

# Student Handbook 2024-25

## **Bard College Berlin, A Liberal Arts University**

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The regulations in this Handbook are binding to all students registered for courses of study at Bard College Berlin. Students must certify that they have read, understood and agree to abide by the terms of the Handbook. Students are asked to do this once at the start of their Bard College Berlin experience.

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## **1. Introduction**

### **1.1. Purpose of this Document**

The Student Handbook is a document designed to guide students on their journey through Bard College Berlin.

Each of the included sections were selected and edited to help the student understand policies and procedures as they pertain to being a student at Bard College Berlin. There are many links in this document to websites or referrals to other documents on campus.

In general, questions about the Student Handbook can be directed to Student Life staff, the [Registrar's Office](#) or the student's [Academic Advisor](#).

### **1.2. Educational Mission**

Bard College Berlin was founded with the aim of returning small-group seminar style teaching and interdisciplinary undergraduate education in the liberal arts to the highest levels of the European university context where it first originated. The entire Educational Mission can be found [here](#).

### **1.3. Notice of Non-Discrimination**

Bard College Berlin is committed to ensuring equal access to its educational programs and equal employment without regard to an individual's sex, gender, race, color, national origin, religion, age, disability, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, ex-offender status, or any other characteristic protected by federal, state, or local law. Students, employees, applicants, and other members of the Bard College Berlin community (including, but not limited to, vendors, visitors, and guests) shall not be subject to discrimination or harassment prohibited by law or otherwise treated adversely based upon a protected characteristic. Similarly, the College will not tolerate harassing, violent, intimidating, or discriminatory conduct by its students, employees, or any other member of, or visitor to, the College community. This includes, without limitation, sexual harassment, sexual assault, sexual violence, dating violence, and domestic violence.

## **2. Academics**

### **2.1. Academic Programs**

#### **2.1.1. BA in Humanities, the Arts, and Social Thought (HAST)**

For a full description of the requirements and components of this BA degree, please consult the [HAST Study and Examination Regulations](#). 256 ECTS credits must be obtained in total, along with the fulfillment of all requirements for obtaining the BA in Humanities, the Arts, and Social Thought. For those who started the program before Spring 2022, 240 ECTS must be obtained in total, along with the fulfillment of all requirements for obtaining the BA in Humanities, the Arts, and Social Thought.

For a description of each of the elements of the degree (modules) and their expected learning outcomes, please consult the [HAST Module Handbook](#). Students are asked to familiarize themselves with these requirements, and to consult their [Academic Advisor](#), the Dean or the [Registrar's Office](#) if they have any questions.

#### **2.1.2. BA in Economics, Politics, and Social Thought (EPST)**

For a full description of the requirements and components of this BA degree, please consult the [EPST Study and Examination Regulations](#). 256 ECTS credits must be obtained in total, along with the fulfillment of all requirements for obtaining the BA in Economics, Politics, and Social Thought. For those who started the program before Spring 2022, 240 ECTS must be obtained in total, along with the fulfillment of all requirements for obtaining the BA in Economics, Politics, and Social Thought.

For a description of each of the elements of the degree (modules) and their expected learning outcomes, please consult the [EPST Module Handbook](#). Students are asked to familiarize themselves with these requirements, and to consult their [Academic Advisor](#), the Dean or the [Registrar's Office](#) if they have any questions.

#### **2.1.3. BA in Artistic Practice and Society (APS)**

For a full description of the requirements and components of this BA degree, please consult the [APS Study and Examination Regulations](#). 256 ECTS credits must be obtained in total, along with the fulfillment of all requirements for obtaining the BA in Artistic Practice and Society.

For a description of each of the elements of the degree (modules) and their expected learning outcomes, please consult the [APS Module Handbook](#). Students are asked to familiarize themselves with these requirements, and to consult their [Academic Advisor](#), the Dean or the [Registrar's Office](#) if they have any questions.

#### **2.1.4. Academy Year Program (AY)**

The Academy Year is a one year program and includes the three-week [Language and Thinking Program](#). The standard course load for Academy Year students includes the Academy Year core course (8 credits) and three further 8 credit courses (one of which can be a German language course) per semester. For successful completion 64 ECTS credits (equivalent to 32 US credits) must be obtained. Academy Year students are required to live on-campus.

#### **2.1.5. Project Year Program (PY)**

The Project Year is a one year program aiming at the completion of a research project under the supervision of an individual faculty member. The standard course load for Project Year students includes the individual project (also [Senior Thesis](#)) module and participation in a research colloquium.

Successful completion of the Project Year program requires a public presentation of the supervised individual project at the end of the spring semester, and a total course load of 64 ECTS credits (equivalent to 32 US credits).



## **2.2. Evaluations**

Students are asked to participate in a number of evaluations during the year. Evaluations encompass both academic matters and student life. Responses to evaluations are anonymous and used solely for the purpose of improving academic programs and student services. Evaluations are conducted electronically.

Before the end of each semester, students are requested to fill out and submit evaluations of their courses. At the end of the academic year, students are asked to complete an evaluation of student services, providing feedback on administration, advising, facilities, and residential life. In addition to the above, BA students are also asked to complete an evaluation of the BA program.

## **2.3. Enrollment**

### **2.3.1. Enrollment Conditions**

In order to confirm their enrollment at Bard College Berlin all students must sign the Enrollment Agreement provided by the Admissions Office upon admission to the College, at the latest by the end of Orientation.

In order to be granted and maintain enrollment at Bard College Berlin, students must fulfill the following conditions: possession of a valid health insurance and possession of a valid student visa or residence permit. Additionally, first-year students must pass the Language and Thinking Program.

All students must be in possession of health insurance according to German law valid for the entirety of the duration of enrollment at Bard College Berlin. Upon arrival at the College, students must either sign up with a German health insurance or provide documentation of a valid international or travel insurance. For more information please refer to the Health Insurance section.

All students must be in possession of a valid visa, residence permit or residence documentation, or have the right to live in Germany without any of the above for the entirety of the duration of enrollment at Bard College Berlin. For more information please refer to the Residence Permit section.

Failure to fulfill these requirements will jeopardize a student's enrollment at Bard College Berlin.

### **2.3.2. Enrollment Certification (*Immatrikulationsbescheinigung*)**

The Registrar's Office provides students with certification of enrollment at the College. Enrollment Certification is issued as of the first official day at Bard College Berlin, meaning the first day of the Orientation period. Students can request further copies by contacting the Registrar's Office via their Bard College Berlin email address or in person. Students should be aware that during peak periods (e.g. end of semester, registration, etc.) the time required to process requests may be longer, and are advised to consult the Registrar's Office for notice of the processing time. Enrollment Certifications are issued free of charge.

Upon completion of a program of study, or in the case of withdrawal/dismissal from the College, students will receive a certificate of de-registration (*Exmatrikulationsbescheinigung*). The certificate confirms the period of enrollment, the program attended and the official date of de-registration. This certificate, along

with an official transcript, can be used as proof of attendance at the College and, where relevant, completion of a program of study.

## **2.4. Orientation**

Fall semester orientation for first-year and AY students takes place before and after the [Language and Thinking Program](#). Fall and spring semester orientations for all other new and visiting students take place before the official start of classes for that respective semester. The dates for these mandatory orientation sessions are posted on the [Academic Calendar](#).

During Orientation several administrative and informative sessions will be held. Information is provided on the structure of the College, health and safety procedures and resources, residence permit applications and College regulations.

Attendance of all assigned sessions is mandatory.

An additional Orientation for the [Factory](#) (arts facility) will also be held for students taking arts courses or who wish to use the arts facilities.

In addition to attending required sessions, during Orientation students are required to

- sign up for German health insurance or provide documentation of valid alternative health care (see [Health Insurance](#))
- meet with their [Academic Advisor](#)
- purchase mandatory books for courses of choice and pick up readers
- (optional) take the German placement test (if level other than A1)

## **2.5. Academic Advisors**

Each student is assigned an Academic Advisor for the duration of the academic year. Students are required to consult with their Academic Advisor during Orientation, during the [Add/Drop Period](#) and whenever they have queries about their program. Students get information on who their Academic Advisor is via email and can also access this information on their [Self-Service Banner Account](#).

Students are encouraged to discuss their coursework and academic program with the instructors or academic staff of the College at any stage of the semester.

Students are allowed to change their Academic Advisor, and should consult the [Registrar's Office](#) to do so.

## **2.6. Course Schedule**

Individual students' course schedules can be accessed via the [Self-Service Banner Account](#). All courses listed with their scheduled times are also visible [here](#).

## **2.7. Course Registration**

All students (BA, Transfer, Exchange, PY, AY) register at the same time. Students are automatically registered in any required courses for a given semester by the [Registrar's Office](#).

Registration for concentration modules, electives and language courses is carried out electronically before the beginning of each semester. During the registration period, students are asked to submit their course preferences via an online form. Every effort will be made to ensure that students receive their preferred choice of courses, however this cannot be guaranteed. If a more senior student requires a course to graduate, they will be given preference to a specific course over a more junior student. Erasmus/exchange students cannot register for core courses in the BA program (e.g. Forms of Love, Origins of Political Economy, Academic Research in the Humanities and Social Sciences, etc.).

In instances where the submitted form is incomplete/filled out incorrectly, the Registrar's Office will assign students to courses that still have places available, with a view to fulfilling outstanding graduation requirements/modules.

In instances where the student's preferred choices have been exhausted due to lack of availability in those courses, the Registrar's Office may assign the student to an alternative course that most closely matches their preferred choice or fulfills an outstanding requirement/module.

Course registration forms of students with an Administrative Hold on their Student Account will not be processed until the hold has been lifted.

First and second year students should register for classes with a view of completing the German language requirement by the end of their second year (see HAST Study and Examination Regulations and EPST Study and Examination Regulations).

Students who fail to submit a form during the registration period will not be able to sign up for classes until the orientation days preceding the start of the semester.

## **2.8. Attendance Policy**

### **2.8.1. Absences**

Because Bard College Berlin has an intensive, student-centered and seminar-based educational model, attendance at all sessions of courses is mandatory. Instructors will set policies for their courses regarding how absences affect the participation grade for the course.

Students may be excused if circumstances outside of their control prevent their attendance (e.g. illness, appointment with a government office). Two absences from twice-per-week courses or the equivalent (e.g. one absence from a once-per-week course) will not affect the participation grade or require documentation. For further absences to be excused, instructors may require documentation and/or extra work to make up for missed time. Attendance guidelines will be included in course syllabi. Some parts of the curriculum (e.g. German, Core) may elaborate common policies.

At Bard College Berlin, missing more than 30% of classes can result in a failing grade.

Students facing the situation of long-term absence because of a medical condition or personal emergency can request support from the Director of Academic Services or the Disability Accommodation Coordinator.

### **2.8.2. Leave of Absence**

Leaves of Absence are designed to be used by students who need to leave the College for all or most of a semester. Students typically do not receive academic credit while on a Leave of Absence.

Students may take a leave of absence for the following reasons as outlined by the General Study and Examination Regulations: parental leave, illness, medical, or health reasons, childcare, responsibility for close relatives in need of care, or other (with additional provided information). Depending on the reason, students may be required to submit additional documentation to relevant staff. Students seeking a Leave of Absence must receive approval from the Head of Student Life and Community Affairs, and the Director of Academic Services or the Dean of the College.

Students are generally allowed only one Leave of Absence for the duration of their studies, unless extenuating circumstances require additional leaves. An extension of a Leave of Absence beyond the initial request will be subject to special approval procedures. In the case of pregnancy, maternity leave, parental leave, caring for minor children and caring for relatives in need of care, you can apply for a leave of absence for a maximum of four semesters. Exceptions to the aforementioned can be made if a life-changing event occurs with accompanying documentation (such as the death of an immediate family member, diagnosis of an illness, or other life-altering event). Students experiencing such an event should also follow the steps below.

Students should expect that requests for a Leave of Absence will be processed within two weeks of submission.

Steps to initiate a Leave of Absence:

1. Students in need of a Leave of Absence should first submit this form. Students must submit relevant documentation in this form for review and approval. The documentation will be kept private.
2. The student must then meet with the Head of Student Life and Community Affairs to review their documentation and discuss their request. If approved by the Head of Student Life and Community Affairs, an email confirmation will then be sent to the student.
3. Students who receive financial aid, or who are requesting a Leave of Absence for financial reasons, must ensure they understand the conditions of their institutional and federal aid (see Financial Aid). Students are encouraged to meet with the Financial Aid office to discuss how, if at all, a Leave of Absence may impact their institutional financial aid/scholarship and, if applicable, their US federal aid. Students are not obligated to disclose information about the nature of their leave request to Financial Aid, aside from financial documentation. To schedule an appointment with the Financial Aid Office, please send an email to [finaid@berlin.bard.edu](mailto:finaid@berlin.bard.edu).
4. The student must finally meet with the Director of Academic Services or the Dean of the College in order to develop a plan for completing the degree. The Director of Academic Services or Dean must give final approval.
5. After the request for a Leave of Absence has been approved by the Head of Student Life and Community Affairs and the Dean of the College or the Director of Academic Services, the

Registrar's Office will process the Leave of Absence and issue the student's updated Enrollment Certificate.

A Leave of Absence will not be considered official until the Registrar's Office receives written approval from the Head of Student Life and Community Affairs, and the Dean of the College or the Director of Academic Services.

Personal reasons for Leave of Absence will be kept strictly confidential.

Leaves of Absence are subject to the [Refund Policy](#) and the [Housing Cancellation Policy](#). Any remaining balance, after adjustments in accordance with our refund policy, will be applied to the following semester for students on a Leave of Absence.

On-campus students who take a Leave of Absence during an academic semester must coordinate departing the residence halls with the Head of Student Life and Community Affairs. Students must generally vacate their room within 5 days of the approval of their Leave of Absence.

Students on leave are responsible for organizing a mail forwarding service or asking a trusted person to retrieve their mail in the front office on their behalf.

Students anticipating a short-term absence should not submit a Leave of Absence. Instead, students should communicate directly with their faculty members regarding their absence. If students are having difficulty navigating a short-term absence with their faculty they should contact the Disability Accommodation Coordinator ([accommodations@berlin.bard.edu](mailto:accommodations@berlin.bard.edu)) to discuss possible accommodations, or contact the Head of Student Life and Community Affairs for additional support.

Short-term absences might include: invitation to a conference to present work; attending the admissions procedures of other academic programs; attending examinations for other academic programs in which the student is enrolled while studying at Bard College Berlin (only when such enrollment in another program was previously approved upon admission to the College), illness, urgent medical appointments.

## **2.9. Auditing**

It is recommended that students always take courses for credit. However, in exceptional cases, a course instructor may submit a petition to the [Registrar's Office](#) requesting that a student be given permission to audit. If permission is granted, the student must undertake to attend all classes and complete all reading work for the course. Auditing will be registered on the transcript (R=registration credit). Failure to meet auditing requirements will be recorded on the student's transcript, and permission to audit a course will not be granted a second time. Auditing is not permitted in German language courses under any circumstances. Petitions via the [Auditing Request Form](#) are only accepted before the semester in question or until the end of the [Add/Drop Period](#).

## **2.10. Add/Drop Period**

Add/Drop Period refers to the first two full weeks of each semester. A course may be added only if there is space available in the requested course, and may be dropped only if a student maintains the minimum

number of credit hours per semester. During the Add/Drop Period, students must attend at least 50% of sessions each week in order to add or maintain enrollment in a course.

For German language and practicing arts classes only, the Add/Drop Period is *one* rather than two weeks. All other Add/Drop regulations (including the 50% session attendance rule) apply.

### **2.11. Completion Week**

Completion Week is the week after the last day of classes for the semester. During this time students complete their courses. Typically students have final exams or final papers/projects due within this time. The dates for Completion Week are listed in the [Academic Calendar](#). Also, makeup classes may occur during Completion Week.

### **2.12. Academic Calendar**

The academic year runs from August until May. The [Language and Thinking Program](#) takes place in August. The fall semester runs from September to December, the spring semester from late January to May. A detailed Academic Calendar for each year is published on the [website](#).

### **2.13. Outline for BA programs**

Year 1	<a href="#">The Language and Thinking Program (L&amp;T)</a>
Year 2	<a href="#">Moderation</a>
Year 3	<a href="#">Study Abroad</a> (optional but recommended)
Year 4	<a href="#">Senior Thesis</a> <a href="#">Commencement</a>

#### **2.13.1. The Language and Thinking Program (L&T)**

The Language and Thinking Program takes place in the three weeks prior to the beginning of the fall semester. All Bard College Berlin BA first-year students, Bard College first-years attending Bard College Berlin, and Academy Year students are required to attend and pass the Language and Thinking Program in order to register officially as students of Bard College Berlin. Transfer students entering the BA degree above the first year need not complete the Language and Thinking Program, but are invited to do so if they choose. Attendance is required at all sessions of the program, and assignments must be completed according to the deadlines and specifications set by the instructors. Non-attendance, failure to participate adequately, or failure to complete assignments may result in failure of the Language and Thinking Program. Students who do not complete the Language and Thinking Program are given the opportunity to re-enroll the following year.

### **2.13.2. Moderation**

At the end of the second year, students undergo an advising interview with at least two members of the faculty. For more information please consult the [APS Study and Exam Regulations](#), [HAST Study and Examination Regulations](#) and [EPST Study and Examination Regulations](#).

### **2.13.3. Study Abroad**

In their third year, students have the opportunity to study abroad. Information sessions on study abroad options are held in the first semester of each academic year. The Study Abroad and Student Life Officer coordinates study abroad information, enquiries and applications. The Registrar coordinates learning agreements, credit transfers, and ERASMUS grants.

The application process to study abroad is as follows: First, students must apply internally for the study abroad options offered by Bard College Berlin (for places at colleges with which Bard College Berlin has ERASMUS or other cooperation agreements, or places at Bard College Annandale or at colleges within the Bard and Bard's global networks). Students apply in December of their second year to go abroad at any point during their third year.

Once students are accepted into the Bard College Berlin study abroad program, they must apply directly to their desired university via the application/process the partner requires. Students are contacted by the partner university with instructions on applying and the deadlines, or in the case of students applying via Bard's global network, apply directly through the relevant application portal. Deadlines range from March-July for the fall semester and October-November for the spring semester.

Students who are studying abroad retain their mailboxes in P98a. While studying abroad, students are responsible for organizing a mail forwarding service or asking a trusted person to retrieve their mail on their behalf.

### **2.13.4. Senior Thesis**

In their final year, students have to complete a research project. For more information please consult the [APS Study and Exam Regulations](#), [APS Module Handbook](#), [HAST Study and Examination Regulations](#), [HAST Module Handbook](#), [EPST Study and Examination Regulations](#) and [EPST Module Handbook](#).

### **2.13.5. Commencement**

The Bard College Berlin commencement ceremony takes place at the end of the spring semester each year. Visiting students and BA students may attend the ceremony (limited only by the number of available seats/tickets). Graduating students may invite up to two guests to the commencement ceremony free of charge. Further guests may also attend following payment of the fee for the reception. Graduating students are contacted in the spring semester in regards to the specifics of the ceremony, attire for the ceremony and tickets.

### **3. Academic Policies and Procedures**

#### **3.1. Grading and Credits**

Bard College Berlin adheres to the European Credit Transfer and Accumulation System (ECTS). ECTS allocates credits on the basis of the workload required for successful completion of course requirements, or the total number of hours spent on a course, to include preparation outside of class. 1 ECTS credit corresponds to 25-30 hours of work. If all regular coursework is completed, Bard College Berlin generally awards 64 credits per academic year or 32 credits per semester.

Faculty evaluation of student performance is based both on students' written work and their active participation in all aspects of the course. This includes preparation for, and attendance at, all lectures and seminars, as well as active, productive participation in class discussions.

The course syllabus and criteria for academic work will be reviewed with students during the first class of each course. Coursework (including progress in seminar discussions) will be reviewed throughout the semester in meetings between faculty and students. Students are encouraged to make an appointment with their course instructor at any stage of the semester to ask any questions about this.

##### **3.1.1. Grade Report**

Students receive their grade report each semester via Self-Service Banner. Grades are generally posted to Self-Service Banner 2-4 weeks after completion week each semester.

##### **3.1.2. Grading System**

For each course, the transcript will indicate the letter grade. The final grade point is used to calculate the program Grade Point Average (GPA).

Letter Grade	Grade Point
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7



D	1.0
F	0.0

### 3.1.3. Grade Conversion

Grades are converted using the *Modifizierte Bayerische Formel*:

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

$N_{max}$  (maximal grade in the American system)

$N_{min}$  (minimal grade in the American system)

$N_d$  (grade that is converted)

Letter Grade	Basic Grade Point	Grade Range	Corresponding German Grade	Corresponding German Grade Range
A	4.0	3.86 – 4.00	1,0	1,0 – 1,14
A-	3.7	3.46 – 3.85	1,3	1,15 – 1,54
B+	3.3	3.16 – 3.45	1,7	1,45 – 1,84
B	3.0	2.86 – 3.15	2,0	1,85 – 2,14
B-	2.7	2.46 – 2.85	2,3	2,15 – 2,54
C+	2.3	2.16 – 2.45	2,7	2,55 – 2,84
C	2.0	1.86 – 2.15	3,0	2,85 – 3,14
C-	1.7	1.36 – 1.85	3,3	3,15 – 3,64
D	1.0	0.51 – 1.35	4,0	3,65 – 4,49
F	0.0	0.00 – 0.50	5,0	4,50 – 5,0

Letter Grade	Basic Grade Point	Corresponding German Grade
A	4.0	1,0
A-	3.7	1.3
B+	3.3	1.7
B	3.0	2,0
B-	2.7	2.3
C+	2.3	2.7
C	2.0	3,0
C-	1.7	3.3
D	1.0	4,0
F	0.0	5,0

Other grades used include the following:

*(I) Incomplete* - The grade I is a temporary grade, which may be given at the end of the semester to students who have not completed work in the course, usually owing to a cause beyond a student's reasonable control (for example, illness or family emergency). The decision to assign a grade I is made by the instructor. Students cannot receive credit for modules if the evaluation standards outlined in the respective module in the Module Handbook have not been fulfilled, i.e. if assignments are still outstanding. When the incomplete is satisfied, the grade I will be replaced with the grade earned. An incomplete status should not be maintained for more than one semester, but a professor may specify any date for the completion of the work. In the absence of a new deadline, the Registrar will assume that the deadline is the end of the following semester. If the incomplete work is not successfully completed by the deadline, then it will be changed to a grade of F.

*(P) Pass* - The grade P indicates successful course completion. Courses graded Pass/Fail count toward accumulated degree credits. A P grade is not used in GPA calculation.

*(R) Audited course* - The grade R is not used in the GPA calculation.

*(W) Withdrawal from a course* - After the Add/Drop Period, a student may withdraw from a class with the permission of the instructor and the Dean. In order to do this the Withdrawal form must be submitted to the Registrar's Office. Permission to withdraw from a course can only be applied for until 5pm (Berlin time) on the Friday of week 7 of each semester. It cannot be granted if the course is necessary to fulfill a requirement, or if it is evident that the student would otherwise have insufficient credits for completion of the academic program. In cases of withdrawal, the course will appear on the student's transcript with the designation of W. A designation of W grade does not affect overall GPA. Following week 7, cases of failure to fulfill any of the requirements of a course will result in a failing grade being recorded on the transcript and factored into the calculation of the GPA. Exceptions to this rule will only be considered in cases where the student has informed the Dean or the Registrar's Office of any severe difficulty preventing the completion of academic work.

*(FX) Failure due to academic misconduct* - If a student is found responsible for violating the Academic Integrity policies as per the Student Code of Conduct, a student may receive an FX as a grade for the course, which indicates that the student failed due to academic misconduct. Any appeals of the FX must go through the Appeals Process of the Student Code of Conduct.

#### **3.1.4. Grade Minimum Requirements**

A minimum grade of D is needed to pass an examination module. If a student receives a Failing F, an Incomplete I or a D grade in one or more courses, their record will be reviewed by the Grade Review Committee.

The Grade Review Committee will review the student's academic record and any contextual information relevant to the current semester performance. Based on this review, the Grade Review Committee may place the student on academic probation and/or establish a variety of conditions and support mechanisms for future improvement. Failing two courses will automatically result in academic probation. Lack of improvement in the student's record may ultimately result in a recommendation to withdraw from the program or dismissal from the College.

#### **3.1.5. Grade appeals**

Grades reflect the instructor's expectations of what should be achieved in the course and can only be challenged in the event of prejudice or capricious academic evaluation. In such a case, students should follow the Grade Appeals procedure:

1. The student appeals to the instructor within thirty days of the grade's release.
2. If not satisfied, the student appeals to the Director of Academic Services or designee with evidence that a resolution has already been attempted with the instructor.
3. If not satisfied, the student appeals to the Examination Board within fourteen days. The student must present proof of prejudice or capricious academic evaluation by the instructor. Otherwise the Examination Board is not obligated to review the appeal. The Examination Board will issue a decision in writing to the student.

4. If not satisfied, the student may appeal to the Grievance Committee. The student must present proof of prejudice or capricious academic evaluation by the instructor as well as the Examination Board. Otherwise the Grievance Committee is not obligated to review the appeal.

### **3.2. Academic Integrity**

Bard College Berlin students are expected to adhere to the highest standards of integrity and intellectual engagement in their academic work.

For the Academic Integrity policy and procedure (including appeals), please refer to the Student Code of Conduct.

### **3.3. Coursework**

Bard College Berlin essays are typically submitted electronically.

Essays that are up to 24 hours late can be downgraded up to one full grade (from B+ to C+, for example). Instructors are not obliged to accept essays that are more than 24 hours late. Where an instructor agrees to accept a late essay, it must be submitted by the agreed deadline. Thereafter, the student will receive a failing grade for the assignment. Grades and comments will be returned to students in a timely fashion. Students are also entitled to make an appointment to discuss essay assignments and feedback during instructors' office hours.

Students receive mid- and end-of-semester grades for their seminar work. Students are entitled to make an appointment with an instructor to discuss seminar participation, or may be asked to meet with the instructor at any stage in the semester regarding class progress.

### **3.4. Courseload**

Students consistently demonstrating high academic performance may request to take more credits than the normal workload. Additional course load is not recommended for first-year BA and AY students.

Taking fewer credits than the required workload endangers a student's successful completion of the program. A request for a lower course load can be considered for approval by the Academic Advisor and Dean only under extraordinary circumstances.

All changes to the courseload require the submission of the relevant forms to the Registrar's Office.

### **3.5. Academic Probation**

Academic probation indicates that the student is in poor academic standing with the College; typically, the student is failing to fulfill the requirements for continued enrollment in one of Bard College Berlin's academic programs. Typical reasons for probation include: unsatisfactory academic performance (i.e. a GPA of 2.0 or lower); failing two courses in a semester, or academic dishonesty.

Students may be placed on academic probation by the Grade Review Committee or the Academic Integrity Board.

While on academic probation, a student may not take an overload of courses. On-campus work is not permitted except with special permission. Regular meetings with Learning Commons staff as well as twice-per-semester meetings with the Academic Advisor are required.

At the end of each semester, all students on academic probation are reviewed and statuses are updated accordingly. The outcome of the probationary status review will be given to the student in writing. A review of the student's status may result in the lifting or extension of probation. Further outcomes may include repeating a course, mandatory Leave of Absence, and/or dismissal from the College.

## **4. Academic Services**

### **4.1. Registrar's Office**

The Registrar's Office is located in the lower level of P24. The Registrar's Office is responsible for maintaining the integrity and security of student records.

The Registrar's Office issues the College course catalog, the student handbook, Enrollment Certification (Immatrikulationsbescheinigung), all certificates and forms concerning student enrollment and course or program completion. Their webpage is found here. The webpage contains all of the relevant forms that fall under the Registrar's services.

#### **4.1.1. Withdrawal from the College**

If the student wishes to withdraw from the College, the Withdrawal from the College form must be submitted for approval to the Academic Advisor and the Dean. The effective date of withdrawal is the date on which the withdrawal form is received by the College. When a request for withdrawal is approved, voluntary withdrawal will be indicated in the student's records. The student will not be subject to any academic penalty.

Students who are living on-campus who have withdrawn from the College need to vacate their rooms and leave the campus by arrangement in consultation with the Head of Student Life and Community Affairs. Typically this occurs within 0-5 calendar days. The College will no longer accept mail on behalf of the student and the student's email account will be disabled following the withdrawal.

The College is also required to report the student's exmatriculation date to the immigration authorities (Landesamt für Einwanderung).

For more information please also refer to the Refund Policy.

#### **4.1.2. Transcripts**

Students can request an official transcript from the Registrar's Office. More information can be found on the website.

Transcripts and essential documentation related to diplomas and program completion certificates will not be issued to students who have an Administrative Hold on their account.

#### **4.2. Dean's Office**

The Dean's Office is located in P24. The Dean and Associate Dean are the chief academic officers on campus. They oversee many procedures and policies. Additionally, they oversee all academic matters on campus.

#### **4.3. Library**

Students are encouraged to use the Bard College Berlin library which is located on the ground and first floors of Waldstraße 16. It houses a selection of over 10000 items. The library has a collection of primary and secondary literature relevant for all courses, a collection of DVDs and CDs and electronic resources. All students may check out library items during library opening hours.

The library catalog is available at [opac.berlin.bard.edu](http://opac.berlin.bard.edu) and is accessible both on and off campus.

Bard College Berlin library books, CDs and DVDs remain the property of the College and must be returned in the same condition as received. Students will be billed for any lost or damaged books, DVDs or CDs. For more information please refer to the Library website.

##### **4.3.1. Library Policies**

Students are required to adhere to the library policies, which includes returning library items on time. Details of the policies are available in the library and online. Violations of the library policies could result in a Student Code of Conduct process.

Borrowed books remain the property of the College and must be returned at the conclusion of the program in the same condition as received, that is, free of notes or highlighting. In addition to replacement costs for lost or damaged books, students will be billed a EUR 10,- fine per damaged library item. As long as library debts remain uncleared, the transcript of records and diploma cannot be released and/or course registration cannot be processed.

##### **4.3.2. Required Books**

Students should plan to purchase all books required for their courses and German language classes. While Bard College Berlin does not have an on-campus bookstore, there are a number of excellent retailers in the city for those wishing to purchase books. Alternatively, students can order their books online.

A reserve shelf will be accessible in the circulation office. Some courses will have a few book sets available (i.e. on-site consultation books) for students for a maximum period of three hours at a time. Where Bard College Berlin has reserves of the books listed on a particular syllabus, these will be searchable and identified in the library catalog as [Textbook]. Available textbooks for core courses, as well as elective textbooks, will be lent to students for an entire semester. Depending on the available stock, textbooks are

lent first to students who receive high amounts of financial aid and are on the bursary list. Students will be notified that they are on the bursary list at the beginning of each semester. The remaining number of copies is lent to students on a first-come-first-served basis.

#### **4.3.3. Readers**

Depending on the course, additional texts may be provided by the College in the form of printed readers, with a short reader (up to 200 pp/duplex) costing approximately EUR 10 and a longer version (up to 500 pp/duplex) EUR 25-30,-. Students who take three courses per semester that make use of printed “readers” should plan to spend roughly EUR 90,- per semester on readers. Note that it is mandatory for students to purchase the readers from the College when instructors decide to make use of one for their courses. Readers are typically distributed in the library starting book check-out days unless otherwise announced. During the Add/Drop Period, students can return unused copies to the library provided the copy is clean and free of markings. The copy must be returned in person to the librarian or the library assistant. After the Add/Drop Period ends, the library no longer accepts returned copies. Students will be informed about important dates related to the distribution of available readers in due time. By mid-term students will receive an invoice retrospectively for the purchased readers. Payment is due by money transfer before the end of the semester.

#### **4.3.4. Reading Room**

The Bard College Berlin reading rooms are located on the ground floors of Kuckoffstr. 24 and Kuckoffstr. 30. The reading rooms are exclusively study spaces. Quiet must be observed at all times. The rooms must be kept in an orderly state. Students are expected to clean up after themselves. As a reminder, there is no smoking or alcohol allowed in the reading rooms.

#### **4.3.5. Electronic Resources**

Bard College Berlin provides on and off campus access to Bard Stevenson Library's online resources. These include essential online databases that maintain an archive of scholarly journals, e-books, and primary sources. For more information and instructions on how to access these resources, visit the [Library website](#).

#### **4.3.6. Libraries in Berlin**

Students who seek further library resources are encouraged to use the Berlin public library (*Staatsbibliothek*), which is one of the largest libraries in Germany. Students may also register to use any of Berlin's public university libraries, on presentation of their passport, [Student ID card](#) and [Meldebestätigung](#). Membership at public libraries (including public university libraries) is usually free of charge.

#### **4.4. Disability Support**

Bard College Berlin is committed to providing appropriate accommodations for students with disabilities in order to ensure their equal access and opportunity to learn and participate fully in all educational programs at BCB. In support of this mission, the College provides services and accommodations for students who register and present the appropriate documentation. Accommodations have to be reasonable and cannot alter the essential requirements of a course or program. The particular accommodations afforded a student will be determined jointly by the student and the disability support coordinator through a dynamic process that includes the professional documentation and recommendations provided by the student, student history, and current academic requirements.

Students who may need an academic accommodation based on the impact of a disability must register with Student Life and initiate their requests. In order to receive such services and accommodations, admitted students must fill out the Disability Registration Form as well as provide a medical attestation corroborating their condition. Documentation should be no more than three years old and must include a specific diagnosis; information about the onset, longevity, and severity of symptoms; and an explanation of how the disability and/or related medications or treatments interfere with or limit a major life activity, including participation in courses, programs, and activities of the College. The cost of obtaining documentation is the responsibility of the student. This documentation can also include recommended accommodations. If this documentation is inadequate in content or scope, additional documentation may be required.

Because accommodations are not retroactive, students should contact Student Life as soon as possible in order to ensure timely notice and coordination. Similarly, it is the student's responsibility to notify Student Life as early as possible in the event of any problems or unexpected barriers experienced in the obtaining of academic accommodations and services.

Once received, the Disability Accommodation Coordinator will review the accommodations requested by the student based on the documents submitted. In case of an affirmative conclusion, the Disability Accommodation Coordinator will present the student with an Accommodation Approval Letter, informing the College Examination Board and the registrar of the approval. In cases of accommodations pertaining to residential matters the Head of Student Life and Community Affairs and Director of Housing and Residential Life will be informed. The registration final form and related medical information will be kept on confidential record at the Student Life Office.

##### **4.4.1 Students' Responsibilities Regarding Disability Accommodations**

After acquiring an accommodation approval the student is required to attend to their responsibilities as follows:

- Attend the first day of classes and review the syllabus for each course to be aware of course requirements related to class participation. Regardless of disability or accommodations, all students are held to the same evaluation standards and are responsible for meeting the essential learning objectives of the course, as specified in the course syllabus. Attendance accommodations pertain to the deduction of final grading. All students are still obliged to attend a



minimum of 70% of the classes. Any less will lead to a failed grade. The accommodation does not cover non-disability-related illness or other non-disability-related reasons as to why the student is absent.

- Notify the instructors of your accommodations, and if relevant, your eligibility for Class Participation Accommodations at the beginning of the semester, or as soon as eligible for accommodations. Timely notice of accommodations is critical as accommodations are in most cases not retroactive.
- Follow up with each relevant instructor to discuss how this accommodation applies to their course. It is important to explore the boundaries of reasonableness for each accommodation in light of specific course learning objectives, as accommodations may not fundamentally alter any essential elements of a course.
- Contact the Disability Accommodation Coordinator ([accommodations@berlin.bard.edu](mailto:accommodations@berlin.bard.edu)) if you have questions or concerns at any point during the process.

Student Life is always available to mediate any concerns about any accommodations, including concerns about academic integrity and logistics of the accommodation. Student Life remains a neutral party in evaluating what is reasonable as an accommodation and is here to support students and faculty.

#### **4.4.2 Emotional Support Animals**

ESAs are allowed on campus only after a final approval from Residential Life is acquired. The Process for an accommodation of an ESA is similar to any other accommodation: the Disability Registration Form and a medical attestation must be submitted to the Health and Wellness Officer. Following assessment and accommodation approval the student will have to sign a contract ensuring that all tenants of the apartment are in agreement with the presence of the animal, the animal is cared for by a veterinarian, the animal meets all legal requirements, and that measures were taken for an event of emergency. Only after fulfilling those conditions will an approval from Housing and Residential Life be issued. Approval from both the Health and Wellness Officer and Residential Life is needed prior to the animal arriving on campus.

Please note that an ESA must remain in the student's room in shared accommodations and cannot be brought into learning spaces. This rule does not apply to licensed service dogs which differ from an ESA.

#### **4.5. Learning Commons**

The Learning Commons provides academic support for all students. The Learning Commons offers peer tutoring for academic writing, math, and German and academic subjects as needed. In addition, the Learning Commons hosts workshops and events focused on study skills, productivity, research skills, and the use of digital resources.

The Learning Commons is overseen by the Director of the Learning Commons.

Students wishing to take advantage of the services offered can contact the Learning Commons staff to make an appointment with a tutor at [learningcommons@berlin.bard.edu](mailto:learningcommons@berlin.bard.edu), and/or look in their email for invitations to use this resource.

## 5. Living in Germany

### 5.1. City Hall Registration (*Anmeldung*) and De-registration (*Abmeldung*)

All students (on- and off-campus) are required to complete the city hall registration (*Anmeldung*) at a Berlin Bürgeramt within 14 days of their move-in date in Berlin. German law states that all residents of German cities must complete an *Anmeldung* (§54 BMG). Anyone failing to do that exposes themselves to fines up to €1,000. The registration is the responsibility of each individual and must be renewed every time when changing addresses within Berlin or Germany including within the different BCB dorms. Upon successful registration, students will receive their *Anmeldung*.

The address registration at the City Hall is mandatory while living in Germany. It is a condition for:

- keeping a valid visa/residence permit (residence permit expires without valid registration)
- receiving and keeping a work permit and tax number for salaries
- opening a bank account in Germany
- keeping a valid health insurance (mandatory for being enrolled at university)
- having a valid address for city authorities (for mail, election notifications, court, taxes)

The College provides more information about this process during Orientation and books an appointment for all new and exchange students automatically. When moving between dorms on campus, appointments will be automatically booked for students at the beginning of each semester. When first moving off-campus, appointments will also be automatically booked. If students are unable to attend booked appointments, they will have to reschedule on their own.

Students must then attend appointments with the appropriate documentation on their own. Registration documents include the filled-out form, the signed approval of the College or the landlord (*Wohnungsgeberbestätigung*) and a passport or EU national ID.

Students must have a current *Anmeldung* on file with BCB. Noncompliance can result in a student account hold.

When leaving Germany, students need to inform the authorities of their departure (*Abmeldung*). The same procedure applies as for the registration. When ex-matriculating either due to graduation or withdrawal, students must show a current *Anmeldung* if remaining in Germany or an *Abmeldung* if departing Germany.

In addition to the 1000€ fine, a sham *Anmeldung* can result in a fine of up to €50,000 (§54 BMG).

## **5.2. Residence Permit**

Non-EU students arriving at Bard College Berlin must apply for a student residence permit (*Aufenthaltstitel*) at the Berlin State Office for Immigration (*Landesamt für Einwanderung*) upon their arrival on campus. An application for a residence permit is mandatory within the first 90 days after students' arrival in Europe's Schengen Zone or prior to students' visa expiration date. Different regulations may apply for students in the Program for International Education and Social Change; these students must check their residence status with the College individually. It is the responsibility of the new and returning students to research requirements and acquire a valid residence permit or an extension to study in Germany through the College or on their own. The College will provide counseling during pre-departure orientations and student appointment times.

More information can be found on the website of the [Berlin Office for Immigration](#).

The College will provide counseling for residence permit applications during the beginning of the semester and will have appointment sign-ups for those who wish to submit their applications through the College. Returning students can apply for residence permit extensions and job seeker residence permits throughout the semester through the College. Students must be enrolled at BCB to submit their job seeker residence permit application through the College.

A personal appointment at the [Berlin Office for Immigration](#) is mandatory for all individuals. All assistance and procedures are subject to change and depend on regulations by the [Berlin Office for Immigration](#). All decisions regarding and responsibility for issuing a residence permit lie with the Berlin State Office for Immigration (*Landesamt für Einwanderung*). The College accepts no responsibility for application decisions or processing times of the Berlin Immigration Authorities.

## **5.3. Transportation**

All students are required to purchase a public transportation pass (*Deutschlandsemesterticket (DST)*), which is valid for all local/regional public transport (no ICE trains) in Berlin and Germany wide. . The *DST* is a digital ticket that is provided through a third-party company called "RIDE". The digital ticket is only valid in combination with the valid [Student ID card](#). The validity periods of the Semesterticket are 1 January - 30 June for the spring semester and 1 July - 31 December for the fall semester.

Students, who are studying abroad for the semester, are automatically exempt from the Semesterticket. Students on a Leave of Absence for the semester are automatically exempt from the Semesterticket unless they apply for the ticket with the Student Accounts Officer ([studentaccounts@berlin.bard.edu](mailto:studentaccounts@berlin.bard.edu)). Students, who receive a Semesterticket from another Berlin university, can apply for an exemption with the Student Accounts Officer.

Students may be reimbursed for full, unused months if they meet any of the following criteria:

- (1) they are verifiably enrolled at BCB at least one month after the start of the semester,
- (2) they are exmatriculated from BCB during the semester,
- (3) they withdraw from BCB,
- (4) they take a Leave of Absence from BCB for the semester, or

(5) they fall verifiably ill to the extent that they would be eligible for a Leave of Absence from BCB for the semester.

The reimbursement amount is determined by the date when the ticket is returned. In case of a retrospective exmatriculation or a retrospective Leave of Absence reimbursements are not possible.

## **5.4. Housing**

All Bard College Berlin first- and second-year students, Academy Year students as well as students participating in the Bard Abroad programs and Begin in Berlin program are required to live on-campus. Students within the first two years of their Bachelor's degree who wish to petition for an exemption to this requirement may do so. The petition can be found [here](#). Students who are living with a long-term partner, have dependents, are over 26 years of age and/or students with other extenuating circumstances can expect to receive an exemption.

All other students are eligible to apply for on-campus housing using the [On-Campus Housing Application Form](#) and it will be granted when available.

Students petitioning to live off-campus or applying to live on-campus should make themselves aware of all applicable dates and deadlines.

Each residence hall is staffed with at least one trained student Residential Assistant (RA) who does programming and is responsible for building community within the residence hall. RAs are also on hand and trained to handle emergency situations.

More information about on-campus housing can be found [here](#).

For information on how to find housing in Berlin, please refer to the [Off-Campus Housing Guide](#).

For information on on-campus housing please refer to the chapter [On-Campus Housing](#).

### **5.4.1. TV/Radio Fees (*Rundfunkbeitrag*)**

The *Rundfunkbeitrag* is a collective fee of EUR 17,50 that is paid for each residential unit in all of Germany. After the [Registration \(\*Anmeldung\*\)](#), students may receive a letter from the *Rundfunkbeitrag* agency asking for the payment of this monthly fee. If students receive this letter, they are to submit it to the College Administrator.

Students in off-campus housing are required to pay the fee.

For students in on-campus housing, this fee is covered by the College. Please refer to the chapter [TV/Radio Fees \(\*Rundfunkbeitrag\*\) for On-Campus Students](#) for more information.

Questions concerning the *Rundfunkbeitrag* can be directed to the College Administrator.

## **5.5. Working in Germany as a Student**

Students in Germany may only take up employment next to their studies if they abide by all restrictions applied by their health insurance, [residence permit](#) or visa and tax authorities. Students should familiarize themselves with all [regulations regarding student jobs](#) as they may vary from student to student.

Students who hold a non-German European Health Insurance Card (EHIC) must switch to a German health insurance provider if they elect to take up employment in Germany.

There is no hourly limit to on-campus student employment, however, if a student earns more than the monthly income limit amount €538 per month as of January 2024, they will need to pay necessary taxes. Students should familiarize themselves with potential health insurance and visa restrictions before taking up any on or off campus jobs. If students wish to earn more than the income limit per month, it is best to check with the Immigration Office in this regard and their insurance provider for working hours limitation.

#### **5.5.1. Student Jobs at Bard College Berlin**

Bard College Berlin offers a number of student jobs on campus. For more information on student jobs, please refer to the chapter Student Employment.

#### **5.5.2. Off-Campus Student Jobs**

Students are allowed to take up employment off-campus. Bard College Berlin offers limited assistance to students looking for jobs off-campus. Please refer to the section Career Services for more information.

The German public health insurance TK, for instance, has specific rules about students working in addition to their studies. Violating these regulations could endanger the insurance status and health insurance fees of the students.

Individual students' residence permits set guidelines about student employment. This information is typically stated on the residence permit. Exceeding this limit may endanger the student's residence status. Freelance work is not allowed on a student visa unless explicitly permitted by the Immigration Office.

According to German tax authorities, earning less than EUR 528,- per month (EUR 6456,- per year) does not incur any tax charges. Students planning to earn/work more than this should familiarize themselves with the laws and regulations. All student work must be reported to German tax authorities.

### **5.6. Banking and Cell Phones**

If students are planning to receive money (eg. for student job salaries) or reimbursements from Bard College Berlin, they must be in possession of a European bank account. Most major banks in Germany offer free bank accounts for students.

Students above the age of 18 can open a bank account themselves. Students under the age of 18 will need a legal guardian present when doing so. To open a bank account in Berlin students may require any of the following documents: city hall registration (Anmeldung), passport, residence permit, and an enrollment certificate or Student ID card. Students may also need to provide a German tax ID number.

Students wishing to get a SIM card in Berlin are able to do so. SIM cards come in two forms, Pre-pay and Contract (post-pay). Most students get pre-pay SIM cards. Students can purchase SIM cards at a variety of places around Berlin (and online). Many students pay less than EUR 15,- per month for their plan.

When a new SIM is purchased, it must be registered (as per EU law) which requires a valid passport. Some SIM companies do this transaction online through a video-call while others require it to be done in person.

Student Life staff can answer questions about bank accounts and SIM cards.

## 6. Health and Safety

### 6.1. Emergencies

Important phone numbers and addresses can be found below. In all emergency situations, students should call the necessary emergency services and then call the Bard College Berlin 24hr emergency phone. This phone is held by different members of the Student Life staff and can be reached 24/7.

Fire department and ambulance	112
Police	110
Bard College Berlin 24hr emergency phone	+49 1575 7926095
Nearest general hospital	Maria Heimsuchung Caritas Klinik Pankow Breite Str. 46/47, 13187 Berlin
Nearest psychiatric hospital	St. Joseph Hospital Berlin-Weißensee Gartenstraße 1, 13088 Berlin
24/7 Pharmacy	Berlin Hauptbahnhof Europaplatz 1, 10557 Berlin, +49 30 20614190

Information on evacuation procedures and on all fire and safety regulations will be provided during Orientation. Any questions concerning these procedures should be addressed to the Head of Student Life and Community Affairs. Evacuation and basic safety information is also posted in the residence halls and in each Bard College Berlin building.

Bard College Berlin has an SMS-based emergency alert system. Students must enter their phone numbers into their Self-Service Banner account and update these numbers as needed. In cases of bonafide emergencies such as natural disaster or terrorist attack, information and instructions will be sent out via SMS and by email.

Generally speaking, students will be instructed to meet and check in with an official representative of the College at one of two locations: the on-campus meeting point (inside the Cafeteria, Waldstraße 70) or the off-campus meeting point (the Promenade park at the intersection of Waldstraße and Herman-Hesse-Straße). Further instructions will then be issued.

## **6.2. Fire Safety**

All buildings are equipped with fire extinguishers and fire alarms. The fire alarms are tested annually by the Site Manager.

The following items are prohibited in all buildings: any exposed coil heater, heating pad, portable heater (except those provided by Residential Life or the Site Manager), candles, incense, air conditioners, ceiling coverings, cut trees (such as holiday decoration), barbecues/grills, refrigerators. Any prohibited item is subject to confiscation.

The following actions are prohibited in all campus buildings:

- Placing decorations or items in front of exits and covering doors.
- Having unauthorized fires on campus grounds.
- Intentionally setting off fire alarms, or unintentionally setting off alarms via negligence
- Tampering with or removing fire extinguishers, alarms, or smoke detectors
- Covering or otherwise impeding fire alarms
- Tampering, blocking or propping fire control doors
- Improper discharge of fire extinguishers
- Creating fire hazards
- Use of residence halls for art installations or projects that involve electricity.
- Leaving electrical decorations unattended while plugged in.
- Unsafe disposal of damaged light sets, including but not limited to frayed wires, loose connections, broken/cracked sockets
- Failure to cooperate in a fire drill, including but not limited to refusing to leave, sleeping through the alarm, etc.
- Possession of candles, incense, or other such items, even if they are not actively in use
- The use of electric scooters or bikes in any building

Prior permission must be obtained from the Site Manager or the Director of Housing and Residential Life for the following:

- Use of prohibited items for religious observance
- Having a controlled fire outside on campus at one of the designated fire locations or use of a grill or barbecue

To obtain permission, please email the Director of Housing and Residential Life with a brief description of the items and the reason for your request.

### **6.2.1. Fire Alarm Procedures**

The following fire alarm procedures must be followed by all campus community members:

1. When a fire alarm sounds, think clearly about all the available exits from the building so that if one exit is blocked, you can alter your route without delay.
2. Close the windows.
3. For protection, put on seasonally appropriate clothing (jacket/coat) and hard-soled shoes (not sandals/flip-flops).
4. Before opening a door, feel it for heat to determine whether it is safe to enter the corridor.
5. Turn off the lights and close the door behind you.
6. Do not rush. Order and quiet are essential.
7. Knock on other doors as you leave the building.
8. Exit to the designated gathering area as quickly as possible.
9. If you are in study or social areas, leave by the nearest exit without returning to your room. Make sure that you are accounted for as soon as possible.
10. Do not leave the designated gathering area until you are accounted for and told you may leave.

For violations of the fire safety policies in the Student Code of Conduct and the fire safety policies listed above, students will go through the Student Code of Conduct process. Violating the policies may result in a fire safety fine (minimum EUR 100,-, maximum EUR 300,-), payment of repair costs for damages, payment of fire department expenses (such as for a false alarm), revocation of housing privileges, suspension, expulsion or invoke other disciplinary action according to the Student Code of Conduct.

## **6.3. Health Insurance**

### **6.3.1. Types of Health Insurance Providers**

As stated in the Enrollment section, all students must have a valid health insurance for their entire enrollment period at Bard College Berlin. Any student requiring health care coverage can obtain it at Bard College Berlin through *Techniker Krankenkasse (TK)*, one of the state health insurance providers. Please be in contact with Student Life for additional information about enrollment.



Students must provide proof that they have applied for health insurance by the end of the Add/Drop period (end of Week 2). Students must provide their health insurance number to Student Life by the end of the 7th week of the semester. Failure to do so will result in a referral to the Student conduct process.

Students requiring health insurance are able to register with another statutory health care provider or with a private health care provider in Germany. Please note however, that if you choose to take out private health insurance, you cannot revert to state health care insurance. Equally, if you opt for German state health insurance, it is not then subsequently possible to switch to a private health care provider for the duration of the program.

#### German statutory health insurance (*Gesetzliche Krankenversicherung*)

Students already based in Germany at the time of joining Bard College Berlin and covered by German state health insurance should notify their provider regarding their admission to and coming matriculation at the College. Students with German state health insurance coverage will need to request a certificate of insurance (*Versicherungsbescheinigung*) from their provider for enrollment at the College.

German public health insurance generally covers treatment by registered doctors (*Kassenärzte*), basic dental care and in- and out-patient care at registered hospitals in Europe. Private doctors, surgeons, private rooms, homeopathic medical care, treatment outside of Europe and vision products are generally not covered.

In addition to monthly fees, certain deductibles must be paid directly to the medical service providers when you seek treatment. These include prescription charges (co-pay minimum charge of EUR 5,- and maximum charge of EUR 10,-) and hospital treatment (EUR 10,- per day).

#### European Health Insurance Card (EHIC)

Students from most other European countries already have state health insurance valid in Germany. They must bring their European Health Insurance Card (EHIC) with them to demonstrate this, and to access German health care services. Students with an EHIC should be sure to contact the relevant issuing authorities in their home country and inform them of the fact that they will be studying abroad in Germany and that they intend to use the EHIC to access health services whilst studying. The authorities will then be able to inform students about any particular conditions or limitations with regards to the use of the EHIC whilst abroad, as these vary from country to country.

Coverage through EHIC is generally equal to German statutory health insurance (see above).

Please be aware that, if a student enrolls at the College on the basis of holding an EHIC and subsequently gets a part-time job or receives any form of paid employment alongside their studies, then the EHIC coverage will no longer be valid and the student will need to take out health insurance with a public provider in Germany for the duration of the employment.

#### Social security agreements

Some other European countries (e.g. Macedonia) have social security agreements with Germany. Students from countries where such an agreement exists must bring documentary proof of their state health coverage in order to be exempt from obtaining German health care insurance. Please note that, students with coverage via social security agreements are treated the same as EHIC holders (see above) if/when

employment is taken up, i.e. this then necessitates the student signing up for a German public health insurance provider such as TK.

#### Private health insurance

Those with private health insurance in Germany or in their own country can usually obtain exemption from taking out state health insurance. They must bring with them proof of their insurance policy (letter, contract, and/or insurance identity card) and fill out a waiver form (*Befreiung von der Versicherungspflicht*). Waiver forms are also provided during Orientation or can be accessed [here](#)

Students with other private health insurances are advised to check with their health insurance provider directly about coverage regulations.

#### GeoBlue

Students coming to Bard College Berlin through Bard Abroad are generally insured through the travel insurance GeoBlue. GeoBlue has direct pay relationships with a number of doctors and specialists in Berlin. These doctors will bill the insurance company directly so students do not need to pay for a visit. For any other doctor, students are required to pay upfront and apply for reimbursement with GeoBlue. For more information please visit the [GeoBlue website](#).

### **6.3.2. Physical Health Resources**

Students seeking a medical doctor should utilize their health insurance to find a doctor. For TK covered students this can be done using this [link](#). Student Life staff can help students through this process. Additional resources are available on the College [website](#).

### **6.3.3. Mental Health Resources**

Students seeking mental health support may utilize their health insurance to find a practitioner. For TK covered students, this can be done using this [link](#). Student Life staff can help students through this process. Additional resources are available on the College [website](#).

Students have access to free psychological counseling services at the College. More information is available on the College [website](#).

The Health and Wellness Officer is ready to assist students in finding long-term off-campus counseling when requested.

### **6.3.4. Vaccination Requirements**

Bard College Berlin requires all students to demonstrate proof of immunity against measles, mumps and rubella (MMR), hepatitis B, and meningococcal disease.

To meet these requirements, students must have:

- received two MMR vaccines on or after their first birthday or provide proof of immunity with quantitative titers;
- received three doses of Hepatitis B vaccine, doses given at 0, 1, 6 months or provide proof of immunity with quantitative titers;

- received the Meningococcal Vaccine (ACWY)

In addition, Bard College Berlin strongly encourages all students, faculty and staff to have up to date immunization against Covid-19. Minimally, this means you should have received 3 shots of an EMA-approved Covid-19 vaccination.

Immunization records are due by July 1st for the fall semester and or January 1st for the spring semester, or 30 days prior to program start, whichever comes first.

The documentation must be submitted in English and certified by a medical provider; if original documentation is not in English, German, French, or Spanish, a translated version must be provided by a certified translation service at the student's expense.

Providing proof of immunization is a mandatory requirement and students missing this information will be blocked from matriculation until complete.

Students can upload proof of MMR, hepatitis B, and meningitis vaccinations [here](#).

#### **6.3.4.1. Exemption Policy**

Students with a medical contraindication to a specific vaccine must submit an attestation to the contraindication from a medical provider, stating the reason for the contraindication and an end date, if applicable. Students should be in touch directly with Student Life regarding any exemptions (studentlife@berlin.bard.edu).

## **7. Campus Spaces**

### **7.1. Cafeteria**

#### **7.1.1. Opening Times**

The Bard College Berlin Cafeteria is open to community members to utilize during posted hours. Meal times are posted on the Cafeteria door and on the [website](#).

The specific dates when the Cafeteria is closed can be found on the [Academic Calendar](#). The Cafeteria is generally open when classes are in session and closed for national holidays and break times. The Cafeteria typically closes for the semester on the final day of [Completion Week](#).

The Cafeteria 'upstairs' rooms are open after meal times for students to use as study spaces/hangout rooms. Students are expected to clean the spaces after leaving them before the building closes at 10pm daily.

### **7.1.2. Meal Plans**

Students who live on-campus are provided with breakfast, lunch and dinner on weekdays when the Cafeteria is open.

Students who live off-campus are provided with lunch on weekdays (for students admitted prior to spring 2022 only).

Additional meals can be purchased (by off-campus residents or for friends/family) from the Front Office during regular cashbox hours. Meal tickets must be purchased prior to the meal and must be presented to the Cafeteria staff before any food is served or taken. Failure to follow this procedure may result in a violation of the Student Code of Conduct.

### **7.1.3. Other Policies**

Students are encouraged to use trays to place their food/plates upon. Trays are then placed on the tray trolley near the exit of the cafeteria.

Community members are expected to clean up after themselves.

If individuals (with meal plans) are sick and cannot come to the Cafeteria, the Cafeteria can help in arranging for a 'sick meal.' Please contact the Student Life or Cafeteria staff for assistance. It is recommended to supply your own 'take-away' container.

Community members are allowed to take one (1) piece of fruit or dessert item with them upon leaving the Cafeteria. Any additional items (including food or non-food items) taken will be considered stealing and may result in a violation of the Student Code of Conduct.

## **7.2. Student Life**

Student Life offices are located in Waldstraße 16 and Kuckhoffstraße 24. The offices of the Head of Student Life and Community Affairs, the Director of Housing and Residential Life, the Residential Life Coordinator, the Study Abroad and Student Life Officer, the Learning Commons Coordinator and the Health and Wellness Officer are located in Waldstraße 16. The Internship and Career Networking Officer, the Internship Program Assistant, and the Director of Diversity, Equity, and Inclusion have offices in Kuckhoffstraße 24.

## **7.3. Reserving Rooms**

Students formally registered in BCB student clubs or organizations can request to book available classroom or event spaces for meetings or events of their own by filling out the Student Club Room Reservation form. Non-registered individual students or groups will not be granted permission to use classroom or event space on campus.

All reservations are tracked on the institutional Google Calendar. A link to the Google Calendar is emailed to all students by the Registrar's Office once per semester.

If students would like to reserve spaces in the Factory, please email [factoryreservation@berlin.bard.edu](mailto:factoryreservation@berlin.bard.edu) for the Factory Reservation form and information on Factory Orientation which all must be completed in the times specified on the form.

#### **7.4. Common Spaces**

There are a variety of rooms around campus which are considered common spaces. Students are asked to use these spaces respectfully and abide by any posted guidelines or usage hours.

Additionally, students are expected to clean up after themselves and only smoke in designated outdoor areas.

#### **7.5. Factory**

For policies and procedures about the Factory, please refer to the Factory Policy and AV Policy.

#### **7.6. AV Equipment**

For policies and procedures about the usage of Bard College Berlin College AV equipment, please refer to the Factory Policy and AV Policy.

#### **7.7. Music**

The campus has two pianos available, which may be used by students with a reservation. Reservations can be made through the Registrar's Office. Reservation times may be limited to allow for a quiet environment for nearby classes in session or during working hours of staff and faculty with offices nearby.

#### **7.8. Photo Lab**

The campus has a photo lab in Platanenstraße 98. Students enrolled in specific art classes have access to those facilities.

#### **7.9. Mailboxes and Mail**

All students have individual mailboxes in Platanenstraße 98a. These mailboxes are used for both on and off campus mail.

On-campus residents are allowed to receive postal mail and packages via the Platanenstraße 24 address. For all mail with Berlin or German governmental offices, please always use the address in your Anmeldung. Off-campus students are asked to use their own personal mailing address for mail and packages. Bard College Berlin does not take responsibility for student packages or student mail. Packages can be picked up in the front office in Platanenstraße 24 during designated pickup hours.

At the end of the academic term, any mail that has been left behind in non-returning student mailboxes is moved to the Front Office where it is held for one year before it may be destroyed.

Since packages are frequently delivered outside the working hours at Platanenstraße 24, students are highly encouraged to register at the DHL packet drop-off. It is a safe and uncomplicated service that students can use to pick up their packages at their own convenience.

The nearest DHL packet drop-off to campus is at the REWE supermarket:

REWE Markt Packstation 434  
Hermann-Hesse-Str. 14  
13156 Niederschönhausen

### **7.10. Poster Policy**

The following policy is intended to provide a reasonable level of postering and publicity on campus consistent with community standards. Everyone is advised to be mindful that our College community is made up of students, faculty, staff, alumni, and members of the local community.

Posters must include the full name of the sponsoring club, organization, or individual. The sponsor must also include the event date or the date by which the poster will be removed. All posters are expected to be taken down within 7 days of the end of an event. Posters not related to an event should be taken down after 14 days. Posters without these details will be removed by Student Life or Communications staff. There is a limit of one copy of a poster per bulletin board and posters may not cover any other posters. Posters may not advertise or condone the use of alcohol or illegal substances.

Posting is permitted in approved areas only. Postings are not allowed on doors, windows, or walls (including the walls in the W15 Cafe) unless otherwise indicated and approved by Student Life. Posters must be affixed with pushpins. Stickers or postings that use glue adhesives will be considered vandalism, and their sponsors will be referred to the Student Conduct process and will be subject to restitution for damages.

Bard College Berlin fosters and supports the exchange of information and expression of ideas. To that end, students are not allowed to remove posters or flyers that they find offensive but rather, any concerns over posters should be brought to the attention of: the Head of Student Life and Community Affairs and/or the Director of Diversity, Equity, and Inclusion. The College reserves the right to investigate any posting. Postings that violate the Notice of Non-Discrimination or another College policy will be referred to the Student Conduct process.

Bulletin boards and/or approved areas for posting can be found in the following locations:

- Cafeteria
- Henry Koerner Hall lobby

- Kuckhoffstrasse 24 ground floor
- Kuckhoffstrasse 30 rear hallway near stairwell
- Platanenstrasse 24 entryway
- Waldstrasse 15 rear hallway near stairwell
- Waldstrasse 16 first floor
- Treskowstrasse 25 Front and Back buildings

#### **7.11. Photography and Videography Policy**

Bard College Berlin does not collect photo or video release forms from members of its faculty, staff, or student body. Rather, the College assumes that members of our community will welcome involvement in the documentation of activities at Bard as the best means of promoting the College.

All photographs and video taken for Bard College Berlin are College property and may be used in promotional material produced, used, or contracted by Bard College Berlin, including but not limited to: electronic and print publications, websites, social media, classroom use, and college advertisements. The College reserves the right to take photographs and video of campus facilities and scenes, events, faculty, staff, and students for College use in any areas on campus where subjects do not have an expectation of privacy, and provided the photographs do not violate the privacy of the subject.

Any person who prefers not to appear in College photos or videos must contact the Office of Communications at [communications@berlin.bard.edu](mailto:communications@berlin.bard.edu), detailing their preference in writing and including an easily identifiable, recent headshot. This photo will be used for identification purposes only and will be held in confidence by the Office of Communications. Bard College Berlin also requests that persons preferring not to appear in College photos or videos absent themselves or otherwise make their wishes known when College-sponsored photographers or videographers are documenting activities and events. Any individual or entity wishing to engage in photography or videography for production, broadcast, or public dissemination by any means on Bard College Berlin property must obtain permission in advance from an appropriate College official. College offices or programs wishing to document events involving minors must secure signed permission from parents or guardians.

## **8. Campus and Community Life**

All students are invited to engage in the Bard College Berlin community. That engagement will look different from person to person. The College offers a variety of opportunities for students, from lectures and presentations to clubs and excursions. As students come up with ideas, they are encouraged to speak with Student Life and Civic Engagement staff for support in their ideas.

### **8.1. Civic Engagement**

Civic Engagement is a very important part of the Bard College Berlin mission; student involvement with public life outside the classroom is encouraged to support commitment to active citizenship and an

engaged university. The Civic Engagement Office works with interested students to plan and execute programs and activities that positively impact the campus and larger Berlin communities. The areas for Civic Engagement work include themes such as Language and Education, Sustainability and Climate, Human Rights and Global Justice, Democratic Practice, Arts and Society or Diversity, Equity and Inclusion, among others.

Students are invited to approach the Civic Engagement Office with ideas for projects or community events anytime and there are different grant opportunities for student-led initiatives available throughout the year that are announced via email to the student body. The Civic Engagement Office also offers assistance and programming in fields such as: community work in Berlin or Germany; volunteering; workshops on community involvement or project management; and connection to an international network of students, projects, resources and grants within the Bard Network and the [Open Society University Network](#). Students should speak with the Civic Engagement Office, contact [engagement@berlin.bard.edu](mailto:engagement@berlin.bard.edu) or look at the [Civic Engagement website](#) for more information.

## **8.2. Lectures and Presentations**

Throughout the academic year the College sponsors a variety of lectures and presentations. Topics range from academic subjects to more social/cultural events. Among other lecture series, the Alumni Talk Series often draws great speakers and great student interest. These opportunities are emailed out to students via their Bard College Berlin email address, advertised on the College's social media channels, and posters are hung around campus.

## **8.3. Clubs**

Clubs at Bard College Berlin are student run, student driven and student organized. Clubs must register at the beginning of each semester and must complete mandatory training once per academic year. Clubs are able to apply for funding through the [Student Life Committee \(SLC\)](#). Students should speak with the Residential Life Coordinator for more information on starting a club.

## **8.4. Student Involvement Fair**

Twice a year there is a Student Involvement Fair. Occurring typically on the second Tuesday of the academic semester (Fall and Spring), this event is for students to find out what opportunities there are on-campus for them to get involved. Often clubs, student organizations, the Student Parliament (StuPa), as well as other leadership opportunities are all present and actively recruiting students. Groups that would like to be involved should speak with the Residential Life Coordinator.

## **8.5. Student Parliament (StuPa)**

The Student Parliament is a student-run representational government body. Students are elected into the StuPa every semester and serve a variety of functions. Students interested in joining StuPa or bringing concerns to the StuPa body should contact StuPa at their email: [stupa@berlin.bard.edu](mailto:stupa@berlin.bard.edu).



## **8.6. Social and Educational Programming**

Student Life staff offers multiple social and educational programming for students. These range from the spring break trip to Budapest to the end of the year trip to the Baltic Sea (*Ostsee*) - as well as other excursions throughout the year. Student Life staff also bring in speakers and present workshops on relevant topics throughout the year. Additionally, Student Life staff offer trips to museums, concerts and other events around Berlin. All students are welcome to attend these trips. Finally, in the residence halls, the Residential Assistants (RAs) do programs throughout the semester.

Students are also welcome to coordinate their own trips and excursions. Students are encouraged to contact Student Life staff for assistance as needed.

## **8.7. Berlin Weekend**

This biannual event typically occurs after the first full week of classes each semester. Berlin Weekend features excursions around Berlin led by faculty, staff and students. Some events on the weekend require students to sign up in advance; most events throughout the weekend are cost-free.

# **9. Information Technology (IT)**

## **9.1. Network Usage Policy**

College-owned computer facilities (including the campus network, internet connection and various machines provided by the College for student use) are maintained and provided to support the program of teaching and learning that is the mission of the College. Using College-owned facilities establishes a contract between the College and the student to use them legally, ethically, in accordance with their educational purposes, and with civil regard for other members of the campus community. College-owned computer facilities, 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.

Computer programs and electronic files belong to the owner. They are private, confidential and protected by copyright; only the owner can explicitly give permission for another user to access them.

Individual usernames and passwords belong solely to the owner of the account and should not be shared with any other individual.

Students are responsible for the storage of their work. Students should note that individual student files, student logins, student projects and the Bard College Berlin e-mail address will be deleted six months after the official end of the program. When a student withdraws or is dismissed everything will be deleted after four weeks.

Bard College Berlin is not responsible for material found, posted, sent or published from personal computer accounts, personal file servers or personal web pages that may be traced back to this campus.

Students are responsible for keeping their personal computers updated and virus-free whenever connected to the Bard College Berlin campus network.

The following are forbidden uses of Bard College Berlin IT facilities. This list is intended as an illustration of the kinds of activities forbidden and is not exhaustive:

- Unauthorized access or attempts to gain unauthorized access to confidential information.
- The use of file-sharing tools to access peer-to-peer networks is prohibited, as is use of tools designed to circumvent the blocking.
- Altering or tampering with the configuration of computers in student labs 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.
- The 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.
- The downloading from Bard College Berlin's campus network of unlicensed copyrighted files (music, movies, software, etc.) and their storage on Bard College Berlin servers and computers.
- Mining cryptocurrency (Bitcoin, Ethereum, Ravencoin, 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 until final resolution of the matter as well as action through the Student Code of Conduct.

## **9.2. Student ID Card**

All students are issued a Student ID card upon the start of their studies at Bard College Berlin. Student ID cards contain a photo of the student, the student name, an RFID chip which opens doors around campus, and other important information.

The first Student ID card students get is included in the tuition/fees. Additional cards (if one is lost or misplaced or stolen) are 30 Euros each. To get a replacement card, contact IT staff.

During the admission and pre-enrollment process students are asked to submit a photo for their Student ID card. Because Student ID cards contain the Semesterticket, it is required that they are issued with a student's name that matches a passport or other legal documentation. Changing data on a Student ID card will also result in a 30 Euro replacement fee.

## **9.3. Official Communication**

All official College communication happens via the Bard College Berlin email address that all members of the community are given upon their entry into the community. This is the official email and electronic communication system for the campus and is the official source for all Bard College Berlin related items of communication among faculty, staff, and students. Students will be expected to use this system as the official medium for sending and receiving Bard College Berlin electronic communications to academic and administrative services and individuals, starting from the point of acceptance at Bard College Berlin.

This includes but is not limited to, announcements, notices, email to faculty, grades, assignments as designated by faculty, and other electronic communications. Faculty, staff, and administrators will be expected to use this system to distribute and retrieve electronic information relative to their professional roles and when communicating electronically with other members of the Bard College Berlin community. For faculty, staff, and students, the Bard College Berlin email system is the official distribution site for announcements, newsletters, resources, policies, and other communications that concern any College business.

Students are advised to check their email at least once daily during the academic year and weekly throughout the rest of the year.

#### **9.4. Email Lists and Usage**

As a service to the Bard College community, several e-mail based mass mailing lists have been created. These are designed to facilitate the timely and cost-effective distribution of information to the campus community. The email lists "[all@berlin.bard.edu](mailto:all@berlin.bard.edu)" and "[students\\_all@berlin.bard.edu](mailto:students_all@berlin.bard.edu)" are utilized by faculty and staff to notify students of important updates and other relevant information.

The Student Announcements email is established to provide an opportunity for students to send information and announcements to their peers via email, Students should send these notices to [studentannouncements@berlin.bard.edu](mailto:studentannouncements@berlin.bard.edu). Student Life staff will collate and distribute announcements weekly to [students\\_all@berlin.bard.edu](mailto:students_all@berlin.bard.edu).

The following activities are prohibited:

- Impersonation of other mailing list users, e.g. faking the sending email address, is prohibited. Senders must use their assigned college email addresses to post to any email list and the name of the sender must be included in the body of the message.
- Commercial mailings and mailings that suggest College endorsement of any political candidate, organization, or ballot initiative are prohibited.
- Harassment, bullying, and threats, including threats of physical harm, are prohibited, as are violations of privacy and communications that violate confidential processes and disciplinary proceedings.
- Use of specific email lists for purposes other than which they are intended

#### **9.5. Google Workspace**

Bard College Berlin utilizes Google Workspace for Education. This includes not only the Gmail email client, but also other Google programs such as Google Docs, Google Calendar, Google Forms, Google Drive, Google Classroom and Google Meet.

There are lots of resources on the web to help community members learn to use Google Workspace. Staff in the IT department, Library and Student Life staff as well as faculty members can help students to better utilize these tools.

### **9.6. Wifi**

Bard College Berlin offers high speed wireless access in all on-campus facilities. Community members must log into the system with the username and password provided to them in order to access the system.

### **9.7. Computer Lab**

There is a computer lab in Kuckhoffstraße 24 for students to use. If there are problems with the computers in the lab, please notify the IT department.

### **9.8. Printing and Scanning**

There are printers for students to use in the Learning Commons and the computer lab in Kuckhoffstraße 24. If students require color printing or scanning, they should contact the IT department directly.

### **9.9. Self-Service Banner (SSB)**

SSB is an online information management system where students can see their grades, what courses they are registered in and other relevant information. SSB can be accessed via [this website](#).

### **9.10. Data Protection (EU-DSGVO)**

Bard College Berlin abides by all EU laws around data protection. All of the information about this can be found on [this website](#).

## **10. On-Campus Housing**

All Bard College Berlin first- and second-year students, Academy Year students as well as students participating in the Bard Abroad programs and Begin in Berlin program are required to live on-campus in gender-inclusive residence halls.

Students within the first two years of their Bachelor's degree who wish to apply for an exemption to this requirement may do so by submitting the Off-Campus Housing Petition form, found [here](#). Students who are living with a long-term partner/spouse, have dependents, are over 26 years of age and/or students with other extenuating circumstances can expect to receive an exemption.

Upper year students wishing to live on-campus can apply through the On-Campus Housing Application, found [here](#). All students should familiarize themselves with the respective dates and deadlines, as well as the [Housing Cancellation Policy](#). Generally speaking, students who apply for on-campus housing for the academic year by the May 1 deadline will be informed by the end of May if they have received a room placement, or alternatively if they need to be put on a wait list; and Residential Life aims to finalize all wait list places by July 15. Please note however that some last-minute movement on the list may be possible up until move-in day.

### **10.1. Housing Facilities**

Bard College Berlin owns several residential buildings. For apartment buildings, students can expect that each apartment typically comprises a mix of double and single rooms, a hallway, bathroom facilities and a communal kitchen. Free of charge laundry facilities (washing machines and dryers) are available on the grounds.

All residential facilities include rooms that are fully equipped to cover basic needs - they include a bed, a wardrobe, a desk, a chair and a bookshelf (per person). Bed linens are also provided. All the residence halls have free wireless internet access.

Students are responsible for the cleaning of their own spaces; the College provides limited cleaning services in the common areas.

[Residential Life](#) is responsible for room placement, move-ins and move-outs, and any other issues related to on-campus housing. Residential Life is made up of the Director of Housing and Residential Life, the Residential Life Coordinator and the [Residential Assistants \(RAs\)](#).

### **10.2. Housing Cancellation Policy**

Students are encouraged to complete their housing application and sign their housing agreement only if they are certain of their intention to live on-campus during the semester. The housing assignment cannot be transferred or sublet by the student to any other party under any circumstances. In the event of cancellation, the Resident is required to provide written notification to Residential Life.

#### **Deadlines**

The deadlines to apply to live on-campus or petition to move off-campus are May 1 and November 1 at 9:00 a.m. for the following Fall and Spring semesters, respectively. These deadlines also apply to on-campus students wishing to take a leave of absence or withdraw from the College. Students remain responsible for paying any applicable room costs and/or cancellation fees if they decide to move off campus after these dates.

#### **Off-Campus Housing Petition**

Unless otherwise approved, first and second year students are required to live on-campus and must petition Residential Life in order to move off-campus. If an off-campus housing petition is approved, that approval extends to all subsequent semesters, and a student's status is changed to an off-campus student.

All off-campus students, including third and fourth year students and first and second year students approved to live off campus, must apply if they wish to live in on-campus housing.

### **On-Campus Housing Application**

Off-campus students who apply to live on-campus may revoke their application anytime prior to the May 1 and November 1 deadlines without penalty. If applied for in May, housing is offered for the entirety of the upcoming academic year. If applied for in November, housing is offered for the Spring semester only.

Once these deadlines have passed, any students who reject a housing offer, do not respond to the offer within the appropriate timeline, or cancel an accepted offer prior to the move-in date will be assessed a 1000 EUR cancellation fee. After the move-in date, regardless of if a student has physically moved in or not, the student is responsible for paying the full on-campus comprehensive fee. No refund will be given. Upper year students who have been approved to live on-campus for the fall semester but wish to move off-campus in the spring semester must petition Residential Life by the above dates.

### **Timeline**

See below for a full list of on-campus application and off-campus petition deadlines:

#### **On-Campus Application Timeline**

<b>Spring Timeline</b>	<b>Action</b>
First day of spring semester classes	On-Campus Housing application form opens
May 1 at 9:00 a.m.	On-Campus Housing application form closes
until May 1 at 9:00 a.m.	Students may cancel their on-campus application with no penalty
May 1 - May 1 + 10 business days	No applications or cancellations accepted while decisions are being processed
May 1 - the day before move in	In mid to late May, on-campus housing offers are made to third years, fourth years, exchange students, and all other off-campus students. . Once offers are made, students who are made an offer but decline it will be assessed a 1000 EUR cancellation fee. Students are able to cancel their on-campus request with no penalty only if they cancel prior to an offer being made and within the period in which cancellations are accepted.

	<p>Students who are not offered housing in the initial offer round will be placed on a waitlist and informed of their position on the waitlist. Students can remove themselves from the waitlist at any time by emailing Residential Life. No fees will be assessed if a student removes themselves from the waitlist before a housing offer is made. Students who are offered housing after being placed on the waitlist will be given a 2 business day window to decline their housing offer without penalty. If an offer is not declined within this time period then the student will be considered an on-campus student and the cancellation fee will be assessed if the student later cancels their housing.</p> <p>While housing offers can be made up until the day before move-in, it is unlikely that housing offers will be made after 15 July.</p>
Housing Accepted	<p>Once a Housing Offer is accepted, any cancellation prior to the move-in date will result in a 1000 EUR cancellation fee. If cancellation occurs on or after the move-in date, regardless of if a student has physically moved in or not, <b>no refund</b> of room and board will be given.</p>

Fall Timeline	Action
First day of spring semester classes	On-Campus Housing application form opens
November 1 at 9:00 a.m.	On-Campus Housing application form closes
until November 1 at 9:00 a.m.	Students may cancel their on-campus application with no penalty
November 1 - November 1 + 10 business days	No applications or cancellations accepted while decisions are being processed
May 1 - the day before move in	<p>In mid to late May, initial on-campus housing offers are made to third years, fourth years, exchange students, and all other off-campus students. in mid-late May. Once offers are made, students who are made an offer but decline it will be assessed a 1000 EUR cancellation fee. Students are able to cancel their on-campus request with no penalty only if they cancel prior to an offer being made and within the period in which cancellations are accepted. Housing offers can be made up until the day before the move-in date.</p> <p>Students who are not offered housing in the initial offer round will be placed on a waitlist and informed of their position on the waitlist. Students can remove themselves from the waitlist at any time by emailing Residential Life. No fees will be assessed if a student removes themselves from the waitlist before a housing offer is made. Students who are offered housing after being placed on the waitlist will be given a 2 business day window to decline their housing offer</p>

	<p>without penalty. If an offer is not declined within this time period then the student will be considered an on-campus student and the cancellation fee will be assessed if the student later cancels their housing.</p> <p>While housing offers can be made up until the day before move-in, it is unlikely that housing offers will be made after 15 July.</p>
Housing Accepted	<p>Once a Housing Offer is accepted, any cancellation prior to the move-in date will result in a 1000 EUR cancellation fee. If cancellation occurs on or after the move-in date, regardless of if a student has physically moved in or not, <b>no refund</b> of room and board will be given.</p>

### Off-Campus Petition Timeline

Spring Timeline	Action
First day of classes	Off-Campus Petition Opens
May 1 at 9:00 a.m.	Off-Campus Petition Closes
until May 1 at 9:00 a.m.	Students may cancel their Off-Campus petition
May 1/ - May 1 + 10 business days	No petitions or revocations accepted while decisions are being processed.
May 1 + 10 business days	Off-Campus Petitions decisions released. Decisions are final and status change for upcoming semesters is immediately changed.

Fall Timeline	Action
First day of classes	Off-Campus Petition Opens
November 1 at 9:00 a.m.	Off-Campus Petition Closes
until November 1 at 9:00 a.m.	Students may cancel their Off-Campus petition
Nov 1 - Nov 1 + 10 business days	No petitions or revocations accepted while decisions are being processed.
Nov 1 + 10 business days	Off-Campus Petitions decisions released. Decisions are final and status change for upcoming semesters is immediately changed.



Students are responsible for communicating all changes to their On-Campus Housing Application and Off-Campus Housing Petition to Residential Life ([reslife@berlin.bard.edu](mailto:reslife@berlin.bard.edu)).

Housing Cancellations are subject to the [Refund policy](#).

### **10.3. Safety and Security**

All on-campus residential buildings have various security measures in place. Each apartment has a lockable door. Each building entrance is always locked. Residents to the respective residence halls do not have unrestricted access to other buildings. It is the responsibility of the residents to close and lock all doors, ensure the doors to the building are not propped open and to remain vigilant to anyone in the building who should not be there.

Each building is equipped with first aid kits, fire alarms and fire extinguishers.

The [Residential Assistants \(RAs\)](#) do rounds of the buildings every night.

Additionally, the phone numbers for [Residential Assistants \(RAs\)](#) are posted in multiple points around the residence halls. Students are encouraged to call if they see something out of the ordinary or feel unsafe.

Periodically throughout the year the [Residential Assistants \(RAs\)](#) call residence hall meetings to discuss issues. They always remind students to be aware of their own personal safety.

There is a student security team that does rounds throughout all buildings on-campus once per night to check that the facilities are secure.

### **10.4. TV/Radio Fees (Rundfunkbeitrag) for On-Campus Students**

Bard College Berlin covers the German mandated TV/Radio fees collectively for all on-campus housing. Students are therefore exempt from the monthly payment.

After successful [City Hall Registration \(Anmeldung\)](#), students automatically receive letters from the TV/Radio fee authorities that require a response. On-campus students who receive this letter should forward it to the College Administrator ([frontoffice@berlin.bard.edu](mailto:frontoffice@berlin.bard.edu)).

### **10.5. Insurance and Haftpflichtversicherung**

Students' possessions are not insured under any College insurance policy. The College does not accept responsibility for any thefts or losses from students' rooms or anywhere else on-campus at any time, either during semesters or breaks. This applies to damages from water, steam, soot, smoke, fire, or other destruction. The College strongly recommends that students purchase Haftpflichtversicherung for their belongings and for accidents that may happen in the residence halls. Information about this type of insurance is available through Residential Life and during Orientation.

## **10.6. On-Campus Policies**

With the College's primary mission being to promote an environment conducive to a Liberal Arts education, the Residential Life Department adds to this by striving to provide a safe and healthy living/learning environment. The following policies, in addition to those posted in the Student Code of Conduct and elsewhere in the Student Handbook, are designed to promote the mission of the institution.

The College does not accept responsibility for any thefts or losses from students' rooms or anywhere else on campus at any time, either during semesters or breaks. Students are encouraged to have their own liability insurance (*Haftpflichtversicherung*). This further applies to any damage from water, steam, soot, smoke, fire, or other destruction.

### **10.6.1. Cleaning**

Cleaning staff comes to each residence hall to perform limited cleaning. Cleaning staff will clean the bathrooms and floors of the building. In other areas it is the responsibility of the residents to clean up after themselves. Specifically, it is the responsibility of the residents to clean up after themselves in the kitchen (including doing their own dishes and wiping down cooking surfaces) and clean bathrooms as needed.

Residents are also expected to clean their own rooms and dispose of their own garbage and recycling.

Cleaning materials are provided for residents in each building including vacuums.

It is expected that students do not use residential facilities in an unhygienic manner. If residential spaces are left unkempt, the Director of Housing and Residential Life or Site Manager may choose to have cleaning staff clean the space and would then fine the residents of a specific room, apartment, floor or building as outlined in the Fines section accordingly.

### **10.6.2. Damages**

Students are responsible for all damages to their residential spaces that are outside of what would be considered normal wear and tear. This includes damage to walls, floors, windows, and doors in private rooms and shared spaces.

Students may not use tape, glue, putty, nails, screws, or other affixing devices apart from small pins. Students may use a maximum of 20 pins per student per room in private rooms, and a maximum of 20 pins total per room in shared spaces. Students who do not adhere to this policy may face fines upon checkout. See the Fines section for more information.

### **10.6.3. Fire Safety Policy**

See the chapter on Health and Safety for fire safety information. In addition, the following is information for on-campus residents and the on-campus residence halls.

- Items permissive in residence hall rooms: alarm clock, fan, hair dryer, computer, iron with automatic shut-off, radio, stereo, television, study lamp, humidifier, surge protecting power strips, decorations labeled as flame retardant.
- Items permissive in residence hall kitchens, but not in students' rooms: coffee maker, popcorn-maker, toaster oven, hot plate, hot pot, rice cooker, and individual microwave oven.

Additionally, no more than 50% of a wall may be covered by any hangings or art, and all ceiling coverings are prohibited.

If there is a fire or fire alarm, Residential Life staff are required to make a visual check of the entire building, including all residents' rooms, before students are allowed to return to the building. Any policy violations discovered during these visual checks will be addressed according to normal disciplinary procedures.

#### **10.6.4. Fines**

The student is responsible for any loss or damage to their assigned room and its contents and for any damages or expenses caused by any of the student's guests. Students are also responsible for all damages and expenses the College incurs for repair or excessive cleaning and damages to the fire safety equipment, caused by the misconduct or negligence of the student or their guests.

Any damages or expenses incurred in a residence hall room or facility will be charged equally to all residents of that room or to users of that facility unless the responsible person or persons assumes specific liability. Similarly, if the common area of a building is unkept or incurs any damages, students living in that building will be fined equally. This includes cleanliness issues in common areas such as the kitchens.

Students are expressly prohibited from painting their rooms, removing or exchanging College furniture, or undertaking any changes or alterations to their room, apartment, or building. Before their departure 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.

Any damages or expenses incurred in a common facility will be charged equally to all users of that facility unless the responsible person or persons assumes specific liability. Furniture in social rooms and public spaces is for use in those areas; if it is moved to a student's room, it will be regarded as stolen.

Winter seasonal holiday decorations composed of food items should be removed and disposed of by the end of the Winter Break.

While the Student Code of Conduct does supersede any housing policies, in many of these cases, there will be no formal conduct process, only fines issued. However, students can still ask to use the appeals process, as outlined in the Student Code of Conduct, if they feel they have been wronged in a given situation. First, however, students should discuss the matter in person with either the Director of Housing and Residential Life or the Head of Student Life and Community Affairs.

Below is a list of some offenses and their corresponding fines. Please note that this is not an exhaustive list. AV and art facilities fines extend beyond the following list.

<b>Offense</b>	<b>Fine</b>
Fire safety violations	EUR 100+, and the cost of repair/expenses
Unauthorized room change/swap	EUR 50,-
Unapproved overnight guest stay on-campus / unapproved early arrivals / unapproved late departures	EUR 100,- / day or any part of a day
Leaving the room in such a poor condition that it requires excessive cleaning	EUR 30,- / bag of trash or item
Furniture not returned to original locations	EUR 30,- / item + cost of replacement
Common room furniture found in room	EUR 30,- / item
Large items left in room (i.e. sofas, etc.)	EUR 50,- to EUR 100,- / item
Violation of Quiet Hours Policy	EUR 50,- to EUR 150
Wall Damage	EUR 250 / wall + cost of labor

Fines can be imposed by the Director of Housing and Residential Life, Head of Student Life and Community Affairs, Residential Life Coordinator, or the Site Manager. Fines must be paid to the College in accordance with payment methods and schedules outlined by [Student Accounts](#). For questions regarding payment plans students should contact [Student Accounts](#). Students who fail to pay fines within the allotted time are put on [Administrative Hold](#), restricting their access to registering for classes, obtaining transcripts or seeing their grades. The student in question may also be called to a meeting with the Head of Student Life and Community Affairs.

#### **10.6.5. Furniture**

All rooms and apartments in the residence halls come fully furnished. All furniture should remain in its intended room and spot; students should not bring communal furniture into private rooms, nor should they move furniture into shared spaces.

Students may not bring additional furniture into the residence halls for any amount of time unless they have received permission from Residential Life or the Site Manager. Students who do not adhere to this policy may face fines. See the [Fines](#) section for more information.

#### **10.6.6. Garbage Disposal**

Students are required to dispose of their own garbage, recycling, and bio waste in the appropriate containers. Students should make every effort to place waste in the appropriate container, and should not mix refuse. Waste must be left inside the appropriate containers and not on the ground or near to the containers.

#### **10.6.7. Guests**

Daytime visitors and overnight guests are welcome on campus. An overnight guest is defined as a non-resident in a student's room who will be staying between the hours of 10 pm and 7 am. must be registered with the Director of Housing and Residential Life. To register guests, the [Overnight Guest Stay Request Form](#) must be signed by the host's roommate, Residential Assistant and Student Life staff at least one work day prior to the guest's arrival.

No guest stay at Bard College Berlin can be longer than seven days and only one guest is allowed per night in a given room.

Daytime visitors do not have to be registered but every effort has to be made by the host in order to notify the apartment mates and obtain their consent. If for some reason the presence of a guest becomes undesirable for the other students living in the apartment the host must ask their guest to leave. All apartment mates are supposed to respect their mutually accepted rules regarding hosting guests outlined in their respective roommate agreement. Residential Life staff is available to assist with any guest-related concerns.

Resident hosts must always escort their guests. Guests are subject to all community policies and student hosts are responsible for their guests' behavior while on-campus. Hosts should inform their guests of the policies and expectations of the Bard College Berlin community. Guests' access may be revoked at any point if deemed appropriate by the Director of Housing and Residential Life. Guests may eat in the Cafeteria but they must purchase dining vouchers in advance from the Front Office during normal cashbox hours (see also [Cafeteria](#) section above). All guests must be over 18 years of age; parents or visitors of an older generation are not generally permitted to stay in the residence halls.

Students are allowed to have guests stay for a total of 28 days per semester. During winter and summer breaks, students are allowed to have guests for one week and 3 weeks respectively. No individual guest can stay for longer than a total of 7 days.

#### **10.6.8. Housing Agreement**

The Housing Agreement provides important information, dates, and expectations for students living on-campus. Every on-campus student is required to sign and return the Housing Agreement prior to

receiving access to their room. Depending on your student status, the Housing Agreement may be found in your application portal, your acceptance letter, your Terra Dotta, or on the Housing website.

#### **10.6.9. Pets**

Students should be aware that the keeping of pets in the residence halls is strictly forbidden, unless the pet is a service or support animal that is an approved accommodation for a student with a registered disability and has been pre-approved by the Health and Wellness Officer and Residential Life..

#### **10.6.10. Prohibited Areas**

Students are prohibited from entering the top level balconies/roof area of K30 and W15. This includes placing laundry or other items in that space. In all residence halls, students are prohibited from entering storage spaces unless accompanied by a member of Residential Life.

Further, students are not permitted to enter another student's room without express permission from all residents of that room.

#### **10.6.11. Quiet Hours and Noise**

In accordance with German/Berlin laws, Bard College Berlin has the following quiet hours policies. All students and guests are expected to be considerate of their noise levels and respectful of other community members at all times.

Quiet hours prohibit loud noise in public spaces or any noise that will carry beyond the resident's room between 10pm and 6am. Requests for a reduction in the volume of noise should be politely heeded at any time, and excessive or disruptive noise should be avoided at all times.

During Completion Week, all residence halls observe 24-hour quiet hours.

It is according to the assessment of the Residential Assistant (RA), Residential Life Coordinator, and Director of Housing and Residential Life whether or not the level of noise qualifies as excessive. Violations may include loud conversations outdoors or indoors by open windows/doors, loud music or loud gatherings in the apartments or in the gardens.

Violations of the quiet hours policy will be handled through the Student Code of Conduct and may result in fines as well as other outcomes.

#### **10.6.12. Room Changes**

To apply for a room change, students must submit the Room Change Request form, [found here](#). Applications are assessed based on need first, and chronologically second.

Moving, changing, or exchanging rooms without prior permission from Residential Life may result in fines.

### **10.6.13. Room Entry**

The College reserves the right to enter and inspect any room when, at the discretion of a staff member, it is deemed necessary for security, safety, maintenance repairs or policy enforcement. This specifically includes the right to inspect rooms to confirm compliance with College policy and room use, recover College property, ensure preservation of clean and sanitary conditions, fire prevention, or personal health and safety. If, during a room inspection, potential policy violations are observed, staff member(s) may take photos to document the possible violation and/or confiscate prohibited items.

Whenever an individual bedroom is entered without the student's prior knowledge, every effort will be made to alert the student that his/her room was entered, and the reason for room entry will be made clear. Students who request maintenance in their apartment and/or room should expect that members of the maintenance team will be entering their apartment and/or room.

Whenever possible, room entry is conducted in the presence of a full time staff member of the College. Residential Assistants (RAs) may not enter rooms by themselves, but may enter in pairs. RAs may only enter student rooms with the express permission of a Student Life staff member. RAs may also not let other people into someone's room.

Each semester Residential Life staff will conduct health and safety checks of all rooms. These checks will be announced a minimum of 5 working days before the check will occur. Residents are welcome to be present when the check occurs, however their attendance is not required. Residents will receive written feedback as to any potential violations or concerns. Any violations of the Student Code of Conduct will then be processed through that system.

At the end of each semester, or at any point in which the College is preparing for a break or closure, Residential Life Staff may enter apartments or rooms to check that maintenance standards, like window placement or temperature levels, are met.

During each semester, Residential Life staff will inspect kitchen spaces across campus for cleanliness. This will entail entering apartments. These inspections will be on a set schedule. Residents may not receive additional notice.

### **10.6.14. Roommate Agreement**

All residents must complete and sign a Roommate Agreement at the start of each academic year with all students living in their apartment, and whenever a new roommate moves into the apartment. The Roommate Agreement template will be provided to residents by their RA, or by reaching out to Residential Life.

### **10.6.15. Storage and Storage Rooms**

Limited storage is available on-campus for students currently living on-campus and expected to return to living on-campus. Storage is offered for a maximum of one academic year, after which items may be disposed of. Items that are improperly stored, improperly labeled, or causing damage to other items may be removed. Furniture and other large items are not eligible for storage.

Students may not use communal areas, hallways, patios, balconies, or stairwells to store items.

#### **10.6.16. Subletting**

Subletting any space on campus, including student rooms or apartment or any part thereof is prohibited. This includes AirBnB-type arrangements, couchsurfing arrangements, and any non-compensated overnights.

#### **10.7. On-Campus Programming**

Throughout the semester both the Residential Life Department and the Residential Assistants (RAs) offer programming for residents. Attending programs is optional. Programs are either educational or social (or both) in nature. Topics for educational programs range from time management to attending seminars and talks on academic topics.

Residents should be encouraged to approach their Residential Assistants (RAs) with programming ideas and take the lead in putting on programs themselves. In many residential halls, residents take the lead in celebrating one another's birthdays, for example.

#### **10.8. Residential Assistant (RA)**

Each building has a student Residential Assistant (RA) living in the building. RAs are in the buildings to do both programming and for safety/security concerns.

RAs will conduct residence hall meetings throughout each semester which all residents are expected to attend.

RAs also conduct regular programming (both educational and social in nature) that is optional for residents to attend.

RAs also have a safety/security function. Every night of the academic year there is one RA on duty from 5pm-9am. RAs are also on duty over the weekends and holidays during the academic semester. While on duty RAs hold an RA duty phone which residents can call for assistance. RAs will also conduct one or more sets of rounds of each residential building.

#### **10.9. Maintenance Concerns**

The residence halls are generally in quite a good state of repair. Staff conduct routine checks of the facilities and repair things as needed.

There are two categories of maintenance concerns. For minor maintenance concerns (light bulb not working, desk chair a bit wobbly...), residents should send an email to [maintenance@berlin.bard.edu](mailto:maintenance@berlin.bard.edu).

For more serious maintenance concerns (heat out, water not working, electricity not working...), residents should immediately phone the Residential Assistants (RAs) on call and request assistance. The RA should come to view the issue before calling for additional assistance. Additionally, if it is during working hours, please contact the Director of Housing and Residential Life, the Residential Life Coordinator, or any member of the Student Life staff via the Bard College Berlin 24hr emergency phone.



## **11. Other Resources for Students**

### **11.1. Career Services**

Careers Services offers support for students as it pertains to their career plans and student job search during and after Bard College Berlin, abroad and/or in Germany. Staff publishes a monthly newsletter containing academic events and job opportunities for students. Workshops on writing job applications and other career related topics take place during the semester. Students also have the possibility to speak to staff in person for individualized career coaching and advice on resumes, cover letters, personal statements and job and/or grad school applications. For further information visit the [Career Services website](#), where you also find an extensive [Career Resource Guide](#).

### **11.2. Internship Course with Mandatory Internship**

Bard College Berlin offers students the opportunity to participate in a learning opportunity that, if accepted, includes an unpaid (or sometimes also paid) mandatory internship position with a local organization or individual in Berlin, as well as an mandatory internship seminar that helps students contextualize and critically reflect on their internships. Students are paired with an internship host that best matches the student's interests with the host's needs. Academic credit is earned through the combination of the internship and full participation in an internship course.

The intern is required to work for not more than 10 to 13 hours per week under the guidance of a supervisor for preferably three months in the academic semester (between September and mid-December in the fall semester, between January and mid-May in the spring semester). For these working hours, the student keeps timesheets that are signed by the internship mentor at regular intervals. As of Fall 2023 the internship seminar is a "pass or fail" course, no grades are given..

### **11.3. Gym**

Bard College Berlin students, faculty and staff have free access to the SPOK Fitness Center which is located at Nordendstraße 56, about fifteen minutes walking distance from the student residence halls. Bard College Berlin students must show their Bard College Berlin ID at the reception counter in order to use the facility. The center offers:

- Fitness center with exercise machines
- Fitness courses (yoga, etc.)
- Tennis (indoor and outdoor courts)
- Volleyball
- Badminton (indoor courts)
- Running track

- Sauna
- Basketball court
- Table tennis
- Football (soccer) field

All fitness activities except tennis lessons are free of charge. Details about opening times can be found on the [website](#). Residential Life staff occasionally organizes trips to SPOK for specific athletic activities.

## **12. Finances**

All things pertaining to student accounts, billing and payments, and payment for student jobs are handled by the Student Accounts Office (at [studentaccounts@berlin.bard.edu](mailto:studentaccounts@berlin.bard.edu)). The office is located in the lower level of P24.

### **12.1. Student Accounts**

All records pertaining to a student's account (On/Off-Campus Comprehensive Fee, *Semesterticket* charges, reader fees, etc.) are managed by the Student Accounts Office. Account balances are sent out to students on a regular basis. For more information about payment options and deadlines, please check our [website](#). Students should fill out the [form](#) from the Student Accounts Office if they wish their financial records to be discussed or released to anyone other than themselves.

### **12.2. Administrative Holds**

A hold is placed on a student's account when there is an outstanding debt to the College, a conduct matter is unresolved or the student is failing to meet a condition of enrollment.

A hold restricts access to course registrations and transcripts until the hold has been lifted. If unsure, students should speak with the [Registrar](#) to discuss the reasons for the hold.

### **12.3. Tuition and Fees**

#### **12.3.1. Comprehensive Fee**

The on-campus comprehensive fee covers the following items:

- Tuition
- Room and Board (Monday through Friday)
- Access to a sports and fitness center
- Computer and Internet access
- Orientation and other student activities
- Student support services including access to StudierendenWERK

The off-campus comprehensive fee covers the following items:

- Tuition
- Lunch on campus (Monday through Friday) (for students admitted prior to Spring 2022 only)
- Access to a sports and fitness center
- Computer and Internet access
- Orientation and other student activities
- Student support services including access to StudierendenWERK

The comprehensive fee does NOT include:

- Summer and Winter Break Accommodation  
Students wishing to stay on-campus during summer and winter breaks have to pay for their housing separately in accordance with dates provided by Residential Life. Students who do not wish to pay for housing over breaks should make travel arrangements in accordance with the [academic calendar](#), which indicates when the residence halls open before the beginning of each semester and when the residence halls close at the end of each semester. For more information about the fee and payment details, please check our [website](#).
- Health Insurance  
Students are legally required to have health insurance. For more information, please see the section on [Enrollment](#).
- Liability Insurance  
It is recommended that students acquire German liability insurance (*Haftpflichtversicherung*), which will cost approx. EUR 80,- /year.
- Visa fees  
All students from non-EU countries need a student visa to study in Germany and to establish a place of residence in Berlin. Students should inquire with the nearest German consulate in their home country about the cost of the visa. Please refer to the [Residence Permit](#) section for more information.
- Residence Permit

Depending on citizenship and program duration, a permit may be needed to establish a place of residence in Berlin. This permit typically costs between EUR 50,- and EUR 110,- and is not covered by the comprehensive fee.

- Public transportation ticket

The Semesterticket costs amount to approximately EUR352.80- annually. Note that the costs are subject to change.

- Personal expenses

Expenses in this category range widely depending on the individual student's lifestyle. On-campus students should budget for at least EUR 25,- per week. With 30 semester weeks in an academic year, the minimal annual cost thus amounts to EUR 750,-.

- Reader fees

Depending on class size and page number, course reader prices range between EUR 7 and EUR 25 per reader. The cost of each reader will be added to your student account and an invoice will be issued during the semester. Purchasing a reader is mandatory for students enrolled in the course. Before the Add/Drop Period is over, the library will take readers back provided the copies are free of notes and returned directly to the circulation desk. Students who do not return the course reader on time will be charged the reader fee even if they are no longer enrolled in that course.

Students who participate in the Bard Abroad program, Erasmus students and Begin in Berlin program do not pay additional reader fees as it is included in their program fees.

Bard College Berlin fees are subject to annual revision and updated fees will be announced in the spring semester. Current On and Off-Campus Comprehensive fees can be accessed via the website.

### **12.3.2. Payment of the Comprehensive Fee**

Each student's acceptance form indicates their contribution. Please see the payment options and schedule on the Bard College Berlin website.

Students can make non-cash payments by bank transfer to the following account:

Account Number: 26868556

Sort Code: 100 208 90

HypoVereinsbank

Leibnizstr. 100

10625 Berlin, Germany

IBAN: DE98 1002 0890 0026 8685 56

SWIFT (BIC): HYVEDEMM488

Wire transfers may accrue bank-processing fees, depending on the bank involved. When arranging transfers, please remember to add this processing fee to the amount being transferred and include your name/or ID number as a reference. Fees retained by a bank will remain as an unpaid balance due on the student's account.

Bard College Berlin cannot accept credit card payments directly, however students can use online payment services like Wise.

Cash payments can be accepted only for amounts up to EUR 1500,-. Cash payments can be made at the Front Office ([frontoffice@berlin.bard.edu](mailto:frontoffice@berlin.bard.edu)) on Wednesdays and Fridays between 2:00 PM - 4:30 PM.

For detailed instructions, please send an email to [studentaccounts@berlin.bard.edu](mailto:studentaccounts@berlin.bard.edu).

If tuition and fees payment is not received by the deadline indicated in the payment schedule, a EUR 30,- late fee is charged per billing statement.

Academic holds are placed on accounts not paid as due. These holds restrict the prevent release of transcripts or diplomas and hinder the ability to attend or register for classes until the complete payment is made.

The same system of academic holds applies to students who fail to pay any other outstanding debt to or fines levied by Bard College Berlin.

If the tuition and fees including the late fee are not received within 30 days of the deadline, the student jeopardizes their registration status and the College may take legal steps.

#### **12.4. Refund Policy**

A student who takes a Leave of Absence or withdraws after the first day of classes must complete a leave or withdrawal form at the Registrar's Office. The forms must include an official leave/withdrawal date, which will determine if a refund will be given and the amount of such a refund. If a refund is applicable to the students' account, please contact the Student Accounts Office by phone or in writing to request such refund.

Students taking a leave of absence or withdrawing from the College are liable for the following charges based on the Comprehensive Fee for the entire academic year. The EUR 500,- deposit is included in the calculation of the contribution towards the comprehensive fee.

Financial aid recipients should confer with the Student Accounts Officer to determine the amount of aid that is removed from their Student Account. If the leave or withdrawal date is before the first day of classes, the semester charges are reversed in full. However, no refunds for room and board will be given on or after the move-in date. If the leave or withdrawal date is on or after the first day of classes, tuition, room and board can be refunded based on the schedules below; no refunds are given for other required fees. No refunds on tuition, fees, room and board charges are given for leaves/withdrawals occurring after the fourth week of classes.

#### **12.4.1. Returning Students**

For returning students, the schedule of the charge is as follows:

Leave of Absence/Withdrawal Occurs During	Tuition	Room and Board Charges
First week of classes	20 percent	100 percent
Second week of classes	40 percent	100 percent
Third and fourth week of classes	70 percent	100 percent
From the fifth week of classes	100 percent	100 percent

No refund of tuition, room and board, and required fees are given in the case of expulsion or suspension.

#### **12.4.2. First-year students**

For first-year students, the schedule of the charge is as follows:

Leave of Absence/Withdrawal Occurs During	Tuition	Room and Board Charges
L&T (first three weeks of fall)	20 percent	100 percent
Fourth and fifth week of classes	70 percent	100 percent
From the sixth week of classes	100 percent	100 percent

For first-year students or students who enroll in the three-week Language and Thinking Program, the first day of L&T is the first day of classes of the fall semester. If a leave of absence or withdrawal occurs at any time during these workshops, 80 percent of the semester's tuition is reversed. However, no refunds for room and board will be given on or after the move-in date. If the leave/withdrawal date occurs within two weeks after the end of these workshops, 30 percent of the semester's tuition charge is reversed. No refunds on tuition, fees, room and board charges are applicable beyond the fifth week of classes.

No refund of tuition, room and board, and required fees are given in the case of expulsion or suspension.

#### **12.4.3. Housing Cancellation Fees**

For all students including those who are on or will be taking a leave of absence or withdrawing from the College, Housing Cancellation fees are as follows:

Date	Charge
Before the move-in date*	1,000 EUR
On or after move-in date	100% of room and board

\*Please see the On-Campus Application Timeline for more details

If cancellation occurs on or after the move-in date, students will be subject to the full on-campus comprehensive fee and no refund will be given. Move-in dates are dependent on the Academic Calendar. For more details, please refer to the University refund schedule (Student Handbook [pg. 53.](#))

Note that any unpaid balances will result in an automatic financial hold on your student account until your account is current. Additionally, a late fee of 30 EUR will be applied per billing cycle. For more details, please refer to Student Handbook [pg. 52.](#)

## 12.5. Financial Aid

Financial Aid administered by the College is awarded on the basis of financial need and academic achievement and promise. A student and family together are considered to be the primary sources of financial support, and both are expected to make every effort within reason to meet the expense (the resources of a remarried parent's spouse are considered available to support the student). Assistance from the College is considered to be supplementary to the student and family's contributions.

Financial assistance is available through Bard College Berlin in the form of tuition waivers and scholarships, which do not require repayment and involve no work obligation.

Scholarship/Financial aid is awarded to students for one year. Students enrolled in the BA program must reapply every year to receive financial aid. To reapply, returning students must complete and submit the Financial Aid Renewal [Form](#) with the supporting documentation in a pdf file to [finaid@berlin.bard.edu](mailto:finaid@berlin.bard.edu) by April 1. Failure to meet this deadline may result in cancellation of scholarship/financial aid. No scholarship/financial aid offers are made beyond the duration of four years, the normal time for completion of the BA degree.

Students may ask for a re-evaluation of their current financial aid package if a significant unexpected change in their financial situation occurs. An appeal letter supported by relevant documentation needs to be submitted to [finaid@berlin.bard.edu](mailto:finaid@berlin.bard.edu). The financial aid will be reviewed and the student will be informed about the decision.

## 12.6. Conference Support Fund

Bard College Berlin students who have been invited to give a conference paper outside Berlin or Germany may apply for conference support to cover the relevant expenses (travel, accommodation and conference fees).

Support will be granted according to the following criteria:

- The conference paper must have been selected in a review process

- The student must apply for funding from the conference organizers themselves, if such funding is available
- The student must be in good academic standing
- Participation in the conference should not disrupt the student's studies at Bard College Berlin.

A student can only receive conference support once per academic year. Those interested should download and fill out the application form on the Bard College Berlin website and submit it with the supporting documentation. Please kindly refer to this [link](#) for additional information.

## **12.7. Student Employment**

Bard College Berlin offers a number of student jobs on campus. When possible, preference will be given to those students with a high financial need and to students who have previously undertaken the available job satisfactorily and wish to continue.

All student campus work is temporary employment; the weekly amount of hours may be flexible in certain job positions and depends on operational demands and the employing department's approved funding.

### **12.7.1. Campus Job Eligibility**

All Bard College Berlin students are eligible to apply for student employment as defined in this document, provided that they are in good academic and non-academic standing, and are not studying abroad at another institution or on a leave of absence.

### **12.7.2. Campus Job Hiring Process**

All vacant job positions are posted publicly through the Bard College Berlin email system and must be applied to within the deadline mentioned in the opening. Qualified applicants are invited for a personal interview or to complete an outlined hiring activity. Once successful, student workers will complete a work contract detailing the job description, working hours and duration of contract. This must be signed by both the student worker and the supervisor.

### **12.7.3. Campus Job Payment Process and Responsibilities**

Campus student jobs are paid at the rate of the current German minimum wage laws. Timesheets must be submitted to the job supervisor for approval and signature by the 12th of each month. Signed timesheets must be submitted to the Student Accounts Officer by the supervisor before the 15<sup>th</sup> of each month in order to receive payment. No payment will be processed more than four weeks after the month for which payment is applied. Payments will be made by bank transfer to German or EU bank accounts (SEPA transfer). All student work is reported to German tax authorities. Payments cannot be paid in cash.

There is no maximum number of hours per week a student may work on campus during the academic semesters, or when classes are not in session. Students are responsible for understanding their employment eligibility in relation to their studies and must abide by all restrictions applied by their health



insurance and residence permit or visa. Students are responsible for any required tax or social insurance payments should their monthly earnings exceed the tax free employment restrictions (Minijob).

Student wages are tax free, and lump sum payroll taxes are paid by Bard College Berlin. If the student holds another registered off-campus job, or obtains one while employed on-campus, the student needs to inform the Student Accounts Officer to ensure the total wages are not exceeding the tax free employment restrictions (Minijob).

For information on other employment as a student in Germany, please refer to the chapter [Living in Germany](#).

## **13. College Governance, Organization and Leadership**

### **13.1. Institutional Status**

Bard College Berlin, A Liberal Arts University is a German non-profit company (gGmbH) registered in Berlin and recognized by the Berlin Senate Department for Education, Youth and Science (*Senatsverwaltung für Bildung, Jugend und Wissenschaft*).

### **13.2. Accreditation**

Bard College Berlin, A Liberal Arts University is accredited at national level in Germany by the Wissenschaftsrat as of January 20, 2017.

The College first received state recognition from the Berlin Senate Department for Education, Youth and Science (*Senatsverwaltung für Bildung, Jugend und Wissenschaft*) in accordance with sec. 123 para. 1 of the Higher Education Act of the Federal State of Berlin [Berliner Hochschulgesetz – BerlHG] in 2011.

Program accreditation for the BA program in Humanities, the Arts, and Social Thought was granted by the accreditation agency [ACQUIN](#) in Fall 2013. In 2015, the BA in Economics, Politics, and Social Thought received accreditation from ACQUIN.

Bard College is accredited through the [Middle States Commission on Higher Education \(USA\)](#) and awards a BA degree to students completing Bard College Berlin's BA program in Humanities, the Arts, and Social Thought or BA in Economics, Politics, and Social Thought under authority granted by the [New York State Board of Education](#).

### **13.3. Committees**

#### **13.3.1. Standing Committees**

Academic Senate - The Academic Senate elects faculty members to the governing committees of the College, which are the following: the Examination Board, the Curriculum Committee, the Studies Committee, the Student Life Committee, and the Admissions Committee. The Academic Senate is made up of all professors, duly elected members of academic staff and administrative staff, and duly elected student reps.

Examination Board - The Examination Board deals with cases involving the academic policies of the College. Its members are the Dean, three further professors, and a representative of the Registrar's Office.

Curriculum Committee - The Curriculum Committee decides on curricular changes or review processes in response to the feedback of faculty or students. It is chaired by the Dean and its members are professors and other academic staff elected by the Academic Senate.

Studies Committee - The Studies Committee is a student-led committee. Its purpose is to offer students the opportunity to provide feedback on the programs and academic life of the College. Any matter concerning requirements, courses, or advising can be raised at the Studies Committee. Its members are the Dean, two further professors, and at least two student representatives.

Student Life Committee (SLC) - The task of the Student Life Committee is to fund student initiatives that will enhance the social, cultural, and intellectual life of the College. Its members are the Head of Student Life and Community Affairs, at least two professors, Director of Housing and Residential Life, a Member of the Civic Engagement Office, another Student Life staff member, and two elected members of Student Parliament. The SLC is chaired by a Student Life staff member.

Admissions Committee - The Admissions Committee reviews all applications to Bard College Berlin. Its members are the Dean, the Head of Admissions, Admissions staff, and further members of faculty elected by the Academic Senate.

Grade Review Committee (GRC) - The Grade Review Committee meets twice a semester (after mid-terms and after finals) to review cases of poor academic standing. Its members are the Dean, Associate Dean, the Registrar, the Director of Academic Services and the Head of Student Life and Community Affairs.

### **13.3.2. Non-Standing Committees**

Academic Integrity Board - A three-person committee made up of one faculty member from the Exam Board, the Chair and one student nominated by StuPa at the first meeting in the fall semester. The nomination is subject to approval by the committee chair. If the nomination is not approved, StuPa may make another nomination within two weeks.. This committee is chaired by the Director of Academic Services of the College (or designee). Administratively, the Academic Integrity Board Committee is supported by the Registrar's Office in their work. This committee hears cases involving Academic Integrity cases.

Appeals Committee - A three-person committee made up of a combination which will include one student, one member of the faculty and the Dean or the Associate Dean of the College. This committee is chaired by the Dean or the Associate Dean of the College (or designee) and supported administratively by the Head of Student Life and Community Affairs and hears appeals to the Student Code of Conduct.

Grievance Committee - A three-person committee made up of two faculty or staff members of the Academic Senate. This committee is chaired by the Associate Dean of the College (or designee). This committee hears cases brought up by students concerning potential violations of College policies by faculty or staff.

#### **13.4. Student Parliament (StuPa)**

Bard College Berlin also has a Student Parliament, which includes the student representatives elected to the Academic Senate, Studies Committee and Student Life Committee, as well as additional elected members. The role of the Student Parliament is to coordinate and supplement the tasks of the student representatives in both the Standing and Non-Standing Committees, to provide a forum for gathering general concerns and suggestions from the student body, to enable open and positive communication between the student body and the administration, and to work with administration and faculty to sustain the College's academic mission and community ethos. Elections for Student Parliament take place each semester.

#### **13.5. Senior Administration**

The College Senior Administration includes the Co-Managing Directors, Dean of the College, and Associate Dean of the College.

#### **13.6. The Bard College Berlin Board of Governors**

The Board of Governors is an international body appointed by Bard College to guide and support the work of the university. Responsibilities of the Board of Governors include advice and guidance, financial support and fundraising, assistance in achieving visibility and linkages, and other general oversight and support activities in keeping with the Articles of Association.

The members of the Board of Governors are Jens Reich (Honorary Chair), Kimberly Marteau Emerson (Chair), Florian Becker (ex officio), Leon Botstein (ex officio), Christine Wallich (First Vice Chair), Susan H. Gillespie (Second Vice-Chair), Ronald A. Crutcher, Josef Joffe, Ben Koerner, Alexander Papachristou, Ken Roth, Jacques Séguin, Michael Steinberg, Catherine Toal (ex officio), Taun N. Toay (ex officio), and Marylea van Daalen.

#### **13.7. The Bard Network and the Open Society University Network**

Bard envisions the liberal arts institution as the hub of a network, rather than a single, self-contained campus. Numerous institutions around the globe make up the Bard Network. [More information about the Bard Network can be found here.](#)

In January 2020, the Bard Network was expanded in new directions when George Soros announced the establishment of the Open Society University Network (OSUN), a global partnership of educational institutions that integrates learning and the advancement of knowledge--in the social sciences, the humanities, the sciences and the arts, on undergraduate and graduate levels--across geographic and demographic boundaries, promotes civic engagement on behalf of open societies, and expands access to higher education for underserved communities. The OSUN Network is headed by Bard College and

Central European University, with Bard College Berlin being a core member. A full list of members can be found [here](#).

The OSUN network offers students opportunities for online and summer courses (students may take a maximum of 1 per semester) as well as offering competitions for conferences, publications, study abroad support, micro-credentials and small grants. A full list of upcoming opportunities can be found [here](#). Students with questions about OSUN can contact the Director of Special Global Initiatives or the OSUN Administrative Coordinator.

## **14. Student Code of Conduct**

### **14.1. Introduction**

Bard College Berlin expects all members of its community to act in a manner that upholds the vision of community and education that is in the [Educational Mission](#) statement of the institution. Additionally, all community members should exhibit behavior that demonstrates respect for the institution, the education students are seeking, and the pursuit of knowledge. The Code of Conduct is a set of expectations that outline the policies that govern how students are to act and how they are held accountable to these expectations.

Any violation of the policies outlined in the Bard College Berlin Code of Conduct by a Bard College Berlin Student (visiting or full time) can and will be subject to action and sanction in accordance with the procedures set out in this Code of Conduct.

The Code of Conduct applies to student conduct which occurs on the grounds of Bard College Berlin as well as any College-related activity regardless of location.

Note: for any violation or potential violation of the Bard College Berlin [Gender-Based Misconduct Policy](#), the [Gender-Based Misconduct Policy](#) procedure will be followed. All cases involving gender-based misconduct go to the Gender Equity Coordinator or Deputy Coordinator.

### **14.2. Definitions**

Academic Integrity Board - a three-person committee made up of one faculty member from the Exam Board, the Chair and one student (nominated by StuPa). This committee is chaired by the Director of Academic Services (or designee). Administratively, the Academic Integrity Board is supported by the Registrar's Office in their work. This committee hears cases involving Academic Integrity.

Academic Standards and Integrity Policies - are a set of policies that speak to the academic work that students produce (tests, essays, projects...).

Appeals Committee - a three-person committee made up of a combination which will include one student (appointed by StuPa), one member of the Exam Board and the Dean or the Associate Dean of the College. This committee is chaired by the Dean or the Associate Dean of the College (or designee) and supported administratively by the Head of Student Life and Community Affairs.

Bard College Berlin Community - Members of the Bard College Berlin students, staff and faculty.

Condition - requirements that a student must complete when found responsible for violating the Student Code of Conduct. For non-academic misconduct cases, often one or multiple conditions are added to a sanction.

Hearing Officer - is the Head of Student Life and Community Affairs, or designee. That individual is a College staff member who is authorized to determine the appropriate resolution of an alleged violation of the Student Code of Conduct, and/or to impose outcomes or affect other remedies as appropriate. A hearing officer is also vested with the authority to, among other duties, investigate a complaint of an alleged violation of the Code of Conduct, decline to pursue a complaint, refer identified disputants to mediation or other appropriate resources.

Notice of Allegations - a letter (sent often as an email) notifying a student of a required written response or of the need to meet with a hearing officer or with the Academic Integrity Board in order to discuss a situation where the student may have been in violation of a College policy.

Outcome - a formal documentation of a student's status with the College in regards to being found responsible for violating one or multiple policies.

Preponderance of Evidence – the standard used to determine if a student is responsible or not for any charges. Preponderance of Evidence means it is more likely than not that the individual violated the policy for which they have been charged.

Student - any person admitted to, registered in, enrolled in, or attending any College course or College conducted program; any person admitted to the College who is on the College premises or College-related premises for any purpose pertaining to their registration or enrollment.

Student Organizations - student clubs, student committees or student boards that utilize College resources or facilities and/or receive funding or guidance from the College.

### **14.3. Academic Misconduct**

#### **14.3.1. Academic Standards and Integrity**

Bard College Berlin students are expected to adhere to the highest standards of integrity and intellectual engagement in their academic work. Attendance and thorough preparation for class, as well as commitment to the pursuit of excellence in written work, are fundamental requirements of Bard College Berlin's programs.

Acts of academic misconduct, such as the following, will result in a disciplinary process and lead to outcomes:

1. Plagiarism: The presentation of the work or words of another as one's own, without appropriate attribution and/or citation, whether intentional or not. Plagiarism includes:
  - a. The attempt to pass off the work of others as one's own
  - b. Presenting the exact words of others as one's own
  - c. Presenting the exact words or paraphrasing borrowings from other sources without appropriate attribution and/or citation
2. Collusion: The collaboration by two or more students on an assignment without appropriate attribution or authorisation. Providing one's own work to someone else to copy or copying work provided by another, whether wholly or in part, is collusion
3. Resubmission of one's own work: The re-use of one's own work (whether wholly or in part) for another assignment without appropriate attribution. Work that a student has published or completed outwith their study at the College must also be appropriately cited
4. Cheating: the attempt to deceive by gaining or providing unauthorized advantage or assistance in a College examination or assignment, including attempts to copy from other students in an examination, communicating answers with another student in an examination, the use of unauthorized materials or information and prepared answers in an examination, impersonation (taking an examination on behalf of another or having someone take an examination on one's own behalf), and the submission of academic work acquired from another student, AI platforms, or via essay mills and other such commercial enterprises providing writing services

If a student is in any way uncertain about what constitutes plagiarism or any of the above acts of academic misconduct, they should consult their academic advisors or course instructors.

### 14.3.2. Academic Disciplinary Process



1. Incident Report
  - a. Any member of the Bard College Berlin community may submit a written report documenting a concern about a situation or student regarding an alleged violation of policy. Reports should be submitted electronically via the Academic Integrity Incident webpage. When possible, reports should be submitted within 30 days of the discovery of the alleged violation.
  - b. Faculty are required to submit an Academic Integrity Incident Report even if the matter is resolved by faculty themselves.
2. Initial Processing
  - a. Received reports will be processed by the Director of Academic Services or designee who will determine if the report is in the purview of the committee. If reports are determined to be relevant to the Academic Integrity Board, they are forwarded to the Academic Integrity Board. Cases may also be referred to other offices or Committees as appropriate. If the report is brought by a faculty member, it will automatically be forwarded to the Academic Integrity Board.
3. Notice of Allegations
  - a. The Chair of the Academic Integrity Board will send the student a Notice of Allegations via their Bard College Berlin email address. This notification will outline the policies that have allegedly been violated.
  - b. The notification asks the student to accept full responsibility in writing for the allegation. If the student refuses to accept full responsibility at that time, the notification will ask the student to submit a written statement explaining their position by a specific date (typically 3-5 class or business days from the date of the Notice of Allegations). The Academic Integrity Board will make a determination on the allegations based on the information present in the statement. The Notice of Allegations may also include an invitation from the Academic Integrity Board to appear before the board at a hearing.
  - c. Throughout this process, the Academic Advisor or Head of Student Life and Community Affairs may work to support the student with any questions they may have.
4. Hearing
  - a. If the student accepts full responsibility on the Notice of Allegations, the Academic Integrity Board will meet to determine an outcome.
  - b. If the student does not accept full responsibility on the Notice of Allegations, the Academic Integrity Board will meet to review the case. The Academic Integrity Board may also request to meet with any additional parties as it pertains to the situation.
  - c. If the Academic Integrity Board requests the respondent to attend the hearing, the respondent may bring an additional person to the meeting. This individual may act as an

advisor to the respondent. This individual must be a member of the Bard College Berlin campus community. The individual will not speak as part of the proceedings but rather act as a support person for the respondent.

- d. If the student fails to respond to the Notice of Allegations within the given time period, the Academic Integrity Board will assume the student takes full responsibility for the allegations.
5. Further Investigation
  - a. Occasionally, after a hearing the Academic Integrity Board may need to further investigate a case before issuing an outcome. This may require the Board to speak with additional individuals or gather additional information.
6. Multiple Respondents
  - a. In instances where there are multiple respondents as it pertains to an incident, the Academic Integrity Board will go through the process one by one. It is possible that the Board may schedule additional meetings with individual respondents after meeting with other respondents.
  - b. If, in the process of a hearing, it is discovered that there are additional parties who may be involved, the appropriate Notice of Allegations letters may be sent to those individuals.
7. Outcome
  - a. The Academic Integrity Board will meet to determine an appropriate outcome based on the Code of Conduct. The outcome should be produced by the Academic Integrity Board within 3-5 working days from the date of the hearing or the date of the returned Notice of Allegations letter.
  - b. Once an outcome is determined, the Chair of the Academic Integrity Board will communicate it to the respondent in writing through an Outcome Letter (sent as an email).
8. Appeals
  - a. The Appeals process is outlined in the Appeals section.

#### **14.3.3. Academic Outcomes**

The conduct system is designed to contribute to the teaching of appropriate individual and group behavior and to foster the ethical development and personal integrity of students within the framework of the educational mission of Bard College Berlin.

In determining an outcome, the Academic Integrity Board takes into consideration many factors, including the respondent's past academic misconduct history, the nature of the offense, the resulting severity of any damage and/or injury or harm to the community, and the respondent's reflection on their actions.

Any one or more of the following outcomes and conditions may be assigned by the Academic Integrity Board.



Outcomes:

1. Letter of Warning - A Letter of Warning is a written warning for a minor violation. A warning indicates that the offending behavior must cease and further violations may result in additional disciplinary measures.
2. F or Zero grade issued for the assignment.
3. F or Zero grade issued for the class.
4. An FX (Failure due to academic dishonesty) noted on the transcript.
5. Academic probation.
6. Suspension from the College - suspension is the temporary exclusion of a student from Bard College Berlin for a specified academic term or terms not to exceed one calendar year. During the period of suspension, a student is not permitted to be on the College property or use the facilities or equipment without the express permission of the Director of Academic Services or designee. If these conditions of the suspension are violated, the student will be subject to further disciplinary action.

After the period of suspension, the student will be reinstated if the student:

- a. has complied with all conditions imposed as part of the suspension;
  - b. is academically eligible;
  - c. meets all requirements for reinstatement including, but not limited to, removal of Holds, payment of restitution where payment is a requirement of reinstatement, and is up to date on any fees/tuition payments/health insurance contributions;
  - d. meets all deadlines for filing necessary applications, including those for readmission, registration and enrollment.
7. Dismissal from the College - the student's status at Bard College Berlin is terminated indefinitely. The student is exmatriculated and thus excluded from all privileges and activities of the College. Once dismissed, the student has the same privileges as any visitor or guest, unless otherwise specified by the conditions of the outcomes.
  8. Revocation of Degree

Conditions:

The Academic Integrity Board may additionally impose or attach conditions to any outcome it issues. Typically, this would require a student placed on academic probation to meet with faculty or staff members affiliated with the College and/or to access available College support mechanisms. Conditions may also include the successful completion of external courses or training.

## **14.4. Non-Academic Misconduct**

### **14.4.1. Policies**

Acts of non-academic misconduct, such as the following, may result in a Disciplinary Process and lead to Outcomes/Conditions.

The College will not interfere with the legal prosecution of any member of the College community who violates the law. Law enforcement officers, with the proper legal documents, may search any and all buildings on campus without prior notice.

#### **1. Acts of Dishonesty**

- a. False information: furnishing false information to the College (e.g. faculty, staff,...).
- b. Misuse of College documents: forgery, alteration of, or misuse of any College document/record (including but not limited to: student admissions materials), instrument of identification (including but not limited to: all software and computer databases, computer systems, email, email signature, ID cards).
- c. Misrepresentation: misrepresenting oneself as another (including but not limited to: using another's ID card as one's own, giving one's ID card to another to use as their own).

#### **2. Alcohol**

- a. Failure to abide by Germany's laws regarding alcohol, specifically underage individuals are prohibited from drinking spirits and should not have spirits provided to them by someone of age.
- b. Attendance of classes, campus events or working a student job while intoxicated.
- c. Alcohol consumption in common campus areas (including but not limited to: the Cafeteria, classrooms or the Factory) unless provided by the College or if express permission was granted by the College in advance in writing.
- d. Drinking games, irresponsible consumption, public intoxication and other disruptive behavior with alcohol.

#### **3. Assault/Battery/Fighting or other Endangering Behavior**

- a. Any incident between two or more individuals in which violence or the threat of violence occurs. The violence or threat could be mutual or one sided.

#### **4. Cafeteria Policies**

There are specific policies that cover the Cafeteria. Those policies include, but are not limited to:

- a. Misrepresenting one's meal plan status.
- b. Stealing food from the cafeteria (community members are allowed to take one piece of fruit at lunch with them) and/or eating meals in the cafeteria that you have not paid for

(e.g. an off-campus student eating dinner, a student eating a meal during summer vacation).

- c. Exploiting one's meal plan status to provide food for others (community members or guests), who have not paid for it.
- d. Failure to purchase a 'guest pass' when bringing guests into the Cafeteria.

5. Damage/Destruction

- a. Intentional or unintentional; willful or malicious; damage or destruction of property which includes but is not limited to: attempted damage, actual damage, or misuse of College property or other personal/public property.

6. Discrimination

- a. Discrimination and discriminatory harassment on the basis of race, color, creed, religion, national origin, gender, visa status, marital or parental status, age, ability, disability, sexual orientation, gender identity, gender expression, or genetic information.

7. Disruptive Behavior

- a. Participation in the disruption or obstruction of teaching, research, administrative actions, conduct proceedings, quiet hours, or the free flow of pedestrian or vehicular traffic; excessive noise.
- b. Leading to or inciting others in acts of disruption or obstruction of any other College activities, including on- or off-campus public functions and authorized non-College activities occurring on-campus.

8. Drugs

- a. The possession or use of narcotics, hallucinogens, or illegal drugs  
Note: the possession and use of prescription drugs is only allowed with a valid prescription.
- b. The distribution or sale of narcotics, hallucinogens, illegal drugs, or prescription drugs
- c. Being under the influence of drugs (without a valid prescription for that drug).
- d. The possession, use or being in the presence of drug paraphernalia (without valid prescription).
- e. Knowingly being in the presence of drugs.

9. Failure to Comply

- a. Failure to comply with the directions of any College (including student employee) or public official who has identified themselves while acting in the performance of their assigned duties.
- b. Failure to comply with any sign, requirement, notice or directive that has been posted by a College employee or public official as it pertains to College policies and/or an employee/public official acting in the performance of their assigned duties.

10. Fire Safety

- a. Creating a fire hazard or a situation that endangers others, such as arson.
- b. The unauthorized or improper possession, use, removal or disabling of fire safety equipment and/or warning devices (including covering smoke detectors).
- c. Failure to follow fire safety procedures or instructions, or interference with fire fighting equipment or personnel.
- d. Intentionally or unintentionally setting off the fire alarm when there is no real fire.
- e. Other violations of the College Fire Safety Policies as specified in the Student Handbook.

11. Forcible Entry/Unauthorized Entry

- a. Forcibly entering a space and/or entering a space without authorization.
- b. Presence in a building, property or attempting to enter a space without appropriate authorization.
- c. Moving rooms without the permission of Residential Life.

12. Guests

- a. Failure of guests to abide by campus policies.
- b. Failure to abide by the Guest Policy.
- c. Student hosts and Student Organizations are responsible for the actions of their guests.

13. Harassment/Bullying

- a. Harassment is intentional conduct, without a legitimate purpose, which causes another person distress or fear.
- b. Bullying is any intentional, repeated, and/or aggressive act, whether physical, verbal or otherwise, communicated with the intent to cause another person physical, mental or emotional harm or which is intended to coerce an individual to act or refrain from acting.

#### 14. Passive Participation

- a. Being knowingly present when a policy violation is occurring and not taking steps to proactively remove oneself from the location of the violation and report the violation to the appropriate College staff.

#### 15. Pets

- a. Pets and/or personal animals (inclusive of any support animals) are not allowed in campus buildings without specific written permission through the Disability Accommodation process or through the Director of Housing and Residential Life.

#### 16. On-Campus Policies

For a full list of On-Campus Policies, see the [On-Campus Policies](#) section.

#### 17. Retaliation

- a. Any adverse action taken against an individual or group because of something that individual or group did in connection with this policy, or because of their participation in an investigation or proceeding under this policy. Retaliation includes intimidation, threats, harassment, assault and adverse employment or educational actions. Retaliation may be committed by the Responding Party, the Reporting Party, third parties, or any other individual or group. Retaliation may be found even when an underlying report made in good faith was not substantiated. Retaliation does not include good faith actions pursued in connection to a report, investigation, or proceeding under this policy.

#### 18. Sexual Violence

- a. Acts of Sexual Violence as defined in the [Sexual Violence and Gender-Based Misconduct Policy](#) include, but are not limited to: rape, sexual assault, sexual harassment, gender-based harassment, sexual exploitation, incest, statutory rape, dating violence, domestic violence, and/or stalking. All such incidents or alleged violations will fall under the [Gender-Based Misconduct Policy](#) and shall proceed with that protocol.

#### 19. Smoking

- a. Smoking indoors in any campus building. This includes smoking on balconies in the residence halls or apartments or leaning outside of windows. Possession of smoking paraphernalia including cigarette butts or ash trays.
- b. Smoking is defined as creating smoke (or water vapor/steam) by lighting a cigarette, cigar, pipe, hookah, bong, or other smoking product (including e-cigarettes, vapes or any other smoking device).
- c. Smoking outside a designated smoking area.

- d. Smoking within 10 meters of an academic building, when requested by a faculty or staff member.

The success of this policy requires the thoughtfulness, consideration, and cooperation of smokers and non-smokers alike. It is the responsibility of each member of the campus community to adhere to this policy. Any participant responsible for a fire started from smoking, or improper disposal of smoking materials will be financially responsible for all associated damages and may face disciplinary action.

#### 20. Theft

- a. Taking property which belongs to another person or entity without authorization, payment or other explicit permission. This includes identity theft, shoplifting, sale of stolen property and possession of stolen property.

#### 21. Use of Facilities/Equipment/Vehicles/Campus Logo

- a. Failure to abide by institutional policies regarding use of facilities, equipment, vehicles and the College logo. This includes policies regarding the reservation and use of campus spaces.

#### 22. Violations of any published College policy or rules whether or not specifically listed in the Student Code of Conduct

#### 23. Weapons

- a. Possession of weapons of any kind on campus or at Bard College Berlin sponsored events.
- b. Possession, carrying, storing, using or having in the individual's custody or control of a weapon.
- c. Weapons include, but are not limited to: firearms of any nature or description including shotguns, rifles, pistols and revolvers, paintball guns or BB/pellet guns; firearm replicas; ammunition; martial arts-type weapons; explosives (including fireworks); bows, crossbows, arrows, or slingshots; switchblade knives or folding (pocket-style) knives with a blade length of three inches or greater; swords; pointed metal darts; mace, pepper spray/gas or other dangerous chemicals; tasers/stun-guns; or any other destructive device or instrument that may be used to do bodily injury or damage to property. Kitchen knives, if the knife is used as a weapon, are unacceptable.

### **14.4.2. Disciplinary Process**



### 1. Incident Report

Any member of the Bard College Berlin community may submit a written report documenting a concern about a situation or student regarding an alleged violation of policy. Such reports are given to the Head of Student Life and Community Affairs or Director of Housing and Residential Life. When possible, reports should be submitted within 30 business days of the discovery of the alleged violation.

### 2. Initial Processing

Reported information may be examined by the Head of Student Life and Community Affairs to determine if a policy violation may have occurred. Members of the campus community may be asked to come to speak about their knowledge of a given situation. Additionally, other information (such as key logs or photos) pertaining to an incident may be reviewed before any formal action is taken. If an incident does not rise to the level of a policy violation, non-punitive follow up may still be possible at the discretion of the Head of Student Life and Community Affairs.

### 3. Notice of Allegations

When a student is thought to be involved in a policy violation, the student is sent a Notice of Allegations via their Bard College Berlin email. This notification will outline what policies are alleged to have been violated. The notification will either indicate a date/time for the respondent to have a hearing or ask the respondent to schedule a meeting by a specific date.

When a Notice of Allegations specifies a date/time for a meeting, the date/time may be no sooner than three class days from the date the letter was sent.

It is important to note that a Notice of Allegations does not mean any decision has been made. It is, however, a formal indication from the College to the respondent that there is a concern. Respondents should approach the conduct process from the standpoint that there are multiple sides to every situation and the conduct process is designed to bring all sides to light.

### 4. Interim Measures

In certain circumstances, the Head of Student Life and Community Affairs or Designee may impose interim measures to ensure the health and safety of the community. These measures may include no contact requests, no contact requests, removal from on-campus housing, and suspension from the College. Interim measures remain in effect until a Finding has been made and the appeals process is complete.

## 5. Administrative Hearing

An Administrative Hearing is a meeting between the respondent and a hearing officer.

In preparation for an Administrative Hearing, the respondent may elect to submit any written witness statements or other relevant documentation. The hearing officer may also request the same of other parties.

If the respondent chooses, the respondent may bring an additional person to the Administrative Hearing. This individual may act as an advisor to the respondent. This individual must be a member of the Bard College Berlin campus community. The individual will not speak as part of the proceedings, but act as a support person for the respondent.

In an Administrative Hearing, the Hearing Officer ultimately makes a decision based on all reports, documentation and information gathered to find the respondent responsible or not responsible for each of the allegations listed in the Notice of Allegations. The decision is called a Finding. The Finding is made after the Administrative Hearing meeting concludes, but should be made within 5 business days. If the case has multiple respondents, the Finding will be made within 5 business days of the last scheduled Administrative Hearing.

During an Administrative Hearing meeting:

- a. The hearing officer will first talk through the Code of Conduct process with the respondent to answer any questions about the process.
- b. The hearing officer will invite the respondent to share their side of events as they recall them. Throughout the meeting, the hearing officer may ask the respondent questions to clarify the situation. The hearing officer may also take notes throughout.
- c. The respondent will then be given the opportunity to take responsibility for their actions as it pertains to the allegations they received. The Hearing Officer may ask clarifying questions to determine the level of responsibility, ie. whether the respondent is responsible for some, all, or none of the allegations presented.
- d. If the respondent chooses to elect that they are not responsible for some/all of the allegations, the hearing officer will make a determination regarding responsibility.
- e. If the respondent chooses, the respondent may bring an additional person to the informal resolution meeting. This individual may act as an advisor to the respondent. This individual must



be a member of the Bard College Berlin campus community. The individual will not speak as part of the proceedings, but act as a support person for the respondent.

Bard College Berlin recognizes the standard of 'Preponderance of Evidence' when determining responsibility.

For cases involving repeat offenders or allegations of physical assault, weapons or other more severe allegations, interim measures may be put into place upon consultation with the Head of Student Life and Community Affairs.

#### 5. Further Investigation

Occasionally, after an Administrative Hearing meeting, the hearing officer may need to further investigate a case before issuing a Finding. This may require additional witnesses coming to speak with the hearing officer, additional meetings with the respondent(s), or other information to be gathered.

If further investigation is needed, a Finding will be issued within 5 business days of the conclusion of the investigation.

#### 6. Multiple Respondents

In instances where there are multiple respondents as it pertains to an incident, the hearing officer will meet with each student. In some cases, the hearing officer may elect to have joint meetings with some or all respondents. Respondents have the right to request an individual meeting if they would like. It is possible that a hearing officer may schedule additional meetings with individual respondents after meeting with other respondents.

If, in the process of an Investigation or Administrative Hearing, it is discovered that there are additional parties who may be involved, the appropriate Notice of Allegations letters may be sent to those individuals.

#### 7. Finding

The Finding of the Administrative Hearing will be made on the basis of whether it is more likely than not that the respondent violated the Code of Conduct for each violation which appeared on the Notice of Allegations. For cases involving only one respondent, Findings are made and issued within 5 business days from the date of the Administrative Hearing. For cases involving multiple respondents, Findings are made and issued within 5 business days of the last scheduled Administrative Hearing. The Hearing Officer would first review the conduct history of the respondent (to see if they had previously been on probation or have other ongoing Outcomes or Conditions) before issuing any Findings, Outcomes and/or Conditions appropriately.

Once Findings, Outcomes and Conditions are determined, the hearing officer will communicate it to the respondent in writing through an Outcome Letter (sent as an email).

#### 8. Appeals

The Appeals process is outlined in the Appeals section.

#### 9. Failure to Schedule a Meeting or Failure to Attend a Conduct Meeting

In the case of a first missed meeting, respondents will be sent a rescheduled meeting notice. In the event a second meeting is missed, a decision may be made without the respondent participating in the process and additional charges may be applied, including failure to comply. The student will receive written notice of the outcome, and written notice of any new allegations.

#### 10. Failure to Complete Assigned Outcomes

All Outcomes or Conditions that require the student to complete a task are given a specific due-date. Failure to complete the Outcome or Condition by the respective due-date may result in additional conduct charges being filed against the student and/or Holds being placed on the student's account which may include blocking the student's ability to register for classes or receive a transcript.

### **14.4.3. Outcomes and Conditions**

The Conduct system is designed to contribute to the teaching of appropriate individual and group behavior and to foster the ethical development and personal integrity of students within the framework of the Educational Mission of Bard College Berlin.

In determining an Outcome or Condition, the hearing officer takes into consideration many factors including the respondent's demeanor, past disciplinary history, the nature of the offense, the resulting severity of any damage, and/or injury or harm to the community.

Any one or more of the following Outcomes and Conditions may be assigned by the hearing officer. Students who receive an Outcome of Social Probation, Suspension or Expulsion are considered not to be in good standing with the institution during the timeframe of their Outcome.

Outcomes:

1. Letter of Warning - A Letter of Warning is a written warning for a minor violation. A warning indicates that the offending behavior must cease and further violations may result in additional disciplinary measures.

2. Social Probation - Social Probation is a restrictive probationary status imposed for a specific time period, not to exceed eighteen months, during which the student may be prohibited from representing the College or running for/holding office in any extracurricular activities such as councils, committees, clubs, organizations, theater, publications, etc. Additionally, students may be unable to hold certain student employment jobs on campus and/or individual scholarships may also be impacted. Students found responsible for any further violations of the Code of Conduct during the probationary period or who violate the conditions or restrictions of the probation may be subject to further action.
3. Suspension from the College - suspension is the temporary exclusion of a student from Bard College Berlin for a specified academic term or terms not to exceed one calendar year. During the period of suspension, a student is not permitted to be on the College property or use the facilities or equipment without the express permission of the Head of Student Life and Community Affairs or designee. If these conditions of the suspension are violated, the student will be subject to further disciplinary action.

After the period of Suspension, the student will be reinstated if the student:

- a. has complied with all conditions imposed as part of the suspension;
  - b. is academically eligible;
  - c. meets all requirements for reinstatement including, but not limited to, removal of Holds, payment of restitution where payment is a requirement of reinstatement, and is up to date on any fees/tuition payments/health insurance contributions;
  - d. meets all deadlines for filing necessary applications, including those for readmission, registration and enrollment.
4. Dismissal from the College - the student's status at Bard College Berlin is terminated for an indefinite period of time. During the period when the student is exmatriculated and thus dismissed, the student is excluded from classes and from all privileges and activities of the College. During a period of dismissal a student is not permitted on College property or to use the facilities or equipment without the express permission of the Head of Student Life and Community Affairs or designee.

A sanction of Dismissal from the College must be approved by the Head of Student Life and Community Affairs in conjunction with the other members of the College Leadership Team.

Conditions:

1. Educational Sanction (Special Project/Assignment) - An educational sanction is typically a reflection paper, research project, presentation, bulletin board, alcohol/drug intervention, or

other project the student must complete by a set due date. The Educational Sanction should be directly related to the violation for which the student has been found responsible.

2. Fine, Fee, or Service Charge - Fines, Fees or Service Charges payable to the College of no less than EUR 5,- and no greater than EUR 200,- depending on the degree of the infraction (except when a larger fine is imposed on the College by an outside agency). The charge can be paid in cash or is billed to the student through Student Accounts. The funds are deposited into an account which is used to support educational programming conducted by Student Life.
3. Restitution - Students are required to pay for damaged items and costs incurred as a result of their actions. The charge can be paid in cash or is billed to the student through Student Accounts.
4. Skills Development - The student will be required to meet with an administrator on campus who can guide the student through skills development. Topics could include: stress reduction, time management, organizational skills development or anger management. Alternatively, the student may be required to attend a community program such as Alcoholics Anonymous.
5. Community Service - A student may be required to do a specific number of hours of community service. Community service can be assigned for projects both on- or off-campus and must be completed by a specific date.
6. Confiscation - Items that are banned from the residence halls or throughout campus or items that are found at the scene of an incident are subject to confiscation by Residential and Student Life staff.
7. Change in Residential Status - A student's on-campus housing status may be reviewed and could result in a student losing the ability to live on-campus and/or visit on-campus housing. Additionally, a student could be required to relocate to a different residence hall. This status could be effective immediately or effective on a specific date. The status could last for a set amount of time or be indefinite.
8. No Contact Order - This requires a student not to have contact with another student or member of the College community for a specific period of time by any means including: personal contact, virtual contact (email, texting, phone calls, tweets...), or contact through a third party or intermediary. This could result in an individual needing to change academic classes and/or relocate from a residence hall.
9. Withdrawal of Recognition/Dissolution (only for clubs/organizations) - Student groups may be disbanded and College recognition withdrawn for a specific period of time or permanently.

Further, disciplinary action taken against a student group leader(s) may result in outcomes or conditions against the leader and/or organization.

#### **14.5. Appeals**

Any student found responsible for a violation of a policy by a hearing officer or by the Academic Integrity Board may appeal the Finding. Additionally, a student may appeal a decision issued by the Examination Board. The appeal must specify whether the appeal is being made as a result of:

1. Rights of the respondents are violated;
2. Procedural errors adversely affecting the Finding of the hearing; and/or
3. New information not reasonably available at the time of the hearing.

The Appeal must contain the reasonings for the request (from the list above) and be:

1. filed with the Associate Dean or Dean of the College or designee;
2. written in an email or letter; and
3. filed within 7 calendar days after the Outcome Letter is sent.

Appeals are typically heard by a three-person committee. The committee is made up of three community members. Whenever possible, that will be a combination which will include one student (appointed by StuPa), one member of the Exam Board and either the Associate Dean or Dean of the College.

The Appeals Committee may or may not request to speak with the respondent. The Appeals Committee will review the appeal and any documentation they should require.

The Appeals Committee has the ability to uphold or overturn any Finding made by a hearing officer. The Committee has the ability to change Finding(s) as well as to alter outcomes and/or conditions.

Findings made by the committee are final and should be released within 7 calendar days from the date the appeal is filed (unless there are major scheduling obstacles).

Administratively, the Appeals Committee is supported by the Head of Student Life and Community Affairs in their work.

#### **14.6. Amnesty or Good Samaritan Policy**

Bard College Berlin recognizes that there may be health or safety emergencies related to the use of alcohol or other substances in which the potential for disciplinary action by the College may deter

students from seeking assistance for themselves or for other members of the Bard College Berlin community.

In all such matters, the health and safety of the student at risk is the College's top priority. Medical assistance should always be sought out as a first step. In such cases, students should call 112 followed by calling the Bard College Berlin 24hr emergency phone to ask for assistance. Alternatively, if students are unsure of what to do, they should call the Bard College Berlin 24hr emergency phone to ask for assistance.

Should a student, or another individual on behalf of that student, voluntarily come forward seeking assistance in a situation involving the over-consumption or abuse of drugs and/or alcohol, the College's response in regard to that overconsumption will be first and foremost focused on medical treatment, counseling and/or educational interventions.

However, the College reserves the right to address any associated acts that compromise the well-being of the community and its members such as harassment, violence, damage, harm to self/others, or distribution of illegal substances on a case by case basis as deemed appropriate/necessary.

#### **14.7. Handling of Records**

1. Records of violations of the Academic Integrity policies are maintained by the Registrar's Office while records of violations of the non-Academic Misconduct policies are maintained by the Head of Student Life and Community Affairs.
2. Generally, such records are maintained for at least three years after the actual or intended date of graduation of the student in question, whichever date comes closest to the actual time when the student leaves the College.
3. These records are treated as private within the provisions of relevant laws.
4. However, where the outcome assigned was probation, suspension or dismissal, the necessary academic and administrative offices are notified of the change of status of the student. Also, other relevant offices will be informed when the case involves specific services.
5. The College maintains suspension and dismissal records indefinitely.
6. Students wishing to review their disciplinary record may do so by making a request in writing to the Registrar or Head of Student Life and Community Affairs. Records will be made available to the student within seven business days of the date of request. Students may also have copies made of their own record at their own expense.
7. Students who believe their disciplinary records contain information that is inaccurate, misleading or otherwise in violation of their privacy or other rights, should meet with the Registrar's Office or Head of Student Life and Community Affairs to discuss.

#### **14.8. Interpretation and Revision of the Code**

1. Any questions of interpretation regarding the Code of Conduct shall be referred to the Head of Student Life and Community Affairs or designee for determination. The Head of Student Life and Community Affairs' determination is final.
2. The Code of Conduct shall be reviewed at least every three years under the direction of the Head of Student Life and Community Affairs. Substantive revisions of the code shall be approved by the Leadership of the College.
3. This document was reviewed and revised in the spring of 2024.

### **15. Sexual Violence and Gender-Based Misconduct Policy**

#### **15.1. Introduction**

All members of the Bard College Berlin community are expected to exhibit behavior that demonstrates respect for one another and to act in a manner that upholds the vision of community and education expressed in the Educational Mission of the institution. To that end, the College maintains a Gender-Based Misconduct policy for all staff, faculty and students. This policy can be located on our website. Any questions regarding the policy should be directed to the Gender Equity Coordinator.

### **16. Grievances**

A student with concerns that another member of the community has violated College policies may have those concerns heard and may seek resolution.

If the grievance concerns grading, the student should contact the Director of Academic Services (see Grade Appeals).

If the grievance concerns potential gender-based misconduct by any member of the College community, the student should contact the Gender Equity Coordinator (see Gender-Based Misconduct Policy).

If the grievance concerns potential violations of the Student Code of Conduct by another student, the student may contact the Head of Student Life and Community Affairs.

If the grievance concerns a possible violation of the College's non-discrimination policy by another student, the student should contact either the Director of Diversity, Equity, and Inclusion or the Head of Student Life and Community Affairs and the grievance will be addressed through the Student Code of Conduct.

If the grievance concerns a possible violation of the College's non-discrimination policy by a staff or faculty member, the student should contact the Director of Diversity, Equity, and Inclusion (see Complaints of Alleged Violations of the Non-Discrimination Policy).

If the grievance concerns potential violations of any other campus policies (including, but not limited to, the College's anti-discrimination policy) by a faculty or staff member, the student may contact any of the following staff members: the Director of Diversity, Equity, and Inclusion; the Director of Academic Services; or the Head of Student Life and Community Affairs.

### **16.1. Complaints of Alleged Violations of the Non-Discrimination Policy**

Possible violations of the non-discrimination policy by another student should be referred to the Director of Diversity, Equity, and Inclusion or the Head of Student Life.

If a student believes that a possible violation of the College's non-discrimination policy by a staff or faculty member has occurred, they should contact the Director of Diversity, Equity and Inclusion and have three options for resolution.

Three pathways are available to students who wish to raise a concern or incident relating to a faculty or staff member:

1. Give General Input: A student may choose to give general input about their experience at the college, input which can inform DEI strategy or workshops or trainings for staff or faculty. *General input will not be attached to specific individuals. It will be collected to identify trends and shared during regular DEI reporting sessions.*
2. Share a Concern: A student may choose to share a concern rather than making an official complaint. In this case, the DEI office will follow up directly with the named party. Concerns can be shared anonymously at the student's request. If the student wishes, a meeting can be arranged with the party concerned, and mediated by the DEI officer or another staff member. *Confidential clarifying notes will be taken to ensure the case meets the criteria of a concern and to facilitate response but need not be kept after the resolution of an issue.*
3. File a Report: A student may choose to make a complaint about an alleged incident. A record of the student's complaint is prepared and shared with all parties in the resolution procedure (as outlined in the Student Handbook, see Non-Discrimination and Grievance policies). The Managing Director(s) will be notified, as well as the Dean in faculty cases. *All documentation relating to these processes will be kept in compliance with GDPR and will normally be erased after 3 years.*

In all of these cases, the university would like to ensure that faculty are made aware of concerns that students have brought forward in order to mitigate or eliminate any bias, misconduct or discrimination.



## **16.2. Procedures**



### **16.2.1. Informal Resolution**

The staff member who is contacted will typically set up an initial meeting with the complainant in order to gain a fuller understanding of both the matter and what a satisfactory resolution would be. Most grievances can be resolved informally through one of the following:

1. The student discusses the grievance with the individual concerned.
2. The student and individual concerned discuss the grievance in a conversation mediated by a College staff member.
3. A College staff member discusses the student's grievance with the individual concerned.

### **16.2.2. Formal Resolution**

If informal means do not satisfactorily resolve the grievance, the student may appeal to the Grievance Committee. The appeal to the Grievance Committee should include 1) an account of the grievance with as much specificity as possible, 2) evidence that informal means have been exhausted, and 3) a statement of the desired resolution.

The Grievance Committee will conduct an investigation of the case, which may include asking the accused individual to present a written statement, interviewing witnesses, or otherwise collecting facts. Interviews may be called for all parties. At every step, the Grievance Committee will seek to maintain as much confidentiality as possible, but the procedure cannot be guaranteed to be confidential.

After conducting an investigation, the Grievance Committee will produce a finding which is shared with all parties involved. Findings may include recommendations for further action.

The finding of the Grievance Committee is final and cannot be appealed.

## **16.3. Non-retaliation**

Any student wishing to address a grievance may do so without fear of retaliation by faculty or staff. All members of the faculty and staff are prohibited from retaliatory actions in the event that a grievance is brought up against them.

## **17. Interpretations to, Dissemination of and Updating of the Student Handbook**

Any feedback and questions of interpretation regarding the Student Handbook shall be referred to the Head of Student Life and Community Affairs or designee for determination. The Head of Student Life and Community Affairs' determination is final.

The Student Handbook is made available to all students via the Bard College Berlin website. The handbook is also sent out to new students in the weeks before their arrival to campus and to existing students during the first week of classes each semester.

The Student Handbook shall be reviewed annually in the early spring semester under the direction of the Head of Student Life and Community Affairs. Substantive revisions of the Handbook shall be approved by the Senior Administration of the College with input requested from the Student Parliament.

This document was reviewed and revised in the spring of 2024.

## **18. Special Policies and Procedures During the Coronavirus Pandemic**

In order to keep everyone in the Bard College Berlin community as safe and healthy as possible, several special policies and procedures will be in force during the ongoing coronavirus (SARS-CoV2) pandemic. Bard College Berlin will follow or exceed all health mandates from the Berlin state and German federal governments. The College will adapt its policies and procedures in accordance with changes in government regulations and local circumstances. The Special Policies and Procedures can be found at: <https://berlin.bard.edu/covid-19/>