

# International Student Handbook



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## 1. Welcome to Weimar

With its population of 65,000 residents, Weimar is small enough to feel familiar in a short time, let you focus on your studies and yet large enough to offer plenty of diversions. There are fascinating opportunities for art and culture aficionados, lovers of nightlife, athletes, and foodies – opportunities comparable to those you'd expect from a big city. The greatest of these, of course are the cultural opportunities – not only because the titles of »European Capital of Culture« (1999) and »University Town« (since 2004) come with certain obligations in this regard, but also through the effect of key figures who have left their mark on Weimar in Germany.

Weimar occupies a relatively central location in Germany, and can be reached by train, bus or car (via Autobahn A9 and A4) from nearby cities with international airports – such as Frankfurt, Berlin, and Leipzig – in three hours or less.

**To experience** the spirit of Weimar, pay a visit to the many museums and the locations where personalities such as Goethe, Schiller, Liszt, Nietzsche, Gropius, Itten and Kandinsky created their works. The spirit of history is not limited to the museums and exhibits; you can feel it throughout the city. Even in the green spaces – the Park on the Ilm, the nearby Park Tierfurt, the historic cemetery and the Schlosspark Belvedere – it is only a matter of time before you encounter the great names of those who have resided here. The numerous parks are perfectly suited to strolling, relaxation, picnicking and leisure activities.

The park is also a meeting point for runners, soccer, frisbee and occasionally cricket players - swimmers probably prefer the swimming pool ('Schwanseebad') of the city, as the river Ilm is not really suitable for swimming. Even so, there is a small part where you can cool down your feet on hot summer days!

**On Ettersberg**, some 10km from the centre of Weimar, the Buchenwald Memorial is located. The permanent exhibit and paths leading around the expansive terrain explain the history of the former concentration camp of Buchenwald, the Soviet internment camp, and the memorial itself.

**If you want** a short break after a day of studying, Weimar offers four movie theatres; The »Lichthaus Kino« on Kirschberg and the communal cinema »mon ami« on Goetheplatz usually run films that are out of the mainstream and put on selected theme-based events, whereas the »Cinestar« in Schützengasse and the »3D-Kino im Atrium« show the proven mix new releases and blockbusters.

**Shopping** fans can also get their money's worth in Weimar. In addition to the 'Atrium' in Friedensstraße, there is an increasing number of shops downtown where graduates of the Bauhaus University present their designs. And many concert halls, pubs and clubs host musical events from our own music students as well. There is also plenty to be found outside of Weimar – with a semester ticket for regional trains, you can easily get to the nearby state capital of Erfurt, or the city of Jena.

**Every year**, Every year, events such as the backup\_festival, Bauhaus Summer School, the Yiddish Summer, the 'Kunstfest' (Art Festival), the 'Klangrausch' festival, a couple of the 'Lange Nacht' type of events, and the biggest festival in Thuringia, the 'Zwiebelmarkt', ensure that there is never a boring moment in the summer.

The programme of the »Deutsches Nationaltheater Weimar« (DNT), ranging from modern dance to opera, concert performances, and classical plays is considered unique in all of Germany. As a student of the HfM, you will receive free tickets if they are left over directly before the event at the



DNT. Buying your ticket in advance, you will pay discount prices at all of the venues of the DNT, the numerous small performance spaces and cabarets, and nearly all of the cultural facilities in Weimar and the surrounding area.

**Friends of contemporary art** can also enjoy the »Neues Museum«, »C.Keller« and the »ACC Galerie«. Local radio and television stations provide information on exhibits, readings, and other events.

**Grocery shopping** can be done close to the University in the downstairs supermarket inside Goethekaufhaus on Theaterplatz or at the Nahkauf in Steubenstraße.

On the market at Marktplatz from Monday to Saturday you can also find vegetables, fruits, eggs and more. Organic food markets are located at Herderplatz (Rosmarin) and on Eduard-Rosenthal-Straße and Damaschkestraße (bigger supermarkets) outside of the city centre. Large chain supermarkets can be found in the suburbs outside of Weimar.

**If you prefer** to leave the cooking to someone else, you cannot go wrong with one of numerous restaurants serving domestic and international cuisine. In addition to gourmet cuisine, there is a huge selection of cafés, bars, and pubs, as well as a bratwurst stand on nearly every corner.

And it can all be found in a city centre where nothing is more than 10 minutes' walk away.

On those occasions when you have to go a longer distance, or simply do not have time to walk, you can reach everything in Weimar by bike or bus.

**Last, but not least, the team of the International Office and the International Scouts, are here to welcome and advise you. We host several events during the semester, so look out for posters, visit our Social Media pages (International Office HfM Weimar).**

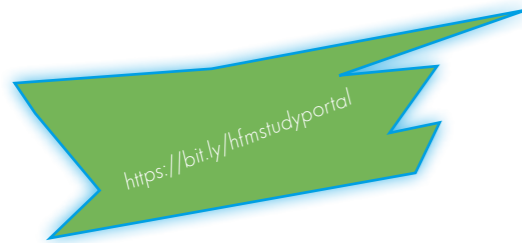
Don't hesitate to drop by or leave a message if there's anything you need help with! All requests can be directed to [international@hfm-weimar.de](mailto:international@hfm-weimar.de)



## 2. Organising the start of your studies

### 2.1. Application process

The first step to apply for a study program at the HfM Weimar is choosing the field of study and the academic degree you are interested in and then, check the requirements for the option you selected. You can find our institutes and departments in the 'Studies Portal' on our website- just follow the QR code or this link:



In general we offer the following degrees:

- Bachelor of Music
- Bachelor of Arts
- Bachelor of Education
- Master of Music
- Master of Arts
- Master of Education
- First state examination
- Diploma (only church music)
- Konzertexamen (third-cycle studies)
- Doctorate – in Musicology, Music Education and Cultural Management

The academic degrees offered, vary for each study programme, so please consult our website for more detailed and current information.

### 2.2. General requirements for applicants outside the European Union

The following qualifications are required for studying at the University of Music FRANZ LISZT Weimar:

- ⇒ For all pedagogical and scientific study programmes, you will need to demonstrate that you hold the ‚Allgemeine Hochschulreife‘ or equivalent.
- ⇒ Only for performance studies this condition may be waived.
- ⇒ Furthermore, you will need to successfully take an audition at the HfM Weimar, according to the institution's regulations for auditions. For the concert diploma course, you will need to hold an undergraduate degree in the subject you are intending to take as your major subject, as well as successfully taking the audition. A degree in music education is not sufficient.
- ⇒ In order to study music education, musicology and cultural management, proof of German language skills at level C1 is required, for artistic subjects level B2 is sufficient. Language skills can be proven, for example, with the ‚Deutsche Sprachprüfung für den Hochschulzugang‘ (DSH), the ‚Test Deutsch als Fremdsprache‘ (TestDaF), ‚The European Language Certificates‘ (telc), or Goethe certificates. We recommend attending a certified language school.
- ⇒ For Konzertexamen and Erasmus students a B1 language proficiency is recommended, but does not need to be certified.

#### 2.2.1. Required documents for degree-seeking students

Please apply online first and check the specific requirement for your field of study:



The following documents must be submitted with your application:

- ⇒ Selection of pieces for the audition in your core subject
- ⇒ A tabular CV, which provides information about your artistic development in particular
- ⇒ Only for scientific and pedagogical studies: proof of your ‚Allgemeine Hochschulreife‘ (e.g. ‚Abitur‘) or a statement that you expect to obtain this qualification before beginning your course
- ⇒ For postgraduate applications: proof of your completed undergraduate degree, or a statement that you expect to obtain this qualification before beginning your course
- ⇒ Applicants who are not yet of legal age (i.e. under 18): a statement of permission from your parents/guardians
- ⇒ International applicants: certified proof of your current German language proficiency (not compulsory)
- ⇒ International applicants: you will need to provide all relevant documentation in certified German translation

### 2.2.2. Change of institutions

#### Recognition of previous studies

Should you be changing your institution within the territory of the ‚Hochschulrahmengesetz‘, qualifications already obtained as part of the same degree course will be fully acknowledged. Those exams required as part of the exam regulations at the HfM Weimar which were not taken at your previous institution will need to be taken retrospectively.

The principle that the same degree requires the same qualifications is applied. Since you will not be demoted to a lower year of study when changing your institution, we recommend that you check whether you will be able to obtain the outstanding qualifications at the HfM Weimar in the remaining terms left for the timely completion of the course in the standard course outline before your application.

#### Recognition of exam qualifications obtained abroad

Applicants for diploma, first state exam, or Magister Artium degrees should be aware that qualifications obtained or exams taken abroad will be recognised only up to the pre-diploma (Vordiplom) or ‚Zwischenprüfung‘ stage, and only if their equivalence can be demonstrated. You will require the necessary certificates in German translation and as certified copies, and will need to submit these to the examination office following enrolment.

Exams which need to be completed as part of the fundamental studies („Grundstudium“, terms 1–4) at the University of Music FRANZ LISZT Weimar, will need to be taken retrospectively if they have not yet been taken elsewhere.

The recognition of any pre-qualifications is not possible for graduate studies. Please contact the examinations office for further information.

### 2.2.3. Aptitude tests

Aptitude tests are intended to provide proof of a special artistic aptitude for the chosen course of study with regard to the intended study objective.

This includes, in particular, a developed musical talent, interpretative ability and creative will as well as a developed instrumental, vocal or movement technical ability on the basis of distinct technical skills related to the subject and knowledge of musical functions and contexts. In addition, proof of musical listening skills and knowledge of music theory must be provided. Aptitude tests are only mandatory for artistic and pedagogical study programmes.

**ATTENTION:** For most subjects, a video (.mp4) must already be uploaded with the application. Please note the specific requirements in the qualifying examination for your subject at.

<https://bit.ly/hfmauditions>

### 2.2.4. Visa

EU citizens, and nationals of a few other countries, including Andorra, Australia, Honduras, Iceland, Israel, Japan, Canada, the Republic of Korea, Lichtenstein, Monaco, New Zealand, Norway, San Marino, Switzerland, and the USA do not require a visa to enter Germany. They may enter the country without visa, but will require a permit to stay in Germany for the duration of their studies. This permit must be obtained from the relevant immigration office (‘Ausländerbehörde’) within three months of arrival.

Nationals from all other countries must apply to the German embassy in their home country for a study visa. You are strongly discouraged to come to study in Germany on a tourist visa! Please consult with the German embassy, consulate or other intermediating application agencies in your home country. You can find the addresses of the German diplomatic missions on the website of the Federal Foreign Office, which also contains information on exactly which documents you will need:

<https://www.auswaertiges-amt.de/en/visa-service>

### 2.2.5. Proof of financing

Before you begin your studies, you will have to prove that you have enough money to support yourself if you come to Germany on a student visa. The document you need is called a ‘Finanzierungsnachweis’, or proof of financial resources. The amount of money you need per year is called ‘Regelbedarf’, which means it is the amount of money that is estimated to be needed by a student to live in Germany for one year.

**There are a number of ways to show that you can finance your studies. The following forms of proof are possible:**

- ⇒ Your parents can submit documents certifying their income and financial assets.
- ⇒ Someone with permanent residence in Germany can guarantee the Alien Registration Office to cover your expenses.
- ⇒ A security payment can be deposited into a blocked account.
- ⇒ You can present a bank guarantee.
- ⇒ You can present a scholarship award notification from a recognised scholarship provider.

Make sure to inquire at the German embassy in your country as to which form of financial proof is required! In the following chapter, we would like to provide you with more information on the German blocked account that is the most used way to proof your finances:

#### German blocked account

- ⇒ The blocked account must have sufficient credit in order to cover the costs arising for the duration of your planned stay in Germany, unless other proof of financial support is presented in the visa procedure. Certain standard rates apply that are based on the rates for German students. From 1 January 2023, the presumed annual requirement that must be paid into the blocked account when applying for a visa amounts to 11,208 euros.

The account may only permit the withdrawal of a certain amount per month (for students currently 934 euros).

- ⇒ The blocked account may only be closed with the consent of the blocked account beneficiary. The blocked account beneficiary is either the mission abroad or, after entering Germany, the competent foreigners authority. A blocking notice therefore only ensures that sufficient funds to cover living expenses are always available. It does not entitle the blocked account beneficiary to withdraw money from the blocked account.
- ⇒ Please be aware that living costs are rising constantly, so Always check online for the most current information:

<https://bit.ly/foreignoffice>

Also have a look at the FAQ for studying in Germany:

<https://bit.ly/faqstudyinggermany>

### 2.2.6. Health Insurance

Anyone who wants to enrol at a German university must have health insurance.

You have to provide confirmation of health insurance coverage when you enrol at university and when you register with the Alien Registration Office. That's why we recommend obtaining health insurance as soon as you arrive in Weimar. Depending on your age, country of origin and the purpose of your stay, you may decide to take out a policy with a private or public health insurance provider. Depending on the country you come from, your health insurance may also be valid in Germany. Erasmus students may be able to apply for the European Health Insurance Card (EHIC) Find out in good time by contacting your insurance company at home!

- ⇒ **Generally all students must have health insurance recognised by a public health insurance companies.**

The student rate – about 80 euros a month – is the same at all public health insurance companies.

There is a wide choice of statutory health insurance providers with whom you can take out insurance. Basic coverage is always the same: your health insurance covers the cost of check-ups, treatment for illness or after an accident, and certain medications. General costs for hospital stays are also covered. For more information on the various health insurance providers, please check online at [www.krankassen.de](http://www.krankassen.de) (website only available in German – tipp: turn on the automatic website translation add-on to your browser!)

[www.krankassen.de](http://www.krankassen.de)



### 2.2.7. Fees

There are no fees for studying for an undergraduate or graduate degree. However, students have to pay a continuation fee of Euro 500 if they exceed the regular duration of their undergraduate course by more than four terms, or their graduate course by more than two terms. Independent of your course, you will have to pay a termly registration fee („Semesterbeitrag“) when you enroll or re-register yourself; this includes your contribution to the HfM Weimar student council, as well as a ticket for regional trains within Thuringia. You will find the current registration fee on our website at

<https://bit.ly/semestercontribution>

### 2.2.8. Preparatory language courses

In addition to other institutions, the language centre at the Bauhaus University offers German courses to applicants and students at the HfM Weimar. You can request further information from:

Sprachenzentrum der  
Bauhaus-Universität Weimar  
Coudraystraße 13a  
99421 Weimar

sprachenzentrum@uni-weimar.de  
Telephone: +49 3643 | 582 391  
Fax: +49 3643 | 582 392

### 2.3. Applying through ERASMUS

ERASMUS is an education project of the European Union with the aim to support international student and academic exchange. It has, among other things, the task of arranging a 2 to 12-month period of study in a foreign country.

Students from our partner institutions are warmly welcome to apply for our ERASMUS programme at the HfM Weimar (Hochschule für Musik FRANZ LISZT Weimar; ERASMUS code D WEIMAR02). You will need to apply through your home university. Please observe the deadline for ERASMUS applications of your ERASMUS office.

Please carefully fill in the application form and the form 'Learning Agreement' both issued by your home institution, and also submit your curriculum vitae and a letter of motivation.

Students studying music performance should add a YouTube link with their own recordings or, should the need arise, scores of their own compositions. Forms and recording/ composition have to be submitted to the ERASMUS office or International Office of your home institution. They will send it to the HfM Weimar. Applications sent by students directly to our school cannot be accepted. Please send your application to [erasmus\(at\)hfm-weimar.de](mailto:erasmus@hfm-weimar.de).

[erasmus@hfm-weimar.de](mailto:erasmus@hfm-weimar.de)

All ERASMUS students are invited to strengthen and improve their German language skills before starting the semester. German language courses are free for ERASMUS students and are offered by the Sprachenzentrum at the Bauhaus-University Weimar.





### Important information for Erasmus students with third-country nationalities

Third-country nationals who are studying or researching within the EU and hold a residence permit issued by another EU member state under the Directive (EU) 2016/801 are entitled to study and conduct research in Germany without a German residence permit.

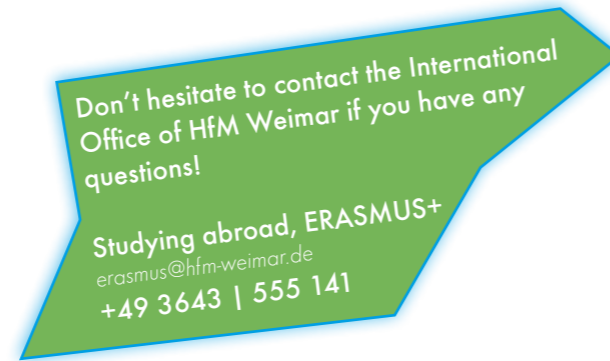
Students are permitted to conduct part of their studies in Germany for up to 360 days as part of a multilateral study program or if they are covered by an agreement between two or more higher education institutions.

Researchers are permitted to conduct research for a short period of time (short-term mobility, up to 180 out of 360 days) and for longer periods (long-term mobility, 180 up to 360 days) in Germany if they have a corresponding hosting agreement or a contract with a German research institution.

To make use of mobility rights, the host institution in Germany has to notify the National Contact Point at the Federal Office for Migration and Refugees

Documents to be submitted with the notification form:

- ⇒ Copy of the residence permit under the Directive (EU) 2016/801
- ⇒ Required proofs from the host institution
- ⇒ Proof of means of subsistence including proof of health insurance
- ⇒ Copy of passport



### 2.4. Checklist

Application	step by step	[✓]	Before Arrival	step by step	[✓]
Audition pieces	Preparation of pieces for the audition in your core subject	[ ]	Travel documents	Prepare the necessary travel documents (if necessary: visa, REST Directive, eAT etc.)	[ ]
Tabular CV	Information about your artistic/academic development	[ ]		and take care of the formalities (insurance etc.) for international students in Germany.	[ ]
Qualification (undergraduate)	Proof of your general higher education entrance qualification ('Abitur' or equivalent), or a statement that you expect to obtain this qualification before beginning your course	[ ]	Finances	Transfer the semester fee and apply for a blocked account if necessary for your VISA	[ ]
Qualification (postgraduate)	Proof of your completed undergraduate degree, or a statement that you expect to obtain this qualification before beginning your course	[ ]	Accommodation	Apply for the student dorm as soon as you get your placement offer.	[ ]
Applicants under 18	Applicants who are not yet of legal age have to provide a statement of permission from your parents/guardians	[ ]	Enrolment and Arrival	step by step	[✓]
International applicants: language proficiency	Proof of your German language proficiency: TestDaF 3 (for performance degrees), TestDaF 4 (for musicology, arts management, teaching degrees); enquire the Student Administration for alternative option	[ ]	Semester Fee	Proof that you have paid the current termly fee	[ ]
International applicants: translation	International applicants will need to provide all relevant documentation in certified German translation	[ ]	Specific fees	Proof that you have paid any other fees incurred in relation to your course	[ ]
Exams	Pass the admission exams	[ ]	Health insurance	Proof that you are registered for health insurance, in accordance with the relevant 'Studentenkrankenversicherungs-Meldeverordnung', or proof of exemption from this requirement	[ ]
			Entrance qualification	Any outstanding documentation of your right to attend university ('Hochschulzugangsberechtigung'), or outstanding degree certificates	[ ]
			De-registration	If you are changing university, you will need to provide a certificate of de-registration from your previous institution	[ ]
			City registration	Register your permanent address at city hall.	[ ]
			Sign up for classes	Enroll for your courses (some have limited participant capacities!)	[ ]

### 3. Arrival and Residency

#### 3.1. Entry requirements

Before traveling to Germany, International students should find out about entry requirements for Germany at the German embassy in their home country. The regulations differ widely from country to country. Find out from the 'Auswärtiges Amt der Bundesrepublik Deutschland' or the 'Deutscher Akademischer Austauschdienst' (DAAD) whether you need a visa and, if so, what type.

Spouses of students wishing to travel to Germany must demonstrate knowledge of the German language. Only certain German courses are recognised for entry to Germany. Look into this ahead of time at the German Embassy in your home country. Children under 16 years of age are generally allowed to enter the country with their parents.

You are not permitted to study or work in Germany with a tourist visa. More information available [auswaertiges-amt.de](http://auswaertiges-amt.de) or [daad.de](http://daad.de)

Get more information on residency law at: [bamf.de](http://bamf.de)

#### Residence permit

Students from outside the EU need to apply for a residence permit at the 'Ausländerbehörde Weimar'. The kind of residence permit you need depends on the reason for your residence. You are not allowed to work or study in Germany with a tourist visa. The application can be done online as well. For current fees and contacts, please check the website:

<https://bit.ly/residencepermitweimar>

General information on appointments and opening times can be found here:

[https://bit.ly/auslaenderbehoerde\\_appointments](https://bit.ly/auslaenderbehoerde_appointments)

#### 3.2. Enrolment

The applicant will generally receive notification within four weeks after the audition. This letter contains the audition result, and will provide enrolment information should your application have been successful. For postgraduate applications, it may take more than four weeks for notification to be sent to you. The entitlement to enrolment is valid only for the term specified in the notification letter.

You must enroll yourself within the given period. Enrolment is completed by using the appropriate form, which may be sent to us via post.

You will need:

- ⇒ Proof that you have paid the current termly fee
- ⇒ Proof that you have paid any other fees/costs incurred in relation to your course
- ⇒ Proof that you are registered for health insurance, in accordance with the relevant 'Studentenkrankenversicherungs-Meldeverordnung' of 27 March 1996 (BGBl. I. page 568), or proof of exemption from this requirement
- ⇒ Students from other EU countries will need to include a completed E-128 form
- ⇒ Any outstanding documentation of your right to attend university ('Hochschulzugangsberechtigung'), or outstanding degree certificates
- ⇒ If you are changing university, you will need to provide a certificate of de-registration from your previous institution

Registration cannot be completed if any of these documents is missing



You can always find more detailed information at our website.

We apologise if you stumble at any page or section lacking an English translation. If that happens, please, remember to try and use the automatic translator of your browser to partially facilitate your navigation.

In case of any doubts, do not hesitate to contact us at:  
[studium@hfm-weimar.de](mailto:studium@hfm-weimar.de)

- ⇒ [DNT theatre ticket](#)
- ⇒ [Tickets to all museums of the Klassik Stiftung](#)
- ⇒ [Access card/ key for relevant buildings and rooms](#)

**You can validate your thoska at the following places:**  
Platz der Demokratie 2/3, in the Rößlersches Haus-Administration Building or at the Steubenstraße 6, in the University Library of the Bauhaus University.

The terminals allow you to top up the credit on your card in amounts ranging from 10 to 200 Euro. You can pay for the top-up with cash or an EC card, depending on the terminal  
You will receive your thoska after enrolling at the university.

### 3.2.3. Course inscription

For information about the lessons and courses you should take according to your plan of studies, check your 'Modulplan'. For instrumental lessons, you don't have to inscribe online, the teacher will contact you. For your first ear training/harmony classes, the inscription will be done for you as well. If you want to participate in a musicology seminar/ music theory/ music history class or the HfM choir, check the list of courses ('Vorlesungsverzeichnis') on the German HfM website.

<https://bit.ly/hfmcoursecatalogue>

Login to your moodle account. Username and password are the same as your HfM Mail login. Search for the course you want to take and inscribe yourself. Sometimes a password is needed for the inscription which is defined by the teacher of the course. On the 'Dashboard', you can see all your courses. Often the moodle platform is used during the semester to share documents

or to upload homework etc.. Before the start of the semester, it can take a while until all courses are uploaded on the moodle platform - even if they are already visible in the 'Vorlesungsverzeichnis'! Not all courses are uploaded at the same time but one after the other. So check again every now and then if you don't find your course immediately or ask the responsible teacher for more information.

<https://moodle.hfm-weimar.de/>

The 'Vorlesungsverzeichnis' shows you where and when the class will take place, what it is about, who is going to be your teacher as well as the amount of Credit Points you can get for it and the work you are expected to do. Additional books and lectures might be added there, too.

### 3.3. Residence registration

All students are required to register their place of residence at the residential registration office ('Einwohnermeldeamt').

In order to arrange an appointment, please send an email to: [terminvergabe.abh\[at\]stadtweimar.de](mailto:terminvergabe.abh[at]stadtweimar.de) Please state your full name, date of birth, the start date of your rental contract in Weimar and the expiry date of your visa and ask for an appointment for the registration of your address ('Wohnsitzanmeldung').

Bürgerbüro der Stadt Weimar  
Schwanseestraße 17, 99423 Weimar  
+49 (0) 36 43/76 27 62  
[buergerbuero@stadtweimar.de](mailto:buergerbuero@stadtweimar.de)

You will have to show your rental contract as well as the so-called 'Wohnungsgeberbestätigung' filled in by the landlord. This document can be downloaded on the website of the Bürgerbüro:

<https://bit.ly/buergerbueroeimar>

The confirmation of registration will be important for the application for your residence permit ('Aufenthaltstitel') and to open a bank account.

Please note, that if you live outside the city of Weimar, different municipal offices are responsible.

### 3.4. Financial aid

#### Living costs

In order to be granted a residence permit, you will have to demonstrate to the immigration office that you have secured the necessary sum to cover the costs of the coming year (for example, you will need a guarantee from your parents or another person, sufficient savings in your home country, a German account with sufficient funds, or similar). The office will also accept scholarship certificates issued by institutions from your home country or the German Academic Exchange Service (DAAD).

A reliable source of financing for subsistence is an important component of a successful academic career. The average monthly expenses for students in Germany amount to 867 Euro. This figure comes from a 'Deutsches Studierendenwerk' study (2019) and takes into account expenses for rent, food, transportation, leisure activities, insurance, medical costs, clothing, telephone, internet, and learning aids. Living costs in Weimar, at some 712 Euro per month, are below this average. If you are applying for a residency permit as an international student in Weimar, you must provide

proof of finance (scholarship, savings account, declaration of parental support).

Financing studies according to the Federal Vocational Training Assistance Act (BAföG) is only granted with a written application and at the earliest from your first month of study.

### 3.4.1. Student jobs

Students from the European Union, Iceland, Liechtenstein, Norway and Switzerland enjoy unrestricted access to the German labour market and have practically the same rights as German students. However, if they work more than 20 hours per week they must pay certain insurance contributions (just like German students). For students from other countries, special legal regulations apply:

International students from other countries are allowed to work 120 full days or 240 half days per year. They are not allowed to be self-employed or work as freelancers.

Students who want to work more need permission from the 'Agentur für Arbeit' (Federal Employment Agency) and the 'Ausländerbehörde' (foreigners' office). Whether they are given permission depends on the situation on the labour market: the chances are better in regions with low unemployment.

An exception is working as an academic assistant. There is no limit to how many days academic assistants may work. They still have to inform the foreigners' office however. If you are uncertain what category a job falls into, you should seek advice from Student Services or the International Office.

### 3.4.2. Scholarships

You can also receive financial support from scholarships. Scholarships honour outstanding performance or social commitment. A scholarship is financial support that does not have to be repaid. Scholarships offered by the HfM can be found here:

<https://bit.ly/hfmscholarships>

In addition to the scholarships awarded by the university, numerous sources of funding from private and public institutions (e.g. from foundations) are available. Find out about these opportunities. A good place to start is:

[www.stipendienlotse.de](http://www.stipendienlotse.de)

Refugees are entitled to apply for the German Student Aid (BAföG) at the 'Studierendenwerk Thüringen'.

[www.stw-thueringen.de](http://www.stw-thueringen.de)

The 'Deutscher Akademischer Austauschdienst' (DAAD) offers financial aid options to international students.

[www.daad.de](http://www.daad.de)

'Studierendenwerk Thüringen' also lists a number of jobs for students on its website.

[www.stw-thueringen.de](http://www.stw-thueringen.de) › Financing › To Job › Part-time jobs for students

International students, who are not citizens from the European Union (EU), are only allowed to work in Germany with a work permit. The work permit enables you to work 120 full days (1 day = 8 hours), which can be spread out over 240 half-days (1/2 day = 4 hours). This allows you to work during semester breaks. You should also keep in mind that if you earn more than 450 Euro a month, you will be subject to higher health insurance premiums.

A job that is not related to your field of study can have a significant effect on the duration of your studies and cost additional time and energy. It is advisable to find a part-time job in your field, which offers practical experience for you and your subsequent transition to a career.

It is possible to be an 'Wissenschaftliche Hilfskraft' (academic assistant) at the university, working a maximum of 86 hours/month, which is not deducted from the 120 days allowed on a student work permit. Most of the jobs for students in Weimar require working knowledge of the German language

## 3.5. Housing

### 3.5.1. Temporary accommodation

Please be aware that during the time of your entrance exam or when you are still looking for a permanent housing option, you may need to find temporary housing.

The Studierendenrat of the LISZT University arranges free accommodation at students during the auditions. For further information and offers please visit the group 'Couchsurfing-Börse der HfM Weimar' on Facebook:.

Accommodation should be available during the examination period at the following places:

Youth Hostel Germania

Carl-August-Allee 13

99423 Weimar

Tel.: +49 3643 | 850 490

<http://weimar-germania.jugendherberge.de/>

(very close to the central station)

Youth Hostel Am Poseckschen Garten

Humboldtstr. 17

99423 Weimar

Tel.: +49 3643 | 850 792

<http://weimar-posgarten.jugendherberge.de/>

Bus number 6, stop Cranachstraße

Youth Hostel Maxim Gorki

Zum Wilden Graben 12

99425 Weimar

Tel.: +49 3643 | 850 750

<http://www.jugendherberge.de/Jugendherbergen/Weimar%20-%20JGH%20Maxim%20Gorki136/Portraet>

Bus numbers 5 and 8, stop Friedhof or Wilder Graben

Labyrinth Hostel

Goetheplatz 6

99423 Weimar

Tel.: +49 3643 | 811 822

E-mail: [info@weimar-hostel.com](mailto:info@weimar-hostel.com)

<http://www.weimar-hostel.com/de/>

Bus numbers 1, 2, 3, 5, 6, 7, 8, 9, stop Goetheplatz

Accommodation service at the Tourist-Information

Markt 10

99421 Weimar

Tel.: +49 3643 | 240 013

<http://www.weimar.de/tourismus/uebernachten/>

### 3.5.2. Permanent accommodation

**Rental accommodations** are the norm in Germany. Rent is paid by bank transfer to the account of the landlord once a month, usually at the beginning of the month. The termination of a flat or a room is always possible only within a certain deadline (usually three months in advance). For financial reasons, many students share a rental with other students in a so-called shared flat (in German, 'Wohngemeinschaft', or simply WG). Each tenant has a private room and shares the kitchen and lavatory with the other tenants.

**Residential facilities** of 'Studierendenwerk Thüringen' 'Studierendenwerk Thüringen' has many residential facilities in Weimar in which only matriculated students are permitted to live. The Student Housing office will be happy to help you find a suitable accommodation. The rents are all-inclusive which means they include all utilities, such as water, electricity, and heating. The rents range from 172 to 334 Euro per month. Most of the dorms are furnished (with a bed, desk, chair, wardrobe and shelving). There is a common kitchen with a shared stove and refrigerator. Not provided are kitchen appliances, flatware, pots and pans, dishes, and bedding. All of the rent prices are based on a minimum rental period of six months. The rents may be higher for shorter periods. You should submit your application for a dormitory room as soon as you receive your letter of acceptance to the university, as the rooms are granted on a first-come first-served basis. You can apply online to 'Studierendenwerk Thüringen' in Weimar.

#### Private living quarters

If you do not want to live in a student dormitory, you can either rent a room in a shared flat or rent a flat of your own. All in all, a room in a shared flat will cost you around 230 - 450 € per month. Prices for one room flats start from ca. 300 €. It is advisable to plan a stay of a few days in Weimar in order to search for suitable accommodation. Many rentals become available at

the end of each semester. This is a good opportunity to find accommodation quickly and at a reasonable price. Please remember that utilities (e.g. heating and water) and other costs are charged in addition to the base rent. These additional costs are usually charged at a fixed rate, which can change depending on annual consumption, and which may result in retroactive payments and price rises. Electricity is supplied by the power company of your choice and must be paid in addition to the rent, utilities, and other costs.

Sometimes, the private rooms and flats are already furnished or you can buy the furniture of the previous tenant. Otherwise you will have to furnish it yourself.

Website with private WG and flat offers:



### 3.6. Mensa and Cafeteria

For lunch, students of the HfM can either go to the 'Cafeteria am Horn' on top of the Horn building (Carl-Alexander-Platz 1) from 11.30 AM to 1.30 PM or to the freshly renovated 'Mensa am Park' (Marienstraße 15b) from 11 AM to 2 PM. The latter is much bigger and frequented by many Bauhaus and HfM students - more dishes, drinks, salads and desserts are offered there. The payment is done with the hoska which can be charged with food money directly downstairs inside the Mensa building. Careful: You can also charge the thoska with copy money at Horn or Fürstenhaus, which can only be used at the printer - but not for buying food at the Mensa. Prices for food range from 1.60 to 3.60 € depending on the dish you take. Children of students get food for free there if you have a special card for your child. Student restaurants are usually open Monday - Friday, the opening hours during the semester break might change.



Another meeting point of HfM and Bauhaus students is the M18 building (Marienstraße 18), where students run a little coffee place ('s140') as well as a stationery shop ('Kontor und Stift'). You can find cheap coffee and snacks there as well as pencils and pens, all kinds of paper and material for creative work.



- ⇒ Job listings on the internet and the cafeteria job board
- ⇒ Supplemental payments for internship-related vaccinations
- ⇒ Tickets for 'Studierendenwerk Thüringen' and university events



### 3.7. INFOtake

INFOtake is the first stop of the 'Studierendenwerk Thüringen' in Weimar. It is located in the foyer of the 'Mensa am Park'. There you can find all the information you need and other services, such as:

- ⇒ The International Student Identity Card (ISIC)
- ⇒ Information on waiver/reimbursement of the semester contribution and semester ticket
- ⇒ Information on accident insurance for leisure activities and personal liability insurance
- ⇒ Filing location for statutory insurance claims
- ⇒ Child identity cards to get free lunch for students' children
- ⇒ Information materials from 'Studierendenwerk Thüringen' and the university as well as a listing of operating hours for 'Studierendenwerk Thüringen' and university offices Assistance finding living quarters and dorm room referral

## 4. University Organisation

### 4.1. Overview

Our university is built on three main pillars: practical music training, teaching and research. Furthermore, we have three main faculties that are home for the different institutes. Of course the administrative body is a big part of the organisational structure as well and we invite you to learn more about it on our interactive overview on the website:

<https://www.hfm-weimar.de/ueber-uns/interaktives-organigramm/>

### 4.2. Campus Buildings

Please note that the most current information on our buildings and their opening times may be found on our website:

<https://bit.ly/campusopeningtimes>

The postal address for all HfM Weimar buildings is:  
Platz der Demokratie 2/3 99423 Weimar

#### Fürstenhaus - Main building

Platz der Demokratie 2 99423 Weimar

*In the Fürstenhaus, you will find the following offices and rooms*

- ⇒ Library | Mediathek: ground floor
- ⇒ Reception and post boxes: ground floor
- ⇒ Orchestra office: ground floor, room 024
- ⇒ Concert bookings and concert hall reservations: ground floor, room 024 Faculty I, Dean's office: ground floor,

room 020

- ⇒ Concert hall: first floor, room 103 Recording studio: second floor, room 211
- ⇒ Studio for electroacoustic music, third floor, room 326
- ⇒ Teaching rooms for the following departments Department of String Instruments and Harp Department of Early Music
- ⇒ Department of Piano
- ⇒ Department of New Music and Jazz

#### Rößlersches Haus - Administration building

Platz der Demokratie 3

99423 Weimar

*You will find the following offices in the administration building*

- ⇒ Chancellor's office: third floor,
- ⇒ Lawyer's office: third floor, room 302
- ⇒ Events office: ground floor,
- ⇒ Academic and student affairs: first floor,
- ⇒ IT-support: third floor
- ⇒ Media and editorial office: second floor,
- ⇒ Marketing: second floor,
- ⇒ Print media office: ground floor, room 005

#### Kaufstraße - Administration building

Kaufstraße 2-4

99423 Weimar

*Postal address*

Platz der Demokratie 2/3 99423 Weimar

*Opening hours*

Monday to Friday 6.30 am - 4.00 pm

- ⇒ You will find the following offices in the administration building (3rd floor):  
Human resources: first and third floors, rooms 301 to 305 and 322 Finances: rooms 314 to 317  
Instrument loans: room 315 Controlling: room 306  
ERP-Projekt: rooms 303 and 320



### Klostergebäude Am Palais

Am Palais 4  
99423 Weimar

You will find the following offices and rooms at the Klostergebäude Am Palais

- ⇒ Secretariat for the Department of Music Education and Church Music: first floor, room 107
- ⇒ Concert Hall Am Palais: first floor, room 109
- ⇒ Teaching rooms of the Department of Music Education and Church Music: first and second floors

### hochschulzentrum am horn (hzh)

Carl-Alexander-Platz 1 / Leibnizallee  
99425 Weimar

You will find the following offices and rooms at the hochschulzentrum am horn

- ⇒ The LISZT UNIVERSITY archive | THURINGIAN STATE MUSIC ARCHIVE: basement Faculty II,
- ⇒ Dean's office: ground floor, room 024
- ⇒ Faculty III, Dean's office: ground floor, room 001
- ⇒ Secretariat for the Department of Musicology Weimar-Jena: fourth floor, room 403 Musicology library: fourth floor, room 409
- ⇒ office of the Arts management department: fourth floor, room 408 Music theory oDces: second floor, rooms 205-207
- ⇒ Teaching rooms for the following departments Department of Wind / Brass Instruments and Percussion Department of Conducting and Opera Coaching Department of Contemporary Music and Jazz
- ⇒ Department of Musicology Weimar-Jena, with Arts Management

Bach House Belvedere  
Schloss Belvedere  
99425 Weimar

You will find the following rooms at the Bach House

- ⇒ Teaching rooms for the Department of Guitar

### Beethoven House Belvedere

Schloss Belvedere  
99425 Weimar

You will find the following offices and rooms at the Beethoven House

- ⇒ Teaching rooms and hall of the Department of Voice | Opera: first and second floors Secretariat for the Departments of Voice | Opera and Guitar: first floor, room 001

### Haydn House Belvedere

Schloss Belvedere  
99425 Weimar

You will find the following rooms at the Haydn House

- ⇒ Teaching rooms of accordion (Department of New Music and Jazz)

### Studio Theatre Belvedere (Wagner House)

Schloss Belvedere  
99425 Weimar

- ⇒ The following activities take place at the Studio Theatre Belvedere
- ⇒ Rehearsals and performances of the opera school of the Department of Voice | Opera

### Altenburg

Jenaer Str. 3  
99425 Weimar

You will find the following offices and rooms at the Altenburg

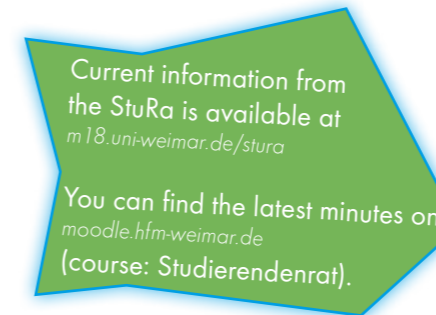
- ⇒ President's and the Vice-President's offices, the office of the Department of Quality Enhancement and the International Office
- ⇒ Liszt-Salon: first floor
- ⇒ Exhibition 'Liszt, the Altenburg and Europe': first floor Franz-Liszt-Centre
- ⇒ Research projects of the Department of Musicology Weimar-Jena: various floors

### 4.3. Student Representatives

- ⇒ StuRa: The students are represented at the HfM Weimar by the so called 'Studierendenrat' (StuRa); this consists of seven members who are elected for one academic year at the end of the summer term by all students. They meet every Tuesday 7.30 pm at the M18 (first floor). The meetings are open to all, and we actively encourage anyone who is interested in coming along. Due to the current situation, please register with us in advance via



The StuRa is a point of contact for all students and seeks to encourage them to develop original initiatives and ideas for the organisation of all kinds of artistic and cultural projects. The StuRa offers financial support for such projects.



The StuRa has a range of responsibilities, each of which is assigned to one of the committee's members. The pursuit of these responsibilities is aided by a number of focus groups in which all students can actively participate.



- ⇒ M18 | Haus der Studierenden, Obergeschoss.  
Marienstraße 18  
99423 Weimar

### 4.4. Central University Facilities

#### 4.4.1. University Library of the HfM

This is the central place for obtaining literature and information. Books, sheet music, CDs, DVDs and Blue-Rays, workstations, recording equipment and cameras are available.

Main Library

Platz der Demokratie 2  
D-99423 Weimar  
+49 3643 | 555 124 oder 126  
bibliothek@hfm-weimar.de

Teilbibliothek Musikwissenschaft

hochschulzentrum am horn  
Carl-Alexander-Platz 1  
D-99425 Weimar  
+49 3643 | 555 112  
teilbibliothek@hfm-weimar.de

#### 4.4.2. Recording Studio

Students and teachers are given the opportunity to produce a professional recording at the LISZT University's recording studio. The completely digital studio set-up can produce recordings of almost any ensemble. In addition to countless demo recordings for individual students' applications, the studio also regularly records the University's various ensembles.

#### 4.4.3. Instrument lending

Students at the HfM Weimar and pupils of the Music High School Schloss Belvedere may borrow a number of instruments—including historical instruments.

Martin Appelstiel

Administration Building Kaufstraße 15  
Room: 315  
D-99423 Weimar  
+49 3643 | 555 258  
martin.appelstiel@hfm-weimar.de  
only by appointment

#### 4.4.4. Sprachenzentrum (Language Centre)

The 'Sprachenzentrum' offers a wide range of language courses. Registration takes place shortly before the semester begins. The registration procedure generally consists of a placement test, online registration and the payment of fees. Upon successful completion of a language course, you will be issued a certificate which you may submit for recognition as credit toward your elective requirement.

Every year in March and September the 'Sprachenzentrum' offers intensive courses of two weeks for German as a foreign language for (future) students. Application deadline normally is the 30.01. and the 30.08.

The Language Centre also issues DAAD certificates and administers the 'Deutsche Sprachprüfung für den Hochschulzugang (DSH)' to international students.

Sprachenzentrum  
(Language Centre)  
Coudraystraße 13B, 2.OG,  
99425 Weimar  
+49 (0) 36 43/58 23 91  
<https://bit.ly/weimarlanguagecentre>  
[sprachenzentrum@uni-weimar.de](mailto:sprachenzentrum@uni-weimar.de)

#### 4.4.5. Universitätssportzentrum (University Sports Centre)

The 'Universitätssportzentrum' mainly offers activities designed to promote health and fitness. Once you are registered, have paid the fee and receive instruction at the sports centre at the beginning of the semester, you can get started in sports and participate in activities under the direction of fitness experts.

Universitätssportzentrum  
'An der Falkenburg' (USZ)  
Belvederer Allee 25A,  
99423 Weimar  
+49 (0) 36 43/58 24 51  
[sportzentrum@uni-weimar.de](mailto:sportzentrum@uni-weimar.de)





## 5. University | Weimar life

### 5.1. Semester calendar

**Semester duration:** In Germany, the academic year is divided into two semesters. Please check the current semester times on our website:

<https://bit.ly/hfmsemesterdates>

**Vorlesungszeit** (academic period): The 'Vorlesungszeit' is the phase of the semester when students are required to be present and when instruction takes place. It generally lasts 15 weeks.

**Vorlesungsfreie Zeit** (semester break): The 'vorlesungsfreie Zeit' at the end of the academic phase of the semester, informally known as 'vacation', is a time when no classes takes place. During these weeks, you take your tests and exams, write papers, and complete internships. It is also a time to recover, of course.

**Prüfungszeitraum** (examination period): In February and July, following the 'Prüfungszeitraum', your examinations will take place.

**Rückmeldezeitraum** (re-registration period): January/February and June/August is the period when you pay your semester fee and register for the coming semester. You'll find the 'Rüchmeldefrist' (re-registration deadline) and semester fee on the web.

### 5.2. Medical care and emergencies

#### Medical Care

If you are sick and require treatment from a general practitioner in Weimar, the doctor will ask to see your health insurance card. If the general practitioner cannot help you further, he or she will refer you to a specialist.

Look here for a list of doctors in Thuringia:

<https://bit.ly/doctorsinthuringia>

By clicking on 'Suche verfeinern' (detailed search), you can filter doctors by discipline and language skills.

In Germany all prescription and over-the-counter medicines are sold at pharmacies. The Medical Preparations Act in Germany is very strict. You may find that medicine that is normally for sale at supermarkets in your home country, is only available on prescription in Germany.

#### Emergencies

If you face a life-threatening emergency, you can call the medical emergency service at any hour of the day. By dialling 112, you can request an ambulance to pick you up immediately.

If you are too sick to go to the doctor, you can ask for a doctor to make a house call by dialling the free phone number (0) 8 00 8 25 25 25.

If you are having an emotional crisis, do not hesitate to call the crisis line at 800-1110111.

If you are suffering from an excruciating headache or other problems in the middle of the night, you can purchase medication from the Pharmacy Emergency Service. Click here [German only] and choose the current month to find out which pharmacy is open for emergencies tonight.

### 5.3. University sports

The University's sports centre offers a diverse range of sporting activities to students of the HfM Weimar and the Bauhaus University.

We advise you to apply quickly after online application opens, because popular courses may be full quite fast!

Further information on the entire range of sporting offers for students can be found here:

<https://bit.ly/unisportweimar>

### 5.4. Events

At the FRANZ LISZT University, events are organised by the faculties, the University board, the Student Council and of course, your International Office. The event calendar can be accessed online:

<https://bit.ly/hfmevents>

Apart from this, there are different organisations offering events for International Students. Feel welcome to check them out!

Check for events:

Website of the DNT (theatre)  
<https://www.nationaltheater-weimar.de/>

Culture Talks Weimar  
<https://www.uni-weimar.de/de/universitaet/international/win/veranstaltungen/culture-talks/>

Weimar International Network  
<https://www.uni-weimar.de/de/universitaet/international/win/>

ESN - Erasmus Student Network  
<https://www.esn.org/sections?id=PT-MINH-UOM>

ESN Jena  
<https://jena.esn-germany.de/>

Mascha  
<https://www.mascha-weimar.de/>

Website of the city of Weimar  
<https://www.weimar.de/>

Visit Buchenwald:  
<https://www.buchenwald.de/nc/896/>

## 6. Studying with/under special circumstances

### 6.1. Leave of absence

You may request a leave of absence for the following reasons:

- ⇒ Maternity/ parental leave
- ⇒ Illness
- ⇒ Studies abroad or internship
- ⇒ Committee responsibilities
- ⇒ Preparation for a final exam

Leave of absence is possible for up to two semesters, exams may be taken during this time. During a leave of absence, the payment of scholarships and BAföG is suspended.

#### Long-term study fee

The fee is 500 Euros per semester but can be remitted in some cases. Therefore contact our Student Services department for consultation.

The fee is required in the following cases:

- ⇒ when the standard duration of studies leading to an initial qualification for the practice of a profession or when the standard duration of consecutive programmes of study is exceeded by more than 4 semesters
- ⇒ when the standard duration of studies is exceeded by more than 4 semesters in a second programme of study („Zweitstudium“).

All programmes of study undertaken at universities in the scope of the HRG (‘Hochschulrahmengesetz’ – a law defining what constitutes a university) are counted. Programmes of study at conservatories are only counted up to the fourth semester.

### 6.2. Part-time studies

The option to study part-time enables students to combine their studies with other obligations or particular life situations. Students can study for their degree, entirely on a part-time basis, or they can just opt for part-time study for certain periods of time. Part-time study is also

convenient if you are still learning German and have to prove the B2 level soon.

When studying part-time, one semester is extended to the duration of one academic year. For each semester, students only earn 50 percent of the credit points provided for in the course plan.

A student may only matriculate onto a part-time course of study on the basis of one of the following reasons:

- ⇒ A job with average working hours of at least 20 hours and no more than 30 hours a week
- ⇒ A disability or chronic illness
- ⇒ Raising and caring for children at home
- ⇒ Caring for relatives
- ⇒ Application process
- ⇒ Examination requirements, examination deadlines and dates remain unaffected by this. Students on a part-time course of study are subject to the same assessments and examinations as full-time students.
- ⇒ The semester fee is also payable in full by part-time students. Part-time students must pay the fees for exceeding the normal period of study (tuition fees for long-term students) in the same manner as full-time students.

In those cases, please  
contact Student Services:  
studservice@hfm-weimar.de  
+49 3643 | 555 146

### 6.3. Students with child(ren)

The ‘Studierendenwerk Thüringen’ offers professional day care at the campus.kinder daycare centre and space in family housing facilities. In the dining halls, children up to six years of age get a free child’s meal upon presentation of a special children’s ID with the order of at least one adult meal. Flexible childcare offered at the Bauhäuschen gives students the opportunity to place their children, aged twelve weeks to seven years, in the trained hands of students for up to four hours a day, up to a maximum of 10 hours per week.

The HfM Weimar strives also to create the best possible conditions for students with children. Parents can take leaves of absence or study part time. Just schedule an appointment with the ‘Allgemeine Studienberatung’ to find out what option is best for your individual situation.

The Studierendenwerk offers General Social Counseling (ASB) to help you with orientation and decision-making as well as information on complex social issues: studying with a child, financing your studies, accident insurance, hardship loans.

You can find the contacts in the chapter on Consultation Services.

### 6.4. Studying with disabilities

If you have a study-relevant sensory or motor impairment, a chronic-somatic or a mental illness, the Representative of Severely Disabled Students of the Hochschule für Musik Weimar advises – even before starting your studies – for all questions about studying with disabilities. The focus of the consultation is above all the application for individual compensation for disadvantages (‘Nachteilsausgleich’) for study and examinations, internships, excursions, leave of absence or required assistance. The advice is confidential and solution-oriented – in the sense of a self-determined study.

Contact:  
diversitaetsbeauftragte@hfm-weimar.de

Prof. Meike Britt Hübner

Professor of Music and Movement Education/ Eurhythmics  
Principal of Elementary Music Pedagogy/ Eurhythmics  
Diversity Officer

## 7. Advising and Consultation Services

Free counselling is available from a range of institutions for questions about your academic programme (studying techniques, test preparation, changing majors, etc.) and your career, but also relating to conflicts, personal problems, and crises. Don't hesitate to get in touch.

### 7.1. General Academic Advising:

The 'Allgemeine Studienberatung' (General Academic Advising) of HfM Weimar offers advice and support throughout your studies. Depending on your personal and social situation, it can also help you get oriented and develop individual solutions for you.

Advisory and consultation services for students and graduates:

- ⇒ Advice on further studies
- ⇒ Help with study and work problems, as well as difficulty with exams
- ⇒ Advice on changing majors or withdrawing from the university
- ⇒ Advice on planning your studies and time management
- ⇒ Advice on study-related personal problems

The main form of counselling is individual consultation.

#### Allgemeine Studienberatung

Courses, problems during the studies, studying abroad  
Courses, health insurance, Studierendenwerk, legal issues, additional studies

[studjum@hfm-weimar.de](mailto:studjum@hfm-weimar.de)

#### Subject specific advising (Academic Advisory Service):

You have access to subject specific advisory services for specific issues related to your course of study. Subject specific advisors can help to answer your questions related to the content, examination rules, sequence and organization of your course of study.

To find the subject specific advisor in your field, see [hfm-weimar.de](http://hfm-weimar.de) > Students > Administration > Student counselling

Financial consultation: Please contact the student administration for advice:

[studservice@hfm-weimar.de](mailto:studservice@hfm-weimar.de)

### 7.2. Examination Office

The Examination Office is responsible for all matters relating to examinations, examination certificates and final documents. There you will receive advice on the study and examination achievements that you still have to complete, on registering for examinations and on the legal basis that applies to your degree program.

If you want to deregister from an exam, e.g. because you are ill, please contact the Examination Office for advice immediately. In certain cases, it may make sense to submit an application to the examination board. You can also get information about this from the examination office.

Further information on examinations can be found here:

<https://bit.ly/hfmexamoffice>

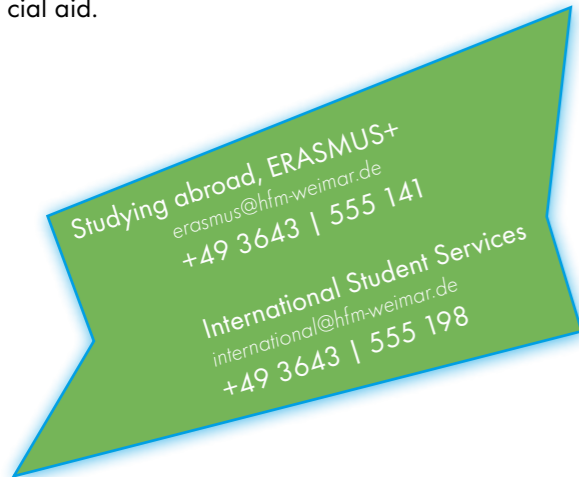
### 7.3. International Office

The International Office takes care of the integration of international degree-seeking and mobility students into the university community of the HfM Weimar. Events are organized here to help you find your way around the university and in Weimar.

The International Office can also help you plan an ERASMUS+ study and a study abroad at partner universities, as well as a self-organised study abroad. In addition, it provides information on financing options for foreign study.



International students and doctoral candidates can use the International Office to find information and help with visa applications, organising the legal details of their stay, help with arrival, housing search, and financial aid.



#### International Scouts:

International Scouts are student assistants of the International Office who are there to guide you, especially at the beginning of your studies. They organise many events during the semester, so please approach them if you would like to join! Keep tuned to the social media pages of the International Office to get together with the scouts and build up your network of International students in Weimar.



#### 7.4. Equal Opportunity and Diversity Office

Students who have questions regarding gender equality or gender mainstreaming, or believe that they have been discriminated against, are encouraged to contact the Equal Opportunity Office in order to receive help in clarifying their specific issue.

The Diversity Officer is committed to ensuring that all people can participate equally in university life - regardless of age, gender, sexual orientation, origin, religion, world view, disability, chronic or mental illness.

To be approachable as a first contact in a supportive manner: This is exactly what they stand for. You will find the inclusion scouts in the various faculties and houses as contact persons, in order to jointly find offers of help and suitable support and who are interested in shaping our university togetherness!

The Diversity Officer and the Inclusion Scouts work for an equal participation for everyone at the Hfm, no matter what age, sex, gender, origin, religion, disability or illness. Don't hesitate to get in touch!



#### ⇒ Equal Opportunities Officer

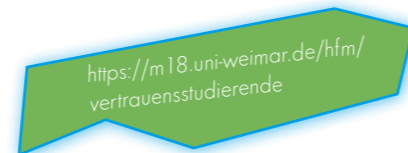
[gleichstellungsbeauftragte@hfm-weimar.de](mailto:gleichstellungsbeauftragte@hfm-weimar.de)

#### Diversity Officer

[diversity@hfm-weimar.de](mailto:diversity@hfm-weimar.de)

#### Students' Confidant in case of discrimination or (sexual) harassment

[vertrauenspersonen@m18.uni-weimar.de](mailto:vertrauenspersonen@m18.uni-weimar.de)



#### 7.5. General Student Services

The 'Studierendenwerk Thüringen' (Student Services) is responsible for the economic, social and cultural promotion of about 50,000 students in Thuringia at eight universities. Most prominently they run the student dormitories and mensa/cafeterias.

'Studierendenwerk Thüringen' also offers general counselling for all students on various topics like:

- ⇒ Financing studies by working
- ⇒ Social services of the 'Studierendenwerk'
- ⇒ Services and information for pregnant women and students with child(ren)
- ⇒ Entitlement to social benefits
- ⇒ Broadcasting fee ('Rundfunkgebühren')
- ⇒ General conditions of studies
- ⇒ Questions from students with visible and non-visible impairments or illnesses
- ⇒ Questions raised by International students



#### 7.6. Psychologic Counselling:

You can take advantage of Psychosocial Services (in German: 'Psychoziale Beratung' or short PSB) if you'd like to talk about yourself, your situation and your problems with an unbiased person and receive support. You can contact Psychosocial Services for either study-related problems or personal conflict situations.



PSB is right for you if:

- ⇒ You are suffering from problems studying and working
- ⇒ You are having difficulty meeting people
- ⇒ You have conflicts with parents, partners, or flatmates
- ⇒ You frequently feel overburdened and insecure
- ⇒ You suffer from fear of exams or other phobias
- ⇒ You are held back by depression
- ⇒ You have frequent doubts about yourself or your studies
- ⇒ You have the feeling that your studies will never end
- ⇒ You need information about psychotherapy

The goal of these advisory services is to address your individual problems and support you in overcoming your crisis situation independently. In order to protect your privacy, Psychosocial Services offers its services by appointment only.

### 7.7. Student Council

The students are represented at the University of Music FRANZ LISZT Weimar by the so called ‚Studierendenrat‘ (Stura); which consists of seven members who are elected for one academic year at the end of the summer term by all students. The StuRa is a point of contact for all students and seeks to encourage them to develop original initiatives and ideas for the organisation of all kinds of artistic and cultural projects. The Stura offers financial support for such projects as well.

‘Haus der Studierenden’, 2. OG  
Marienstraße 18, 99423 Weimar

stura@hfm-weimar.de  
<https://m18.uni-weimar.de/stura>  
+49 3643 | 583 019  
und 583 038

### 7.8. IT-Support

SCC - Service Center for Computer Systems and Computer Communication SCC - Service Center for Computer Systems and Computer Communication The SCC provides essential communication and media services

Rößlersches Haus-  
Administration Building  
Platz der Demokratie 2/3  
Room: 209  
D-99423 Weimar

support@hfm-weimar.de  
+49 3643 | 555 176



## 8. Glossary

**Abitur:** An exam that provides you with the Allgemeine Hochschulreife in Germany, which is the 'general higher education entrance requirement'.

**Allgemeine Hochschulreife:** This is the 'general higher education entrance requirement', which has a specific name in each country but all refer to the exam(s) the student takes in order to certify that they went through all phases of 'elementary school' and 'high school' (or its equivalents), meaning that the student is ready to enter an university undergraduate program.

**Beurlaubung:** Leave of absence.

**Blockveranstaltung (Block classes):** Instead of taking place in a weekly rhythm, seminars and lectures given in block format are offered in one or more blocks – for instance, in a compact form over the course of a weekend or a single week.

**Campusmanagementsystem (HisinOne):** The Campus Management System of HfM Weimar is used to organize and manage your studies (personal study data, course booking and exam registration). It is currently being implemented, so further information on the use of the database will be updated on the website.

**DAAD:** The 'Deutscher Akademischer Austauschdienst' (short: DAAD) is an organisation of German universities for maintaining international contacts. The organisation offers students a broad range of support and advisory services for semesters abroad or foreign internships by offering scholarships, for instance.

**Dekanat:** (Dean's office): The 'Dekanat' is responsible for faculty administration. It is led by the 'Dekan' (dean) and is the interface to the university leadership.

**ERASMUS+:** is an educational programme of the European Union (EU), which promotes and supports foreign study.

**Europäische Krankenversicherungskarte:** Health insurance card (chip card - not paper proof) of an European health insurance company. Most insurance companies offer student prices. If you need to see a doctor or go to the hospital, you have to bring this card.

**Evaluation:** The evaluation is a student assessment of teaching carried out at the end of the semester for the purpose of quality assurance.

**Finanzierungsnachweis:** A proof that you are capable of financing your life in Weimar. This could be a proof of income (if you have a job) or a bank statement. It is needed for your renting contract.

**Grundstudium:** 'basic course'; First part of a course of study that - after being finished - can be followed by further studies. For example Bachelor studies.

**Hausarbeit:** An essay or similar written work to be completed by the student at home. Usually part of an evaluation of a course.

**Hiwi:** Hiwi is the German abbreviation for student and academic assistants.

**Hochschulrahmengesetz:** The Framework Act for Higher Education (Hochschulrahmengesetz, HRG) is a framework act on higher education law enacted to regulate higher education in the Federal Republic of Germany.

**Hörsaal:** A 'Hörsaal' is a room where lectures are held.

**Instrumentenausleihe:** At the HfM Weimar, you have the possibility of renting an instrument from the university. More information can be found at the website.

**Kommilitonin/Kommilitone:** This is the normal designation for your student colleagues.

**Matrikelnummer (matriculation number):** The 'Matrikelnummer' is a unique identification number for each student of the university. The number can be found on your student identification card.

**Modulhandbuch:** All content and qualification goals that have been set for your degree program are defined in the module handbook. You can therefore use it as a guide if you want to know what to expect in your studies. Further information can be found on this website: <https://www.hfm-weimar.de/studierende/studienfinder/>

**Moodle:** Online platform that is used by students and teachers of the HfM in order to manage course inscriptions and share information during the semester. At the beginning of each semester, you can inscribe yourself in courses there. For some of them, a password is needed which you can ask from the teacher. Not all courses are uploaded there at the same time as every teacher does it individually. During the semester, teachers and students can upload files that are needed for the course (for example literature, homework, music scores and audio, etc).

**Mündliche Prüfung:** Oral exam

**Praktische Prüfung:** Practical exam

**Prüfungsfrist:** Exam deadline

**Psychosoziale Beratung:** short 'PSB' is the term we use for psychological counselling.

**Regelbedarf:** 'Standard need' is the necessary socio-cultural subsistence minimum in Germany; this consists in particular of the monetary expenses incurred for food, clothing, personal hygiene, household goods, household energy, in addition to certain specified personal needs of daily life, including the needs for the minimum level of social participation as guaranteed by Basic Law. Standard needs do not include the costs of housing and heating, additional needs and benefits for education and participation of schoolchildren.

**Rückmeldung:** Re-registration. If you wish to continue your studies in the coming semester, you must re-register by a certain deadline. Re-registration is done by transferring the semester fee. Everybody is self-responsible for re-registration, there is no special request. If the re-registration is not transferred in time, then exmatriculation may follow.

**Rundfunkgebühr:** The public Radio and TV companies ARD/ZDF will send you a letter in order to ask you to pay a regular fee. This fee has to be paid only one time per flat, so if you live in a shared flat and someone pays it already, make sure you don't pay it twice. For telling them that someone pays already, you can fill out the paper which comes with the letter and send it back or do it online as well. The "Beitragsnummer" of the paying person will be needed.

**Schriftliche Prüfung:** Written exam

**Semestergebühr:** The semester fee mainly includes contributions for the student council, the social contribution and also the semester ticket. It should be noted that the semester fee is not the same as tuition fees.

**Studienberatung:** Consultation for Studies

**Studienverlaufs – und Prüfungsplan (SVPP):** In the SVPP all modules, courses as well as study and examination achievements are listed that you have to or can complete in your degree program. Therefore, this is the most important document for you to be able to plan your studies.

**Thoska:** The Thuringian University and Student Union Card (short: thoska) is your student ID and can also be a ticket for local public transport, a cultural ticket, a copy and print card, a key for rooms and barriers, or your wallet for cashless payments.

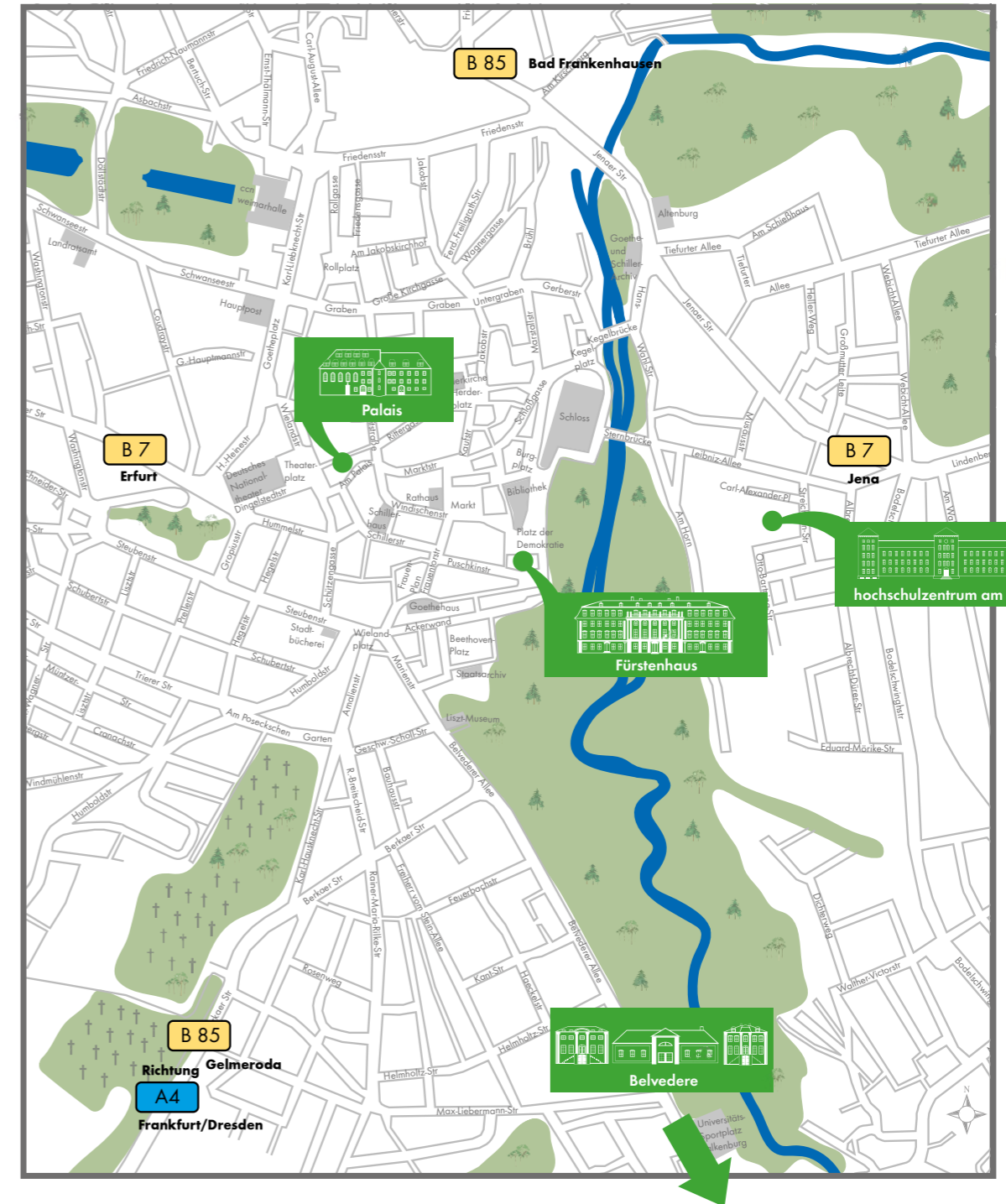
**Pools:** Pools are computer rooms (Mac and PC) freely available to all students with a university login credential.

**Praktikum:** An internship where students gain career-related practical experience outside the university is called a 'Praktikum'. The study regulations for some degree programs require the completion of a 'Praktikum'. It can be a good idea to try and get a glimpse of hands-on professional activities related to your field during the semester breaks.

**Vorlesungsverzeichnis:** Course catalogue

**Zwischenprüfung:** Mid-term exam

You can find other terms related to your studies in the online glossary of Bauhaus university Weimar website.



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