

GETTING STARTED FOR STUDIES

Guide for freshers

CHECKLIST FOR FRESHERS

- Matriculation deadline
30 September
- Flat/room search
- Contact the International
Welcome.Lounge
- Take part in
»Studieneinführungswoche«
- Download student regulations
- View sequence of studies for
your programme
- View course catalogue
- Get a Uni-Login (during
»Studieneinführungswoche«)
- Attend matriculation party
- Find out about language courses
- Register at the »Einwohner-
meldeamt«
- Get a bike

WELCOME TO THE BAUHAUS- UNIVERSITÄT WEIMAR

Dear students,

Bauhaus-
Universität
Weimar
Campus.Office
**Allgemeine
Studienberatung**

You have decided to pursue your studies at the Bauhaus-Universität Weimar. An exciting time is ahead of you, full of new challenges and experiences.

Christian Eckert
Geschwister-
Scholl-Straße 15
99423 Weimar
Germany

+49 (0) 36 43/
58 23 58
studium@
uni-weimar.de

This brochure offers you an aid to help you arrive safely and get your studies off to a good start. You can consult this guidebook to find answers to questions and quickly locate points of contact well beyond the first semester. You are always welcome to meet with us personally to clear up any questions, uncertainties, or conflicts.

**uni-weimar.de/
studies/
advising-and-
consultation-
services**

Your student advisor Christian Eckert



Organising the start of your studies	4
Studying in Weimar	7
Arrival and Residency	15
Financial Aid	19
Room and Board	25
University Organisation	33
Central University Facilities	39
University Administration	49
Semester calendar	49
Degrees at the Bauhaus-Universität Weimar	50
Types of instruction	53
Grading	57
Exams	58
The BISON study portal	61
Thoska student identification card	62
Leave of absence, change of degree programme, part-time study, Long-term study fee	63
Students with children	66
Studying with disability	67
Advising and Consultation Services	69
Glossary	81
Campus Map	84

ORGANISING THE START OF YOUR STUDIES

Ten weeks before classes begin:

International students who need **visas** should apply for them immediately upon acceptance to the university at the German embassy in their home countries, as the process can be lengthy.

As soon as you receive your letter of acceptance, start looking for housing in Weimar (page 25). »Studierendenwerk Thüringen« offers inexpensive rooms in its housing facilities. Classified ads in the local press or on the web, student bulletins hanging on message boards in classroom buildings or the dining hall, as well as the online message boards on the university website can also be helpful in your search.

Two weeks before classes begin:

International Welcome.Lounge
uni.weimar.de ▶
 University ▶
 International ▶
 To Weimar ▶
 Welcome Events ▶

Read through your enrolment documents to find out where you are supposed to be at the beginning of the semester. Acquaint yourself with Weimar and find out when orientation events will take place. Participate in the International Welcome.Lounge where staff and student tutors assist

you in preparing your documents for enrollment and residence permit and give useful advices for a smooth and enjoyable start of your life in Weimar.

A week before classes begin:

The dates and schedule for the »**Studieneinführungswoche**« can be found on the web, and once you arrive you'll get other insider tips.
uni-weimar.de ▶
 University ▶
 Studies ▶
 New students ▶

»Studieneinführungswoche« (Student Orientation Week) starts in the beginning of October.

This is THE event prior to the start of the academic year in Weimar and is carried out with the help of student tutors. The tutors accompany you throughout the entire week and attend to all your needs to ensure a successful start to your academic career (applying for your university login, receiving your »thoska« student identification cards, etc.). They also create an individual schedule for you and show you all of the key places related to student life in Weimar.



STUDYING IN WEIMAR

If you are interested in the history of the Bauhaus-Universität Weimar, take part in our **Bauhaus Walk** offered by students from every faculty several times a week.

[uni-weimar.de](#) ▶
[University](#) ▶
[Profile](#) ▶
[Bauhaus.Atelier](#) ▶
[Bauhaus Walk](#) ▶

With its population of 65,000 residents, Weimar is small enough for laid-back study, 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 personalities 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.

Being a student in Weimar means studying at a university characterised by its easy accessibility, central location, good student-instructor ratios and great facilities. Currently, some 4,000 people from Germany and around the world study in the Bauhaus-Universität Weimar's four faculties: Faculty of Architecture and Urbanism, Faculty of Civil Engineering, Faculty of Art and Design and Faculty of Media.

Nearly all of the academic buildings, as well as the University Library, Student Services, the computer pool, and the dining hall are concentrated on a campus that is easy to navigate and borders both the city centre and the Park on the Ilm.

To experience the spirit of the place, 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.

Every hour, bus line 6 runs from the Goetheplatz bus stop to the **Buchenwald Memorial**.

At the visitors' centre or on the memorial's website, you can find out more about scheduled tours.

buchenwald.de ▶

Memorial ▶

Buchenwald ▶

Visitors' service ▶

On the Ettersberg, some 10 km from the centre of Weimar, is the Buchenwald Memorial. 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, you can drop by one of the city's three cinemas. 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.

Weimar also offers good shopping opportunities at shops in and around the city centre, where increasing numbers of former students have opened up shops plying products of their own design or in the »Atrium« in Friedensstraße. Outside Weimar there is plenty to do as well. With regional trains and a semester ticket, you can easily get a free ride to the nearby state capital of Erfurt or to Jena.

The fastest way to find out about currently sched-

Every year, events such as the backup_festival, Bauhaus Summer School, the Yiddish

uled events is the **event calendar** on the city of Weimar website. **weimar.de** ▶ **Veranstaltungs-kalender** ▶

Summer, the »Kunstfest« (Art Festival), the Goethe Wine Festival, and the biggest festival in Thuringia, the »Zwiebelmarkt«, ensure that there is never a dull moment in the summer.

Find the **current theatre programme** on the **DNT of Weimar** website **nationaltheater-weimar.de**

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, you will receive discount admission 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.

Clemens Beier, a graduate of the Faculty of Media, offers a unique impression of a Weimar's student retail businesses in his film »Tante Emma in Weimar«.



Find **student recommendations** under:
uni-weimar.de ▶
University ▶
Studies ▶
New students ▶

But food for the soul is not all that is on the menu. You can buy food on the lower level of the Goethe shopping centre or at local shops on Steubenstraße. If you want something a bit more conscientious and fresh, you can visit the farmer's market on the Marktplatz from Monday through Saturday or stop by Rosmarin, an organic market on Herderplatz. There are also two organic supermarkets (on Eduard-Rosenthal-Straße and Rießnerstraße) 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 in 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.

The fold-out map on the inside back cover shows the **bus stops of line 1** in the city centre.

On those occasions when you have to go a longer distance, or simply do not have time to walk, you can reach anything in Weimar by bike or bus. Bus line 1 (direction Ehringsdorf) will take you from the railway station directly to the Bauhaus-Universität Weimar bus stop in less than 10 minutes. On that note:

Enjoy EXPERIMENT.Bauhaus in Weimar!

ARRIVAL AND RESIDENCY

Entry requirements

You are not permitted to study or work in Germany with a **tourist visa**. More information available at **auswaertiges-amt.de** or **daad.de**

Before travelling 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 »Deutschen Akademischen Austauschdienst« (DAAD) whether you need a visa and, if so, what type.

Get more information on residency law at: **bamf.de**

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.



Residency in Germany

All students are required to register their place of residence at the residential registration office (Einwohnermeldeamt). No appointment is necessary. Simply show up at the »Bürgerbüro« (citizens' services office) during office hours.

✉ Bürgerbüro der Stadt Weimar
Schwanseestraße 17
99423 Weimar

Office hours: Monday 7 a.m.–1 p.m., Tuesday 8 a.m.–6 p.m., Wednesday 8 a.m.–1 p.m., Thursday 8 a.m.–3 p.m. and Friday 8 a.m.–1 p.m., Each 1st Saturday of the month 9 a.m.–12 a.m.

At the beginning of the semester, the **foreigners' office** gives you the option of handling all of your bureaucratic business directly in the Campus.Office

All non-EU citizens are required to apply for a residency permit at the »Ausländerbehörde« (foreigners' office). The procedure is complex and time-consuming. You should therefore schedule an appointment as soon as possible following your arrival and bring

at their **mobile service centre**.

the following with you:

- _ a valid passport
- _ a biometric passport photo
- _ a certificate of matriculation stamped by the international office (page 41)
- _ City of Weimar registration certificate
- _ proof of financial means (examples of proof of adequate finances: scholarship, surety or proof of a bank balance of 8,040 Euro per year)
- _ Proof of a German bank account
- _ Proof of German insurance
- _ Processing fee (approx. 100 Euro)

The International Office provides international students with **checklists** containing all of the important information they need to begin their studies.

uni-weimar.de ▶
International ▶
To Weimar ▶
Welcome Events ▶

✉ Ausländerbehörde der Stadt Weimar
Schwanseestraße 17
99423 Weimar
+49 (0) 36 43/76 22 22
auslaenderbehoerde@stadtweimar.de

Office hours:

Tuesday 9 a.m.–12 p.m. and 1 p.m.–6 p.m.,
Thursday 9 a.m.–12 p.m. and 1 p.m.–3 p.m.,
Friday 9 a.m.–12 p.m.



Coupon

Münze



FINANCIAL AID

International students who are not from the European Union (EU) need a **proof of financial means** of 8,040 Euro per year.

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 794 Euro. This figure comes from a »Deutsches Studierendenwerk« study (2012) 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 684 Euro per month, are below this average.

Refugees are entitled to apply for the German Student Aid (BAföG) at the »Studierendenwerk Thüringen«. www.stw-thueringen.de

If you apply for an international student residency permit in Weimar, you have to provide proof of funds in this amount (684 Euro) (approved scholarship, blocked account, parental declaration of support).

Scholarships

A list of all of the **scholarships** awarded by the Bauhaus-Universität Weimar and who can advise you on them is available at:

uni-weimar.de ▶
University ▶
Studies ▶
Application ▶
Financing your studies ▶

The »Deutsche Akademische Austauschdienst« (DAAD) offers financial aid options to international students.

www.daad.de/stipendiendatenbank

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. The Bauhaus-Universität Weimar offers scholarships for:

- _ New students
- _ Advanced students
- _ Study abroad
- _ Discipline-related scholarships
- _ Scholarships for theses or dissertations
- _ Doctoral and post-doctoral scholarships

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.studieren.de.



Campus.Office

Reiner Bensch

Scholarship advising

Geschwister-Scholl-Straße 15

99423 Weimar

+49 (0) 36 43/58 23 78

reiner.bensch@uni-weimar.de

Appointment by arrangement

Part-time jobs for students

You can find **job opportunities** on the Career Service job board and elsewhere.

uni-weimar.de ▶
University ▶
Studies ▶
Advising and Consultation Services ▶
Careers Service ▶

»Studierendenwerk Thüringen« also lists a number of

jobs for students on its website. **stw-thueringen.de** ▶
Financing ▶
To Job ▶

International students are only permitted to work in Germany with a work permit. The work permit allows 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 (see page 49). 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.

You should also keep in mind that a job not related to your field of study can have a significant effect on the duration of your

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.

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.

ROOM AND BOARD

In a **shared flat**, there is usually a so-called »principal tenant« who is responsible for collecting the rent. The principal tenant then pays the total rent to the landlord.

Rental accommodations are the norm in Germany. Rent is paid by bank transfer into the account of the landlord once a month, usually at the beginning of the month. 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«

The **residential facilities** operated by »Studierendenwerk Thüringen« near the city centre are shown on the fold-out map following page 84.

»Studierendenwerk Thüringen« has a total of 11 residential facilities in Weimar with some 1,100 units 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 – that is, they include all utilities, such as water, electricity, and heat-



You can find list of all of the housing facilities, rental prices for the rooms, and forms for applying for a room in a dormitory on the »Studierendenwerk Thüringen« website under Housing stw-thueringen.de » Housing »

You can apply for a room in the »Studierendenwerk Thüringen« housing facilities starting on 1 April for winter semester, and starting on 1 October of the preceding year for the summer semester.



Studierendenwerk Thüringen
Abteilung Studentisches Wohnen
Marienstraße 15 a, 99423 Weimar
+49 (0) 36 43/58 16 60

ing. The rents range from 104 to 313 Euro. 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.

Office hours:

**Monday and Thursday 9 a.m. – 11 p.m.,
1 p.m. – 3 p.m.**

**Tuesday 2 p.m. – 5 p.m. (during semester
breaks 1 p.m. – 4 p.m.),
Friday 9 a.m. – 11 a.m.**

Private living quarters

The first stop when looking for a room is the **university message board**. Here, students can post their advertisements for rooms directly and free of charge.

uni-weimar.de »
[Message boards](#) »
[Piazza](#) or »
[Housing](#) »

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. Room prices range from 150 to 450 Euro. Inexpensive one room flats are available for as little as 350 Euro. It is advisable to plan a few days in Weimar for the search for suitable accommodation. Many rentals become available at the end of the semesters. 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,

In Germany **kitchens** in flats are generally unfurnished. When renting a flat, always check to see if it includes an equipped kitchen.

which can change depending on annual consumption, and which may result in retro-active 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.

Mensen (dining halls) and cafeterias

The **current menu** can be found on the »Studierendenwerk Thüringen« website under »Mensa« thuringen.my-mensa.de

In its Mensen and cafeterias, »Studierendenwerk Thüringen« offers warm meals, snacks, baked goods, and a selection of drinks from breakfast to dinner time. A range of meals is offered every day for lunch, including at least one vegetarian dish. The prices range from 1.50 to 2.60 Euro.

Locations and Operating hours:

Mensa am Park/ ParkDeck

Monday to Friday 11 a.m.–2 p.m.
Marienstraße 15b

Foyer – Bar am Park

Monday to Friday 9.30 a.m.–3 p.m.
Marienstraße 15b

Cafeteria »Mensa am Park«

Monday to Thursday 7.30 a.m.–7 p.m.
Friday 7.30 a.m.–3 p.m.
Saturday 11.30 a.m.–2 p.m.
Marienstraße 15b

Cafeteria Coudraystraße

Monday to Friday from 8 a.m.–2.30 p.m.
Coudraystraße 13 B

Cafeteria Anna-Amalia-Bibliothek

Monday to Friday from 10 p.m.–5 p.m.
Platz der Demokratie 4

Hours of operation are often different during semester breaks. The changes are announced in the respective dining hall or cafeteria.

m18.uni-weimar.de In addition to the dining halls and cafeterias, you can also get coffee and snacks at uni-weimar.de/bauhaus-atelier M18 and the Bauhaus.Atelier.

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
- _ Application for or cancellation of dormitory internet connections
- _ 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
- _ Job listings on the internet and the cafeteria job board
- _ Supplemental payments for internship-related immunizations
- _ Tickets for »Studierendenwerk Thüringen« and university events

 **INFOtake in the foyer of the Mensa am Park
Marienstraße 15 b
99423 Weimar
+49 (0) 36 43/58 15 06**

Operating hours:

Monday to Thursday 10 a.m. – 3 p.m.

Friday 10 a.m. – 2 p.m.



UNIVERSITY ORGANISATION

University Directorate

Präsidium (Executive Board): The »Präsidium« leads the Bauhaus-Universität Weimar and comprises the »Präsident«, the »Vizepräsidentin/Vizepräsident«, and the »Kanzler«.

Präsident (President): The »Präsident« represents Bauhaus-Universität Weimar and leads the »Präsidium«.

Vizepräsidentin/Vizepräsident (Vice-Presidents): The »Vizepräsidentin/Vizepräsident« are members of the »Präsidium« and are appointed by the members of the Bauhaus-Universität Weimar and confirmed by the »Senat«.

Kanzler (Chancellor): The »Kanzler« is a member of the »Präsidium« and is head of the administration of the Bauhaus-Universität Weimar.

Administrative bodies

Universitätsrat (University Council): The »Universitätsrat« is an administrative body of the Bauhaus-Universität Weimar. It appoints the »Präsident«, the »Kanzler«, and other officials.

Senat (Senate): The »Senat« decides issues of fundamental importance to the Bauhaus-Universität Weimar. It is composed of representatives from all of the university's member groups.

A faculty is an instructional and administrative unit organised by academic discipline.

Fakultätsrat (Faculty Board): The »Fakultätsrat« makes critical faculty decisions and is composed of representatives from all of the member groups of the faculty.

Student Representatives

Studierendenkonvent: The »Studierendenkonvent« (StuKo) is the highest committee of student self-government and represents the interests of students to the leadership of the university, Student Services, and the public at large. Each of the student representative committees from the individual faculties nominates four of their members to the StuKo.

Fachschaftsrat (Student representative committee): The »Fachschaftsrat« are elected student representative bodies for each faculty comprising 12 members. The members represent the concerns of the student body in the various administrative bodies of the university.

StuKo-Referate (StuKo committees): The »StuKo-Referate« are responsible for the specific set of issues and is generally led nearly autonomously by two students. However, they are accountable to the StuKo.

The current committees are:

- _ Bauhaus Internationals
- _ Finance
- _ University policy
- _ Information processing
- _ Infrastructure
- _ Coordination of initiatives
- _ Cultural events
- _ Cultural support
- _ Mobility
- _ Political education committee
- _ Rainbow committee

To take an active part in one of the committees, you need not be a member of the »Fachschaftsrat«. Interested students should simply contact the StuKo.

For more information on **StuKo** initiatives and student self-government Bauhaus-Universität Weimar, see the **m18** website.
m18.uni-weimar.de ▶
Initiativen ▶

StuKo-Initiativen (StuKo Initiatives):

»Initiativen« are generally long-term student projects not associated with studies that receive support from the StuKo (financial or institutional). Some notable examples are the students' house – M(arienstraße) 18 –

with the student café S140 and the Kon-tor/Stift student shop. The mini.micro, the newsletter of the StuKo, the Bauhaus orchestra, the bike repair shop in the basement of the dining hall, and the soap box derby Spacekidheadcup, that takes place on 1 May every year.



The StuKo office

Sabine Schmidt (Director)

M18, 2nd floor

Marienstraße 18

99423 Weimar

+49 (0) 36 43 / 58 30 19

Office hours:

Monday to Friday 10 a.m.–2 p.m.



CENTRAL UNIVERSITY FACILITIES

Campus.Office

The Campus.Office is your first stop for all of your concerns related to your studies. Here you will find the Dezernat Studium und Lehre (Office of Student and Academic Affairs) and the International Office (page 3942), the »Studierendenbüro« (Student Office, page 4140), the Allgemeine Studienberatung (General Academic Advising) (page 7069) and the Careers Service (page 75).

At the service desk, you can get information and help on the following issues:

- _ The *thoska* student identification card
- _ Pick up/drop off of all »Studierendenbüro« forms (change of major, leaves of absence, fees for long-stay students, de-registration, part-time studies)

- _ Registration and semester contribution fee
- _ Name change

For issues you cannot take care of immediately, the service desk will direct you to the right point of contact.



Campus.Office

Geschwister-Scholl-Straße 15
99423 Weimar
+49 (0) 36 43/58 23 23
studium@uni-weimar.de

Operating hours:

Monday to Wednesday 10 a.m. – 3 p.m.

Thursday 10 a.m. – 4 p.m.

Friday 10 a.m. – 2 p.m.

Studierendenbüro (Student Office)

The »Studierendenbüro« can help you with:

- _ Applications and admissions
- _ Enrollment
- _ Guest student application
- _ Registration
- _ Leave of absence

The **forms** are available for download at:

uni-weimar.de ▶
University ▶
Studies ▶
University Administration ▶

- _ Part-time studies
- _ Degree programme changes and university transfers
- _ long-term study fee
- _ De-registration

You can clear up major questions either at the Campus.Office service desk or via the service hotline. If necessary, you can also arrange an appointment for a personal consultation.



Studierendenbüro

Geschwister-Scholl-Straße 15
99423 Weimar
+49 (0) 36 43/58 23 23
studium@uni-weimar.de

The International Office offers **walk-in service** especially for international students every Tuesday and Thursday from 10 a.m. to 1 p.m. at the Campus.Office service counter.

International Office

The International Office is your point of contact if you are planning a stay abroad. It supports international students, both on their way to Weimar and getting around the city itself.

You can also take language courses at the **Bauhaus Summer School** to prepare for a stay abroad or to improve your knowledge of German.

International students can get information on the following topics:

- _ Visa and residency
- _ Housing search
- _ Health insurance
- _ Scholarships
- _ Certificates in English

✉ **Dezernat Internationale Beziehungen (DIB)**

International Office

Geschwister-Scholl-Straße 15, 1st floor

99423 Weimar

+49 (0) 36 43/58 23 73

international-office@uni-weimar.de

Office hours::

Tuesday and Thursday 10 a.m. – 12 p.m. and

1 p.m. – 4 p.m.

Universitätsbibliothek (University Library)

The academic library at the Bauhaus-Universität Weimar offers a large selection of specialised literature in the fields of architecture and urban studies, structural engineering, art

OPAC is a local online catalogue in which users can search the internet for library publications.

For more information on services, such as literature research, copying services, interlibrary loans, and training in the use of the online library catalogue, see:

uni-weimar.de ▶
University ▶
Structure ▶
Central University
Facilities ▶
University Library ▶

and design, and media. It is free for you to use. Register in person at the circulation desk with your thoska student identification card.

Some books will have to be ordered in advance from the stacks. Ordered books can be picked up at the circulation desk in the University Library.

Please note that backpacks and jackets are not allowed inside the library. You can place these items in a locker for a deposit of a 1 or 2 Euro coin during your stay. Plastic bags are available for 1 Euro at the circulation desk.

Carrels group rooms

You can use carrels and group rooms for free to write papers or hold discussions with your fellow students. Register for the rooms at the circulation desk. In addition, any student can use the Building Materials|Natural Sciences library in Coudraystraße 7.

✉ **Universitätsbibliothek**
 Steubenstraße 6/8
 99423 Weimar
 +49 (0) 36 43/58 28 20
 info@ub.uni-weimar.de

Opening hours:

Monday to Friday from 9 a.m. – 9 p.m.
 Saturday 10 a.m. – 4 p.m.

Servicezentrum für Computersysteme und Computerkommunikation (SCC)

In the SCC pools and the University Library normal printers are available as well as **plotters** for large-format print jobs. At the beginning of the semester you will receive an electronic printer account. You pay for the printed materials with your *thoska*.

The computer centre (SCC) offers you important communications and media services. Matriculated students are allowed to use the university's IT infrastructure, a university-wide network with Wi-Fi access points, central storage and printing systems. You will be issued a personal user name. You will get a free e-mail address in the Bauhaus-Universität Weimar domain and storage space for personal files on the central storage systems, as well as additional space for projects, upon request. PC pools

uni-weimar.de ▶ for general use are located at Steubenstraße 6 and Bauhausstraße 15.
University ▶
Structure ▶
 Central University

Facilities ▶
 SCC ▶

In addition, you'll have access to the network from the student dormitories. All information related to your studies will be sent to the e-mail address that you received from the university. You should therefore check your e-mail regularly or configure mail forwarding.

✉ **Servicezentrum für Computersysteme und Computerkommunikation (SCC)**
 Steubenstraße 6a
 99421 Weimar
 +49 (0) 36 43/58 24 24
 hotline@scc.uni-weimar.de

Sprachenzentrum (Language Centre)

Every Tuesday evening at 7 p.m. in the »Schwarzburger Hof«, there is an informal **English-speakers' meet-up**.

The »Sprachenzentrum« offers a wide range of language courses. You have to register for the courses at the beginning of the semester. The registration procedure generally consists of a placement test, online registra-

The **tandem programme** is an opportunity to improve your foreign language skills individually with a native speaker.

uni-weimar.de ▶
Universität ▶
Structure ▶
Central University
Facilities ▶
Language Centre ▶

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

✉ Language Centre
 Coudraystraße 13 B, 2nd floor
 99423 Weimar
 +49 (0) 36 43 / 58 23 91
 sprachenzentrum@uni-weimar.de

Office hours:
 Monday to Wednesday 9 a.m.–3 p.m.
 Tuesday and Thursday 1.15 p.m.–3.30 p.m.

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.

For more information on what the **Universitätssportzentrum** has to offer, see:
uni-weimar.de ▶
News ▶
Course Catalogue ▶
University Sports
Centre ▶

✉ Universitätssportzentrum
 »An der Falkenburg« (USZ)
 Belvederer Allee 25 a
 99423 Weimar
 +49 (0) 36 43 / 58 24 51

UNIVERSITY ADMINISTRATION

Semester calendar

Semester duration: In Germany, the academic year is divided into two semesters. The winter semester (WiSe) at the Bauhaus-Universität Weimar always begins on 1 October and ends on 31 March. It is followed by the summer semester (SoSe), which begins on 1 April and ends on 30 September.

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 instruction 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.

You'll find the re-registration deadline and semester fee on the web.
uni-weimar.de ▶
 University ▶
 Studies ▶
 University Administration ▶

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 »Rückmeldefrist« (re-registration deadline) and semester fee on the web.

Degrees at the Bauhaus-Universität Weimar

The study regulations govern the organization, extent, content and sequence of the degree programme. You can find an

Bachelor: The Bachelor is a professionally qualifying university degree awarded following six to eight semesters of regular study. A Bachelor's thesis is required for successful completion of the degree. The Bachelor's

overview at:
uni-weimar.de ▶
 University ▶
 Studies ▶
 University Administration ▶
 Academic Regulations ▶

The **transcript of records** (performance report) documents student performance over the course of studies.

The **diploma supplement** is an additional document to the degree certificate describing the degree programme, assessing the quality and content of student performance during the course of study.

degree enables entry into a career or continuation of studies in a Master's programme.

Master: The Master is a professionally qualifying university degree that you can earn at the Bauhaus-Universität Weimar after two to four semesters of regular study. It can either be a deeper study of the discipline studied in the Bachelor's programme or extend the Bachelor's degree in a different direction. A successfully completed Master's degree is a prerequisite for admission to a university doctoral programme.

Diplom (Freie Kunst): The »Diplom« programme is divided into two phases: Study phase I usually lasts four semesters and concludes with an intermediate examination. Study phase II lasts four to six semesters and ends with a thesis and an oral exam. At the Bauhaus-Universität Weimar, the Diplom degree also confers the right to enter a doctoral programme.

In the »Praxissemester« (practical semester), students complete the practical part of their studies outside the university – for instance, in the form of an internship at a company or school.

Staatsexamen Lehramt an Gymnasien:

The »Staatsexamen« qualifies you to work as a secondary education teacher. An examination board composed by the responsible state teachers' examination office of Thuringia administers the »Erste Staatsprüfung« (First State Exam). A practical preparatory internship (»Referendariat«) follows the »Erste Staatsprüfung« and ends with the »Zweite Staatsprüfung« (Second State Exam). Both parts of the exam comprise the »Staatsexamen« and lead to teacher qualification. The »Erste Staatsprüfung« also qualifies you to enter a doctoral programme.

The Bauhaus-Universität Weimar also offers **individual doctoral studies** conferring the title of Dr. Phil and Dr. Ing (engineering). Find out more from the Bauhaus Research School: uni-weimar.de/brs

Ph.D./doctoral degree: The Ph.D. programme involves a six-semester doctoral phase. The aim is to produce the next generation of academics through a structured course of research in the context of a graduate programme. The Ph.D. programme culminates in the submission of a doctoral dissertation, which if accepted leads to the title of Ph.D.

Types of instruction

The »Modulkatalog« (module catalogue) is a compendium of the module descriptions for the respective course of study. The module description contains information as to the content, qualification goals, instructional formats, ECTS points, and duration of the module.

Module: The classes you take in the course of your studies are grouped into modules which form units based on scheduling and content. They provide you with instruction in various forms – lectures, seminars, projects, and design projects. There are core modules, which you are required to take, and mandatory electives which you can choose from a thematically limited range, and electives, which you can choose freely from the modules on offer in your course of study or those on offer from a different faculty. A module generally lasts for a semester and ends with a test in the form of a final exam or paper.

Vorlesung (lecture): »Vorlesung« are presentations in which the instructor (e.g. a professor) conveys fundamentals and factual knowledge pertaining to a specific topic.

The **»Studienplan«** (curriculum) is a clear overview of all of the semesters required for a course of study, including all possible core and required elective modules.

Tutorium: A tutorial is a special form of the tutorial in which upper-level students – tutors – help you to grasp tutorial exercises.

The **course catalogue** on the BISON portal provides information on all of the classes offered in the current semester.

uni-weimar.de ▶
Course catalogue ▶

Seminar: Seminars offer the opportunity for in-depth independent study of specific topics under the guidance of an instructor and culminate with the presentation of your results, usually in the form of an oral presentation. The presentation is followed by a discussion offering the opportunity for reflection and constructive criticism.

All **teaching staff** are referred to as **»Dozentin«** or **»Dozent«** (professors, academic assistants, and instructors).

Kolloquium (colloquium): A **»Kolloquium«** is an academic conversation about a specific topic. Conferences and some tests also take the form of a **»Kolloquium«**.

Workshop: A workshop is a moderated class in which participants discuss certain topics, solve problems, develop strategies and learn from each other.

Projekt (project): **»Projekte«** are blocks of instruction in which you deal with a specific topic, become aware of unresolved problems, and work independently to develop new approaches.

You'll find detailed information on the **»Projektbörse«** (Project Auction) and grading for individual classes in the Faculty of Art and Design at:

**uni-weimar.de/
gestaltung/
ankommen**

At the beginning of every semester, a so-called **»Projektbörse«** (Project Auction) is held in which instructors present their projects.

Students can get an overview and decide which courses they want to sign up for at the subsequent project and course registration. All the student choices are evaluated, and it is decided which classes students will be admitted to. The next day, lists are posted showing which students will participate in which **»Projekt«** and courses.

After weighing the possible »Entwürfe« for your semester, you can select three scheduling options for the upcoming semester. You will find out by e-mail which one has been granted.

Entwurf (draft): In a »Entwurf«, you will devote yourself to the architectural development of a structure or building subject to certain conditions. You will document the result – the design – in the form of drawings and models, sometimes accompanied by text.

Fachkurs (studio course): The »Fachkurs« is a basic introduction to a workshop of your choice under the leadership of a master craftsman who enables you to implement ideas and concepts from your projects and courses in a practical environment.

Werkstattkurs (workshop introduction): »Werkstattkurse« teach you the techniques and methods of a workshop and are designed to help you implement your artistic and design ideas in a range of media and materials. »Werkstattkurse« are therefore often oriented on projects.

Exkursion (excursion): On »Exkursionen«, you'll visit exhibits and museums, tour companies or construction sites, or participate in field studies.

Grading

Leistungsnachweise (performance report): »Leistungsnachweise« document your performance on tests throughout your studies and contain at least one mark. In addition, you will receive credit points (CP) – or, ECTS points – which you will collect up until your graduation. Your grade statistics are listed in the BISON study portal.

CP or ECTS: Credit points are a measure of your workload, which you receive upon successful completion of a module. The European Credit Transfer and Accumulation System (ECTS) is designed to ensure that your performance is comparable to that of other students in the European University Region and are transferrable to other universities.

»Semesterwochenstunden« (also known by their German acronym »SWS«) list the number of hours per week planned for in-class activities over the duration of a semester.

Workload: One ECTS point corresponds to an average workload of 30 hours. You are expected to accumulate a total of 30 ECTS points a semester. For a Bachelor's degree, 180 ECTS points (six-semester Bachelor) to 240 ECTS points (eight-semester Bachelor); for a Master, 60 ECTS points (two-semester Master) to 120 ECTS points (four-semester Master). The calculated workload includes not only the time spent in class during the instructional period during the semester but also preparation and review of work completed in class (self-study) and exams.

Exams

The »Prüfungsordnung« specifies conditions for exams and includes rules such as admission requirements, examination dates, registration deadlines, and the format of exams.

A list of points of contact can be found here:

Exams take place at the end of the instructional period of the semester – in February for the winter semester and July for the summer semester.

Depending on how a module is designed, you will have to complete different tasks to complete it. To pass a module exam, you must receive a mark of at least »adequate« (4.0). If a module consists of several tests,

uni-weimar.de ▶ you must receive a mark of at least »ausreichend« (4.0) on all of them.

Universität ▶

Studies ▶

University ▶

Administration ▶

Academic ▶

Regulations ▶

Registration for exams: Generally, you are automatically registered for an exam 14 days from the start of the corresponding class. It is possible to withdraw. Deadlines for withdrawal vary and are regulated by the examination rules for your course of study.

Students with a disability or chronic illness who are unable to sit for conventional exams complete them in an alternative format. Apply for an alternative exam format by submitting a request for disadvantage compensation (page 66).

What to do in case of illness: In case of illness, you must submit a doctor's note (possible from an official doctor) which explicitly specifies inability to sit for an exam. The note must be submitted immediately, no later than 3 days after the exam. If the reason for the inability is recognised, the exam is considered excused.

Failure of an exam: A module exam (or sub-exam) graded with the mark of »fail« (5.0) constitutes failure. If a module consists of several sub-exams, only the failed exam must be repeated. Unexcused absence

from an exam results in failure. The respective examination regulations provide more details.

The **examination board** is a board comprised of professors, staff, and students of the university charged with ensuring compliance with the provisions of the examination rules (e.g. admission to exams, recognition of performance reports).

Re-taking an exam: You can re-take an exam at the next test date (usually the end of the subsequent semester). Your registration for the exam remains valid, and you do not have to re-register for the next test date.

Second re-taking of an exam: In justified exceptions, the examination board may approve a second re-taking of a module exam. You must apply to the examination board for another examination date in writing by the deadline specified in the examination rules of your course of study. If the exam is failed in the second re-take, the failure is considered final. This generally results in de-registration. You can then no longer continue your studies in this degree programme.

The BISON study portal

To use the full functionality of the BISON study portal, all you have to log in with your university login credentials. uni-weimar.de ▶
Course catalogue ▶

The Bauhaus-Universität Weimar's study portal BISON (an acronym for »Beratung«, Information, Service Online) provides a quick, direct overview of:

- _ Course catalogue, sorted by faculty
- _ Module and exam registration
- _ Grading statistics
- _ Student certificates
- _ Classes offered by the Language Centre and »Universitätssportzentrum«
- _ Central events

Academic development opportunities In addition, BISON can help with:

- _ Class search
- _ People search
- _ Building and classroom search
- _ Change of address

Thoska student identification card

Further information on where you can use your semester ticket is available at:

uni-weimar.de ▶
University ▶
Studies ▶
University Administration ▶

In addition, you can obtain an **International Student Identity Card (ISIC)** at the Student Services Infotake. The card entitles students to discounts worldwide similar to those they enjoy in Germany.

The thoska («Thüringer Hochschul- und Studierendenwerkskarte») is your student identification card. Functions of the thoska:

- _ Student ID
- _ Library card (also accepted in the »Herzogin Anna Amalia Bibliothek«)
- _ Payment card for dining halls, cafeterias, and fee-based courses
- _ Copying and scanning
- _ Rail, bus, and regional transport ticket within Thuringia (semester ticket)
- _ Access card for selected buildings and rooms (when activated)

At the Mensa am Park terminals, in the foyer of the Campus.Office, the University Library or the University Sports Centre you can validate the thoska for the coming semester. The terminals in the Mensa am Park and the University Library 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.

Leave of absence, change of degree programme, part-time study, Long-term study fee

»Studierendenbüro« of the Bauhaus-Universität Weimar can help you with questions related to leaves of absence, a change of major/transfer to another university, part-time study, or fees for long-stay students (page 41).

Before you decide to switch your major, take a leave of absence, or even exmatriculate, make an appointment with the »Allgemeine Studienberatung«, or with an subject specific advisor from your faculty, to avoid making the wrong decision.

uni-weimar.de ▶
University ▶
Studies ▶
Advising ▶

Leave of absence: You can apply for a leave of absence for a valid reason. Some examples for when a leave of absence is justified:

- _ Illness
- _ Maternity and parental leave
- _ Voluntary national service
- _ Study-related foreign travel
- _ Administrative duties
- _ Completion of an internship

The leave of absence is for a single semester. Generally two leaves of absence are permitted in a degree programme. Exceptions

are made for chronic illness, maternity and parental leave.

Change of degree programme: If you want to change your degree programme at the Bauhaus-Universität Weimar, you do not even have to apply online. Simply submit the application form and performance reports you have collected so far to the »Studierendenbüro«. The responsible examination board will decide how you are placed in the new degree programme. The examination board may accept you subject to certain academic conditions. You can find out who is responsible for the specific examination board on the faculty webpage.

If you are an international student, be aware that changing your course of study may result in the loss of your student visa. You should therefore be sure to contact the »Bürgerbüro der Stadt Weimar« (»Ausländerbehörde«) before doing so (page 1617).

In addition to your studies, you may also register as an auditor or »Gast-student« (guest student) at a different university, where you can attend classes in another field and even take tests.

The **standard duration** of a course of study refers to the number of semesters scheduled for the completion a degree programme.

You can find detailed information at:

uni-weimar.de ▶
University ▶
Studies ▶
University
Administration ▶

Part-time studies: You can complete your studies part-time in certain degree programmes at the Bauhaus-Universität Weimar. To do so, you must submit a written request approved by the responsible examination board. A semester of part-time study counts as a half-semester. The study regulations specify whether your desired course of study is suitable for part-time study.

Langzeitstudiengebühren (long-term study fees): If you exceed the »Regelstudienzeit« (standard duration) of your programme by more than four semesters you are required to pay 500 Euro per semester, in addition to your semester fee. Liability for the fee is based not on your programme semester but on your total semesters at university. All of the semesters you may have spent at other German universities are included in the calculation. Please direct any questions to the »Studierendenbüro«.

Students with children

You can find detailed information on the »Studierendenwerk Thüringen« website at: stw-thueringen.de ▶
Students with children ▶

The »Allgemeine Sozialberatung« offers counseling on the financial challenges that arise from having a child. stw-thueringen.de ▶
Counseling ▶
General Social Counseling ▶

The Bauhaus-Universität Weimar strives 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 general advising office (see page 70) to find out what option is best for your individual situation.

The »Studierendenwerk Thüringen« also offers professional day care at the campus. kinder day-care 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 12 weeks to 7 years, in the trained hands of students for up to four hours a day, up to a maximum of 10 hours per week.

✉ **BAUHÄUSCHEN** – flexible childcare
Amalienstraße 13, Room 315/316
+49 (0) 36 43/58 10 10
bauhaeuschen@uni-weimar.de
Office hours:
Monday to Thursday 8 a.m. – 8 p.m.
Friday 8 a.m. – 2 p.m.

Studying with disability

You can find detailed information at: uni-weimar.de ▶
University ▶
Studies ▶
Advising and Consultation
Services ▶
Studying with Disabilities ▶

The Bauhaus-Universität Weimar offers students with disability or chronic illness a special range of advisory services. If you have a disability you can get help from the »Beauftragte für chronisch kranke und behinderte Studierende« (Representative for Students with Chronic Illness and Disability).

The »Allgemeine Studienberatung« can help with questions related to selecting a course of study, beginning and carrying out your studies, obtaining assistance devices, and mitigating disadvantages. If you'd like, Student Assistance can contact your instructors

and examination officers and consult with them on how to best optimise your situation.

- ✉ **Beauftragte für chronisch kranke und behinderte Studierende**
Michaela Peisker
Geschwister-Scholl-Straße 15, Room 007
99423 Weimar
+49 (0) 36 43/58 23 49
michaela.peisker@uni-weimar.de

ADVISING AND CONSULTATION SERVICES

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

Allgemeine Studienberatung (General Academic Advising): The »Allgemeine Studienberatung« of the Bauhaus-Universität 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 services for students and graduates:

- _ Advice on changing majors or withdrawing from the university

- _ Advice on planning your studies and time management
- _ Advice on further studies
- _ Help with study and work problems, as well as difficulty with exams
- _ Advice on study-related personal problems
- _ Advice for chronically ill students and students with a disability

The main form of counselling is individual consultation. Consultation can take place during office hours at the Campus.Office or by prearranged appointment.

✉ Allgemeine Studienberatung

Christian Eckert

Campus.Office

Geschwister-Scholl-Straße 15, Room 005

99423 Weimar

+49 (0) 36 43/58 23 58

studium@uni-weimar.de

Office hours:

Tuesday and Thursday

10 a.m. – 11.30 a.m. and 1 p.m. – 3 p.m.

Wednesday 1 p.m. – 3 p.m.,
and by appointment

To find the
**subject specific
advisor** in your
field, see

[uni-weimar.de](#) ▶
[University](#) ▶
[Studies](#) ▶
[Advising](#) ▶

Subject specific advising: At the Bauhaus-Universität Weimar 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.

International
students can also
get answers to
specific questions
about their fields
from **Counselling
Officers**.

[uni-weimar.de](#) ▶
[Studies](#) ▶
[Advising](#) ▶
[Counselling Officers](#) ▶

Advising for international applicants: The Bauhaus-Universität Weimar offers individual advisory services to all international applicants with regard to study preparations, such as questions regarding admissions and application for Bachelor and Master programmes (also offered in English).

✉ **Advising for international applicants:**

Johanna Theuerkauf
 Campus.Office
 Geschwister-Scholl-Straße 15,
 99423 Weimar
 +49 (0) 36 43/58 23 68
 studium@uni-weimar.de

Office hours:

Tuesday 10 a.m.–12 p.m.,
 1 p.m.–2 p.m.

Thursday 10 a.m.–2 p.m.

International Office: The International Office can 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.

✉ **ERASMUS+ and study abroad**

Evelyn Beyer
 Campus.Office
 Geschwister-Scholl-Straße 15, Room 112
 99423 Weimar
 +49 (0) 36 43/58 23 62
 evelyn.beyer@uni-weimar.de

Office hours:

Tuesday and Thursday 10 a.m.–12 p.m. and
 1 p.m.–4 p.m.

Semester break: Tuesday and Thursday 10
 a.m.–12 p.m. and 1 p.m.–3 p.m.

**International
 Counsellors**
 are the contact
 persons for inter-
 national students
 in the faculties.

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. In addition a number of integration opportunities are available.

- ✉ Advising for international students on doctoral studies
 Simone Schwark, M.A.
 Campus.Office
 Geschwister-Scholl-Straße 15, Room 108
 +49 (0) 36 43/58 23 63
 simone.schwark@uni-weimar.de
 Office hours:
 Tuesday und Thursday, 10 a.m.–12 a.m. and
 1 p.m.–4 p.m.
 Office hours (semester break):
 Tuesday und Thursday, 10 a.m.–12 a.m. and
 1 p.m.–3 p.m.
- ✉ Orientation counselling for international students (Organisation International Welcome.Lounge)
 Anke Schulze
 Campus.Office
 Geschwister-Scholl-Straße 15, Room 101
 99423 Weimar
 +49 (0) 36 43/58 23 65
 anke.schulze@uni-weimar.de
 Appointment by arrangement

You'll find
 workshops, job
 and internship
 offers at:

uni-weimar.de ▶
 University ▶
 Structure ▶
 Central
 Administration ▶
 Careers Service ▶

Careers Service: The Careers Service offers you support throughout your academic career through workshops and lectures aimed at obtaining key qualifications, and it offers individual consultations for help with any questions related to career orientation and entry.
 To help you meet potential employers, the Careers Service organises company presentations and tours, an annual career fair, and a mentor programme.

- ✉ Careers Service
 Michaela Peisker
 Campus.Office
 Geschwister-Scholl-Straße 15, Room 007
 99423 Weimar
 +49 (0) 36 43/58 23 49
 careers.service@uni-weimar.de
 Office hours:
 Tuesday and Thursday 10 a.m.–12 p.m. and
 1 p.m.–3 p.m.

Gleichstellungsbüro (Equal Opportunity 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.

**Gleichstellungsbüro**

Amalienstraße 13, Zimmer 303

99423 Weimar

+49 (0) 3643/58 42 40

gleichstellungsbuero@uni-weimar.de

Termine nach Vereinbarung

Psychozoziale Beratung (Psychologic

Counselling): You can take advantage of Psychosocial Services 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.

The Catholic, Protestant, and Muslim congregations in Weimar, as well as the Thuringian Jewish community in Erfurt offer spiritual counseling for students at:
herzjesu-weimar.de/KSG.html
esg-weimar.de

Psychozoziale Beratung 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.

**Studierendenwerk Thüringen**

A consultation
in English
is possible by
appointment.

Psychosoziale Beratung Weimar
Marienstraße 15 a, 1st Floor OG
99423 Weimar
+49 (0) 36 43 / 58 16 80
psb-weimar@stw-thueringen.de

Appointment by arrangement:
Tuesday 3 p.m. – 4 p.m.
Thursday 10 a.m. – 11 a.m.

Allgemeine Sozialberatung (General Social Counselling): can address your questions regarding:

- _ General social services
- _ Services of »Studierendenwerk Thüringen«
- _ Financing your studies
- _ Health insurance
- _ Studying with children

**Studierendenwerk Thüringen**

Allgemeine Sozialberatung
Marienstraße 15 a, 1st Floor
99423 Weimar
+49 (0) 36 43 / 58 16 81
asb-weimar@stw-thueringen.de
Office hours: Tuesday 1 p.m. – 4 p.m.

Rechtsberatung für Studierende (legal advice for students): »Studierendenwerk Thüringen« offers students the opportunity to seek free legal advice from an independent lawyer during the academic semester.



Studierendenwerk Thüringen
Rechtsberatung für Studierende
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Office hours: Wednesday 5 p.m. – 7 p.m.

Fire department, rescue	112
Police	110
Emergency doctor	+49 (0) 36 43/11 61 17
AIDS help	+49 (0) 36 43/85 35 35
Women's emergency hotline	+49 (0) 179/195 21 10
Poison control centre	+49 (0) 36 43/73 07 30
Child protective services	+49 (0) 36 43/85 07 00
Psychological services hotline	+49 (0) 800/111 03 33
Homeless shelter	+49 (0) 36 43/80 82 73
Pro Familia (sexuality and family planning services)	+49 (0) 36 43/5 99 04
Medical clinic Weimar	+49 (0) 36 43/57 0
Energy and gas service interruption hotline	+49 (0) 36 43/434 11 11
Addiction counselling	+49 (0) 36 43/85 21 33
Spiritual counselling hotline	+49 (0) 800/11 101 11
Animal shelter (emergency)	+49 (0) 172/781 58 97

GLOSSARY

Audimax: Audimax is a short form of Auditorium Maximum. It is the largest auditorium at the university. At the Bauhaus-Universität Weimar, the Audimax is in the University Library building at Steubenstraße 6.

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.

DAAD: The Deutsche Akademische Austauschdienst (DAAD) is an organ 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.

Dezernat: A »Dezernat« is an administrative department of the university with a specific area of responsibility.

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

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

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

Hörsaal: A »Hörsaal« is a room where lectures are held.

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

Limona: The Limona is a building from a former soft drink factory that now serves as the university library for the Faculty of Art and Design and the Faculty of Media.

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.

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

Praktikum: An internship is 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.

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

uni-weimar.de/glossar

CAMPUS MAP

General information

- 1 Bauhaus.Atelier | Info Shop Café *
Geschwister-Scholl-Straße 6 a
- 2 Hauptgebäude *
Geschwister-Scholl-Straße 8
- 3 Campus.Office
Geschwister-Scholl-Straße 15
- 4 Van-de-Velde-Bau *
Geschwister-Scholl-Straße 7
- 5 Haus Am Horn *
Am Horn 61
- 6 Park an der Ilm *
* UNESCO World Heritage Site

University Directorate

- 7 President's office
Geschwister-Scholl-Straße 8
- 8 Chancellor's office
Belvederer Allee 6

Deans' offices

- 9 Faculty of Architecture and Urbanism
Geschwister-Scholl-Straße 8
- 10 Faculty of Civil Engineering
Marienstraße 13 E
- 11 Faculty of Art and Design
Geschwister-Scholl-Straße 7
- 12 Faculty of Media
Bauhausstraße 11

Departments

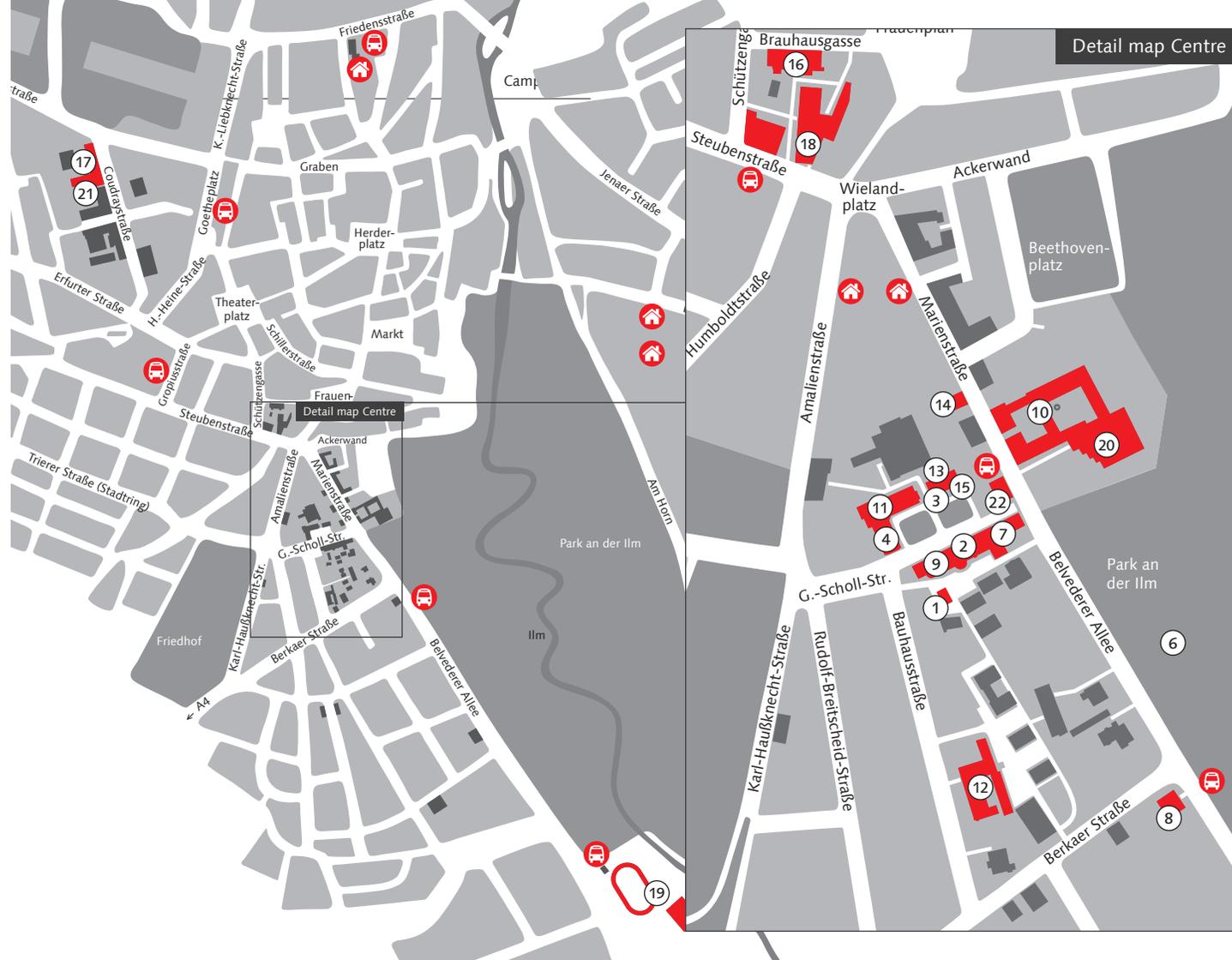
- 13 Office of Student and Academic
Affairs (DSL) International Office
(DIB) in Campus.Office
Geschwister-Scholl-Straße 15

Central University Facilities

- 14 Bauhaus Research School (BRS)
Marienstraße 9
- 15 General Academic Advising,
Careers Service
Geschwister-Scholl-Straße 15
- 16 SCC (Computer Centre)
Steubenstraße 6 a
- 17 Language Centre (SZ)
Coudraystraße 13 B
- 18 University Library (UB), Audimax
Steubenstraße 6
- 19 University Sports Centre »An der
Falkenburg« (USZ)
Belvederer Allee 25 a
- 20 Mensa am Park
Marienstraße 15
- 21 Mensa Coudraystraße
Coudraystraße 13 B
- 22 M18 student centre
Marienstraße 18

 Line 1 bus stops

 Residential facilities of
»Studierendenwerk Thüringen«



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GEFÖRDERT VOM



Bundesministerium
für Bildung
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