

Student Handbook

2017-2018



BARENBOIM-SAID
AKADEMIE



Barenboim-Said Akademie

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All students registered for courses of study at the Barenboim-Said Akademie are bound to the regulations in this Handbook. Students must comply with regulations and attest that they have read, understood and agree to abide by the regulations in this Handbook.



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ETHOS OF THE BARENBOIM-SAID AKADEMIE

The Barenboim-Said Akademie is committed to fostering an academic environment that is respectful, honest and open, and furthers cultural, intellectual, and personal development. All students are expected to approach their music-making and academic work with purpose and diligence, to engage in respectful and thoughtful discussion with peers, instructors and staff, and to contribute positively to the Barenboim-Said Akademie community.

ACADEMIC POLICIES AND REGULATIONS

Academic Year

The Barenboim-Said Akademie's academic year is comprised of two semesters, a Winter and a Summer Semester, following the typical German academic year. The Winter Semester runs from 01 October to 28 February of the following year and Summer Semester runs from 01 March to 30 September. During each semester, there are three main phases: lecture periods, examination periods, and semester breaks. Each lecture period is typically 13 weeks per semester. Each examination period is two weeks. The lecture period in the Winter Semester runs from October to early February, while the lecture period in the Summer Semester typically runs from mid-March to early July.

N.B. The Barenboim-Said Akademie observes all Berlin and German public holidays.

Semester weeks are numbered each academic year. The week before classes begin is always called Week 0. Weeks of Winter Break and Spring Break are not counted.



Academic Calendar

Winter Semester 2017 – 18		Summer Semester 2018	
Orientation:	17 – 27 October 2017	Week 0:	12 – 16 March 2018
Week 0:	23 – 27 October 2017	Week 1:	19 – 23 March 2018
Week 1:	30 October – 3 November 2017	Week 2:	26 – 29 March 2018
Week 2:	6 – 10 November 2017	Easter:	30 March – 2 April 2018
Week 3:	13 – 17 November 2017	Week 3:	3 – 6 April 2018
Week 4:	20 – 24 November 2017	Week 4:	9 – 13 April 2018
Week 5:	27 November – 1 December 2017	Week 5:	16 – 20 April 2018
Week 6:	4 – 8 December 2017	Week 6:	23 – 27 April 2018
Week 7:	11 – 15 December 2017	Spring Break:	30 April – 4 May 2018
Week 8:	18 – 22 December 2017	Week 7:	7 – 11 May 2018
Winter Break:	23 December 2017 – 1 January 2018	Week 8:	14 – 18 May 2018
Week 9:	2 – 5 January 2018	Week 9:	21 – 25 May 2018
Week 10:	8 – 12 January 2018	Week 10:	28 May – 1 June 2018
Week 11:	15 – 19 January 2018	Week 11:	4 – 8 June 2018
Week 12:	22 – 26 January 2018	Week 12:	11 – 15 June 2018
Week 13:	29 January – 2 February 2018	Week 13:	18 – 22 June 2018.
Examinations:	5 – 16 February 2018	Examinations:	25 June – 6 July 2018

Official Communication

All official information to students is communicated through their Barenboim-Said Akademie email account and ASIMUT. Students are expected to consult these sources at all times and are encouraged to connect their Akademie email accounts to their private internet capable devices. Students must keep the Registrar updated on their current contact details, including residential address (if not living in student accommodation) and current telephone number.

Degree Programs

The Barenboim-Said Akademie offers three (3) educational programs: the Bachelor of Music and the Artist Diploma, and the Preparatory Program.

The Bachelor of Music degree is a four-year, eight-semester degree program accredited through recommendation by the Berlin Senate for Education, Youth, and Science in accordance with the Berlin Higher Education Law (German: “Berliner Hochschulgesetz”).



The Artist Diploma is a one-year, two-semester program, extendable to a two-year, four-semester program. The Artist Diploma is not accredited by any official state body. Participants are entitled to a certificate of affiliation with the Barenboim-Said Akademie. Participants are, in most cases, holders of a recognized undergraduate degree.

The one-year Preparatory Program aims to prepare students for Bachelor of Music entrance exams by providing instrumental lessons and language training.

Bachelor of Music

Curriculum

The Bachelor of Music Program is comprised of twenty-four (24) courses grouped into nine (9) modules. Each module consists of a group of courses, which are pedagogically related. Modules are split into two (2) levels: **basic courses**, offered in the first four (4) semesters of studies; and **advanced courses**, offered in the last four (4) semesters of studies.

ECTS Credits

Upon successful completion of a course, students receive ECTS (European Credit Transfer and Accumulation System) credits. The number of ECTS credits per course is dependent upon the number of classroom and study hours the course demands. ECTS credits are also transferable to other accredited European institutions of higher education. The Barenboim-Said Akademie's Bachelor of Music Degree is awarded upon the successful completion of all required courses, worth, in total, two-hundred forty (240) ECTS credits.

Final Project

The final project is the culmination of the Bachelor of Music Program at the Barenboim-Said Akademie, and is a combination of a final recital and an individually conceived and researched academic paper on a related topic. Performed and written in the final year, students are expected to begin planning their final project from the beginning of their penultimate year. In planning and in preparing the final project, students will be given individual advising by faculty and library staff.



Artist Diploma

The one-year Artist Diploma Program is designed for musicians who are professionally more advanced and hold an undergraduate degree.

Curriculum

Artist Diploma students are required to attend and participate in Main Instrumental Instruction, Group Musical Practice, and Rehearsal Credit, in addition to all Humanities courses. Secondary Instrument is not offered to Artist Diploma students.

Artist Diploma students can enroll in other courses on offer during their study at the Barenboim-Said Akademie. Artist Diploma students are not awarded ECTS credits for their courses, but must successfully complete the expected courses to receive their certificate of affiliation upon finishing the program.

Attendance Policy

Attendance is mandatory in all lectures, seminars, tutorial groups and rehearsals. Absence policy per class is determined by the course instructor.

If you are unable to attend a class for any reason, it is your responsibility to notify the instructor of the class by email as soon as it is feasible. This includes Authorized Absences.

N.B. Travel or departures for and/or late returns from vacation are not considered valid excuses for missing classes. Students are expected to make travel plans in advance and make sure they do not interfere with class schedule.

Medical Absence

Students must submit medical documentation to the Registrar's Office in cases where illness has caused or is likely to result in two (2) consecutive days or more of missed classes. The student must inform lecturers and the Registrar's Office as soon as possible about illness-related absences and documentation from a medical



professional (*Krankschreiben*) should be submitted to the Registrar's Office within one (1) week of the first absence.

Authorized Absence

All absences related to musical engagements outside the Barenboim-Said Akademie that are longer than one (1) day of classes have to be authorized by the Dean at the beginning of each semester. The Akademie recognizes the importance of your participation in musical engagements outside of our institution, and will grant:

- (a) To B.Mus students, a maximum of four (4) Authorized Absences per academic year;
- (b) To Artist Diploma students, a maximum of six (6) Authorized Absences per academic year;

Provided the following conditions are met:

1. An Authorized Absence Form is submitted to the Registrar's Office a minimum of two weeks before the requested absence.
2. The Authorized Absence Form requires student signature, documentation from presenting organization, and student statement of the professional significance of the event.
3. Student is in good academic standing in all classes.
4. Student must notify all course instructors **by email** of Authorized Absence immediately after their authorized absence has been approved and also keep up with any missed assignments.
5. Student is required to complete all work assigned by individual course instructor during absence.
6. Each absence is no longer than **four (4)** consecutive days of classes.

N.B. West-Eastern Divan Orchestra (WEDO) activities are part of the Barenboim-Said Akademie. Students involved in WEDO activities must submit one Authorized Absence Form per activity; Authorized Absences used for WEDO activities may exceed four consecutive days of classes.

Forms for requesting excused absences are available at the Registrar's Office.



Grading Regulations

Grading

Evaluation of student performance in classes is up to individual course instructors in accordance with examination rules and regulations (*Prüfungsordnung*) and will generally be based on students' written work, final examinations and participation in all aspects of the course. The participation component of the grade generally reflects preparation for, and attendance of, all lectures, seminars and tutorial groups, as well as meaningful contribution to class discussion.

Course instructors determine the breakdown of grades and course attendance policy and will communicate it to students in the course syllabus.

Students receive the grade report for each semester before the beginning of the subsequent semester.

Grading System and Calculation

The Barenboim-Said Akademie employs a weighted, cumulative grading system that calculates a semesterly and cumulative grade point average (GPA). Graded classes which receive credit are on an 'A-F' metric or 'Pass/Fail'. Letter grades have a corresponding grade point value, which is used to determine a student's GPA.

N.B. Course failure will negatively impact student GPA and could result in being placed on Academic Probation (see: *Academic Policies and Regulations: Grading Regulations: Academic Probation*).

Please see the formula below for grade calculation:

grade point value x course credit = grade points per course ;
total grade points per semester / total credits per semester = semester grade point average

Grading Table

Percentage	Letter Grade	Grade Point	Description	Corresponding German Grade
93-100%	A	4	high marks: an excellent achievement	1
90-92%	A-	3.7		1.3



87-89%	B+	3.3	above average: an achievement substantially above average requirements	1.7
83-86%	B	3		2.0
80-82%	B-	2.7		2.3
77-79%	C+	2.3	average: an achievement which corresponds to average requirements	2.7
73-76%	C	2		3.0
70-72%	C-	1.7		3.3
60-69%	D	1	below average: an achievement which meets the basic requirements	4.0
59% and lower	F	0	failure: an achievement which does not meet the basic requirements	5.0

N.B. Grades are converted into corresponding German grades using the “Modifizierte Bayerische Formel”:

$$\frac{N_{\max} - N_d}{N_{\max} - N_{\min}} \times 3 + 1$$

N_{max}: maximal grade
 N_{min}: minimum passing grade
 N_d: grade that is converted

Pass/Fail Courses

Pass/Fail courses are credit weighted and therefore impact students’ GPA. Pass/Fail courses are not weighted into the GPA credit hours but do appear on the final transcript.

Not-For-Credit Classes

Classes that are marked “not-for-credit” (or “NFC”) are designed to enhance students’ academic and language abilities, and to support "for-credit", classes. As with all other classes at the Barenboim-Said Akademie, attendance and participation is obligatory for all students enrolled in such classes, and the standard rules apply for notification and approval of absences.



Examination Regulations

Semester Examinations

All written examinations take place during a designated examination period at the end of the semester. Semester Examinations only occur in classes on the ‘A-F’ metric, e.g. Music Theory, Philosophy, Music History, Literature, etc. Course instructors create and weigh semester examinations on a per course basis. The Barenboim–Said Akademie does not schedule examinations according to individual student’s needs.

It is the student’s responsibility to attend all examinations. Students are expected to remain in Berlin until the end of examination period in each semester. If a student is ill during the examination, the student must inform the lecturer and the Registrar’s Office and provide documentation in the form of a doctor’s note. If an examination is missed due to illness, individual arrangements will be made with the lecturer to make up the examination.

Instrumental Juries

Students of all instrumental groupings will present semesterly instrumental jury examinations. Jury examinations are always private. Jury examinations are to be self-organized between the studio teachers, the accompanists (if applicable) and the students. There will be a 6-week timeframe designated for organizing jury examinations each semester, two weeks before and after the designated examination period. Each jury should consist of two instrumental faculty members. The configuration and scheduling of the juries is up to instrumental faculty; however, the student’s primary instrumental should be present on the jury.

All instrumental juries will feature an examination commission of at least two instrumental faculty teachers. Instrumental jury examinations are at minimum fifteen (15) minutes and at maximum twenty (20) minutes of music per student.

N.B. The Barenboim–Said Akademie places no restriction on instrumental programming, which is to be determined by the instrumental faculty. The Dean’s Office may function in an advisory capacity.

Instrumental examination juries are scheduled by the instrumental faculty members serving on the jury in conjunction with the students.



Postponement of Instrumental Jury

Permission to postpone a jury examination must be approved in writing by the primary instrumental teacher and submitted to the Registrar's Office. Make-up juries are typically scheduled between Weeks 0 and 3 of the following semester.

Postponement requests for medical reasons must be accompanied by medical documentation certifying an acute condition. Failure to perform at a make-up jury may result in Primary Instrumental course failure.

Concert Management Office

The Concert Management Office manages all aspects of student concerts, chamber music organizations, recording facilities, practice room regulations and rehearsal credit. This office is headed by the Coordinator to the Office of President, Tyme Khleifi.

Chamber Music Regulations

The Barenboim-Said Akademie considers participation in chamber music to be pivotal to its curriculum and essential for a musician's development.

Chamber music groupings are formed by the Concert Management Office in coordination with the Dean's Office and Chamber Music coaches. In order to receive Chamber Music course credit, groups are expected to rehearse regularly between coachings, participate and attend coaching sessions, and give a performance of the chamber music work at least once during the semester.

Students are required to observe the following points during their participation in Chamber Music:

1. Students are expected to attend all classes, lessons, coachings, and required rehearsals and performances in a prompt and professional manner. Unexplained absences and/or repeated tardiness may result in a failing grade or, in certain cases, dismissal from the Akademie.
2. Students are expected to organize and schedule their own rehearsals amongst themselves and schedule coachings with their designated group coach.
3. Chamber Music concerts are organized centrally through the Concert Management Office.



Rehearsal Credit

The Barenboim-Said Akademie enjoys a unique relationship with the Berlin State Opera and Orchestra, conducted by Maestro Barenboim. Rehearsal attendance are a required aspect of the Akademie curriculum.

Feedback on Coursework and Examinations

Students are entitled to inquire about grades with individual course instructors and are encouraged to make an appointment to discuss comments and feedback during instructors' office hours.

All written final examination scores are kept at the Registrar's Office. Students may ask to peruse their own examinations after grades for the class have been submitted, and only in the presence of the Registrar.

The Registrar's Office does not release instrumental jury comments.

Course Evaluations

Students enrolled in courses at the Barenboim-Said Akademie are required to participate in a number of evaluations during the academic year, encompassing both academic and student services matters. Course evaluation forms are distributed on the last day of class each semester and returned to the Registrar's Office. Responses to evaluations are always anonymous.

Student course evaluations are vital for the Barenboim-Said Akademie and helps the Dean's Office asses the effectiveness of specific courses, its musical and academic programs, as well as the work of individual instructors.

Practice Rooms

Barenboim-Said Akademie has practice rooms available for student use. These practice rooms remain locked when not in use.

To use a practice room, whether for private practice, chamber music, or an instrumental lesson, students must reserve the room on ASIMUT and obtain the designated practice room key from the front desk at the main entrance of the building. Practice room keys are only loaned in exchange for appropriate



identification document, which is held at the security desk. Students will receive their identification document upon return of the practice room key.

Practice Room Reservations

The Barenboim-Said Akademie uses ASIMUT, a web-based room management software, where rooms can be booked for individual practice, group practice, lessons. ASIMUT also keeps track of course schedules, examinations and other appointments at the Akademie.

All reservations will be made via ASIMUT. Each student receives a unique username and password for their ASIMUT account. Students can access ASIMUT from any mobile device or computer at <https://bsa.asimut.net>.

Practice Rooms are reserved only for students enrolled in Barenboim-Said Akademie degree programs or affiliated programs. Any outside guests are not allowed in the practice rooms without prior approval from Barenboim-Said Akademie staff.

ASIMUT Room Booking Rules

- 1) Students can make bookings in four categories in ASIMUT: Individual Practice, Private Lesson, Chamber Music Rehearsal, Chamber Music Coaching. Except for Individual Practice, you must add other participants (students and/or teachers) when making reservations in one of the other three categories.
- 2) Each student has a rolling quota of 10 hours per week.
- 3) Reservations are to be booked at a minimum of 30 minutes and a maximum of 2 hours per reservation. Students can book several rooms throughout the day if their quota and room availability allows it. The minimum gap between reservations in the same location is 60 minutes.
- 4) Students can make “last minute” bookings. Last minute reservations are to encourage the use of rooms which are currently free. Last minute reservations can be made regardless of your quota if the room is available. They also must be between 30 minutes and 2 hours in length.
- 5) The percussion room can only be reserved by the percussion students and teacher.
- 6) Your booking will be provisional until you check in with the porter to pick up the key and confirm your reservation. You can do so from 30 minutes



before the reservation starts until 10 minutes after your reservation has started. Reservations that are not confirmed will be automatically canceled 10 minutes after they were due to start. You must present your student ID or any other form of identification when you confirm your reservation with the porter.

Please note that the ASIMUT room booking rules are subject to change. The most up-to-date rules can be found directly in the ASIMUT system.

Practice Room Code of Conduct

Food and drinks are strictly forbidden in all practice rooms. Water is the only allowed beverage. Responsibility for keeping the practice room clean rests with those who use it. If a student enters the practice room and finds it in a state of disarray, the student should please report it to the Concert Management Office immediately. The previous user of the room is responsible for the practice room's state of orderliness. As a courtesy to the next user, students are asked to please put away any equipment they have used, including chairs, stands, etc.

The practice rooms are to be used strictly for individual and group musical practice; they are not to serve as a meeting space for other activities. There is to be absolutely no illegal, sexual, or otherwise disruptive behavior in the practice rooms.

Failure to comply with these rules will cause you to be reported to the Dean's Office and may result in individual or group ban from practice rooms. Before being banned, the individual or group will be officially warned no more than two times via email from the Concert Management Office. The decision to ban and the length of ban rests with the Dean.

Academic Standards and Integrity

Code of Academic Honesty

The Barenboim-Said Akademie is committed to fostering an atmosphere of musical and academic integrity both in the classroom and on the stage. All students enrolled at the academy are expected to complete their work with the highest degree of academic integrity.



This policy is enforced by teachers and lecturers in all classes.

Violations

Plagiarism as defined in the Guidelines of Academic Writing is seen as a very grave offense. In all academic writing at the Barenboim-Said Akademie, proper citation must be given both for direct quotations and for paraphrasing an idea that is not your own. For proper citation, please see Guidelines of Academic Writing.

Cheating or other dishonest conduct refers to knowingly providing false information in order to gain an unfair advantage, or using unauthorized materials for assignments and exams. This may take place in the classroom and/or outside of the classroom and may or may not involve electronic manipulation

Resolution of Academic Violations

Informal Resolution

The aforementioned violations of the Code of Academic Honesty will be resolved informally, between instructor and student upon first notice of such offense. If the instructor has strong evidence that a student has violated the Code of Academic Honesty, the instructor may choose to penalize the student on the particular assignment or exam in question. The instructor will make a note of the incident and its resolution and should inform the Examinations Committee.

Formal Resolution

If the student violates the Code of Academic Honesty a second time, a formal resolution process is mandatory and will begin immediately. A formal resolution will involve a review of the infraction by the Examinations Committee. The instructor will write a description of the violation, sending copies to the student and the Examinations Committee. The Examinations Committee will then determine if the student has violated the Code of Academic Honesty. If the student is found to be in violation, sanctions will be imposed as described below.

Sanctions

Sanctions are determined on a case-by-case basis and will take into account the following considerations: the student's year of enrollment, the student's record of



conduct, and the severity of the infraction in question. The Examinations Committee is the decision-making body regarding these sanctions. A letter explaining the rationale behind an academic sanction will be written by the Dean's Office and sent to the instructor and student involved with a copy placed in the student's file. There are three types of sanctions:

Academic Probation

This is the lowest form of sanction. A letter of warning will be sent to the student from the Dean's Office and a copy of the letter will be placed in the student's file. This sanction is usually applied to the student's first formal offense or where the violation in question is deemed to be a minor case of academic or student misconduct. Probationary periods usually last two semesters (please see as well *Academic Policies and Regulations: Grading Regulations: Academic Probation*).

Stipend Suspension

This form of sanction is applicable to serious academic offenses and may involve a partial or complete suspension of student's scholarship stipend and/or revocation of Akademie housing. The severity of suspension (i.e. the amount of scholarship stipend suspended and length for which the suspension is enforced) is determined on a case-by-case basis by the Dean's Office.

Dismissal or Expulsion

This form of sanction is reserved for the most serious academic or student misconduct or repeated violations of the Code of Academic Honesty. The Examinations Committee or Student Conduct Committee will determine if the student is to be temporarily withdrawn for one or more semesters, permanently dismissed, or permanently expelled from the Barenboim-Said Akademie (for clarification of different statuses of ex-matriculation, see *Academic Policies and Regulations: Ex-matriculation*). A student expelled for academic misconduct is not eligible for readmission.

Appeals

Students have the right to appeal the decision of a formal resolution taken by the Dean's Office through the Student Conduct Committee or Examinations Committee (for more information, see *General Policies and Regulations: Structure of the Barenboim-Said Akademie: Committees*). The appeal must be in written form, with supportive arguments, and must be received by the Dean's Office within one week of the student's notification of the imposed sanction. The respective committee will come to a unanimous decision regarding the appeal and



explain the rationale behind the decision in written form to both the student and the instructor involved (where applicable). Copies of the appeal decision will be placed in the student's file. All decisions made by the respective committee are final.

Registrar's Office and Official Documents

The Registrar's Office functions as the steward of student records, and creates, safeguards, and preserves academic records, in addition to managing student matriculation and providing student immigration and residence support. In this capacity, the following documents pertaining to a student's official standing in the Barenboim-Said Akademie can be obtained from the Registrar: Transcripts, Enrollment Certificate (German: "Immatrikulationsbescheinigung"), and Verification of Study Certificate (German: "Studienbescheinigung").

Students wishing to receive any of the above documents should contact the Registrar's Office. There is no charge for these forms when collected from the Registrar's Office. However, to receive official documents by post, the Barenboim-Said Akademie charges €2 for postage of a transcript within Germany, and €4 for international mailing.

Generally, processing time for any official document is five (5) working days. Students should be aware that during peak periods (e.g., end of semester, orientation, etc.) the time required to process requests might be longer. Students are advised to consult the Registrar for notice of the processing time.

N.B. The Barenboim-Said Akademie reserves the right to withhold essential documentation related to diplomas and program completion certificates to students who are facing academic or non-academic (see *General Policies and Regulations: Student Code of Conduct*) disciplinary action.

Transcript

An official transcript is a record of a student's academic standing. A transcript includes a complete listing of all courses a student has taken, the credits and grades earned for those courses, and the student's overall Grade Point Average (GPA). On the reverse side of each official transcript page contains information on the Barenboim-Said Akademie's grading and credit systems. Transcripts are often required for graduate school applications, school transfer applications, and job applications.



Enrollment Certificate

Enrollment Certificates (*Immatrikulationsbescheinigung*) are issued by the Registrar's Office twice per Academic Year: the first week prior to the start of the Winter Semester and the first week of the Summer Semester. Enrollment Certificates are valid only for the semester for which they are issued and serve as proof of enrollment at the Barenboim-Said Akademie to outside institutions, e.g. city and governmental agencies, banks, insurance, etc.

Enrollment Certificates are issued in German and can be issued in English upon request.

Verification of Study Certificate

A Verification of Study Certificate can be requested to attest to proper enrollment at the Barenboim-Said Akademie. Verification of Study Certificates include a basic description of the student's degree program, their first date of enrollment and their expected date of graduation.

Verification of Study Certificates can be issued both in English and in German. Please be sure to specify the language that you need it when requesting the document.

Ex-matriculation

Voluntary Withdrawal

Students may consider withdrawing from the program when they foresee (or when it becomes apparent) that medical or personal obstacles will prevent them from fulfilling some or all of the requirements.

Withdrawals can be temporary, with a specified time frame, or permanent.

Withdrawal forms are to be obtained from the Registrar's Office.

When a request for withdrawal is approved, voluntary withdrawal will be indicated in the student's records, and stipend payment will cease. The student will not be subject to any academic penalty.



Students who have withdrawn from the Barenboim-Said Akademie and are living in Akademie apartments must vacate their rooms within two weeks of exmatriculation.

If the student elects for permanent withdrawal, the student will be granted a certificate of ex-matriculation from the Registrar's Office.

Stipends payments to students may cease or be paused depending on the conditions of withdrawal.

Dismissal

If, in the judgement of Barenboim-Said Akademie faculty and administration, a student cannot fulfil the Akademie's academic requirements or cannot comply with its community ethos, the student may be asked to withdraw or be subject to dismissal. Dismissal procedure will be determined by the Examinations Committee in conjunction with the Dean's Office.

Students who have been dismissed will be granted a certificate of ex-matriculation and may retain course credits earned at the Barenboim-Said Akademie.

Stipend payments will cease upon exmatriculation.

Expulsion

In rare cases of repeated violations of the Code of Academic Honesty and Student Code of Conduct (see *Academic Policies and Regulations: Academic Standards and Integrity* and *General Policies and Regulations: Student Code of Conduct*), students may be expelled from the Barenboim-Said Akademie.

If the student commits a severe offense deemed to be a threat to the Barenboim-Said Akademie community, the student can be subject to immediate expulsion without prior warning.

Students living in Akademie apartments who have been expelled from the Barenboim-Said Akademie must vacate their rooms and leave the premises within two weeks of exmatriculation unless otherwise specified.

Stipends payments will immediately cease to students who have been expelled.



Commencement

The Barenboim-Said Akademie commencement ceremony takes place at the end of the Summer Semester. Students still pursuing degree programs may attend the ceremony, but must RSVP to the Registrar's Office by the given deadline.

Graduating students are allowed to invite up to three (3) guests free of charge. Additional guests may also attend, but may have to pay a fee for the reception.

Graduation Honors

The Barenboim-Said Akademie uses Latin stylings to denote graduation honors.

Summa cum laude, 'with highest honor', is a cumulative GPA of 3.75 and higher.

Magna cum laude, 'with great honor', is a cumulative GPA of 3.5 and higher.

Cum laude, 'with honor', is a cumulative GPA of 3.25 and higher.

Further honors include:

Valedictorian, the student with the highest cumulative GPA of the graduating class.

Salutatorian, the student with the second highest cumulative GPA of the graduating class.

N.B. Valedictorian and Salutatorian may be invited to give speeches during the commencement ceremony.



GENERAL POLICIES AND REGULATIONS

Structure of the Barenboim-Said Akademie

The Barenboim-Said Akademie is a recognized institute of higher learning in accordance with Berlin higher education law.

The Barenboim-Said Akademie gGmbH is a private not-for-profit corporation that is the parent entity of the Barenboim-Said Akademie and its concert hall, the Pierre Boulez Saal.

Academic Senate

The Barenboim-Said Akademie is governed by an Academic Senate, comprised of four professors, one member of administrative staff, one member of the adjunct teaching faculty, and one member of the student body. The Dean holds the title of Professor and is a permanent member of the Academic Senate.

Standing Committees

The Academic Senate elects members to the governing committees of the Barenboim-Said Akademie. These Committees include:

Academic Appointments Committee

The Academic Appointments Committee is charged with overseeing professorship appointments to the Barenboim-Said Akademie. It is comprised of four professors and one student, with equal votes.

Curriculum Committees

The Curriculum Committee decides on curricular changes and development. Its members are the Dean, the Director of Humanities, and other academic staff elected by the Academic Senate. There are subcommittees of the Curriculum Committee, including specialized committees representative of instrumental faculty and core academic faculty.

Examinations Committee

The Examinations Committee is a decision-making and supervisory body for recording procedures, obtaining ECTS recognition, and admissions and examinations approvals. Its members are outlined in the Examination Regulations (*Prüfungsordnung*).



Student Conduct Committee

The Student Conduct Committee convenes to decide appeals of sanction following academic or non-academic student misconduct. It will always include the Dean, the Director of Humanities, two members of faculty, and one student representative in good academic standing with no cases of academic or student misconduct in their file. Students serve on the Student Conduct Committee for one-year terms.

Central Offices

The Barenboim-Said Akademie is comprised of three main offices: the Rector's Office (German: "Rektor"), the Dean's Office (German: "Dekan"), and the Chancellor's Office (German: "Kanzler").

Office of Rector

The Office of Rector is headed by the Akademie Rector. The Rector is the head of the Akademie's senior management and constitutes the highest academic office.

Office of Dean

The Office of Dean is headed by the Akademie Dean. The Dean is the deputy head of the Akademie and is responsible for all academic affairs, including curriculum, registrar and student services, faculty, and admissions. The Dean is part of the Akademie's senior management. .

Office of Chancellor

The Office of Chancellor is headed by the Akademie Chancellor. The Chancellor is the responsible for all non-academic administrative management and manages the Barenboim-Said Akademie gGmbH. The Chancellor is part of the Akademie's senior management.

Office of Deputy Dean

The Office of Dean is headed by the Director of Humanities. The Deputy Dean is responsible for the academic management of the Humanities curriculum.



Information Technology Policy

The Barenboim-Said Akademie maintains computers in the library for student usage. Additionally, students have Wi-Fi access in the Barenboim-Said Akademie building and in student apartments.

The use of Akademie-owned facilities (including computers and Wi-Fi and/or Ethernet networks) establishes a contract between the Akademie and the student to use these facilities legally, ethically, in accordance with their educational purposes, and with civil regard for other members of the Akademie community.

Akademie-owned computer facilities (including the Akademie network and internet connection), whether accessed remotely or locally, should not be used for commercial purposes, nor in any way that infringes German state and federal laws or international laws with regard to libel or copyright. All students are to sign the IT Agreement Policy before accessing Akademie internet.

Registration of Personal Devices

During or prior to Orientation, students receive their Akademie email accounts and WiFi access codes. Please register all further devices you wish to use on the Akademie network with the IT department through Sylvester Orji, Office 014: admin.BSA@barenboimsaid.de.

Violations of Information Technology Policy

The following are forbidden uses of Barenboim-Said Akademie (inclusive of networks installed at the Barenboim-Said Akademie Main Building and at Student Housing) IT facilities. This list is intended as an illustration of the kinds of activities forbidden and is not exhaustive:

1. Unauthorized access or attempts to gain unauthorized access to confidential information.
2. Use of file-sharing tools to access peer-to-peer networks is prohibited, as is use of tools designed to circumvent the blocking.
3. Altering or tampering with the configuration of computers in the library and other common areas, or installing unauthorized games or other programs on their hard disks, or on the shared-files area of the file servers.



4. Unauthorized physical or virtual extension, or re-configuration, of any portion of the campus network, by such means as routers (wired or wireless), wireless access points, network wiring, or other methods.
5. Downloading of unlicensed copyrighted files (music, movies, software, etc.).

Any violation of IT policies may result in the suspension or revocation of the use of privileges and/or the blocking of network access. Any legal action or fine passed on to the Barenboim-Said Akademie for illegal internet usage will be passed on to the student in question.

Stipend and Finances

All students will receive a means-independent, non-repayable monthly grant aligned with the maximum rate of the German Federal Law for Supporting Education (German: “Bundesausbildungsförderungsgesetz” or “BAFöG”) with a current rate of EUR 735,00 per month. The stipend will be paid by wire to a German bank account on the first of each month of the ten (10) months of the academic year for the duration of enrollment. In specified cases (see *Academic Policies and Regulations: Academic Standards of Integrity* and *General Policies and Regulations: Student Code of Conduct*), the payment of the stipend can be reduced, withheld, or discontinued completely.

In return, students are expected to represent the Barenboim-Said Akademie at a small number of events by the sponsors such as the German Foreign Office or other public and private foundations and donors whose generosity makes the grant program possible.

The Barenboim-Said Akademie withholds the right to change these policies based on economic necessities.

Student Housing Policy

The Barenboim-Said Akademie has student housing facilities at Melchiorstraße, 10179 Berlin. The properties are owned and managed by Berlinovo GmbH and are located in the Mitte district of Berlin in proximity to the Barenboim-Said Akademie’s main site at Französische Straße 33 D, 10117 Berlin.

The properties at Melchiorstraße are shared accommodations, with two students paired up as flat-mates sharing a common living space, kitchen, and bathroom.



The Facility Manager at the student housing should be contacted in case of any (non-emergency) housing-related issues:

Student Housing Facility Manager:

Contact: Mr. Klinkowski
Office: Wohnanlage WA 110 - Mitte
Adalbertstr. 58, 10179 Berlin
Tel.: 030-2796697
Fax: 030-28091760
Mobile: 0151-68978911
Email: hausmeister.wa110@ruwe.de

Eligibility

All students enrolled are guaranteed housing for the first year of their studies. If they wish to reside in private housing, they must inform the Akademie upon accepting their offer of admission. Students residing in private housing receive an additional 200€ housing stipend per month.

Housing Regulations

Housing Rules and Regulations are outlined in the Housing Agreement signed by students upon moving in to student housing.

Damages

All students living in Barenboim-Said Akademie student housing submit a 200€ deposit in the first month of accommodation. This amount is withheld from the first stipend payment. The deposit will be returned in full only if:

- 1) the student moves out of student accommodation
- 2) there are no damages to the room/flat

Should damages exceed the deposit paid, the student and/or students in question will be held liable to pay for further damages incurred.

Any damages should be reported immediately to Berlinovo's Facility Manager (German: "Hausmeister"), whose contact details are listed above. Any intentional damage can lead to immediate expulsion from student housing and/or the Barenboim-Said Akademie (see: *General Policies and Regulations: Student Code of Conduct*).



N.B. Students are encouraged to sign up for property insurance (German: “Hausratsversicherung”).

Quiet Hours and Noise Disruption

Students are required to respect quiet hours. Legal quiet hours in Berlin are as follows:

Monday through Saturday; 22:00 – 06:00
Sunday; 00:00 – 24:00

Students are expected to respect the requests of their flat-mates and neighbors regarding noise levels.

Violations

Any violations of the Student Housing Policy outlined in the Housing Agreement can lead to revocation of Barenboim-Said Akademie housing privileges (see: *General Policies and Regulations: Student Code of Conduct*).

Barenboim-Said Akademie Student Union

The Barenboim-Said Akademie encourages students enrolled in degree programs to self-organize through a Student Union. The Student Union receives support from the administration of the Barenboim-Said Akademie through funds and through a staff advisor.

The Student Union serves in both a social and official capacity. It is the forum in which the students of the Akademie can be heard; it can vote on matters to be taken to the Academic Senate through the student representative; and it can organize social, artistic, and performance events.

Physical and Mental Health Resources

Coming to a new city and starting education at a university level can be physically and mentally challenging. We advise students to listen to their bodies and make sure to get enough sleep, follow a balanced diet and exercise regularly. Particularly in the winter months, students should dress according to the climate.



The Akademie offers Alexander Technique for all students free of charge to help maintain physical well-being.

For mental health resources, the Akademie offers a Counselling Service free of charge to students. Students are informed of the Counselling Service hours at the beginning of every semester, and appointments can be made directly with the counsellor, Dr. Kiesewetter: akademie-counselling@gmx.de. Dr. Kiesewetter is a certified mediator and a psychotherapist; she offers coaching, counselling, and advice.

The Counselling Service aims to provide students with the opportunity to speak confidentially about any personal difficulties and to get referrals to other specialists or sources of support.

Illness and Medical Treatment

If a student falls ill or has an injury, the first step is to approach a general practitioner (see *General Policies and Regulations: Emergency Contacts* for further information on general practitioners).

There are no legal restrictions of access to doctors in Germany; students can, effectively, go to any doctor they wish to see. To see a specialist, one usually obtains a referral from a general practitioner; however, anyone is free to seek a specialist without a referral. Students can inquire at the Registrar's Office for suggestions of doctors and specialists.

In an emergency, the student should first get help and then inform the Akademie of the situation once safe or in the care of a doctor. Students should keep a copy of their health insurance policies with them or in their flat at all times in case you need to go to the hospital. Students should also submit their health insurance policies to the Registrar's Office so that the Akademie also has a copy on file.

In a medical emergency, go straight to the hospital. If you cannot physically make it to the hospital, call an ambulance (112).

Health Insurance

Most students enrolled at the Barenboim-Said Akademie are covered under the DAAD health insurance through their stipend. This health insurance covers almost



all medical expenses in Germany. For more information, please read the guidelines of your insurance policy (available in the DAAD portal at <https://portal.daad.de/irj/portal> in the messages section under “Anlagepaket”). If you have questions about accessing the DAAD Insurance, please contact the Registrar’s Office

Students must show the insurance policy (German: “Versicherungsausweis”) to the treating practitioner before treatment. It is imperative to keep a copy of insurance at all times. After treatment, the student will either receive a bill or the insurance will be billed directly. Upon receiving a bill, please make sure to forward the bill to the address of the health insurance noted on the insurance policy paper. Please contact the DAAD-Continental insurance for further information.

Your DAAD / Continental Insurance coverage provides you with access to **all** doctors in Germany. If you are ill, consult a general practitioner (*Hausarzt/Allgemeinmedizin*). General practitioners can refer you to specialists, but you can also visit a specialist without referral. In cases of music-related pains or dental problems, we recommend contacting an orthopedist (*Orthopäde*) or a dentist (*Zahnarzt*).

When visiting a doctor, bring your health insurance policy information with you. Most general practitioners have walk-in hours where you can see a doctor without an appointment. However, waiting times may vary. If you need to see a specialist, we recommend that you make an appointment (please note that some specialists will only see you if you have an appointment).

Medical Related Absences

Please obtain medical documentation (German: “Krankschreiben”) from the attending practitioner if you foresee extended absence (i.e. two or more consecutive days of missed classes) due to illness. For more information, see *Academic Policies and Regulations: Attendance Policy*.

Emergency Contacts, Services and Procedures

Medical Emergencies

In case of medical emergency please first call 112 to request an ambulance or go to a hospital emergency room, and then notify the Student Life Coordinator.



Fire and Safety Emergencies

The telephone number for fire and medical emergencies is 112. The telephone number for the police is 110.

Essential Fire and Safety Information

Information on evacuation procedures and on all fire and safety regulations at the Barenboim-Said Akademie main site will be provided by the Akademie's Facility Manager, Tim Droegger. Any questions concerning these procedures should be addressed to him at tim.droegger@barenboimsaid.de.

Emergency Contacts

Please always contact the respective emergency personnel during emergencies (112 for fire and medical emergencies, 110 for the police). Once you are safe, please inform the respective Akademie staff of the situation. Please note that these staff members are only available during office hours, typically Monday – Friday from 9:00 – 17:00, excluding holidays:

- Please contact Ms. Kathleen Leary, at kathleen.leary@barenboimsaid.de, for the following:
 - Residential Life Emergencies
 - Visa and Immigration Emergencies
 - Banking and Stipend Distribution Emergencies
 - Medical Emergencies

- Please contact Ms. Tyme Khleifi, at tyme.khleifi@barenboimsaid.de for the following:
 - Performance/Instrument Related Emergencies

- Please contact Ms. Amel Ouaisa, at amel.ouaisa@barenboimsaid.de for the following:
 - Fire and Safety Emergencies
 - Cases of discrimination, sexual harassment and bullying

Student Code of Conduct

The Barenboim-Said Akademie's Student Code of Conduct applies to all students at the Barenboim-Said Akademie for the duration of their enrollment, without pause, from matriculation until graduation from the academy and assumes students will uphold the values reflected in the Barenboim-Said Akademie's foundation by



maintaining a high standard of conduct. Violations of the Student Code of Conduct will be met with sanctions imposed by the Dean's Office.

Violations

Student behavior in violation of the Barenboim-Said Akademie as stated in this document or contained in any academy publication, constitutes as the following (please note the following list is not exhaustive):

1. Harassment in all forms (physical and non-physical) directed at specific individual(s). This includes harassment perpetrated through electronic communications, such as email, text messages, social media, etc.
2. All forms of physical abuse or threat of abuse to any person or persons, including but not limited to: assault, sexual abuse, intimidation, coercion, or other forms of abuse.
3. All forms of academic dishonesty, including, but not limited to plagiarism and cheating, and other forms of academic misconduct (please see *Academic Policies and Regulations: Academic Standards and Integrity: Code of Academic Honesty*).
4. Disturbance of authorized activities of the Akademie and/or its members, including classes, recitals, rehearsals, etc.
5. Obstruction of members' right to assemble.
6. Theft and/or intentional damage to personal or academy property. Unauthorized entry, use, or occupation of academy facilities that are locked, closed, or otherwise restricted as to use.
7. Intentional deception and/or gross misrepresentation involving the forgery, change, or misuse of identification cards, grades, records, diplomas, and/or academy documents. Furnishing Akademie staff and faculty with false or misleading information.
8. Illegal purchase, use, possession or distribution of drugs, drug paraphernalia, controlled substances, weapons, and/or firearms of any sort, including unauthorized purchase, use, possession, or distribution of prescription medication.



9. Failure to comply with instructions of Barenboim-Said Akademie officials, including administrative staff and faculty members.

Additional Offenses, Damages and Fines

Students are responsible for any loss or damage to his or her student apartment and may be held responsible for any loss or damage inflicted on the Barenboim-Said Akademie Main Building. Grievous damage inflicted on a student apartment may result in student's loss of housing deposit.

Additionally, the Barenboim-Said Akademie cannot accept responsibility for any thefts or losses from the students' rooms or anywhere else on the Barenboim-Said Akademie site, either during semesters or breaks. This further applies to any damage from water, steam, soot, smoke, fire or other destruction.

Students are prohibited from painting their student apartment rooms, removing or exchanging student apartment furniture. Before departure at the end of the Academic Year, students should make sure that the original position of the furniture in their rooms is restored. Upon checkout, students will be charged for replacement costs of any missing furniture. Students may be fined for damages and will be billed for expenses caused by damages for repairs, excessive cleaning of residential facilities, and/or replacement of furniture.

N.B. The Akademie will not allow students to register for further academic classes and will not issue transcripts or diplomas until charges are paid.

Resolution of Policy Violations

Consequences for violating the Student Code of Conduct include, but are not limited to: official warning, fines, loss of housing privileges for the current and subsequent years, and partial or full revocation of student stipend. Students may be expelled (see *Academic Policies and Regulations: Ex-matriculation: Expulsion*) from the Barenboim-Said Akademie if violations are continuous or egregious in nature.

Students may be charged with a violation of the Student Code of Conduct even as a passive participant.