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ENROLMENT AND STUDENT HANDBOOK

Once you have received the letter of admission for your degree course, you need to enrol (register) at the university. Enrolment forms can be obtained from the Student Administration Office.

Once you have submitted all the enrolment forms, you can pick up your student handbook, at the latest one week before your course begins, from the Student Administration Office. Please keep to the opening hours of the Student Administration Office for your enrolment and collection of your student handbook.

The student handbook is important for the smooth running of your degree course!

To help your degree course to get off to a successful start, you will find the following in your student handbook:

• your Semester Ticket (NRW ticket),
• your access details for the online Student Information Service portal (LSF) including instructions,
• your access details to a university e-mail address (e-mail account) including an information sheet with all the relevant details,
• proof of your enrolment and
• an overview of the different types of examination.

In addition to this, the student handbook also contains all the relevant documents you will need for your degree course. For example, you will find our examination rules and study schedule, as well as the attendance confirmation sheets for your course.

ATTENDANCE CONFIRMATION SHEETS

These attendance confirmation sheets will help to give you orientation during your degree course. Furthermore, at the end of each lecture period, the teaching staff must confirm your attendance at the lecture in question by means of a signature. Successfully completed study credits and module examinations are also required to be entered on these sheets and are to be confirmed through the signature of the examiner.

The completed attendance confirmation sheets are to be submitted to the Examinations Office so that your performance can be recorded.

The staff at the Examination Office is available to help you during their office opening hours and they are happy to answer any questions you may have on examination rules, study schedule and attendance confirmation sheets.

ORIENTATION

To help you find your way around the university in the early days and get to know your fellow students, the university has organised two Induction Events in conjunction with the Support Office and the General Students’ Committee (AStA). These will take place from 07.10. to 09.10.2018 at the Cologne site. They include a guided tour of the building and the library, an introduction to the various individual degree courses, a welcome break-fast organised by the Support Office, a treasure trail through the city, and much more. We especially recommend that you attend the short workshops on various important themes, e.g. examinations and study schedule, student e-mail addresses, practice room system, provision of support and guidance, and medical support for musicians.
These will be held on Tuesday 08 October between 12:15 and 02:15 pm in Room 14. You can find details of the workshop programme on the university website.

**Please note:** the specific Induction Events for the teaching degree courses take place earlier, on 26 and 27 September! If you need any further information, please contact the Teacher Training Office.

At our Aachen site, students will be welcomed in the Concert Hall on Wednesday 09 October at 10:00 am. At our Wuppertal site, the welcome event for first semester students will take place on 07.10.2019. Our Course Guidance Event will be held on 09.10.2019 from 10:00 am onwards in Room 205.

All further information on our induction week can be found in the relevant flyer.

**CHAMBER MUSIC ASSIGNATION (COLOGNE SITE)**

All Bachelor students of orchestra instruments, piano or plucked string instruments must be divided into groups of chamber music, with the exception of those who are studying jazz/pop.

To register, please use the online form and send it by e-mail to kammermusik@hfmt-koeln.de. You can find the form here: www.hfmt-koeln.de/studierende/orientieren/erste-schritte00.html

The informational event will take place on Wednesday 09.10.2019 at 14:00 pm in Room 313.

**MUSIC THEORY ASSIGNATION (COLOGNE SITE)**

You will also have to be assigned into a music theory course at the beginning of your degree course. You will be allocated into one of various different music theory courses according to your degree course and your existing level of knowledge. This applies to all students who are working towards the Bachelor of Music, with the exception of those studying jazz/pop. The assignment into a music theory course for those working for a teaching degree will carried out during the induction days for the teaching degree courses. Music theory course assignment will take place on 09 October 2019, from 11:00 am to 1:00 pm in Room 14.

**DATES AND DEADLINES**

**LECTURE PERIODS**

Winter term 2019/20:
07.10.2019 - 31.01.2020

Christmas holiday:
24.12.2019 - 01.01.2020

Summer term 2020:
01.04.2020 - 10.07.2020

**EXAMINATION PERIODS**

(only for special module examination, bachelor or master thesis/capstone project)

Winter term 2019/20:
03.02. - 14.02.2020

Summer term 2020:
06.07. - 17.07.2020 and 14.09. - 25.09.2020

**Please note:** All examinations except for the before mentioned have to be organised by the students.
RE-REGISTERING
You will automatically be re-registered once you transfer your tuition fees on time to the newly created account of the Hochschule für Musik und Tanz Köln. You no longer need to re-register in person! Account Information – Attention: New reason for Required Information! The re-registration deadline and the campus fee you will find on the website: www.hfmt-koeln.de/studierende/studienorganisation/rueckmeldung.html

OPERATION HOURS HFMT
The opening hours of the three university sites as well as the closing times can be found on the homepage of the university: www.hfmt-koeln.de/studierende/termine-und-fristen/oeffnungszeiten.html

STUDENT ID CARD
When you enrol at the beginning of your degree course, you will be given a Student ID card. This card will be needed for pretty much everything, so you should always have it with you. The Student ID card is a blue chip card which has multiple functions.
It is, for example …
- your method of payment for the canteen and cafeteria at the Cologne site, as well as for various other services of the Cologne Student Services Provider
- Library ID card
- Photocopy card
- Semester ticket for the VRS, AVV and VRR districts (see Semester ticket)
Your chip card also gives you access to the main building in Cologne through the rear entrance (Dagobertstraße), as well as access to the WIZ in Dagobertstraße and the IT room in the library.

Please note: Every semester, once you have re-registered, you will also need to re-validate your card for the coming semester. There is a machine for this purpose, located next to Room 2 at the rear exit and between the photocopiers on the floor "Z" of the university.

PAYMENT SYSTEM FOR THE CANTEEN AND CAFETERIA AT THE COLOGNE SITE
You can top-up your Student ID card with credit using your EC card. There are machines for this purpose located in the canteen and near the computer terminals in the university foyer. Alternatively, you can top-up the card with cash in the cafeteria (minimum Euro 5)

Please contact the IT department in case your chip card is damaged, you lost it or for issuing a chip card. You can personally reach the colleagues of the IT department on Tuesdays and Thursdays between 11:00 and 12:00 a.m. at Theodor-Heuss-Ring 38-40, 1st floor, room 109. Please ring at »HfMT Personal/Finanzen/IT«. Or contact the IT by e-mail: Chipkarte@hfmt-koeln.de

In case you have access problems with your chip card refer to zutritt@hfmt-koeln.de

PHOTOCOPIER CARD
Once your card has credit on it, you can also use it for the university photocopiers. You will find these on the mezzanine level, on the left around the corner from the lifts, and in the library. Copies cost Euro 0.05 (A4), or Euro 0.10 (A3).
**LIBRARY ID CARD**

On the reverse side of the chip card, you will find your lender number for the library. You can use this to borrow books and sheet music from the library at all sites or order them online. Further details can be found in the library on the 4th floor, or in the local libraries at the Aachen and Wuppertal sites.

If you need technical support with your student ID card, please contact it-support@hfmt-koeln.de

**SEMESTER TICKET**

The Semester ticket allows you free bus and train travel throughout the whole NRW area. You will receive two different tickets which are valid for different zones.

**THE VRS, VRR AND AVV TICKET**

- Your Student ID card serves as a ticket in the VRS area (Cologne site), VRR area (Wuppertal site) or AVV area (Aachen site).
- The Semester ticket is only valid when used in connection with an official photo ID card – in each case valid for one semester and can be used 24/7 across the whole VRS, VRR or AVV network, including Sundays and public holidays and periods when there are no lectures.
- Valid for use on all buses, trams and underground, and for 2nd class travel on local trains (S-Bahn), regional trains (RegionalBahn) and regional fast trains (RegionalExpress), across the VRS, VRR and AVV price zone.
- Not valid on IC/EC, ICE or Thalys trains, or on car trains or night trains.
- Between 7:00 pm and 3:00 am on the following day, an additional person or up to three children (6 to 14 years) may travel with you free of charge. During this time you can also take a bicycle with you free of charge. This special offer is valid for the whole day at weekends and on public holidays.
- Children under the age of 6 years may always travel with you free of charge.

You can find further information here:

- [www.vrsinfo.de/tickets/tickets-fuer-job-und-ausbildung/semesterticket.html](http://www.vrsinfo.de/tickets/tickets-fuer-job-und-ausbildung/semesterticket.html)
- [www.vrr.de/de/service/semester/](http://www.vrr.de/de/service/semester/)
- [https://avv.de/de/tickets/tickets-fuer-bus-bahn/semesterticket](https://avv.de/de/tickets/tickets-fuer-bus-bahn/semesterticket)

**THE NRW TICKET**

- The NRW ticket also entitles you to travel on buses, trains, regional trains (RegionalBahn) and regional fast trains (RegionalExpress), across the whole state of North Rhine Westphalia.
- Not valid on IC/EC, ICE or Thalys trains, or on car trains or night trains.
- Outside of the VRS area, you may not take bicycles or further persons with you on your NRW ticket.
- Children under the age of 6 years may travel with you free of charge.

It is important that you always have both tickets with you. If you forget your ticket, please speak to the train attendant. You can, for example, present your ticket in the passenger centre at the main station within a period of 14 days. In this case, you will not have to pay the usual fine of Euro 40 but instead just a processing fee of Euro 7.
Practice Rooms and Electronic Services | 09

**PRACTICE ID CARD AND PRACTICE ROOM SYSTEM**

There are practice rooms available for students in the practice building on the Cologne site, spread across two floors and equipped with grand pianos or upright pianos. Practice schedules and rules are organised by the HfMT Cologne General Students’ Committee (AStA).

Rooms can be reserved for practice both in the practice building and in the main building of the university. There are two different systems in place for booking the rooms.

**BOOKING A PRACTICE ROOM IN THE PRACTICE BUILDING (COLOGNE SITE)**

There is an online booking system for booking a room in the practice building and you will need to register for this at the beginning of your degree course. Please register for this system using your enrolment number and your date of birth (DD.MM.YYYY) as a password, at the following link: https://uebezellen.hfmt-koeln.de

You are advised to change your password after registration.

You have a monthly allowance of 40 hours. Rooms can only be booked up to a maximum of 7 days in advance of the requested practice date. On account of the limited capacity of the practice building, please be sure to declare reserved rooms free for use by your fellow students if you are not able to use the room after all. In the case of a cancellation up to 4 hours in advance, you will be credited with the full hour’s allowance again. In the case of cancellation up to 10 minutes beforehand, only a half an hour. Unused practice time allowance is lost at the end of each month and cannot be carried forward into the next month.

You can find full details here: www.hfmt-koeln.de/studierende/hochschulleben-und-service/uebeausweis-und-ueberraumsystem.html

**BOOKING A PRACTICE ROOM IN THE MAIN BUILDING (COLOGNE SITE)**

All students can obtain a Practice ID card in the Support Office. You will need to show a valid Student ID card and supply a passport photo. With this Practice ID card, students can make a reservation at the gate for any teaching rooms in the main building which are not currently in use. To make a booking, students can enter their names with the gatekeeper on the list of main building rooms every 3 hours (in each case, 20 minutes before the start of the practice period) Students are to leave their Practice ID card with the gatekeeper for this period and can then pick it up again afterwards.

To be valid, the Practice ID card must be stamped at the beginning of every new semester in the Support Office, and students will be required to show a valid Student ID card for the new semester.

**ELECTRONIC SERVICES**

**E-MAIL ACCOUNT**

On enrolment, you will receive a user name and a password for access to the Student Information Service portal (LSF portal) This user name will also serve as your e-mail address. The full e-mail address will be made up as follows: LSFuser name@stud.hfmt-koeln.de
Example:
joe.bloggs@stud.hfmt-koeln.de
Your e-mail address will be created automatically when you enrol at the Cologne University of Music and Dance and should then be used by you. You can find access details in your student handbook which will be handed out to you on enrolment. All communication from the university will be carried out exclusively via this e-mail address. We therefore recommend that you check your e-mails regularly, so that you don’t miss anything. Important tips and information which is essential for your degree course will be sent out to you from the following departmental areas:
• Student Administration Office
• Examinations Office
• Orchestra Office
• Library
• Support Office

FURTHER ELECTRONIC SERVICES
In addition to this, your e-mail address also serves as a user name which you in order to be able to use the various electronic services provided by the university. You have access to the following services:
• the e-Learning system ILIAS
  https://ilias.hfmt-koeln.de
• access via a browser to your emails via Outlook Web Access
  https://mail.stud.hfmt-koeln.de
• access to the library’s online data base (among other things you can use the »Naxos Music
Library«) via a secure connection (VPN)
  https://vpn.hfmt-koeln.de
• access to the university-wide Wi-Fi network

You can change the password in Outlook Web Access. If you change the password, then the change will apply to all services linked to the e-mail address. It is not possible to change your e-mail address.

WI-FI
There is Wi-Fi in all the university buildings. Access is also gained by registering with your user name (e-mail address) and your password via the corresponding web portal, which will appear in the selection of HfMT networks. Please note – we recommend you make use of these various services for the simple administration of your degree course. An information sheet on the various electronic services available can be found in your student handbook.
If you need any further help, please contact it-support@hfmt-koeln.de

Instructions for the use of electronic services can also be found in the public area of the Ilias e-learning system.
https://ilias.hfmt-koeln.de

ONLINE LECTURE TIMETABLE AND ONLINE STUDENT INFORMATION SERVICE

ONLINE LECTURE TIMETABLE
The online lecture timetable will help you to find your courses and lectures. It provides information on when and where the various courses and lectures will be taking place and
how long they will last. Furthermore, it also supplies information on the lecturer in question and perhaps further details of any prerequisites for participation, information on content and tips for relevant literature. Where appropriate, you may also find information on the registration procedure for the respective teaching events.

The online lecture timetable is sorted according to degree course, and within the courses, there is further categorisation according to the individual modules, where – depending on the event in question – they are then further sorted according to site. You can also use the search function of the online lecture timetable to search according to either the title of the event or the lecturer.

Please note that the online lecture timetable is not completely free of errors. If you are in any way uncertain about the details provided, or have any questions, please do not hesitate to contact the named member of the teaching staff. You will find the online lecture timetable on https://studierendenservice.hfmt-koeln.de

### RECOGNITION OF STUDY CREDITS AND EXAMINATION RESULTS

Periods of study and study credits which you have earned in the same degree course at another music university in Germany will be officially recognised.

Periods of study and study credits which you have earned in other degree courses will be recognised, on condition that you can provide evidence that they are an equivalent level of study. For periods of study and study credits at universities outside of Germany, decisions will be made according to the equivalence agreements agreed upon by the Conference of the Ministers for Education and the university rectors. The same applies to examination results gained.

Decisions regarding the crediting of periods of study, study credits and examination results obtained before acceptance into the study programme at the Cologne University for Music and Dance will be made by the Board of Examiners. Credits which were gained with the framework of a degree course done at the same time at a university outside of Germany will not be recognised. Classification will be made within the framework of establishing artistic suitability.

The application form for the recognition of study credits and examination results is available at the beginning of your course of study. As with all other data in the online Student Information Service portal, you are free to change your password. The change will, however, only affect your access data for the online Student Information Service portal.

An information sheet with full details can be found in your student handbook.
ble to download. Please include with the application certified copies and certified translations of the relevant reports and certificates.

Please submit the application within four weeks after the beginning of the 1st semester to the Examinations Office at the Cologne University of Music and Dance.

ORCHESTRA

As a student on a Bachelor of Music* or Master of Music for Orchestra Instruments degree course, it is a mandatory requirement that you play in the university orchestra.

Prerequisites for your final qualification are

• for the Bachelor degree, 21 ECTS points
• for the Master degree, 9 ECTS points

In the winter semester, there are generally 3 university orchestra phases. For each phase in which you successfully play in the orchestra, you will receive 1.5 ECTS points, this means that participating in 2 projects results in the awarding of 3 ECTS points. In the summer semester, there are generally 2 university orchestra phases.

• for the opera, you receive 3 ECTS points
• for the second orchestra phase, 1.5 ECTS points

The university will issue an Orchestra Pass to each student, on which all orchestra phases which you have taken part in will be documented, along with the ECTS points earned.

For any questions and further information, please contact: orchesterbuero@hfmt-koeln.de

* Bachelor of Music brass instruments; Bachelor of Music woodwind instruments; Bachelor of Music string instruments; Bachelor of Music drums/timpani; Bachelor of Music harp

SERVICE FACILITIES

EXAMINATIONS OFFICE

The Examinations Office advises students and teaching staff on questions relating to the procedure for the final examinations in the Bachelor and Master degree courses, as well as the concert examinations.

Areas of responsibility of the Examinations Office:
• Advising students and teaching staff on questions relating to examinations
• Approvals, planning and organisation for the special module examinations in the bachelor and master degree courses
• Issuing of reports, documents and certificates as well as transcripts of records and diploma supplements for the bachelor and master degree courses
• Bachelor and master theses, scientific papers
• Recognition of study credits and examination results
• Other concerns relating to the rules and regulations for examinations

For questions on any issues relating to examinations, please contact the Examinations Office, either during their normal opening hours or via e-mail: pruefungsamt@hfmt-koeln.de

The Examinations Office at the Cologne site is located on the mezzanine floor in Rooms 9, 10 and 11, in Aachen in Room 002, and in Wupper-
In Room 203.

studiensekretariat@hfmt-koeln.de

**Opening hours at the Cologne site:**
Monday and Wednesday, 11:00 am - 12:00 pm, Tuesday and Thursday, 10:00 am - 12:00 pm, Friday, closed

**Opening hours at the Wuppertal site:**
Monday to Thursday, 10:00 am - 12:30 pm, Friday, closed

**Opening hours at the Aachen site:**
Monday to Wednesday, Friday, 10:00 am - 12:00 pm, Thursday, closed

Documentation, application forms etc. can be handed in at any time during the opening hours of the university in box No. 072 in the foyer (yellow letter box).

**STUDY ADMINISTRATION OFFICE**
The Study Administration Office of the Cologne University of Music and Dance is responsible for general study and course guidance. This includes:

- Enrolment, requesting leave of absence, extension of degree courses, change of lecturer, ex-matriculation, feedback and other study issues (e.g. applications to be a guest student at another university)
- Applications for qualifying examinations and organisation of the qualifying

**Opening hours at the Cologne site are:**
Monday - Friday, 11:00 am - 12:00 pm, Tuesday and Thursday, 3:00 pm - 4:00 pm

The Student Administration Office at the Cologne site is located on the mezzanine floor in Rooms 7, 8, 9 and 11.

**Opening hours at the Aachen site are:**
Monday to Wednesday, 10:00 am - 11:30 pm / 2:00 pm - 3:00 pm, Thursday, 2:00 pm - 3:00 pm, Friday, closed

The Student Administration Office is located in Room 0006a.

**Opening hours at the Wuppertal site are:**
Monday to Thursday, 10:00 am - 12:30 pm, Friday, closed

The Student Administration Office is located in Room 203.

**ASTA (GENERAL STUDENTS’ COMMITTEE) AND STUPA (STUDENT PARLIAMENT)**
There are two elected bodies of student representatives at the Cologne HfMT which are, firstly, the Student Parliament (StuPa) and secondly, the General Students’ Committee (AStA).

The StuPa is the highest decision-making body of the student administration at the HfMT. The members of the StuPa are elected once a year by all students at the end of the summer semester, and they come from all subject areas and sites. The StuPa has a diverse range of tasks. It also elects the members of the AStA and nominates students for various different committees. Committees are formed from its members and deal with various different tasks (e.g. the Budget Committee, the Committee for Political Education or the Committee for Cases of Hardship). The sittings of the StuPa are held once a month during semester time and are open to the public.

Alongside the Student Parliament and the student delegation in the subject areas and in the Senate, the AStA is the executive body of student representation. It represents the interests of students in both the internal univer-
sity committees (Senate, Structural Committee, etc.) and in dealing with organisations external to the university, such as the Student Services Provider and the various transport associations. Furthermore, the ASTA provides a diverse range of services, including the coordination of practice sessions and the organisation of courses to prepare potential students for the entrance examinations of all degree courses.

The board of the ASTA and its appointed independent members are elected each year at the end of the summer semester by the members of the Student Parliament. The weekly sittings of the ASTA are open to the public and are held in the ASTA office (opposite the main entrance of the HFMT, 2nd floor). Participation in the sittings, suggestions or the involvement of students are always welcome.

Students should contact the members of the StuPa or the ASTA if they have any problems or questions. www.asta-hfmt-koeln.de

TEACHER TRAINING OFFICE

The Teacher Training Office staff can answer any questions concerning teaching degrees. 
lehramt-musik@hfmt-koeln.de
Tel: +49(0)221-28 380-355

They can also give you advice on the phone during their opening hours.

Their current opening hours can be found on the website at: www.hfmt-koeln.de/en/study-program/general-music-teaching-program/contact.html

Access to the building can be gained using your student chip card, which will need to be updated on the card reader at the entrance door.

IGP/EMP OFFICE

The tasks of the IGP/EMP Office include answering questions on the degree courses in instrument teaching, vocal teaching and elementary music education, as well as on the profile for instrument teaching and vocal teaching (e.g. on the study schedule, on module handbooks and examination rules, etc.). Furthermore, the student staff who are there to assist you have been trained in providing information on teaching methodology, on the registration for module examinations (teaching practice and colloquium) and on all necessary internships and the additional internship reports. Students can also contact the IGP/EMP team with any questions on the content of the module examinations and their bachelor thesis.

The IGP/EMP team are available to answer questions in person or on the phone during their weekly opening hours, and can also be contacted via e-mail.

Tel: +49(0)221-28 380-356
igp_emp@hfmt-koeln.de

The current opening times can be found on the website at: www.hfmt-koeln.de/en/study-program/bachelor-of-music/bachelor-of-music-elementary-music/igp-emp-buero.html

MUSICOLGY OFFICE

The Musicology Office is part of the Musicology Department at the Cologne University of Music and Dance. It forms an interface between the students and the Musicology teaching staff – among other things, the staff help to organise musical
events and provide materials to accompany seminars. In addition to this, musicology certificates, papers and examinations can be picked up here if they have been left by the lecturers for collection. (This can also be done during the opening hours of the Teacher Training Office.)

The Musicology Office is located in the Science Centre (Dagobertstraße 72) opposite the university (access can be gained using the internal university electronic chip card) in Room 811 (8th floor).

The current opening times can be found on the website at: www.hfmt-koeln.de/de/hochschule/wissenschaft-und-forschung/musikwissenschaftsbuero.html
Tel: +49(0)221-28 380-374 (during opening hours)
musikwissenschaft@hfmt-koeln.de

LIBRARY
The Hochschule für Musik und Tanz Köln library is a specialized library that provides all students and faculty members with literature and information about programs, instruction, research, and artistic practice.

More information about the operation hours, the library use and the digital offers you can find on the website: www.hfmt-koeln.de/en/hochschule/bibliothek.html

Contact: Markus Ecker (director): markus.ecker@hfmt-koeln.de or bibliothek@hfmt-koeln.de

VIDEO / SOUND RECORDING AND LOANER INSTRUMENTS
For more information please contact Servicebüro künstlerischer Betrieb (SKB) skb@hfmt-koeln.de

ADVISORY SERVICES AND CONTACTS

DEACONS AND DEPARTMENTS
The deacons are there to answer any questions on the content of your degree course in cases where your main specialist subject lecturer or the head of the degree course, have been unable to help you.

DEPARTMENT 1
keyboard instruments, plucked string instruments, composition, music theory:
Prof. Wolfram Breuer
wolfram.breuer@hfmt-koeln.de
consultation times: by appointment

DEPARTMENT 2
string instruments, orchestra conducting:
Prof. Alexander Rumpf
alexander.rumpf@hfmt-koeln.de
consultation times: by appointment

DEPARTMENT 3
brass instruments, harp, drums/timpani:
Prof. Ulrich Flad
ulrich.flad@hfmt-koeln.de
consultation times: by appointment

DEPARTMENT 4
vocal studies, musical theatre:
Prof. Brigitte Lindner
brigitte.lindner@hfmt-koeln.de
consultation times: by appointment

DEPARTMENT 5
music education, musicology, choir conducting, church music:
Prof. Dr. Claudia Meyer
claudia.meyer@hfmt-koeln.de
consultation times: by appointment
DEPARTMENT 6
jazz/pop:
Prof. Dieter Manderscheid
dieter.manderscheid@hfmt-koeln.de consultation times: by appointment

CENTRE FOR CONTEMPORARY DANCE
Prof. Vera Sander
vera.sander@hfmt-koeln.de consultation times: by appointment

HEADS OF DEGREE COURSES
ELEMENTARY MUSIC EDUCATION (EMP)
Prof. Dr. Claudia Meyer (Cologne site)
claudia.meyer@hfmt-koeln.de consultation times: will be announced by notice at room 806 in WIZ
Prof. Sarah Semke (Wuppertal site)
sarah.semke@hfmt-koeln.de consultation times: by appointment

INSTRUMENT TEACHING / VOCAL TEACHING
Prof. Dr. Natalia Ardila-Mantilla
natalia.ardila-mantilla@hfmt-koeln.de consultation times: by appointment
Prof. Dr. Carmen Heß (Wuppertal Site)
carmen.hess@hfmt-koeln.de consultation times: by appointment

MENTORS
Our mentors are available to help you with any problems you may have with your degree course. Conversations you have with a mentor are held in confidence and subject to the mandatory requirements for confidentiality. If necessary, you can arrange a one-to-one appointment. Our mentors are:

DEPARTMENT COLOGNE
Ingeborg Greiner
vertrauensdozentin-koeln@hfmt-koeln.de
Benjamin Seipel
vertrauensdozent-koeln@hfmt-koeln.de

DEPARTMENT AACHEN
Marlies Buchmann-Bechthold
vertrauensdozentin-aachen@hfmt-koeln.de
Hans-Werner Huppertz
vertrauensdozent-aachen@hfmt-koeln.de

DEPARTMENT WUPPERTAL
Jan Ehnes
vertrauensdozent-wuppertal@hfmt-koeln.de
Stefanie Siebers
vertrauensdozentin-wuppertal@hfmt-koeln.de

MUSICIANS’ MEDICINE
In practising their profession, musicians are required to give a high level of performance in both psychological and physical terms. Professional musicians have to maintain and take care of their capacity to perform for a whole lifetime. The »Peter Ostwald Institute for the Health of Musicians« is here to offer support in this area.
Since 1998, we have been offering courses at the Cologne University of Music and Dance which are especially tailored to the needs of upcoming professional musicians and dancers. The courses provide, on the one hand, a theoretical basis and, on the other, practical skills which help students to continue to develop their artistic skills in a healthy and enjoyable way.
If someone becomes ill, we can provide specialist advice to ensure that the case is passed on to the relevant specialist in the region.
Consultation Times: Please contact the Head of the institute Prof. Peer Abilgaard (peer.abilgaard@hfmt-koeln.de) to arrange an appointment.
https://poi.hfmt-koeln.de

**STUDENT SUPPORT OFFICE**
The Support Office is a facility organised by students which is there to help you with any questions concerning your degree course. There are daily consultation sessions during the semester where you can get fast and non-bureaucratic tips and assistance. In addition to this, the Support Office organises a range of events in the course of the semester to help you get to know your fellow students, as well as the university and the surrounding area. There are, for example, regular sports tournaments, visits to museums and a Language Café.

Information on the various services/events, as well as the current consultation times for the Support Office can be found on their website, on their Facebook page or on the notices posted in the glass case outside the Support Office (on the mezzanine level, by the stairs to the canteen). The Support Office is located at Dagobertstraße 35-37.

www.hfmt-koeln.de/en/students/advising-service/students-support-office.html

**EQUAL OPPORTUNITIES OFFICER**
The Equal Opportunities Officer and the Equal Opportunities Committee advise and support the university with respect to the equal opportunities policy which is defined in the state-wide Equal Opportunities Law for NRW. The university is thus committed to creating equality of opportunity for men and women.

Areas of responsibility include, for example:
- Development of projects on themes relating to equality of opportunity
- Accompanying the appointment of personnel and the appeals procedure
- Offering support with measures aimed at helping people to combine family and profession (or degree).
- Support of gender-related research e.g. through the awarding of scholarships
- Presentation of the series of events »La Cité des Dames«

The central Equal Opportunities Officer and those appointed for the specialist areas, as well as the members of the Equal Opportunities Committee, are all available to answer any questions on themes relating to equality of opportunity.

**Central Equal Opportunities Officer:**
Dr. Sybille Fraquelli sybille.fraquelli@hfmt-koeln.de

**Deputy:** Katharina Teschers katharina.teschers@hfmt-koeln.de
Consultation times: by appointment

Further informationen at:
www.hfmt-koeln.de/hochschule/profil/gleichstellung.html

**GRIEVANCE OFFICE**
At the beginning of the year 2019 the HfMT published its guidelines on the prevention of sexual harassment.

New was the establishment of the grievance office for individuals who have experienced sexual harassment. Contact persons at the grievance office are Petra Ladenburger and Martina Löorsch.
Both are lawyers and, with many years of experience, give advice to individuals having experienced sexual harassment. You will find further information here: [www.ladenburger-loersch.de](http://www.ladenburger-loersch.de)

Ladenburger & Lörsch
Strategien gegen sexualisierte Gewalt
Petra Ladenburger and Martina Lörsch
info@ladenburger-loersch.de

**ADVICE FOR STUDENTS WITH AN IMPAIRMENT**

With a degree course, you are starting a new phase of your life – new people, unfamiliar situations and different surroundings. This new beginning is exciting and interesting, but perhaps also brings with it a certain amount of fear and insecurity; for (not only) when you have a physical impairment, this new phase of your life uses up a lot of extra energy and means considering and making careful decisions on a diverse range of issues.

With our special advising service for students with an impairment, the Cologne University of Music and Dance (HfMT) would like to support you in this new phase of your life by giving you equality of opportunity and by allowing you to participate independently in your degree course and in life as a student. Our goal is to create a university for all. This means the removal of obstacles and the provision of equality of opportunity in degree courses or in examinations for all those with an impairment on account of a disability or a chronic illness.

**Contact:** Prof. Dr. Corinna Vogel (lecturer)
Consultation times: The current office hours can be found on the website. In the period when there are no lectures – consultation by appointment, to be arranged via e-mail (studierendemithandicap@hfmt-koeln.de) or corinna.vogel@hfmt-koeln.de
Julia Kienast (student representative of the responsible lecturer)
[julia.f.kienast@stud.hfmt-koeln.de](mailto:julia.f.kienast@stud.hfmt-koeln.de)
Consultation times: by appointment

You are also welcome to send us an e-mail or a letter (PO Box 63) detailing your concerns. Consultations are of course confidential, and are free of charge.

**PSYCHOLOGICAL COUNSELLING**

Our Psychological Counselling Service is available as a point of contact for any students who are finding the pressure of their degree studies too much or who have the feeling it would simply be good to have a chat to someone in confidence – perhaps someone not involved in the situation in question. Themes for a counselling session like this might be:

- difficulties of getting to know people
- fear of examinations
- relationship difficulties
- personal crises
- study stress
- problems with the university, the lecturers or with the student’s instrument
- learning/working difficulties
- depression
- illness

Frau Susanne Kremkau is available as a personal counsellor. You can make a one-to-one appointment with her any time on +49(0)172-72 84 904.

Furthermore, you can use the services of the Student Services Provider.
ONLINE COUNSELLING AND CHAT
Psychological counselling, study advice and counselling on social/welfare issues on https://koelner-studierendenwerk.beranet.info
You can find further information here: www.kstw.de

STUDENTS SUPPORT PROGRAMME

EXERCISE COURSES IN MUSIC THEORY
The exercise courses in music theory take place twice a week and offer you the possibility to improve your skills in composing and aural training.
The current dates can be found in the online course catalogue.

WRITING WORKSHOP
The writing workshop is intended to help prepare your presentation, term paper or final thesis. You will acquire the skills required for scientific work. The workshop is divided in different sections.
The current dates can be found in the online course catalogue.

LANGUAGE CAFÉ
Would you like to exchange with other students and improve your German language skills? Then, you are invited to join the Language Café. We meet once a month in the canteen. The team of the students support office looks forward to supporting you in learning the German language.
You will find the dates for our support programme on our web page at the beginning of each semester (www.hfmt-koeln.de/studieren-de/studienberatung/betreuungsbuero) or on the notice-board at our university.

CHILDCARE
As a family-friendly university, we provide various different alternatives for childcare. A brief overview:
- Large daycare centre »Zwergentanz« for children from 6 months old to the age of 3 years old
- Daycare places available in a »Fröbel« day care centre for children from the age of 3 years old
More detailed information on registration requirements, scope of care, costs, etc. can be found on our website at www.hfmt-koeln.de/de/hochschule/unerservice/kinderbetreuung.html
If you have any questions, please do not hesitate to contact us via e-mail at kinderbetreuung@hfmt-koeln.de

CHILDCARE AT THE UNIVERSITY SITES
Aachen: www.studierendenwerk-aachen.de/de/kinder.html
Wuppertal: www.wuppertal.de/rathaus-buergerservice/familie/kinderbetreuung/kinderbetreuung.php

STUDENT FINANCE
There are many possible ways of financing your degree course. For example, you can apply for Tuition Fee loan, apply for a scholarship or look for a part-time job to do in parallel to your degree course.
**SCHOLARSHIPS**

There are various options for scholarships:
- Deutschlandstipendium (awarded by the university)
- Studienstiftung des deutschen Volkes
- Cusanuswerk scholarships
- Heinrich Böll foundation
- Concerto music scholarships from the Alfred Toepfer Foundation F.S.V.
- Foundation for the promotion of music degrees at the Cologne HfMT and the Rhine Music School in Cologne

Current application details can be found here: [www.hfmt-koeln.de/studierende/studienfinanzierung-stipendien.html](http://www.hfmt-koeln.de/studierende/studienfinanzierung-stipendien.html)

Your point of contact, in particular for the Deutschlandstipendium, is Maika Dübler, Room 6, on the mezzanine floor, maika.duebler@hfmt-koeln.de

**SCHOLARSHIPS FROM THE ASSOZIATION OF FRIENDS AND SPONSORS OF THE HFMT COLOGNE**

You can profit from the following types of support:
- Grant for master classes and workshops
- Assistance for special financially circumstances

If you are interested, please contact freunde.foerderer@hfmt-koeln.de


**SCHOLARSHIPS FROM DAAD**

There are also various options for financing available through the DAAD (German Academic Exchange Service). These can offer you support with plans which you might have for a period of study abroad, or may give you funding as a foreign student for your thesis.

- Promos: the goal here is to finance the mobility of German students, giving them financial support via study scholarships, internships, language courses, summer courses or study tours, including competition and concert tours.
- Erasmus+: intended to increase the mobility of students by financing a period of study abroad (up to 2 terms).
- Stibet: this final year scholarship is aimed at those studying abroad who have achieved good academic results and who complete their degree course within a year.

If you have any questions regarding the DAAD scholarships, please contact Heike Gecks, Room 6, mezzanine floor: heike.gecks@hfmt-koeln.de

You can find further information on the following websites:
- [www.kulturfoerderung.org](http://www.kulturfoerderung.org)
- [www.miz.org/suche_24.html](http://www.miz.org/suche_24.html)
- [www.stipendiumplus.de](http://www.stipendiumplus.de)
- [www.daad.de/deutschland/stipendium/de](http://www.daad.de/deutschland/stipendium/de)

**PART-TIME JOBS**

If you are looking for a part-time job, here are a few places to try:
- StartLive artist mediation agency:
  Start Live is an artist mediation agency set up by students at the Cologne University of Music and Dance and the Centre of International Art Management (CIAM) through which you can be put forward for performances by entering your details in an index. [https://startlive.hfmt-koeln.de](https://startlive.hfmt-koeln.de)
- Job exchange at Cologne University:  
  www.stellenwerk-koeln.de
- Job exchange at RWTH Aachen:  
  www.unistellenmarkt-aachen.de
- Job exchange at Wuppertal:  
  www.unistellenmarkt-wuppertal.de
  http://hochschul-sozialwerk-wuppertal.de/ 
  ueber-uns/jobs/jobs-fuer-studierende.html

As well as the many options available online, it is always worth casting a glance at the blackboard near the canteen or in the glass cases of the individual departments or other institutions. In particular in the Artists Administration Office, in the Support Office, in the library and also within the departments, you will find that adverts for part-time jobs for students (SHK) do crop up every now and then. There are also many music schools in the local towns and surrounding areas where you can apply to work as a music teacher.

LANGUAGE SKILLS AND LANGUAGE COURSES

BACHELOR OF MUSIC

To prove that you have a sufficiently high level of German language skills, you are required to produce a language certificate (either TestDaF level 3, a B2 certificate from the Goethe Institute or a level B2 certificate of the Common European Framework of Reference for Languages) by latest 01 October.

In exceptional cases, it is possible to submit the language certificate later, but within the first year of study. You will be advised of this option on an individual basis.

Please note: if you fail to produce the certificate by the end of the 2nd semester, you will automatically be de-registered from your degree course!

MASTER OF MUSIC

For the Master degree courses, a language certificate must be submitted with level A2 of the Common European Framework of Reference for Languages (GER).

If you fail to submit the appropriate proof of language abilities, then you will be asked to sit a language test to follow the qualifying examination for your main subject. If you do not pass the language test, then you must provide evidence of reaching an A2 level before the beginning of the course of study, otherwise you will not be accepted on to the course.

BACHELOR OF ARTS/MASTER OF ARTS

For admission to the Bachelor of Arts / Master of Arts courses, there are special conditions, details of which can be found in the relevant application for admission.

You are not required to produce a language certificate if you:

- are in possession of the DSH (German language examination for university entrance)
- have one of the following certificates from the Goethe Institute – Goethe certificate C1, Central upper school examination (ZOP), Minor or Major German language diploma (in each case level C2/C2+)
- or have concluded a German studies degree.

There are several language schools available where you can obtain a language certificate. For example:
In order to further consolidate your language skills, the university also offers its own language courses. These are, however, to be regarded exclusively as complementary and support measures. It is possible to earn credits through these courses, although it is not possible for you to sit a language examination. Detailed information about time and place can be found in the course catalogue. 
https://studierenservice.hfmt-koeln.de

**CAFE AND MEALS**

The University of Music has a canteen on the Cologne site which provides a standard and a vegetarian lunch, as well as a salad bar, every day throughout the semester, between 11:30 am and 2:30 pm. The canteen is operated by the Cologne Student Services Provider (www.kstw.de).

Payment in the canteen can be made exclusively by means of the Student ID card. Cash is not accepted. During semester time, the cafeteria is open from Mondays to Thursdays from 8:30 am - 5:30 pm, and on Fridays until 3:30 pm, and sells filled rolls, cakes, small snacks and specialist coffees. Here you can pay either with your Student ID card or with cash.

In the area of Cologne surrounding the University of Music, there are also numerous cafés, snack bars and supermarkets where you can buy things to eat and drink.

There is also a canteen on the Wuppertal site which is operated by the Wuppertal Student Services Provider. During the semester it is open from 11:30 am until 2:00 pm (Fri until 1:45 pm). www.hochschul-sozialwerk-wuppertal.de/essen-und-trinken/speiseplaene

Unfortunately, the Aachen site does not have its own canteen. However, with the purchase of a Student Guest Card (EUR 2) you may use the canteens of the RWTH in Aachen at reasonable student rates. As the University of Music is in a very central location, there are countless cafés, snack bars and restaurants where you can eat and drink in the immediate surrounding area. You can find details of the locations of all the canteens in Aachen, as well as the conditions of use, here: www.studierendenwerk-aachen.de/de/Essen_und_Trinken.html
Reasonably-priced rooms and flats are difficult to find in all three locations. For this reason, it is important to start early with your search for a place to live and to organise your accommodation in good time.

STATE AND PRIVATE ACCOMMODATION FOR STUDENTS

Cologne Student Services Provider
Student Accommodation
ADAC House
Luxemburger Straße 169, 50963 Cologne
The Student Services Provider has more than 89 residential accommodation buildings with around 4,900 rooms in shared flats, single rooms and apartments. As demand is great, you are advised to apply as soon as possible online via: www.kstw.de

Currently, they are only able to provide around a third of applicants with a flat/room! For this reason – consider the alternatives in good time!

Aachen Student Services Provider
In Aachen, the Student Services Provider has over 5,000 residential places in a total of 24 residential accommodation buildings. Here too – submit your application in good time!

Residential accommodation office for the Aachen Student Services Provider
Pontwall 3, 52062 Aachen, 2nd floor

Opening hours: Mon - Fri, 8:00 am - 11:30 am
You can obtain information on the application process on:
Tel: +49 (0)241-80 93-262, -264, -265
www.studierendenwerk-aachen.de/de/wohnen.html

Wuppertal Student Services Provider
In Wuppertal, the Student Services Provider has five residential accommodation buildings, with a total of around 1,085 places. In this case too, please send in your applications in good time! However, please note that applicants are not entered onto the applications list until 3 months at the earliest before their planned date of moving in.

University Social Services Wuppertal
Residential Accommodation Service
»Neue Burse« Halls of Residence
Max-Horkheimer-Straße 10, 42119 Wuppertal, 1st floor
Tel: +49(0)202-430 40 40
Fax +49(0)202-430 40 490
E-mail: wohnen(at)hsw.uni-wuppertal.de
www.hochschul-sozialwerk-wuppertal.de/wohnen/wohnungssuche.html

Private residential accommodation
As well as the residential accommodation buildings administered by the Student Services Provider, there are also residential buildings which are privately owned or owned by the Church, with their own administration offices. An up-to-date list of private residential buildings can be obtained from the Support Office.
OTHER OPTIONS FOR FLATS AND ROOMS

You can find further flats and rooms online or in the daily newspapers (including their respective websites).

- www.studenten-wg.de
- www.wg-gesucht.de
- www.studenten-wohnung.de
- www.immobilienscout24.de
- www.kalaydo.de

Cologne

Facebook:
- »WG-Zimmer Wohnungen Köln«
- »Musikstudenten suchen Wohnungen/WG-Zimmer oder Zwischenmieter«

Cologne newspapers which advertise flats/rooms to rent:
- »Kölner Stadtanzeiger« (adverts on Saturday, the Saturday edition is already available on Friday evening at some kiosks!)
- »Kölnische Rundschau«
- »Express«
- »Kölner Wochenspiegel«

Aachen

The Protestant Student Community and the Catholic University Community both provide residential accommodation.

www.esg-aachen.de
www.studentenwerk-khg-aachen.de/de/wohnen

You will also find adverts for rooms/flats in the following Aachen newspapers:
- »Aachener Nachrichten«
- »Aachener Zeitung«
- »Super Mittwoch« and »Super Sonntag«
- The advertising newspaper »Annonce«

Wuppertal

The Wuppertal Student Services Provider runs a private room exchange where you can post what details of you are looking for.

www.hochschul-sozialwerk-wuppertal.de/wohnen/privatzimmer.html

You will also find rooms/flats in the daily paper »Wuppertaler Rundschau«.

REGISTRATION AT THE RESIDENTS’ REGISTRATION OFFICE

As soon as you have found a flat/room and have moved in, you must register at the relevant residents’ registration office.

When you register, you will need your Personal ID card or passport, the registration form (you can fill this in online and print it out) and a landlord’s certificate (you can get this from your landlord). On the following websites, you will find details of the residents’ registration offices for the various districts of Cologne, Wuppertal and Aachen.

www.stadt-koeln.de/service/produkt/anmeldung-ihrres-wohnsitzes-1
www.wuppertal.de/vv/produkte/003/102370100000770429.php
https://serviceportal.aachen.de/suche/-/egov-bis-search/institution/47410
SPORT AND LEISURE

There are countless options in Cologne, Aachen and Wuppertal for taking part in sporting activities or spending your leisure time involved in art, culture, music, games and having fun.

Cologne
The Cologne University Sports Department has numerous options for trying out a wide range of different sports, free of charge (with a few exceptions). www.hochschulsport-koeln.de

»UniSport« also offers a diverse programme of activities. Their Sport Card costs EUR 15 per semester and allows you to attend countless courses at no extra charge. You may have to pay a participation fee for some individual events, but you won’t need a Sport Card to take part in these. Further details can be found here: http://unisport.koeln/index_ger.html

Aachen
In Aachen, the range of courses provided by the University Sports Department of the RWTH Aachen is open for use by all students. Many of their courses are free of charge.
http://hochschulsport.rwth-aachen.de

Wuppertal
In Wuppertal, there is also a range of courses provided by the University Sports Department of the Bergische University of Wuppertal. You can take part in courses there as a guest with special conditions. You can find out more here: www.hochschulsport.uni-wuppertal.de

The Support Office organises a sports tournament once a semester. This is a chance for students to test out their sporting skills against one other in a range of different sports. You can find further details here:
www.hfmt-koeln.de/studierende/studienberatung/betreuungsbuero/veranstaltungen.html

Furthermore, Cologne, Aachen and Wuppertal offer a range of further options for spending your leisure time. Many institutions offer a discount to students. Here is an overview of the possible options:

MUSEUMS
- www.museenkoeln.de
- www.aachen.de/DE/kultur_freizeit/kultur/museen_sammlungen
- Von der Heydt Museum Wuppertal
  http://vdh.netgate1.net

THEATRE, OPERA, CONCERTS
- Overview of all the theatres in Cologne:
  www.theater.koeln/
- www.koelner-philharmonie.de
- www.oper.koeln/de
- www.schauspiel.koeln
- Overview of the theatres in Wuppertal:
  www.wuppertaler-buehnen.de
- Pina Bausch Dance Theatre
  www.pina-bausch.de
- Overview of the theatres in Aachen:
  www.theateraachen.de
GENERAL EVENTS
- Events calendar for Cologne: www.koeln.de/koeln/was_ist_los
- Events calendar for Aachen: www.aachen.de/DE/tourismus_stadtinfo/90_veranstaltungen_events/veranstaltungkalender/
- Events calendar for Wuppertal: www.wuppertal.de/tourismus-freizeit/veranstaltungkalender/

OTHER OPTIONS FOR LEISURE TIME ACTIVITIES
• www.koeln.de/koeln/freizeit
• www.aachen.de/de/kultur_freizeit/freizeit_erholung/index.html
• www.wuppertal.de/tourismus-freizeit/

If you don’t feel like going to a museum or concert or going on a day trip on your own, the Support Office provides a programme of events every semester with at least one group event per month. You can view the complete programme onwards on the Support Office website: www.hfmt-koeln.de/studierende/studienberatung/betreuungsbuero.html

AND FINALLY – IMPORTANT (E-MAIL) ADDRESSES AND LINKS

HOCHSCHULE FÜR MUSIK UND TANZ KÖLN
COLOGNE SITE
Unter Krahnenbäumen 87, 50668 Köln
Tel: +49(0)221-28 380-0
Fax: +49(0)221-28 380-179

ADMINISTRATION
COLOGNE SITE
Theodor-Heuss-Ring 38-40, 50668 Köln

WUPPERTAL SITE
Sedanstraße 15, 42275 Wuppertal
Tel: +49(0)221 28 380-603
Fax: +49(0)221 28 380-640

AACHEN SITE
Theaterplatz 16, 52062 Aachen
Tel: +49(0)221-28 380-470
Fax: +49(0)221-28 380-409

EXAMINATION OFFICE
COLOGNE SITE
Unter Krahnenbäumen 87, 50668 Köln
PO 72 (foyer)
Room 9, 10 and 11 on the mezzanine floor
Opening hours: Mon & Wed, 10:00 am - 12:00 pm, Tue & Thu, 11:00 am - 12:00 pm, Fri: closed

WUPPERTAL SITE
Günter Wand Haus
Sedanstraße 15, 42275 Wuppertal
Tel: +49(0)221 28 380-603
Fax: +49(0)221 28 380-640
Room 203
Opening hours: Mon - Thu, 10:00 am - 12:30 pm, Fri: closed

AACHEN SITE
Theaterplatz 16, 52062 Aachen
Tel: +49(0)221-28 380-402
Fax: +49(0)221-28 380-409
Room 002
Opening hours: Mon - Wed, 10:00 am - 12:00 pm, Fri: 10:00 am - 12:00 pm, Thu: closed
pruefungsamt@hfmt-koeln.de
STUDY ADMINISTRATION OFFICE
COLOGNE SITE
Unter Krahnenbäumen 87
PO 72 (foyer), 50668 Köln
Room 7, 8, 9 and 11 on the mezzanine
Opening hours: Mon - Fri: 11:00 am - 12:00 pm,
Tue & Thu, 15:00 pm - 16:00 pm

WUPPERTAL SITE
Günter Wand Haus
Sedanstraße 15, 42275 Wuppertal
Tel: +49(0)221-28 380-603
Fax: +49(0)221-28 380-640
Room 203
Opening hours: Mon - Thu, 10:00 am - 12:30 pm,
Fri: closed

AACHEN SITE
Theaterplatz 16, 52062 Aachen
Tel: +49(0)221-28 380-401
Tel: +49(0)221-28 380-409
Room 006a
Opening hours: Mon - Wed, 10:00 am - 11:30 am,
14:00 pm - 15:00 pm, Thu, 14:00 pm - 15:00 pm,
Fri, closed
studiensekretariat@hfmt-koeln.de

ASTA (GENERAL STUDENTS’ COMMITTEE)
Dagobertstraße 35, 50668 Köln
info@asta-hfmt-koeln.de
Tel: +49(0)221-28 380-310
www.asta-hfmt-koeln.de

SUPPORT OFFICE
Dagobertstraße 35, 50668 Köln
PO 40
betreuungsbuero@hfmt-koeln.de
Tel: +49(0)221-28 380-147
www.hfmt-koeln.de/studium/beratung/betreuungsbuero.html

ORCHESTRA OFFICE
Dagobertstraße 35, 50668 Köln
consultation times: by appointment
orchesterbuero@hfmt-koeln.de

LIBRARY
bibliothek@hfmt-koeln.de

TECHNIQUE
technik@hfmt-koeln.de

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