

## GENERAL INFORMATION for Exchange Students

Academic Year 2023/2024

<b>Institution</b>	
University	Hochschule für Künste Bremen
In English	University of the Arts Bremen
Name of Head of Institution	Prof. Roland Lambrette
Title	President
Erasmus ID Code / PIC / OID	D BREMEN03 / PIC 949578203 / OID 10102480
Name and address of International Office	International Office, Susanne Schäfer, Anke Schmidt Am Speicher XI 8
Post code, city	D-28217 Bremen
Country	Deutschland/Germany
Phone (Susanne Schäfer) Phone (Anke Schmidt)	0049-421-9595-1040 0049-421-9595-1042
Fax	0049-421-9595-2040
Email	international-office@hfk-bremen.de
Homepage Info International Office	www.hfk-bremen.de https://www.hfk2020.de/de/internationales/
<b>Exchange Application Registration and upload of documents</b>	<a href="https://application.hfk-bremen.de">https://application.hfk-bremen.de</a>
Documents to be uploaded on the online portal:	CV, Letter of Motivation, Portfolio or Recording, Information on language proficiency, 1 ID sized photo. Learning Agreements are organized at the beginning of the semester when the course programme is published  <a href="https://application.hfk-bremen.de">https://application.hfk-bremen.de</a>
Application deadline for winter semester	<b>15 May</b> / online portal open from 1. April to 15 May <a href="https://application.hfk-bremen.de">https://application.hfk-bremen.de</a>
Application deadline for summer semester	<b>15 November</b> Online portal open from 1 October to 15 November <a href="https://application.hfk-bremen.de">https://application.hfk-bremen.de</a>
Suggested Arrival Date	Approx. 3 days before the mandatory introductory meeting of the International Office if offered in presence; otherwise it is recommended to arrive in Bremen 3-5 days before the actual starting date of lectures.
Arrival	If available, our student assistant will support the students in organizational and study related issues at the beginning of the semester (pick up service, general questions)
Orientation Days	Enrolment, introduction into the structure of the university some days before lectures start. Cultural orientation in Bremen during the weekend before official start of lectures. Due to the Covid-19 pandemic, partly online.
HfK Email Account	In the process of registering as a visiting student, an individual HfK-email address is generated automatically. Students will be informed during enrolment accordingly. It is expected that visiting students use the HfK-email address for university-related communication.

<b>Faculty of Art and Design</b>	<p><b>Fine Arts:</b> (Diplom structure, 10 semesters) Painting, Drawing, Printing, Sculpture, Ceramics, Video/ Film, New Media and Concept</p> <p><b>Integrated Design:</b> BA 6 semesters, 180 ECTS/ MA 4 semesters, 120 ECTS; graphic, product, fashion design integrated in one study programme</p> <p><b>Digital Media:</b> BA 6 semesters, 180 ECTS/ MA Media Design 4 semesters, 120 ECTS</p>
<b>Faculty of Music</b>	<p>Study programmes: BA 8 semesters, 240 ECTS/ MA 4 semesters, 120 ECTS: Music Performance (Composition, Jazz, Early Music, Vocal + Instrumental Performance), Music Education (Elementary Music Education, Jazz, Vocal, Instrumental)</p>
<b>Language requirements for exchange students</b>	<p>Exchange students are expected to have either good German <u>or</u> good English skills. B1-B2 level recommended. The official language of instruction at HfK Bremen is German, but teachers and students can give advice in English. Some courses in Digital Media are given in English.</p>
<b>German language courses</b>	<p>In cooperation with the language center at the University of Bremen <a href="https://www.fremdsprachenzentrum-bremen.de/?L=0">https://www.fremdsprachenzentrum-bremen.de/?L=0</a> we try to offer German language courses free of charge to each visiting student. A placement test is organized at the beginning of each semester. Please note that we cannot guarantee a place.</p>
<b>Relevant websites</b>	<p>List of teachers Fine Arts &amp; Design  <a href="http://www.hfk-bremen.de/persons#showgroup/579">http://www.hfk-bremen.de/persons#showgroup/579</a>  List of teachers Music  <a href="http://www.hfk-bremen.de/persons#showgroup/580">http://www.hfk-bremen.de/persons#showgroup/580</a>  Information on programmes: <a href="http://www.hfk-bremen.de/en/t/studium">http://www.hfk-bremen.de/en/t/studium</a>  Course programme: <a href="http://www.hfk-bremen.de/en/t/studium">www.hfk-bremen.de/en/t/studium</a> Please click on one of the study programmes under Faculty of Art and Design or Faculty of Music, then on the left hand side 'course catalogue'.  Students' works: <a href="http://www.hfk-bremen.de/projects">http://www.hfk-bremen.de/projects</a>  Programme Digital Media:  <a href="http://www.digitalmedia-bremen.de/en">http://www.digitalmedia-bremen.de/en</a></p>
<b>ECTS Information and Grading System</b>	<p>ECTS and grades in Design and Digital Media/ no grades in Fine Arts. The workload for a full-time student is measured at 30 ECTS for one semester. 1 Credit point equals 30 hours. Exchange students are allowed to take less credits. Exchange students in Fine Arts will receive ECTS and grades if required by their home university. Exchange students should make sure to know the rules of their home university study programme.</p> <p>Grading system at HfK Bremen:</p> <p>1.0 – 1.3 sehr gut – very good  1.7 – 2.0 – 2.3 gut – good  2.7 – 3.0 – 3.3 befriedigend satisfactory  3.7 – 4.0 ausreichend – sufficient  5.0 nicht ausreichend – fail</p>
<b>Enrolment</b>	<p>All visiting students are asked to pay a semester contribution of approx. 320.00 EUR. The semester contribution does not constitute a tuition fee. The amount includes the <b>public transport</b> ticket (approx. 200.00 EUR) valid for 6 months for all buses, trams and trains to nearby cities as Hamburg, Hannover etc. and the whole federal state of Lower Saxony. All Bremen universities made this agreement with the public transport</p>

	company to the students' advantage. Also included is an obligatory contribution for the student union and the student services organisation.
<b>VISA</b>	We strongly advise that students take care of their necessary visa procedures in their home country. Visa and residency permit procedures depend on the nationality/residency country of the student. <a href="https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node#content_0">https://www.auswaertiges- amt.de/en/einreiseundaufenthalt/visabestimmungen- node#content_0</a> Students have to register in Bremen with the local authorities.

<b>Health Insurance</b>	EU citizens can present their European Health Insurance Card. <b>However, we recommend to take out an additional private health insurance for Germany, especially, but not only due to the Covid-19 pandemic.</b> Students with health insurance from other countries need a certificate from a German insurance company that it is also valid in Germany. Otherwise the student needs to take out insurance with a German insurance institution. Students receive information on the process via email from the International Office at HfK Bremen.
<b>Accommodation</b>	Limited number of places in student dormitory (6). Finding private accommodation is supported by student assistants, however it is the exchange students' responsibility to find a room.
Average Costs for Accommodation	Between 300 - 450 EUR per month
<b>Estimated living costs</b>	450 EUR per month
	The University of the Arts Bremen cannot offer any scholarships for visiting students.
<b>Academic calendar: (the academic year in Germany starts with winter semester, dates subject to change)</b>	
Winter semester: Lectures Faculty of Art and Design	16.10.2023-16.02.2024
Winter semester: Lectures Faculty of Music	09.10.2023-16.02.2024
Examination session	In general, at the end of the semester
Open Days HfK Bremen	TBA
Semester break	22.12.2023-05.01.2024
Summer semester: lectures Faculty of Art and Design	02.04.2024-05.07.2024
Summer semester: lectures Faculty of Music	02.04.2024-12.07.2024
Examination session	In general, at the end of the semester
Semester break	06/13.07.2024 - 30.09.2024