



E

T

T

E

UNIVERSITY OF THE ARTS · REPORT & GRAPHIC NOVEL ·

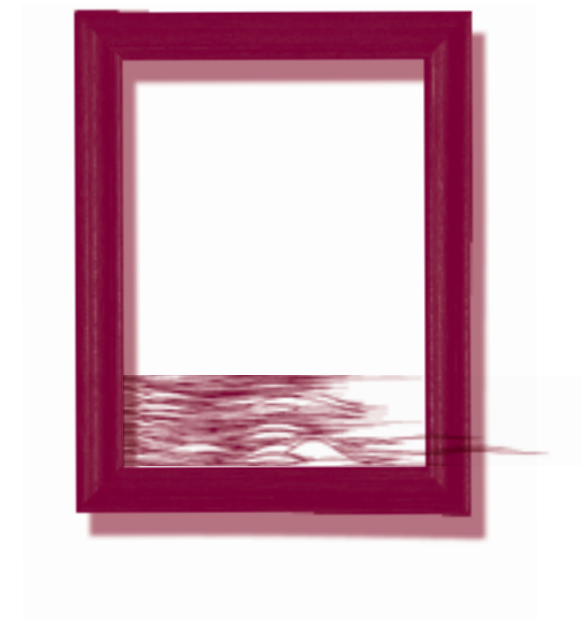
FIRST AID
2011

Ahoi, I am ETTE

and welcome you friendly. You have mastered the waves of the first storm and are now confronting the variability of our climate with curiosity. You follow the falling leaves into autumn. But don't worry, the HfK will secure you a warm accommodation. **Where're you going?** What excursions you might take on and what pitfalls your adventures hold, are yet unknown. Whether you look up to the stars above the roofs of your new hometown, let the clouds move before your eyes while relaxing on the dyke, haunt the storms between tramp and contorted lanes or dance barefoot in the rain. There's always a storm to battle. At constant wind force 7 ETTE shouts: overcome, try, make waves! **Who are you floating with?** ETTE shines its light in deepest fog on you. It flashes over and over while its straight lined text body gives orientation, secures transparency and brings you in autumnal cosiness. Its name is the derive of a raging high-pressure area, that shall accompany you. **What do you see?** Behind the report stand tales of wind and water at 53°5' N, 8°48' O. The colours of our hideouts, desires we follow through the streets, surprises of the Überseestadt. And this peculiar smell of hop and harbour. Loud and soft secrets and the everyday characteristics of our incredible world of feelings, this all our [Graphic Novel](#) tells. **How do you feel?**

E T T E
Report

3



ETTE — Table of contents

3	Editorial
6	I — General information about the HfK
6	The University of the Arts Bremen
6	Travel directions
6	Opening hours
7	I.1 — Contact persons
7	International office
7	Registrar's office
7	Event office
8	Faculty administration
9	I.2 — Internal communication at the HfK
9	Artist
10	Information corridor
10	Wireless LAN and email address
11	Telephone numbers
12	ASTA Student union
13	2 — Studying at the HfK
13	2.1 — General Information
13	Semester dates and national holidays 2011 / 2012
14	Overview and structure of study programmes
15	Course book
15	Introductory meetings of the study programmes
16	Regular events at HfK
16	Food
17	2.2 — Useful information
17	Enrolment
17	Semester contribution
19	Health insurance
19	Resident permit
20	Semester ticket
20	Re-enrolment
20	International student card
21	Liability insurance
21	Code of Conduct with regard to international students
21	Studying with children
22	Erasmus and visiting students
22	2.3 — Facilities Faculty of Music
22	Rehearsal rooms and storeroom in the Faculty of Music
23	Musical instruments loan
23	Sound studio
23	Copying machine and printer

23	Klaus-Kuhnke-Archiv for popular music
24	University Choir
24	2.4 — Facilities Faculty of Fine Arts and Design
24	Studios and room cards
24	Copying machines
24	Printers
25	Central loan service
25	Café Lu
25	2.4.1 — Workshops
25	Maclab — Digital media
25	2D workshop
26	Ceramics workshop
26	Wood workshop
26	Photography workshop
26	Film and media workshop
26	Fashion workshop
26	3D workshop
27	Rapid prototyping workshop
27	Bronze moulding and metal workshop
27	Fashion-CAD workshop
27	Manual print workshop
27	Heads of the workshops
29	3 — Cooperative offers
29	Sports society
29	Psychological and therapeutic helpdesk /counselling
31	Web links
31	Centre for self-education and centre for foreign languages
31	Student communities
32	Cultural exchange
32	Libraries
35	4 — Life in Bremen
35	Handicraft and artist supply, hardware shops, Fabric shops
35	Print and copy shops, music stores
36	Jobmarket, doctors, banks, leasing and subleasing
36	Living costs in Bremen
37	Health insurance
37	Districts
38	Lost property office, mobile phones, supermarkets
38	Waste separation
39	Flea markets, markets
40	Public festivals, concert halls /clubs
41	How to do better — Security advice
45	Imprint
46	ETTE — Graphic novel

I

General information about the HfK

The University of the Arts Bremen

The University of the Arts Bremen consists of the Faculty of Music and the Faculty of Fine Arts and Design. You can find these faculties in two locations in Bremen. The Faculty of Music is situated in Dechanatstraße in the historical centre of Bremen. The Faculty of Fine Arts and Design is located in the Überseestadt, Speicher XI. In spite of the different locations, the collaboration between the faculties is very important. For example, students from different courses of study work together on an opera project every year. For information about the University of the Arts Bremen go to www.hfk-bremen.de. The offered courses are listed in the online platform ARTIST (artist.hfk-bremen.de).

Travel directions

With your semester ticket you are free to use tram and bus anytime. You can get the timetables and track maps directly at BSAG or download them on the Internet (www.bsag.de). Please note that your semester ticket is only valid in connection with an official identity document (for example passport)! The Dechanatstraße is located directly in the centre, close to the stop »Domsheide«. You can get connected with line 2, 3, 4, 5, 6, 8, 24 and 25. There you can also find bicycle stands. Bremen is a bicycle friendly city. You can go to Speicher XI by bus 26. Use the bus stops either at »Hochschule für Künste« or at »Waller Ring«. You have to walk about 7 minutes from »Waller Ring«. From downtown Bremen (or Dechanatstraße) you can take the tram 3 (direction »Gröpelingen«) up to »Waller Ring«. At night you can go by bus N7. At the entrance of Speicher XI you can find timetables.

Opening hours

The University of the Arts is open seven days a week. Actually the location Speicher XI is open 24 hours a day. If the entrance is locked, please ring the bell. The porter gets in touch with you and will open the door. **Opening hours in the Dechanatstraße will change during semester vacation!** You can find the opening hours at the porter.

Dechanatstraße, Faculty of Music

Mon–Fri 7:30 am – 11:00 pm, Sat 8:00 am – 8:00 pm,
Sun 10:00 am – 8:00 pm

Speicher XI, Faculty of Fine Arts and Design

Mon–Sun open nonstop, also on public holidays

I.I

Contact persons

International office

Birgit Harte is the contact person for international students. She will be at your disposal and can answer your questions. Foreign visiting students will get organizational support. Besides German students, lecturers and staff are informed about the possibilities of an exchange period in this office. You can get information about the LLP/Erasmus programme and the offers of the DAAD (German Academic Exchange Service), information about language learning and scholarships. Moreover, contacts with partner institutions are coordinated here.

Contact person

Birgit Harte T 0421 9595-1040, b.harte@hfk-bremen.de,
Speicher XI, R 4.10.020, Dechanatstraße, room K22b (not during
semester break) or after prior consultation,
Tue, Thu 10:00–12:00 am, Wed 3:00–5:00 pm

Registrar's office

This is the place for students to get informed about formalities during their studies at HfK. Here you get all information about enrolment, exmatriculation and leave of absence. Visiting students have to hand in their »Scheine« here in order to receive their »Transcript of Records« at the end of the semester.

Registrar's office

Astrid Harten T 0421 9595-1112, a.harten@hfk-bremen.de
Sabine Rennieke T 0421 9595-1115, s.rennicke@hfk-bremen.de
Thorrid Dalter T 0421 9595-1111, t.dalter@hfk-bremen.de,
Speicher XI, R 3.09.030, Mon–Fri 8:00–12:00 am

Event office

The Event office is responsible for arranging concerts or competitions in the Faculty of Music.

Contact persons

Almut Heibült T 0421 9595-1506, a.heibuelt@hfk-bremen.de
Anika Hartmann T 0421 9595-1507, a.hartmann@hfk-bremen.de,
Dechanatstraße, R 0.31,
Mon, Tue, Fri 9:00 am – 1:00 pm, Wed, Thu 1:30 – 4:30 pm

I.1 Contact persons

Project Coordination Early Music

Anna-Julia Perini T 0421 9595-1497, a.perini@hfk-bremen.de,
Dechanatstraße, K02b

Project coordination

University- and Chamber Orchestra

Sarah Thomas T 0421 9595-1496, s.thomas@hfk-bremen.de,
Dechanatstraße, K02b

Project coordination Jazz

Oliver Poppe T 0421 9595-1570, o.poppe@hfk-bremen.de,
Dechanatstraße, R 1.18

Faculty administration

In the faculty administration you can get general study information. You can also inquire about organizational questions, courses, jobs as student assistant and fund raising for projects.

Contact persons

Faculty of Music

Mon, Tue, Fri 9:00 am – 1:00 pm,
Wed, Thu 1:30–4:30 pm

Christine Gerlach, Head of Departmental administration,
T 0421 9595-1503, c.gerlach@hfk-bremen.de,
Dechanatstraße, R 0.02A

Elke Runkler T 0421 9595-1504, e.runkler@hfk-bremen.de

Maria Zimmermann T 0421 9595-1505,
m.zimmermann@hfk-bremen.de

Julia Liebig T 0421 9595-1498, j.liebig@hfk-bremen.de,
all together Dechanatstraße, R 0.01

Patrick Köhn T 0421 9595-1405, p.koehn@hfk-bremen.de,
Dechanatstraße, R 0.27

Contact persons

Faculty of Fine Arts and Design

Mon–Thu 9:00–12:00 am and after
prior consultation

Imke Bahr, Head of Departmental administration,
i.bahr@hfk-bremen.de, T 0421 9595-1201,
Speicher XI, R 4.14.040

Andrea Albrecht T 0421 9595-1204, a.albrecht@hfk-bremen.de,
Speicher XI, R 4.14.030

Sabine Anger T 0421 9595-1203, s.anger@hfk-bremen.de,
both Speicher XI, R 4.14.030

Astrid Milde T 0421 9595-1202, a.milde@hfk-bremen.de,
Speicher XI, R 4.14.020

I.2 Internal Communication at the HfK

Campus office Fine Arts and Design

Simone Horschak T 0421 9595-1207, s.horschak@hfk-bremen.de

Claudia Keßler T 0421 9595-1206, c.kessler@hfk-bremen.de,
both Speicher XI, R 4.14.050

1.2 Internal communication at the HfK

WEB-PORTAL ARTIST

ARTIST is the organization, information and communication platform of the University of the Arts. Every student receives a username and a password by email. You will find **ARTIST** at artist.hfk-bremen.de. Here you find the current course catalogue and additional information about courses at the HfK. For students of the Bachelor and Master programmes in the Faculty of Music and some courses of study in the Faculty of Fine Arts and Design the whole organization of studies is done via **ARTIST**: Signing up for courses and exams is done with only a few mouse clicks and you are well aware of your

credits at all times. Up to now, **ARTIST** is not available in English. Visiting students will get assistance regarding **ARTIST** from their tutor or the International office at the beginning of the semester. In case of questions the **ARTIST**-team in the Faculty of Music and the Campus office KuD in the Faculty of Fine Arts and Design are available.

Faculty of Music

Falk Fetzer T 0421 9595-1205

Patrick Köhn T 0421 9595-1495 Elke Runkler T 0421 9595-1504

Maria Zimmermann T 0421 9595-1505,
R 0.27 (Dechanatstraße),
artist-fb-musik@hfk-bremen.de

Faculty of Fine Arts and Design — Campus office

Simone Horschak T 0421 9595-1207

Claudia Keßler T 0421 9595-1206,

R 4.14.050 (Speicher XI), campus-office-kud@hfk-bremen.de,
Mon–Thu 9:00–12:00 am, Thu: 2:00–5:00 pm

Information corridor

The »Infotunnel« is located in Speicher XI in segment 10 on level one. Job offers are posted here as well as offers and searches for apartments and much more. In Dechanatstraße there are noticeboards and small pinboards in the whole building.

Wireless LAN and email address

There is wireless LAN in Speicher XI. You need to configure your computer and you can get assistance from the Controlling and IT department (EDV). In the foyer of Dechanatstraße and Speicher XI there are two computer terminals. Moreover, most of the computers in the workshops and in the labs are connected to the Internet. You can order a HfK Bremen email address at the Controlling and IT department in Speicher XI. You may then access it online at mail.hfk-bremen.de.

Controlling and IT department

Frank Zühlke, department head Controlling and IT,
T 0421 9595-1100, dv-technik@hfk-bremen.de,
Speicher XI, R 3.08.050,
Mon–Fri 8:00 am – 4:00 pm

Telephone numbers

All telephone numbers of the University of the Arts Bremen start with 9595. Then you only have to add the direct access number. For the reception you call 9595-1000. Don't forget the code number of Bremen (0421), if you are calling by mobile or from outside town. In every workshop, office and in the kitchens are phones to do in-house calls. But you also can use callingcards on these phones to make external calls. In the foyer of Speicher XI you can find a payphone.

Important telephone numbers

Police 110

Fire brigade/rescue service 112

Authorities 115

Medical emergency service St.-Jürgen-Straße 1, T 0421 19292

Directory assistance

National directory 11833 International directory 11834

Directory assistance in English 11837

bsu (bremen service university)

Municipal Immigration and Registration Authority

T 0421 218-61020 or -61021,
www.bsu.uni-bremen.de

Psychological-therapeutical helpdesk of the
»Studentenwerk«

T 0421 2201-11310

gives you free consultation and therapeutical attendance with
questions related to your student and personal life



ASTA — STUDENT UNION

The ASTA (student union) is an elected body to represent the interests of the students.

You can contact the ASTA, if you have any ideas or proposals with regard to teaching or other issues, you have specific questions concerning your study programme, you have any trouble with teaching staff or feel not comfortable in your courses, you don't know who the responsible person for your certain problem is. You can find the opening hours of ASTA at the door of the ASTA-room as well as on the newsletter which is posted in the university and sent via email. The ASTA meets every Thursday at 8:00 pm; the venue changes weekly between Speicher XI and Dechanatstraße. In the ASTA-room of the Dechanatstraße there are several printers for free use as well as tool boxes, a bicycle repair set, a recorder and DJ-equipment for lending. Moreover you can buy music books. Visiting students can lend a household box.

ASTA Fine Arts and Design T 0421 9595-1060,
asta@hfk-bremen.de, Speicher XI, R. I.10.030
ASTA Music T 0421 9595-1061, asta@hfk-bremen.de,
Dechanatstraße, K21

2

Studying at the HfK

2.1

General Information

Semester dates

for the academic year 2011/2012

Start of winter semester **1 October 2011**

Start of courses **6 October 2011**

Semester break **22 December 2011 – 6 January 2012**

End of courses Fine Arts and Design **10 February 2012**

End of courses Music **17 February 2012**

End of winter semester **31 March 2012**

Start of summer semester **1 April 2012**

Start of courses **10 April 2012**

End of courses Fine Arts and Design **13 July 2012**

End of courses Music **20 July 2012**

End of summer semester **30 September 2012**

National holidays

Anniversary of German Reunion **3 October 2011**

Christmas Eve **24 December 2011**

Christmas Day **25 December 2011**

Boxing day **26 December 2011**

New Year's Eve **31 December 2011**

New Year **1 January 2012**

Good Friday **6 April 2012**

Easter **8 April 2012**

Easter Monday **9 April 2012**

Labour Day **1 May 2012**

Ascension Day **17 May 2012**

Whit Sunday **27 May 2012**

Whit Monday **28 May 2012**

Overview and structure of study programmes

The University of the Arts Bremen has two faculties: the Faculty of Music and the Faculty of Fine Arts and Design. Our university is therefore one of only few institutions in Germany combining these areas.

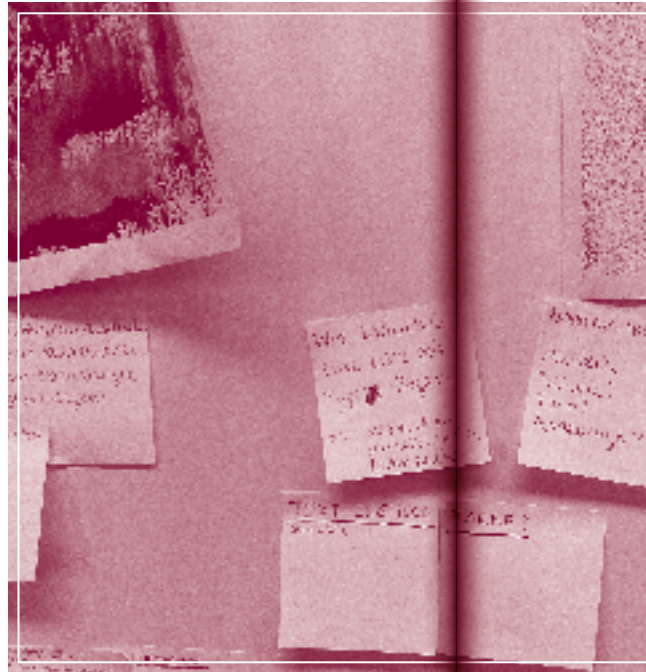
Study programme leading to the »Diplom« qualification in Fine Arts

The programme is split into a basic and a main course. Basic course: principles of theory and artistic execution. Main course: choice of areas of specialization or choice of study units from various groups of subjects. The **duration of study programme** is 10 semesters. Final qualification: »Diplom«. Evaluation is based on ungraded assignments.

Study programme leading to the »Bachelor« and »Master« qualification

Programme structure: modular, Programme content: project-specific work, acquisition of basic skills, scope for personal priority preferences. The **duration of study** of the Bachelor Integrated Design and Digital Media is 6 semesters each. The Master Digital Media takes 4 semesters. The Bachelor of Music endures 8 semesters, the Master of Music 4 semesters, the Master of Music Orchesterakademie 2 semesters. Final qualification: BA. **Evaluation is based on the ECTS system (1 CP equals 30 hours workload).**

Digital Media is an interuniversity study programme, i. e. visiting students can attend relevant study units at the University of Bremen. ECTS points are awarded for such participation. As a matter of principle, every visiting student is offered the possibility of attending courses in other HfK study programmes subject to consent by the teachers. Bear in mind the different evaluation systems in use, i. e. credit points are not available on all courses. In winter semester 2009/2010 the study programme Integrated Design was restructured from a



»Diplom« to the BA system. From the academic year 2012/2013 onwards a four semester Master programme will be offered. In the Faculty of Music the diploma structure of the additional courses of study will be altered to the MA structure in winter semester 2011/2012.

Overview

Faculty of Fine Arts and Design

Fine Arts — Painting, Sculpture, Drawing, Installation Art, Concepts, Photography and New Media **Integrated Design** — Design Fundamentals, Communication Design/Corporate Design, Interactive Communication, Typography, Illustration, Drawing, Still/Moving Images, Interface Design, Computer-Aided Design, 3D-Design, Descriptive Geometry, Temporary Architecture, Fashion Presentation, Fashion Design/Experimental Fashion, Fashion Design/CAD, Fashion Design/Unique and Serial Design **Digital Media / Media Design** — Autoactive Systems/AV-Media Design, Electronical Composition, Principles of Designing, Interaction Design, Interaction and Space, Interface Design, Intermedial Design, Cultural and Media History, Sound Studies, Temporary Architecture, Media Informatics

Overview

Faculty of Music

Bachelor of Music — Artistic Training (Instrumental, Vocal Studies, Early Music, Jazz, Composition) / Artistic-Pedagogical Education (Instrumental, Vocal Studies, Jazz, Elementary Music Pedagogy, Music Theory) / Church Music (Protestant, Catholic) **Master of Music** — Artistic Training (Instrumental, Singing, Conducting, Composition, Electro-acoustic Composition) / Orchestral Academy (in cooperation with Bremen Philharmonic Orchestra); Artistic Training Early Music (Instrumental, Vocal Studies) / Artistic Training Jazz (Instrumental, Vocal Studies) / Artistic-Pedagogical Education in Higher Education (Instrumental and Voice Pedagogy, Elementary Music Pedagogy, Music Theory) / Church Music **Bachelor in Music** — Pedagogy and Master of Education at public schools (in cooperation with the University of Bremen) **Concert Exam** (Instrumental, Vocal Studies, Composition) **Junior Studies** (Instrumental, Vocal Studies, Composition)

Course book

You can find a list of all courses offered at HfK on the website in the online platform ARTIST (artist.hfk-bremen.de).

Introductory meetings of the study programmes

At the beginning of the semester each study programme offers introductory meetings. Teachers introduce the courses and the students are invited to ask questions. Visiting students should attend these meetings as well. You can also find up-to-date changes or messages at the doors of the teachers.

Regular events at HfK

Jazzclub

Every Tuesday (except during semester break) you can go to the live jazz evening in Dechanatstraße cafeteria. Students of the HfK pay 1.00 euro entrance fee, non-students pay 3.00 euros.

Concerts

The HfK organizes concerts during the semester in the concert hall and in the chamber music hall. They take place almost every evening. There are exam concerts, studio concerts, rehearsal evenings, lunch-time concerts, Master concerts and many more. About 110 events take place every summer semester and around 130 every winter. Almost all events have no entry fee. If not announced differently, concerts take place in the concert hall of the HfK, Dechanatstraße. Further information on www.hfk-bremen.de.

Hochschultage (open house days)

The Hochschultage take place every year in February at the end of the semester. Further information can be found on www.hfk-bremen.de.

Diploma exhibition

The diploma exhibition of Fine Arts takes place twice a year at the end of the semester in the gallery of the HfK, Dechanatstraße. More information on www.hfk-bremen.de.

Presentations Integrated Design

As a design student you get to know all subject areas and workshops in the first semester. You choose 6 workshops with two-week duration each. At the end of the first semester the results are presented in a round tour. At the end of the third semester you will organize a general survey of your projects in a work exhibition. This will be graded by your teachers. The presentation is organized by students as well.

Food

In Dechanatstraße the student cafeteria is open Tuesday to Thursday 8:30 am to 8:00 pm, Mondays and Fridays from 8:30 am to 3:00 pm. Lunch is from 12:00 am to 2:30 pm. Two different

menus are offered of which one is always vegetarian. Students pay 3.00 euros, guests 4.50 euros. There are also bread rolls and a selection of fresh coffee. In the centre of Bremen there are many alternatives for eating out. In Speicher XI the student cafeteria is open from 9:00 am to 3:00 pm. Price: 2.00–3.00 euros for students and 4.00–5.50 euros for guests. Lunch is from 11:45 am to 2:00 pm. »Café Lu« (level 4, segment 15) offers vegetarian food and a vegan soup (2.00 euros), in addition coffee specialities and home-made cakes and other goodies can be bought.

Near Speicher XI there are some alternatives:

CINO Coffeshop Bar, with bagels, salads etc.

Hafenstraße 55 in MSC-Hafenhochhaus, Mo–Fri 7:00 am – 6:00 pm

Hafencasino Truck Stop good home-style cooking for good prices, Waller Stieg 6, Mon–Fri 6:00 am – 12:00 pm

Café Blau cheap lunch, Speicher XI 4, Mon–Fri 12:00 am – 6:00 pm

Feuerwache Italian restaurant with cheap lunch, Waller Stieg 5, Mon–Fri 11:00 am – 10:30 pm, Sat and Sun 10:00 am – 10:30 pm

PORT Restaurant cheap lunch buffet, Am Speicher XI 1, Mon–Sat 11:30 am – 22:30, Sun 10:00 am – 22:00 pm

2.2 Useful information

Enrolment

In order to become a student of the HfK, you need to enrol. This requires first of all a punctual payment of the semester contribution (further details under »semester contribution«). For the enrolment, go to the registrar's office (Speicher XI, R 3.09.030) at the beginning of the semester with the following documents: your ID or passport, proof of a health insurance, if applicable, your residence permit, if applicable, certificate of exmatriculation.

Semester contribution

The semester contribution amounts to **196.92 euros** for full-time students and **146.92 euros** for Erasmus and other international students. The enrolment can only take place if the transferred contribution has already arrived on the account of the university! Exception: Erasmus and other international students can also present a proof of cash deposit for the semester contribution.

Health insurance

In order to enrol as a student you will need a valid health insurance. If your home country has a social insurance agreement with Germany, please present your insurance card at the AOK (Allgemeine Ortskrankenkasse). They will check whether your foreign health insurance is valid in Germany and accordingly give you a written confirmation. This confirmation paper you need to hand in when enrolling. If your health insurance is not sufficient for your stay in Germany, you should effect a policy with a German insurance company of your choice immediately. Please note that a change from a public to a private health insurance is only possible up to three months after you have signed for the public insurance.

AOK Allgemeine Ortskrankenkasse,
Bürgermeister-Smidt-Straße 95, 28195 Bremen, T 0421 1761-0,
www.aok.de, info@hb.aok.de,
Mon–Wed 8:00 am – 5:00 pm, Thu 8:00 am – 6:00 pm,
Fri 8:00 am – 4:00 pm, Sat 10:00 am – 1:00 pm

Resident permit

EU citizens — As of January 1 2005, EU citizens no longer require a resident permit. All you have to do is turn in a notification of residence within 3 months after entering Germany. You will receive a certificate of residence (»Meldebestätigung«). You can do this either at the »Bürgerservice« in the city centre (Pelzerstraße 40) or at the BSU (Bremen Services Universität) on the university campus.

Please note — Citizens of the new EU member states do not need a visa and resident permit anymore! Please note that the work permit is still limited for Bulgaria and Romania. For non-EU citizens: To be permitted entry into Germany, you will have to obtain a study visa (»Visum zu Studienzwecken«), issued by the German embassy of your home country. If you want to extend your stay beyond the visa's period of validity, you will have to apply for a permit of residence (»Aufenthaltstitel«) at the Foreigners Registration office.

The following documents must be presented at the time of application: valid passport, one photograph (for the biometric identification), proof of your means of support (currently 7,656.00 euros per year), certificate of residence in Bremen (»Meldebestätigung«), evidence of adequate health insurance, proof of enrolment (Immatrikulationsbescheinigung).

Please note — Entry into Germany using a visitor's or tourist visa does not authorize the bearer to enrol at a university! A tourist visa will not be converted into a study visa! **For all foreign students in Bremen, the Foreigners Registration office has set up a branch on the uni-**

iversity campus: Here you can extend your visa, apply for or renew a residence permit, register/deregister or change your registration, apply for tax cards, etc.

Bremen Service University (BSU)

Klagenfurter Straße (Zentralbereich),
28359 Bremen,
www.bsu.uni-bremen.de/auslaenderamt.html,
bsu@uni-bremen.de,
Tue and Thu 9:00 am – 1:00 pm,
Wed 10:00 am – 1:00 pm and 2:00 pm – 4:00 pm

Foreigners registration office

T 0421 218-61020 or 218-61021,
F 0421 218-61025

Semester ticket

The semester ticket and the student ID are handed out during your registration in form of a plastic card. Information and issue is organized by the registrar's office. Probably you will receive a new plastic card every semester, this is not decided yet. The ticket is valid in Bremen and parts of Lower Saxony. You can go as far as Hamburg, Hannover or Osnabrück for free. The semester ticket is only valid with an official document including a photograph. Transport maps and other important information about the semester ticket can be found in the leaflet or on the Internet at: www.semesterticket-info.de or www.vbn.de.

Re-enrolment

If you are studying for more than one semester at the HfK, you will need to »re-enrol« every new semester in order to stay enrolled. The re-enrolment is necessary before the semester starts. It is carried out by paying the semester contribution. You will receive more information about the re-enrolment procedure from the registrar's office in due time.

International student card

The ISIC (International Student Identity Card) is an internationally accredited student card. It offers numerous discounts in more than 100 countries throughout the world. The ISIC is valid for 16 months. With the ISIC you are offered cheap flight, bus and railway tickets, reduction on hotel fares and discounts in museums or other cultural institutions. Application forms are available at the student union of the University of Bremen and at the student union of the University of Applied Sciences. You can also apply for an ISIC online. **You require the following: valid confirmation of registration, identity card/ passport, passport photograph and 12.00 euros.**

Liability insurance

If you want to borrow technical equipment such as cameras, you need a separate liability insurance. Ordinary private insurances normally don't cover property of others that has been borrowed. For an annual fee of 30.00 euros instruments and technical equipment are insured within Germany.

MLP Financial Services

Herrlichkeit 4, 28199 Bremen

Ilona Liebschwager Contact person MLP AG,
T 0421 32260-0, ilona.liebschwager@mlp-ag.com

Oliver Eichhorn Consulting MLP AG,

T 0421 32260-41, oliver.eichhorn@mlp-ag.com

Code of Conduct

with regard to international students

The Code of Conduct implies quality standards for the studies of foreign students at German higher education institutions. The focus lies on an appropriate support for international students. The aim is to foster and to improve the support of foreign students with the help of common standards in the fields of information, advice and promotion, admittance and grading as well as professional, linguistic and social mentoring. The HfK joined the Code of Conduct. In case you have questions concerning the Code of Conduct or in the event of complaints as an international student at the HfK you can contact the International office. Here you can find the full version of the Code of Conduct: www.hfk-bremen.de, International, Studying at the HfK.

Birgit Harte T 0421 9595-1040,
b.harte@hfk-bremen.de

Studying with children

Close to Speicher XI (Tilsiter Straße) there is the parents' initiative »Hafenkinder« for children younger than three years. From August 2011 there will be another parents' initiative called »Kulturkinder« in Faulenquartier/Geerenstraße. During the semester break the University of the Arts offers a 7-days vacation programme for children from 6 to 12 years old. So creativity is supported and parents are released.

Contact persons

Hafenkinder — hafenkinder@nord-com.net

Kulturkinder — **Urte Brandes** urtebra@web.de

HfK vacation programme — **Ulrike Isenberg**

T 0421 9595-1283, u.isenberg@hfk-bremen.de,
Speicher XI, R 2.12.030

Erasmus and visiting students: recognition of academic achievements

At the beginning of your studies: Learning Agreement — The Learning Agreement enlists the courses you attend at the HfK as your host university. The form must be signed by yourself, the head of department, the international office in Bremen as well as by the international office and faculty's representatives at your home university. Advice about the grading system and how to organize your personal schedule will be given by your teachers. Make sure with the responsible person of your study programme that things are sorted out as far as recognition by your home universities is concerned. The international office needs to keep a copy of the Learning Agreement.

In the end of your studies: Transcript of Records — In order to get a Transcript of Records stating about your courses and your learning results, your teachers need to sign a so-called »Schein« at the end of the semester. You will receive this »Schein« via E-mail. As not all courses are graded at the HfK you should inform the teachers that you need credit points and grades for your home university. On the form, ECTS points and/or grades should be filled in if necessary (but only according to the German grading system!). ECTS points reflect the time commitment, grades reflect the performance. Please return the signed »Scheine« to the registrar's office. Only once that is done, the Transcript of Records can be completed and will be sent by mail to your home university by the international office. Please note: Even if your home university does not require you to provide records of your time here, we ask you to complete the Learning Agreement and get your »Scheine« signed. To issue a Transcript of Records afterwards is costly and sometimes impossible.

2.3 Facilities in the Faculty of Music

Rehearsal rooms and storeroom in the Faculty of Music

Keys are given out by the porter and you have to hand in your student ID card. After two hours of practicing you need to report again to the porter and you might have to wait if there are others who want to use the room as well. In Dechanatstraße, about 70 rooms are available. If you have taken a key, you should actually use the room for practicing. Breaks are fine, but please do not block the rooms. **The rooms can be used Monday–Friday 7:30 am–11:00 pm, Saturdays 8:00**

am–8:00 pm and Sundays 10:00 am–8:00 pm. The porter can also give you the key for the storeroom in the foyer.

Musical instruments loan

You may borrow woodwind and string instruments. However they all have to be insured. Veronika Greuel can arrange two different types of instrument insurances. Please contact her for more information. The loan service is free of charge, the insurance is charged in proportion to the value of the instrument borrowed.

Veronika Greuel T 0421 9595-1509,
v.greuel@hfk-bremen.de,
Dechanatstraße, R 1.35

Sound studio

In the sound studio it is possible to produce a recording for competitions or applications for abroad. Upon request it is also possible to produce a live-recording. Moreover there is an introductory course for audio technology each semester on Mondays.

Matthias Nordhorn T 0421 9595-1580,
m.nordhorn@hfk-bremen.de,
Dechanatstraße, R 2.02

Copying machine and printer

In Dechanatstraße one copying machine is located in the basement, another near the library on the first floor. Copying cards are sold in the porter's office for 5.00 euros (100 copies). In the Faculty of Music: at certain times you have the possibility of making printouts in the room of the student union (ASTA).

Klaus-Kuhnke-Archive for popular music

Here you can find several songs which are not available on iTunes or Napster. The archive consists of about 90,000 media with popular music, on vinyl, CD, DVD, shellac, tapes or DAT. Also, there are about 8,000 books and more than 160 magazines on popular music. You cannot borrow the media, but you may copy them on a medium of your choice.

Klaus-Kuhnke-Archiv
Dechanatstraße, R 0.29,
T 0421 328512,
www.kkarchiv.de,
archiv@kkarchiv.de

University Choir

The University Choir of the University of the Arts and the University of Bremen is open for students from all faculties. The aim of the choir is to offer students the possibility of working out a bigger choir work with a public concert at the end of the semester. In case you would like to take part please contact Prof. Friederike Woebcken.

Prof. Friederike Woebcken
T 0421 9595-1529,
f.woebcken@hfk-bremen.de

2.4 Facilities in the Faculty of Fine Arts and Design

Studios and room cards

In the study programme Fine Arts you get a place in the studio and a room card for your class. In the study programme Integrated Design room cards for student studios are distributed by the responsible professors. These studios are very suitable for shared work outside the regular timetable. The cards will be returned at the end of the semester and re-distributed at the beginning of the new term. The workshop leaders give out room cards if they think you are able to work on your own in the workshop.

Copying machines

In Speicher XI one copying machine is located close to Café Lu, a second one in the library. Copying cards can be purchased from the porter's office for 4.50 euros (100 copies).

Printers

Druckerpool is a copy shop run by students of the university. You may choose between sizes such as A3 and A4, black and white and color prints. Druckerpool also owns a plotter with which you may print posters 104 cm wide and on 180 g/m² paper of a roll. Appointments should be made. A price list and up-to-date opening hours can be found at the door.

Druckerpool
T 0421 9595-1351, Speicher XI, R 3.10.020

Central loan service

Here you can borrow everything from extension cables to slide projectors. You need to have a valid insurance and you must have attended the introduction course which is organized by Ernst Dieter Röse. Check dates in the lift, the Infotunnel or the theory rooms.

Christian Meyer T 0421 9595-1299,
Speicher XI, R I.II.080,
Mon–Thur 9:00 am – 12:30 pm, 1:00–2:00 pm,
Fri 9:00–11:00 am

Café Lu

On level four of Speicher XI, Café Lu offers vegan and vegetarian dishes, tasty cakes, juice, fresh shakes and all sorts of coffee. In front of the Café Lu there is also a tabletop football. Café Lu is open during the semester from 9:00 am until 7:00 pm. During the semester break it is closed.

Café Lu T 0421 9595-1068

2.4.1 Workshops

Maclab — Digital media

The Maclab is to digital media students what the 2D workshop is to design students. Here you almost always find several free Macs (except maybe during normal course times). There is also a black and white printer (DIN A4 and DIN A3) and a DIN A3 scanner. You can use PCs as well. Jukka Boehm is the contact person for technical questions. He offers introduction classes just as Volker Marschhausen. Check the web or postings in the building. Tip: you can easily access the 2D server and your own data from home. You simply need an FTP-programme and your user data. The server address is: 193.175.22.35. In the university intranet you get hold of the server via the address 10.10.10.35.

2D workshop

In the 2D workshop you can find the technical equipment and all necessary software for the processing of image, video, layout, animation and web design. Two scanners (DIN A3) and two printers are at your disposal. DIN A4 and DIN A3 printing in black and white is free of charge. There is also a DV-tape player. It is possible to digitalize DV-tapes. Throughout the semester there are several workshops by

Volker Marschhausen, which you may attend to get experience with the different kinds of software. Check the web or the university calendar for dates.

Ceramics workshop

You may work in the ceramics workshop on your own and/or with help. You can work with several techniques such as building up, using the potter's wheel, plaster mould, Faience and Raku and different materials (different types of clay and porcelain). Electric, gas and wood ovens are available.

Wood workshop

If you want to use wood, the place to go to is the wood workshop. Karl Strecker always finds a solution for you and is very willing to help. Six room cards for the wood workshop are available. They can only be used in connection with a running project and for a limited period of time. Tools may be borrowed for one day or over the weekend.

Photography workshop

The photography workshop consists of different parts. In the photo lab you can develop films in color and black and white. Please make sure you get an introduction from a head of the workshop. In the studio, several cameras, equipment and reproduction technology are at your disposal. You need to make an appointment with one of the heads of the workshop if you want to use the studio. For equipment loan and to use the studio you need an insurance. In the photography workshop there is a scanner (DIN A3 and DIN A4) as well as a negative and positive scanner for small, middle and large format. You can print up to DIN A2 size on different types of paper. If you have a valid insurance, you can borrow the following equipment: small, middle and large format cameras, digital cameras, tripods, studio flash and equipment.

Film and media workshop

You can sign up via the postings on the door of room 2.12.035 to get an introduction to the recording and film cutting techniques including artistic animation, audio and video editing. Technical introduction and insurance are mandatory for you to be able to borrow equipment at the central loan service.

Fashion workshop

In the fashion workshop you are assisted by Nicola Essig (Monday to Friday) and Brigitte Stadler (Fridays). You can buy nettle cloth and other materials cheaply. You should ask for an introduction.

3D workshop

The following programmes are available in the 3D workshop: 3dsMax, Rhinoceros, Solidworks, Blender as well as usual software such as Illus-

trator, InDesign and Photoshop. Here, too, you can access the server from home. This will require a FTP-programme. The server address is 193.175.22.37, ask the head of the workshop for the login data. Tip: virgin CDs or DVDs are sold in the workshop in case you need either.

Rapid prototyping workshop

In this workshop you may build three dimensional objects out of artificial resin. You will be using a modern method that will be explained to you. For more information contact Karl Robert Strecker. Appointments should be made.

Bronze moulding and metal workshop

Here you can do bronze moulding, wax melting techniques, silicon negatives and plaster negatives under supervision. In the metal workshop you can do welding and general metal processing. Get informed at the workshop.

Fashion-CAD workshop

In the CAD workshop you can produce draft cuttings of the items of clothing you have designed. They are digitalized and printed out with the cutting plotter.

Manual print workshop

The silkscreen printing workshop is located on level three. Contact the head of the workshop to get an introduction. The room card is given out by the porter. You need to show your student ID and the head of the workshop must have put your name on the list.

Heads of the workshops

Maclab — Digital media

R 2.11.070, dm.hfk-bremen.de/werkstatt

Jukka Boehm T 0421 9595-1292, j.boehm@hfk-bremen.de

2D workshop R 3.11.070, www.2dwerkstatt.de

Volker Marschhausen T 0421 9595-1354,

v.marschhausen@hfk-bremen.de, R 1.13.080

Ceramics workshop R 1.16.040,

Mon, Tue, Thu, Fri 12:30 – 4:30 pm,

2.4.1 Workshops

Wed 10:00 am – 2:00 pm
Ute Fischer T 0421 9595-1280, u.fischer@hfk-bremen.de

Wood workshop R 1.14.070,
Mon–Thu 9:00 am – 5:00 pm, Fri 9:00 am – 1:00 pm
Karl Robert Strecker T 0421 9595-1285,
k.strecker@hfk-bremen.de, R 2.24.040

Photography workshop R 2.13.020,
Mon 9:00 am – 4:00 pm,
Tue, Thu, Fri, 9:00 am – 6:00 pm, Wed 9:00 am – 2:00 pm

Technics Loan System R 1.13.080,
Mon–Fri 11:00 am – 1:00 am,
Tue, Thu, Fri 5.00 – 6.00 pm

Matthias Schneege T 0421 9595-1294,
m.schneege@hfk-bremen.de, R 2.13.020

Matthias Hempe T 0421 9595-1286,
m.hempe@hfk-bremen.de, R 2.13.020

Film and media workshop R 2.12.020-2.13.010,
Mon–Fri 9:00 am – 5:00 pm

Ulrike Isenberg T 0421 9595-1283,
u.isenberg@hfk-bremen.de, R 2.12.030

Ernst Dieter Röse T 0421 9595-1284,
e.roese@hfk-bremen.de, R 2.12.040

Fashion workshop R 4.11.080,
Mon–Thu 9:00 am – 5:00 pm,
Fri 9:00 am – 2:00 pm

Nicola Essig T 0421 9595-1287,
n.essig@hfk-bremen.de, R 4.11.040

Brigitte Stadler T 0421 9595-1287,
b.stadler@hfk-bremen.de, R 4.11.040

3D workshop R 3.10.070,
Mon–Fri 9:00 am – 4:00 pm
Werner Budde T 0421 9595-1293,
w.budde@hfk-bremen.de, R 3.10.050

Rapid prototyping workshop R 2.14.050
Karl Robert Strecker T 0421 9595-1285,
k.strecker@hfk-bremen.de, R 2.14.040

Bronze moulding and metal workshop R 1.15.030,
Mon–Fri 10:00 am – 3:00 pm
Harry Heimsoth T 0421 9595-1281,
R 2.15.030

3 Cooperative offers

Fashion-CAD workshop R 3.11.040,
Mon–Thu 9:30 am – 2:30 pm
Martina Schöbel T 0421 9595-1288,
m.schoebel@hfk-bremen.de, R 3.11.090

Manual print workshop R 1.13.080,
Mon–Fri 10:00 am – 6:00 pm

Marion Boesen (screenprint, bookbinding)
T 0421 9595-1371, R 3.15.040

Bogdan Hoffmann (etching, lithography, hot type)
T 0421 9595-1372, R 3.15.090

3 Cooperative offers

Sports society

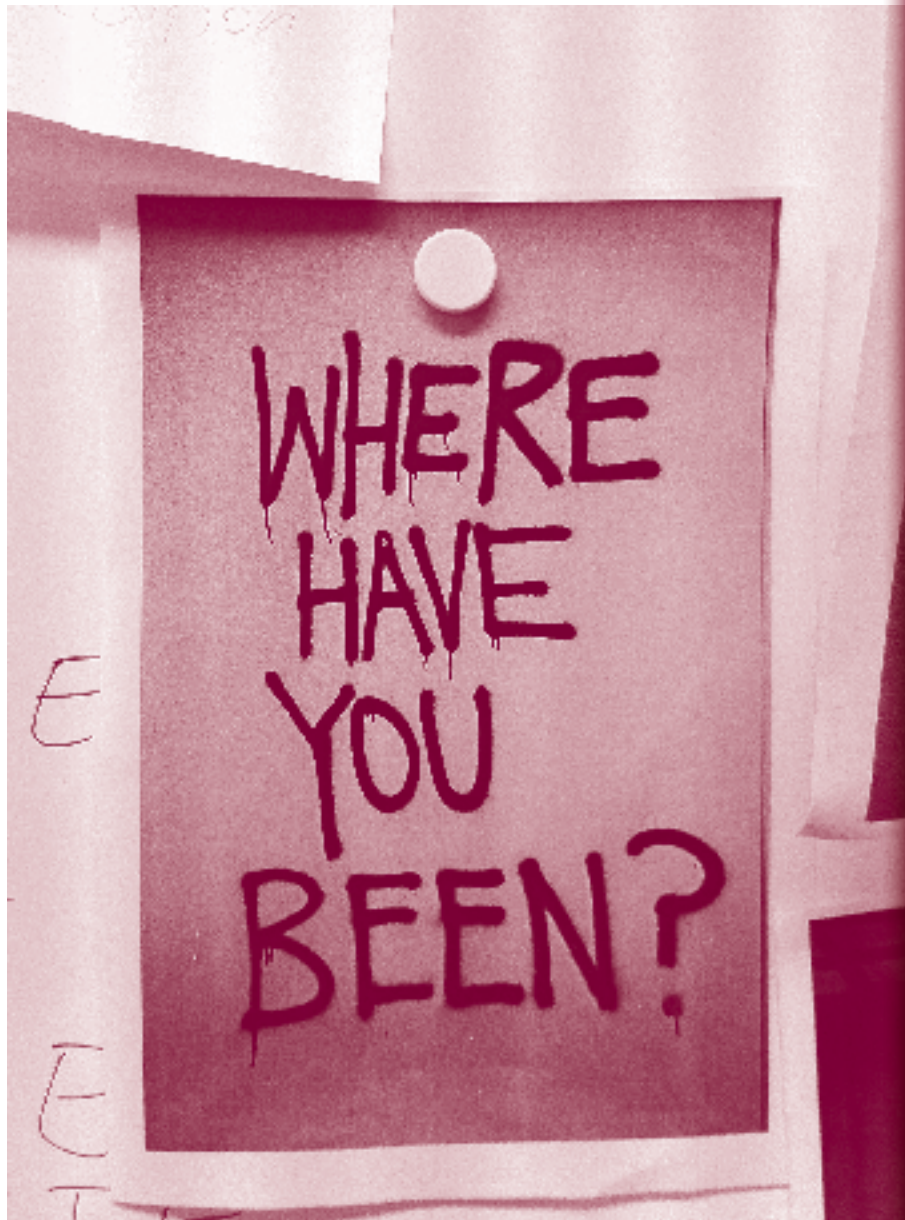
The University of Bremen offers a variety of sports classes ranging from acrobatics, basketball and Yoga to hang-gliding. Prices are fair. Generally the courses are for students of all universities in Bremen but non-Students may join the classes as well. You can check and sign up online for interesting classes at www.hospo.uni-bremen.de.

Psychological and therapeutic helpdesk/counselling

In case of study-related problems or other questions this helpline offers different forms of counselling free-of-charge for students. All members of staff are bound to professional discretion. They offer workshops and groups, for example for fear of speaking, exam nerves or psychological illnesses. Online-counselling is possible too. Information you can find here: www.studentenwerk.bremen.de/files/main_info/ptb/ptb_info/ptb_info.htm, Ptb at the University of Bremen, Zentralbereich am Mensasee.

Opening hours — Psychological and therapeutic helpdesk/counselling

Mon, Tue, Thu, Fri 9:00 am – 1:00 pm, Wed 2:00 pm – 4:00 pm,
T 0421 2201-11310,
F 0421 2201-21390, ptb@stw-bremen.de



Web links

On www.hist-bremen.de »Help for international students« you can find useful information for your stay in Bremen. Topics are e.g. finances, studies, legal questions and health. www.study-in.de offers information on university and life in Germany. Moreover there are chats for foreign students and experts will answer your questions.

Centre for self-education

In the centre for self-education German and other languages can be learned with the help of computer software. In Speicher XI six computers are at your disposal. The centre for self-education is located in R.II.030. Information and advice is given by a student assistant. Facilities in Dechanatstraße are located in the basement, K02a. There are also six computers with Internet connection. Get the key from the porter. Everyone working in the lab needs to have a key! The door needs to be locked when everyone is finished. Information and advice is given by a student assistant once a week.

Centre for foreign languages (FZHB)

The centre for foreign languages (FZHB) offers interdisciplinary language courses in collaboration with the Goethe Institute Bremen. Get informed at the FZHB/Goethe Institute and subscribe online at FZHB. German courses are free of charge for visiting students. Additionally there is a centre for self-education at the University of Bremen with material for 20 different languages.

FZHB

Bibliothekstraße I, Building GW2, 3rd floor, 28359 Bremen,
T 0421 218-61960, 218-61963, 218-61962,
www.fremdsprachenzentrum-bremen.de,
fzfb@uni-bremen.de

Goethe Institute

Universität Bremen, Bibliothekstraße 3, 28359 Bremen,
T 0421 36081-0, www.goethe.de/bremen

Student communities

Protestant and Catholic student communities offer the chance of meeting people from all over the world. There are regular gatherings, activities, courses and advisory services.

Evangelische Studierendengemeinde (ESG)

Parkstraße 107, T 0421 241260, www.esg-bremen.de

Katholische Hochschulgemeinde

Hohe Straße 8/9, T 0421 3694151, www.khg-bremen.de

Cultural exchange

In Bremen there are several venues for people from foreign countries. Here are some addresses:

Bürgerhaus Weserterrassen

Osterdeich 70b, 28205 Bremen, T 0421 549490,
www.weserterrassen.com

Once a month they celebrate a »worldnight« with music from all around the world.

English Club Bremen e.V.

Wed, Fri 8:00 pm,
Bürgermeister-Smidt-Straße 3,
T 0421 3398442, www.englishclub.de,

»Social club for everybody« There people meet to speak English.

Instituto Cervantes

Schwachhauser Ring 124, 28209 Bremen, T 0421.340390,
www.bremen.cervantes.es,
spanish lessons, cultural programme, library

Institut Français

Contrescarpe 19, 28203 Bremen, T 0421 39440,
www.ifbremen.de, www.kultur-frankreich.de,
language lessons, exhibitions, movies, concerts, theatre, library

Dachverband der Ausländerkulturvereine

Schiffbauerweg 4, 28237 Bremen,
T 0421 612071, dab@is-bremen,
Language and computer lessons, social consultation,
ports and cultural events

LIBRARIES

The library in Dechanatstraße offers loan services to three weeks. You need to show your student ID. There are five computer terminals to be used for research or for audio education programmes. In Speicher XI you can find a very comprehensive library.

This is a reference library, you can borrow books only shortly for presentations or during semester breaks. More information and the library catalogues can be found at www.suub.uni-bremen.de/standorte. For a small fee you can also get a library card for the local libraries.

Library Dechanatstraße R 1.35,

Mon–Fri 9:30 am – 1:00 pm, Mon–Thu 2:00–5:00 pm

Library Speicher XI R 4.10.060,

Mon–Wed 9:00 am – 4:00 pm, Thur 11:00 am – 6:00 pm,
Fri 9:00 am – 2:00 pm,

Opening hours are restricted during term vacation. Additionally, the

State and University Library Bremen may be used:

Bibliothekstraße, 28359 Bremen, T 0421 218-2615,
www.suub.uni-bremen.de,

Mon–Fri 8:00 am – 10:00 pm, Sat 10:00 am – 6:00 pm

Engineering and Social Sciences Library

Neustadtswall 30, 28195 Bremen, T 0421 5905-3291,
Suitable for students of the digital media degree,
Mon–Fri 9:00 am – 6:00 pm, Sat 9:00 am – 1:00 pm

Library Bremerhaven

Karlsburg 7 (Haus S), T 0471 4823-250,
Mon–Fri 9:00 am – 6:00 pm

Stadtbibliothek Bremen

Am Wall 201, 28195 Bremen,
Mon, Tue, Fri 10:00 am – 7:00 pm, Wed 1:00 – 7:00 pm,
Thu 9:00 am – 8:00 pm, Sat 10:00 am – 4:00 pm

International Library

Am Wall 201, 28195 Bremen, media in 40 languages:
18,000 books, videos in original version

Central library Music

Am Wall 201, 28195 Bremen,
Loan service for CDs, CD-ROM, cassettes, notes and books



4 Life in Bremen

Handicraft and artist supply

Boesner GmbH Hans-Bredow-Straße 59

Gerstaecker Überseetor 13 **idee** Hutfilterstraße 24–26 (discounts for students) **Viebach** Hohentorsheerstraße 95/97 (10% discount for students) **Otto Weller** Ostertorsteinweg 104, **Zimmermann am Wall** Am Wall 193–195 (10% discount for students)

Hardware shops

Max Bahr Ernst-Buchholz-Straße 1, Stresemannstraße 68, **Bauhaus** Pfalzburger Straße 71 **Eisen-Werner** Hemelinger Bahnhofstraße 21 **Hornbach** Neuenlander Straße 113a, Werner-Steenken-Straße 5 (Weserpark) **Toom** Holsteiner Straße 91–99

Fabric shops

Alfatex Hans-Bredow-Straße 19 (Weserpark)
Karstadt Obernstraße 5–33 (10% discount for fabrics)
Kraftstoff Vor dem Steintor 119 **Lüna Design** Humboldtstraße 65
Stoff-Haus Am Dobben Am Dobben 40
Stoffmarkt Hastedt Neidenburger Straße 20
Jürgen H. Gädtke Stoffgroßhandel, Frankenstraße 10 (Hamburg)
Helmut Tietz Wendenstraße 388–392 (Hamburg)

Print and copy shops

Bomhoff Pappelstraße 23–25 **Copy-Time** Vor dem Steintor 177
Druckerpunkt Hemmstraße 124 (partly discounts for students)
Go Media Neustadtswall 39/41
Jürgen Honholt Hastedter Heerstraße 283–285
Magic Print Langenstraße 25 **Print's** Dobbenweg 8

Music stores

Bartels Noten Wachtstraße 18 (»Baumwollbörse«),
www.bartelsnoten.de
Andreas Schebsdat luthier, repair service and sale,
www.schebsdat.de
Daniel Kunst brass instrument manufacturing,
www.kunst-brass.de,
Fa. Lätzsch metal wind instrument manufacturing,
www.laetzsch-brass.de
Werner Fischer woodwind instrument manufacturing,
www.werner-fischer-bremen.de
Hoins-Intermusik big music store,
www.hoins-intermusik.de

Musicland Osterholz-Scharmbeck

instruments, sheet music, supplies, www.musicland-ohz.de

W. Heckenthaler luthier, repair service and rent of instruments,
T 0421 73010, www.geigenbau-heckenthaler.de

Job market**Bundesagentur für Arbeit (Federal Job Agency) in Bremen**

Studentische Jobvermittlung in der Bundesagentur für Arbeit in Bremen
(Student placement department),

Doventorsteinweg 48–52, R 0.133, T 0421 178-2113

Career Centre (Bundesagentur für Arbeit),

Universität Bremen, central area at the Boulevard opposite to the main
entrance of the Mensa, T 0421 218-8261, 218-8262 or 218-8263 and
check the noticeboard/Infotunnel from time to time!

Doctors

You can find doctors of different disciplines and knowledge of various
foreign languages on http://bremen.de/gesundheit_und_soZIALES/aerZtesuche. The International office can help you with a date arrange-
ment. b.harte@hfk-bremen.de.

Banks

Several banks in Bremen offer free cheque accounts for students. So
as soon as you have enrolled, you can open an account at no charge.
Make sure you have an ID with you and your »Immatrikulationsbeschei-
nigung« (proof of enrolment). A German bank account can be useful
and save you money, as you won't have to pay any fees for withdrawing
cash from the cash points of your own bank and you can make transfers
free of charge.

Leasing / subleasing

When you have found a room, it is advisable to make a lease contract
with the owner (Mietvertrag) or a sublease contract with the tenant
which provides the room (Untermietvertrag). This contract should
indicate the period of your stay, what facilities you may use and the
monthly rent (specifying which expenses are included).

Living costs in Bremen

We recommend to budget between 650.00 euros and 800.00 euros
per month for living and studying in Bremen. The amount results from
the following items:

Rent: 260.00–330.00 euros

Subsistence: 300.00–380.00 euros

Health-insurance: ca. 78.00 euros*

Study-material/other: 25.00 euros

***Health insurance**

Under German law every student is required to be adequately health
insured. This holds also for visiting students spending just one or two
semesters in Bremen. If you are from an EU member state your home
insurance usually will be effectual. If you come from outside the EU or
are going to study permanently in Germany you need to take out a Ger-
man health insurance. The current insurance contribution for students
amounts to approx. 78.00 euros per month.

Your exact demand depends on your personal lifestyle. The next
examples of student life might give you an idea of prices in Germany:
a 500 gramme package spaghetti costs between 0.40 euros in a dis-
counter and 1.20 euros in a traditional supermarket. Having a rest in a
nice café you will have to pay around 2.20 euros for a normal coffee, a
latte Macchiato will cost you 2.80 euros. For another 2.70 euros you
will get a Beck's Beer in some bar. A low-priced hairdresser's salon
will charge you 15.00–20.00 euros for a haircut. And a pizza you will
get for 5.00–10.00 euros. The expenses for student material depend
on your field of study and the methods you wish to use for your artistic
work.

DISTRICTS

**Bremen is a nice place to live. The follow-
ing parts of the city are located close to the
HfK. In the NEUSTADT there are several
nice living areas with reasonable rent rates.
GRÖPELINGEN is a bit further outside in the
city's west. In SCHWACHHAUSEN, if you
are lucky, you might be able to find a nice
old building apartment which is affordable.
WALLE is a popular part of the city closely
located to Speicher XI. FINDORFF is close
to everything and next to the Bürgerpark, a
green spot. The beautiful VIERTEL is located**

in the middle of the city, however the rents might be quite high. Around the Ostertorsteinweg and Vor dem Steintor shopping is enjoyable, there are inviting cafés and restaurants. Other parts of the city are a bit further away and thus less recommendable (or maybe they are?) such as **HUCHTING** in the southern district as well as **VAHR**, **HEMELINGEN** and **HORN-LEHE** in the east.

Lost property office

If you lost your wallet or other objects, you should make a report at the lost property office. If you have reasons to believe that your property was stolen, you should inform the police as well. The lost property office will let you know as soon as the lost object is found. **Should you have lost your semester ticket, the registrar's office will need a written confirmation from the lost property office, in order to issue a new ticket for you. This will take up to 3 weeks.**

Fundamt Stresemannstraße 48, 28207 Bremen,
T 0421 361-10078, F 0421 361-15626, Mo 8:00–12:00 am and
3:00–6:00 pm, Tue, Thu, Fri 8:00–12:00 am

Mobile phones

Prepaid cards are available quite cheaply at the net providers such as T-Mobile, D2, O2, E-Plus etc., but also at Aldi or Tchibo. All bigger net providers have quite centrally located shops in the city which you will find easily. Ask for advice in the shops and be aware of the prices to call external telephone networks as this causes the highest costs.

Supermarkets

There are numerous supermarkets in Bremen differing in price and assortment. Aldi, Netto and Penny are quite cheap while Spar, Rewe and Edeka are more expensive. Some shops don't accept credit cards.

Waste-separation

The separation of waste is a very important issue in Germany.

Recyclable waste, e. g. glass bottles or batteries, has to be brought to the collecting points in the whole city. Packing material is being collected at home in so-called »gelbe Säcke« (yellow bags). You can tell whether something belongs into the yellow bag by the green symbol »Grüner Punkt« on the packing. With a special coupon you will get the yellow bags for free in one of the centres of distribution. Under www.gelb-kommt-an.de you can order the coupons, find the nearest centre of distribution and the collection dates as well as all information about the yellow bags.

You are also able to order coupons via phone for free:

Servicenummer 0800 4792671, Mon–Fri 8:00 am – 5:00 pm

Paper is being collected separately. All remaining waste goes into the »Restmüll-Tonne« (black waste bin). The yellow bags and the paper will be picked up in front of your house every second week. Every other week the »Restmüll« will be picked up. Bottles with refund you can bring back to the shop and you will get the refund back.

Flea markets

Antique and jumble market

Weserpromenade Schlachte, every Sat 8:00 am – 2:00 pm,

Nice second-hand things:

books, glass, porcelain, useful household utensils etc.

Flea market Bürgerweide

Sun 7:00 am – 2:00 pm, Bürgerweide antiques, modern and useful things. If there are events on the Messe area, the flea market is transferred to the Hansa-Carré in Pfalzenburger Straße.

Flea market Neustadt

Car park Duckwitzstraße, every Sunday: April – October from 5.00 am, November – March from 6.00 am

Markets

Kajenmarket

May – September every Saturday 10.00 am – 4.00 pm, on the Weser boardwalk »Schlachte«. Colourful programme with live music, arts and craft, street artists, carnival barkers, traditional as well as exotic delicacies.

Christmas market — 24 November – 23 December 2011

Mon–Sat 10:00 am – 8:00 pm, Sun 11:00 am – 8:00 pm, More than 150 Christmas stands around the town hall and »Roland«, on the market place and in the shopping promenades.

Schlachtezauber — 24 November – 23 December 2011

daily 11:00 am – 8:30 pm, a medieval, winterly Christmas Market on the Weser boardwalk »Schlachte«

Public festivals

Bremer Freimarkt — 14 October – 30 October 2011

Mon–Thur, Sun 1:00–11:00 pm, Fri, Sat 1:00–12:00 pm,

Traditional public festival on the »Bürgerweide« with several stands such as roller coaster, big wheel, and the »Kleiner Freimarkt«, a small market on the »Marktplatz« with fritter, almonds and »Lakritze« (liquorice) and a roundabout.

Opening celebration including fireworks in the evening is on October 14th. A procession through the city centre is on October 10th.

Bremer Osterwiese — 30 March – 15 April 2011

Big spring celebration on the »Bürgerweide« with mobile shops for the whole family and delicacies from the whole world.

Concert halls/clubs

Bremen offers very different locations for all kinds of concerts from opera to punk rock:

Theater Bremen

www.theater-bremen.de

Die Glocke

www.glocke.de

Pier 2

www.pier2.de

Tower

www.tower-bremen.de

Römer

www.roemer-bremen.de

Schlachthof

www.schlachthof-bremen.de

Schwankhalle

www.schwankhalle.de

Spedition

www.spedition-bremen.org

Modernes

www.modernes.de

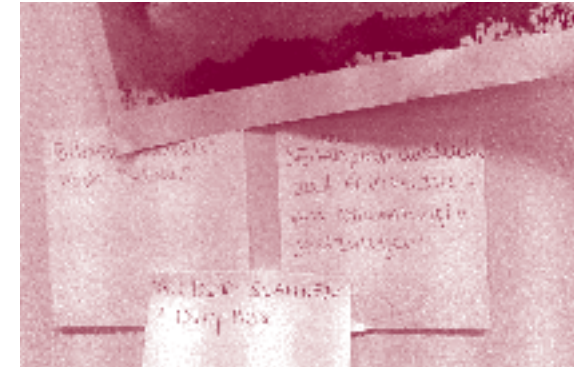
Die Lila Eule

www.lilaeule.de

Die Friese

www.diefriese.de

How to do better



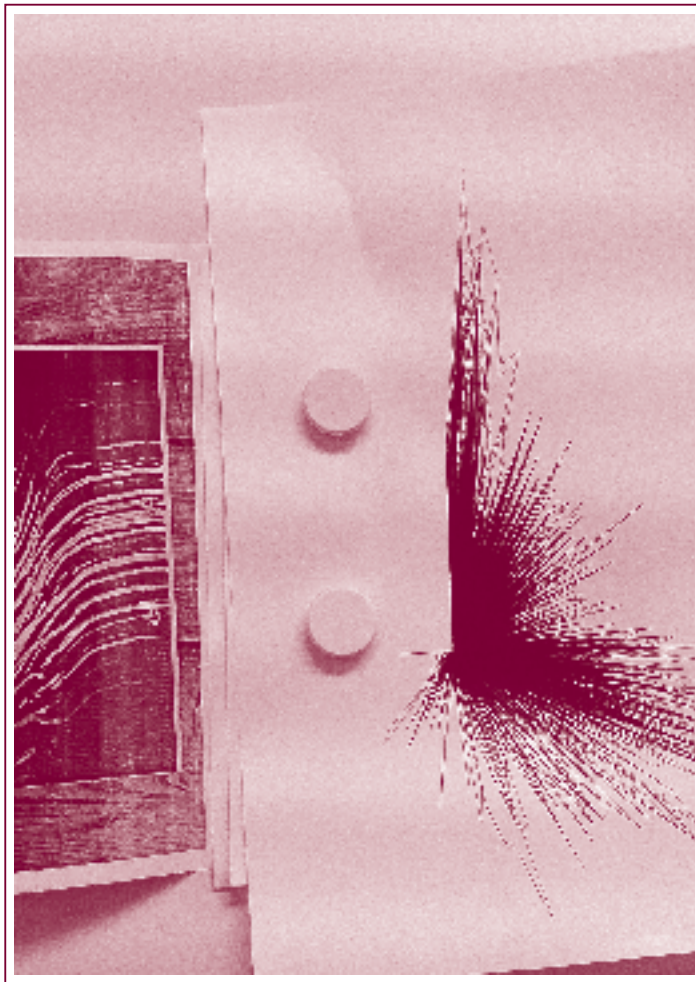
SECURITY ADVICE

In the interests of a well, smooth and orderly running of the event, as well as the safety of the performers, students and visitors, the following points should be strictly adhered to: ♦ Passageways must be at least 2 m wide and 2 m high. ♦ The opening area of all doors must be safeguarded. ♦ Generally, emergency exits must be left open or accessible. ♦ Stairs and staircase railings must be maintained in their original condition. ♦ Sharp, pointy objects may not protrude into walkways. ♦ Objects less than 80 cm high may not be placed in walkways (risk of falling). ♦ Cables and lines that are laid on the ground must be

taped* or covered with rubber mats. ♦ Floor covers must be secured* to prevent slipping. ♦ In rooms that are darkened under normal operating conditions, devices that allow for a safe orientation must be available. ♦ Emergency exit lights may be neither covered nor switched off. ♦ Safety installations (emergency off switch, audible and visual indicators) must be entirely visible at all times. ♦ All emergency exits, escape routes and walkways must be kept free of smoke and fire loads (« fire-proof » materials may be exclusively found in these areas). ♦ Smoking, fire and exposed candles are forbidden. ♦ Smoke alarms may not be covered. ♦ Fire-fighting equipment (fire extinguishers) must remain accessible. ♦ Heat-generating devices (lights) must be maintained at appropriate distances from flammable objects. ♦ Surfaces and superstructures must be assessed and secured, positioned, supported, braced, mounted and /or anchored such that they cannot slip, tip over or fall down. ♦ Portable lighting,

image and sound devices must be secured from falling by two pieces of equipment that operate independent of each other. ♦ Superstructures and decorations, with the exception of furniture, may only be used if they are flame resistant. ♦ Hanging objects in the light wells must be secured from falling with chains. ♦ Loose parts must be secured such that accidental touching is not possible. ♦ Windows, doors or walls may not be damaged. ♦ Electrical installations must be carried out according to the VDE 0100 standards (completion exclusively by a specialized electric company, in coordination with the house management). ♦ Electrical equipment outdoors must be in accordance with the IP 54 protection standards at the least. ♦ The fire lane must be kept clear with a space of 4 m width and height, without bends or curves, for the entire length of the Speicher XI. ♦ For further inquiries, Michael Hinrichs (extension 1149) is available to contact. All requirements and regulations can be seen in Department 4 (Michael Hinrichs).

***In choosing adhesive labels and tape, removable and residue-free materials should be used. The labels and tape must be removed immediately following the event, free of residue.**



Imprint

Design

Concept Malena Bahro, Jan Charzinski, Leonie Francke, Adnan Galic, Bennie Gay, Clemens Gensch, Andrea Karch, Jihoon Kim, Christine Klein, Alicja Koc, Berrin Kolay, Kim Kraul, Dalila Maganinho, Daniel Persy, Emma Richter, Merle Richter, Leefje Roy, Maja Spence, Jasper Szlagowski, Sarah Volz, Nina Wood **Design and production** Malena Bahro, Jan Charzinski, Jasper Szlagowski, Sarah Volz

Art direction

Prof. Andrea Rauschenbusch

Tutor

Marion Kliesch

Authors

Birgit Harte, Philipp Tockhorn

Copy-editing

Sylvia Bargstedt, Textgärtnerei,
www.textgaertnerei.de

Print

Stürken Albrecht GmbH & Co. KG,
www.stuerkenalbrecht.de

Paper

Cover — Papyrus Recyconomic 170 g/m²,
ETTE Report — Papyrus Recyconomic 70 g/m²,
Graphic Novel — Papyrus Recycomiic Colour 90 g/m²

Type

Priori Sans OT, Emigre Inc., USA,
www.emigre.com

Colour

Pantone 7421 and 326, www.pantone.com

Pictures ETT E Graphic Novel

pp. 46, 47 Adnan Galic, p. 48 Kim Kraul, p. 48, 49 Berrin Kolay / Alicja Koc, p. 50 Sarah Volz / Christine Klein / Malena Bahro, p. 51 Marion Kliesch, pp. 52, 53 Jasper Szlagowski, pp. 54, 55 Merle Richter, pp. 56, 57 Bennie Gay, p. 58 Bennie Gay / Kim Kraul