To all members of Hochschule für Künste

- via email -

April 9, 2020
UPDATE: General instructions

Dear colleagues and dear students,

At the moment, I would like to forward you an update on the following information:

Regarding events at HfK Bremen:
- All (public) events at HfK Bremen [e.g. concerts, exhibitions, workshops etc.] have to be cancelled until and including May 31, 2020. This applies to all scheduled events that were both planned to take place at HfK sites and facilities as well as at external locations.

Regarding course catalogue and registration for final exams at the Arts and Design Department
- Taking final exams (Fine Arts Diploma, final exams Bachelor and Master) will be possible during the summer semester 2020 in the programs Digital Media, Integrated Design and Fine Arts.
- Due to the challenging circumstances of the current situation and as an exemption, all deadlines to register for final exams are suspended for the Fine Arts and Integrated Design program. Registration for these examinations is possible at any time throughout the semester starting from 01.05.2020. As there hasn’t been a deadline for the program Digital Media, registration is possible at any time; here too.
- The accompanying compulsory courses will be offered in all three programs during summer semester 2020, initially by online teaching only and compulsory.
- Detailed information on the examination registration process is currently being prepared and will be published by e-mail by Wednesday, 15.04.2020 at the latest and will also be made available in ARTIST as a download.
- After the publication of aforementioned information, Campus-Office KuD will answer any questions, preferably by e-mail to campus-office-kud@hfk-bremen.de or, to a limited extent, by telephone 0421/9595-1210. Concerning the Fine Arts Diploma program, please contact Dezernat 1 - Student and Academic Affairs: Dezernat1@hfk-bremen.de
- As of today, the official course catalogue can be viewed online. Starting on April 20, 2020, you can enroll for courses.
Overview of support and assistance services
- You can find a list of information and contact details regarding topics such as financial support, advice on finding scholarships, BAFöG, residence permit, mental health and social counseling etc., on a newly created website that also includes direct links. All information on this website is updated and extended frequently.

If you know of any other support service that is not yet listed on the website, please forward information on this to corona@hfk-bremen.de

German: https://www.hfk-bremen.de/corona-hilfe
English: https://www.hfk-bremen.de/en/corona-support

Instructions regarding work and disciplinary legal topics, issued by the Senator for Finance
For detailed information, please find the latest statement from the Senator for Finance attached. For you convenience, I summarize all main points:

- **Requiring special leave due to childcare**
  If you need to take care of minor children due to the closing of schools and nurseries and cannot rely on third persons for doing so, the option to request paid special leave can be extended to April 19, 2020. If you need to request special leave of absence, please submit another application to Dezernat 3: d3corona@hfk-bremen.de

- **Doctor’s note after five calendar days**
  If employees are not able to fulfil their work obligations, they have to inform their employer immediately and indicate how long they will require sick leave. If they are sick longer than three calendar days, they are required to hand in a doctor’s note. In order to not overextend the capacities of medical personnel, employees showing flu-like symptoms have up to six calendar days to submit a doctor’s note. This directive is valid until and ends with April 30, 2020.

- **Remaining vacations days**
  Usually, employees have to take the remainder of last year’s vacation days until September 30 of the following year. The deadline for transferring remaining vacation days of the last year has been extended to December 31, 2020 due to the current situation.

Please distribute this announcement within your department and inform your colleagues and fellow students.

As you will receive the latest and updated information, in line with rapidly evolving developments, through your official HfK email account, I encourage you to check your official HfK emails regularly.

I sincerely thank you for your patience and your support.

With kind regards.

- digital version without signature -

Dr. Antje Stephan
Chancellor