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ECLA was established in Germany in 2002 as a not-for-profit educational institution (gGmbH). ECLA is also recognised in the United States as a 501 (c) (3) not-for-profit educational institution.

2011
2012



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If you cannot wait until normal business hours, but your life is not in immediate danger.

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Emergency Number in Germany

112

Taxi Company

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TABLE OF CONTENTS

ACADEMIC POLICIES & REGULATIONS..... 1-11

Official Communication.....	1
Programmes.....	1
Academy Year.....	1
Project Year.....	1
BA in Value Studies.....	1
International Summer University.....	2
State of the World Week.....	2
Studio Component.....	2
Registration.....	3
Late Registration.....	3
Drop/Add Courses.....	3
Work Overload/Underload.....	3
Class Participation and Conduct.....	3
Absence Policies.....	4
Late Arrival.....	4
Absences from Individual Courses.....	4
Absences Overall.....	4
Absence from Tutorials.....	5
Absence or Non-completion of Written Work Due to Medical Reasons.....	5
Leave of Absence.....	5
Essay Submission and Feedback.....	6
Essay Submission.....	6
Feedback.....	6
Late Submission of Work.....	6
Academic Integrity.....	6
Grading and Credits.....	6
Grading	6
Grading System.....	7
Grades Not Used in GPA Calculations.....	7
ECLA Credits.....	8
Bennington College Credits.....	8
Official Transcripts.....	8
Student Status Verification.....	9
Course Evaluation.....	9
Graduation.....	9
Attending Other Academic Programmes While Studying at ECLA.....	10
Academic Probation.....	10
Withdrawal.....	10
Dismissal.....	10
Expulsion.....	11

GENERAL POLICIES & REGULATIONS..... 11-16

Library.....	11
Required Books.....	11
ECLA Library.....	11
Electronic Resources.....	11
Libraries in Berlin.....	11
Information Technology.....	11
Residential Policies.....	12
Community Ethos.....	12
Guests.....	13
Parties.....	13

GENERAL POLICIES & REGULATIONS..... 11-16

Smoking.....	13
Alcohol.....	13
Illegal Substances.....	13
Harassment, Sexual Harassment and Sexual Assault.....	13
Medical Emergencies.....	14
Visa, Residence Permit, Insurance.....	14
Visa.....	14
Local Registration.....	14
Residence Permit.....	14
Medical Insurance.....	14
Health Services.....	15
General.....	15
Counselling.....	15
Dining Services.....	16
Campus Facilities.....	16
Reading Room.....	16
Student Media Lab.....	16
Sports and Fitness.....	16
Bikes.....	16
Transportation Tickets.....	16

FINANCES..... 17-21

College Fee.....	17
Payment of Fees.....	18
Late Payment.....	19
Refund Policy.....	19
Financial Aid.....	19
Financial Aid Renewal.....	19
Financial Aid Revision.....	19
Merit-based Scholarship.....	19
Conference Support Fund.....	20
Student Employment.....	20
Apply for a Job.....	20
Supervision.....	20
Time Sheets and Payment.....	21

ECLA BUILDINGS..... 21

ACADEMIC POLICIES AND REGULATIONS

OFFICIAL COMMUNICATION

At ECLA, all official information is communicated to students through their ECLA email accounts and the internal Google Calendar, weekly schedules on the ECLA website and the Cafeteria screen. Students are therefore expected to check their email accounts daily and to consult weekly schedules on the website, the Google Calendar or the Cafeteria.

PROGRAMME COMPONENTS AND REQUIREMENTS

ACADEMY YEAR

The standard course load for Academy Year students is comprised of the Academy Year core course (a double course) and two single electives per term.

TERMS	COURSES
Autumn Term	Core Course 1 + Elective 1 + Elective 2
Winter Term	Core Course 2 (incl. State of the World Week) + Elective 1 + Elective 2
Spring Term	Core Course 3 + Elective 1 + Elective 2

Successful completion of the Academy Year Programme requires a total of 60 ECTS credits (equals 32 US credits) and a minimum passing grade of C- (corresponding grade range 1.36-1.85) in each of the courses that make up the standard workload. A student with a grade of C- or lower in one of the relevant courses (as defined above) will not receive a certificate of programme completion, but will receive credit for the individual courses.

PROJECT YEAR

The standard course load for Project Year students is comprised of the Project Year core course, two 5-week reading groups and one single elective in the autumn and winter terms respectively and of the Project Year research seminar in the spring term as well as the multiple-term 28-week individual project.

TERMS	COURSES	Supervised Individual Project	ELECTIVE
Autumn Term	Core Course 1 + Reading Groups 1 + 2	Supervised Individual Work	Elective 1
Winter Term	Core Course 2 (incl. State of the World Week) + Reading Groups 1 + 2	Supervised Individual Work	Elective 2
Spring Term	Research Seminar	Project completion and presentation	--

Successful completion of the Project Year Programme requires a public presentation of the supervised individual project at the end of the spring term, a total of 60 ECTS credits (equals to 32 US credits), a minimum passing grade of C- (corresponding grade range 1.36-1.85) in each of the courses and projects that make up the standard workload. A student with a grade of C- or lower in one of the relevant courses (as defined above) will not receive a certificate of programme completion, but will receive credit for the individual courses.

BA IN VALUE STUDIES

The standard course load for 1st year BA students is comprised of one core course (10 ECTS credits), one concentration seminar (5 ECTS credits) and one elective (5 ECTS credits) per term. By the end of the 1st year, students who have completed the regular coursework will have earned a total of 60 ECTS credits.

YEAR 1	Core Module A	Concentration Module A	Elective Module
Autumn Term	Core Course 1	Concentration Seminar A1	Elective 1
Winter Term	Core Course 2 (incl. State of the World Week)	Concentration Seminar A2	Elective 2
Spring Term	Core Course 3	Concentration Seminar A3	Elective 3

The standard course load for 2nd year BA students is comprised of one core course (5 ECTS credits), two 5-week core electives (2,5 ECTS credits each or one term-long core elective), one concentration seminar (5 ECTS credits) and one elective (5 ECTS credits) per term. By the end of the 2nd year, students who have completed the regular coursework will have earned a total of 120 ECTS credits.

ACADEMIC POLICIES AND REGULATIONS

YEAR 2	Core Module B	Concentration Module B	Elective Module
Autumn Term	Core Course B1 + Core Elective 1 + Core Elective 2	Concentration Seminar B1	Elective 1
Winter Term	Core Course B2 (incl. State of the World Week) + Core Elective 1 + Core Elective 2	Concentration Seminar B2	Elective 2
Spring Term	Core Course B3 + Core Elective 1 + Core Elective 2	Concentration Seminar B3	Elective 3

The standard course load for 4th year BA students is comprised of one core course, two 5-week reading groups and one single elective in the autumn and winter terms respectively and of the research seminar as well as the Supervised Individual Project in the spring term.

YEAR 4	Core Module C	Individual Project Module/Bachelor Thesis	Elective Module
Autumn Term	Core Course 1 + Reading Groups 1 + 2	Supervised Individual Work	Elective 1
Winter Term	Core Course 2 (incl. State of the World Week) + Reading Groups 1 + 2	Supervised Individual Work	Elective 2
Spring Term	--	Research Seminar + Bachelor Thesis + Public Presentation	--

Please consult the Study and Examination Regulations and the check list for the full list of degree requirements in the BA in Value Studies Programme.

INTERNATIONAL SUMMER UNIVERSITY

ECLA's International Summer University is a unique intellectual adventure that takes place for six weeks in July and August of each year. Great texts of European intellectual history and eternal questions about the human condition are discussed day and night, not only after lectures and movies or during seminars and tutorials, but also over meals, on or off campus, with the professors or just among students. The small seminar groups, the weekly essays, the individual attention in one-to-one tutorials, and the close-knit international community of students and faculty, who live together on campus throughout the programme, provide the framework for the joy of this intellectual experience.

Over the years, the summer university has dealt with many different themes, which reflect the pertinent issues of that moment in time while engaging with landmark cultural texts and ideas.

STATE OF THE WORLD WEEK

Each year all students are required to devote one week to a 'special course', the State of the World Week at ECLA.

This event, held in the second term, brings together students, faculty, alumni and invited guests for the exploration of an important, perhaps urgent, theme in current affairs. Lectures and seminars are given not just by academics, but by politicians, artists, social reformers, diplomats, lawyers, journalists and other people who spend their (professional) lives in close practical contact with the fundamental issues studied theoretically at ECLA. It is assumed that the voices of thoughtful experience will enrich theoretical discussions, and that theory may in turn inform practice. Recent State of the World Week topics included: What Shall We Eat? (2011), The Translator (2010), The Politics of Cultural Ownership (2009), Water (2008) and Social Entrepreneurship (2007). Twice, in 2007 and 2008, the event won a UNESCO award for education in sustainable development.

STUDIO COMPONENT

The Studio Component is ECLA's visual and performing arts programme. As ECLA aims to create dialogue between different academic disciplines, so does the Studio Component aim to open a theoretical and practical dialogue between visual, performing, and performance art, as well as between studio practice and critical thought. Led by David Levine, an artist who works in all three fields, the programme offers each student their own studio and the opportunity to meet Berlin-based artists working in their field.

Although the Studio Component does offer discrete courses in visual arts and theatre, its aim is to create an environment where, through common resources and equipment, as well as guest talks, critiques, and academic seminars, various artistic disciplines can engage with influence on one another.

REGISTRATION

All students are automatically registered in the programme core courses.

Registration for concentration seminars, core electives, reading groups, elective and language courses is carried out electronically in the second half of August (for the autumn term courses) and in week 8 of the autumn and winter terms for the following term courses. During the registration period, students are asked to submit their course preferences:

1st and 2nd year BA students submit their concentration seminar and elective preferences (numbering electives listed in the order of preference) together with any language course they would like to take. In addition, 2nd year BA students submit core elective preferences.

AY students submit their elective preferences (numbering electives listed in the order of preference) together with any language course they would like to take.

4th year BA and PY students submit their elective preferences (numbering electives listed in the order of preference) and reading group preferences together with any language course they would like to take.

Concentration Seminars: These courses are prescribed for BA students. If space permits, the courses will also be open as electives to AY and PY students.

Electives: As there are a limited number of places for each elective course, it is not always possible for all students to be accommodated in their first choice courses.

Language classes: Language classes are optional for all students. To register for a language class, students are asked to indicate their interest in one language class. Students may take two language classes, provided that the scheduling will allow for it. Due to ECLA's registration system, it may not always be possible to offer all levels of language courses.

In light of the degree requirements, BA students are strongly encouraged to take language classes at ECLA. Beginners and Advanced level German classes will be offered throughout the summer specifically for the BA students. Information about registration for the summer courses is made available in the spring term.

Note: Students have to maintain a high academic standard in the mandatory classes (see Programmes section) in order to continue attending the optional language classes in spring and winter terms.

LATE REGISTRATION

Students who fail to submit their registration preferences on time will be allowed to register only after all other students have made their choices.

DROP/ADD COURSES

Students may drop and/or add courses during the first full week of each term by submitting the Drop/Add Request Form to the College Registrar no later than 17:00 on Friday of that week. 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 term. Students who have submitted Drop/Add requests will be informed of changes to their schedules by the end of the day on that same Friday. A Drop/Add Request Form can be obtained from the Registrar's Office or from the ECLA website.

WORK OVERLOAD/UNDERLOAD

Overload: Students who continually demonstrate high academic performance may request to take more credits than the normal workload.

Underload: Taking fewer credits than the required workload endangers a student's successful completion of the programme. An underload request can be considered for approval by the Academic Administration only under extraordinary circumstances.

Students must fill up a Work Overload/Underload Form and submit it to the College Registrar.

ACADEMIC POLICIES AND REGULATIONS

CLASS PARTICIPATION AND CONDUCT

Life in the classroom should always be intellectually uncompromising and stimulating, and it is the responsibility of all participants – not just the lecturer or seminar leader – to make sure that this is the case. Most of ECLA's teaching formats are based on conversation, and all of the teaching formats are based on active learning and joint effort. Punctual attendance, a willingness to prepare carefully for class, and active participation in discussion are essential.

Lateness, lack of preparation and non-participation means wasting the time of peers and teachers and demonstrates unacceptable disrespect for the intellectual community that it is ECLA's purpose to foster. Students are expected to pursue their studies thoughtfully, with diligence and academic seriousness. Participation is, therefore, also a matter of quality, not quantity: speaking for the sake of it and monopolizing the discussion are not productive modes of participation.

The aim of each seminar is to achieve fruitful and frank dialogue about important questions vis-à-vis shared objects of attention. Issues discussed in ECLA classrooms may well divide people and ECLA emphasises the value of the intense debate that often emerges. However, the discussion should remain at all times academic, rigorous, and respectful. Everyone should recognize that without patient and attentive listening there is no dialogue.

ABSENCE POLICIES

The absence policy at ECLA is designed to support its pedagogical ideal of awarding a large percentage of final credit for active participation in class while allowing the students to monitor their own participation rates.

Students are required to attend all scheduled lectures, seminars, tutorials, and related curricular events. ECLA does not offer examinations. Regular and punctual attendance is therefore one of the requirements for continued enrolment in the academic programme. Students are responsible for all work missed including work missed due to medical leave or leave of absence.

Students should pay careful attention to the percentage of their participation in individual courses, as well as in the overall programme to maintain their enrolment status.

Absences may be categorized as:

1. unexcused absences
2. absences due to medical reasons
3. leave of absence

LATE ARRIVAL

Unexcused absences incurred during the orientation week and first week of classes by the students will automatically count double. Students expecting to arrive late due to non-medical reasons may request leave of absence to avoid incurring double absences (see Leave of Absence).

ABSENCE FROM INDIVIDUAL COURSES

ECLA cannot offer credit for a course in which a student has, for any reason, missed more than 30% of classes.

The effect of unexcused absences on the student's academic standing and final grade is at the discretion of the instructor in whose class the absences occurred. The instructor is asked to present his or her absence policy in writing at the beginning of the term as part of the syllabus for the course.

ABSENCES OVERALL

An overall unexcused absence from the academic programme of 15% of the programme's classes, results in academic probation. In some cases it may also result in immediate dismissal.

Should the College Registrar determine that a student's unexcused absence percentage has reached 15%, the student will be asked to meet with the Residential Life Coordinator to discuss the issues which have led to this situation. Following the meeting, a probationary committee consisting of the Academic Administration, the Residential Life Coordinator, and the instructors whose classes the student is currently taking, meets to discuss whether or not the student will be allowed to continue their studies at ECLA.

Should the student be allowed to continue with the programme, his or her progress will be closely monitored by the committee. The committee meets at the end of the term to discuss the possibility of lifting academic probation.

Should the student's total absences from the academic programme amount to an overall percentage of 30% or more while on probation, the student will be asked to explain in writing to the probationary committee why this has occurred. The committee may, in special cases (taking into account medical conditions and personal circumstances), allow the student to continue with the programme. However, the typical consequence of a 30% absence rate dominated by unexcused absences will be immediate dismissal from the programme.

Under no circumstances will the student be able to receive credit for any term in which total absences have exceeded 30% across all courses.

ABSENCE FROM TUTORIALS

Students are required to schedule tutorials with their seminar leaders on all written work. The requirement in core courses is a minimum of 4 ½ hour tutorials per term. The requirement in single electives is a minimum of 2 ½ hour tutorials per term. Missed tutorials automatically result in a grade 'F' for the piece of written work.

Note: The ECLA Administration relies on sign-up sheets to determine class attendance. The College Registrar will not be in a position to remedy situations where a student has forgotten to sign the sign-up sheet. PLEASE ALWAYS REMEMBER TO ASK FOR THE SIGN-UP SHEET WHEN YOU ATTEND A CLASS.

ABSENCE OR NON-COMPLETION OF WRITTEN WORK DUE TO MEDICAL REASONS

Students who are ill and are therefore unable to attend class or complete written work must inform their instructors, the Residential Life Coordinator and the College Registrar immediately.

Absences because of illness beyond 24 hours will only be registered as due to medical reasons if a student submits a medical certificate to the College Registrar. The College Registrar will then inform the student's instructors. It is the student's responsibility to submit their medical certificate to the College Registrar within a week after returning back to studies to ensure their absences are registered as excused due to medical reasons. I

n the absence of a medical certificate written work submitted after 24 hours of the original deadline will be handled in accordance with the policy concerning late essays.

Note: Absences incurred due to medical reasons will not be discounted from the calculation of the overall absence percentage.

LEAVE OF ABSENCE

Submitting a request for leave of absence is required for cases in which serious, non-medical reasons require the student to be absent from the programme for a foreseeable length of time.

Typical reasons for granting leave of absence include: invitation to a conference to present work; attending admissions procedures of other academic programmes; attending examinations for other academic programmes, where the student is enrolled while studying at ECLA (only when such enrolment in another programme was previously approved by ECLA); and travel for serious personal reasons.

Should the request for leave of absence be of a private nature, the student is advised to seek counsel directly with an individual member of ECLA faculty or administration, who will help them to arrange the necessary permission.

Forms for requesting leave of absence are available through the College Registrar and must be signed by all teachers whose classes the student is enrolled in during his or her leave. Signed request forms will then be submitted for final approval to the Academic Administration through the College Registrar.

Note: Absences incurred due to leave of absence cannot be discounted from the calculation of the overall percentage of absences.

ACADEMIC POLICIES AND REGULATIONS

ESSAY SUBMISSION AND FEEDBACK

ESSAY SUBMISSION

All ECLA essays are submitted electronically. For information about the procedure, consult the Network Administrator in the beginning of the academic year.

Late essays that are up to 24 hours late will be downgraded one full grade (from B+ to C+, for example). Essays that are more than 24 hours late will also be downgraded one full grade and cannot receive a higher grade than C. Instructors are not obliged to accept essays that are more than 72 hours late.

FEEDBACK

Essays: All essays receive feedback in a tutorial. The grade may be given during the tutorial or afterwards in an email.

Seminars: Students receive written feedback for their seminar work and a seminar grade twice a term, at the end of week 5 for weeks 1-5, and at the end of week 10 for weeks 6-10. In the AY/BA1 core courses feedback and grade are given at the end of each rotation.

LATE SUBMISSION OF WRITTEN WORK

Late essays that are up to 24 hours late will be downgraded one full grade (from B+ to C+, for example). Essays that are more than 24 hours late will also be downgraded one full grade and cannot receive a higher grade than C. Instructors are not obliged to accept essays that are more than 72 hours late.

ECLA relies on a centralized electronic submission system for submission of written work. If, for any reason, the electronic submission system appears not to be working students are required to send their essays directly by email to their seminar leaders, and also to send a prompt warning to ECLA's Network Administrator informing of the problem.

Note: Only where both of these requirements have been met will the grade be open to complaint and adjudication.

ACADEMIC INTEGRITY

Complete academic integrity is essential to the success of ECLA programmes. Failure to observe it makes meaningful interaction between student and instructor impossible and is therefore entirely unacceptable. Each student's work is the product of his or her own effort. Any form of plagiarism is a serious violation of the code of academic honesty.

In general, plagiarism means offering the words, ideas or arguments of another person as one's own work without appropriate attribution, by quotation, reference or footnote.

Plagiarism occurs when the words of another are reproduced without acknowledgment or when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer. Faculty members are requested to be definite and explicit about what constitutes plagiarism in the writing of papers.

Faculty members who suspect that a student has plagiarized academic work should first confront the student directly and, if their suspicion is confirmed, notify the Academic Administration of the College for adjudication.

A committee consisting of the faculty member in whose class the plagiarism occurred, two additional faculty members, and the Academic Administration will meet to determine the seriousness of the violation and its consequences.

Plagiarism may result in immediate dismissal from the programme.

GRADING AND CREDITS

GRADING

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 of, all lectures, seminars and tutorials, and 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.

ECLA's teaching formats enable both faculty and a student to review and evaluate the student's ongoing performance in each course. For this purpose, partial grades in each course are communicated to a student at different times during a term. Individual faculty members are responsible for communicating the following grades to the students in their courses:

Essay grades are communicated to a student during the tutorial in which the essay is discussed.

Participation grades in electives and reading groups are communicated in writing to students twice during term: at the end of week 5 (mid-term) and at the end of week 10 (final participation grade for the course). Participation grades in the AY/BA 1st year cores course are communicated in writing to the students at the end of each rotation by the relevant seminar leader.

Final course grades are communicated to a student by the College Registrar through grade reports distributed to students at the beginning of the following term unless a student requests to receive his or her grade report at an earlier date. Students wishing to receive their grade reports electronically should consult the College Registrar for further information.

GRADING SYSTEM

Letter Grade	Basic Grade Point	Grade Range	Definition	German Grade
A	4.0	3.86 – 4.00 (14)	Outstanding	1.0 – 1.3
A-	3.7	3.46 – 3.85 (39)	Excellent	1.7
B+	3.3	3.16 – 3.45 (29)	Very Good	2.0
B	3.0	2.86 – 3.15 (29)	Good	2.3
B-	2.7	2.46 – 2.85 (39)	Satisfactory	2.7
C+	2.3	2.16 – 2.45 (29)	Almost satisfactory	3.0
C	2.0	1.86 – 2.15 (29)	Adequate	3.3
C-	1.7	1.36 – 1.85 (49)	Barely adequate	3.7
D	1.0	0.51 – 1.35 (84)	Inadequate	4.0
F	0.0	0.00 – 0.50 (50)	Fail	5.0

Examples

Work	Weight	Grade	Calculation
essay 1	20%	B	$0.2 \times 3 = 0.6$
essay 2	40%	B+	$0.4 \times 3.3 = 1.32$
seminar 1	20%	B-	$0.2 \times 2.7 = 0,54$
seminar 2	20%	B	$0.2 \times 3 = 0,6$
			$3,06 = B$

essay 1	25%	A	$0.25 \times 4 = 1$
essay 2	25%	A	$0.25 \times 4 = 1$
seminar 1	25%	A	$0.25 \times 4 = 1$
seminar 2	25%	A-	$0,25 \times 3.7 = 0,925$
			$3,925 = A$

Relevant Notes

1. For each course the transcript will indicate both the final letter grade and the final grade point.
2. The final grade point is used to calculate the overall GPA and the final ECTS ranking.
3. A+ is given 'ornamentally' but has no weight beyond the straight A.
4. B is the average grade since we expect all ECLA students to be able to produce 'good' work.

That C means 'adequate' implies that it is ok for BA students to get some grades below C, but that grades below C suggest that the work is not quite adequate. Students need to maintain a GPA of C or better. Students who receive a term GPA of less than C will have a hearing with their advisor and the examination committee and will be put on probation. They will be given a deadline before which they need to improve their GPA. If they don't manage to do so, they may be suspended from the programme.

GRADES NOT USED IN GPA CALCULATIONS

I - Incomplete

The grade 'I' (Incomplete) is a temporary grade, which may be given at the end of the term 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

ACADEMIC POLICIES AND REGULATIONS

or family emergency). Decision to assign an 'I' grade is made by the instructor in consultation with the Academic Administration. When the deficiency is satisfied, the 'I' grade will usually be replaced with the grade earned. As a general rule, incomplete work must be completed within four weeks after the end of the term. If the work is not completed, the student will receive a grade 'F' for the course.

P – Pass

The grade "P" is not used in the GPA calculation. In general, ECLA offers a very limited number of courses on Pass/Fail basis.

W – Withdrawal from a course

Students who, under exceptional circumstances, withdraw from a course before the end of term and after the official drop/add date may be assigned a 'W' (Withdrawn) grade. In order to withdraw from a course, the student must seek written permission from the Academic Administration. A 'W' is not used when calculating the GPA, but will appear on the transcript.

WIP – Work in Progress

The grade 'WIP' is not used in the GPA calculation. It is used at ECLA to indicate that the work for the course is ongoing as part of an independent research project, which is a multiple-term course. When the work is completed in the third term, a grade and credits will be assigned.

ECLA CREDITS

Since 2008, ECLA is applying the ECTS (European Credit Transfer and Accumulation System) in order to determine credits received at ECLA. 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. If all regular coursework is completed, ECLA generally awards 60 credits per academic year – 20 credits per term.

BENNINGTON COLLEGE CREDITS

ECLA credits may also be calculated according to the US credit system. Bennington College, an accredited liberal arts college in Vermont, recognises ECLA credits. Bennington College credits are recognised throughout the US. A full year of credit earned at ECLA (60 ECTS credits) is translated into a full year of credit at Bennington (up to 32 credits). Upon request, students receive a transcript from Bennington with an official recognition of the credits earned at ECLA. See next section on how to apply for Bennington College transcript.

OFFICIAL TRANSCRIPTS

An official transcript is the complete listing of all courses a student has taken, the credits and grades earned for those courses, and the student's final GPA.

Official transcripts can be obtained from the Registrar's Office. Students wishing to receive an Official Transcript should fill out the Transcript Request Form, available for download from the ECLA website or at the Registrar's Office.

Only forms bearing the student's handwritten signatures will be processed. Students may submit their requests by post, fax, or in person. Emailed requests will be only considered if the applicable form is signed by the student in handwriting and attached to the email in an image format (PDF, JPEG, BMP, etc.).

ECLA issues first 3 transcript copies free of charge. BA students are exempt from payment. Regular processing time for transcript requests is five working days, which does not include the time required for the international mailing of transcripts. During peak periods (e.g., end of term, registration, etc.) the time required to process official transcript requests may be longer, so students should consult the College Registrar as soon as possible.

Transcripts will not be issued for students who have outstanding debts to ECLA.

ECLA students who have successfully completed one of ECLA's academic programmes may also apply for Bennington College transcripts. For more information consult the College Registrar. Students should allow at least four to six weeks for processing and mailing as this is an inter-institutional transcript request.

STUDENT STATUS VERIFICATION

The College Registrar provides students with several different forms of student status verification:

Registration Certification is issued to students after their registration in the elective courses, but before their official enrolment begins.

Enrolment Certification is issued after the end of the drop/add period (usually the first full week of classes in each term, unless otherwise specified).

Programme Completion Verification is provided to students upon request, any time after completion of an academic programme.

Students may request the above verifications by filling out and submitting the Enrolment/Programme Completion Verification Form to the Registrar. Only forms bearing the student's handwritten signatures will be processed. Students may submit their requests by post, fax, or in person. Emailed requests will be only considered if the applicable form is signed by the student in handwriting and attached to the email in an image format (PDF, JPEG, BMP, etc.).

Generally, processing time for Student Status Verifications is three to five working days. Students should be aware that during peak periods (e.g., end of term, registration, etc.) the time required to process requests may be longer, and are advised to consult the Registrar for notice of the processing time. Student Status Verifications are issued free of charge.

COURSE EVALUATIONS

Student feedback on courses is vital information for ECLA in evaluating the success of courses and in reviewing its academic programmes.

Before the end of each term, students are requested to fill out and submit course evaluations for core, elective and (where applicable) language courses. The Registrar sends an evaluation pack to the students per email. Students are asked to reflect on and evaluate individual teaching performances and key aspects of course design and delivery. The deadline for returning completed evaluations is generally five to seven days after the evaluation forms are sent.

Official transcripts will not be issued to students who have failed to return their evaluations.

GRADUATION

ECLA holds a graduation ceremony in June for AY and PY students who have studied at ECLA during that academic year. BA students are welcome to attend the AY and PY graduation ceremony and are asked to notify the College Registrar no later than a month prior to the graduation ceremony if they plan on attending.

Graduating students are requested to fill out and return the Graduation Checklist to the College Registrar one month prior to the graduation ceremony.

This form is intended primarily to ensure that the correct name appears on the student's graduation certificate. Students who fail to return this form to the College Registrar risk their names appearing incorrectly on their certificates. The Graduation Checklist may be obtained from the Registrar's Office or downloaded from the ECLA website.

Students are encouraged to submit their ECLA and Bennington transcript requests well in advance of the graduation ceremony, as the processing times take longer after graduation as this is a peak period for the Registrar's Offices at ECLA as well as at Bennington College.

Students with outstanding debts to ECLA will not receive their certificates during the graduation ceremony; but will receive an empty certificate case instead. Students are therefore strongly advised to check whether their student account is on hold for any reason: Has the tuition fee been paid in full? Do you have outstanding fees and fines? Have you returned all library books? Are there keys that you have yet to return? It is the students' responsibility to make sure their certificates do not get withheld!

ACADEMIC POLICIES AND REGULATIONS

All graduating students are encouraged to invite their family to the graduation ceremony. As the space permits only a limited number of guests, students wishing to invite guests are advised to contact the Residential Life Coordinator for invitations and further information well in advance of the graduation ceremony.

ATTENDING OTHER ACADEMIC PROGRAMMES WHILE STUDYING AT ECLA

Attending other academic programmes while studying at ECLA is generally permitted only where it has been approved by the Admissions Committee as one of the conditions of the student's enrolment at ECLA. Failure of the student to inform the Academic Administration of enrolment in other programmes may result in probation or dismissal.

ACADEMIC PROBATION

Probationary status indicates that the student is in some way failing to fulfil the requirements for continued enrolment in one of ECLA's academic programmes. Typical reasons for probation include irresponsible attitude towards studies or otherwise unsatisfactory academic performance, and behaviour that is incompatible with the life of the community.

The student will be notified of his or her probationary status through a probationary letter. The probationary letter will outline the reasons for his or her probation and will make specific recommendations for the improvement of his or her academic standing.

Probationary status results automatically on the recommendation either of two faculty members or of the Residential Life Coordinator and one faculty member. Once a student has been placed on probation, a probationary committee will be formed.

The probationary committee will be made up of the faculty members in whose classes the student is enrolled at that time, the Academic Administration, and the Residential Life Coordinator. Should the original recommendation for probationary status come from faculty members other than those in whose classes the student is enrolled at that time, the probationary committee will be expanded to include such faculty members.

The probationary committee meets to discuss the student's status no later than 4 weeks after the initial decision to place the student on probation. In rare cases students may be kept on probation for more than one term. In no case may probationary status extend beyond two consecutive terms.

Students on probation retain probationary status until such time as a subsequent meeting of the probationary committee results either in the lifting of probation or a recommendation for dismissal.

WITHDRAWAL FROM THE PROGRAMME

Students should consider withdrawing from the academic programme when it is foreseeable that personal or medical conditions will prevent them from fulfilling all or some of the programme requirements.

Withdrawal forms are available in the Registrar's Office and must be submitted for approval to the Academic Administration. 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 have withdrawn from the College need to vacate their rooms and leave the Campus by Sunday 8pm of the week of withdrawal.

DISMISSAL

If, in the judgment of the ECLA faculty and administration, a student is not capable of fulfilling ECLA's academic or community requirements, the student may be asked to withdraw, or may be subject to dismissal, depending on the seriousness of non-compliance with those requirements.

Under most circumstances, a student who withdraws or is dismissed must leave the campus within 48 hours of the decision.

EXPULSION

If a student is judged to be a threat to the community or commits a severe offence that in ECLA's judgment is sufficiently destructive to the community, that student is subject to immediate expulsion without prior warning. Students who are expelled under these circumstances must leave the campus immediately.

Note: In cases of dismissal and expulsion ECLA reserves the right to determine the status of any credits the student may have earned while at ECLA, as well as any fees or refunds.

GENERAL COLLEGE POLICIES AND REGULATIONS**LIBRARY****REQUIRED BOOKS**

All students may buy or borrow required texts from ECLA. Borrowed books and book packs remain the property of ECLA and must be returned at the conclusion of the programme in the same condition as received, that is, with no notes or highlighting. Students will be billed for any lost or damaged books.

ECLA LIBRARY

Students are encouraged to use the ECLA library which is situated in Kuckhoffstrasse 41. The library comprises a small, but carefully selected collection of primary and secondary literature, videos, DVDs and CDs. All students may check out library items during library opening hours. Please be aware that the library hours may change from term to term, according to the academic schedule. The ECLA library is closed during winter, spring and summer breaks (consult Academic Calendar for exact dates).

ECLA's library catalogue is available online (from on campus facilities) at: opac.ecla.int/cgi-bin/koha/opac-main.pl

ECLA library books, videos and DVDs remain the property of ECLA and must be returned in the same condition as received. Students will be billed for any lost or damaged books, videos, DVDs or CDs. This includes library books that are ordered specifically for PY students undertaking independent projects.

Students are required to adhere to the library policy, which includes returning library items on time. The library policy is included in your welcome package and is also available in the library.

ELECTRONIC RESOURCES

ECLA provides access to JSTOR - an online database that maintains an archive of important scholarly journals. Students may visit JSTOR from the dorms at <http://www.jstor.org>. For more information on JSTOR and on the terms and conditions of its use, please see one of the JSTOR handbooks available in the computer labs and in the library.

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 and has a collection of over nine million books and periodicals, including rare manuscripts. Students may also use any of Berlin's public university libraries.

INFORMATION TECHNOLOGY

Computers in the computer lab and in the workstations in student residences are maintained to support the programme 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 (including the campus network and internet connection), whether accessed remotely or locally, should not be used for commercial purposes, nor in any way that infringes German state and federal laws or international laws with regard to libel or copyright.

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.

GENERAL COLLEGE POLICIES AND REGULATIONS

Individual usernames and passwords belong solely to the owner of the account.

Students are responsible for the storage of their work. Students should note that individual student files, student logins and student projects will be deleted two weeks after the official end of the programme. ECLA 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 ECLA campus network.

The following are forbidden uses of ECLA IT facilities. This list is intended as an illustration of the kind of activities forbidden and is non-exhaustive:

1. Unauthorised access or attempts to gain unauthorised access, to confidential information.
2. The use of file-sharing tools to access peer-to-peer networks is prohibited, as is use of tools designed to circumvent the blocking.
3. Altering or tampering with the configuration of computers in student labs and other common areas, or installing unauthorised games or other programs on their hard disks, or on the shared-files area of the file servers.
4. The unauthorised physical or virtual extension, or re-configuration, of any portion of the campus network, by such means as include routers (wired or wireless), wireless access points, network wiring, or other methods.
5. The download and storage of unlicensed copyrighted files (music, movies, software, etc.) on ECLA servers and computers.

Any violation of IT policies may result in the suspension or revocation of use privileges and/or the blocking of network access until final resolution of the matter.

RESIDENTIAL POLICIES

COMMUNITY ETHOS

ECLA life is demanding in many ways. ECLA students are members of an intellectual community and as such they are expected to take responsibility for that community, both within and outside the class room.

ECLA is a residential college. Living closely together on a small campus can often require good social skills and a certain level of maturity. ECLA is first and foremost an intellectual community, and the entire campus should be treated as a learning environment. We expect from everyone the respect, generosity and tolerance necessary for such a close-knit community to function well. The minimal requirements include:

1. Respect for property, both for what belongs to fellow students and for what belongs to the college.
2. Use of common facilities – like telephones, garden furniture, computers, laundry facilities etc – as common: do not privatise or monopolise what doesn't belong to you! Making personal property of what is intended as common is a form of theft.
3. Respect for quiet hours and quiet spaces (reading rooms and the library). Give others a chance to sleep and work in peace. The basic rules are secured by German Law, according to which there can be no loud noise in public spaces between 22.00 and 7.00, and between 12.00 and 15.00.
4. Keeping common living areas clean and tidy – past experience has shown that failure to keep to this can be a great source of friction among students!
5. Respect for safety regulations, including instructions concerning placement of bicycles and furniture.
6. Respect for guest and party policies.
7. Respect for instructors, staff and fellow-students

Failure to comply with any of the above rules will jeopardize a student's status in the programme and in severe cases may result in probation, suspension, or expulsion.

The minimal requirements are just the starting point, of course. Social life on a residential campus can only be as good as its residents make it, and generally reflects the energy, imagination and generosity they bring to it. The college provides a framework for residential life, but it is up to students to make something out of it. The best social events, artistic projects, study groups, sports games, etc. at ECLA have come about because students made them happen. The non-residential

members of the ECLA community (i.e. faculty and administrators) are always happy to be invited along to parties, dinners, poetry evenings, football games and so on – they even take the initiative to get things going once in a while – but experience shows that social life works best when the students see themselves as leading the way.

GUESTS

Your friends and siblings are welcome to visit ECLA and to stay with you in your room free of charge. For the sake of the community's safety and for issues of liability guests who will be staying for more than a single night must be registered with the Residential Life Coordinator. Unregistered guests will be considered as trespassers.

We ask for your understanding that parents and other older relatives cannot stay in the student dorms. However, we may be able to provide other accommodations on campus. Please inquire with the Residential Life Coordinator if such accommodations can be made.

ECLA's houses are designed to be healthy living and working environments for the students enrolled at ECLA. By a 'guest', we understand a friend or relative who visits ECLA for a specified, short period of time. ECLA's houses are not hostels. "Couch-surfing" is not permitted. We are also unable to make accommodation for live-in partners, or visitors who stay much longer than a week. It is especially important that roommates agree with each other concerning what constitutes a fair use of shared space. In addition, the common areas of student houses must always be available for socialisation or study. No one - overnight guests and students alike – is permitted to sleep in common areas.

ECLA staff reserve the right to terminate the stay of any non-resident who violates community rules or policies, or causes a disturbance of any kind.

PARTIES

Students may host parties in their residences or rooms. After 22:00 parties are only allowed in the Party Room in Kuckhoffstrasse 24. Students must at all times obey the rules of the ECLA community regarding smoking, alcohol use, illegal substances, noise and guests. Failure to observe these rules may jeopardise their enrolment status. Students are responsible for cleaning up after parties.

RESIDENCE DAMAGE

Students are subject to disciplinary action and full financial responsibility for any damage they cause to ECLA property, including their own rooms.

SMOKING

Smoking is strictly prohibited in all college buildings. Students who smoke outside the buildings dispose of cigarette butts etc. in the ashtrays provided. Violation of this smoking policy will jeopardise the student's residential privileges, and may therefore endanger the student's enrolment in the programme.

ALCOHOL

Students who drink must do so responsibly. Destructive behaviour associated with alcohol consumption may jeopardise the student's residential privileges and enrolment in the programme.

ILLEGAL SUBSTANCES

The possession and use of illegal substances by ECLA students are strictly prohibited. The normal penalty for violation of this prohibition is dismissal. Any student who **distributes** illegal substances will be immediately dismissed from the programme.

HARASSMENT, SEXUAL HARASSMENT AND SEXUAL ASSAULT

It is the policy of ECLA to provide a working and learning environment free from harassment of any kind. In a close residential community it is imperative that all its members feel not only safe and secure, but also comfortable. Any behaviour which jeopardises this is totally unacceptable and will be dealt with severely.

Harassment is defined as unwelcome and unauthorised incidents and/or patterns of conduct and/or speech that are severe, pervasive or persistent, which render the college environment hostile, intimidating or demeaning to the victim.

GENERAL COLLEGE POLICIES AND REGULATIONS

Sexual harassment is defined as unwelcome sexual advances, requests and other unwelcome conduct of a sexual nature where:

- submitting to such conduct is made, either expressly or implicitly, a term or condition of an individual's employment or education; or
- submitting to or rejecting such conduct by an individual is used as the basis for employment or educational decisions affecting the individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's academic, or professional performance or of creating an intimidating, hostile or demeaning employment or educational environment.

Sexual assault: Absent consent, sexual activity is exploitative, coercive and/or violent and may constitute sexual harassment, sexual assault or rape. Any behaviour on the part of a member of the college community, its guests or its visitors that constitutes a sexual offence is a violation of college regulations. It will not be tolerated and may be subject to prosecution. A member of the college community who believes he or she may have been subjected to harassment, sexual harassment or any other sexual offence should file a complaint with the Administration of the College. (In some cases it may be necessary to do so immediately after the incident.)

Any incident of harassment, sexual harassment or sexual assault thought to constitute a criminal offence under German law will be handed over to the police, and is likely to result in dismissal.

MEDICAL EMERGENCIES

In case of emergency, always contact the Residential Life Coordinator (0157 7149 3481).

The emergency number in Germany is 112. Please note that the use of this number if you are not in an emergency situation is prohibited and not covered by ECLA's insurance policy. Having a temperature does not constitute an emergency. Students who use the number in non-emergency situations will be required to take financial responsibility themselves and should note that the cost runs into hundreds of Euros.

VISA, RESIDENCE PERMIT, INSURANCE

VISA

As an international student you need to check if you need a German student visa from a German Embassy PRIOR to entering Germany. The visa regulations for the different countries can be found on the webpage of the Auswärtiges Amt: <http://www.auswaertiges-amt.de>

LOCAL REGISTRATION

Every person living in Germany needs to register at the local authorities. ECLA provides you with a registration sheet which you need to fill out and submit to the College Secretary who will, in turn, submit it to local authorities on your behalf. At the end of your stay you need to deregister. The procedure will be the same as for the registration.

RESIDENCE PERMIT

As soon as you arrive at ECLA you need to apply for a residence permit (**Aufenthaltstitel**) at the Foreigners' Registration Office (**Ausländerbehörde**). You will need the same documents as for the visa application. ECLA will assist with the procedure. For further details, contact the College Secretary upon your arrival at ECLA.

MEDICAL INSURANCE

Students studying at a state-recognised college or university in Germany are legally required to have health insurance. ECLA offers student health insurance coverage through one of the best statutory health insurance providers (**Krankenkasse**), **Techniker Krankenkasse (TK)**, for its students as part of the comprehensive fee. There are different requirements you must meet in order to waive the TK Health Insurance provided by ECLA depending on your country of origin. See the relevant section below to determine what requirements apply to you.

German Students:

Students from Germany, who are insured through their families, can waive the TK health insurance coverage offered by ECLA by submitting the health insurance waiver with the copy of their **Krankenversicherungsnachweis** at the same time the application for admission is submitted to the Admissions Office or with the financial aid application if applying for aid.

Students from Germany with private health insurance can waive the TK health insurance coverage offered by ECLA by submitting the health insurance waiver with the copy of **Bescheinigung über die Befreiung von der Versicherungspflicht** at the same time the application for admission is submitted to the Admissions Office or with the financial aid application if applying for aid.

Non-German Students:

Students from other EU countries who are already insured in their country of origin are not required by German law to insure themselves in Germany. You can waive the TK health insurance coverage offered by ECLA by submitting the health insurance waiver with the copy of your European Health Insurance Card (EHIC) to the ECLA Financial Aid Office at the same time the application for admission is submitted to the Admissions Office or with the financial aid application if applying for aid.

Students from non-EU countries who wish to waive the TK health insurance coverage offered by ECLA should contact a statutory health insurance provider in Germany to:

- a. have their own health insurance coverage approved. Please note that an exemption from statutory coverage (**Befreiung von der Versicherungspflicht**) may be granted in such cases. It should be carefully considered, however, that this exemption is irreversible during your stay of study in Germany.
- or**
- b. to arrange for health insurance coverage by another statutory health insurance provider in Germany.

To waive the TK health insurance, students from non-EU countries must submit the health insurance waiver to the ECLA Financial Aid Office (FAO) with the copy of the **Befreiung von der Versicherungspflicht** or with the copy of the confirmation of statutory coverage (**Krankenversicherungsnachweis**) received from the health provider they contacted. The health insurance waiver must be submitted to the FAO at the same time the application for admission is submitted to the Admissions Office or with the financial aid application if applying for aid.

Please note that in addition to the health insurance that is covered by the ECLA comprehensive fee, there are certain fees you will have to pay directly to the medical service providers when you seek medical treatment. These fees are (for students covered by the statutory health insurance provider in Germany:

Practice Charge (Praxisgebühr) - you will be charged 10 euros for your first visit to a doctor and for your first visit to a dentist. Your subsequent visits to the same doctor or the same dentist in the same quarter will be free of charge. You may also subsequently visit other doctors in the same quarter without paying the practice charge again using a referral (überweisung). You will also be charged this fee again if you go to the emergency room.

Prescription Charges - when buying prescription drugs, please note that there is a minimum charge of 5 euros and a maximum charge of 10 euros you have to co-pay.

Hospital Treatment - for each day in hospital (no more than 28 days per year) you will be charged 10 euros.

Please note that if you do not need health insurance through ECLA, you have to provide an insurance certificate upon arrival.

The health insurance comes to effect upon arrival. ECLA also recommends you to make sure that you have a valid liability insurance in Germany (Haftpflichtversicherung, approximately 80 euros/year).

HEALTH SERVICES

GENERAL

Once a week, a physician is on campus to attend to routine medical consultation. The physician's office hours on and off-campus are available on the ECLA website.

COUNSELLING

Students have access to the services of a professional counsellor. All aspects of the counselling are strictly confidential. Further details and on campus office hours for each term are announced by the Residential Life Coordinator at the

GENERAL COLLEGE POLICIES AND REGULATIONS

beginning of each term and posted on the ECLA website. To contact the counsellor, students should email to Counselling@ecla.de.

DINING SERVICES

Breakfast, lunch and supper will be served on weekdays in the dining hall at Waldstrasse 70. Brunch and supper will be served on weekends and on other days when regular classes are not scheduled. Vegetarian options are included in everyday menus. Students with special dietary needs should inform ECLA in writing before the beginning of the programme. Medical conditions can be accommodated, provided a student presents a doctor's certification in writing to the ECLA administration before the beginning of the programme.

CAMPUS FACILITIES

READING ROOM

The Reading Room is located in the student house of Kuckhoffstrasse 24. It contains carrels, tables and comfortable sofas for reading and for doing academic work. No food or drinks are allowed in the reading room, and absolute quiet is requested of all who use the room. Reference materials and periodicals are also kept in the room. No reference materials or periodicals may be removed from the room at any time.

STUDENT MEDIA LAB

The student Media Lab is located in the student house at Waldstrasse 16 and offers ECLA students excellent facilities for creative endeavours. It is set up for digital artwork and contains computers with software and hardware enabling students to edit video, sound and images.

SPORTS AND FITNESS

ECLA students, faculty and staff have free access to the SPOK Fitness Centre which is located at Nordendstrasse 56, about fifteen minutes walking distance from the student houses. ECLA students must show their ECLA ID at the reception counter in order to the facility. The Centre offers:

Fitness centre with exercise machines	Running track
Fitness courses (yoga, etc.)	Sauna
Tennis (indoor and outdoor courts)	Basketball court
Volleyball	Table Tennis
Badminton (indoor courts)	Football (soccer) field

All fitness activities except tennis lessons are free of charge. Details about court reservations and opening times can be obtained from the Residential Life Coordinator.

BIKES

In 2008, ECLA has acquired 19 bikes through a student project. Usage of an ECLA bike is optional. To use one of the bikes, a student must agree to abide by the general terms of use and provide 50 Euro bike security deposit. Students can co-use a bike if there are not enough bikes for all interested students. To check out a bike, contact the Residential Life Coordinator.

TRANSPORTATION TICKETS

ECLA provides two transportation options in the city. Those students who think they travel frequently are offered to buy a monthly pass (Monatskarte) that costs 53 euros. ECLA reimburses 50 euros. The other option is for those who travel less. They can get 4 free single tickets per week. See the Residential Life Coordinator for both the reimbursement and distribution of the single tickets. The free tickets and monthly passes are valid for all trams, buses, S-Bahns and U-Bahns within the AB zone of Berlin. The C zone is not included.

COLLEGE FINANCES

COLLEGE FEE

The comprehensive fee in each of the programmes (AY, PY, BA) is 15,000 euros (subject to change each academic year). The fee covers the following items:

- Tuition
- Housing (all students can stay on campus between terms during the academic year and BA students, all year)
- Board (during the academic terms)
- Health insurance for all students who do not yet have German/EU-wide insurance coverage
- Use of course materials during the academic year
- Study-trips (including entrance fees to sites and museums)
- A choice of transportation tickets at a reduced fare
- Access to a sports and fitness centre
- Computer and internet access
- Orientation activities
- Official transcripts
- ECLA trips during the academic year
- Berlin public library passes for PY and BA4 students

The comprehensive fee does NOT cover:

LIABILITY INSURANCE

We recommend you to make sure that you have a valid liability insurance in Germany (Haftpflichtversicherung, app. 80 Euros/year).

VISA FEES

All students from non-EU countries except for the countries listed below need a student visa in order to study in Germany and establish a place of residence in Berlin. Please inquire with the German consulate responsible for your area about the cost of the visa. This fee is not covered by the ECLA comprehensive fee. Students from countries DO NOT require a visa to study in Germany: Iceland, Norway, Switzerland, Andorra, Australia, Brazil, Canada, El Salvador, Honduras, Israel, Japan, Monaco, New Zealand, South Korea and USA.

RESIDENCE PERMIT

Depending on your citizenship, you will need a permit to establish a place of residence in Berlin. This permit typically costs between 50 and 60 euros and is not covered by the comprehensive fee.

SECURITY DEPOSIT

ECLA requires a 50 euro security deposit for keys, electronic chips, books and other items issued to students at the start of the academic year. This deposit is returned to the student, if and when all borrowed items have been returned in appropriate condition. Should an item be lost, damaged or destroyed, the student is responsible for covering the full cost, including any cost in excess of the 50 euro security deposit.

BIKE DEPOSIT (Optional)

If you are planning to use one of ECLA's bikes, please be prepared to bring an additional 50 euro security deposit.

PERSONAL EXPENSES (e.g. phone charges, personal care items, entertainment)

Expenses in this category range widely depending on the individual student lifestyle. Student should budget for at least 10 euros per week. With 30 term weeks in an academic year, the minimal annual cost thus amounts to 300 euros. This budget will support a modest student lifestyle and may be covered or increased through part-time jobs on campus. Some examples of prices for expenses in this category are:

1 tube of toothpaste	1,29 Euros
1 toothbrush	0,29 to 1,99 Euros
1 bottle of shampoo (400ml)	1,75 to 3,95 Euros
1 pair of shoes	20,00 to 100,00 Euros
1 t-shirt	5,00 to 30,00 Euros
1 pair of jeans	20,00 to 100,00 Euros

COLLEGE FINANCES

Living costs in Berlin are relatively low, compared to other large cities in Germany, and living in Germany is in general not as expensive as in many other European countries. However, expenses for going out and entertainment run considerably higher as you can see on the example of prices listed below:

1 cup of coffee (in a cafe)	1,80 to 3,50 Euros
1 glass of soft drink (in a cafe)	2,00 to 4,00 Euros
1 slice pizza (in a pizzeria)	1,80 to 6,00 Euros

A slice of pizza in a cafe costs as much and sometimes more than a whole pizza bought from a supermarket, and a glass of softdrink at a restaurant is 2 to 3 times more expensive than the same amount at a supermarket. A cinema ticket costs 5,50 euros on weekdays and 6,50 on weekends.

Fortunately, many cultural events such as theatre performances and art exhibitions are promoted through public subsidies, which allows for considerably low prices, especially, for students. Museums in Berlin also offer free admission to permanent exhibitions every Thursday afternoon for four hours before closing.

1 cinema ticket (reduced fare for students)	5,50 to 6,50 Euros
1 theatre ticket (reduced fare)	6,00 to 30,00 Euros
1 museum ticket (reduced fare)	2,00 to 8,00 Euros

TRANSPORTATION TO AND FROM BERLIN

This expense depends not only on the place of residence, but also on good information and a timely booking. Flight rates on the following airlines can often compete with train and bus rates:

[www.easyjet.com], [www.germanwings.de], [www.gexx.de], [www.airberlin.de], [www.flydba.com], [www.tuifly.com]

It is advisable to reserve early, especially for the trips around Christmas and Easter (Winter and Spring Breaks at ECLA)

EXPENSES FOR ON-CAMPUS STAYS BETWEEN TERMS

Stays on campus during the winter and spring breaks (approximately three weeks each) are permitted. The BA students can stay on campus during the summer break as well. The cafeteria will be closed and no meals will be served during the breaks. ECLA does not charge an extra living fee for the students who stay on campus, but the cost of food and other items will typically amount to no less than 40 euros per week. Some examples of prices are:

1 Broetchen (bread rolls)	0,35 Euros
1 packet of salami (200g)	1,09 Euros
1 L milk	0,90 Euros
1 kg apples	1,99 Euros
1 kg potatoes	0,99 Euros
500g noodles	0,79 Euros
500g rice	1,29 Euros
1 bottle of mineral water (0,75L)	0,80 Euros

PAYMENT OF COMPREHENSIVE FEE

Each student's acceptance form indicates his or her contribution along with the payment schedule. Students can pay with credit card, bank transfer or in cash. Credit card payments can be made with Visa or MasterCard. For detailed instructions, please contact the Accounting or the Financial Aid Office.

Payments should be wired to ECLA's account:

Account Number: 2 485 818
Sort Code: 700 202 70
HypoVereinsbank
Leibnizstrasse 100
10625 Berlin, Germany

IBAN: DE51 7002 0270 0002 4858 18
SWIFT (BIC): HYVEDEMMXXX

LATE PAYMENT

Unless otherwise specified, tuition payment for each term must be made by Friday of the first week of classes. Please refer to the Academic Calendar for the exact dates.

If tuition payment is not received by the deadline, a 30 Euro late fee is charged. If the tuition and the late fee are not received within 14 days after the deadline, the student jeopardizes his/her registration status and the college may take legal steps.

REFUND POLICY

Refund of any portion of the comprehensive fee is based on the student's effective date of withdrawal. A student withdrawing is charged according to the following scale:

1st term of the programme:

The downpayment is included in the calculation of the contribution towards the comprehensive fee in the first term. It is 10% of the contribution, but a minimum of 100 euros.

Withdrawal	Proportion of comprehensive fee charged
Up to Friday Week 2 (5pm)	Down payment
Up to Friday Week 3 (5pm)	30%
Up to Friday Week 4 (5pm)	40%
Up to Friday Week 5 (5pm)	50%
After Friday Week 5 (5pm)	100%

Any term following your 1st term of the programme:

Withdrawal	Proportion of comprehensive fee charged
Up to Friday Week 1 (5pm)	10%
Up to Friday Week 2 (5pm)	20%
Up to Friday Week 3 (5pm)	30%
Up to Friday Week 4 (5pm)	40%
Up to Friday Week 5 (5pm)	50%
After Friday Week 5 (5pm)	100%

FINANCIAL AID

All financial aid at ECLA is need-based. The awards vary widely and aim to cover the full amount of demonstrated need toward the ECLA comprehensive fee.

FINANCIAL AID RENEWAL

Financial aid is awarded to students for one year as their financial needs may change from year to year. Therefore, students enrolled in the BA programme must reapply every year to receive financial aid. To reapply, returning students must complete and submit the Financial Aid Renewal Application with the supporting documentation to the Financial Aid Officer by Friday of week 5 in the spring term.. Failure to meet this deadline may result in cancellation of your financial aid.

FINANCIAL AID REVISION

Students may ask for a re-evaluation of their current financial aid package if a drastic unexpected change in their financial situation occurs. A request form supported by relevant documentation needs to be submitted to the Financial Aid Office. The financial aid will be reviewed and the student will be informed about the decision. Forms can be obtained from the Financial Aid Officer.

MERIT-BASED SCHOLARSHIP

Each year ECLA offers a limited number of merit scholarships not dependent on financial need to BA students with exceptionally promising applications. This Endeavor Scholarship, named after the Endeavor Foundation in New York, covers the full comprehensive fee for one academic year. The comprehensive fee covers tuition, accommodation in student housing, all meals during the academic terms, books on loan, and medical insurance. In addition, Endeavour Scholars receive a free copy of all major core course books used in the relevant year.

The Endeavor Scholarship is renewable on an annual basis and may, on the basis of excellent academic performance, be awarded for up to four consecutive years, i.e. for the duration of the BA programme.

CONFERENCE SUPPORT FUND

ECLA students who have been invited to give a conference paper outside Berlin or Germany, may apply for conference support to cover the relevant expenses (travelling, accommodation and conference fees). ECLA will be able to support up to 3 students each term with up to 200 euros. Support will be granted according to the following criteria:

- 1) The conference paper must have been selected in a serious review process.
- 2) The student must apply for funding from the conference organisers themselves, if such funding is available.
- 3) Only students in good academic standing will be considered.
- 4) Participation in the conference should not undermine the student's studies at ECLA.

A student can only receive conference support once a year. Those interested should download and fill out an application form on the ECLA website and submit it to the Assistant to the Deans.

STUDENT EMPLOYMENT

ECLA offers student employment as part of its commitment to building a community on campus. Student employment is a valuable means of gaining practical experience and earning a supplementary income. Although ECLA strives to offer student jobs wherever possible, students should be aware that ECLA may not be in a position to offer enough jobs to meet the full interest of students. There is therefore no guarantee of student employment at ECLA.

Student employment tasks are not meant to compete or to interfere with creative student participation in ECLA life. Student projects and activities such as the yearbook or literary magazine, films or music, enrich the life of the entire community.

While ECLA's financial aid programme is designed in such a way as to avoid student reliance on employment as a necessity for tuition or room and board expenses, a student's spending money may depend, to a considerable extent, on part-time earnings through student jobs.

Student on-campus employment in most cases may not exceed 6 hours per week during the academic term. Exceptions require approval from the student's academic supervisor and the Financial Aid Office. Students may work longer hours when classes are not in session, provided that the student's employment supervisor can offer such additional hours.

All student jobs are on-campus jobs and are paid at the rate of 7 Euros per hour for a maximum of 6 hours per week.

APPLY FOR A STUDENT JOB

All ECLA students are eligible for applying for student employment as defined in this document, provided that they are in good academic standing as determined by the faculty.

The Residential Life Coordinator informs students of student job openings per email. Additionally, students can look for openings online. Students apply directly to the supervisor mentioned in the opening notice and the Residential Life Coordinator. If the student has been successful in acquiring the job, he or she must request the supervisor to sign the hiring form and submit it to the Residential Life Coordinator for registration.

SUPERVISION

Each student employee at ECLA has a supervisor who is the primary contact person for questions and concerns regarding the position. The supervisor is responsible for providing adequate training and guidance to the student. The goals of the job should be communicated clearly and the duties summarised in a job description.

The supervisor is also responsible for setting up a time schedule with the student. The supervisors are obliged to give consideration to academic priorities of students when scheduling work hours. Correspondingly, the students are obliged to give their supervisors adequate notice of schedule changes or expected periods of particularly heavy academic workload.

Performance of the student should be followed and supported continuously. The student and the supervisor are encouraged to hold an informal review a few weeks into the job in order to be certain that the student understands and feels comfortable with the goals and expectations. If the performance is unsatisfactory owing to absences or weak results, the supervisor is entitled to terminate the work relationship earlier than planned. If the student wishes to end employment before the specified time, he or she should discuss this issue with the supervisor.

TIME SHEETS AND PAYMENT

Students whose employment contract runs for more than one month submit time sheets signed by their supervisors on a bi-weekly basis. Students who have short-term, single-project jobs are paid in one instalment upon completion of the project. The sheets should be submitted to the Residential Life Coordinator during the financial office hours. Disbursements in cash are made by the Residential Life Coordinator.

BUILDINGS

Administration Building	Platanenstrasse 24 Tel.: 43433 0
Faculty and Seminar Building	Platanenstrasse 98a Tel.: 43733 0
Faculty and Seminar Building	Platanenstrasse 98
Dining Room, Guest House	Waldstrasse 70 Tel.: 47034 152
Student Houses	Waldstrasse 16 Tel.: 47034 147
	Waldstrasse 15 Tel.: 47034 136
	Kuckhoffstrasse 24 Tel.: 40106 821
SPOK Fitness Centre	Nordendstrasse 56
Guest House	Kuckhoffstrasse 41-43
Library	Kuckhoffstrasse 41

Non-discrimination Policy

The European College of Liberal Arts Berlin admits students of any race, colour, national origin, ethnic origin, sex, gender identity, religion, sexual orientation and age to all the rights, privileges, programmes and activities generally accorded or made available to students at the college.

The European College of Liberal Arts Berlin does not discriminate on the basis of race, colour, national origin, ethnic origin, sex, gender identity, religion, sexual orientation and age in administration of its educational policies, admission policies, scholarship and loan programmes, and athletic and other school-administered programmes.