

Information Guide for Incoming Students



Katholische Hochschule für Sozialwesen Berlin

Staatlich anerkannte Fachhochschule für Sozialwesen
Catholic University of Applied Sciences



Dear Student,

We would like to thank you for your interest in studying at our university or doing an internship there as part of the Erasmus programme.

We would like to provide you with the least complicated application process possible and to ensure that you are able to make the right preparations before you come to Germany. We have therefore put together this information pack for incoming students, which contains the following information:

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Please read through this information pack carefully, making sure that you take note of the relevant deadlines!!

We look forward to receiving your application and hope that your time studying in Berlin is both interesting and eventful.

Prof. Dr. Gaby Straßburger
Head of International Relations

Marion Müller
Erasmus-Coordinator

Name of the institution	Katholische Hochschule für Sozialwesen Berlin - KHSB
Erasmus-Code	D Berlin 20
Address	Köpenicker Allee 39-57
Postal Code, City	10318 Berlin
website	www.khsb-berlin.de
Institutional coordinator for the Erasmus Programme	Ms Marion Müller, Erasmus-Coordinator Fon +49(0)30 50 10 10 919 Fax: +49 (0)30 50 10 10 88 Raum : 2.068 Email: mueller@khsb-berlin.de
Departmental Coordinator, Teaching Staff Contact Person	Ms Prof. Dr. Gaby Straßburger Fon: +49(0)30 50 10 10 - 912 Fax: +49(0)30 50 10 10 - 88 Email: strassburger@khsb-berlin.de
Type of Institution	The Catholic University of Applied Sciences Berlin is a state-accredited institution of higher education in the Human Services field operated by the Archdiocese of Berlin.
Size of Institution	About 1200 students and a total of 80 teaching staff
Degree Programmes	BA Social Work (7 Semester/210 Credits) BA Inclusive Education (7 Semester/210 Credits) BA Early Educational Studies (7 Semester/210 Credits)

Semester periods	Summer semester 01.04. – 30.09	Winter semester 01.10. – 31.03.
Study period 2010	12.04.2010 – 16.07.2010	
Introduction week 2010	06.04. – 09.04.2010	
Summer vacation 2010	02.08.2010 – 01.10.2010	
Erasmus Application Deadlines	15.12. for the following summer semester	15.06. for the following winter semester
Language of Instruction	German	
German Language Courses	German language courses will be provided by the KHSB if there are at least 5 incoming student who all have the same level of German proficiency.	
Short Presentation	<p>Founded in 1991, the KHSB is Berlin's newest University of Applied Science in the Human Services field.</p> <p>Some reasons to study at the KHSB:</p> <ul style="list-style-type: none"> • Degree Programme in Social Work with a choice of areas of focus, such as Gender Studies or Community Organisation • Degree Programme in Inclusive Education with a framework that includes methodological courses and field placements • Degree Programme in Educational Studies • Comfortable sized university consisting of approximately 1000 students • Personal atmosphere and plenty of opportunities to make contact with students of all semesters • Intensive support for incoming students provided by tutors • Supplemental theological programme • Cultural events organised by the student government <p>The KHSB is open to applicants of all world views. It is expected that all applicants respect the ecclesiastical mission of the KHSB.</p>	

Studying at the KHSB

The various programmes of study at the KHSB are designed to focus on the students and their qualified career training. This entails a combination of teaching based on academic principles, applied research methods and reflected practice. This balanced combination of theoretical, methodical and practical content is aimed at bringing together the academic knowledge taught and the active practical skills acquired together with a strengthening of the students' personal abilities. The programmes are supposed to produce highly qualified specialists who are motivated to work with a sense of individual responsibility in social professions. The aim is to train the students to become professionals in the field of social work who are capable of both analysing their practical work in an academic manner and reflecting upon it, thus enabling them to react to the needs of the people they deal with in social professional interventions in the appropriate way.



What does studying actually entail?



Studying at the KHSB involves a large amount of work. In general, studying requires a sense of curiosity, courage, interest, commitment, individual responsibility and motivation; in short, try to develop a passion for your studies! Enter into a constructive and critical dialogue both with the teaching staff and the material covered in the courses. Don't be afraid to develop your own ideas and thoughts and to start discussions based on them.

The Catholic University of Applied Sciences website can provide you with extensive information about all aspects of university life. The current examination regulations, programmes schemes and other important information can be found at

<http://www.khsb-berlin.de/index.php?id=132> .

You can also find a comprehensive list of the courses offered each semester, including detailed descriptions of their content, for all the relevant courses of studies. There are also notice boards at the main entrance and on the first floor of the university building to provide you with up-to-the-minute information, such as course and room changes.

Programmes of Study at the KHSB



The KHSB offers Bachelor and Master's programmes in Social Work, Inclusive Education and Educational Studies. The Master's programmes, which are designed to follow on directly from the Bachelor ones, and the Bachelor programme in Religious Education in School are currently being put together. We will also, in the future, be offering further education programmes for graduates.

The modular structure of the programmes offered at the KHSB takes into account the future needs of

professional practice by creating clear profiles in the different methodical areas of action and through the closely related nature of the contents of the programmes. The modular structure of the programmes also enables the students to gain a partial qualification in their respective career fields due to the self-contained courses offered within the different modules.

We would now like to provide you with some basic information about the university curriculum and give you an overview of the types of courses we offer at the KHSB.

The Curriculum Guidelines: Ethics, Internationality & Diversity

Ethics

Social work can be regarded as a key player within civil society and is involved in making sure political decisions concerning society are made in a responsible way. The reflection skills that the students acquire within the programmes of study are supposed to motivate them to engage themselves personally in society and to enable them to take part in a societal discourse about moral questions. Ethical reflection skills include, for example, the ability to recognise and implement ethical norms within their professional field, such as solidarity or advocacy for those members of society who are refused the right to fully participate in how society is run. Students are supposed to learn how to develop solutions which are both anthropologically sound and ethically justified as well as the appropriate courses of action to take. Courses and seminars dealing with anthropology and the ethics of social work and inclusive education therefore form a fixed part of the teaching repertoire. Ethics are seen as a central discipline relevant to all the different programmes, taking into consideration the respective contexts and combinations of cases that arises in each programme. The ethics courses offered as part of the ethics and anthropology section are aimed at developing a form of profession action within the social sector based around human dignity and human rights as well as the ability to recognise and criticise different types of ethics and ways of seeing people

Internationality

In keeping with its profile, one of the key concerns of the KHSB is to initiate and encourage constructive dialogue between different world-views and to make use of this dialogue in the day-to-day demands of social work. The internationalisation of the contents and structures of the different programmes is therefore not just important for the current Bologna process. A trans-national and open attitude to the world as a whole as well as openness towards cultural groups of different religions form a fixed part of the egalitarian tenet of Catholicism and thus also one of the aims of the KHSB, which also applies beyond Europe borders. At the KHSB, seminars and lectures about intercultural and international subjects form a fixed part of the curriculum. This includes the opportunity to specialise in "Intercultural Social Work", different language modules aimed at specific professional disciplines and the large number of internships carried out abroad.

Diversity

In addition to internationality, both the curriculum and day-to-day life at the university are based around approaching diversity in a constructively critical way: diversity of lifestyles, diversity of religious lifestyles and world views, diversity of different cultural standpoints within society. An awareness of the fact that different perceptions of heterogeneity and foreignness can be put down to both historical and social developments and thus represent contingent constructions and social constructs form the centre of this practical approach to diversity.

Programmes of Study

Short Overview

- ❑ Bachelor Programmes
 - Bachelor in Social Work (full time programme)
 - Bachelor in Social Work (part time programme)
 - Bachelor in Early Educational Studies (full time programme)
 - Bachelor in Inclusive Education (full time programme)
 - Bachelor in Religious Education in School

- ❑ Master's Programmes (designed to follow on from the bachelor programmes)
 - Master in Social Work – Applied
 - Master in Social Work – Research-Based
 - Master in Inclusive Education – Applied

- ❑ Further Education Programmes
 - Master in Clinical Social Work
 - Master of Social Work as a Human Rights Profession
 - Clinical Art Therapy (Certified Qualification)

Descriptions

□ Bachelor Programme in Social Work

Programme profile

The KHSB offers a Bachelor programme designed to form the training relating to becoming a social worker / social education worker. The programme is based on a system of modules and consists of 210 credits according to ECTS (European Credit Transfer System); the exams are taken during the programme itself. The Bachelor programme consists of six different thematic areas and 20 modules. After the programme has been successfully completed, the students graduate with the academic title of Bachelor of Arts (B.A.).

The standard length of the programme is seven semesters, whereby the fourth semester consists of a period of practical study, which is both prepared for and accompanied by lectures and seminars at the university. The first phase of the programme (semesters 1-3) consists of acquiring and then reflecting upon the basic principles of social work and how these are related to academic principles on a theoretical and methodological level. In the second section of the programme (semesters 5-7), these principles are then expanded upon and treated in a more explicit way, usually in the context of a particular specialisation. The specialisations on offer are:

- Family Systems
- Community Organisation
- Gender Differentiated Social Work
- Health Oriented Social Work
- Intercultural Social Work

□ Master's Programme in Social Work

Programme Profile

Two Master of Arts Programmes in Social Work are in preparation, which are designed to follow on from the Bachelor programmes. One is an applied programme consisting of 90 credits and the other is a research-based programme consisting of 120 credits. The two different Master's programmes allow students to specialise in different areas due to their different profiles. The applied Master's programme differs in content to the research – based one due to the choice of specialisations offered. Successful completion of the programme also satisfies the requirements for a career in senior positions.

□ Bachelor Programme in Inclusive Education

Programme Profile

Inclusive Education is a standard programme and is offered as a package of bachelor / master's programmes designed to follow on from one another just like the social work programme. The programme is composed of five different thematic areas and 22 modules, which mean that a total of 210 Credits can be completed. After the programme has been successfully completed, the students graduate with the academic title of Bachelor of Arts (B.A.). The first stage of the programme (Semesters 1-3) is designed to impart the specialist

and reference-based fundamentals of inclusive education. The second stage of the programme (Semesters 5-7) is then designed to extend and expand upon this knowledge, through the choice of various specialisations. The students are supposed to acquire theoretical knowledge and specialised methodological abilities in order that they are qualified to carry out therapeutic / educational work with people who have an increased need for education, guidance and encouragement. The areas of specialisation on offer are:

- Inclusive Education Work with Children and Young People
- Inclusive Education Work with Adults

□ **Master's Programme in Inclusive Education**

Programme Profile

The Master of Arts programme in Inclusive Education is designed to follow on directly from the Bachelor programme and consists of 90 credits. It has an applied emphasis, with graduates receiving a Master of Arts (M. A.) qualification upon completing the programme. Successful completion of the programme also satisfies the requirements for a career in senior positions.

□ **Bachelor Programme in Early Educational Studies**

Programme Profile

The Educational Studies programme is a Bachelor programme which lasts 7 semesters, including the sections devoted to a practical project and forms a specific professional university qualification. The programme has a modular structure; the exams are taken during the programme itself and graded according to the ECTS (European Credit Transfer System). The programme consists of 210 Credits and is structured around 16 Modules. After the programme has been successfully completed, the students graduate with the academic title of Bachelor of Arts (B.A.).

□ **Supplementary Theological Programmes**

Programme profile

The supplementary theological programmes are offered in addition to the standard courses regardless of which programme a student is enrolled in. They are designed to give the students the opportunity to get to know the Christian belief system, understand it better and to explore the message of the church in a critical way. The assessment tasks and exams in these programmes can also serve towards acquiring the church teaching authorisation. The examinations in the subject anthropology and the ethics of social work that form part of the Social Work and Inclusive Education Programmes are also given credit here. The programme is completed when the final exams are passed (written and oral exams).

How and where do I apply?

Application

The application forms for the programmes at the KHSB or for internships can be found on our website at <http://www.khsb-berlin.de/index.php?id=27>

The application must include the following:

- your letter of acceptance as a ERASMUS student from your home university/international office
- The application form, fully completed and signed
- The learning agreement, fully completed and signed
- The personal placement profile

These documents must be sent in full to Ms Müller, the Erasmus coordinator, at the KHSB International Office by

- **15th June** to start a programme in the winter semester
- **15th December** to start a programme in the summer semester

at the latest. The address can be found below.

► Contact

Catholic University of Applied Sciences
International Office – Erasmus Coordinator
Marion Müller
Köpenicker Allee 39-57
10318 Berlin

Phone: +49 (0)30 50 10 10 919

mueller@khsb-berlin.de

<http://www.khsb-berlin.de/index.php?id=1312>

Learning Agreement

In the Learning Agreement, you have to specify the courses you would like to attend at the KHSB. If the official list of courses for the coming semester is not yet available, please consult the list for the previous semester in order to select the courses you wish to attend. You should, for the time being at least, enter the courses into the Learning Agreement which corresponds with your needs even if you don't know the exact details such as course numbers etc. The list can still be revised or added to once we have received your application. It is, however, essential that you include the Learning Agreement as part of your application.

Descriptions of the courses offered at the KHSB can be found at

<http://www.khsb-berlin.de/index.php?id=1079>

Confirmation of Admission

After handing in the application documents in accordance with the deadlines, you will then receive confirmation via email as to whether you have been accepted as an Erasmus student. If you need to apply for a visa in order to enter Germany, you will receive the confirmation by post.

What do I need to do before departure?

VISA

Students from the following countries do not require a visa to enter Germany:

- EU
- Iceland
- Liechtenstein
- Norway
- Switzerland
- Australia
- Israel
- Japan
- Canada
- Korea
- New Zealand
- USA

Students from all countries not listed above require a visa permitting the holder to begin a course of study in Germany. Please contact the German embassy or consulate in your home country regarding current entry and residence requirements.

Once you have received a letter of acceptance or confirmation that you have been admitted as an Erasmus Student please submit a visa application without delay, as the application process can take time.

For a visa application in your home country, you must show proof of having sufficient financial means to enable you to study - at least in the initial period - without incurring financial hardship. You need to plan for living costs of about € 600 per month (this figure is based on the German national student grant allowance of € 585).

In some exceptional cases, the German representation office (embassy or consulate) may require a specified amount to be paid into a restricted access bank account so as to ensure financial security for an initial period of stay in Germany.

The residence permit you will get is usually valid for 3 months and can be renewed for a further 2 years.

Health Insurance

Please be aware that you will need proof that you have health insurance cover for your stay abroad in order to be enrolled at the Catholic University. The insurance document should fulfil the standard requirements for German health insurance in Germany.

(A) If you come from any country with which Germany has reciprocal health insurance arrangements (The EU and EEA countries, Bosnia and Herzegovina, Serbia and Montenegro, Croatia, Macedonia FYROM, Switzerland, Turkey, Tunisia), please consult your national health insurance provider about the best way to get insurance cover.

European Health Insurance Cards (EHIC for short) have been available from 01 January 2006 onwards which guarantee medical care in the event of emergencies or if urgent treatment is required abroad. EHIC card holders do not need to comply with the German requirement of

being covered by a nationally recognised compulsory medical insurance provider in Germany. They can instead just hand in a copy of their EHIC Card.

(B) If you have private medical insurance in your own country, it is necessary that this provision be approved by a nationally recognised compulsory medical insurance provider in Germany, which is likely to free you from the legal obligation of having to have German health insurance cover. You should, however, consider this decision carefully - once you have made this arrangement, you will not be able to register with any nationally recognised compulsory medical insurance provider in Germany in the future. Any insurance policy offered by a private medical insurance company should, as a minimum, cover the services provided by the nationally recognised compulsory medical insurance providers in Germany.

To have your private insurance recognised in this way, please contact a German health insurance provider (Krankenkasse) such as:

TK Berlin
Lutz Matuschke
Phone: +49 (0)30 400 44 86 60
Email: lutz.matuschke@tk-online.de

AOK Berlin
Peter Kurowski (Student advisor)
Phone: Tel. +49 (0)30 25 31 64 73
Email: peter.kurowski@bln.aok.de

(C) Students from countries without a reciprocal social security agreement with Germany and who don't have private health insurance must be covered by a legal health insurance company in Germany such as:

TK Berlin
Lutz Matuschke
Phone: +49 (0)30 400 44 86 60
Email: lutz.matuschke@tk-online.de

AOK Berlin
Peter Kurowski (Studentenberater)
Phone: Tel. +49 (0)30 25 31 64 73
Email: peter.kurowski@bln.aok.de

The monthly fee for students for compulsory legal health insurance is currently 66.71 Euro.

One advantage of being insured by a German health insurance provider (Krankenkasse) is the following: if you have to go to the doctor, the German health insurance companies will be immediately recognised there, meaning that if you require treatment, the doctor will be assured of having their costs covered without the need for long procedures. If you are insured with one of the nationally recognized German companies, you will not need to pay any treatment costs when visiting the doctor or hospital.

Getting to Berlin

By plane

Berlin has two large passenger airports, Tegel and Schönefeld, which are well-integrated into the public transport network.

- from Tegel airport, you can take Bus 109 or X9 which will take you to the city centre in around 20 minutes .
- from Schönefeld airport, the S-Bahn lines 9 and 45 will get you into the city within 40 minutes.
- There are also, of course, taxis available at both airports.

By rail

Berlin can be reached from all directions with the InterCityExpress, InterCity, EuroCity and InterRegio trains. In addition to the main station (Hauptbahnhof) in the city centre, Berlin also has a number of national / international stations: Südkreuz, Ostbahnhof, Potsdamer Platz, Lichtenberg, Spandau, Wannsee and Schönefeld. All of these stations are well-integrated into the public transport system.

➔ Please let the International Office know what time you will be arriving in Berlin, as we may be able to arrange picking you up from the station / airport.

What do I need to do after arrival?

Accommodation

It is important to find somewhere to live in Berlin quickly, because all the other steps you need to take in connection with the enrolment procedure depend on your having an address and the associated registration document.

If you have not been able to find somewhere to live in Berlin before you arrive, you can stay for the first few days in a student hotel or backpackers' hostel at very reasonable prices, so that you have a base from which you can carry on looking. Another possibility is to use the services of flat share agencies. Other students may also put up notices for flat shares on notice boards (schwarzes Brett) in the main buildings of the various universities.

Halls of Residence

If you would like to live in a hall of residence, please make sure to enter this on your application form. You will then be allocated a place in a hall of residence by the KHSB International Office.

Rent prices vary between 150-250 Euros per person. When you move into your flat, you will have to pay the first month's rent as well as a deposit of 150-250 Euros by credit card. The deposit will then be returned when you move out.

Please be aware that the rooms don't have bed linen, duvets, cutlery or pots and pans. It would therefore be advisable to bring these items with you or buy them upon arrival in Berlin.

The Central Berlin Student Organization (Studentenwerk) organises the allocation of rooms within the various halls of residence in the city, meaning that the International Office only has limited influence on how rooms are allocated to KHSB students. The KHSB usually asks the Studentenwerk to provide rooms for their ERASMUS and exchange students that are near the KHSB.

You can find out more information about the individual halls of residences as well as information about other aspects of student life in Berlin from the Berlin *Studentenwerk*.

► **Contact**

InfoPoint Hardenbergstraße
Hardenbergstraße 34
10623 Berlin
Fon: +49 (0)30 31 12 0

Opening times

Monday - Friday 8.00 – 18.00
info@studentenwerk-berlin.de
www.studentenwerk-berlin.de

Halls of Residence near to the KHSB

- Wohnheim Sewanstraße
Sewanstraße 219
10319 Berlin

- Wohnheim Aristotelessteig
Aristotelessteig 2 / 6 / 10
10318 Berlin

Shared Flats

www.studenten-wg.de
www.berlin.studenten-wohnung.de
www.wg-gesucht.de
www.zwischenmiete.de

www.wg-zimmer.de
www.wg-welt.de
www.wgcompany.de

General Housing Market

www.zitty.de
www.tip-berlin.de
www.zweitehand.de

Accommodation Agencies

www.wohnsitz.de
www.mitwohn.com
www.homecompany.de
www.wohnen-berlin.de
www.fineandmine.de

Registering at a City Council Office (Bürgeramt)

Once you have arrived in Berlin, you are required by law to register at a city council office (Bürgeramt), preferably the one nearest to where you live. You need to register within 7 days of moving into your apartment or hall of residence. The form required for this can either be provided at the office or can be downloaded as a pdf-file from this site:

www.berlin.de/imperia/md/content/lab0/einwohnerwesen/anmeldung.pdf

The city council offices in the various districts of the city, including their addresses and opening hours can be found at:

www.berlin.de/verwaltungsfuehrer/buergerberatung/

The City Council Office nearest to the Catholic University (example):

Bürgeramt Bärenschaufenster

Otto-Schmirgal-Straße 1 / Bärenschaufenster

10319 Berlin – Friedrichsfelde

Tel. +49 (0)30 90 296 7800

Public transport:

Underground: U5 Tierpark

Tram: M17 /M27 (-> Tierpark)

Bus: 296 / 396 (-> Tierpark)

Opening hours:

Monday: 08:00 – 15:00

Tuesday: 11:00 – 19:00

Wednesday: 08:00 – 13:00

Thursday: 11:00 – 19:00

For the registration you will need the following documents:

- registration form (available at www.berlin.de/imperia/md/content/lab0/einwohnerwesen/anmeldung.pdf)
- your passport
- the rental agreement for your room/flat in Berlin

Application for a temporary residence permit

Within three months of entering Germany you must contact the State Office for Residents and Regulatory Affairs to apply for a temporary residence permit. In addition to the application form you will also need the documents listed below to apply for a residence permit:

- confirmation of admission or that you are on an exchange program (photocopy)
- passport
- recent passport photo
- proof that you have registered at the city council office (photocopy)
- proof of medical insurance cover (photocopy)
- proof of your financial status in German or English (photocopy)
- a completed residence permit application form requesting issue of a residence permit:
this form can be found on the Internet at: www.berlin.de/labo/formulare/index.html
use the search facility "Aufenthaltstitel, Antrag auf Erteilung eines..."; this can be carried out in several languages;

► Contact

Foreigners' Registration Office
- Abteilung (Dept.) IV -
Ausländerbehörde
Landesamt für Bürger- und
Ordnungsangelegenheiten (LABO)

Friedrich-Krause-Ufer 24
13353 Berlin
Fon: +49 (0)30 90269 0
abh@labo.verwalt-berlin.de
www.berlin.de/labo/auslaender/dienststelle/index.html

Public transport routes:

- U9 (Amrumer Str.)
- S-Bahn (Westhafen)
- Bus lines 127, 227, 248

Opening Times:

Monday & Tuesday: 07.00 – 14.00
Thursday: 10.00 – 18.00
Wednesday & Friday: closed

Opening a Bank Account

It is advisable to open a bank giro (checking) account, because only bank account holders are able to make transfers to other accounts with no additional charge (making cash transfers can entail a handling fee of up to 6 Euros). Most banks will allow you to open a student account if you provide them with your student documentation and registration document from the city council office. Student bank accounts are not charged any monthly handling fees.

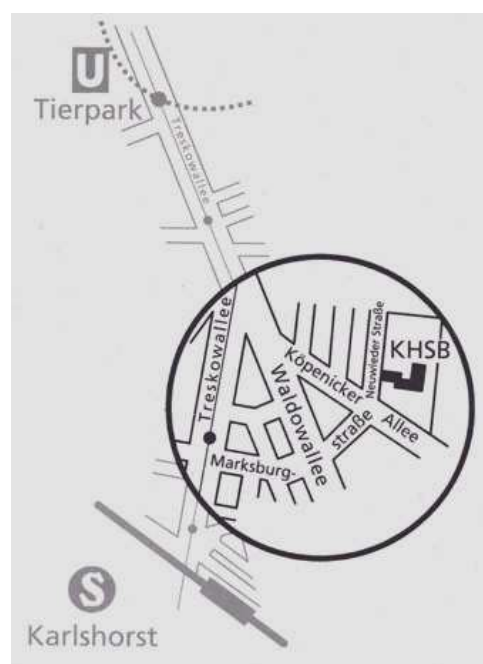
How do I get to the KHSB?

From the stations **Tierpark** (U5 from Berlin Alexanderplatz) and **Karlsruhorst** (S3 from Berlin Ostbahnhof) you can take the M17 tram and get off at the **Marksburgstrasse** station. From here you will have to walk for about 5 minutes as shown on the map.

For other addresses in Berlin please use the City Map Service provided by Berlin.de:

<http://www.berlin.de/stadtplan/>

Please enter the address you need in the fields 'Straße' (street), 'Nr.' (number) and 'PLZ' (zip code). Then start your search by clicking on 'Finden' (find). The appropriate part of the city will be shown, with the requested address displayed in a red square. To the right you will find various navigational possibilities. The map opens in a new window.



Enrolment

Once you have arrived in Berlin and moved into your accommodation, please get in contact with the KHSB International Office order to organise enrolment. While the semester fee doesn't have to be paid by Erasmus students, the following fees will need to be paid at the time of writing:

Social service contribution for the student union:	34 €
Semester Ticket:	163.50 €
Total	167.50 €

This sum will need to be paid **in cash** when you enrol. You will then receive your student card straight away.

Semester Ticket / Public Transport

The card also functions as the Semester ticket, allowing you unlimited travel on the entire public transport network in Berlin (Metro, Bus, S-Bahn, Tram). The ticket is only valid in connection with an official identification document or an ISIC card (for students that come from outside the EU) and is valid for one semester. It allows you to use the entire public transport network in zones A, B & C.

Please note that student cards that are laminated will not be accepted as valid tickets, as their security features can then no longer be checked by the transport authority; this can lead to a fine

Transcript of Records - Returning Home

Once your period of studies has finished, the examination office of the KHSB will issue you with a transcript of records, which lists the various courses completed during your stay.

You will also receive an official confirmation from the International Office showing how long you were an Erasmus student at the KHSB.

You will need to show both of these documents in order that the courses you completed at the KHSB are also recognised by your home university.

Where do I find things at the University?

It may well seem quite difficult to get your bearings at the KHSB at the beginning. You will, however, quickly find that working out where things are is not as difficult as it seems. The following short descriptions of the different facilities and the KHSB infrastructure are designed to give you an overview.



Student Office / Enrolment Office

The staff at the students' office will help you to enrol at the start of your stay, give you your student card and take you off the university roll at the end of your stay.

► **Contact**

Barbara Ramin, Annegret Schenkel
Room 1.003
Phone +49 (0)30 50 10 10 10
studentensekretariat@khsb-berlin.de
<http://www.khsb-berlin.de/index.php?id=1092>

Opening times:
Monday, Tuesday, Thursday, Friday
9.00 – 12.00 and 13.00 – 14.00
Wednesday
9.00 – 12.00 and 13.00 – 13.30

Examination Office

The examination office is responsible for organising and carrying out the administration work for exams. You can collect the transcript for records there for your home university after your period of study at the KHSB is over.

► **Contact**

Erika Döhring, Simone Vieth
Room 1.002
Phone: +49 (0)30 50 10 10 32 /-73
pruefungsamt@khsb-berlin.de
<http://www.khsb-berlin.de/index.php?id=125>

Opening times
Monday, Tuesday, Thursday
9.00 – 12.00 and 13.00 – 14.00
Wednesday: By appointment only

Practical Placement Office

The practical placement office is responsible for approving practical placements both here and abroad and can provide you with information about all administrative questions relating to the practical study semester.

► **Contact**

Anette Reck
Room 1.004
Phone: +49 (0)30 50 10 10 19
reck@khsb-berlin.de
<http://www.khsb-berlin.de/index.php?id=128>

Opening times
Monday, Tuesday, Wednesday, Thursday
9.00 – 12.00 and 13.00 – 14.00

Library

The library gives you the opportunity to find out about the newest publications in your area of studies as well as allowing you to borrow them. In order to make optimal use of the library, you should take a guided tour and attend one of the OPAC teaching sessions held during the introductory week.



The contents of the library are freely accessible and can be searched through on the internet via an OPAC (Online Public Access Catalogue):

<http://vzopc4.gbv.de:8080/DB=40/LNG=DU/>

Further information can also be accessed via the library website, including:

- a list of the magazines currently available
- various databases (such as the database of social literature of the DZI)
- a list of useful links etc

The library is open both to students and any other interested people. It is also possible to borrow from the library using a valid library card, which can be obtained by showing your identity card or passport. The library is free to use.

► Contact

Margarete Roßmann – Head of the library
Claudia Kantus, Christian Ziganki, Nicole
Thomas

Phone: +49 (0)30 – 50 10 10 – 31

bibliothek@khsb-berlin.de

<http://www.khsb-berlin.de/index.php?id=22>

Normal opening times

Monday to Thursday

9.00 – 19.00

Friday

9.00 – 17.00

Special opening times

Monday, Tuesday, Thursday: 10.00 – 17.00

Wednesday 10.00 – 19.00

Friday 10.00 – 14.00

Information Office

The information office is intended to deal with general university enquiries. You can also obtain course readers here, which contain the literature for the course in question as put together by the lecturer.

► Contact

Janina Kowal, Simone Hänchen, Tombolo
Mukengechay

Room 1.008

Phone: +49 (0)30 50 10 10 55

servicepoint@khsb-berlin.de

Opening times

Monday to Thursday

9.00 – 12.00 and 13.00 – 15.00

Making Copies

There are copiers in the library in the basement, on the ground floor in Room 1.005 and on the second floor in Room 3.031. The copy cards needed to use the copiers can be bought from the machine on the ground floor (Room 1.005).

Computer Centre

In the KHSB computer centre (Rooms 0.012 und 0.013), students can use computers for online research and email. Once you have enrolled, you can then register to use the PC pool; it usually takes around 14 days for registrations to be processed. The registration forms can be found in the post room (Room 1.009).

► Contact

Norbert Hansmann, René Lechler
Room 1.080 and 1.081
Fon: +49 (0)30 50 10 10 38 and /-68
hansmann@khsb-berlin.de
lechler@khsb-berlin.de

<http://www.khsb-berlin.de/index.php?id=21>



International Office

If you have any questions either before you arrive in Berlin and during your stay there or if you need help with anything, please do not hesitate to get in contact with Ms Müller, the Erasmus coordinator, or one of the international tutors. We are always willing to answer your questions and will do everything we can to help you.

Erasmus Coordinator
Marion Müller
Room 2.068
Phone: +49 (0)30 50 10 10 919
mueller@khsb-berlin.de

International Student Tutors
Room 2.010
Phone: +49 (0)30 50 10 10 64
ausland@khsb-berlin.de
<http://www.khsb-berlin.de/index.php?id=27>

Cafeteria

The KHSB cafeteria is there to keep hunger from the door with healthy, reasonably priced food and different menus every day. As well as fish, meat and vegetarian dishes, we also offer a range of rolls and home-made cakes. Cappuccino and latte macchiato are also on offer. A standard meal costs between 2 and 4 EUROS.

Café-Stübchen

The Café-Stübchen (Small Café) is located next to Room 203 on the second floor and provides students with a place to meet in breaks and during free time, where you can relax on the comfortable sofas whilst enjoying coffee, tea and various sweet things. All products sold in the Café Stübchen are from Third World fair trade projects, with profits from the café being sent to a project for street children in Calcutta, India once a year.

Café K

Café K is another meeting place organised by students, offering lots of space and a good atmosphere for relaxing, meeting up with other people to listen to music, to play table football and much more.

Information about the University



Orientation at the Start of the Semester

The International Office offers a special tutoring programme to all international students in order to provide help and support in all questions relating to day-to-day student life. More detailed information about the help provided and activities offered as part of this service will be given during the process of application.

► Contact

International Office

Room 2.068

Phone: +49 (0)30 50 10 10 919

mueller@khsb-berlin.de

Students with Disabilities

Students with disabilities will be pleased to find that the building that is well-suited to their particular needs. The university has been remodelled in order to be wheelchair friendly and tailor-made help is also available for students with other disabilities, such as blindness or hearing difficulties. You can also get in contact if you need advice with regards to any questions regarding disabilities.

► Contact

Advice at the KHSB

behindertenerberatung@khsb-berlin.de

Disability Advice Service at the Berlin Student's Union
Studentenwerk Berlin (Berlin Student's Union)
Hardenbergstr. 34 (ground floor)
10623 Berlin
Phone: +49 (0)30 31 12 311

Students with Children

The KHSB gives particular importance to supporting students with children in the appropriate manner. The various different offices within the university will all use all the scope available to them regarding decisions and taking action in order to enable students with children to get the most out of their studies with a minimum of difficulty. The KHSB »Mini-Klub«, which was set up by students and is still run by them, can also look after children up to the age of two years old during lectures or seminars.



► Contact

Mini-Klub

Room on the ground floor, next to »Café K«

asta@khsb-berlin.de

www.khsb.de

Women's Representative

The women's representative is there to look after and give advice to both female students and members of staff at the KHSB relating to matters connected to studying and work, with the aim of achieving completely equal rights for all female employees of the university.

► Contact

gleichstellungsbeauftragte@khsb-berlin.de

Psychological Counselling

The *Studentenwerk* in Berlin offers all students in Berlin free psychological / psychotherapeutic consultations and treatment. Students can come to the counselling centres with psychological problems of any nature, such as problems with university work, examination worries or problems with meeting people. Different therapy sessions, both individual and in groups, and according to different methodologies are also held.

► Contact

Hardenbergstr. 34
10623 Berlin (Charlottenburg)
Fon: +49 (0)30 31 12 4 90
beratung@studentenwerk-berlin.de
www.studentenwerk-berlin.de

Opening Times

Monday to Thursday 9.00 – 16.30
Friday 9.00 – 15.00

University Sport

The range of sports activities offered by the various Berlin universities is huge, taking in all nearly all different kinds of sport. Students can register for these activities at the start of each semester. Please note that registration is necessary to attend the individual courses and can only be carried out online. This applies for all the different sports courses and activities. All further information necessary can be found on the following websites:

www.zeh.hu-berlin.de

www.tfh-berlin.de/zehsport

www.fhtw-berlin.de/Service/Hochschulsport.html

www.adh.de/ql_mitgliedshochschulen.htm

Student Congregations

The various student congregations in Berlin can be a good place to get to know new and interesting people while taking part in a whole range of different leisure activities and campaigns.

► Contact

Catholic Student Community Berlin
Dänenstr. 17-18
10439 Berlin

mail@ksg-berlin.de
www.ksg-berlin.de

► Contact

Evangelical Student Community Berlin
Borsigstr. 5
10115 Berlin

buero@esgberlin.de
www.esgberlin.de

Information about Berlin

Anyone new in Berlin will quickly realise just how much the city has to offer: Museums and theatres, cinemas and concerts, hip clubs and bars – the range of things on offer is enormous. We have therefore put together some helpful tips and addresses in order to help to you settle in and find your way round without any problems.

Living in Berlin

With around 3.5 million inhabitants, Berlin is the biggest city in Germany and seat of the Federal Government and Parliament. In no other German city are the process of reunification and the coming together of East and West as evident as it is here. In the centre of Berlin in particular, the cityscape is characterised by construction works on buildings and streets and comprehensive restoration and renovation works in the former eastern districts.

Berlin is not an industrial centre, but rather a cultural, academic, media and service metropolis. The multicultural nature of Berlin has always been an important characteristic of the city as well as a large part of its appeal

Berlin is the biggest university city in Germany. Three universities, four art colleges, nine applied universities and numerous research institutions all make an important contribution to the varied academic landscape.

In addition to all this, Berlin is a green city, with parks in all of the districts, lakes and forests within the city limits, as well as palace gardens and beer gardens, all of which offer the city's inhabitants the chance to get away from city life for a while.

<http://www.berlin.de>

Some helpful links where you can find answers of all your questions about studying and living in Germany:

<http://www.germany-opportunities.de>

<http://www.inobis.de>

<http://www.studentenwerk-berlin.de>



Cost of Living

The cost of living in Berlin is around 600 € a month if you live in a reasonably modest way. This sum includes the rent for a room in a hall of residence, food costs, books and materials for studying, public transport use, medicine, telephone and internet costs.

Jobs

Students from the EU, the EEA states, Liechtenstein, Norway and Iceland can work in Germany with a valid residence permit. Information about job offers can be found in the daily press, different magazines and, of course, on the internet. There are also a small number of jobs available at the KHSB for student assistants. Look out for the adverts for these in the university. You will also need an income tax card (Lohnsteuerkarte) for nearly all student jobs. This can also be obtained from your local city council office. Another opportunity to find work is the "Heinzelmännchen" employment agency, which is part of the Berlin Students' Union. They offer jobs to full-time students.

► Contact

Heinzelmännchen
Hauptsitz Dahlem
Thielallee 38 (Raum 110)
14195 Berlin
Fon: +49 (0)30 83 4 0 99 30
Fax: +49 (0)30 83 4 0 99 31
heinzemaennchen@studentenwerk-berlin.de
www.studentenwerk-berlin.de/jobs/studierende/index.html

Opening Times

Monday, Tuesday,
Wednesday, Friday
10.00 – 15.45
Thursday
10.00 – 17.45

Leisure Time– Art – Culture

Berlin offers a comprehensive range of art and cultural events, as well as an unbelievable variety of leisure activities, both day and night. The two city magazines, Zitty and Tip, can provide you with extensive information about the different facets of Berlin city life.

www.zitty.de

www.berlinonline.de/tip

Getting Around in Berlin

Buses and trams usually run every 10 minutes in the city centre, with the S-Bahn and U-Bahn (Metro) running even more frequently. The night service begins at around 1:00 in the morning, with night buses and night trams covering the whole city. In the nights from Friday to Saturday, Saturday to Sunday and in the nights before national holidays, the S-Bahn and U-Bahn travel throughout the night on almost all lines.

You can find out information about the public transport network, ticket prices and travel connections by calling the following numbers:

BVG (Metro) Customer Service: +49 (0)30 19 44 9 or www.bvg.de

S-Bahn Customer Service: +49 (0)30 29 74 33 33 www.s-bahn-berlin.de

Small University Lexicon

A to Z

□ Abbreviation

B.A.	Bachelor of Arts
BbS	Berufsbegleitender Studiengang (Part-time programme of studies)
BS	Blockseminar (Block seminar)
GA	Gestaltung einer Aufgabe (Perform a task)
HA	Hausarbeit (Term paper / essay)
KHSB	Katholische Hochschule für Sozialwesen Berlin (Catholic University for Applied Sciences Berlin)
KI	Klausur (Exam)
LE	Lehreinheit (Teaching unit – 45 minutes)
LV	Lehrveranstaltung (Course)
M.A.	Master of Arts
mPr	mündliche Prüfung (Oral exam)
n.V.	nach Vereinbarung (By appointment)
P	Pflichtveranstaltung (Obligatory course)
PL	Prüfungsleistung (Exam task)
Ref	Referat (Presentation)
S	Seminar
SL	Studienleistung (Course task)
s.A.	siehe Aushang (see information on the notice board)
SB	Studienbereich (course area)
SozA	Soziale Arbeit (social work)
SSP	Studienschwerpunkt (specialisation)
SSP-FL	Studienschwerpunkt Familien- und Lebensformenbezogene Soziale Arbeit (Specialisation Family Systems)
SSP-GE	Studienschwerpunkt Geschlechterbewusste Soziale Arbeit (Specialisation Gender Differentiated Social Work)
SSP-GS	Studienschwerpunkt Gesundheitsorientierte Soziale Arbeit (Specialisation Health Oriented Social Work)
SSP-SO	Studienschwerpunkt Sozialraumorientierte Soziale Arbeit (Specialisation Community Organisation)
SSP-IK	Studienschwerpunkt Interkulturelle Soziale Arbeit (Specialisation Intercultural Social Work)
SWS	Semesterwochenstunden (Number of hours per week for the semester)
TN	Teilnehmerzahl (maximal) (Maximum number of participants)
V	Vorlesung (Lecture)
WP	Wahlpflichtveranstaltung (Obligatory optional course)

Abbreviations for Rooms

H . . .	Hörsaal (Lecture hall)
S . . .	Seminarraum (Seminar room)
C . . .	Computerkabinett (Computer Room)

□ AStA (Student Union)

The Allgemeine Studierenden-Ausschuss (AStA) / Student Union takes care of day-to-day affairs concerning the KHSB student body and coordinates the work of its various subcommittees. It is responsible for giving a detailed description of its work to the student parliament (StuPa) at the end of each legislative period and provides the StuPa with a full report in addition to this. The AStA consists of 7 members. All students can nominate themselves and be voted for to join one of the departments of the AStA even if they are not members of the student parliament. The members of the AStA executive committee do, however, have to be part of the student parliament.

□ Block Seminars

In addition to the normal courses which are held weekly, so-called block seminars are also held. In these courses, the teaching material is usually covered in a compact manner over 3-4 days. KHSB block seminars are usually held on two separate days, usually a Friday and a Saturday.

□ Evaluation

Evaluation consists of the description, analysis and appraisal of processes and organisational units. Evaluation can relate to the context (prerequisites, general conditions), the structure and the process, as well as the result (product). Evaluation is a practice designed to ensure quality control.

□ International Student Tutors

There are international student tutors at the KHSB who are responsible for catering for the needs of international students. They are available to deal with questions from international students regarding day-to-day student life, as well as life in Berlin.

□ Teaching Evaluation

Teaching Evaluation refers to appraisal of a particular course by the course participants. They are designed to ensure quality development and quality control in teaching. The courses at the KHSB are evaluated every semester at the KHSB. The results are then analysed by the teaching staff and students together.

□ Module

A module is a collection of teaching and learning blocks which take place within a particular timeframe and represent a closed unit with regards to methodology and content. They are put together as units which can be examined individually and can include various different types of courses.

□ Modularisation

The concept of modularisation can be seen as an overall organisational principle, which is based on achieving particular aims, such as the aims of a programme of studies that form the qualification in question. This means that all of the Bachelor and Master's programmes are specifically conceived with relation to the aims in question. In both the Bachelor and Master's programmes, each module covers one or several thematically linked units (the courses) which are closely coordinated with one another. Each module covers a specific thematic area. The modular structure of the individual programmes can be found in the respective module

handbooks, where a general plan of the programme in question can also be found. This information can also be found on the website for the programme.

□ **Module Descriptions**

Module descriptions are put together in order to make the modularised programmes more transparent. They contain a description of the content and learning goals of the module, the forms of teaching and learning to be used and further information regarding the sort of studying required and how different courses are weighted or approved. The modules of a particular programme are compiled in a module handbook that can be found both on the website or in print form.

□ **General Plan of the Programme**

Here you will find all the information regarding the length of time required to complete the various modules. It also shows which units the module is structured around, how the modules are structured within the programme as a whole and how many credits are allocated for the module in question.

□ **Semesterwochenstunden**

Semesterwochenstunden (the number of hours per week) is abbreviated to SMS and describes the amount of time you are expected to be present at a course in one week. Most courses consist of either 2 or 4 SWS.

□ **Programme and Examination Regulations**

In general, the programme regulations set out the aims of the programme, the entry requirements, the standard length of the programme as well as the structure and content of the programme and the number, size and content of the respective programme modules. In addition to this, the programme regulations for each programme contain a summary of the module descriptions and the general programme plan. Each programme also has a set of examination regulations, which set out the different forms of assessment used within the programme (i.e. written or oral examinations, essays etc) as well as which courses have to be completed, in what quantity and how much work this entails. The examination regulations also include information as to when examinations normally take place, regulations regarding repeating exams, credit points (ECTS) as well as an exact description of the qualification to be attained.

□ **The Student Parliament (StuPa)**

The StuPa is elected by the student body and makes decisions that express their will. It consists of 15 members who are democratically voted for by the student body.

The student parliament decides on and makes any changes to:

- rules relating to the student body
- the student electoral system
- the fees to be paid by the students
- the student budget

The student parliament

- elects the AStA and monitors both its work and the work of all other student committees and bodies
- puts together election, charter and financial committees

- holds a meeting at least twice in every semester, 2 weeks after the start of the semester at the latest

□ Tutorials

Tutors are usually students from higher semesters who help students from lower semesters to prepare for or do additional work on subjects covered in the courses.

□ List of courses

The list of courses offered at the KHSB can be found on our website under <http://www.khsb-berlin.de/index.php?id=1079>. All the courses offered and the general programme plans of the respective programmes are listed here. This enables you to put together your timetable for each semester in accordance with the general programme plan. The number of ECTS points needed for the programme should be taken from the relevant general programme plan. The list of courses for each programme can also include short summaries of the course content, in addition to the title of the course and when and where it will take place.

□ Wahlpflicht (Optional obligatory courses)

As opposed to courses that you have to attend, there are also courses which are described as “optionally obligatory”. This means that you can, in addition to the obligatory courses, also choose between further courses that are suitable for you, although these courses still have compulsory attendance. In such courses you will have the opportunity to expand upon the knowledge and skills in particular areas of the programme in accordance with your interests.

□ Workload

Workload describes the amount of work involved, in hours, which students are expected to dedicate to completing a course. It forms the basis for how credits are allocated within the individual modules or courses and consists of the time spent actually attending a course together with self-study time necessary for that course (ie. going over notes, group work, library time, preparing for exams etc.)

KHSB - History

From a hospital....

The building in which the Catholic University for Applied Sciences started its work is of great historical interest. The foundation stone of the St. Antonius Hospital was laid in 1928 on a 50,000 square metre plot thanks to the efforts of the congregation of the Sisters of Mary in Breslau. The decision to construct the hospital in East Berlin was made for “charitable reasons”, as can be seen in the festschrift from 1931. After a construction phase lasting only 18 months, the hospital was inaugurated in 1930 by Bishop Schreiber. Professor Lazarus, the first doctor in chief, and Dr. Pollak, the hospital trustee at that time, oversaw the initial phase of one of the most modern hospitals in Berlin in the 1930s. The architect F. A. Pollak succeeded in expressing the “social hygienic considerations” in his plans by using stylistic elements from the Bauhaus architectural style, which was groundbreaking at that time. This involved a shift in focus from

individual medicine to social medicine. An “open-air” hospital for around 300 patients was thus developed in the district of Karlshorst, itself not far from the countryside. The covered solariums (roof terraces), the treatments making use of movement and the local terrain on the site, the lectures in hygiene for non-medical staffs and a patient radio station were all new innovations in hospital planning at the time. The architectural form of the building still contains Bauhaus elements, which mean that the building has a listed status. This has preserved nearly all of the lattice windows, as well as the different coloured tiles for the individual floors. In addition to this, there are also other details that can be seen, from Bauhaus handles to a sculpture of Antonius which form a symbolic supporting pillar at the front of the entrance.

... to a prison ...

When the Soviet Military administration moved into the building in 1945, it stopped being used as a hospital. There are several significant testimonies from the time that prove that the building was also used as a prison. Political dissidents were often imprisoned for months in the cellars, tortured and, in all likelihood, killed there too. As the use of the building during the occupation time has not yet been documented in an extensive manner, the university is keen to bring this dark period of the building’s history to light, primarily through contact with the German-Russian Museum and Archives.

... from ministry to university

From 1964 - 1990, the building was the seat of the GDR Ministry for Agriculture, Forestry and Food Produce. When the property was reassigned to the Sisters of Maria in 1990, the St. Marien e. V. then took over the administration of the grounds and the building. It was here that the KHSB was able to start its teaching activities, in a building with a colourful history which forms part of the history of the city as well.





GD Bildung und Kultur

Programm für lebenslanges Lernen

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use which may be made of the information contained therein.'