

Student Handbook

2018-2019



BARENBOIM-SAID
AKADEMIE



Barenboim-Said Akademie

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All students enrolled 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.



Table of Contents

ETHOS OF THE BARENBOIM-SAID AKADEMIE.....	5
ACADEMIC POLICIES AND REGULATIONS.....	5
Academic Year.....	5
Official Communication	6
Degree Programs	6
Bachelor of Music.....	7
Curriculum	7
Academic Advising.....	7
ECTS Credits.....	8
Final Project.....	8
Artist Diploma	8
Curriculum	8
Attendance Policy.....	9
Medical Absence	9
Authorized Absence.....	9
Enrollment.....	10
Grading Regulations.....	11
Grading.....	11
Grading System and Calculation	11
Grading Table	12
Pass/Fail Courses.....	12
Examination Regulations.....	13
Semester Examinations	13
Instrumental Juries.....	13
Postponement of Instrumental Jury	14
Concert Management Office	14
Chamber Music Regulations.....	14
Rehearsal Attendance	15
Feedback on Coursework and Examinations.....	15
Course Evaluations	15
Practice Rooms	15



Practice Room Reservations.....	16
ASIMUT Room Booking Rules	16
Practice Room Code of Conduct	17
Academic Standards and Integrity	17
Code of Academic Honesty	17
Violations	18
Resolution of Academic Violations	18
Sanctions	18
Appeals.....	19
Registrar’s Office and Official Documents	20
Transcript.....	20
Enrollment Certificate	20
Verification of Study Certificate.....	21
Ex-matriculation	21
Voluntary Withdrawal	21
Dismissal.....	22
Expulsion	22
Commencement	23
GENERAL POLICIES AND REGULATIONS	24
Structure of the Barenboim-Said Akademie	24
Academic Senate	24
Standing Committees.....	24
Central Offices	25
Library Information	25
Library Opening Hours	26
Library User Accounts, Copying and Printing.....	26
Library Rules and Regulations.....	27
Loan Policies	28
Information Technology Policy	28
Registration of Personal Devices.....	29
Violations of Information Technology Policy.....	29
Stipend and Finances.....	29
Student Housing Policy	30
Eligibility.....	30



Housing Regulations	31
Damages.....	31
Quiet Hours and Noise Disruption	31
Violations.....	32
Barenboim-Said Akademie Student Union	32
Physical and Mental Health Resources.....	32
Illness and Medical Treatment.....	33
Health Insurance.....	33
Medical-Related Absences	35
Emergency Contacts, Services and Procedures	35
Emergency Contacts.....	35
Equal Opportunities.....	36
Student Code of Conduct.....	36
Violations	37
Additional Offenses, Damages and Fines	38
Resolution of Policy Violations	38
Annex.....	39
Bachelor of Music, Orchestral Instrument Curriculum	40
Bachelor of Music, Piano Curriculum.....	41
Bachelor of Music, Composition Curriculum.....	42



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. Weeks of Winter Break and Spring Break are not counted.



Academic Calendar

Winter Semester 2018 – 19	Summer Semester 2019
Orientation: 01 – 12 October 2018	
Week 1: 15 October – 19 October 2018	Week 1: 18 – 22 March 2019
Week 2: 22 – 26 October 2018	Week 2: 25 – 29 March 2019
Week 3: 29 October – 02 November 2018	Week 3: 1 – 5 April 2019
Week 4: 5 – 9 November 2018	Week 4: 8 – 12 April 2019
Week 5: 12 – 16 November 2018	Week 5: 15 – 18 April 2019
Week 6: 19 – 23 November 2018	Spring Break: 19 – 26 April 2019
Week 7: 26 – 30 November 2018	Week 6: 29 April – 3 May 2019
Week 8: 3 – 7 December 2018	Week 7: 6 – 10 May 2019
Week 9: 10 – 14 December 2018	Week 8: 13 – 17 May 2019
Week 10: 17 – 21 December 2018	Week 9: 20 – 24 May 2019
Winter Break: 22 December 2018 – 6 January 2019	Week 10: 27 – 31 May 2019
Week 11: 7 – 11 January 2019	Week 11: 3 – 7 June 2019
Week 12: 14 – 18 January 2019	Week 12: 10 – 14 June 2019
Week 13: 21 – 25 January 2019	Week 13: 17 – 21 June 2019
Examinations: 28 January – 08 February 2019	Examinations: 24 June – 5 July 2019

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. The Akademie will only contact you via phone in urgent situations.

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, music theory courses and language training.

Bachelor of Music

Curriculum

The Bachelor of Music (BMus) Program is comprised of various courses grouped in to 10 different modules. Each module consists of a group of courses, which are pedagogically related, plus an elective module. Some modules are split into two levels: **basic courses**, offered in the first four semesters of studies; and **advanced courses**, offered in the last four semesters of studies. The instrumental curriculum is standard for all instrument programs except for piano. The curriculum varies slightly for piano students, and the curriculum for composition students is unique.

Please see the ECTS credit point charts for the following: Instrumental Studies; Piano Studies; and Composition Studies in the Annex of this booklet.

Academic Advising

To make sure the student stays on track during their studies, all Bachelor of Music students are required to attend mandatory Academic Advising sessions at the beginning of each semester. These sessions will ensure that the student understands the curriculum, and that any of their questions about the courses or curriculum can be addressed. Meetings will be scheduled individually between the student and the advisor. Students are required to collect their advisors’ signatures on the enrollment forms before turning in their enrollment forms to the Registrar’s Office.



ECTS Credits

Upon successful completion of a course, students receive ECTS (European Credit Transfer and Accumulation System) credits. One ECTS credit point is equal to thirty (30) hours of coursework. 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 within each module, 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 seventh semester. In planning and in preparing the final project, students will attend academic colloquia and be given individual advising by faculty.

Artist Diploma

The one-year Artist Diploma Program is designed for musicians who are professionally more advanced and hold an undergraduate degree. The Artist Diploma is a certificate program and does not constitute a degree.

Curriculum

Artist Diploma students are required to attend and participate in Main Instrumental Instruction, Group Musical Practice, and a minimum of one Humanities course per semester. Secondary Instrument is not offered to Artist Diploma students.

Artist Diploma students can enroll in any additional Humanities or Musicology 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 a student is unable to attend a class for any reason, it is their 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 or if an examination is missed due to illness. The student must inform lecturers and the Registrar's Office as soon as possible about illness-related absences and documentation from a medical professional (*Krankschreibung*) 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 must be authorized by the Registrar. 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. Late requests can only be considered in extenuating circumstances.



2. The Authorized Absence Form requires student signature, documentation from presenting organization, student statement of the professional significance of the event, and signatures from all instrumental and core course teachers.
3. The student is in good academic standing in all classes.
4. The student must notify all course instructors **by email** of Authorized Absence immediately after their authorized absence has been approved and before leaving for their absence. The student is required to keep up with any missed assignments during the absence.
5. The student is required to complete all work assigned by individual course instructor during the absence.
6. Each absence is no longer than **four (4)** consecutive days of classes. If the absence exceeds four class days, it will count as an additional absence if approved.

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 and will only count for one absence.

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

Enrollment

Course enrollment usually takes place during the second week of classes. Students receive their enrollment forms from the Registrar's Office along with the Course Catalogue via email. Hardcopies of these documents are available upon request. While mandatory courses will already be marked on the enrollment forms, students have a choice of certain electives and additional courses. Any questions about the course schedule or enrollment can be addressed during the student's personal Academic Advising session or to the Registrar's Office directly.



Grading Regulations

Grading

Evaluation of student performance in classes is up to individual course instructors in accordance with examination rules and regulations (*Prüfungsordnung*) and can be based on students' written work, final examinations, assignments, presentations and participation in all aspects of the course.

Course instructors determine the breakdown of grades and course attendance policy and will communicate it to students in the course syllabus. Course instructors must base their grading policy on the guidelines specified in the examination rules and regulations.

Students receive their grade reports for each semester once all grades have been submitted to and processed by the Registrar's Office. Students may request an updated unofficial transcript at any time. Processing time for these requests is generally three to five days.

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 repeated failures 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 not weighted and therefore do not impact students’ GPA. Credits from Pass/Fail courses count towards the final 240 ECTS credit points, but are not weighted into the GPA credit hours.



Examination Regulations

Semester Examinations

All written examinations take place during a designated examination period at the end of the semester unless otherwise specified by the instructor. Course instructors create and weigh semester examinations on a per course basis.

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 (*Krankschreibung*). 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, depending on student and teacher availability. Each jury consists of a minimum 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, unless otherwise specified by the studio teacher and approved by the Registrar.

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.



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 1 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 Final Recitals. This office is headed by the Coordinator to the Office of President, Tyme Khleifi.

Chamber Music Regulations

Participation in chamber music is a main curricular component of the Barenboim-Said Akademie's curriculum and essential for a musician's development.

Chamber music groupings are formed by the Professor for Chamber Music in coordination with the Concert Office and Chamber Music coaches and approved by the Dean's Office. 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.
2. Students are expected to organize and schedule their own rehearsals amongst themselves and schedule coachings with their designated group coach.
3. Rehearsal scheduling must not conflict with other courses.
4. Chamber Music concerts are organized centrally through the Concert Office.



Rehearsal Attendance

The Barenboim-Said Akademie enjoys a unique relationship with the Berlin State Opera and Orchestra, conducted by Maestro Barenboim. Rehearsal attendance is a recommended aspect of Akademie life, complimenting the musical curriculum. The Concert Office informs students about opportunities to attend these rehearsals.

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.

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 during regular office hours.

The Registrar's Office does not release instrumental jury comments unless instructed to do so by the jury members.

Course Evaluations

Students enrolled in courses at the Barenboim-Said Akademie are required to participate in course evaluations during the academic year. Course evaluation forms are distributed on the last week of classes 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 Akademie assess 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 (i.e., a student ID), 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 for students and teachers 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, as well as for accompanists and faculty members. 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 upon logging in.

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 Reception Desk 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 may result in individual or group ban from practice rooms. Before being banned, the individual or group will be officially warned via email from the Concert Office.

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 Akademie 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 or ask a teacher.

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 will 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 via the Registrar's Office.

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 Chair of the Examinations Committee and sent to the instructor and student involved with a copy placed in the student's file. There are three types of sanctions:

Letter of Warning/Academic Probation

This is the lowest form of sanction. A letter of warning will be sent to the student from the Examinations Committee 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 Examinations Committee.

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 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 submitted to the Academic Senate 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.

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.

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: once at the start of the Winter Semester and once at the start of the Summer Semester. Enrollment Certificates are valid only for the semester for which they are issued and serve as official 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 if you need the document in English, otherwise the standard issue language is German.

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 on a semesterly basis or permanent.

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

Temporary withdrawals, known as a Semester of Leave (in German: *Urlaubsemester*), can be requested on a semesterly basis. Student stipends (if applicable) are paused during semesters of leave. Students can only have a maximum of two semesters of leave for their duration of studies. If further leave is requested, the student is automatically exmatriculated.

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, or by the specified date set by the Registrar's Office.

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

Dismissal

If, in the judgement of Barenboim-Said Akademie faculty and administration, a student cannot fulfill 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 exmatriculation 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 for graduating Bachelor of Music students. Students still pursuing degree programs may attend the ceremony but must RSVP to the event by the given deadline.

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



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*).



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.

Library Information

Head Librarian: Ms. Yalda Zamani
Contact: yalda.zamani@barenboimsaid.de

The Luba Hamied Library is located in room 202 of the Barenboim-Said Akademie. The library offers computers, copying, and printing infrastructure, as well as access to musical scores, scholarly literature both in music and humanities, and access to online journals, encyclopedias and databases. Currently, the library holds a constantly growing collection of 329 items, 191 musical scores and parts, and 138 books, mostly in German and English. In addition, students can freely use the following online subscriptions at the Akademie:

- Project Muse



- JSTOR
- MGG Online
- Gramophone Digital Magazine
- Digital Concert Hall
- Naxos Music Library
- Oxford History of Western Music
- Oxford English Dictionary
- Grove Music Online
- RILM Abstracts of Music Literature

Recommendations to expand the library's collection are always welcome. Students are encouraged to submit recommendations for publications or musical scores. Forms for recommendations are available in the library.

Library Opening Hours

Monday – Friday: 11:00 – 20:00

Saturday: 11:00 – 18:00

The Library is closed on Sundays and on public holidays.

N.B. These hours are subject to change. All students will be informed via email if changes to the library hours occur. In addition, students can always find current library hours posted on the library door.

Library User Accounts, Copying and Printing

Library Cards and Accounts

Students can purchase a library card at the library for 3 Euros. The card functions as a copy card and a library card. To reserve items from the library and check them out students must have a library account.

Printing at the Library

There is a copy machine available at the library. In order to **copy or print**, students must have a valid library card, which can be purchased at the library.



The current price of copying or printing one A4 black and white page is 0.09 EUR and students have 3 options to charge the card depending on your needs and budget:

- **Option 1:** Copycard 20 1.80 € 20 pages charge
- **Option 2:** Copycard 50 4.50 € 50 pages charge
- **Option 3:** Copycard 100 9.00 € 100 pages charge

If the card is lost or damaged, students are required to purchase a new one.

N.B Listed prices are subject to change.

Library Rules and Regulations

General Library Usage Rules

1. No food or drink is allowed in the library.
2. It is not allowed to use the library space for any private events such as practicing or private lessons. Students can contact the Head Librarian to schedule a public activity at the library with at least two weeks advance notice.
3. No printed material and paper should be left on the tables and the floor at the library. There is a **recycling bin for paper** near the door at the library; please use it.
4. Keep the library orderly and put the chairs and tables in their correct positions when you leave.
5. Do not move the furniture! Moving the furniture will damage the floor in time. No music stands or other furniture is allowed to be brought to the library.
6. Do not leave any personal belongings in the library. Any personal belongings or papers left at the library will be removed the next day.
7. Do not change the language of the search engine on the computers. It should remain in English so that every student can understand and work with it.
8. Problems with hardware or software should be immediately reported to the Head Librarian.
9. If any supplies (e.g., paper or ink cartridges) are low, please inform the Head Librarian.
10. If others are waiting to use the computers, please limit usage to 30 minutes.



11. Computers must be used in accordance with the Barenboim-Said Akademie's IT policy and German Federal Law (i.e., the computers are not to be used to download copyrighted or inappropriate material).

Loan Policies

Library users can take out full scores and books but sets of musical parts should be checked out first and then copied only within the library. Students are not allowed to take the musical parts out of the library and should check them in again immediately after copying them. Any musical score can be borrowed for 3 days. Renewal is not possible and there will be a fine for each day the score is overdue. Books can be taken out for 4 weeks. Renewal is possible once for an additional 4 weeks.

Any library material or equipment issued to you should be returned by the due date. Failure to do so will result in fines. Students who have not returned all media they checked out and/or paid their fines will not receive their final transcripts from the Akademie until all fines are paid and items are returned. Please see the library information sheet for more details.

Information Technology Policy

The Barenboim-Said Akademie maintains computers, printers and copy machines 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 receiving their login information and 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 our IT Manager, Mr. Sylvester Orji, 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 (e.g., VPN).
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, scores, 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 Bachelor of Music and Preparatory Program 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, usually from October to July. 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

Student Housing is available to all Bachelor of Music students in their first three years of studies and to all Preparatory Program students.

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:

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

Eligibility

Student Housing is available to all Bachelor of Music students in their first three years of studies and to all Preparatory Program students. Students may also elect to



reside in private housing; students residing in private housing receive an additional 200€ housing stipend per month.

Artist Diploma students must live in self-financed private accommodation. No housing stipend or any additional stipend is available for Artist Diploma students.

Housing Regulations

Housing Rules and Regulations are outlined in the Housing Agreement signed by students upon receiving their housing key and 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. The student's final transcript and, if applicable, degree certificate will be withheld until all outstanding debts have been paid to the Akademie.

Any damages should be reported immediately to Berlinovo's Facility Manager (German: "Hausmeister"), whose contact details are listed above. Any excessive or 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. This includes being mindful of neighbors' and flatmates' requests regarding practicing at home. When in doubt, refrain from practicing at home and try to practice at the Akademie instead.

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 and other committees through the student representative. The Student Union can also organize student field trips, social, artistic, and performance events.

Physical and Mental Health Resources

Coming to a new city and starting your studies 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 and pay regular visits to the doctor if unwell.

The Akademie offers Alexander Technique for all students free of charge to help maintain physical well-being. Students will be informed about signing up for Alexander Technique upon enrollment.

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.

***Please note that Dr. Kiesewetter will be on maternity leave during Winter Semester 2018/19. The Akademie is working on finding a suitable replacement during her absence. Dr. Kiesewetter will return next academic year at the latest*.**

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). The Registrar's Office can provide you with a list of English-speaking doctor's in the area.

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 also 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 or health insurance card with them at all times in case of a medical emergency. Students must 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

Health insurance for students matriculating in Winter Semester 2018/19

Most students enrolled at the Barenboim-Said Akademie are covered under the health insurance through their stipend (please see the student contract for details). For students who have opted for Akademie-sponsored insurance and are enrolling



at the Akademie for the first time in Winter Semester 2018/19, they will be insured with a public health insurance plan for students through the Techniker Krankenkasse (TK). This insurance covers all necessary medical treatment in Germany. Students will receive information about the healthcare system in Germany as well as officially register for health insurance during the new student orientation week.

Health insurance for students matriculated prior to 2018

For students enrolled prior to 2018, who have opted for Akademie-sponsored insurance, they are enrolled in private health insurance covered by Die Continentale in association with the DAAD (*Deutsche Akademische Austausch Dienst/ German Academic Exchange Service*). 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, so they can determine what kind of treatment can be covered via your insurance. It is imperative that students keep a copy of insurance on them at all times. After treatment, the student will either receive a bill or the insurance will be billed directly by the doctor. Students should clarify with the staff of the doctor’s office which variant to expect so they know how to proceed. Upon receiving a bill, please make sure to forward the bill to the address of the health insurance noted on the insurance policy claims form (to be found in your insurance documents). Please contact the DAAD insurance for further information: versicherungsstelle@daad.de.

Your DAAD / Continental Insurance coverage provides you with access to **most** 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*) specialized in treating musicians.

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: “*Krankschreibung*”) 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 Registrar’s Office once you have received care and are safe.

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, Ms. Silke Aschendorf. Any questions concerning these procedures should be addressed to her at silke.aschendorf@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 federal holidays:

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



- Please contact Ms. Emma van Rossum, at emma.vanrossum@barenboimsaid.de for the following:
 - Residential / Student Housing 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.ouaissa@barenboimsaid.de for the following:
 - Fire and Safety Emergencies
 - Cases of discrimination, sexual harassment and bullying

Equal Opportunities

The Barenboim-Said Akademie takes incidents of discrimination, bullying and sexual harassment very seriously. There is support in place for students who are victims of discrimination, bullying and/or sexual harassment and have resources here at the Akademie to confidentially report these incidents.

If a student feels they or a fellow student are being discriminated against, they can reach out to our Counsellor (see: Counselling Service) or report it to our on-staff Equal Opportunities Officer. All interactions with the Counsellor and the Equal Opportunities Officer are strictly confidential.

In cases of discrimination, it is important that students document the incident(s), keep track of witnesses, dates and times, copies of correspondence and any other communication. This information will be helpful if the student wishes to file an official complaint with the Equal Opportunities Officer.

- Equal Opportunities Officer: Ms. Amel Ouaisa, amel.ouaissa@barenboimsaid.de

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 Code of Conduct as stated in this document or contained in any Akademie 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 Akademie property. Unauthorized entry, use, or occupation of Akademie 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 their 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. Please see the student housing contracts for more details.

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 or damaged furniture and/or appliances. 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: legal consequences, official warning, fines, loss of housing privileges (if applicable), and partial or full revocation of student stipend (if applicable). 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.



Annex



Bachelor of Music, Orchestral Instrument Curriculum													
Nr.	Module	LV	SWS	Semester								Σ	
				1	2	3	4	5	6	7	8		
ECTS Credits (Leistungspunkte)													
1	Instrumental Instruction (Basic Module)											42	
	1.1 Main Instrument	P	1,5	10	10	11	11					42	
2	Instrumental Instruction (Advanced Module)											54	
	2.1 Main Instrument	P	1,5					13	13	14	14	54	
3	Music Studies (Basic Module)											36	
	3.1 Music Theory and Analysis	G	1,5	3	3	3	3					12	
	3.2 Ear Training	L/G	1,5	2	2	2	2					8	
	3.3 Music History	L/G	3	3	3	3	3					12	
	3.4 20th century Music Theory	G	1,5					2	2			4	
4	Music Studies (Advanced Module)											12	
	4.2 Elective A	S	2					3	3			6	
	4.3 Elective B	S	2							3	3	6	
5	Group Musical Practice (Floating Module)											28	
				3	3	3	3	4	4	4	4	28	
	5.1 Chamber	G	2										
	5.2 Ensemble												
	5.3 Orchestra												
6	Secondary Instrument Instruction											12	
	6.1 Secondary Instrument	P	1	2	2	2	2	2	2			12	
7	Humanities Curriculum (Basic Module)											18	
	7.1 Philosophy	L/G	3	5			4					9	
	7.2 History	L/G	3		5							5	
	7.3 Literature	L/G	3			4						4	
8	Humanities Curriculum (Advanced Module)											8	
	8.2 History of Art	L/G	2					4				4	
	8.3 Global Issues	S	2						4			4	
9	Electives											12	
	9.1 Academic Skills, Language and Writing	G/S/P	2	2 credits per course, available for semesters 1-8.									
	9.2 English												
	9.3 German												
	9.4 Electives												
10	Final Project											18	
	10.a Core concentration project	P	2							9	9	18	
	10.b Honors Thesis (<i>option</i>)	P	2							12	12	24	
	Total			30	30	30	30	30	30	30	30	240	
	Notes: P (Private Study), G (Group Study), L (Lecture), S (Seminar)												



Bachelor of Music, Piano Curriculum													
Nr.	Module	LV	SWS	Semester								Σ	
				1	2	3	4	5	6	7	8		
ECTS Credits (Leistungspunkte)													
1	Instrumental Instruction (Basic Module)											42	
	1.1 Main Instrument	P	1,5	10	10	11	11					42	
2	Instrumental Instruction (Advanced Module)											54	
	2.1 Main Instrument	P	1,5					13	13	14	14	54	
3	Music Studies (Basic Module)											36	
	3.1 Music Theory and Analysis	G	1,5	3	3	3	3					12	
	3.2 Ear Training	L/G	1,5	2	2	2	2					8	
	3.3 Music History	L/G	3	3	3	3	3					12	
	3.4 20th century Music Theory	G	1,5					2	2			4	
4	Music Studies (Advanced Module)											12	
	4.2 Elective A	S	2					3	3			6	
	4.3 Elective B	S	2							3	3	6	
5	Group Musical Practice (Floating Module)											28	
				3	3	3	3	4	4	4	4	28	
	5.1 Chamber	G	2										
	5.2 Ensemble												
	5.3 Orchestra												
6	Piano Concentration											12	
	6.1 Repetiteur Studies	P	1	2	2	2	2					8	
	6.2 Score Reading	P	1					2	2			4	
7	Humanities Curriculum (Basic Module)											18	
	7.1 Philosophy	L/G	3	5			4					9	
	7.2 History	L/G	3		5							5	
	7.3 Literature	L/G	3			4						4	
8	Humanities Curriculum (Advanced Module)											8	
	8.2 History of Art	L/G	2					4				4	
	8.3 Global Issues	S	2						4			4	
9	Electives											12	
	9.1 Academic Skills, Language and Writing	G/S/P	2	2 credits per course, available for semesters 1-8.									
	9.2 English												
	9.3 German												
	9.4 Electives												
10	Final Project											18	
	10.a Core concentration project	P	2							9	9	18	
	10.b Honors Thesis (<i>option</i>)	P	2							12	12	24	
	Total			30	30	30	30	30	30	30	30	240	



Bachelor of Music, Composition Curriculum												
Nr.	Module	LV	SWS	Semester								Σ
				1	2	3	4	5	6	7	8	
ECTS Credits (Leistungspunkte)												
1	Composition Instruction (Basic Module)											40
	1.1 Composition	P	1,5	10	10	10	10					40
2	Composition Instruction (Advanced Module)											54
	2.1 Composition	P	1,5					13	13	14	14	54
3	Music Studies (Basic Module)											36
	3.1 Music Theory and Analysis (Composition intensive)	P	1,5	3	3	3	3					12
	3.2 Ear Training (Composition intensive)	P	1,5	2	2	2	2					8
	3.3 Music History	L/G	3	3	3	3	3					12
	3.4 20th century Music Theory (Composition intensive)	P	1,5					2	2			4
4	Music Studies (Advanced Module)											12
	4.2 Elective A	S	2					3	3			6
	4.3 Elective B	S	2							3	3	6
5	Composition Concentration											30
	5.1 Organology	G	1,5	2								2
	5.2 Acoustics	L	1,5		2							2
	5.3 Counterpoint	G	2	3	3							6
	5.4 Electronic Music	G	1,5			2	2					4
	5.5 Advanced Analytical Concepts	G	1,5			2	2	2	2			8
	5.6 Conducting for Composers	G	1,5					2	2	2	2	8
6	Secondary Instrument Instruction											12
	6.1 Secondary Instrument	P	1	2	2	2	2	2	2			12
7	Humanities Curriculum (Basic Module)											18
	7.1 Philosophy	L/G	3	5			4					9
	7.2 History	L/G	3		5							5
	7.3 Literature	L/G	3			4						4
8	Humanities Curriculum (Advanced Module)											8
	8.2 History of Art	L/G	2					4				4
	8.3 Global Issues	S	2						4			4
9	Electives											12
	9.1 Academic Skills, Language and Writing	G/S/P	2	2 credits per course, available for semesters 1-8.								
	9.2 English											
	9.3 German											
	9.4 Electives											
10	Final Project											18
	10.a Core concentration project	P	2							9	9	18
	10.b Honors Thesis (<i>option</i>)	P	2							12	12	24
	Total			30	30	30	30	30	30	30	30	240
Notes: P (Private Study), G (Group Study), L (Lecture), S (Seminar)												