



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](#).

Silvia Ott, Willy-Brandt-Straße 8, room 2.02, phone 13797 218

E-Mail: silvia.ott@hmdk-stuttgart.de

2. ANSPRECHPARTNER*INNEN / CONTACT PERSONS/CONSULTING

Questions regarding the curriculum, the course of the studies and the recognition of achievements 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](#)). (see also [Faculties](#))

For **student concerns**, the AStA (student representation of the entire university, room 6.10) or the student faculty council members are responsible: asta@hmdk-stuttgart.de

These people are also happy to help with any problems:

[The liaison lecturer](#)

[The equality commissioner](#)

Commissioner for disabled students and students with a chronic disease:

Prof. Mini Schulz, E-Mail minischulz1@gmail.com

Disabled Persons Representation:

Martina Simonazzi, Hauptschwerbehindertenvertreterin, E-Mail hsbv-mwk@uni-ulm.de

Ministerium für Wissenschaft, Forschung und Kunst Stuttgart

Königstraße 46, 70173 Stuttgart



Musicians' medical and musical physiological consultation:

Alexandra Müller, room 6.25

Tuesday, Wednesday and Thursday by prior arrangement at alexandra.mueller@hmdk-stuttgart.de

Angelika Heydt, psychological counseling / psychotherapy

www.musikerberatung.com, E-Mail angelika.heydt@arcor.de

Prof. Dr. Reinhardt: Open consultation hours by appointment at Phone 07946-2248

Studierendenwerk Stuttgart:

Social counselling, legal advice and psychotherapeutic counselling

Rosenbergstraße 18, 70174 Stuttgart, phone 4470-1059 /-1057 oder 4470-1219 /-1254,

<https://www.studierendenwerk-stuttgart.de/>

Another contact point is the → [Studierendensekretariat/Prüfungsamt](#)

3. ASTA (ALLGEMEINER STUDIERENDENAUSSCHUSS) / STUDENT COUNCIL

The AStA is the political representation of the students inside and outside the university and the permanent contact for all students. It acts as a mouthpiece between the students and the university administration and is made up of six students. General meetings are held twice a semester, at which the AStA informs the students about current developments and votes are taken. Once a semester, part of the AStA is newly elected. All enrolled students have both the active and passive right to vote.

The AStA office is located on the 6th level (room 6.10). The office hours of the AStA members are posted outside the AStA office, as are the dates of the weekly public meetings. The AStA can be reached by e-mail at asta@hmdk-stuttgart.de.

International tutorial: Three students take care of the affairs of foreign students (with questions about visas, finding accommodation, creating a timetable, etc.). They organise international events to help international students network with each other. Contact at international-asta@hmdk-stuttgart.de

Equipment rental

Other offers: The AStA offers sports activities and a free ticket service for selected events. See also [Events/Concerts](#).

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 to students in Germany] Stuttgart - Amt für Ausbildungsförderung [office for financial study assistance]: Rosenbergstraße 18, 70174 Stuttgart, E-Mail bafoeg@sw-stuttgart.de.

5. BESCHEINIGUNGEN / CERTIFICATES

Certificate of enrollment, certificate of study progress and BAföG-certificate can be viewed, downloaded as a PDF file and printed out via the **student portal**.

→ <https://eportal.hmdk-stuttgart.de/>

6. 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, but no later than 31.10. (winter semester) or 23.04. (summer semester). After that date, the tuition fee cannot be refunded.

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.

Please submit your leave request exclusively via the [student portal](#)

In principle, a re-registration must take place despite the leave of absence. The student union fee and the administrative fee must be paid for this.

7. BIBLIOTHEK / LIBRARY

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

Opening hours of the university library:

	Monday to Friday	10 a.m. to 5 p.m.
	Monday to Thursday	Presence use until 7 p.m.
between terms:	Monday to Friday	11 a.m. to 3 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 are possible as follows:



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. You must have an account created there in order to borrow books.

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. Registration is possible on the website. → [Facilities](#) → [Career Service](#) → [Seminars and Workshops](#).

Contact person: Simone Enge, WBS 2.06, phone: 13797 223,

E-Mail simone.enge@hmdk-stuttgart.de

office hours: 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 are classified 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 various ensembles please refer to the Studios and Ensembles portion of our website [Studios und Ensembles](#) and 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. ERSTSEMESTERANGEBOTE / OFFERS FOR FIRST-SEMESTER STUDENTS

The AStA usually organises a freshers' breakfast at the beginning of each semester as well as a freshers' evening to get to know each other. Special events are also offered for international students. Please take note of the information provided during the welcome and the posters displayed in the university building and the [AStA Instagram account](#).

14. E-MAIL-POSTFACH FÜR STUDIERENDE / E-MAIL ACCOUNT FOR STUDENTS

After enrolment, you will receive a message with a password-protected PDF document attached to your private e-mail address. The password of the PDF document is your date of birth in the format DDMMYYYY (without dots or hyphens; if your DD is only one digit and has a leading zero, please do not enter this zero). There you will find all the important information about your access data, including for your HMDK e-mail inbox, which we have set up for all students at the start of their studies.

Please log in there and check your mailbox regularly. Important information from the university management will only be sent to your student e-mail address.

You can find further information on the access data at → [Access data for the computers in the Internet room / the WLAN / Moodle / Library databases \(Shibboleth\) / HMDK email address](#).

After exmatriculation, the university computer account and the university e-mail address are automatically blocked and then deleted after a period of four months. Please note that you will no longer be able to access your e-mails once your account has been deleted.



15. FAKULTÄTEN /

15.1. 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

Secretariat

tba., room 9.13, phone 212-4603,

Business hours: tba

15.2. 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 Kögler, room 9.13, phone 212-4679, E-Mail karin.koegler@hmdk-stuttgart.de

Business hours: Monday to Thursday 9 a.m. – 12 a.m.

Monday 1 p.m.– 3:30 p.m.

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

Dean Prof. Denis Rouger

Vice Dean Prof. Florian Wiek

Study Dean Prof. Johannes Mayr, post office box 115, E-Mail johannes.mayr@hmdk-stuttgart.de

Secretariat

Christine Janzen, room 9.07, phone 212-4634, E-Mail christine.janzen@hmdk-stuttgart.de

Business hours: Mo, Tues, Thurs, Fri 9 a.m.–12 a.m.

Thursday 1 p.m.– 3.00 p.m.

15.4. FACULTY IV (PERFORMING ARTS, VOCALS, SPOKEN ARTS/COMMUNICATION PEDAGOGY)

Dean Prof. Annegret Müller

Vice Dean Prof. Carola Grahl



Study Dean Prof. Stephanie Rinke

E-Mail stephanie.rinke@hmdk-stuttgart.de

Secretariat

Elena Argiriou, room 9.07, phone 212-4635, E-Mail elena.argiriou@hmdk-stuttgart.de

Sprechzeiten: Monday to Thursday 9 a.m.– 10 a.m. & 1 p.m.– 3 p.m.

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

Students who are enrolled and who wish to continue their studies in the coming semester must transfer the individually due fees and contributions in due time. Subsequently, the student secretariat/examination office will re-register the student.

Re-enrollment dates: for the summer semester: 01 to 19 February
for the winter semester: 01 to 19 July

Students who do not declare the continuation of their studies must be exmatriculated (§ 62 Abs. 2 Nr. 3 Landeshochschulgesetz).

If the deadline for declaring the continuation of studies (see above) is exceeded, an **additional fee** of € 40 will be charged.

17. FUNDSACHEN / LOST PROPERTY

Please hand in lost property at the gate. If you are missing something yourself, please also contact the gate ask the AStA about it.

18. GEBÄUDEPLAN / BUILDING PLAN

You will find a building plan with all levels and rooms of the 1st and the 2nd construction phase in the brochure rack in the foyer and on the website at: [University website → Dicestions](#).

19. GLEICHSTELLUNG / EQUALITY COMMISSIONER

Equality commissioner:

Prof. Marion Eckstein (Chairperson)

Gudrun Bosch | Prof. Tillmann Reinbeck | Prof. Stefania Neonato DMA

[→ About → Management and Organisation → Committees and bodies → Equality commissioner](#)



20. HOCHSCHULCARD

Every student receives the HochschulCard at the beginning of their studies from Anne Rabe, Room 9.34, 9th floor. The card has various functions: It is a student ID card (student discounts at many events), library card, copy card and wallet. To be able to use the wallet function (cashless payment), you can either top it up in the 6th level, cafeteria, via EC card or in cash at the canteen. You can only eat at a reduced price in the canteen if you use your HochschulCard. Likewise, you can only book the common rooms using your HochschulCard.

The HochschulCard must be validated at the machine on the 6th level at the beginning of each semester after re-registration.

The first issue is free of charge. Each additional HochschulCard is subject to a fee of € 30, e.g. in the event of loss, improper use or destruction of the chip. A new card can be requested from Elena Argiriou in room 9.07.

21. 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 17:00) which mainly reports on current topics of the HMDK. For further information please refer to the website www.horads.de

22. 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. 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. There, as well as on the website, you will find the HSO regulations.



Contact Person:

Frank Behrendt, room 7.51, phone 212-4727, E-Mail frank.behrendt@hmdk-stuttgart.de

Consultation hours: Tuesday 2–4 p.m. and Wednesday 10–12 a.m.

23. HOCHSCHULSPORT / UNIVERSITY SPORTS

Students of HMDK 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 Tatjana Fellermeier (room 9.08).

24. 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

25. INSTRUMENTENVERSICHERUNG / INSTRUMENT INSURANCE

Instrument insurance is not offered by HMDK. 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>).

26. 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](#).

27. IMMATRIKULATIONSBSCHHEINIGUNG / CERTIFICATE OF ENROLLMENT

You can view your certificate of enrollment in the student portal and print out.

→ <https://eportal.hmdk-stuttgart.de/>

28. INTERNETZUGANG / INTERNET ACCESS

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

Wi-Fi is now available almost throughout the entire university building.



Information on the access data can be found at → [Access data for the computers in the Internet room / the WLAN / Moodle / Library databases \(Shibboleth\) / HMDK email address.](#)

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

29. 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](#)). You can use the photocopiers in the computer room without a HochschulCard. All you have to do is log on to the computer. Each semester you have €6 credit for printouts via your account when you log in via the PCs in Room 6.09 (equivalent to 600 copies). At the photocopiers, the copy amount will be deducted from your personal credit. If there are any problems with the photocopiers, please inform the reception desk.

It is also possible to print PDF documents directly from a USB stick. The usual printing costs apply. It is also possible to scan with the copiers - either with forwarding to your own e-mail address or to a USB stick.

30. KÜNSTLERVERMITTLUNG DER HMDK STUTTGART / ARTISTS' AGENCY OF THE STATE UNIVERSITY OF MUSIC STUTTGART

As an agency, the HMDK's artist agency advises, places and represents students and graduates and also realises full-length programmes for concert organisers in the region in collaboration with lecturers. 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 or on the [University website → Service → Artists' Agency](#). Information on the contact studies: → [Study → Continuing Education Programs](#).

Contact:

Corinna Reimold, Willy-Brandt-Straße 8, room 2.03, phone 212-4649
corinna.reimold@hmdk-stuttgart.de, office hours: on appointment

31. 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.

32. LEHRENDENVERZEICHNIS / 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.

33. MENSA / CANTEEN

The University canteen is open Monday to Friday from 08:30 a.m. to 05:00 p.m. Food is served 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 Central, Stuttgart centre, Ossietzkystraße 3, 70174 Stuttgart, office hours: Monday to Friday 11 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.

34. ÖFFNUNGSZEITEN / OPENING HOURS

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

during the lecture period: Monday to Friday: 07.00 a.m. –10 p.m.
Saturday, Sunday and on public holiday: 08.00 a.m–10 p.m.
Key return until 10.45 p.m.

Please check our website for any changes in opening hours.

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

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



CAMPUS GEGENWART / International Office / Career Service / Graphik / mh-stuttgart GmbH

Willy-Brandt-Straße 8/10, 70173 Stuttgart

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

35. POSTFÄCHER / PIGEONHOLES

The 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.

36. RÜCKSICHTNAHME / CONSIDERATION

Please take into consideration the neighbourhood 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 6 o'clock.

37. 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.

38. SCHLIEßFÄCHER / LOCKERS

The lockers at the university are managed by the AStA locker tutor. If you are interested in a locker, please sign up for the waiting list in front of the AStA office, room 6.10. The waiting time for a locker is about one semester, depending on demand. The names of those whose turn it is will be posted on the notice boards. Lockers can also be shared. There are special regulations for drama, EMP and cello lockers, for which separate waiting lists are posted. A deposit of 25€ must be paid for a locker. At the end of your studies, the locker tutor must confirm that the locker has been vacated or that no locker has been rented. Contact: schliessfach@hmdk-stuttgart.de



39. 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 and the HMDK. Students, professors and staff are not only welcome to use the language courses offered by their own university, but also those offered by 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.

You will find further information on <https://www.hft-stuttgart.de/International/Interkulturelles-Lernen/VESPA/index.html/de>.

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

President: **Axel Köhler** rektor@hmdk-stuttgart.de

Consultation hours: by prior arrangement
room 9.25

Chancellor: **Christof Wörle-Himmel** christof.woerle-himmel@hmdk-stuttgart.de

Consultation hours: by prior arrangement
room 9.27

Secretary: **Gertrud Mezger** gertrud.mezger@hmdk-stuttgart.de

Consultation hours: Monday to Wed. 10–12 a.m. / 1–4 p.m.
Thursday 10–12 a.m. / 1–5 p.m.
room 9.26

Personal Assistant to the President:

Anja Glässl anja.glaessl@hmdk-stuttgart.de

Consultation hours: by prior arrangement
room 9.26

Vice-President for Artistic Development and Early Intervention:

Prof. Stefan Fehlandt stefan.fehlandt@hmdk-stuttgart.de

Consultation hours: by prior arrangement
room 9.35

Vice-President for Teaching, Studies and Artistic Research:

Prof. Dr. Matthias Hermann matthias.hermann@hmdk-stuttgart.de

Consultation hours: by prior arrangement
room 9.29



Vice- President for Third mission and Science:

Prof. Dr. Hendrikje Mautner-Obst

hendrikje.mautner@hmdk-stuttgart.de

Consultation hours: by prior arrangement
room 9.30

41. STIPENDIEN / FÖRDERMÖGLICHKEITEN / SCHOLARSHIPS / GRANTS

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

42. STUDIERENDENPORTAL / STUDENT PORTAL

The following self-service functions can currently be used in the student portal:

- Access to the contribution account
- Change of own address, telephone number, e-mail address
- Printout of the current enrollment, course of studies and BAföG-certificate
- Submission of applications for leave of absence from studies for extension of studies, for exmatriculation and for changes in specific personal data

→ <https://eportal.hmdk-stuttgart.de/>

43. 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.

Contact persons:

Bettina Röser, room 9.33, phone 212-4650, E-Mail bettina.roeser@hmdk-stuttgart.de

Diana Herter, room 9.33, phone 212-4650, E-Mail diana.herter@hmdk-stuttgart.de

Anne Rabe, room 9.34, phone 212-4677, E-Mail anne.rabe@hmdk-stuttgart.de

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.



44. STUDIERENDENWERK STUTT GART

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/ Student representatives for the student union are elected annually at the general assemblies of the constituted student body.

45. STUDIENVERLAUFSPLAN / STUDY PLAN

The study plan of the individual semesters must be collected and submitted to the faculty secretariats for documentation after the end of the respective semester. Successful participation in courses is certified by the lecturers at the end of the semester. Incomplete study plans can have a negative effect on examination registrations.

- [Study Plan Bachelor](#)
- [Study Plan Master, CAS, Weiterbildung, Ergänzungsstudium](#)
- [Study Plan Bachelor Lehramt](#)
- [Study Plan Master Lehramt](#)

Printed study plans are available from the Student Secretariat or the Faculty Secretariats.

46. 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.

47. TECHNIKVERLEIH / EQUIPMENT RENTAL

The AStA rents out recording equipment (microphones, video cameras up to 4K, audio equipment). Information on equipment rental is posted outside the AStA office and can be found on our website [unsere Hochschule → AStA → Technikverleih](#)

Please use the web form to request rentals.

48. TONSTUDIO / RECORDING STUDIO

The recording studio is available to members of the HMDK. For demo CDs to promote professional careers, the rule is that every university member may use the recording studio once a year. Please contact us via the following e-mail address: tonstudio@hmdk-stuttgart.de.



49. TUTORIEN / TUTORIES

For many subjects and courses at HMDK Stuttgart, for example music theory or aural education, there are optional tutorials in which tutors (students who have already attended the courses) offer tutoring, learning support or practice sessions. If students are interested in such a supportive event, they can ask the respective teacher or look at the notices in the corresponding levels.

50. ÜBERÄUME / PRACTICE ROOMS

The HochschulCard can be used to book a room at the terminal at the gate for the 2nd level common rooms (possible 24 hours in advance). The door must then be opened within five minutes, also using the HochschulCard. The rooms can be used around the clock.

The maximum practice time is three hours at a time, after which you must log out by deleting your booking at the terminal in the basement. Only then can you book a new practice room. After logging out, the next room can only be booked 5 minutes later.

The rooms on the 5th and 7th levels (key rooms) are allocated by the gate and can be requested there. If a room is not available, you can be placed on the waiting list. The waiting list place can be monitored via the screens at the gate/cafeteria so that the key can be collected promptly at the gate.

The maximum practice time is two hours at a time, after which you must sign in again.

Please be considerate of the university's neighbors and be sure to close all windows when practicing!

It is also still possible to practise in the teachers' classrooms, provided they are not occupied and your name has been left at the gate by the teacher concerned. After consultation with the teacher, you can request a general authorization from Elena Argiriou (room 9.07) on a semester-by-semester basis.

If the maximum practice time is exceeded or the booked room is not used (in time), the HochschulCard is blocked for 24 hours. Cards that have been blocked for longer than 24 hours or have been blocked by mistake can be reactivated by contacting Tatjana Fellermeier (room 9.08) or Elena Argiriou (room 9.07). Alternatively by e-mail to kartensperrung@hmdk-stuttgart.de

51. 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).



The Staatstheater Stuttgart (opera and ballet) and the Stuttgart Philharmonic Orchestra offers a limited number of free tickets for University students, which are administered by the AStA card tutor. A waiting list is posted at the AStA office (room 6.10) 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 (at the Schauspielhaus, Oberer Schloßgarten 6) or at the evening box office (30 minutes before the performance starts). If the tickets are not collected or not collected on time, you will be banned for three months.

In the same way you can get reduced tickets (€ 2 price reduction) for selected performances in the Liederhalle.

Contact and further information: karten-asta@hmdk-stuttgart.de and on the university website at: [→ Unsere Hochschule → AStA → Vergünstigte Karten](#)

52. VERTRAUENSDOZENTEN / LIAISON LECTURER

The liaison lecturer for the students:

Salome Tendies, E-Mail salome.tendies@hmdk-stuttgart.de

Frederik Zeugke, E-Mail frederik.zeugke@hmdk-stuttgart.de

53. 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 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.

54. VVS (VERKEHRS- UND TARIFVERBUND STUTTART) / PUBLIC TRANSPORT IN STUTTART

The composition of the semester fee will change for the winter semester 2023/24, as the VVS solidarity fee will no longer apply. This also means that the VVS semester ticket, i.e. the possibility to use public transport free of charge in the evenings and on weekends, will be discontinued. Instead, there are other ticket offers, please inform yourself directly on the websites of the [VVS](#) and the [SSB](#).

Ticket offers for local public transport

- DeutschlandTicket JugendBW



more information at: www.studierendenwerk-stuttgart.de

55. WICHTIGE TERMINE / TERM DATES AND EXAMINATION DEADLINES

Important dates such as semester dates, lecture times, holiday dates, entrance examination dates, dates for registration for the final exams, elective subject registration 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.

56. WETTBEWERBE / COMPETITION

There is the possibility to participate in public university competitions, such as the German Music Competition, the Felix Mendelssohn Bartholdy University Competition or the University Competition for Music Education.

You can find more competitions on the website under [→ Wettbewerbe öffentlich](#)

57. 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 residence / your address and your e-mail address on your own in our [Studierendenportal](#).

58. ZUGANGSDATEN / ACCESS DATA FOR THE COMPUTERS IN THE INTERNET ROOM / THE WLAN / MOODLE / LIBRARY DATABASES (SHIBBOLETH) / HMDK EMAIL ADDRESS

Nach After enrolment, you will receive an e-mail to your private e-mail address (if the university has it) with a password-protected PDF document attached. The password of the PDF document is your date of birth in the format DDMMYYYY (without dots or hyphens; if TT is only one digit for you and has a leading zero, please do not enter this zero).

The PDF contains the following information:

- HMDK email address and the access data for the mailbox.
- Access data for the WLAN (and eduroam)
- Access data for the computers on level 6
- Access data for Moodle
- Access data for the library databases
- Notes on Speex (Language training)



If you do not receive this e-mail, please check your private e-mail address at the Student Administration Office and make sure it is correct. If necessary, also check your spam folder. If you have any problems or queries, please contact:

markus.linsner@hmdk-stuttgart.de or daniel.schaller@hmdk-stuttgart.de

