

team can also refer general concerns to external contacts. Contact can be made via email address, the Instagram handle or by personally approaching the members (email: awareness@hfm.saarland.de, Instagram: @awareness.hfm.saar) **(6)**. All concerns are treated discreetly. The awareness team can also assist with discussions with lecturers or support students who wish to change a lecturer.

There are also external counselling services for students beyond HfM Saar (see below).

Participation in HfM Saar policy

Public universities like the HfM Saar are autonomous in Germany. All decisions are made by elected committees (the senate and faculty councils, as well as commissions appointed by these committees) and/or elected officials, including vice-deans, deans, and the members of the rectorate (rector, two vice-rectors and the chancellor). Representatives elected by the students are present in all committees and are generally entitled to vote and submit proposals there. Two students attend faculty councils, where they can raise student concerns. Three students sit on the senate, along with the AStA chairperson, in an advisory capacity. The faculty



councils are responsible for the awarding of teaching mandates; the development of degree programs; the application for workshops, master classes and guest lectures; and the formation of appointment committees. The senate deals with matters that affect the HfM Saar as a whole. The faculty councils, chaired by the deans, often work for the senate. The senate is chaired by the rector.

Minutes are taken of all committee meetings and these are published and posted outside the student secretariat.

Beyond the HfM Saar

In addition to the counselling services at the HfM Saar, there are many student support services for private and financial problems. These include the Saarland Student Services (Studierendenwerk Saarland) which offers a psychological counselling service (cross-university psychological counselling) as well as managing dormitories, and the Protestant Student Community (ESG) (dormitory and events with a particular focus on counselling and supporting international students).

Language courses are offered by the HTW Saar (University of Applied Sciences Saar). Registration is open at: **(7)**.

Applications for BAföG (financial support under the German Training Assistance Act) are submitted directly to the BAföG office. You can find relevant information at: **(8)**. Mrs Jung acts as adviser in this area and will accept follow-up applications (form 5).



Legal bases

All important procedures and regulations that underlie the study programs and work at the HfM Saar are regulated by law. The relevant legislation and regulations are publicly available and are formulated relatively clearly. They concern primarily:

- the German Higher Education Framework Act,
- the Saarland Act on the HfM Saar,
- the basic regulations of the HfM Saar,
- the enrolment regulations of the HfM Saar,
- the framework regulations for bachelor's and master's examinations at the HfM Saar,
- the examination and study regulations for the individual degree programmes.

All the rules contained therein are binding for all members of the HfM Saar (students, lecturers, administration and rectorate).








HfM SAAR
Hochschule für Musik



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Awareness Team der HfM Saar

www.hfm-saar.de

Links

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| (1)  | (2)  |
| (3)  | (4)  |
| (5)  | (6)  |
| (7)  | (8)  |



Rights and obligations of students and counselling services at the HfM Saar



Information from the awareness team and the rectorate of the HfM Saar

HfM SAAR
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Classes

For individual classes, students can obtain information from Mrs Detemple (room Ho2) regarding the room to which they've been assigned. Group classes, tutorials and seminars are listed in the course catalogue with their respective lecturers (1). In both cases, it is possible to make contact by email before the start of the lectures using the email directory on the website (2). During the lecture period (14 weeks in the summer semester and 15 in the winter semester), students are entitled to weekly classes.

The classes must take place regularly; ideally weekly or fortnightly (the lessons will last twice as long in the latter case). The duration of the classes

can be found in the relevant module handbook for the degree programs: (3). The classes are 30 minutes per week in the minor subject, 60 minutes in the elective subject, and 90 minutes in the major artistic subject (60 minutes for Teacher Training, EMP, Master in Music Education).

At the HfM Saar, we treat each other in an unbiased, respectful and appreciative manner. This applies in particular to the feedback culture of lecturers in the classroom and after examinations. We encourage all students to approach their lecturers directly with any problems or questions and to seek constructive dialogue whenever necessary.

Our contact persons (lecturers and students) are always available to provide advice and guidance (see Advice). If problems arise with your current

lecturer and a solution truly can't be found, students have the right (availability permitting) to request a change. The vice-dean and the awareness team can provide support in this area.

In special cases, individual classes can also be extended. In this case, it is important to communicate with the relevant lecturer and then, in the last regular semester, to submit a well justified application for an extension (4) to Alexander Wagemann (a.wagemann@hfm.saarland.de).

This must be done by 31 July for the winter semester and by 28 February for the summer semester. The same deadlines are applicable to applications for elective subjects, which should be addressed to Andrea Detemple (a.detemple@hfm.saarland.de).

Study organisation

The study program at the HfM Saar consists of course work (private classes, seminars, lectures, exercises, artistic or artistic-pedagogical projects, and colloquia) which is completed during the study program. These take place during the 14 or 15 weeks of the lecture period. The lecture-free period is intended for examinations, term papers, block seminars, projects, and holidays. At the start of the study program, all students receive a study book which lists all the lectures and examinations and in which the completed achievements are documented with the signature of the lecturer. The course work is organised into modules based on their subject matter. They are listed and described in detail in the module handbook (3) (scope, type of examination, form of instruction, etc.).

There are also recommendations on the order in which the modules should be completed in order to adhere to the standard study period. The regulations governing study programs and examinations

can also be found here along with more general information. All course work (except individual lessons) can be found in the digital course catalogue (1). As a rule, registration takes place by email. Some are also posted on bulletin boards. Applications for elective subjects must be submitted to Mrs Detemple (room Ho2) (4). It is very important to observe the deadlines (5)! In agreement with the respective vice-deans, musicology classes can also be taken at Saarland University.

If you are unable to attend classes for a semester for personal reasons, illness or because you are doing an internship/temporary contract, the study program can be paused with a holiday or sickness semester. A request with the appropriate justification (4) must be submitted to the student secretariat.

Students who are completing a dual degree program or have already taken examinations at another university or Hochschule are entitled to have these academic achievements recognised, but it is also required that they are made known to staff. To do this, an application must be submitted to the secretariat (4). For numerous or more complicated requests, it is advised to consult with the responsible vice-dean and the vice-rector beforehand.



Examinations

For simple module examinations, registration takes place through the relevant lecturers. Final examinations in the major subject, as well as final academic theses, must be registered in advance with Mrs Jung (room 231, student secretariat of the HfM Saar). The following deadlines are then applicable:

- 1 April for final examinations at the end of a summer semester in the bachelor's and teaching degree programs,
- 1 November for final examinations at the end of a winter semester in the bachelor's and teaching degree programs,
- 1 July for final examinations in the master's programs and in the concert examination program,
- 1 February for examinations in the master's degree programs and in the concert examination program.

After the registration, withdrawal from the examination is only possible under special circumstances (e.g. sickness confirmed by a medical certificate). If you have concerns that a particular member of the commission is biased, please express these concerns to the examination office. As a rule, these kinds of situations are taken into account when the commissions are set up. You are entitled to an oral explanation of the relevant performance evaluation and, furthermore, to inspect your examination records.

Failed examinations can be retaken twice. In the case of written examinations, the last attempt may, upon request, also take the form of an oral examination.

Advice

Students are entitled to student counselling. Various counselling services are available at the HfM Saar:

On the part of the lecturers, the vice-deans are available to answer questions regarding the study program and progress therein as well as artistic guidance. They can advise on technical and organisational questions, problems in individual classes or problems with lecturers.

In the case of serious problems, the rectorate, with rector Hans Peter Hofmann and the vice-rectors, is also available. Vice-rector Matthias Handschick is responsible for questions regarding the study program and teaching. Vice-rector Frank Wörner is responsible for matters concerning artistic practice and events.

The AStA is a student contact point. It is responsible for organisational matters as well as events at the HfM Saar like concerts and Christmas parties. The AstA strives to represent the interests of all students at the HfM Saar. Its members are available to answer questions directly via Instagram @astahfmsaar, Facebook or the email: asta@hfm.saarland.de.

The Awareness Team is a student committee that offers counselling to students by students. The counselling specifically focuses on discrimination and abuse of power. But the

