

**FACULTY OF DESIGN,  
MEDIA AND INFORMATION**

# **Welcome!**

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**THIS IS YOUR STUDY GUIDE FOR  
YOUR TIME AT OUR FACULTY**



**Glad you  
are here  
with us.**

**Welcome to the HAW Hamburg  
Faculty of Design, Media and  
Information!**

**Studying in another country  
can be quite overwhelming,  
especially in the beginning.**

**This short Study Guide is an  
introduction to the organisation  
of our faculty and an overview  
of the most important  
aspects to remember during  
your time with us.**

**Do you  
need advice?  
Just let us  
know.**

**INTERNATIONAL OFFICE,  
FACULTY OF DESIGN,  
MEDIA AND INFORMATION  
AT THE FINKENAU CAMPUS**

Student Exchange Coordinator (SEC)

dmi-International@haw-hamburg.de  
+49 40 428 75-4664

Room 4.024, new building

**Find the  
main campus  
at Finkenau**

...

Kunst- und  
Mediencampus  
Hamburg

Finkenau 35  
22081 Hamburg

**... and Fashion  
Design at  
Armgartstr.**

Armgartstraße  
Campus

Armgartstraße 24  
22087 Hamburg

## WELCOME MEETINGS/ INFORMATION DAYS

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### 1. MANAGING ERASMUS+ BUREAUCRACY

Thursday, 15 September, 12:00 pm

Online via MS Teams

Where do I get signatures for my ERASMUS+ paperwork? How can I change the courses in my learning agreement? How will I receive my transcript of records? This meeting with your student exchange coordinator will supply the answers to these questions and many more. Your SEC will fill you in on everything you need to know for a successful, stress-free semester.



Join the  
conversation  
via MS Teams.

## 2. LEARNING AGREEMENT AND COURSE SCHEDULE

FOR ALL GUEST STUDENTS

Friday, 23 September

10:00 am–11:00 am

Finkenau Campus, room 163

(1st floor, old building)

FOR GUEST STUDENTS FROM THE  
DEPARTMENT OF MEDIA TECHNOLOGY

Friday, 23 September

11:00 am–12:00 pm


Finkenau Campus, room E45

(ground floor, old building)

In this meeting we will discuss your learning agreement and course schedule for the semester together with the professors from the departments.

You can ask questions regarding the courses and modules, and we will support you in these matters. Please

note: Guest students from the Department of Media Technology (= all students for the media/film programme!) will have an extra meeting after the first meeting.



**Please check your emails regularly for event updates (on campus or online)!**

## COURSES AND SEMINARS

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### MEMORY CULTURE

Prof. Jacqueline Otten

(ECTS: 5)

Do you want to move forward, think and act on your own and make the best of your stay in Hamburg? Join the Design Thinking course! Here we try to develop projects beyond fixed structures. We start on a deeper level: you, as an individual, are the focus – there is not necessarily a specific project, nor a defined team. You will determine this in an ongoing process, based on your own individual skills and creativity.

Make the most of your potential and one thing is certain: the only way is up! The first part of the course is held online. The second part is a project week with meetings in small groups.

You will be informed of the exact dates.

Please note: This course can have a maximum of 18 participants.

Questions?

Send a message to:  
[jacqueline.otten@haw-hamburg.de](mailto:jacqueline.otten@haw-hamburg.de)

## **SELECTED BUSINESS TOPICS – COMMODITY TRADE**

Prof. Erika Kullmann will give a brief presentation about her course on Thursday, 10 March at 1:00 pm. Details will follow.

(ECTS: 5)

You will receive detailed information from her after you notify your SEC and [Lea.Andres@haw-hamburg.de](mailto:Lea.Andres@haw-hamburg.de) that you are interested in the course.

\*Because the module focuses on linguistic English competence it is only open to non-native speakers of English.

Contact:  
[erika.kullmann@haw-hamburg.de](mailto:erika.kullmann@haw-hamburg.de)



## **LAUFZETTEL / TRANSCRIPT OF RECORDS**

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You will receive a so-called 'Laufzettel'. This document is very important because you need it filled out by the professors of your courses to get your transcript of records at the end of your exchange semester.

In the last week of the semester, you will need to ask each of your professors to fill in your grades and ECTS for the exams you have taken on this Laufzettel. Afterwards you will need to submit it to the student exchange coordinator in the DMI International Office.

## **ACADEMIC CALENDAR AND PUBLIC HOLIDAYS**

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The main holidays during the semesters in Hamburg are Easter and Christmas, and the university is closed for these holidays. In May there are also a couple of public holidays on which the university is closed.



## CAFETERIA

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The cafeteria serves lunch from 11:30 am to 2:30 pm.

The daily menu can be viewed on a monitor in front of the cafeteria. Meals containing pork are marked with a pig's head; dishes containing alcohol can be identified by a little bottle beside the name. All meals can be paid for with cash or with the HAW Hamburg chip card. To use this service, you will have to load money onto your card. A machine that allows you to load the card by paying with bank notes is located next to the cafeteria.





## SOUND / LIGHT / VIDEO AND PRODUCTION LAB

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The labs are located in the new building. If you want to use the equipment in one of these labs you need to talk to the contact person. You may also receive a safety briefing.

### LIGHT LAB:

**CONTACT** Fabian Oving  
fabian.oving@haw-hamburg.de

**EQUIPMENT RENTAL**  
licht.ausleihe@haw-hamburg.de

**OPENING HOURS**  
To be announced

### PRODUCTION LAB (DRAMATURGY):

**CONTACT** Christina Becker  
Christina.Becker@haw-hamburg.de  
Martina Hentig  
Martina.Hentig@haw-hamburg.de

**EQUIPMENT RENTAL**  
ausleihe@campusfinkenau.com

**OPENING HOURS**  
Wed and Fri, times to be announced

### VIDEO LAB:

**CONTACT AND EQUIPMENT RENTAL**  
Nathalie Mai  
Nathalie.mai@haw-hamburg.de

**OPENING HOURS**  
To be announced, will open three times per week

### SOUND LAB:

**CONTACT** Tobias Falke  
tobias.falke@haw-hamburg.de

**EQUIPMENT RENTAL**  
tonlaborausleihe@haw-hamburg.de

**OPENING HOURS**  
To be announced here:  
[emil.haw-hamburg.de/course/view.php?id=4595](mailto:emil.haw-hamburg.de/course/view.php?id=4595)





## MYHAW

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MyHAW is HAW Hamburg's electronic information and administration system. You can use it to download documents, check your marks, register for exams and access your certificates.

Please use the user name and password from your HAW Hamburg mailer to log in.



For further information see the Arrival Guide for International Guest Students.

## WI-FI

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If you have your own electronic device with you, Wi-Fi is available throughout the HAW Hamburg buildings at the Finkenau Campus. You can log in to EDUROAM using your personal HAW code (the so-called 'A-Kennung', e.g. aas123) and password, which you will find on the second page of your semester documents.



## SPORTS

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The Centre for University Sports Hochschulsport Hamburg organises a comprehensive sports programme. With the so-called 'Sportscard' (approx. €50 per semester), you can do about 130 different sports courses and different kinds of team sports. Most of the courses take place at Turmweg 2, but some are also offered at the Berliner Tor Campus, at Stiftstraße 69, and at the Bergedorf Campus.

Find out more at:



### **CENTRAL UNIVERSITY SPORTS OFFICE AT THE UNIVERSITY OF HAMBURG CAMPUS**

Turmweg 2 (Sportpark),  
20148 Hamburg,

Bus line 109 from Dammtor  
station or underground U1  
to Hallerstraße

+49 40 428 38 - 72 00

9:00 am–12:00 pm,  
1:00 pm–5:00 pm

Consultation hours  
Mon–Fri: 3:00 pm–5:00 pm

### **UNIVERSITY SPORTS OFFICE AT THE HAW HAMBURG CAMPUS**

Berliner Tor 13,  
20099 Hamburg,  
Entrance between Berliner  
Tor 5 (main building) and  
Berliner Tor 21

Berliner Tor train station,  
underground U1 to  
Lohmühlenstraße

+ 49 40 428 75 98 10

Consultation hours  
Mon–Fri: 8:00 am–10:00 pm  
Sat: 11:00 am–5:00 pm  
Sun: 1:00 pm–7:00 pm





## ENJOY GROUP TRAVEL FROM €19.90 WITH DEUTSCHE BAHN

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The German rail service Deutsche Bahn offers specials for travellers in Germany and across Europe, as well as affordable saver fares valid only on the train selected or flexible fares for travel at any time. You can find information on seat bookings, the saver-fare finder and the BahnCard on their website.

See the  
Deutsche Bahn  
website:



Flix-Bus offers cheap  
coach travel throughout  
Germany and Europe:





## KUNST- UND MEDIENCAMPUS HAMBURG

Building

### HAW HAMBURG FACULTY OF DESIGN, MEDIA AND INFORMATION

**A, B, C**

Student Exchange Office

**B**, 4th Floor,  
Room 4.024

Cafeteria

**B**

Information Days

**A**, 1st Floor,  
Room 16

Hamburg Media School (HMS)

**A**

Miami Ad School

**D**

Tide / Studio Building

**C**

Issued by:  
HAW Hamburg Faculty of Design,  
Media and Information

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Student Exchange Coordinator

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Bettina Schröder, Raphael Schifferdecker

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HAW Hamburg

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