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INFO
START
OF
STUDY

2024/25

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Academic Year

Winter semester 2024/25

Lecture period: Monday, October 14, 2024 to Friday, February 14, 2025

Christmas break - lecture-free period: 23.12.2024 - 05.01.2025

(first day of classes on January 06, 2025)

Winter closure period/ university is not accessible: 21.12.2024 - 01.01.2025

Re-registration period for summer semester 2025: 01.01.-20.02.2025

Summer semester 2025

Lecture period: Tuesday, April 22, 2025 to Friday, July 25, 2025

Lecture-free: 01.05.2025 / 08.05.2025/ 29.05.2025 / 10.06.2025 (public holidays)

Re-registration period for winter semester 2025/26: 01.06.-20.07.2025

Tour: Open days - Sat + Sun 26.07. and 27.07.2025

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

Dear students,

welcome to weißensee kunsthochschule berlin!

For all new students, the staff of the Student Affairs Office are the first point of contact for orientation questions.

To make your start at the academy easier, we would like to support you with your first steps into your studies. Use the open introductory events and general assemblies to ask questions, take an active part in shaping your studies and don't be afraid to ask your professors, lecturers, workshop leaders and staff, tutors and other students as well as the Student Administration Office for advice. **We will all be happy to help you.**

I am also available as a contact person for all questions relating to your studies and everyday student life. Just come to the open consultation hours:
In the first week of lectures: Mon, Wed, Thu 11 - 14 + Tue 10 - 17h, room A 1.03 (1st floor).
In the 2nd week of lectures Jamie Spalt will be my substitute in room 1.04 on
Mon 9 - 12 h and Tue + Thu 13 - 16 h.

**During the first week of studies, the lecturers and the courses offered in theory and history will also introduce themselves. All new students are cordially invited to attend!
Time and place: October 15 at 16:00 in the auditorium.**

We wish you a carefree and successful course of study and, above all, a clear head for creative ideas and their implementation.

Your Student Advisory Service
Susan Lipp
and your Department of Student Affairs

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

Telephone consultation hours:
Mon, Wed, Thu 9.00 - 15:00 h + Tue 10.00 - 17.00 h
Personal consultation/confidential from Oct 30:
Tue 14.00 - 17.00 h + Thu 10.00 - 12.00 h and by appointment

INFORMATION ON EVERYDAY ACADEMIC LIFE

Academy email address

You can 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 The university e-mail can be accessed via the web interface: <https://unimail.campuscore.eu>. The access data are identical to those for Campuscore. Help: <https://helpdesk.kh-berlin.de/help/en-us/20-hochschul-e-mail>

CMS - Campus Management System

The Campus Management System (CMS) “CampusCore” has been accompanying students since the application process at our university. The system is completely web-based and can be operated via all common browsers on a personal computer as well as via mobile devices across all locations.

Your personal account gives you access to your personal and student-related data. Furthermore, the system offers a display of the respective examination and study regulations as well as an overview of the study book, which provides a simple overview of the modules to be completed modules of the respective degree program. It also provides an overview of grades, requirements and financial overview, which facilitates the traceability of study organization processes.

Furthermore, the requests for re-registration for each semester are sent electronically which ensures easy handling. Furthermore, it is possible to submit applications, for example regarding change of address or name, for example, can be submitted via the system. Weblink: <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

The Incom course and communication platform provides the Kunsthochschule with a digital infrastructure for internal exchange between the individual subject areas and students. Lectures, courses and other important events are published on the platform. and other important events are published on the platform. In order to participate in the various and lectures or to register for them, it is necessary for each students must create a user account on Incom. An internal bulletin board is also available.

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

The Department of Stage and Costume Design also uses the Moodle learning platform for scheduling and course overviews. This platform can also be used to order a transponder (university key), book appointments in the computer studio and gain access: <https://kunsthochschule-berlin.de/moodle/>

Helpdesk - Online-Help-Platform

The online help platform Helpdesk serves as a central point of contact for students and lecturers and provides support with digital and organisational issues at the Academy. The platform provides information on a wide range of topics, including the Semester Ticket, viewing grades in Campuscore, borrowing technical equipment, and other areas of student life at Weißensee. It also provides useful contact details for counselling services and information on accessibility. Web: <https://helpdesk.kh-berlin.de/en-us/>

Newsletter

During the semester, a monthly newsletter is published to which students and external interested parties can subscribe to and be informed about news from the university and events, exhibitions and current projects in the departments. Registration: <https://kh-berlin.de/en/academy/structure/public-relations/news/news.html>

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 kunsthochschule berlin. The re-registration can also be provided with individual conditions, e.g. missing credit points after the 4th semester. Late re-registration will incur late fees. Those who also miss the grace period must expect to be de-registered. If you want to take leave of absence in the following semester, you can apply for leave of absence instead of re-registration. If, 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 university as well as exhibitions and events etc. If you have won prizes or are planning group exhibitions or solo exhibitions with fellow students that are of interest to the general public, please contact presse@kh-berlin.de and we can support you with public relations work via the university's channels. In addition, individual departments use Instagram to present study projects. There is also a new YouTube channel, which is continuously being expanded with informative videos about the degree program, workshops and current events.

Student card / Semester ticket

All students who have re-registered and paid the semester fee will then receive a confirmation email via Campuscore and detailed instructions on how to download their student ID and ticket. The DST is valid on all German public transport and is only valid from the start of the semester and is non-transferable. For the winter semester: 01.10. to 31.03. and for the summer semester: 01.04. to 30.09.

Unfortunately, it is not possible to take bicycles with you free of charge.

Further information:

Many museums, galleries, cinemas, swimming pools and theaters as well as some restaurants grant reductions and discounts upon presentation of the ticket or student ID.

At KW Institute for Contemporary Art - KUNST-WERKE BERLIN e. V., Weißensee students even get in free of charge.

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All students can apply for a subsidy for the semester ticket.

Semtix financial aid is provided by the social fund for students at HU and Weißensee. Applications can be submitted at the following times: Applications for the summer semester can be submitted in the period from January to February, for the winter semester from June to July. The application forms and further information can be found at the following link: <https://www.refrat.de/semnix/wordpress/apply-now/>

In justified exceptional cases, **exemption from the semester ticket requirement** is possible. The following persons can apply for exemption from the Germany Semester Ticket: students who spend at least three months outside the area of validity of the Germany Semester Ticket and students who are unable to use local public transport due to their disability.

Even if the use of local public transport is not possible for a few months during the semester, you are still entitled to the subsidy. A medical certificate from the attending physician is required. You can find out more about reimbursement and exemption from the semester ticket at: <https://kh-berlin.de/en/studies/study-organisation/semester-ticket>

Studying with disability, chronic or mental illness

Studying with a disability, chronic or mental illness or special needs People with physical or mental impairments, disabilities or chronic illnesses should not be disadvantaged. All students should have the same opportunities, this applies to studying and especially to examinations. The Higher Education Laws of Berlin and Brandenburg state that examinations can be taken in other forms. A corresponding medical certificate is required for this. The Student Advisory Service and the respective department will work together to find solutions to enable students to cope with their everyday lives.

For students who need support in solving study-specific difficulties and have questions about compensation for disadvantages, the representative for people with disabilities and chronic illnesses, Susan Lipp, is available in room A1.03. Here students can get help with problems during their studies, for example with questions about the course of studies, course selection, postponement behavior, exam anxiety, problems with graduation or difficulties during their studies.

An overview of all relevant contact persons at the university, including psychological counseling services, can be found at the following link:

<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 37) gives it in the study guidance, Susan Lipp in room A1.03. Besides there are special consulting offers in the StudierendenWERK to the topic: Study with child. The addresses and office hours can be found in the address glossary on page 22. 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. 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.

Parents can also use the children's room of Weißensee at any time to change their child's diaper, breastfeed it or simply play with it.

More info about Maternity protection during pregnancy and breastfeeding:

<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

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 course as a whole. The sample curricula for 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 and courses give you the greatest possible freedom. Of course, you are welcome to continue your education beyond the required mandatory course content. The recommended distribution of modules and courses in the degree program is shown in a sample study plan which takes into account the content-related connection between the courses and enables you to complete your studies within the standard period of study.

You will find the sample study plan as an extra leaflet on the website and you will receive a hard copy at the beginning of the semester. 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, from the Examinations Office or download it from the Campuscore portal.

Course catalog

All practical courses and theory courses can be found at <https://kh-berlin.incom.org>. Registration for courses often takes place via the platform or directly in the plenary sessions of the departments or the foundations. The sample study plans and corresponding module handbooks (module descriptions) for all subject areas can be found on the website at <https://kh-berlin.de/studium/studienorganisation/studienordnung.html>

Courses / Fine Arts programs

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

Credits / Credit points

The sample study plan (available in room 1.03 and on the website under study regulations) is a good overview of all courses and modules and the 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>

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. Jörg Petruschat, Room F 1.14, to make an appointment: Tel 030 47705 259/ 331, Email: petruschat@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/ Outgoing Student

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 International Office (Room A 1.10 and 1.13), students in the second stage of their studies can find out about ERASMUS exchange places or other opportunities for a stay abroad. The list of partner universities can be found on our website at: <https://kh-berlin.de/en/studies/international/partner-universities.html>

Structure of the Fine Arts study programs

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_institutium“ 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 book/ Study documentation/ Transcript of records

After successful completion of a course, credit points and - if applicable - a grade are awarded. The grades and credit points are transferred from the courses created in incom directly into the student's transcript of records in Campuscore. At the end of each semester, students can download their current study documentation in Campuscore, which provides a good overview of the credits and grades earned. The sample study plan (available in room A1.03 and on the website under study regulations) is a wonderful overview of all the courses that have to be completed during the course of study.

To download a grade overview or a transcript of records, follow these steps in the CMS:

- 1 First log in to Campuscore,**
- 2 click > on the "Studies" tab,**
- 3 then click on the "Degree programs" tab and select your degree program.**
- 4 Now go to the "Student directory" tab**
- 5 and go to the actions at the top right (icon: arrow with 3 dots) and click on "Generate transcript of records"!**

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

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

The courses in Theory and History are mostly elective, 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 design their study plan individually within the range of courses offered for the respective study stage they are in. All lectures in theory and history are available on incom, where students can register directly for courses and communicate with lecturers via the platform: <https://see.incom.org/vlv/group/tg>

STUDY AND WORKING CONDITIONS

Children's room

We are currently still renovating. Student parents will be able to use this room again from November. The room can be used as a retreat and quiet place, you can get the key at the gate. For proper childcare, however, you should look outside the institution.

The StudierendenWERK Berlin offers support for student parents - and those who will become parents. 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

Equipment lending/ setup

In building C, ground floor (room C0.04b next to the photo lab), students can borrow a wide range of technical equipment. Enquiries should be sent in advance to ausleihe@kh-berlin.de, Tel: +49 30 47705 500. Current office hours and the equipment list can be found on the university website: <https://kh-berlin.de/service/technikausleihe>.

The setup team is responsible for the conception, planning and realisation of exhibitions as well as the supervision of installation and media projects, sound, recording and performance. Appointment by appointment by e-mail: 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>

Language courses/ German as a foreign language

The weißensee school of art and design berlin also offers free German courses for international students. At the beginning of each semester, the Office of Student Affairs provides information on the conditions of participation and dates. Information and contact: Brigitte Dierker, Room A 1.10, e-mail: stud1@kh-berlin.de

Foreign language courses can be attended by students of the weißensee school of art and design berlin as guest students at all state universities and colleges that offer language courses. Further information on page 25

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+menu: <https://www.stw.berlin/mensen/mensa-khs-weissensee.html>

Rooms for research

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

+dimensions

+dimensions is an artistic and design research project (2021–2025) at the weißensee school of art and design berlin, delving into discrimination-free, hybrid learning spaces, for research-based and project-oriented teaching. The methodological approach is experimental, performative and practice-based. The transdisciplinary project team represents all nine of the university's departments: Fashion Design, Product Design, Textile and Material Design, Visual Communication, Painting, Sculpture, Stage and Costume Design, Theory and History, and Foundation. The group members are both individually active in teaching and research in their areas of expertise, as well as connected through common projects and goals. Through this network, knowledge transfer is facilitated from and into the departments and the university community at large.

Web: <https://plusdimensions.kh-berlin.de/>

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>

DXM

Design and experimental Material Research at the Department Textile and Material Design aims at meaningful solutions to current and urgent challenges of our society and environment. Our experimental practice-led approach enables innovative processes linking novel fields of application within the context of product, body and space. An active research network and interdisciplinary collaborations with leading institutions from science and industry enable innovative concepts that combine design, technology and application. More information at DXM: dxm.kh-berlin.de/en/

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.

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

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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.

Weblink: <https://greenlab.kh-berlin.de/>

Studio Workshops

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

The 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 Prorector for Workshops and Digitization Thomas Ness. Contact: 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.

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

IMPORTANT CONTACT PERSONS

Referat Studienangelegenheiten/ Office of Student Affairs

<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 h 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 -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 -212/313, E-Mail: ref-stud@kh-berlin.de

Office hours: Mon 9.00 - 12.00 h, Tue and Thu 13.00 - 16.00 h

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

Stud. Staff

Room A 1.05, Tel. 030 47705 -269, E-Mail: pruefungsamt@kh-berlin.de

Office hours: Tue 10.30 - 13.30 h + Thu 14.00 - 17.00 h (current office hours at the door)

Responsibilities: Submission of module certificates, transcript of records (copies), printout. List of grades/ study documentation/ transcript of records, all forms 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, Mo, Wed, Thu 9.00 - 16.00 + Tue 10.00 - 17.00

Personal office hours: Tue 14.00 - 17.00 h + Thu 10.00 - 12.00 h and by appointment

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

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

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

Room D 005, E-Mail lewis@kh-berlin.de + foundationclass@kh-berlin.de

Responsibilities: Head of *foundationClass, student support

Project ARTplus - program for the artistic qualification of creatives with disabilities:**Susan Pätke**

Room A1.03, Tel.: 030477 05 324, E-Mail artplus@kh-berlin.de

Responsibilities: Management, supervision of students and applicants

Psychological counseling:**Dipl.-Psych. Antje Gentsch**

E-Mail: gentsch@kh-berlin.de, Tel: 0176-61010750

All current counseling services are listed in the helpdesk:

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

Academy administration

Chancellor:**Hinnerk Goelnitz, Assistant: Christin Huber**

Raum A 1.01, Tel: 030 47705 -216, E-Mail: assistenz.kanzler@kh-berlin.de

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

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

Department administration 1: Fine Arts: Margit Bernhardt-Schulz

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

Department administration 2: Design Programs and Asta: Julia Rogge

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

Department administration 3: Theory and History, Foundations: Christine Tkotsch, from 1.1.25 Maurice Preißler

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

Departmental administration for third-party and special funds: Viktoria Derlis

Room A1.02a, Tel.: 030 47705 456, E-Mail drittmittel@kh-berlin.de

Rectorate

Rector of the weißensee academy of art berlin:

Angelika Richter

room A 0.09, old building ground floor

Prorectors:

Prof. Dr. Antonella Giannone

(Prorector for Workshops and Internationalization)

Prof. Dr. Joseph Imorde

(Prorector for Studies and Teaching)

Secretaries: Franziska Odemer and Sarah Bruns, Room A 0.09

Appointment request: 47705 -220 or by E-Mail: sekretariat-reaktorin@kh-berlin.de

Volunteer Rectorate: Sonja Böhle

Room A 0.03, Telephone 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

Women's and Equal Opportunities Officer: Rena Onat

Room A 0.02, Tel 030 47705 -338, E-Mail: frauenbeauftragte@kh-berlin.de

Advice 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 advice and support for all university institutions and committees in matters of gender equality policy. The aim is to anchor gender and diversity skills in teaching and university culture.

Representative: Stefanie Rau, artistic lecturer and employee: +dimensions

Room C1.10, Phone 030 / 47705 243, E-Mail rau@kh-berlin.de

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.

Social counselling of the StudierendenWERK

for students of the weißensee academy 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

—:

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

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

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 or use the on-line form: Job offers: https://www.stw.berlin/karriere.html#jump_stellenangebote

Living

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

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

BaföG

StudierendenWERK BERLIN

Office for the Support of Education

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

Further information to the Bafög and the current consulting offer:

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

Landesamt für Einwanderung (LEA)/ Berlin Immigration Office

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

Advisor of the Humboldt University Berlin

Unter den Linden 6, east wing, first floor in rooms 1025 + 1026 (east wing, first floor)
Current office hours under: <https://www.refrat.de/beratung.html>

General social counseling in Mitte:

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

BAföG and study financing advice:

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

Consulting for international students:

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

Initial advice on employment law:

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

Disability / chronic illness - Disability counselling:

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

Counseling for students with children:

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

Anti-discrimination consulting:

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

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

Discriminatory harassment and sexist attacks at the academy:

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

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

General legal advice:

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

Legal advice on university and examination law:

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

ZE Foreign languages

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

Freie Universität Berlin

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

Humboldt Universität zu Berlin

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

Technische Universität Berlin

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

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.

Freie Universität Berlin

Königin-Luise-Str. 47; 14195 Berlin

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

Humboldt Universität zu Berlin

Unter den Linden 6 10099 Berlin

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

Technische Universität Berlin

Straße des 17. Juni 135, 10623 Berlin

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

Hochschule für Technik und Wirtschaft

Treskowallee 8, 10313 Berlin

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

Beuth Hochschule für Technik Berlin

Haus Beuth, Lütticherstr. 38, 13353 Berlin

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

Art and drawing supplies in Berlin (selection)

boesner GmbH (Art supplies)

Marienburger Straße 16, 10405 Berlin (Prenzlauer Berg), Tram M2 Marienburgerstr.

<https://www.boesner.com>

Modulor (Architecture, design and art supplies)

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

<https://www.modulor.de>

CYM Art painting supplies

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

Peters Art Künstlerbedarf

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

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

STUDENT SELF-ADMINISTRATION

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 takes place in room F 1.15 (above the etching workshop) every Tuesday from 4 p.m, Tel 030 477 05 -360. This meeting is open and all students are invited to participate, get involved and join in. The AstA is happy about every interested person! e-mail: asta@kh-berlin.de. Please inform yourself about the current situation on the Asta-Blog: <http://www.asta.kunsthochschule-berlin.de/>

Autonomous student projects (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. More infos: <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

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 and Feminist 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.

Central Audit Committee

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

Admissions Committee

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

GLOSSARY:

STUDY FROM A FOR EVENING TO Z FOR FUTURE

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

A

Abend Akt/ Nude Drawing Course

The evening event is open to all students and usually takes place during the lecture period on Mondays from 17:00 - 20:00 in room H 1.08 of the workshop building. Information on nude drawing is usually displayed at the main entrance and posted on incom, please check the time and place again!

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 26

Auslandssemester/ Semester abroad/ Outgoing Student

> 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.bafog-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/bafog.html>

Begabtenförderung/ Talent Promotion

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

<https://www.stipendiumplus.de/en/dein-plus/stipendiumplus-who-we-are.html>

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

> page 9

Bibliothek/ Library

> page 16

C

Study with Child(ren)/ Studieren mit Kind

> page 10

CMS - Campus Core

> page 6

Computer studio

> page 15

D

Deutsch als Fremdsprache/ German as a foreign language

The khb offers free German courses for internal international students in winter semester 24/25, see > page 18. The other large state universities, such as HU,TU and FU also have inexpensive language courses, the language centers are listed on > page 25

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, room A1.13, Leoni Adams, Tel 030 477 05 312.

Deutschlandsemesterticket/ Studierendenausweis -

Germany semester ticket/ Student identity card:

> page 8

Deutschland Sholarship / Mart Stam Sholarship

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

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.

Finanzierung/ Studiengebühren/ Tuition fees

Berlin has no tuition fees, but you still have to be able to afford to study. The fees that have to be paid each semester for re-registration are the lowest amount. Depending on your requirements, additional material costs may be incurred; experience has shown that you should allow for around 100 euros per month. Depending on your entitlement, there are also more or less expensive living costs. Find out about financing options under the key points: Bafög, scholarships, loans, jobs. The Student Advisory Service will also be happy to help you with any financial questions. The studierendenWERK Berlin also offers other unique support options in addition to Bafög and provides advice on all aspects of student financing: <https://www.stw.berlin/beratung/sozialberatung/>

The International Office at Leoni Adams, Tel 030 477 05 312, can advise you on funding for stays abroad/ERASMUS for the purpose of studying or doing an internship. A1.13

Forschung/ Research an der weißensee kunsthochschule berlin

> page 19

***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 Femistischer Bereit/ Women's representative/ advisory board /dep./ Feminist advisory council

> page 22 + 27

Fremdsprachen/ Foreign languages

The world is moving ever closer together. Art and design are particularly transnational. In order to successfully present your own artistic or design-oriented work on the international stage and to be able to move confidently there, language skills are indispensable. A semester abroad or offers such as the language tandem or language courses at other local universities help you to live up to the adjective polyglot. Other important language centers at Berlin universities can be found on > page 25. khb is also offering free German courses for internal international students in winter semester 24/25, more on > page 18.

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 e-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 student and pupil abroad. The card is sold by various universities and can also be applied for online at Cost: 18 euros/ plus 4 euros for a plastic card: <https://www.isic.de>

J

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

Students at German universities are required to have statutory health insurance. As a rule, this applies until the age of 30. The costs from 01.10.2024 are between 118 and 131 euros per month. You can choose the health insurance company you would like to be insured with yourself, there is a wide choice. Students subject to compulsory insurance must pay the contributions for the semester to the relevant health insurance fund in advance before enrolment or re-registration. Students who do not meet their obligations to pay contributions will be refused enrolment or re-registration by the university. No contribution is charged for students who are covered by family insurance. Up to the age of 25, students are generally insured free of charge through their parents. After that they are compulsorily insured. Another requirement 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).

<https://kh-berlin.de/en/studies/study-organisation/health-insurance-for-students.html>

Kurs- und Kommunikationsplattformen / Course and communication platforms:

Moodle & Incom

> page 7

L

Landesamt für Einwanderung (LEA)/ Berlin Immigration Office

> Page 23

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 weissenhof 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., room A0.03.

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 weissenhof 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 sophisticated catalog. The Mart Stam Society also supports student projects. Further information is available at: <https://www.mart-stam.de>

Mart Stam Project Funding

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

Meisterschüler_instudium

Students who have passed the diploma or MA examination at the weißensee art academy berlin with particular artistic success within the standard period of study can, upon application, be admitted to a master's degree program, including interdisciplinary studies, in which they will be given the opportunity to further develop their creative and artistic positions in the field of their choice. Unfortunately, graduates of art therapy and spatial strategies as well as graduates of other universities cannot be considered. The master student program is not supported by BAföG. Also, health insurance companies no longer offer a student rate during the Meisterschüler_instudies. 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, Susan Lipp in 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 9 under studying with disabilities or chronic diseases

NaföG (promotion of young artists)

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

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

> page 6

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 university.

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 13 or directly at the International Office with Leoni Adams, Room A 1.13.

Praktikum/ Praxisprojekt - Internship/ practical project

The pre-study internship, which is a prerequisite for admission to the degree course, provides the design degree course with an initial clear practical orientation. An internship or practical project is required for the fine art painting and sculpture courses as well as for the bachelor's degree courses in fashion design and visual communication. A compulsory internship must be completed in Product Design and Stage and Costume Design. Compulsory internships can be funded with BAFöG, and Erasmus scholarships are available for internships abroad (in addition if applicable).

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 14

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 7

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 8

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 25

Sprachtandem/ Language Tandem

A language tandem is the mutual transfer of language skills. As a rule, two people meet who speak different native languages and are currently learning the language of the other person. Web: <https://tandem.net/de>. Berlin's major universities also offer a wide range of high-quality language courses. > Page 25 If you are interested in a free German course at the khb, please contact Brigitte Diercker: stud1@kh-berlin.de, room A 1.10, > page 16

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

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

According to the StudierendenWERK Berlin, StudierendenWERK is entrusted with the "social, economic, health and cultural support of students". In addition to managing the student residences and running the canteens, StudierendenWERK's tasks include providing social, psychological and financial advice and support for all students. It also offers a wide range of helpful workshops for students. Jobs are also arranged at the center, and BAFöG office is also located there. More on > page 23 and at: <https://www.stw.berlin>: <https://www.stw.berlin/en/>

Studienordnung / Study regulation

> page 14

Studienplan / Study plan

The recommended distribution of the modules and courses of the degree program is shown in a sample study plan, which takes into account the content-related connection between the courses and enables you to complete your studies within the standard period of study. You can find the sample study plan as an extra leaflet with your study book or on the website under >Studies >Study regulations. You can find out more about the course of study and the study regulations on > pages 13 and 14 or at: <https://kh-berlin.de/en/studies/study-organisation/study-regulations.html>

Studierendenausweis / Deutschlandsemesterticket - Student identity card / Germany semester ticket

> page 8 **T**

Technikausleihe/ Equipment loan/ setup

> page 15

Teilzeitstudium/ Part-time study

> page 13

Transcript of records/ Study Book/ Studiendokumentation/ Studienbuch

> page 14

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

Werkstätten der Hochschule/ Studio Workshops of the Academy

> page 18

Wohnen/ Accommodation

Municipal housing associations offer apartments specifically for students at www.studiwohnen-berlin.de. StudierendenWERK BERLIN also offers a housing exchange. You can only apply for a place in a hall of residence at StudierendenWERK BERLIN online via the hall of residence portal: <https://www.stw.berlin/wohnen/>

There are also various other websites aimed at students, such as <https://housinganywhere.com>. Be sure to watch out for fake offers!

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

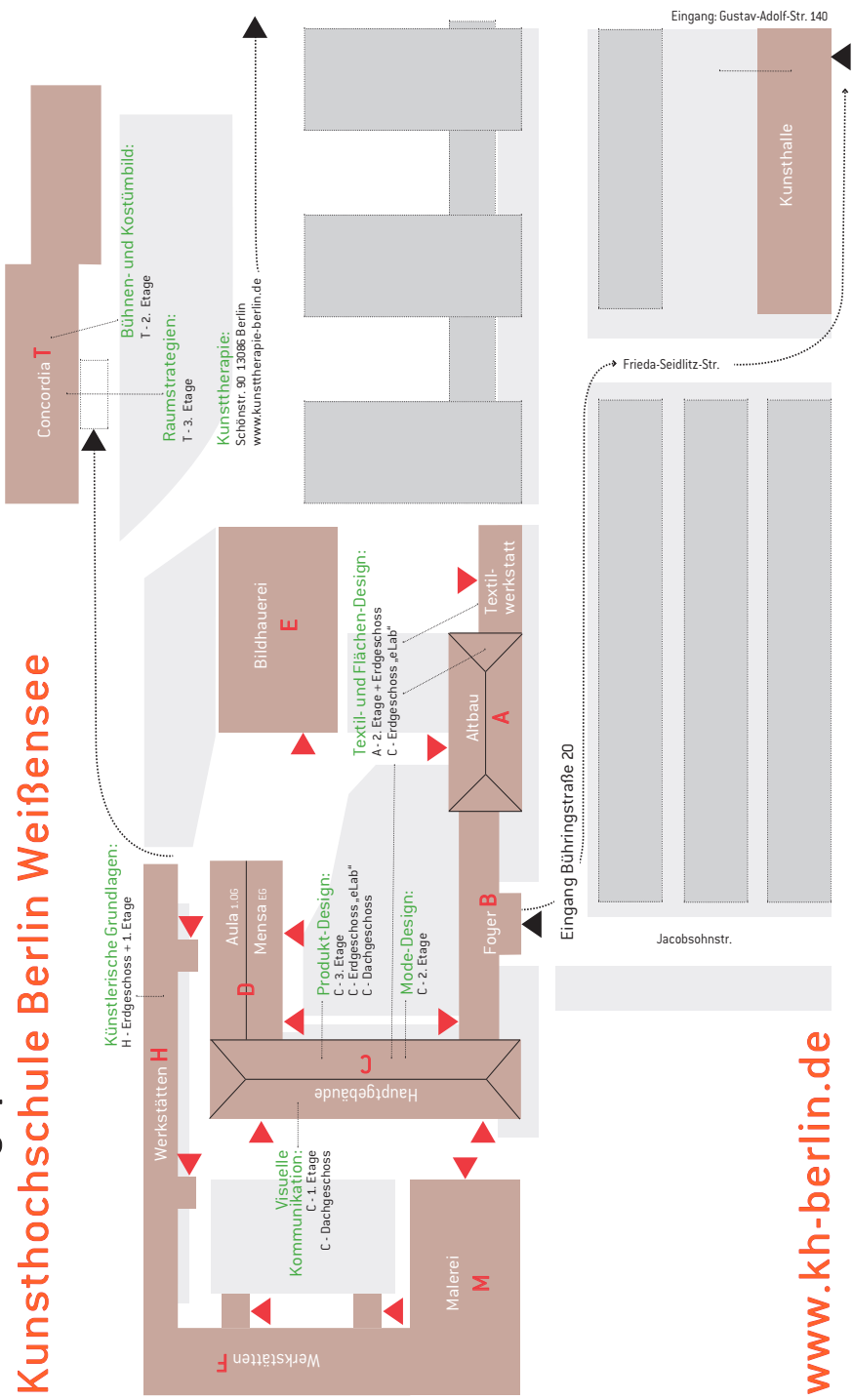
Zukunft/ Future

In order to facilitate the transition from education to practice, the weißensee school of art and design 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 appropriate offer. You can find more information at >Absolvent_innennetzwerk seeUp. The “DesignFarmBerlin” has also supported many designers and Khb graduates in developing their ideas to market maturity and awards further scholarships to innovative start-ups in the field of design-in-tech, see page 17 under Research.

Orientierungsplan

Kunsthochschule Berlin Weißensee

see



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