

Fact sheet:

# Auditing Students

(as defined in §18 of the Registration and Auditing Student Regulations of the Hochschule für bildende Künste Hamburg, 14.07.2007 in the respectively current version)

Depending on the availability of study workplace capacity, the HFBK may enroll persons who wish to advance their knowledge of individual scientific/artistic subjects **without** seeking to take a state or academic qualification through examination, to attend **individual lectures** as auditing students. **Enrolment is for a single semester; upon application, it can be extended by a maximum of one further semester.**

Auditing students are not HFBK members. There is no entitlement to the services of student health insurance or to any other student benefits. During an auditing student placement, no accident insurance coverage will be provided by the Unfallkasse Nord. **Auditing student placements in the HFBK workshops are not possible. On principle, student achievements cannot be accumulated.**

The auditing student placement requires payment. The payment is 124 EUR per semester (persons in education, those completing military service, those completing community service, social welfare and unemployment benefit recipients pay 62 EUR per semester if they can produce proof of their status). The fee can be paid in Room 01, Wartenau 15 (possible only with an EC card). You will receive your auditing student pass after you have made this payment.

## Application periods

Applications for the **summer semester** must be made by the **15th of April**, and applications for the **winter semester** must be made by the **15th of October**. Applications received after the dates given here cannot be considered.

## Which documents are to be submitted?

- 1.) A filled-out auditing student application signed by a professor (**also required for extension of auditing student place**)
- 2.) A CV written by yourself, including prior education and any artistic activity
- 3.) 2 passport photos, which must have the name written on the reverse side

The decision on admittance will ultimately be made by the Präsidium committee, depending on the availability of study places. You are explicitly reminded that only persons with no intention to apply for a regular study place at the HFBK can be admitted as auditing students.

## Where should the application be submitted?

The application, together with all the required documents, should be submitted to Room 01, Wartenau 15 during opening times, or by post to the Students Service Office.

Opening times: Mon, Tue, Thu 9.30-12.00 and 13.00-15.00 h | Wed, Fri closed

**Please note:** We can only consider applications that contain all the necessary documents.

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