

Studying at the HFK Bremen

Before studying in Bremen as an international student you have to prepare yourself. You will find all you need to know for your studies at the HfK Bremen, especially on rules of application, immigration and accommodation.

Additionally we have gathered useful tips on social life in Bremen and helpful information on funding your academic career.

International Activities

The International Office is active in various ways. It helps German students and lecturers plan stays abroad and offers advice / support for foreign students. The International Office also coordinates the fostering of international relations and the advancement of internationalization processes at the HfK. Furthermore it maintains a fact-finding resource comprising information on the EU's Sokrates/Erasmus programme, the scholarship programmes of the DAAD, foreign language tuition, assistance available to students from outside Germany and various country reports.

The following provides useful information about studying at the HfK and an outline of the admission procedure. It also offers some information on life and living in Bremen and ideas on how to fund your period of study.

Campus

The Hochschule für Künste Bremen runs a Faculty of Visual Arts and a Faculty of Music. Alongside the University of the Arts in Berlin, it is the only higher education institution of its kind in Germany to offer both these fields of study.

The faculties are subdivided into subject departments which are encouraged to work together on joint projects and activities in order to offer students modern, interdisciplinary courses. This approach generates an ongoing and productive exchange of ideas on the perception and possibilities of artistic expression and theoretical reflection.

Guest Study

Guest students are not required to take an admission examination. Applications for admission can envisage commencement at the beginning of either the winter semester or the summer semester. A course as a guest student normally comprises 1 to 2 semesters. This applies to both students at our partner universities and individual applicants.

Guest students are normally required to apply for admission to the HfK via the International Office of the education institution at which they are registered. The application documents required are a curriculum vitae, a written explanation of the reasons for application together with details of the proposed project or course of study, plus a portfolio comprising approximately 20 works (CD roms, photographs and A4 folders are all admissible forms of submission). Students of music are required to submit a sound / video recording. The HfK has no dedicated application form.

The application documents must arrive at the HfK by 15th May for admission to the winter semester, and by 15th November for admission to the summer semester. These deadlines are not definitive but do enable us to process applications more quickly.

Full-time Study

Students from universities outside Germany can apply for admission on an individual basis. They are required to submit the following:

- proof of having passed a language examination (German intermediate level I or II), language
- a residence permit issued for the purpose of study, immigration
- a certificate validating the standard of their educational qualifications.

The **qualification validation certificate** can be obtained from the Büro für Studierende der Hochschule für Künste, Am Speicher XI 8, 28217 Bremen, Tel.: + 49 421/ 9595-1112, a.harten@hfk-bremen.de

Applicants from the People's Republic of China should apply to the Akademische Prüfstelle to have their qualifications validated. This validation office issues the certificate required for study in Germany, for which a fee is payable.

Akademische Prüfstelle Peking
Chaoyang District, Dongsanhuan Beilu 8
Landmark Tower 2, Office 0311
100004 Beijing
VR China
Tel.: 0086-10-6590 0624

Students applying for undergraduate and postgraduate courses are admitted only at the beginning of the winter semester. They are required to take an **entrance examination**, which is held once a year, usually at the end of April. This requirement applies to applicants to the Faculty of Visual Arts and the Faculty of Music.

The deadlines for submitting a portfolio for Visual Arts and Digital Media courses and for applying for admission to the entrance examinations for the Integrated Design course and for courses in the Faculty of Music can be found at [Applications](#).

Once an applicant has passed the entrance examination, he/she can apply for admission to the course.

Information booklets and application forms are produced each year and can be obtained from mid-February on from the Büro für Studierende, studsek@hfk-bremen.de

The DAAD's virtual counsellor is now operating to answer general questions about studying in Germany. It will tell you, for example, where you can study art / music and how to obtain a scholarship.

Structure of Study Programmes

The HfK operates two different performance evaluation systems:

For study programmes leading to the "Diplom" qualification:

The programme is split into a basic course and a main course. Basic course: principles of methodology, theory and artistic execution. Main course: project-specific, creative specialization or a choice of study units from various groups of subjects.

Duration of study programme: 8 to 10 semesters

Final qualification: "Diplom"

Performance evaluation is based on both graded and ungraded assignments:

- Design and Music: Grades are awarded using the German system on a scale of 1 to 5 (1 = very good, 5 = inadequate). For Music, an ungraded but commented study record is additionally kept.
- Visual arts: A study record is kept in which artistic works are confirmed but not graded. A corresponding certificate may be issued on request and in consultation with the responsible professors.

There is no grading based on a points system in study programmes leading to the "Diplom" qualification.

For the programme leading to the Bachelor qualification in Digital Media:

Programme structure: modular

Programme content: Project-specific work, acquisition of basic skills, scope for personal priority preferences.

Duration of study programme: 6 semesters

Final qualification: BA

Performance evaluation is based on the ECTS system.

Digital Media is an inter-institutional study programme, i.e. guest students can also attend relevant study units at the University of Bremen and the Bremen University of Applied Sciences. ECTS points are awarded for such participation.

As a matter of principle, every guest student is offered the possibility of attending courses in other HfK study programmes subject to consent by the tutors. Please bear in mind the different performance evaluation systems in use, i.e. credit points are not available on all courses.

The language of instruction is German. Faculty staff and students do, however, try to provide individual support in English. You also have the possibility of improving your German language skills at our foreign languages centre: www.fremdsprachenzentrum.uni-bremen.de
The HfK bears the cost of 2 study hours per week and per semester. A further possibility is study at the independent learning centre, which is free of charge.

Language Skills

Foreign applicants for a full-time study programme at the HfK must prove that they have a sound command of the German language in both oral and written communication. A sound command of the language means that at the time of application (April/May) the applicant has already achieved at least basic level A 2.2 or basic level 3 a. This presupposes between 170 and 200 study hours of German language tuition. You can check your language skills at: www.goethe.de/bremen . You can obtain a more comprehensive test by emailing: bremen@goethe.de .

At the time of registration the student must submit proof of having attained intermediate level 1 / B 1.2 or intermediate level 2 / B 2.2.

At the Faculty of Music, the language examination requirements are: intermediate level 1 for the Artistic Training programme and intermediate level 2 for the Music Education, Sacred

Music and Teacher Training programmes. At the Faculty of Visual Arts, students are required to submit proof of having attained intermediate level 2 for all study programmes. Intensive language courses geared to these skill levels are offered each year prior to commencement of the winter semester.

The Goethe Institute, in association with the Foreign Language Learning Centre (FZHB), will run intensive four-week courses in July, August and September 2005. Fees are payable for these courses.

You can find out more direct from the Goethe Institute on presentation of the result of your entrance examination and a copy of your passport. You can register at: bremen@goethe.de . A detailed list of the courses is available at: [Applications](#) .

Please note that the HfK Bremen will accept language skill certificates issued by private language schools only subject to positive validation by the Foreign Language Learning Centre / Goethe Institute.

You are advised to acquire the required language skills in good time as there is no possibility of deferring the October deadline for registration. Language skill certificates attesting to a higher attainment level than that formally required are also admissible as evidence of eligibility.

Goethe-Institut

c/o Universität Bremen, Bibliothekstr. 1,
28357 Bremen

FZHB an der Universität

Bibliothekstr. 1
28359 Bremen
Tel.: 0421/218-7563 / -9620 / - 9593

Immigration

The International Office runs a branch office on the campus for all foreign students in Bremen. Services include: extending visa or residence permit, registering place of domicile / change of address with the government authorities, applying for an income tax card, etc.

Bremen Services Universität (BSU)
Klagenfurter Straße (Zentralbereich)
D- 28359 Bremen
www.bsu.uni-bremen.de/auslaenderamt.html

office hours

tuesday and thursday 9:00 – 13:00 h
wednesday 10:00 – 13:00 h and 14:00 – 16:00 h
International office
T: +49 0421 218-8233

F: +49 0421/218-9053

EU nationals: Since 1st January 2005, EU nationals no longer need a residence permit. The former EU residence permit has been abolished. EU nationals are now required only to register with the "Einwohnermeldeamt" (see below). Notification of domicile has to be filed within 3 months of immigration; a certificate is then issued confirming your entitlement to residence.

Non-EU nationals: Non-EU nationals require a student visa in order to enter Germany; visas are issued by the diplomatic mission of the Federal Republic of Germany in your home country. If the intended period of stay is longer than the term of the visa, an application must be filed with the "Ausländeramt" for a residence permit. Applications must be supported by:

- a valid passport
- evidence of financial resources of currently €7,020.00 per annum
- a certificate of registration (domicile in Bremen)
- evidence of health insurance
- evidence of registration as a student

Please note: Immigration on a visitor or tourist visa will debar you from studying! A tourist visa cannot be converted into a student visa.

Certificate of Registration of Domicile

Every foreign student who intends to remain in Germany longer than 3 months is required to register his/her domicile within one week of entering the country. The BSU offers a registration of domicile service:

Bremen Services Universität (BSU)
Klagenfurter Straße (Zentralbereich)
D-28359 Bremen
Einwohnermeldeamt
T: +49 0421/218-8234
F: +49 0421/218-9053

Work Permits

A work permit is required in order to work in Germany. Study as such is not deemed to be employment and a work permit is therefore not required for engaging in study. For students from the countries included in the most recent EU enlargement (except Malta and Cyprus), from Bulgaria, Romania, Turkey and from all non-European countries, the following rules apply:

Dependent paid employment is permissible for a maximum of 90 work days per year at up to 8 hours per day or for a maximum of 180 work days per year at up to 4 hours per day.

Students on preparatory courses are allowed to work only during language school vacations.

Nationals of the other ("older") EU countries, of the EEA, Malta and Cyprus do not require a work permit.

Health Insurance

Adequate health insurance is compulsory. If the health scheme in your home country does not cover the cost of health care in Germany, you should take out health insurance with a German health insurance institution of your choice without delay.

If you are a national of a country which has a social insurance agreement with Germany, you must submit the relevant certificate to the "Allgemeine Ortskrankenkasse" (AOK).

AOK - Allgemeine Ortskrankenkasse
Bürgermeister-Smidt-Str. 95
28195 Bremen
Tel.: 0421/1 76 1-0

www.aok.de
aok.bremen-brhv@hb.aok.de

Mo. – Wed. 8:00 – 17:00
Th. 8:00 – 18:00
Fr. 8:00 – 16:00
Sat. 10:00 – 13:00

Accommodation

The Studentenwerk Bremen offers rooms in student halls of residence (waiting list: 6 to 15 months) and also operates a free referral scheme for privately let rooms and apartments. You will need to be present in person in order to rent accommodation.

Studentenwerk Bremen
- Wohnungs- und Zimmervermittlung -
Bibliothekstr. 3
28359 Bremen

Tel: + 49 421 2201-122 (Frau Ferber). Telephone enquiries can be accepted only when the office is not open to students making enquiries in person.

www.studentenwerk.bremen.de

The office is open at the following times:

Monday: 10.00 – 13.00 hrs

Wednesday: 14.00 – 17.30 hrs

Thursday: 10.00 – 13.00 hrs

It is also possible to rent rooms from private landlords for an interim period. This service is normally subject to a fee.

ASTA

Tasks of the AStA

The tasks of the AStA are to organize and coordinate the students' system of self-administration, to defend the political (especially intra-university), social and cultural interests of the students, to establish contacts and foster cooperation with other higher education institutions and their AStAs, to organize events including university sports, and to provide information to the student community. New students in particular are advised to visit the AStA office at the beginning of the semester in order to obtain advice on any initial

difficulties they may be facing. The AStA is also the contact point for questions, information, application forms for student grants (Bafög) and the international student identity card.

Events

The AStA is of course also concerned to promote the communicative aspect of study, organizing a freshers' breakfast at the beginning of each winter semester, film screenings for Bremen's rainy days and barbeques on warm summer evenings. The AStA offices have a "kicker", which can be used at any time when the room is not required for meetings, and the AStA also arranges tournaments. The very lavish end-of-semester parties organized by the AStA together with the students have become legends in themselves.

Communications

Information on all upcoming events is posted on the AStA notice board, together with the minutes of recent meetings. If you wish, you can register there to be added to the AStA mailing list and regularly receive information via email. As the AStA derives its vitality from the interest and inputs of the entire student community plus the HfK staff, you are very welcome to drop in often and have your say.