IMPORTANT INFORMATION
FOR STUDENTS

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1. AKADEMISCHE AUSLANDSAMT / INTERNATIONAL OFFICE

The International Office offers a wide variety of services regarding international student stays and international studies. If you intend to stay abroad for a semester during your studies, the International Office is the right place to advise you. Its responsibilities include, among others:

- for students of the State University of Music Stuttgart:
  - Giving advice and information regarding stays abroad and scholarships/financing
  - Offering advice and support to outgoing ERASMUS students
- for international students of the State University of Music Stuttgart:
  - Consultation services and support for incoming ERASMUS students and Free Movers
  - Providing advice and support to program students
  - Acting as a housing agency
- for staff of the State University of Music Stuttgart:
  - Supporting lecturers' teaching mobility under the ERASMUS program
  - Supporting staff mobility under the ERASMUS program

For more information please refer to the website → About us → International Office.

2. ANSPRECHPARTNER*INNEN / CONTACT PERSONS/GETTING IN TOUCH

Questions regarding the curriculum and the course of the studies should be addressed to Prof. Dr. Matthias Hermann. Additional points of contact for questions regarding studies are lecturers (in particular the major field of studies lecturers), deans of studies (Studiendekane) and department heads (Institutsleiter).

For student concerns, the AStA (student representation of the entire university, room 6.10) or the student faculty council members are responsible.

The liaison lecturer for the students:
Maria Sofianska

The equality commissioner:
Gudrun Bosch | Fakultät I, Prof. Christine Busch | Fakultät II
Prof. Dr. Stefania Neonato | Fakultät III

The commissioners for disabled students and students with a chronic disease:
Prof. Angelika Luz
Prof. Mini Schulz

Disabled Persons Representation:
Andreas Plowe, Hauptschwerbehindertenvertreterin
Ministerium für Wissenschaft, Forschung und Kunst Stuttgart
Königstraße 46, 70173 Stuttgart
Addiction Treatment:
Gabriela Brunnbauer, room 9.11

Musicians' medical and musical physiological consultation:
Alexandra Müller, room 6.25
Tuesday, Wednesday and Thursday by prior arrangement at ale.mue@web.de

Studierendenwerk Stuttgart:
Social counselling, legal advice and psychotherapeutic counselling
Rosenbergstraße 18, 70174 Stuttgart, Tel. 95 74-410
Another contact point is the → Studierendensekretariat/Prüfungsamt

2.1. FACULTY I (COMPOSITION, MUSIC THEORY/AURAL TRAINING, MUSICOLOGY/MUSIC PEDAGOGY/EMP)

Dean Prof. Dr. Friedrich Platz
Vice Dean Prof. Dr. Andreas Meyer
Study Dean Prof. Dr. Sointu Scharenberg
room 10.01, post office box 233, E-Mail sointu.scharenberg@hmdk-stuttgart.de

Secretariat
Claudia Heupel, room 9.13, phone 212-4603, E-Mail claudia.heupel@hmdk-stuttgart.de
Business hours: Monday to Friday 09 a.m. – 12 a.m.

2.2. FACULTY II (WIND INSTRUMENTS/PERCUSSION, STRING AND PLUCKED STRING INSTRUMENTS, JAZZ & POP)

Dean Prof. Marc Engelhardt
Vice Dean Prof. Anke Dill
Study Dean Prof. Rainer Tempel
room 10.05, post office box 180, E-Mail rainer.tempel@hmdk-stuttgart.de
Study Dean for Concert Examination/Stage Examination Prof. Christian Schmitt

Secretariat
Karin Kögl er, room 9.13, phone 212-4679, Email karin.koegler@hmdk-stuttgart.de
Business hours: Monday, Wednesday, Thursday 9 a.m. – 12 a.m.
Tuesday 2 p.m.– 5. p.m.
Wednesday 1 p.m.– 4. p.m.

2.3. FACULTY III (PIANO, ORGAN, HISTORIC KEYBOARD INSTRUMENTS, CONDUCTOR TRAINING/VOCAL ENSEMBLE/ORCHESTRA)

Dean Prof. Friedemann Rieger
Vice Dean Prof. Denis Rouger
2.4. FACULTY IV (PERFORMING ARTS, VOCALS, SPOKEN ARTS/COMMUNICATION PEDAGOGY)

Dean Prof. Annegret Müller
Vice Dean Prof. Stephanie Rinke
Study Dean Prof. Carola Grahl
room 6.52, post office box 148, E-Mail carola.grahl@hmdk-stuttgart.de

Secretariat
Bettina Röser, room 9.07, phone 212-4635, E-Mail bettina.roeser@hmdk-stuttgart.de
Sprechzeiten:  Monday to Friday 9 a.m.–12 a.m.
              Monday to Thursday 1 p.m.–3.30 p.m.
              Friday 1 p.m.–2 p.m.

3. ASTA (ALLGEMEINER STUDIERENDENAUSSCHUSS) / STUDENT COUNCIL

The AStA is the political representation of the students inside and outside the university as well as permanent contact for all students. It acts as a mouthpiece between the students and the administration of the university and consists of six students, who are elected once a semester by all students.

The AStA office is on level 6 (room 6.10). The office hours are posted at the AStA office. AStA is available by asta@hmdk-stuttgart.de

International Tutorial: Two students take care of the affairs of foreign students (for questions about visa, finding a flat, creating a timetable, etc.). They organize international events together with the AStA. Contact: international-asta@hmdk-stuttgart.de

4. BAFÖG

The main source of capital for financing one's studies is BAFÖG (German state financing of school education and university studies financed according to the German Federal Education Funding Law Bundesausbildungsförderungsgesetz). If there are any questions, please contact the Studierendenwerk [organization that provides social, financial and cultural support services}
5. **BEURLAUBUNG / LEAVE OF ABSENCE**

Students must submit an application (complete with requisite documentation, e.g. contract copy in case of orchestra/theatre contracts) signed by the major field of studies lecturer and for orchestral instruments by the orchestra manager, in the semester before your leave of absence, if possible.

In case of illness or pregnancy (upon submission of a medical attestation or a gynecologist's document of maternal prenatal care) this is possible at a later date in the semester, however, no later than 6 weeks from the beginning of the semester. You can review more detailed information in the AStA office.

Blank forms are available on the shelves on level 9 at the Student Registration Office/Examination Office (room 9.33). The application must be submitted to Ms Röse (room 9.07). Prof. Dr. Matthias Hermann will make a decision regarding the application.

Essentially, a confirmation application must be submitted even if the leave of absence was approved. For this, a contribution to the Studierendenwerk (organization providing social, financial and cultural support services to students in Germany), the contribution for financing the StudiTicket (students' ticket) and the fee to cover the administration costs must be paid.

6. **BIBLIOTHEK / LIBRARY**

Our university library is located on level 8. Introductions on using the library and library "training" for first-semester students are held at the beginning of each semester.

**Opening hours of the university library:**

- **Monday to Friday:** 10 a.m. to 7 p.m. (loan desk until 5 p.m.)
- **between terms:** 11 a.m. to 2 p.m.

**Reading Room,** phone. 212-4665, E-Mail bibliothek@hmdk-stuttgart.de

**Information/renewal of media loans:** phone. 212-4664 or 212-4662

**Media Extension:**

1. via "my account", then enter account number (= user barcode) and password (date of birth ddmmyyyy)
2. in the library: bring your ID
3. by e-mail to library@hmdk-stuttgart.de. Please specify name and account number.

A book scanner is available in the library.
In addition, the collections of the Württembergische Landesbibliothek (next to the University) and the Musikbücherei (department of the city library Stadtbücherei on Mailänder Platz 1 in the Europaviertel) may be useful for your studies.

7. BRIEFKÄSTEN/POSTFÄCHER / LETTER BOXES/PIGEONHOLES

The letter boxes/pigeonholes of the teachers, faculties, Student Registration Office/Examination Office and the (general) administration of the University are located at the gate on level 5. An overview of the current occupancy of the letter boxes depends there.

8. CAREER SERVICE

The Career Service is available for students and graduates of the HMDK Stuttgart. It provides information, consultation and qualification to help graduates in the transition from their studies to their profession. Its services are available to you during and after your studies free of charge. In each semester, the Career Service offers workshops on subjects related to students’ careers focusing on self-management and self-presentation. You can register for the workshops via E-mail.

Contact person: Simone Enge, rom 8.26, phone. 212-4609, E-Mail simone.enge@hmdk-stuttgart.de, office hours: Thursday 10 a.m. to 12 a.m. and on appointment. For more information please refer to our website → Facilities → Career Service

9. DATENSCHUTZ / PRIVACY

The protection of your personal data is particularly important to us.

Our detailed privacy policy can be found at www.hmdk-stuttgart.de/nav-bottom/datenschutz/

If you have any questions, please contact the data protection officer at the e-mail address datenschutz@hmdk-stuttgart.de

10. EINSTUFUNG BEI HOCHSCHULWECHSEL / GRADING UPON CHANGE OF UNIVERSITY

Students coming from another university must be graded immediately after enrollment. Students are requested to submit their study records issued by the previous university so that any previous course achievements can be fully acknowledged.

For further details please contact Prof. Dr. Matthias Hermann, room 9.29. You can submit the documents at the Student Registration Office/Examination Office, room 9.33.
11. ENSEMBLES

For information on ensembles please refer to the Studios and Ensembles portion of our website Studios und Ensembles or the online course catalogue.

12. ERSTE HILFE / FIRST AID

At the gate in level 5 is a well sorted first-aid box ready.

Acute injuries and accidents should always be provided on-site via the in-house first responder network. At the gate is a list of current first responders. In addition, emergency assistance 112 must be called via the gate.

Injured people should not be driven to the hospital by the first aider!

13. ERSTESEMESTERANGEBOTE / OFFERS FOR FIRST-SEMESTER STUDENTS

The AStA (Student Council) usually organizes at the beginning of each semester a first-semester student breakfast as well as a first-semester evening for becoming acquainted. For more details please refer to the introductory materials presented to you upon admission and the posters on display in the university building.

14. E-MAIL-POSTFACH / E-MAIL ACCOUNT

For all students, an e-mail account will be created at the beginning of the study. Please log in and check your mailbox regularly. Important information from the university management will only be sent via your student e-mail address. Further information with the access data can be found in your home directory on the computers in the computer room in the 6th level, Room 6.09. (see Internetzugang).

15. FORTSETZUNG DES STUDIUMS (RÜCKMELDUNG) / CONTINUATION OF STUDIES (RE-ENROLLMENT)

Students who are enrolled and intend to continue their studies in the next semester, must re-enroll in a timely manner by paying the fees and contributions due. This is made via our students' online service (QIS-SOS) by direct debit.

Re-enrollment dates: for the summer semester: 02 to 19 January
for the winter semester: 01 to 19 June
The online re-enrollment is made via the university's Website Service → Re-enrollment → Online re-enrollment. For this purpose you can use the PC workstations in the internet pool, room 6.09. You will find guidelines on the University's website.

Students who do not intend to continue their studies must be exmatriculated (§ 62 para. 2 No. 3 of the German states’ university law).

If the time for declaration of the continuation of studies (see above) is exceeded, an additional fee of € 40.00 will be charged.

Persons not wanting to use the online re-enrollment service are asked to use the remittance slips of the Landesoberkasse Baden-Württemberg available from the Student Registration Office/Examination Office (room 9.33). The same applies to money transfers from abroad. In such cases an online re-enrollment is not possible.

Please NEVER make any money transfers to the account of HMDK Stuttgart.

16. HOCHSCHULCARD

The HochschulCard (University card) is issued to all students at the beginning of their studies by the Student Registration Office. It offers different functions: It serves as a student ID (granting students' discounts for a large number of events), library card, copier card, VVS ticket (Stuttgart urban public transport) and as a wallet. In order to use the wallet function (payment), the card must first be charged using your EC card (on level 6, Cafeteria). With your HochschulCard you can eat in the canteen at a reduced price. Practice rooms can only be booked with a HochschulCard.

The initial registration is free of charge. To obtain an additional HochschulCard, € 10 will be charged, e.g. if the original was lost, misused or the chip destroyed. You can apply for a new card with Ms Röser (room 9.07).

17. HOCHSCHULRADIO / CAMPUS RADIO

HORADS 88.6 is the campus radio for the Stuttgart and Ludwigsburg region. The broadcasting studio is located in the Hochschule der Medien (Stuttgart Media University). Since 2010 HORADS has officially been licensed as a teaching radio with its own VHF frequency and can be listened to in the Stuttgart metropolitan area and worldwide via live stream and RadioApp.

The radio allows students from the Stuttgart region to acquire media competence in radio broadcasting and to create their own journalist program. The focus of reporting and coverage are subjects from the fields of science and culture, from university life and the region.

Students can gain experience in verbal and music program editing or support the IT or public relations departments. In addition to weekly broadcasts, HORADS offers workshops aimed at familiarizing students with these work areas.
The State University of Music and the Performing Arts Stuttgart has its own weekly broadcast (during the lecturing period on Wednesdays from 16:00 to 18:00) which mainly reports on current topics of the HMDK. For further information please refer to the website www.horads.de.

18. HOCHSCHULSINFONIEORCHESTER (HSO) / UNIVERSITY SYMPHONY ORCHESTRA

The HochschulSinfonieOrchester (HSO - University Symphony Orchestra) is the largest orchestra and the focal point of professional orchestra training (Bachelor or Master of Music) of HMDK Stuttgart. The students themselves are responsible for their schedule, program, rehearsal plans and any changes thereto.

The relevant information is made known by the orchestra office in the 6th and 8th levels and in the showcases there.

Contact Person:
Simone Enge, room 8.26, phone 212-4609, E-Mail simone.enge@hmdk-stuttgart.de
Consultation hours: Monday 10.30–12 a.m., Tuesday 2.30–16 a.m. and by appointment

19. HOCHSCHULSPORT / UNIVERSITY SPORTS

Students of HMDK Stuttgart can take advantage of the sports offer from Stuttgart University. Registration is made via the University website: www.hochschulsport.uni-stuttgart.de/. The costs will be reimbursed retroactively by HMDK. For more information please contact Ms Wolfsteiner (room 9.08).

20. INFOPORTAL

University internal dates can be found in the information portal on our website https://infoportal.mh-stuttgart.de/ Login: User: First name.Last Name / Password: student id

21. INSTRUMENTENVERSICHERUNG / INSTRUMENT INSURANCE

Instrument insurance is not offered by HMDK Stuttgart. Long-term insurance for instruments is offered by most insurance companies. Short-term insurance, for example for instruments on loan, is offered by Mannheim SINFONIMA (https://www.mannheimer.de/musikgewerbe-klassik).
22. INTERNATIONALE STUDIERENDENMOBILITÄT / INTERNATIONAL STUDENT MOBILITY

Information on international student exchange programs and on study abroad, internships abroad and financing can be found at International Office.

23. INTERNETZUGANG / INTERNET ACCESS

PCs with internet access are located in the computer room on the 6th floor (room 6.09, next to the AStA room) as well as in the library.

Wi-Fi access in the cafeteria, library and HORADS corner, as well as in the working corners of floor 6 and 7.

Please log in as follows

Schritt 1a) PC Internet access
   Username: mhs.xxxx (xxxx please enter own matriculation number)
   Password: Your own date of birth in the format DDMMYYYY.
   This password must be changed after first registration.

Schritt 2a) Wi-Fi access to „eduroam“ only possible after finalising Step 1a)
   Username: mhs.xxxx@studpool.mh-stuttgart.de (xxxx please enter own matriculation number).
   Password: your own changed password
   Important Note: When dialing in for the first time, this can take up some minutes.

Schritt 2b) Wi-Fi access to „Musikhochschule Stuttgart“ only possible after finalising Step 1a)
   Username: mhs.xxxx (xxxx please enter own matriculation number).
   Password: your own changed password

If you have changed and forgotten your password, please contact the system administrator Mr Linsner for further assistance at admin@hmdk-stuttgart.de

24. KOPIERER / COPIERS

The copiers are in the room next to the Cafeteria, in the direction of the Acting department. On level 6, 7 and 8 there are more copiers; however, the one on level 7 are mainly intended for lecturers/teachers. The HochschulCard doubles as a copier card (however, it needs to be charged → see HochschulCard). In the event of copier malfunctions/defects please contact the caretaker services.
Furthermore, PDF documents can be printed directly from your storage medium (USB stick). The normal printing costs apply also in this case. You can also use the copiers as scanners - either when forwarding to your own e-mail address or to a storage medium (USB).

Before the USB stick is put into operation, it must be formatted correctly so that it can be read. The suitable file format is FAT 32. Especially if the USB stick comes from a Mac and this was formatted with the Apple file system, it may be that the copier can not read the stick.

25. **KÜNSTLERVERMITTLUNG DER HMDK STUTTGART / ARTISTS’ AGENCY OF THE STATE UNIVERSITY OF MUSIC STUTTGART**

As an agency, the artists' agency of the University advises, places and represents students and graduates of HDMK Stuttgart and with the help of lecturers also puts together full-length programs for concert organizers in the region. Its customers are private event organizers and a large number of commercial enterprises from Stuttgart and the Stuttgart region as well as cultural institutions, museums and other public establishments. The artists' agency is managed by mh-stuttgart GmbH, which is, among other things, responsible for further education offers (contact studies) and concert services. You will find further information on the artists' agency on [www.kuenstlervermittlung-stuttgart.de](http://www.kuenstlervermittlung-stuttgart.de) or on the University website → Service → Artists' Agency. Information on the contact studies: → Study → Continuing Education Programs.

For further questions, you may contact the manager of mh-stuttgart GmbH, Ms Corinna Reimold: phone 212-4649, corinna.reimold@hmdk-stuttgart.de, office hours: see posting at room 6.43.

26. **LEHRBETRIEB / TEACHING**

In addition to individual and group lessons, seminars and lectures as well as ensemble projects are held which are listed in the online course catalogue. Teacher assignments as well as the dates for schedule discussions will be published at the beginning of the semester in the display cases on levels 5 and 10.

**Please remember:** Participation in the events listed in the study course sheets must be documented at the end of each semester and submitted to the faculty secretariat.

27. **LEHRERVERZEICHNIS / TEACHERS’ REGISTER**

The register of teachers/lecturers can be viewed on the website of HMDK Stuttgart: in the category "Our University", Personenverzeichnis. If you select the TEACHERS category, they are listed in alphabetical order. There you will also find the e-mail addresses and if available phonenumber of the teachers.
28. MENSA / CANTEEN

The University canteen is open weekly Monday to Friday from 08:00 a.m. to 07:00 p.m. (between terms to 4 p.m.). Food is served from 11:15 a.m. to 2:15 p.m. The menu is posted in front of the canteen and www.studierendenwerk-stuttgart.de/essen/

You can pay for your food with the HochschulCard, but cash is also accepted. Without a HochschulCard, the subsidy from the Studierendenwerk Stuttgart cannot be granted!

Visiting students can obtain a guest card at the InfoPoint of the Studierendenwerk Stuttgart (Canteen I, Stuttgart centre, phone +49 711-693 80 77, office hours: Monday to Friday 11:00 a.m. to 2:30 p.m.). For further information: www.studierendenwerk-stuttgart.de/gastronomie. Without a guest card or HochschulCard, students must pay the full price.

29. ÖFFNUNGSZEITEN / OPENING HOURS

Main building: Urbanstraße 25, 70182 Stuttgart, gate: phone: 212-4620

during the lecture period: Monday to Friday: 07.30–22.45 Uhr
Saturday, Sunday and on public holiday: 08.00–22.45 Uhr

in der vorlesungsfreien Zeit: Monday to Friday: 07.30–22.00 Uhr
Saturday, Sunday and on public holiday 08.00–22.00 Uhr

Opera School Konrad-Adenauer-Straße 30, 70173 Stuttgart
(Staatsgalerie, entrance from Eugenstraße)

Figurentheater Urbanplatz 2, 70182 Stuttgart
phone 212-4743 or -4744

Wilhelma Theater Neckartalstraße 9, 70376 Stuttgart
phone 95 48 84 95
www.wilhelma-theater.de

30. RÜCKMELDUNG/STUDIENGEBÜHREN/STUDIERENDEN-ONLINE-SERVICE (QIS-SOS) / RE-ENROLLMENT / TUITION FEES / STUDENTS’ ONLINE SERVICE (QIS-SOS)

For information on re-enrollment see the section "Continuation of studies".

For information on tuition fees go to → Study → Enrollment → Tuition fees.

Our online system offers different functions. You can pay the fees and contributions necessary for continuing your studies online via QIS-SOS by means of direct debit (NO standing debit order!), enter or change your present semester and/or home address and print out certificates of
enrolment (study and BAföG attestations). For your first registration, the login consists of your student registration number, e.g. "1111" and your date of birth in the form "DDMMYYYY", e.g. "01022005".
31. RÜCKSICHTNAHME

Please take into consideration the neighborhood of the HMDK!

Be sure to close the windows before practicing, even in the summer in warm weather! And note the legal night's sleep, which is from 22 to 7 o'clock.

32. SCHAUKÄSTEN/INFOKÄSTEN / DISPLAY CASES / INFO CASES

On level 5, each faculty unit as well as the Student Registration Office/Examination Office have a fixed display cases. There students can find information on examinations (dates, times), dates and times of timetable discussions and information related to cancellation of lessons (e.g. due to illness). The cancellation of lessons and other important information is also made public on the screens with the waiting list for the rooms.

33. SCHLIEßFÄCHER / LOCKERS

The lockers at the university are managed by the locker tutor of the AStA. There is a waiting list which is posted in front of the AStA office and in which students can sign up. Who is on the waiting list will be announced on notices. Lockers can also be shared. There are special regulations for drama and EMP, and for cellists there is an extra locker list. A deposit of € 25 must be paid for a locker.

34. SPRACHKURSE (VESPA) / LANGUAGE COURSES

The Verbund für Sprachenangelegenheiten (VESPA - union for language matters) is an association of four universities in Stuttgart: Hochschule der Medien, Hochschule für Technik, Staatliche Akademie der Bildenden Künste und der Staatlichen Hochschule für Musik und Darstellende Kunst. In the future, not only will the language training offers of their own university be open to students, professors and employees, but also the courses of partner universities. The courses offered are, among others, German as a foreign language, German as a language of science, English, Italian, Portuguese, Japanese, French, Spanish, Chinese or Russian. An online language training course for English and Spanish and for German as a second language completes the range of subjects.

### 35. SPRECHZEITEN REKTORAT / CONSULTATION HOURS OF THE RECTOR'S OFFICE

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Dr. Regula Rapp</td>
<td><a href="mailto:rektorin@hmdk-stuttgart.de">rektorin@hmdk-stuttgart.de</a></td>
</tr>
<tr>
<td>Consultation hours</td>
<td>by prior arrangement</td>
<td>room 9.25</td>
</tr>
<tr>
<td>Chancellor</td>
<td>Christof Wörle-Himmel</td>
<td><a href="mailto:christof.woerle-himmel@hmdk-stuttgart.de">christof.woerle-himmel@hmdk-stuttgart.de</a></td>
</tr>
<tr>
<td>Consultation hours</td>
<td>by prior arrangement</td>
<td>room 9.27</td>
</tr>
<tr>
<td>Secretary</td>
<td>Gertrud Mezger</td>
<td><a href="mailto:gertrud.mezger@hmdk-stuttgart.de">gertrud.mezger@hmdk-stuttgart.de</a></td>
</tr>
<tr>
<td>Consultation hours</td>
<td>Monday to Wed. 10–12 a.m. / 1–4 p.m.</td>
<td>Thursday 10–12 a.m. / 1–5 p.m.</td>
</tr>
<tr>
<td>Vice-President for Study Development and Early Intervention:</td>
<td>Prof. Stefan Fehlandt</td>
<td><a href="mailto:stefan.fehlandt@hmdk-stuttgart.de">stefan.fehlandt@hmdk-stuttgart.de</a></td>
</tr>
<tr>
<td>Consultation hours</td>
<td>by prior arrangement</td>
<td>room 9.35</td>
</tr>
<tr>
<td>Vice-President for Studies and Student Administration:</td>
<td>Prof. Dr. Matthias Hermann</td>
<td><a href="mailto:matthias.hermann@hmdk-stuttgart.de">matthias.hermann@hmdk-stuttgart.de</a></td>
</tr>
<tr>
<td>Consultation hours</td>
<td>by prior arrangement</td>
<td>room 9.29</td>
</tr>
<tr>
<td>Vice-President for International and Intercultural Communication:</td>
<td>Prof. Dr. Hendrikje Mautner-Obst</td>
<td><a href="mailto:hendrikje.mautner@hmdk-stuttgart.de">hendrikje.mautner@hmdk-stuttgart.de</a></td>
</tr>
<tr>
<td>Consultation hours</td>
<td>by prior arrangement</td>
<td>room 9.30</td>
</tr>
</tbody>
</table>

### 36. STIPENDIEN / FÖRDERUNGEN / GRANTS / SCHOLARSHIPS

Information on grants can be found on our website under Study, Enrollment in the Financing section; the Gesellschaft der Freunde der Hochschule [association of the friends of the University] on www.gdf.hmdk-stuttgart.de.

### 37. STUDIENBESCHEINIGUNGEN / STUDY CERTIFICATES

Study certificates can be created in the student online service and printed out or downloaded as a PDF file, Feedback / Tuition Fees / Student Online Service (QIS-SOS).
38. STUDIERENDENSEKRETARIAT/PRÜFUNGSAMT / STUDENT REGISTRATION OFFICE / EXAMINATION OFFICE

This office is the point of contact for examinations, changing teachers, holiday semesters, extension of study time, re-enrollment etc.

Consultation hours during terms:
Monday to Thursday 09.30 a.m. to 12 a.m.
Tuesday 1.00 p.m. to 3 p.m.
Friday closed

Shorter office hours between terms.

Contact persons:
Birgit Aust, room 9.33, phone 212-4650, E-Mail birgit.aust@hmdk-stuttgart.de
Diana Herter, room 9.33, phone 212-4650, E-Mail diana.herter@hmdk-stuttgart.de
Bettina Röser, room 9.07, phone 212-4635, E-Mail bettina.roeser@hmdk-stuttgart.de
Dorothee Staiger (Head of), room 9.34, phone 212-4677, E-Mail dorothee.staiger@hmdk-stuttgart.de

39. STUDIERENDENWERK STUTTGART

Detailed information on housing, child day care, loans, insurance, legal and social consultation, psychological counseling, BAföG, etc. can be found on the website of the Studierendenwerk Stuttgart: www.studierendenwerk-stuttgart.de/

40. STUDIENBUCH / COURSE BOOK

Your course book serves to collect the study progress sheets of individual semesters. At the end of each semester, it must be submitted to the faculty secretariats for documentation. You receive your course books in the Student Registration Office / Examination Office. At the end of the semester the teachers certify the students’ successful attention to the courses. Incomplete course books can have a negative effect on your examination registration, etc.

41. STUDIEN- UND PRÜFUNGSORDNUNGEN / STUDY AND EXAMINATION REGULATIONS

A link to the study and examination regulations as well as to the module descriptions can be found on the HMDK Stuttgart website for the respective study program. Likewise, the curricula and profiles can be found there.
42. **TONSTUDIO / RECORDING STUDIO**

The recording studio is open to university members. The head of the recording studio Prof. Piet Meyer (piet.johan.meyer@hmdk-stuttgart.de) decides on the applications submitted for its use.

43. **ÜBERÄUME / PRACTICE ROOMS**

The HochschulCard allows you to book one of the practice rooms on level 2 at the terminal at the gate (possible up to 24 hours in advance). You must then open the door within 5 minutes using your HochschulCard. The rooms are available for use around the clock.

**Please take into consideration the neighborhood of the university and close all windows when practicing!**

The practice time is 2 hours maximum. After that time you must log out by deleting your booking at the terminal in the basement. Only afterwards may you book a new practice room.

The practice rooms on levels 5 and 7 (key-locked rooms) are assigned by the person at the gate. In order to use these rooms you need to enter your name in the "waiting list" at the terminal. You will then be assigned a room. The practice time is 2 hours maximum. After that time you must book a new time and date.

You may also practice in the teachers’ classrooms, if they are not occupied and if your teacher recorded your name with the gate.

If the maximum practice time is exceeded or if you do not use your booked room (in time), your HochschulCard will be blocked for 24 hours. Cards blocked for more than 24 hours will be unblocked by Ms Fellermeier (room 9.08) or Ms Röser (room 9.07) after expiry of the blocking time.

44. **VERANSTALTUNGEN/KONZERTE / EVENTS / CONCERTS**

A listing of the large number of events taking place on our premises can be seen in the brochure **Künste im Turm** [Arts presented in the tower]. Students have free admission to University events. The same applies to performances in the Wilhelma-Theater (however, for these you need to book tickets, [www.wilhelma-theater.de](http://www.wilhelma-theater.de)).

The Staatstheater Stuttgart (opera and ballet) offers a limited number of free tickets for University students, which are administered by the AStA. A waiting list is posted at the AStA office where you can write your name for the performance you intend to watch. The tickets must be collected in good time at the box office (Königstrasse 1B, Theaterpassage) or at the evening box office (30 minutes before the performance starts). If the tickets are not collected, you will be banned for the remainder for three months of the season.
In the same way you can get reduced tickets (€ 2 price reduction) for selected performances in the Liederhalle.

45. VORLESUNGSVERZEICHNIS / COURSE CATALOGUE

You will find all important information related to university teaching (lectures/seminars on offer, when and where) as well as a list of teachers (most of them also with their address and phone number) on the University website at www.hmdk-stuttgart.de. The catalogue Online-Vorlesungsverzeichnis can be found in the Study section.

For Music Science and Music Pedagogy an additional annotated course catalogue is available on the website and in the library, giving more detailed information on the individual courses/events.

46. VVS (VERKEHRS- UND TARIFVERBUND STUTTGART) / PUBLIC TRANSPORT IN STUTTGART

Your student ID (HochschulCard) allows you to use the Stuttgart urban transport (interurban railway, underground and in part also the Deutsche Bahn railway) at certain times (Monday to Friday from 6 p.m., on Saturday/Sunday/public holidays all day long) free of charge.

In addition, students can buy a StudiTicket from VVS (Verkehrs- und Tarifverbund Stuttgart - Stuttgart urban traffic union). StudiTickets are valid for 6 months. They can be used for any number of rides in the entire VVS network without any restriction in time.

Sales agents near the University are at Charlottenplatz or at the main station. You can also purchase the ticket online, https://tickets.ssb-ag.de/index.php/

47. WICHTIGE TERMINE / TERM DATES AND EXAMINATION DEADLINES

Important dates such as semester dates, lecture times, holiday dates, entrance examination dates are published on our website under → Study → Term dates and examination deadlines are posted in the display cases on level 5 and at the Student Registration Office / Examination Office on level 9.

48. WETTBEWERBE / COMPETITION

There is the opportunity to attend the Felix Mendelssohn Bartholdy University competition (competition of the German conservatories and of the Stiftung Preußischer Kulturbesitz - Prussian Cultural Heritage Foundation).

Please also check the postings on all bulletin boards in the building.
For further information please contact Ms Dorothee Staiger, room 9.34, phone 212-4677, dorothee.staiger@hmdk-stuttgart.de

49. WOHNUNGSWECHSEL/NAMENSÄNDERUNG / CHANGE OF RESIDENCE OR NAME

Please inform the Student Registration Office / Examination Office (room 9.33) immediately of any change of residence and any change of name. Any change of name must be confirmed by submitting an according document. You can change your address on your own in our Onlinesystem QIS-SOS