On Tuesday, 17.10. at 16:00 (until ca 17:30), all new students are cordially invited to the **introductory meeting** in theory and history. This event will be held in the Aula..

If you have any questions or uncertainties, please do not hesitate to contact us by phone at 030 47705 -342 or -324 (Mon - Fri 10:00 - 15:00), we look forward to hearing from you!

We wish you a carefree and successful study and above all a free head for creative ideas and their implementation. And stay healthy!

Your study advisor  
Susan Lipp

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Room A 1.03, 1st floor old building  
E-mail: studienberatung@kh-berlin.de  
Tel 030 / 47705 -342 o -2'324

Office hours by phone:  
Mon-Thu 10:00 - 15:00, Tue until 17:00  
Personal consultation hours:  
Tue 14:00 - 17:00 and Thu 10:00 - 12:00 and by appointment.

## **INFORMATION ON EVERYDAY ACADEMIC LIFE**

### ***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 - Web: <https://helpdesk.kh-berlin.de/de-us>

### ***Bulletin board***

The academy has an open notice board 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 academic 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. The academy's platform Incom also has a student online bulletin board, which can be actively used by students.

### ***CMS - Campus Management System***

You have been familiar with our campus management system (CMS) CampusCore since the application procedure at our academy. 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/#/>

### ***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 academy. 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 academy in the address section of this brochure, starting on page 20.

## ***Change of name and/or gender status***

weißensee kunsthochschule berlin allows students whose gender identity is not (yet) aligned with their legal gender to apply for a change of personal status and name even before the official registration. Students can submit an application for a change of gender status and an associated change of first name and, if applicable, last name to the Office of Student Affairs/Immatriculation Office, Room A 1.04,.

## ***Course and communication platforms 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>

**Incom:** <https://see.incom.org/>

**Helpdesk:** <https://helpdesk.kh-berlin.de/help/en-us/21-it-web>

## ***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 important online help platform for students at weißensee and the central point of contact for technical, digital or organizational academic issues.

Web: <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>

## ***Newsletter***

During the semester a monthly newsletter is published, to which you can subscribe and which informs you about news from the academic institution and events of all departments.

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

## ***Presence/Punctuality***

Attendance of courses is compulsory. 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.

## **Re-registration**

You will always receive re-registration requests via Campuscore at the beginning of the semester break. 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 kunst-hochschule 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, 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>

## **++ see kanal ++ the internal communication channel on Incom**

Here students, faculty and staff can share information and events for the academic public. Announcements from the academic leadership, informative statements, announcements and event invitations are posted here in a timely manner. The calendar can be filled with exciting events. Information should be shared in a way that is relevant and accurate for all. The platform is flexible and accessible on a variety of devices. It can be installed as a desktop shortcut on a smartphone for easy access. We look forward to contributions!

Web: <https://see.incom.org/workspace/2/>

## **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 academy 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.

## **Social media**

On Facebook (Kunsthochschule Berlin Weißensee) and Instagram (@kunsthochschuleberlin), the press and public relations department provides ongoing information about news from the academy as well as exhibitions and events, etc. If you have won prizes, are planning group exhibitions with fellow students or even solo exhibitions that are of interest to the general public, please feel free to contact [presse@kh-berlin.de](mailto:presse@kh-berlin.de), we can support you with public relations via the academic channels if necessary.

## **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, pools and theaters, as well as some restaurants, offer concessions and discounts upon presentation of the ticket. At KW Institute for Contemporary Art -KUNST-WERKE BERLIN e. V., Weißensee students can enter for free.**

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/semtix/wordpress/antrag-stellen/>

### ***Studying with disability, chronic or mental illness***

People with physical or mental impairments, disabilities or chronic illnesses should not be disadvantaged. This also applies to studies and especially to examinations. The higher education laws of the states of Berlin and Brandenburg therefore stipulate that „examination performance in the intended form can be replaced in whole or in part by equivalent examination performance in another form“. A medical certificate is required for this. Individual solutions for coping with everyday student life are sought together with the student advisory service and the department concerned. Questions regarding compensation for disadvantages can be answered by the representative for people with disabilities and chronic illnesses: Susan Lipp in room A1.03. Here you will receive support for study-related stresses and problems, such as uncertainties in studying or about course selection, procrastination, exam anxiety, graduation problems, and study difficulties.

Together with the lecturers of the department, solutions are sought. Here you will find all important contact persons including psychological counseling services:

<https://helpdesk.kh-berlin.de/help/en-us/15-beratungsangebote-der-hochschule>

### ***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. 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. 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. 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.

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 address and office hours can be found in the address glossary on page 20 and on our website at: <https://kh-berlin.de/en/studies/student-advisory-services/studying-with-child.html>

### ***Queer academic group - queer@khh***

The incomm workspace of the queer academic group is a loose association of queer positioning people at weißensee kunsthochschule berlin. It exists since about 3 years when the beginning of Pride Month was spontaneously celebrated in the garden. Since then, a rainbow flag has been flying in front of the khb in June. First the Progress Flag, since this year the inter\* inclusive Progress Flag. Up to now, more or less spontaneous appointments have been made, but they do not reach everyone who might also be interested in exchanging ideas, meeting, sharing information and experiences. That is why there is an additional incomm workspace: All students are welcome to join: [queer@kh-berlin.de](mailto:queer@kh-berlin.de)

## **NOTES ON THE COURSE OF STUDY**

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.

### **Course catalog**

Exclusively for the theoretical course offerings, weißensee kunsthochschule berlin publishes, always at the beginning of each semester, a course catalog, which is posted in many places at the university and published on the website. All practical course offerings/courses can be accessed at <https://kh-berlin.incom.org>. Registrations for courses are often made through <https://kh-berlin.incom.org> or directly at the full departmental or foundation meetings. The sample curricula and associated module handbooks (module descriptions) for all departments can be found at:

<https://kh-berlin.de/en/studies/study-organisation/study-regulations>

If you have any problems in understanding them, the examination office will be happy to help you.

### **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.

### **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 finearts at least 300 LP.

## **Foundation Year**

In the first two semesters (BA + Fine 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 courses) 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>

## **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. 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. 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>

## **Module certificates (only for modules that are not created in icom)**

The grades and credit points are transferred directly from incom to Campuscore. However, there are some modules, such as the internship, which must be submitted to the examination office via module certificates. In order to ensure the prerequisite for further study or for the final examination, the module certificates must always be submitted to the examination office, room A 1.05, at the end of the semester. Module certificates can be obtained from the Examinations Office or at: [www.kh-berlin.de](http://www.kh-berlin.de) in the download area at: <https://kh-berlin.de/studium/studienorganisation/formulare-pruefungen.html>

Study achievements / study documentation / transcript of records

After successful completion of a course, credit points and - if provided - a grade are awarded. Grades and credit points are transferred from courses created in incom directly to the student's academic record in Campuscore. At the end of each semester, students can download their current study documentation in Campus-

core or print it out at the examination office. The study documentation is a wonderful overview of all courses or modules that must be completed during the course of study and also a good overview of credits earned as well as grades. under: <https://kh-berlin.de/en/studies/study-organisation/examination-forms.html>

### **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 academy 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.

### **Part-time study**

The application for part-time studies must be submitted to the Office of Student Affairs by the beginning of the semester (01.04. or 01.10.). at the latest, the semester fees and contributions do not change as a result and must be paid on time for each re-registration by the due date. Part-time students have the possibility to be exempted from the semester ticket. Please note that the conversion to part-time studies may have a significant impact on non-university benefits. may have a significant impact on the benefits you receive from non-university institutions such as BAföG, child benefits, health insurance, housing permits, tax matters, residence permit, etc, tax matters, residence permit, etc. Please clarify this in advance with the responsible office beforehand. For advice on the part-time study program, please contact Susan Lipp, room A 1.03. In order to coordinate the study plan for your part-time studies, please also make an appointment with the lecturers in your subject area. The form and further information is available in the Office of Student Affairs/ Room A 1.04 or at <https://kh-berlin.de/en/studies/study-organisation/part-time-study.html>

### **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. Knut Ebeling: Room F 1.05, to make an appointment: Tel 030 47705 259/ 331, Email: [knut.ebeling@kh-berlin.de](mailto:knut.ebeling@kh-berlin.de). He 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 department.

### **Semester abroad**

At the weißensee kunsthochschule berlin there is an intensive student exchange with more than 130 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 Interna-

tional 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>

### ***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 „Meisterschüler\_instudium“ 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.

### ***Study documentation/ Transcript of records***

Upon successful completion of a course, credit points and - if provided - a grade are given. Grades and credit points are transferred from created courses in incom directly into the student's study book in Campuscore. At the end of each semester, students can download their current study documentation in Campuscore or print it out at the examination office. The study documentation is a wonderful overview of all courses or modules that must be completed during the course of study and also a good overview of credits received as well as grades.

**To download an overview of grades or a transcript of records, first log into Campuscore and click on > the tab „Studies“ > then on the tab „Study programs“, > then select your study program, > then on the tab „Study book“ > and now go to the actions on the top right (icon: arrow with 3 dots) and click on „Generate transcript of records“ to download the overview as a pdf.**

In order to be able to answer your inquiries regarding study achievements and/or examination matters as quickly as possible, please send them exclusively to:  
[pruefungsamt@kh-berlin.de](mailto:pruefungsamt@kh-berlin.de)

### ***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 lecture schedule can be found on the homepage: <https://kh-berlin.de/studium/fachgebiete/theorie-und-geschichte/theorie-und-geschichte>

## **STUDY AND WORKING CONDITIONS**

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### **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.

### **Computer studio**

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. Further information about the possibilities in the computer studio will be found under: <https://kh-berlin.de/hochschule/einrichtungen/computerstudio.html>

### **Equipment loan/ Setup**

Technology Lending/ Setup in building C, first floor (room C0.04b next to the photo labs) students can borrow a wide range of technical equipment can borrow a wide range of technical equipment. Requests should be sent in advance to [ausleihe@kh-berlin.de](mailto:ausleihe@kh-berlin.de), Tel: +49 30 47705 500 Current office hours and the times and the equipment list can be found on the website: <https://kh-berlin.de/service/technikausleihe>.

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The setup team is responsible for the conception, planning and realization of exhibitions as well as the for the supervision of installation and media projects, sound, recording and performance. Appointment by e-mail: [setup@kh-berlin.de](mailto:setup@kh-berlin.de), room M 3.01

## **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>

## **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. Extensions by telephone are possible. All information about the 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

## **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. During the semester break (in summer) the cafeteria is closed. Payment is exclusively via the StudierendenWERK's Mensacard, cash payment is not possible. Opening hours and menu: <https://www.stw.berlin/mensen/mensa-khs-weissensee.html>

## **Rooms for research**

<https://kh-berlin.de/hochschule/forschung>

### **+dimensions**

is an artistic-creative research project (2021-2024) at weißensee kunsthochschule berlin, which deals with discrimination-sensitive hybrid learning spaces for research and project-oriented teaching. Experimental, performative and practice-oriented is the methodological approach. Website: <https://plusdimensions.kh-berlin.de/>

### **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.

### **smart<sup>3</sup>**

smart<sup>3</sup> 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 smart<sup>3</sup> - 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/menue/startseite>

### **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 workshops are represented by the workshop representatives:

Silke Schneider, Olaf Kriseleit, Daniel Mecklenburg (representation) and Pedro Boese (representation). The responsibility for the workshops lies with the Prorektor for Workshops and Digitization Thomas Ness. Contact: [werkstattsprecher\\_innen@kh-berlin.de](mailto:werkstattsprecher_innen@kh-berlin.de)

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

- Computer studio**
- Digital embroidery**
- Digital printing and bookbinding**
- Printmaking Lithography**
- Printmaking silkscreen**
- printmaking gravure**
- elab for interactive technologies**
- Dyeing+**
- Photo workshop**
- Model making wood**
- Model making metal and plastic**
- Ceramics**
- Metal - welding shop // Metal foundry**
- Tailoring**
- Soft Material Technologies**
- Soft Rapid Prototyping Lab/ Solid Rapid Prototyping Lab**
- Knitting**
- Sound Studio Video Workshop**
- Weaving**
- XR Technologies.**

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

## **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.

## **Writing Workshop**

Art needs language! But which one? And how do I develop an 'appropriate' language or write a successful text about my artistic or creative work? How can artistic processes, artworks or exhibitions be reflected in an appropriate way - in writing as well as in speech - and how can they be successfully presented and communicated in different contexts; e.g. in an application text? The workshop intends to offer help and orientation for these and other questions. There are different formats for this:

1) In various short workshops throughout the semester, specific questions about language, writing and text production will be worked on in a practical way.

2) In the writing consultation, trained writing peer tutors support you in 1-to-1 conversations in the process of your written work. All text types (from application letters, exhibition texts to theses), disciplines and writing levels are welcome. Consultation can be repeated at any stage of your developing text.

3) In the text group, your own (text) work can be presented, discussed, and mutually feedbacked. The group generally provides a forum to talk about writing as well as reading experiences and their relation to artistic practice.

The various offerings will generally take place on Wednesdays from 11-13h in the library during the winter semester 23/24. Individual appointments at other times are also possible for writing consultations, which can also take place online.

Registration for all formats at: [juliusvoigt@posteo.de](mailto:juliusvoigt@posteo.de).

Web: <https://helpdesk.kh-berlin.de/help/de-de/104-schreibwerkstatt-schreibberatung>

## IMPORTANT CONTACT PERSONS

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### **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.OG)**

#### **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:**

##### **Graziella Sulis**

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

Office hours: Mon 09:00 - 13:00 h , Wed 13:00 - 15:00 h and Thu 13:00 - 16:00 h

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

#### **Secretariat for study matters/ Admissions Office:**

##### **Nadine Zeculis 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 semeste

#### **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: pruefungsamt@kh-berlin.de

Office hours: Tue 10.30 - 13.30 and Thu 14.00 - 17.00 (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 Student 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: 030 47705 -342 o -324, Tue 14.00 - 16.00 + Wed 10.00 - 12.00

Personal office hours: Tue 14.00 - 17.00, Thu 10.00 - 12.00 + by arrangement

Confidential consultation hours for students with special needs: Thu 13.00 - 14.00

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

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**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

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**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

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

**Paula Godínez – Student Advisor**

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

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**Psychological counseling**

**All current counseling services of the university can be found in the helpdesk:**

<https://helpdesk.kh-berlin.de/help/en-us/15-beratungsangebote-der-hochschule>

## ***Academy administration***

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**Chancellor:**

**Hinnerk Goelnitz**

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

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**Management administration, budget, third-party funds: Jennifer Hoffmann**

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

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**Department administration 1: Fine Arts: Margit Bernhardt-Schulz**

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

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**Department administration 2: Design Programs and Asta: Julia Rogge**

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

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**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:

**Angelika Richter**

room A 0.09, old building ground floor

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## **Proectors:**

Prof. Dr. Antonella Giannone (Proector for Workshops and Internationalization.

Prof. Dr. Joseph Imorde (Proector for Studies and Teaching)

Thomas Ness (Proector for Workshops and Digitization)

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**Secretaries: Franziska Odemer and Sarah Bruns**, Room A 0.09

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

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**Assistant to the Rector: Sophie Lobrecht** Room A 0.03,

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

## **Press Office**

**Veronika Breuning**, room A 0.01, old building ground floor,

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 academy 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 opening hours and the range of counseling services.

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## **Social counselling of the StudierendenWERK**

for students of the weißensee acadmey of art berlin

<https://www.stw.berlin/en/counselling/social-counselling-centre/>

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

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## **Psychological-psychotherapeutic counselling of the StudierendenWERK**

<https://www.stw.berlin/en/counselling/psychologic-counselling/>

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

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### **Counseling Barrier-free Studying**

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

Mrs. Domrös, Phone: 030 93 939 -8442, e-mail: [bbs.fmp@stw.berlin](mailto:bbs.fmp@stw.berlin)

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### **Job agency of the StudierendenWERK: Employment agency Heinzelmännchen**

<https://www.stellenwerk.de/berlin/>

Hardenbergstr. 34, 10623 Berlin (Charlottenburg)

Tel. hotline: 030 93939 -9030, or write a mail: [jobvermittlung@stw.berlin](mailto:jobvermittlung@stw.berlin) or use the online form: Job offers: [https://www.stw.berlin/karriere.html#jump\\_stellenangebote](https://www.stw.berlin/karriere.html#jump_stellenangebote)

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### **Living**

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

Tel: 030 93939 -8990, E-Mail: [wohnenstw.berlin](mailto: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/>

### **Foreigners Authority/ Ausländer\_inbehörde (ABH)**

State Office for Citizens' Affairs and Public Order

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 (Amrumer) S 41, S 42 (Westhafen). Please note the current office hours.

### **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>

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### **General social counseling in Mitte:**

Tel: 030 2093 -46642, E-Mail: [beratung.allgemein@refrat.hu-berlin.de](mailto:beratung.allgemein@refrat.hu-berlin.de)

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### **BÄföG and study financing advice:**

Tel: 030 2093 -46649 , E-Mail: [beratung.bafoeg@refrat.hu-berlin.de](mailto:beratung.bafoeg@refrat.hu-berlin.de)

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### **Consulting for international students:**

Tel: 030 2093 -46647, E-Mail: [beratung.auslaenderinnen@refrat.hu-berlin.de](mailto:beratung.auslaenderinnen@refrat.hu-berlin.de)

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**Initial advice on employment law:**

Tel: 030 2093 -2145 oder -46637, E-Mail: [beratung.arbeit@refrat.hu-berlin.de](mailto:beratung.arbeit@refrat.hu-berlin.de)

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**Disability / chronic illness - Disability counselling:**

Tel.: 030-2093 -46637, E-Mail: [beratung.enthinderung@refrat.hu-berlin.de](mailto:beratung.enthinderung@refrat.hu-berlin.de)

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**Counseling for students with children:**

Tel: 030 2093 -46649, E-Mail: [beratung.kind@refrat.hu-berlin.de](mailto:beratung.kind@refrat.hu-berlin.de)

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**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](mailto:adb@refrat.hu-berlin.de)

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**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](mailto:queer_fem@refrat.hu-berlin.de)

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**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>

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**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:

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**Freie Universität Berlin**

<https://www.sprachenzentrum.fu-berlin.de/en/index.html>

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**Humboldt Universität zu Berlin**

[https://www.sprachenzentrum.hu-berlin.de/en/language-centre?set\\_language=en](https://www.sprachenzentrum.hu-berlin.de/en/language-centre?set_language=en)

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**Technische Universität Berlin**

<https://www.tu.berlin/zems/sprachen>

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**Hochschule für Technik und Wirtschaft**

<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.

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### **Freie Universität Berlin**

Königin-Luise-Str. 47; 14195 Berlin

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

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### **Humboldt Universität zu Berlin**

Unter den Linden 6 10099 Berlin

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

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### **Technische Universität Berlin**

Straße des 17. Juni 135, 10623 Berlin

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

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### **Hochschule für Technik und Wirtschaft**

Treskowallee 8, 10313 Berlin

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

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### **Beuth Hochschule für Technik Berlin**

Haus Beuth, Lütticherstr. 38, 13353 Berlin

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

## **Art and drawing supplies in Berlin** (selection)

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### **boesner GmbH (Art supplies)**

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

Tram M2 Marienburgerstr.

<https://www.boesner.com>

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### **Zeichencenter Ebeling (designer and drawing supplies)**

Triftstraße 3, 13353 Berlin (Wedding), U9 Amrumer Straße

<https://www.zc77.de>

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### **Modulor (Architecture, design and art supplies)**

Prinzenstr. 85, 10969 Berlin (Kreuzberg), U8 Moritzplatz

<https://www.modulor.de>

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### **CYM Art painting supplies**

Diefenbachstrasse 16 und Planufer 96, 10967 Berlin (Neukölln), U8 Schönleinstr.

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### **Peters Art Künstlerbedarf**

Gottschedstraße 26, 13357 Berlin (Gesundbrunnen), U8 Pankstr. + U9 Osloer Str

<https://peters-art.de/>

## STUDENT SELF-ADMINISTRATION

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### ***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 academy, 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](mailto:asta@kh-berlin.de). Please inform yourself about the current situation on the Asta-Blog: <http://www.asta.kunsthochschule-berlin.de/>

### ***Autonomous student projects (ASV)***

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. aMore infos on the Moodle platform under „ASTA/ASV“, Mail: [asv@kh-berlin.de](mailto:asv@kh-berlin.de) <https://www.kh-berlin.de/en/academy/structure/studentische-selbstverwaltung/asv.html>

### ***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](mailto:asta@kh-berlin.de)

### ***Student body of a department***

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).

## **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 academy 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 academy 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 academy administration are elected by the female members of the academy, including 2 female students.

### ***Commission for Diversity/ Equal Opportunities***

The Commission for Diversity/ Equal Opportunity sees itself as an open academic body that offers all members of the university - as confirmed members or guests - the opportunity to get involved in equal opportunities and diversity at the academy and in society.

In this context, diversity is understood in a power- and discrimination-critical way, as critical diversity, in order to create equal access opportunities for all, to make discrimination visible and to dismantle exclusion mechanisms. The goal is active diversification so that the diversity of society is also reflected in the university. Critical Diversity takes into account the intertwining of different dimensions of discrimination, such as sexism, racism, homophobia, classism, rejectionism, etc. and represents an intersectional perspective. The Diversity Commission can be a place for formulating utopias as well as a place for concrete ideas, promotes open forms of action and provides interfaces to working groups and initiatives.

The Equal Opportunity Commission is elected as an advisory body by the AS. It is composed of members from all status groups. A constitution and rules of procedure governing the commission's tasks and organization are currently being drafted. The Equal Opportunity Commission is part of the Complaints Management. Further information will follow.

Contact: Brigitte Dierker, Room A 1.10, Tel: 030 477 05 -246, e-mail: stud1@kh-berlin.de

### ***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**

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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, usually 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 - 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. SeeUp is a transdisciplinary offer for graduates of all fields of study at the weißensee kunsthochschule 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. 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 21

## **Auslandssemester/ Semester abroad**

> page 13

## **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](http://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 10

### **Bibliothek/ Library**

> page 16

## C

### **Study with Child(ren)/ Studieren mit Kind**

> page 10

### **CMS - Campus Core**

> page 6

### **Computer studio**

> page 15

## 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 Scholarship / Mart Stam Scholarship**

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.

### **Digital - Helpdesk - Online-Help-Platform**

Helpdesk is an important online help platform for students at weißensee and the central point of contact for technical, digital or organizational academic issues. Web: <https://helpdesk.kh-berlin.de/help/en-us/21-it-digitales>

### **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 academy. 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 17

## **\*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 transfer 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 21 + 27

## **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. In WiSe 22/23, the weißensee also offers German courses for internal students who need to catch up due to Corona. You can find further important language centers at Berlin universities in the address glossary, > page 24.

## **G**

### **Gremien der Hochschule/ Committees of the academy**

> page 27

## **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 Academy 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 7

### **Hochschulemailadresse/ Academy mail address**

> page 6

### **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/>

**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 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 academy 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 sophisti-

cated 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\_instudiums. 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 academy 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 academy 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 department with a child is the Student Advisory Service, >>

Room A 1.03, 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>

**Please mind: Pregnant women and nursing mothers in particular should obtain a risk assessment in the studio workshops at weissensee.**

## **N**

### **Nachteilsausgleich/ Disadvantage compensation**

> page 10 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](mailto:nafoeg@udk-berlin.de). Info: <https://kh-berlin.de/studium/studienfoerderung-stipendien/elsa-neumann-stipendium-nafoeg.html>

### **Namens- und Personenstandsänderung / Change of name and/or gender status**

> page 7

### **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\_inenschaft must be submitted by khb students at the respective academy 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 Fine arts, an internship or practical project is planned. A compulsory internship must also be completed in the 7th semester in the field of product and fashion 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

## **Q**

### **Queere Hochschulgruppe/ Queer academic group**

> page 10

## **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 8

## **S**

### **Schreibwerkstatt/ Writing workshop**

>page 19

## **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>

## **Social Media**

> page 9

## **Sports**

Weißensee 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 24

## **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 weißensee art academy has no influence whatsoever. Scholarship announcements are always posted on the notice board. The weißensee kunsthochschule berlin does not have its own finances for scholarships to support students, but the academy 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](mailto:asta@kh-berlin.de)

### **Studentische Selbstverwaltung / Student self-administration**

> page 26

### **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>.

### **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 13

### **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/ Equipment loan/ setup**

> page 15

### **Teilzeitstudium/ Part-time study**

> page 13

### **Transcript of records/ Studiendokumentation**

> page 13

## U

### **Unfallversicherung/ Accident Insurance**

When you enroll for a semester, you have student status from the first day of the semester. Through the academy you are protected by the statutory accident insurance, which covers the direct route to and from the academy 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 student advisory service, Room A 1.03, Tel 030 477 05 342.

### **Urlaubssemester/ Leave of absence semester**

> page 12

## V

### **Vorlesungsverzeichnis/ Course Catalog Theory and History**

> page 11

## W

### **Webseite der Hochschule/ Website**

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](mailto:presse@kh-berlin.de)

### **Werkstätten der Hochschule/ Studio Workshops of the Academy**

> page 18

### **Wohnen/ Accommodation**

Municipal housing associations offer apartments specifically for students under [www.studi-wohnen-berlin.de](http://www.studi-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/> In addition there are several websites for students, such as [www.studenten-wg.de](http://www.studenten-wg.de). Pay attention to fake offers! Assistance gives the student advisory service, Room A 1.03, Tel 030 47705 342.

## **Wohngeld/ Housing Benifit**

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**

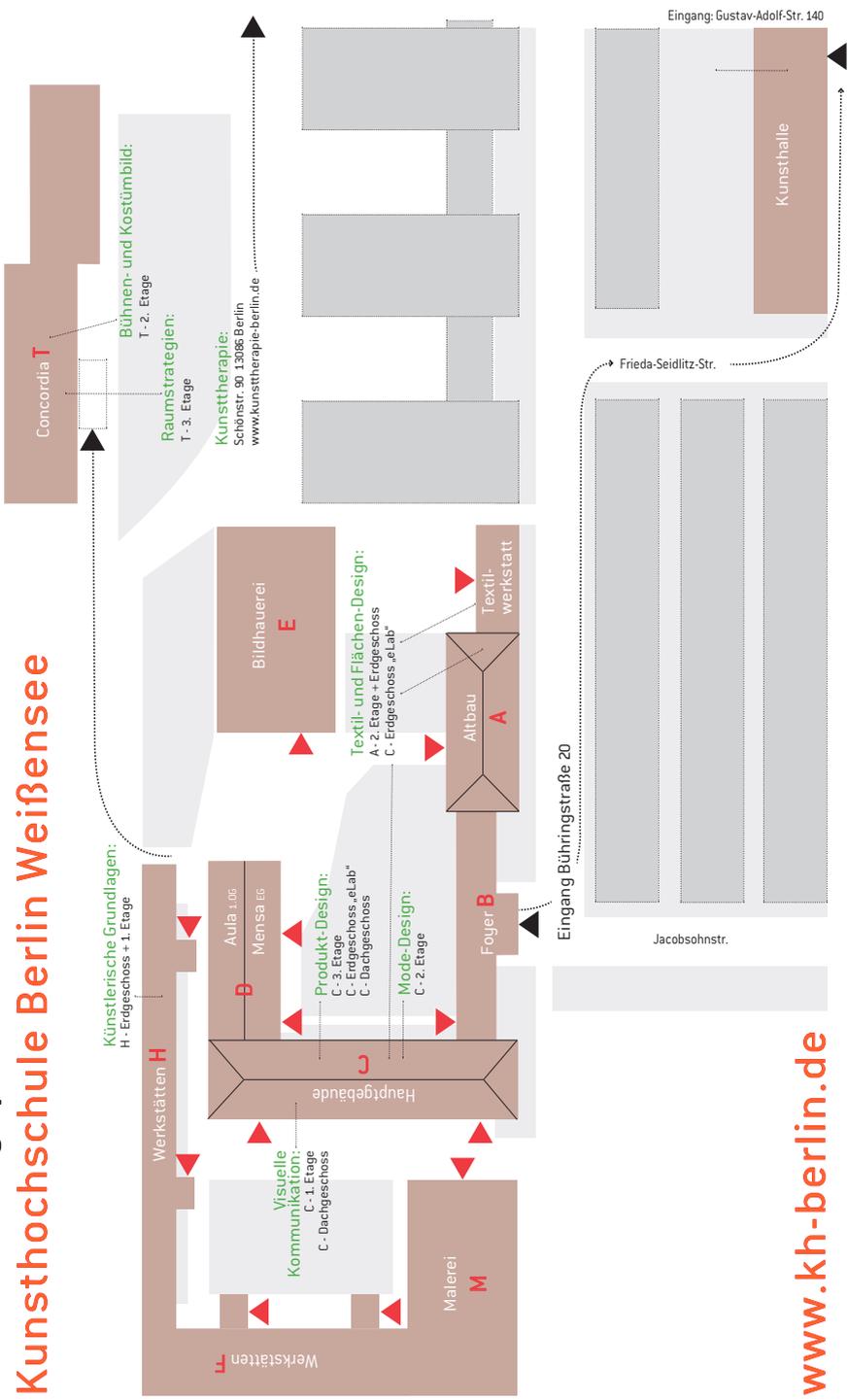
### **Zukunft/ Future**

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 „DesignFarm-Berlin“ 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.

# Orientierungsplan

## Kunsthochschule Berlin Weißensee

# see



[www.kh-berlin.de](http://www.kh-berlin.de)