

# Bard ABROAD

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## Bard College Berlin

A LIBERAL ARTS UNIVERSITY

### STUDENT HANDBOOK

### Academic Year, 2024-25

- Liberal Arts Berlin (LAB)
- Arts & Society
- Begin in Berlin: A First-Year Experience
- German Language Intensive
- Berlin Theater Intensive

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## A WELCOME LETTER FROM THE BCB STAFF

Dear Students,

Congratulations on your decision to study in Berlin! We are very pleased that you will be joining us at Bard College Berlin for the semester, academic year or the summer. We at Bard College Berlin warmly welcome your presence and look forward to your contribution to the college's intellectual and cultural life. We believe that your time in Berlin will prove to be an exciting and formative experience.

Bard College is committed to establishing international programs based on mutual respect and genuine dialogue. With students, faculty and staff from more than thirty countries, Bard College Berlin is Bard's most international campus. Life in such a diverse community requires a willingness to engage with others who may think and feel quite differently. It requires the ability to look at one's own thoughts, experiences and commitments through new and sometimes critical eyes. This is often challenging, sometimes exhausting but always, in the end, rewarding. We are here to support you in your efforts to learn from others, and we also want to learn from you and your experiences. We hope that you will share your impressions, successes and observations with us, as well as any problems you might encounter.

This handbook and the location guide are provided to help introduce you to Bard College Berlin, the city of Berlin and life in Germany. We think you will find both to be useful resources both before your departure and during your stay in Berlin. For your convenience, we provide quick language glossaries with some essential vocabulary and phrases in the location guide. We ask you to **read through this handbook before departing for Berlin** and to **refer to it regularly as a reference** while you are here. Please let us know if you have any questions or concerns about anything contained in the following pages. We appreciate any comments or suggestions you may have for future editions.

Best wishes for your Berlin experience,  
Dr. Florian Becker and the BCB Staff

## **I. OVERVIEW OF THE *BARD COLLEGE BERLIN* PROGRAMS**

### **About Bard College Berlin**

Bard College Berlin was founded in 1999 as the European College of Liberal Arts (ECLA), with the aim of creating a first-rate liberal arts institution in Europe. Over the years it established itself as an institution with an uncompromising profile, attracting excellent students from all over the world. In November 2011, the ownership of ECLA was transferred to Bard College by the Christian A. Johnson Endeavor Foundation. The name was subsequently changed to Bard College Berlin, a Liberal Arts University.

Among German universities, Bard College Berlin is unique by virtue of its small size, intimate atmosphere, coherent and imaginative curriculum and decidedly international composition (the student body has included citizens of more than 61 countries). Students work with faculty from different backgrounds on moral, political, epistemic, religious and aesthetic questions, with the understanding that such questions are naturally and deeply connected. Members of the Bard College Berlin community share the facilities of a residential campus and the cultural riches of one of the most dynamic capitals of Europe. Interactive teaching, a convivial campus atmosphere, and small, discussion-centered classes create an opportunity for serious dialogue both inside and outside the classroom.

### **About Bard Abroad**

Bard Abroad at the Institute for International Liberal Education (IILE) at Bard College manages the study abroad programs at Bard College Berlin. The mission of the IILE is to advance the theory and practice of international liberal arts education through the belief that international educational partnerships must be based on mutuality and equality, and that it is important for international exchange to occur at the undergraduate level. Bard has long been a leader in bringing the liberal arts model to new locations throughout the world. Bard College Berlin is the newest member of Bard's international network of liberal arts B.A. programs, which includes partnerships with the American University of Central Asia (Kyrgyzstan) and a joint venture with Central European University (Vienna).

### **About Begin in Berlin: A First-Year Experience**

Incoming Bard first-year students have the option to spend their first year studying at Bard College Berlin. The Begin in Berlin program is designed to fit seamlessly into the larger Bard degree and encompasses all the hallmarks of Bard's distinctive academic program. It allows students to participate in Language and Thinking and offers an even richer and more comprehensive version of the First-Year Seminar through a Core Course sequence that is the center of Bard College Berlin's curriculum. First-year students complete Citizen Science during their sophomore year.

Students may also choose elective courses compatible with future plans for Moderation. First-year students can expect a deep engagement with fundamental questions such as how to live, what friendship means, and what the purpose of education might be, in a

geographical setting that gave birth to some of the most important historical, cultural and intellectual transformations in the Western world.

### **About the Liberal Arts Berlin (LAB) Program**

The program offers participants rigorous coursework in fields such as literature, political theory, philosophy and art history, taking advantage of Bard College Berlin's location in one of the world's most artistically vibrant and historically layered cities. Students are encouraged to intern with a business, a non-governmental organization, an arts institution, or another kind of organization, and to study German. The language of instruction is English and students are encouraged to take Berlin-centric courses. Students have the option to participate in an internship through the Berlin Internship Seminar to gain relevant job experience.

### **About the Arts and Society Program**

The program focuses on artistic practice, including studio arts, performance, and media, with dynamic interdisciplinary offerings. History and theory courses provide context and draw upon the vibrant cultural scene in Berlin with visits to museums, monuments, galleries, performances, and nontraditional venues. Students also have the option to take an internship seminar and work under the guidance of an artist or organization that aligns with their interest.

### **About the German Language Intensive Program (GLI)**

BCB's German Intensive Program is designed for Bard students with basic knowledge of German (equivalent to 2 semesters of college German) who wish to further develop a strong grasp of the German language and culture in context and in the shortest time possible. The course is open to qualified students from Bard.

The language course will commence with a placement test upon arrival. Language classes take place each morning for 4 hours (excluding breaks). Students are taught in small groups by experienced Bard College Berlin faculty. The in-class time and workload correspond to those of a semester-long course at Annandale. The cultural excursions provide an orientation to the city and give students the opportunity to enjoy much of what Berlin has to offer. Upon successful completion of the language course, program participants will earn four Bard College credits.

### **About the Berlin Summer Theater Intensive**

This four-week intensive course will explore techniques in the devising and creating of original theater works as well as immersing the participants in the cutting-edge theater, performance and culture of Berlin. Students will study a variety of 'methods' of creation with Berlin-based artists and, under their guidance, make original theater work. Students will also explore the historical and contemporary richness of Berlin's theatrical culture with faculty from Bard College Berlin. Each week will culminate in devised work that will be critiqued in a rigorous but constructive way. Students will also work in groups to create a larger scale project over the four weeks of the program that will incorporate the discoveries made each

week.

### **DerDieDas Haus at Bard College Berlin; A Living-Learning Community**

DerDieDas Haus at Bard College Berlin is a learning and living project for students. Its goal: Creating a community by learning German together. Native and non-native speakers live as roommates in a residence hall on the BCB campus. By using German as their everyday language, they build friendships with their peers and expand their communicative and academic skills. Together, they make a home for themselves in Berlin. Participation in DerDieDas Haus includes extracurricular activities on campus and in Berlin, such as movie nights, theater and museum visits or themed excursions combining learning and leisure. Students interested in applying to live in a DerDieDas Haus dorm must have an A2 or higher level of German language proficiency.



## Location

Bard College Berlin's residential campus is located in the Pankow district of Berlin. The buildings comprise some renovated former embassies to East Germany as well as newly constructed buildings. The embassy buildings, designed in the neo-Bauhaus style by Eckart Schmidt, now function as comfortable dorms, spacious teaching offices, a library, studios and performance space, and administration buildings. No building or garden on the Bard College Berlin campus is ever more than a short walk away. With Berlin's excellent public transportation network (BVG), the campus is only 45 minutes away from major Berlin destinations.

### Bard College Berlin Buildings

Administration Building  
College Secretary  
Faculty and Seminar Building  
Faculty and Seminar Building  
Library and Student Center  
Office of Residence Life  
Student Residence Hall  
Student Residence Hall  
Student Residence Hall  
Student Residence Hall  
SPOK Fitness Centre

### Address

Platanenstrasse 24, Phone: 43733 0  
Phone: 030 43733 129  
Platanenstrasse 98a  
Platanenstrasse 98  
Waldstrasse 16, Phone: 47596 649  
Waldstrasse 16, Phone: 43733 102  
Waldstrasse 15  
Waldstrasse 68  
Treskowstraße 25  
Kuckhoffstrasse 30  
Nordendstrasse 56

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## II. PROGRAM POLICIES AND GUIDELINES

### Statement of Responsibility and Assumption of Risk

Every student participating in the Bard in Berlin Program, the Begin in Berlin Program, the German Summer Language Intensive, the Berlin Summer Theater Intensive, or Summer Studio is **required to sign and agree to Bard College's Statement of Responsibility and Assumption of Risk** prior to participation in the program. Participants are expected to **read the Statement carefully** and take note of all points outlined in it, and are **required to abide by the conditions set forth in this document while on the program**. See Appendix I for the conditions set forth in the Statement of Responsibility and Assumption of Risk.

A copy of this document with your signature is kept on file in the offices of Bard Abroad/The Institute for International Liberal Education. Please see Appendix I for a full copy of this document.

### Visas for the Semester *(Fall, Spring or Academic Year Students)*

Begin in Berlin and Bard in Berlin Study Abroad Program participants are required by Bard Abroad to obtain a **German residence visa/long stay visa for students** before departing for their term abroad. Part of the visa process includes an in-person appointment at the German Consulate or German Embassy. For this reason, it is important to schedule your in-person appointment as soon as possible upon acceptance into the program. The visa processing time may take 6 weeks or longer from the date of your appointment.

Please read the following information on the German Missions in the United States page, which explains the German residence visa/long stay visa process, very carefully:

[Residence Visa / Long Stay Visa](#)

You can schedule your visa appointment on the German Missions in the United States website: [Scheduling an Appointment - Federal Foreign Office](#)

If you have a question about visas please contact the Berlin Programs Manager in a timely manner. Timing is critical for the visa process. If a visa is not obtained before departure, you may not be able to participate in the study abroad program.

If you are traveling with a passport from the European Union, European Economic Area, and/or Switzerland, you do not need to apply for a residence visa.

### Visas for Intensive 1-Month Courses

Students who hold a US or Canadian passport are not required to apply for a visa to enter Germany for the purpose of study. Students who are not citizens of the US or Canada may be required to apply for a visa to enter Germany, and are advised to consult the website of the German Embassy for additional information. For short term programs that are under

90 days, required students typically apply for a Schengen Visa. Students requiring a visa should notify the Bard Abroad office as soon as possible for assistance. **US citizens intending to remain in Germany for less than 90 days do not need to apply for a Residence Permit or Visa.**

### **Arrival Information**

Arrival Day instructions will be emailed to the students directly by the Berlin staff shortly before the program start date.

Bard College Berlin does not provide storage or housing before the program start date and after the program end date.

### **Flight Policy**

There is no group flight for any of the Berlin programs, all arrangements for travel to and from Berlin are the ***express responsibility of the student***. Students will make their own travel arrangements and do so at their own financial risk. Students must agree to arrive in Berlin on the program start date specified in the enrollment agreement.

### **Housing Policies**

All participants on any of the Bard Abroad in Berlin programs are **REQUIRED** to live in campus housing (apartment style dorms) arranged by BCB staff. It is the participant's responsibility to bring to the program staff's attention any unclear points, difficulties, or misunderstandings. In the event of a participant's expulsion from BCB housing for breach of the rules, program staff will determine possible alternate housing options and/or whether disciplinary procedures should be invoked, including, but not limited to, expulsion from the program.

**Important:** Students arriving in Berlin before the start date of the program must arrange for their own accommodations until the program begins. Students are required to vacate program housing on the program end date. Those planning to stay in Germany or travel after the end of the program must arrange for their own accommodations.

Students residing in campus housing must comply with the housing regulations outlined in **Appendix IV**. Violators will be fined for each offense accordingly and if damage is incurred, residents will be charged for the repairs, the total of which varies depending on the extent of the damage. If repair costs exceed the amount of the security deposit, residents will be billed directly for the additional amount owed.

Please note that these policies apply to all programs in Berlin.

### **Transportation**

All students are required to purchase a public transportation pass (*Semesterticket*), which is valid for six months in the ABC zones of Berlin. The *Semesterticket* is a sticker that is placed on the Bard College Berlin Student ID card and 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. Directions for wiring funds for the Semesterticket to BCB are included in the application process.

## **Student Center**

The Student Center is located in Waldstrasse 16. It houses the offices of the Head of Student Life, the Director of Housing and Residential Life, the Study Abroad & Student Life Officer, and the Health & Wellness Officer.

## **Reserving Rooms**

If students or student groups would like to reserve rooms, they need to contact the Registrar's Office through the registrar@berlin.bard.edu email address.

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 for the Factory Reservation form and information on Factory Orientation which all must be completed in the times specified on the form.

## **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 areas.

## **Factory**

For policies and procedures about the Factory, please see [here](#).

## **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.

## **Photo Lab**

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

## **Mailboxes and Mail**

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

On-campus residents are allowed to receive postal mail and packages via the Platanenstrasse 24 address. 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.

At the end of the academic term, any mail that has been left behind in student mailboxes is moved to the Student Center where they are held for one year before being 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 manner in which students can pick up their packages at their own convenience.

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

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

## **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's name, an RFID chip which opens doors around campus, a bar code for checking out books at the library, the Semesterticket for riding public transportation in Berlin and other important information.

The first Student ID card students receive 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. Student ID cards contain students' preferred names whenever requested, otherwise legal names will be used. Changing data on a Student ID card will also result in a 30 Euro replacement fee.

## **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.

### **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.

On-campus student employment may not exceed 10 hours per week during the academic term. Students may work longer hours when classes are not in session, provided that the employing department can offer such additional hours.

Campus student jobs are paid at the rate of the current German minimum wage laws. Timesheets (signed by the job supervisor) must be submitted to the Student Accounts Officer 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.

Students in Germany may only take up employment next to their studies if they abide by all restrictions applied by their health insurance and residence permit or visa. All Bard College Berlin students are eligible to apply for student employment as defined in this document, provided that they are in good academic standing. All vacant job positions are posted publicly through the Bard College Berlin email system. Applications must be submitted within the deadline mentioned in the opening. Qualified applicants are invited for a personal interview. Once successful, student workers will receive 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. All student campus work is temporary employment; the weekly number of hours may be flexible in certain job positions and depends on operational demands.

### **Cultural Norms & Code of Conduct**

Bard College is committed to maintaining a healthy and safe learning, living, and working environment and to creating an environment that promotes responsibility, dignity, and respect. All Bard students are expected to adhere to the Code of Student Conduct even while studying abroad. Regardless of location, safety is important and should be taken very seriously.

Host communities may have different cultural norms and attitudes regarding students,



nationality, gender, race, sexual orientation, and many other identifying characteristics. These cultural differences are important to recognize and determine how they may impact life and safety abroad. What is appropriate in one community may not be appropriate or expected in another community, even within the same country. Bard Abroad will hold an orientation session prior to travel. This is a good opportunity to learn more about the location where you will study abroad.

### **Behavior Policies**

All participants in the Bard Abroad in Berlin Programs are expected to behave in a way that conforms to German law and community standards. In addition, students who physically or verbally abuse program participants, fellow students, faculty or staff, or other community members, are subject to disciplinary action including but not limited to warnings, probation, suspension and expulsion from the program. Violence or the threat of violence will not be tolerated. The wanton destruction or damage of property, either public or private, is grounds for disciplinary action. Participants are expected to treat all community members, including fellow students and program staff, with politeness and respect.

Students are expected to follow all behavioral, safety and academic policies outlined in this handbook, in addition to the academic policies of Bard College Berlin and its individual professors and administrators.

### **Community Standards of Behavior**

Everyone who lives, works, or studies at Bard, or on a Bard study abroad program, does so by choice and, as part of that choice, is encouraged to behave civilly. Participation in the College's intellectual and social activities contributes to the community's vibrancy. In an open educational environment, there will be frequent and often intense exchanges of ideas, even ones that are unpopular and can make others uncomfortable. Each of us should bear this in mind when considering our interactions with others in Berlin and all places where the College is engaged. The community is strengthened when each member fosters civil interactions.

Bard believes firmly in free speech. All members of the College are responsible for maintaining and promoting an open academic and living community. When conflicts arise, they should be resolved among the affected parties. The community is designed to support informal resolution through its members including peers, faculty, administrators and staff. Behavior that violates policies articulated in the *Bard College Student Handbook*, *Bard Abroad Begin in Berlin Student Handbook*, and *Bard College Berlin Student Handbook* is not accepted and formal procedures may be initiated in accordance with the *Student Handbooks*.

The following policy governs the speech of all members of the Bard community, in Annandale and elsewhere, both in and out of the classroom:

The content and nature of interaction among community members is taken seriously at Bard College. The prevailing ethos encourages open discussion and the expression of individual opinion. The College defends the rights of free speech and expression, dissent and protest.

There can be no intellectual debate without honesty and integrity. Honest debate is often uncomfortable. While that is no reason to avoid difficult themes, it is reasonable to ask that the discomfort be mitigated by the good intentions of all involved. Speech or conduct that employs force or the threat of force is prohibited. Deliberate conduct that egregiously interferes with another's speech, particularly in the regular academic and intellectual pursuits of the College, is prohibited.

Threats, harassment, coercion and acts threatening or causing physical harm are prohibited at Bard, as they are in the public community. Note that the use of certain symbols used by the Nazi dictatorship, such as the swastika, is prohibited by law in Germany.

Speech or expression that is not prohibited, but is rude, lacking in respect, disruptive, or hateful, is discouraged. The College may voice its disapproval of such expression through private communications, public condemnation, the organization of public fora and calls for more speech and open debate.

### **Alcohol/Drug Policy**

Bard Abroad and Bard College Berlin have no tolerance for the use of any illegal narcotics, as designated by German Law. An academic environment is incompatible with the use of illegal drugs, the abuse of any drugs, and the use of drugs or medications not medically prescribed and supervised. If such use should occur, the participant involved will be immediately expelled from the program, his or her visa/residency permit may be revoked, and he/she may be deported back to his/her home country. In addition, the appropriate officials at the student's home institution will be notified. Illegal possession or transfer of controlled substances as defined by German law will also lead to immediate expulsion from the program, revocation of visas/residency permits and deportation, as well as notification of officials at a student's home institution. All program participants must take responsibility for their own actions and for compliance with German narcotics laws.

By German law only persons over the age of 16 may consume alcoholic beverages such as wine and beer, and only persons over the age of 18 may consume spirits or other strong alcoholic beverages. Students are urged to consider the dangers and negative health effects of drinking before deciding to purchase alcohol. They are expected to attend class and program activities and events in a sober state. Students who violate this policy are subject to disciplinary action including but not limited to warnings, probation, suspension and expulsion from the program. Those whose alcohol use repeatedly leads to problematic behavior will be subject to disciplinary action. A participant may be expelled from the program when the abuse of alcohol becomes a threat to personal or community safety or wellbeing as evaluated by program staff and in consultation with the Associate Dean of the College at Bard College Berlin and the Director of the IILE at Bard College.

### **Non-Discrimination Policy**

The Bard College Berlin community comes from many different backgrounds and includes different religions, races, ethnic ancestries, and sexual orientations. We celebrate this

diversity and recognize that persons are entitled to be treated with tolerance, respect, dignity, and understanding.

The Bard College Berlin community is committed to freedom of thought, speech, and discourse in an atmosphere uncorrupted by unlawful discrimination on the basis of race, color, gender and/or sex, religion, sexual orientation, age, ethnic or national origin, disability, or military veteran status. Any behavior that violates this policy will be thoroughly investigated and the violators of such policy will be subject to disciplinary action. Discrimination and harassment of any kind, including sexual harassment, will not be tolerated.

### **Cultural Norms & Code of Conduct**

Bard College is committed to maintaining a healthy and safe learning, living, and working environment and to creating an environment that promotes responsibility, dignity, and respect. This commitment extends to all Study Abroad programs whether domestic or international. All Bard students are expected to adhere to the Code of Student Conduct even while studying abroad. Regardless of location, safety is important and should be taken very seriously.

Host communities may have different cultural norms and attitudes regarding students, nationality, gender, race, sexual orientation, and many other identifying characteristics. These cultural differences are important to recognize and determine how they may impact life and safety abroad. What is appropriate in one community may not be appropriate or expected in another community, even within the same country. Bard Abroad will hold an orientation session prior to travel. This is a good opportunity to learn more about the location where you will study abroad.

### **Relationships Abroad**

Behavior and relationships may be viewed differently in host communities than you are accustomed. Be aware of norms regarding gender, behavior, dating, and relationships in your host community. Outside of Berlin or in certain areas, public displays of affection may not be tolerated. It is important to educate yourself on the social norms and local laws, particularly in regard to gender equality and same sex relationships. If necessary, talk with peers, staff, or faculty who have been in the host community to obtain information, tips, and resources.

### **Title IX Abroad, Gender-Based Misconduct and Nondiscrimination**

Bard College does not tolerate harassment and discrimination on the basis of sex (including sexual harassment, sexual violence, domestic violence, dating violence, or stalking), race, color, religion, national origin, disability, age, sexual orientation, gender identity, pregnancy, military status, or veteran status. This prohibition extends to harassment or discrimination, based on the protected status listed above, including the creation of a hostile working, educational, or living environment. To view Bard's Policies on Sexual Harassment, Violence and Discrimination, see **Appendix V**.

You have the right to safely access your educational resources and opportunities. Students who are studying abroad through a Bard affiliated program and experience sexual and/or

interpersonal violence have access to Bard College's resources, procedures, and protocol. If you experience sexual harassment, sexual misconduct, domestic/dating violence, or stalking you have many options, resources, and services available to you.

Title IX is a US federal civil rights law that applies to Bard College Berlin as an American academic institution. It prohibits sex-based discrimination in any school or other educational program. We take its principle of nondiscrimination very seriously and commit to preventing, responding to, and remedying occurrences of gender-based misconduct throughout Bard College Berlin.

The Bard College Berlin community comes from many different backgrounds and includes different religions, races, ethnic ancestries, and sexual orientations. We celebrate this diversity and recognize that persons are entitled to be treated with tolerance, respect, dignity, and understanding.

The Bard College Berlin community is committed to freedom of thought, speech, and discourse in an atmosphere uncorrupted by unlawful discrimination on the basis of race, color, gender and/or sex, religion, sexual orientation, age, ethnic or national origin, disability, or military veteran status. Any behavior that violates this policy will be thoroughly investigated and the violators will be subject to disciplinary action. Discrimination and harassment of any kind, including sexual harassment, will not be tolerated. All matters regarding Title IX, Gender-Based Misconduct and violations to the Nondiscrimination Policy can be discussed with the following:

Maria Anderson Long, Interim Diversity, Equity, Bard College Berlin Inclusion Officer  
Diversity, Equity, and Inclusion Office (Bard College Berlin)

Phone: +49 30 43733 133

[m.andersonlong@berlin.bard.edu](mailto:m.andersonlong@berlin.bard.edu)

Lauren Gretina, Title IX and Civil Rights Coordinator

Sottery Hall, Room 107 (Bard College Annandale)

845-758-7542

[nondiscrimination@bard.edu](mailto:nondiscrimination@bard.edu)

## **Discipline and Expulsion of Students**

The College uses preponderance of evidence as a guide when involved in the discipline or dismissal of students. With sufficient cause, the College will opt to protect the community rather than find undeniable proof of a serious violation of College Policy or Community Standards of Behavior. The College's policy with respect to discipline or dismissal of students (on other than academic grounds) is as follows:

*A. On-Campus Activities:* A student is subject to discipline or dismissal for his or her activities if the student interferes with the College's academic or administrative functions or with free speech; uses violence or the threat of violence; disrupts community living on campus; or violates the Community Standards of Behavior or a specific written policy of the College.

*B. Off-Campus Activities:* A student is subject to discipline or dismissal for off-campus activities when they are related to the College's academic or administrative functions or demonstrates egregious or persistent behaviors not commensurate with the Community Standards of Behavior or constitute a danger to others on campus or in the local community. Arrest, conviction of a crime, or flagrant disregard of German law may also constitute grounds for expulsion from the Program.

*C. Limitations:* Whether official non-College action has been taken or is likely to be taken against the student and whether such non-College action is likely to be effective in deterring similar conduct by the student in the future are factors that will be considered in determining whether discipline or dismissal should be imposed in a particular case. In all cases it is understood that the College's function is educational and not penal.

*D. Student Illness:* Nothing in this statement of policy should be construed as limiting the right of the College to exclude from the campus students who by reason of serious physical or mental illness constitute a danger to others on campus or are otherwise incapable of continuing to function as responsible members of the College community. When there are reasonable grounds to believe that a student's health is so impaired, the College may insist that the student be examined by appropriate medical professionals and may recommend the student petition for a leave of absence.

*E. Enforcement:* Safety and Security Officers, Residence Life & Housing Staff, the Director of Bard Programs, the Provost and members of the staff are authorized to enforce college policy. All are authorized to enter a student's room with reasonable grounds when entry is considered essential to the enforcement of serious violations of college policy, particularly in situations believed to pose immediate harm. Students are expected to display appropriate IDs to college personnel upon request.

## **Sanctions**

After a hearing, either formal or informal, in which accountability is established, an appropriate sanction may be imposed on students who are found to be in violation of Bard Abroad program rules and policies or otherwise subject to disciplinary action. Notice of such a sanction can be given by the Program Coordinator, the Associate Director, IILE, Associate Dean of the College at Bard College Berlin, or the Dean of International Studies at Bard College.

Sanctions generally include social probation and expulsion. Social probation is an official warning. During the period of time for which it is assigned, any violation of program rules, especially violation of the rule that led to the probation, will be cause for serious disciplinary action. Social probation can have provisos or conditions attached to it, including but not limited to apologies, community service, counseling, restitution, or fines. Failure to meet the terms of the provisos can result in the withholding of grades, transcripts or expulsion from the program.

Individuals on social probation may be required to seek medical counsel and/or to meet regularly with program staff. Social probation will end once the grievance

committee determines that the student has fulfilled the conditions of the probation. If the case is severe enough, or if the student has a history of social probation(s), the participant may be expelled from the program. Program staff will help the participant to make the necessary arrangements to return to the United States; however, any cost associated with the departure will be the responsibility of the student.

Notifications of all sanctions will be sent to relevant parties at Bard College and the student's home institution. All program participants have the right to appeal all program and academic sanctions to the Director of Bard Programs (BCB) or the Dean of International Studies at Bard College.

## **Grievances**

During the course of the program, all students, program administrators and Bard College Berlin faculty have the right to voice a grievance against teachers, fellow students or staff members whom they consider to have failed to meet contractual obligations, to perform their duties, to behave according to recognized professional standards, or to act in accordance with institutional policies.

Upon receipt of a grievance from or against a Bard Abroad participant:

1. The Director of Bard Abroad Programs at Bard College Berlin will interview the program participant and any other involved parties to give all involved an opportunity to voice their side of the issue;
2. If the Director determines that a Bard Abroad or Bard College Berlin policy has been violated, he will convene a grievance committee to determine an appropriate sanction. The grievance committee may include the Director and individual faculty members or administrators at Bard College Berlin or Bard College.

The Director will supply the program participant with written notification of the applicable committee's decision and any sanctions involved.

## **Withdrawal from the Program, Program Cancellation, and Tuition Refunds**

If a student chooses to withdraw from a Bard College international program, he or she must inform the IILE in writing immediately.

Because student safety is of critical importance, Bard College reserves the right to cancel any Bard-sponsored program in a location or context that is considered unsafe by the College. The Institute for International Liberal Education (IILE) regularly reviews information provided by the U.S. Department of State and monitors other sources for information about the countries where students are or will be studying on Bard programs.

In the event of a withdrawal or cancellation, the withdrawal and cancellation policies found in the appendices apply.

### **III. INSURANCE, HEALTH AND MEDICAL CARE**

#### **Health**

Please be sure that you have self-reported any medical and mental health conditions to the Bard Abroad staff, including a list of the medications that you take and will need to have with you while abroad. All visiting students on study abroad programs in Berlin are enrolled in a comprehensive health policy through GeoBlue. GeoBlue provides a Berlin network of local doctors, care centers and providers. When students wish to see a doctor, they call the Global Health Team at GeoBlue, which will set up an appointment for them and arrange for direct pay. By dialing the Global Health team students avoid paying out of pocket and filing claims.

If you need to see a physician off campus, you can contact Student Life for assistance in finding a doctor. Please note that Student Life staff do not accompany students to doctor's appointments or to the hospital, unless directed to do so by the Head of Student Life. In an emergency, participants should go immediately to the doctor or emergency room and contact the Professional Staff on Call at +49 157 57926095 as soon as possible. Student Life can assist with on-campus resources and support such as connecting with your professors if you will need to miss class, meeting with our counselor, or help in coordinating other care you may need. Student Life staff cannot serve as interpreters for students unless determined on a case-by-case basis by the Head of Student Life.

Students should be prepared that while many doctors in Berlin speak English, that other individuals working at an office or a hospital (nurses, receptionists, etc.) likely will not. Be prepared to utilize Google translate or other technological resources to help you check in at the office or hospital, translate medical forms, and relay information if the individual you are speaking with does not speak English.

#### **Counseling**

Any student who sees a counselor on a regular basis is encouraged to discuss strategies for managing stress and anxiety during their time abroad.

For all mental health concerns, Bard College Berlin students have access to free psychological counseling services and mental health support provided by counselors from Linden Global Learning & Support Services. Students can book appointments through the Bard College Berlin [website](#). If you have any issues with the booking link, please email [counseling@linden-education.com](mailto:counseling@linden-education.com).

Please only schedule ONE session at a time. If you feel you would like a follow up session, you can make an appointment with your counselor during or after your session. If you are having difficulty finding an available slot, Bard College Berlin Student Life staff is happy to assist you with finding alternative short-term or emergency support. Students are entitled to five sessions during each term. However, if a student and counselor determine additional sessions would be helpful, more sessions can be arranged. If a student can no longer attend a scheduled session, they should notify their counselor in writing at least 48 hours in advance or reschedule their session.

Students who miss two appointments within a semester may have counseling services restricted for the rest of the term.

Student Life staff and trained peer advisors (BRAVE Peer Advisors) also assist students in finding mental health specialists. BRAVE Peer Advisors are trained Bard College Berlin students that act as confidential contacts and resources for fellow students in need of support. They organize programs and awareness events throughout the semester and are available to members of the student body needing to talk to someone. They refer students to professionals as needed.

GeoBlue Global Wellness Assist provides free, confidential assistance any time, any day. Global Wellness Assist is staffed by professionals who are completely independent of your program sponsor. They are bound by professional standards regarding confidentiality and do not disclose details of individuals who have contacted the service. Any information you provide will not be shared with your plan sponsor.

To have a counselor call you:

Email: [support@worldwideassist.co.uk](mailto:support@worldwideassist.co.uk)

SMS text number: +44-790-934-1229 (standard text messaging rates may apply) Include in your email or text:

- a. Your Name
- b. Your Country Location c. Your Phone number
- d. Reason

You can also use your GeoBlue Mobile App:

1. Select Telehealth
2. Talk to a Counselor

Or you can call the phone number for Germany: 0800 180 2587

Bard College Berlin provides mental health support for students. For more information, email [counseling@berlin.bard.edu](mailto:counseling@berlin.bard.edu) or Student Life at [studentlife@berlin.bard.edu](mailto:studentlife@berlin.bard.edu)

## **Insurance Policy**

All students participating in Bard Abroad programs are covered by a travel health insurance plan with GeoBlue. Students making individual travel plans outside the program dates are responsible for securing their own insurance.

Provider: GeoBlue

Name on Account: Bard College

Phone: (610) 254-8771 (Collect from outside the US)

Website: <https://geobluestudents.com/for-students-members>

You will be provided with login information during the pre-departure process. Members can log in to the website to access GeoBlue's comprehensive online resources:

- View plan benefits
- Download ID cards and claim forms
- Check the status of a pending claim



- Prepare for a successful study abroad experience using Well Prepared Search for a doctor in the U.S. and overseas
- Use the medical drug, term and phrase translation guides
- Access important health and security news and profiles for cities worldwide

A wallet card with emergency contact numbers and policy information will also be provided to all students at or by the start of the program. Students should log into the portal to see a description of the coverage and a list of the exclusions.

With the GeoBlue mobile app you can also have convenient access to the best local doctors, hospitals and resources anywhere in the world. The app can be downloaded from the website.

Coverage includes:

- This plan has no deductible
- Benefit Amount \$100,000 per Insured Person per Covered Injury or Sickness
- Dental (Injury Only) up to \$500
- Psychological Treatment Reasonable expenses up to 20 visits in an Outpatient basis
- Emergency Medical Evacuation \$250,000. Maximum lifetime benefit
- Security Evacuation and Natural Disaster Benefit up to \$25,000
- Accidental Death and Dismemberment up to \$10,000.
- Repatriation of Remains \$25,000.

\*Note: German law requires all students to show proof of health insurance. To this end, during your first week at Bard College Berlin you will be instructed to fill out and submit the “Antrag auf Befreiung von der Krankenversicherungspflicht als Student” form (a sample of a completed form can be found in the appendices for your reference). Certificates of insurance coverage will be issued for each student enrolled in either the Bard Student Health Plan or Bard Travel plans.

### **Certificates of Insurance and Plan Brochures**

Detailed certificates for the Bard GeoBlue policy are available to all students, as well as general brochures. Please see the GeoBlue website or contact the Berlin Programs Manager.

### **Emergency Numbers (BCB)**

In the case of an emergency, please call public emergency services first (numbers below), then call BCB.

- German Emergency Telephone Numbers
  - 110 Police
  - 112 Emergency: Ambulance, Fire Department, Police
    - The number 112 (equivalent to the US's 911) can be dialed to reach emergency services - **medical, fire and police** - from anywhere in Europe. This **emergency number 112** can be called from any telephone (landline, pay phone or mobile cellular phone). Calls are

free.

- BCB RA on Call (after 5 pm & weekends): Phone: +49 176 72860460
- BCB Staff on Call (24/7): Phone +49 157 57926 095

### **GeoBlue Emergency Numbers**

Medical Emergency: +1-610-254-8771 (collect)

### **Physical Health Emergencies**

Nearest Hospital: Maria Heimsuchung Caritas Klinik Pankow  
Breite Strasse 46-47, 13187 Berlin (M1 Stop Pankow Kirche)  
+49 30 475170

### **Mental Health Emergencies**

Nearest Psychiatric Hospital: St. Joseph-Krankenhaus Berlin-Weißensee, Garenstrasse 1,  
13088 Berlin (225 Bus from S & U Bahn Pankow Station) +49 30 927900

### **Emergency Numbers (Bard College)**

IILE: [00-1] 845-758-7835  
Jennifer Murray: [00-1] 845-332-4442  
Bard Security: [00-1] 845-758-7777  
IILE Emergency Phone: [00-1] 845-594-7497

### **Consular Information**

U.S. Embassy in Berlin:  
Clayallee 170, 14191 Berlin  
General Inquiries: (0) 30 8305-1200  
Emergencies only: (0) 30 8305-0

#### IV. SAFETY AND SECURITY IN GERMANY

US Citizens traveling abroad should also regularly monitor the Department of State's Bureau of Consular Affairs' website for the latest security information, travel warnings, travel alerts, and worldwide cautions. This information can be found at the following website: <http://travel.state.gov/content/passports/english/country.html>

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll-free within the U.S. and Canada, or by calling a regular toll line, 1-202-501-4444, from other countries. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

#### Registering with the US Consulate

As part of the post-decision process, all U.S. citizens will be required to register in the STEP (Smart Traveler Enrollment Program) run by the US Department of State; more information can be found at: <https://step.state.gov/step/>

The Embassy is located at:

Clayallee 170, 14191 Berlin

Tel. (49) (30) 8305-0 (emergency services only)

Tel. (49) (30) 8305-1200 (routine calls, 2-4 p.m. Monday-Thursday)

#### Country Specific Information

Please read the sections on "Safety and Security" and "Crime" from the US State Department's country-specific information pages for Germany:

<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Germany.html>

*\*Students and parents should consult the site from time to time to remain up to date.*

#### Petty Crime in Germany

Petty crime is by far the most widespread form of criminal activity in Germany, and can be dealt with by using everyday street smarts.

Pickpocketing is a common problem on crowded streets and on public transportation; students should keep their wallets or purses in secure locations and be aware of their bags and pockets. Students should be especially aware on the U-Bahn and other high-traffic areas, where pickpockets specifically target foreigners. Be conscious of your surroundings, especially when taking money out of ATMs, and when walking on the street at night. Do not carry large sums of money with you unless it is absolutely necessary. On most U-Bahn station platforms, there is a red panic button that can be pushed if need be. German police are called polizei, and they usually drive vans, which are white and blue in color. Ambulances are called Rettungswagen or Krankenwagen, and are white and orange in color.

Berlin is generally a safe place, with crime levels that are similar to and lower than other large cities' statistics in the United States. Behavior that makes one stand out as a tourist or foreigner (such as speaking loudly in English in public or taking photographs of surroundings in non-touristy areas) can bring on unwanted attention.

General Safety Tips to Remember:

- Streets can be icy in the winter
- Travel with others, especially late at night.
- Always be aware of your surroundings, especially at night.
- Always take licensed car services, and never get into a car with a drunk driver.
- Leave unneeded credit cards, money, jewelry, and documents at home in a safe place.
- If you feel in danger, always try to get into a public place, such as a store or restaurant.
- Stay out of the bike lanes (unless you are cycling). Bicycles have priority use of these lanes; you risk being hit by a cyclist if you are not aware of where you are walking.
- Observe how people behave in public and make an effort to adopt similar behavior. In other words, don't be an obvious foreigner.
- Listen to your gut. If you are alarmed or spooked, take a calm moment to assess the situation around you and decide what your options are for getting to a safer place. Then make a decision and act.
- Don't take unnecessary risks. Think twice before engaging in unsafe activities, and try to have others travel and explore with you. Your time in Berlin is likely to provide you with some of the most valuable and positive experiences in your life, but not everything will always go as planned. If things go awry, react calmly and access the support systems and contacts that have been provided to you.
- Avoid large public gatherings such as demonstrations and protests, these can turn violent quickly and lack of fluency in the local language will leave you at a disadvantage.

***Report any crime to Program staff immediately!***

## APPENDIX I: STATEMENT OF RESPONSIBILITY AND ASSUMPTION OF RISK

The undersigned is a student seeking enrollment in the **Bard in Berlin, Begin in Berlin, the German Summer Language Intensive, or the Berlin Summer Theater Intensive** (hereinafter referred to as "program"). In consideration for acceptance into the program, the undersigned agrees to the obligations and considerations set forth herein. Student acknowledges that participation in the program is wholly voluntary. Reference in these conditions to Bard College (hereinafter referred to as "Bard") shall include all its officers, trustees, employees, agents and related parties, individually and collectively. Reference in the conditions to "participants" shall include all students who have been accepted into the program. All reference herein to "the parents" of the participants shall include the legal guardians or other adults responsible for the applicant.

### Academic

Academic Responsibility: For the satisfactory completion of the course for credit, participants are expected to attend all lectures and seminars and to complete all assignments and examinations in a timely way.

### Administrative

Participation: Bard reserves the right to accept or reject any proposed participant.

Photos: Participants consent to the use, reproduction, and publication in any media, now known or later developed, of their photographs, comments, and photographic likeness by Bard for publicity and educational purposes insofar as Bard may in its discretion think fit.

Orientation: The Participant understands that continued eligibility for participation in the program is conditioned upon attendance of such orientation sessions as may be required by Bard, as well as attendance of classes and other scheduled activities.

Independent Travel: Opportunities for independent travel may occur during participating in the Academic Program and Bard does not wish to discourage participants from taking advantage of them. The Undersigned understands that Bard undertakes no responsibility for the Participant when she or he is traveling independently during the course of the Academic Program.

Separation from Group: The Undersigned acknowledge and understand that in the event the participant becomes detached from the program group, fails to meet a departure bus, airplane, or train, or becomes sick or injured, the participant will bear all responsibility and costs to seek out, contact, and reach the group at its next available destination.

Cancellation Policy: Because student safety is of critical importance, Bard College reserves the right to cancel any Bard-sponsored program in a location or context that is considered unsafe by the College. In the event that Bard decides to cancel this program, the program cancellation policy and associated tuition refund policy as set forth in the *Bard Abroad Bard College Berlin Student Handbook* applies.

**Withdrawal Policy:** If a student chooses to withdraw from the program, he or she must inform the IILE in writing immediately. In such cases the withdrawal and associated tuition refund policy as set forth in the *Student Handbook* applies.

**Document Responsibility:** No responsibility is accepted by Bard for failure by participants to carry the relevant passports, visas, tickets, or other documents required for the purpose of travel or for their loss or replacement.

**Termination Policy:** If any participant should have his or her participation terminated, then Bard shall have the right to require the participant to quit the program without refund or fees.

**Travel Arrangements:** Bard will endeavor to adhere to all arrangements made but nevertheless reserves the right to change or alter any arrangement of location or content of the program or travel arrangements should Bard deem such alteration necessary. The Undersigned acknowledge and agree to accept all responsibility for loss or additional expense due to delays, disruption or other changes in the means of transportation, travel arrangements or other services, whether because of sickness, political unrest, weather, strikes, or other unforeseen causes. The Undersigned acknowledges and understands that Bard assumes no liability whatsoever for any loss, damage, destruction, theft or the like to Participant's luggage or personal belongings, and that Participant has retained adequate insurance or has sufficient funds to replace such belongings.

**Laws Governing Services:** All services and accommodations are subject to the laws of the country in which they are provided.

## **Health and Safety**

**Health and Safety:** Bard reserves the right to take whatever action it may consider warranted by circumstances relating to the health and safety of the participants, and the undersigned hereby releases Bard from any liability for such actions or decisions.

**Hazards:** The undersigned acknowledges that study abroad involves certain hazards including but not limited to risk of injury, unsanitary conditions, civil unrest, robbery, assault, death, various diseases, transportation risks, and terrorism.

**Participant Welfare:** Bard cannot guarantee the safety or welfare of participants. The Undersigned are aware of all applicable personal medical needs, and have discussed such needs with program staff during the enrollment process. Bard will make reasonable efforts to inform participants of safety and welfare conditions related to the trip. Bard has no responsibility regarding any independent travel, non-sponsored activities, or absences from Bard sponsored activities, which is strictly at the individual's own risk.

**Medical Personnel:** The Undersigned understand and agree that Bard does not have medical personnel available at the location of the program, during transportation, at the host institution, or anywhere in the foreign country. The Undersigned hereby grant Bard, its agents, employees and students acting as employees, permission to authorize emergency medical treatment, if necessary. Such action by said persons shall be subject to

the terms of this Agreement. Bard, its governing board, members thereof, officers, agents, employees and students acting as employees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment. The Undersigned agree to be fully responsible for all costs and expenses incurred in connection with such treatment, subject to reimbursement or coverage by insurance.

Insurance: Bard College maintains an umbrella travel accident insurance policy providing assistance to all participants in the event that medical or security evacuation from the Program location is deemed necessary. The Participant is responsible for payment of all medical and hospitalization costs while undertaking this Academic Program, and for filing all of the required claims and documentation according to his/her insurance company's reimbursement policies. The Undersigned agree that Bard cannot be and is not responsible for attending to any of Participant's medical, medication or hospitalization needs and that the Undersigned assume all costs, risk and responsibility thereof.

Operating a Motor Vehicle: Bard strongly discourages participants from operating vehicles while participating in the Academic Program. Traffic congestion and different laws and regulations, civil and criminal, can make driving motor vehicles in foreign countries extremely hazardous. Insurance requirements, or other financial responsibility laws, vary from country to country. In addition, most international insurance plans exclude coverage for reimbursement of claims for treatment related to injuries sustained while operating a motorized vehicle in a foreign country. If, however, the Participant is determined to operate a motor vehicle while abroad, the Undersigned recognizes that Bard assumes no financial responsibility for insurance, legal aid, assistance in connection with any tax difficulties, or for the care of the Participant should s/he be involved in a motor vehicle accident.

## **Behavior**

Behavioral Responsibilities: All participants will at all times comply with rules, standards, and instructions for student behavior set forth in the *Bard Student Handbook* and as reflected in the Community Standards of Behavior. Bard reserves the right to enforce the standards of conduct and specifically reserves the right to terminate participation in the program by anyone who fails to maintain these standards or for any action or conduct which Bard considers to be incompatible with the interests, harmony, comfort, and welfare of other participants. Due to the nature and location of study abroad programs, all violations of social, behavioral and academic policies, as outlined in the *Bard Student Handbook* are adjudicated by the Program Director. Students may appeal decisions to the Dean of International Studies of Bard College. Students whose conduct warrants termination from the program will have the right to appeal to the President of Bard College or to an administrator appointed by the President.

Property Damage: Should a participant damage property belonging to Bard or any other college, hotel, hostel, or belonging to any individual associated with any of the foregoing, the participant agrees to indemnify the injured party, regardless of whether the loss or damage arises out of the joint or concurrent negligence of any other party, and agrees to accept such penalty as Bard may reasonably impose. The participant also agrees to discharge all other indebtedness or obligations to Bard before the conclusion of the

program and understands that failure to do so may result in the withholding of credit and the payment of administrative fees for the subsequent discharge of these obligations. It is highly recommended that students coming to Bard College Berlin for 1 semester or 1 year purchase Haftpflichtversicherung (personal liability insurance).

**Substance Abuse Policy:** The use, distribution, transportation, possession or sale of a controlled drug or substance, or unauthorized prescription while a participant is on this program represents a serious breach of conduct and will result in expulsion from the program and notification of the appropriate officials of the parent institution and/or others who may be concerned. Also, to be present, though not a participant, during a violation of this policy may in itself be deemed a violation and subject to penalty.

## **Legal**

**Release of Liability:** The undersigned discharges Bard College, its agents, employees, and officers, any tour organizer or arranger, any host college or hostel, and all employees and agents of the foregoing, from liability for any and all claims for sickness, personal injury, death, property damage, or other loss, of whatever nature and howsoever caused, that may arise out of or be in any way related to the program or the undersigned's participation therein including, but not limited to, claims resulting from delay; the criminal acts of others; the use of any vehicle; strike; war; threat or act of terrorism; weather; sickness; quarantine; any governmental restriction or regulation; or any act or omission by steamship line, airline, railroad, coach line, taxi service, hotel, restaurant, college; or any other person, except for the negligent acts of Bard and intentional acts. Participants are urged to have personal insurance for all such contingencies.

**Indemnity:** The participant agrees to assume the liability and all claims or damages for any sickness, personal injury, death, property damage or any other loss that may arise, either wholly or in part, out of any negligent, intentional or other act or omission by the participant in connection with the program, including those claims or damages that may arise out of the sole, joint or concurrent negligence of Bard.

**Laws of other countries:** The Undersigned recognize that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. In particular, political activities or use of illegal drugs may subject the Participant to significant civil or criminal penalties. The Participant agrees that s/he will become informed of and will abide by all such laws and standards for each country to or through which the Participant travels during the Academic Program. Neither Bard nor the US Embassy can obtain release from jail for a US citizen, but can only aid in obtaining legal assistance.

**Legal representation:** The Undersigned acknowledges and understands that should the Participant have or develop legal problems with any foreign nationals or government of the host country, the Participant will attend to the matter personally with the Participant's own personal funds. Bard is not responsible for providing any assistance under such circumstances.

Each signatory to this document acknowledges that he/she is above the age of 18, that



he/she has read the above statement and agrees to the conditions set forth above. This release and hold harmless agreement binds the members of my family and spouse, and my estate, family, heirs, administrators, personal representatives, and assigns. The undersigned further agrees that this Statement of Responsibility and Assumption of the Risk is to be construed under the laws of the State of New York, U.S.A., without regard to its conflict of laws, provisions, and that jurisdiction and venue in Dutchess County, New York. If any portion thereof is held invalid, illegal, or unenforceable, the remaining portions shall be in full force and effect.

I HAVE READ THIS DOCUMENT BEFORE SIGNING IT AND I SIGN THIS DOCUMENT OF MY OWN FREE ACT AND DEED, INTENDING TO BE BOUND BY THE PROMISES I HAVE MADE HEREIN.

**A copy of this document with your signature is kept on file in the offices of the Institute for International Liberal Education.**

## APPENDIX II: WITHDRAWAL AND CANCELLATION POLICIES

### Program Withdrawal Policy

In order to withdraw from a Bard Abroad program, students must inform the program coordinator in writing as early as possible, the date of written notification is used to determine prorated refund amounts. For Bard College Berlin the contact is Lauren Cooke, [lcooke@bard.edu](mailto:lcooke@bard.edu).

#### In such an event, the following policies apply:

- If a student chooses to withdraw prior to a program's commencement, a full refund will be provided.
- If a withdrawal occurs at any time during the first week of classes, 80 percent of the semester's tuition charge is reversed. If a withdrawal occurs at any time during the second week of classes, 60 percent of the semester's tuition charge is reversed. If a withdrawal occurs at any time during the third and fourth week of classes, 30 percent of the semester's tuition charge is reversed. No refund of tuition is applicable beyond this refund schedule.
- If a student is required to return to the U.S. after a program's commencement, options for remote instruction will be provided and non-tuition refunds will be determined based upon the date of departure from campus.
- If a student is dismissed from a program due to disciplinary, academic, legal, or other related causes no refunds will be given.

#### Notes:

- Students receiving financial aid should consult with the financial aid office at their home institution for information about how withdrawing from a program would affect their federal, state, and/or institutional aid.
- Students are advised to purchase tuition insurance or trip cancellation insurance for all or part of the full program cost, including tuition.

## **Program Cancellation Policy**

Because student safety is of critical importance, Bard College reserves the right to cancel any Bard-sponsored program in a location or context that is considered unsafe by the College. Bard Abroad regularly reviews information provided by the U.S. Department of State and monitors other sources for information about the countries where students are or will be studying on Bard programs.

### **In such an event, the following policies apply:**

If Bard College cancels a program because of safety concerns, an emergency, or an act of God prior to the commencement of the program:

- Bard Abroad will make every effort to refund recoverable program costs to the participants.
- Tuition will be refunded.
- If Bard College cancels a program after it has commenced due to safety concerns, an emergency, or an act of God:
- Bard Abroad will make every effort to help students complete the academic work from the program and, depending on the circumstances, earn the intended academic credit from the program.
- Bard Abroad will make every effort to refund recoverable program costs to the participants. Unrecoverable program expenses (e.g., program deposits, airfare, excursion expenses, housing fees, other operating costs) may be refunded on a prorated basis.
- Tuition will not be refunded.

### **Notes:**

- Bard Abroad will review individual cancellations on a case-by-case basis for students who are receiving financial aid from Bard or from their home institutions.
- Because full refunds are often not possible, we strongly urge students to purchase trip cancellation insurance and tuition insurance. Policies vary on when trip cancellation insurance and tuition insurance must be purchased, so students should check with insurance providers for more details.

### **APPENDIX III. “BEFORE YOU LEAVE THE U.S.” CHECKLIST**

- Visit the doctor for a check-up and any needed vaccinations
- Fill all needed prescription medications for the duration of your program. If you are unable to get enough for the duration of your stay, have your doctor write the prescription with the generic drug name. You will then need to go to a local doctor after you arrive to have a new prescription written.
- Visit the dentist for a check-up and cleaning
- Check with your bank to make sure that your ATM/Debit card and credit cards will work at German banks; alert them that you will be using your debit/credit cards in Germany for the period of your program
- Make sure that you understand the credit transfer rules of your home institution
- Make a list of emergency numbers to keep with your passport, including:
  - Your family phone numbers and e-mail addresses
  - Phone numbers for your bank and credit card companies (to cancel stolen cards)
  - Phone number and e-mail address of your contact person at your home institution’s international office.
- o Make photocopies of:
  - your passport photo page
  - your ATM/credit cards
  - your GeoBlue insurance policy/card and any other insurance cards you may need
- Take and print out photographs of your musical instrument to demonstrate to German customs officer

## **APPENDIX IV. BARD COLLEGE BERLIN HOUSING REGULATIONS**

**NOTE: Property Insurance:** *Program participants' possessions are not insured under any Bard College or BCB insurance policy. The program does not accept responsibility for any thefts or losses from participants' rooms or anywhere else on campus at any time. This applies to damages from water, steam, soot, smoke, fire, or other destruction. Participants who wish to have property insurance should make individual arrangements.*

Students residing in campus housing must comply with the following rules of residency. Violators will be fined for each offense accordingly and if damage is incurred, residents will forfeit all or a portion of their security deposit, depending on the extent of the damage. If repair costs exceed the amount of the security deposit, residents will be billed directly for the additional amount owed.

### **RULES OF RESIDENCY FOR ALL BARD COLLEGE BERLIN STUDENTS IN CAMPUS HOUSING**

#### **Room Entry**

BCB reserves the right to enter and inspect any room when, at the discretion of a staff member, if it is deemed necessary for security, safety, maintenance repairs or policy enforcement. This specifically includes the right to inspect program participants' rooms to confirm compliance with program and BCB policies and room use, recover BCB property, ensure preservation of clean and sanitary conditions, fire prevention, or personal health and safety. The program respects its students' right to privacy; however, it reserves the right to enter any room when necessary. Whenever a room 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.

#### **Security**

While every effort is made by the program to ensure the safety and security of all participants, it is also particularly important that all participants participate with behavior that protects the safety and security of all campus community members. Exterior doors for all dormitories are to remain closed and locked 24 hours a day. Participants must use assigned keys or chips to enter dorms and must not enter the building through means other than the main entrance doors. Entrance of dormitories through windows or other avenues is not permitted. Doors are not to be propped open at any time. Residents should not provide access to residence halls to any unknown persons. The residential staff/night watch should be contacted immediately if someone persists in trying to gain access to an area without the appropriate key or appears suspicious or engaged in suspicious behavior. Forcing doors open will result in a charge to the student for the cost of repair. Tampering with, removing, or damaging window screens may result in a fine plus cost of repair. The program is not responsible for lost or stolen items. Each participant is encouraged to obtain some form of insurance to cover personal property against theft, loss or damages.

## Fire Safety

Fire equipment and procedures are life-saving matters. A minimum of a 100 EUR fine to a maximum fine of 300 EUR will be levied in all cases involving fire safety in addition to any associated cost of repairs. Participants may face disciplinary action in certain instances. Fines are issued to: persons who are responsible for false fire alarms or negligent behavior resulting in a fire alarm; persons found tampering with fire extinguishers or alarms; persons engaging in behavior which is construed as a fire hazard and for tampering, blocking or propping fire control doors. Fines are intended as a deterrent against such actions, as the local volunteer fire departments are required by law to respond to all fire alarms on campus regardless of the cause. False fire alarms, improper discharge of fire extinguishers causing a fire alarm and other such offenses are serious policy violations as they slow response time from the local fire department and take equipment out of use which could be needed in a real fire or emergency. Any participant found responsible for an actual fire in a building, even accidental, may be charged for all resulting damage and may face disciplinary action including expulsion from the program and deportation as well as notification of officials at the home campus. If the fire was an intentional fire, the fine will be added to any associated costs. Everyone is required to leave a building during a fire drill or alarm. Failure to cooperate (i.e. refusing to leave, sleeping through the alarm, etc.) is a serious infraction and will result in the issuance of the fire fine plus disciplinary action.

Fire drills are held at the direction of the BCB Site Manager.

1. When an 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 a coat and hard-soled shoes.
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 identified by the Site Manager during orientation) 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.

Security and Residential Life staff are required to make a visual check of the entire building, including all residents' rooms, before participants are allowed to return to the building. Any policy violations discovered during these visual checks will be addressed according to normal disciplinary procedures.

Program participants wishing to have a controlled fire outside on campus at one of the designated fire locations must request permission from the Site Manager. All unauthorized

fires will be handled as above.

## **Fire Safety Policies**

### Electrical Equipment

The following electrical equipment may be used in program participant rooms: alarm clock, fan, hair dryer, computer, iron with automatic shut-off, radio, stereo, television, study lamp, humidifier. The following may be used in the dorm kitchens, but not in students' rooms: coffee maker, popcorn-maker, toaster oven, hot plate, hot pot, rice cooker, and individual microwave oven. The following may *not* be used in any dorm: any exposed coil heater, heating pad, portable heater (except those provided by the Office of Residential Life or the Site Manager), candles, incense, or air conditioners. Surge protecting power strips plugged directly into a wall socket are permissible. Any prohibited item is subject to confiscation. Requests to use residence halls for art installations or projects, especially those that involve electricity or use of common space cannot be granted due to fire-code regulations.

### Candles & Incense

Candles and incense are prohibited on campus unless approved by the Site Manager for special, supervised occasions or events. Anyone found having a candle(s) or incense will incur at minimum a 50 EUR fine to a maximum fine of 300 EUR per candle or incense stick, and the items will be confiscated. Any participant responsible for a fire started by a burning candle or incense will be financially responsible for all associated damages and may face additional disciplinary action. Participants seeking permission to use candles or incense for religious observances are encouraged to contact the office of Residential Life to seek alternate locations on campus.

### Ceiling Coverings

Ceiling coverings are expressly prohibited as they pose an additional fire hazard. BCB reserves the right to confiscate any item affixed to the ceiling of a room.

## **Storage**

There is no on-campus storage at BCB. Storing items (inclusive of shoes and bicycles) in hallways, stairwells or heating rooms constitutes a fire hazard and will result in a fine.

## **Garbage Disposal**

Recycling containers are color coded and centrally located in the dorm kitchens and gardens. Participants are responsible for collecting, separating, and placing their own recyclable, reusable materials and waste in the proper containers. If rooms and apartment common spaces are not free of garbage upon the program participants' departure, the program reserves the right to retain all or part of the residents' security deposit to cover cleanup expenses.

## **Other General Housing Policies**

### Guests

Visitors and overnight guests are welcome on campus, but the latter must be registered with the Residential Life Coordinator. The Overnight Guest Stay Request form must be submitted to the Residential Assistant or Student Life Staff one working day in advance of the guest's arrival. An overnight guest is defined as a non-resident in your room who will be staying between the hours of midnight and 7 am. An overnight guest form will not be approved until the host's roommate has also signed the form. No guest stay at Bard College Berlin can be longer than seven days and only one guest is allowed per night in a room. Guests should not remain in the building without their resident host. 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 Office of Residential Life. Visitors cannot extend their stay beyond the seven-day limit.

All guests must be over 18 years of age and parents or visitors of an older generation are not generally permitted to stay in the dormitories, as students may feel restricted in their dorm lives and habits by the presence of an older guest.

Please note that while COVID-19 policies are in effect, students are not permitted to have guests on campus from outside of the BCB community.

### Quiet Hours

Quiet hours are required in all dormitories. Campus residents and visitors must keep in mind that German law prohibits loud noise in public spaces between 10 p.m. and 6 a.m. During completion week, all dorms observe 24-hour quiet hours. During quiet hours no resident or guest should knowingly create any noise that will carry beyond the resident's room. Requests for a reduction in the volume of noise should be politely heeded at any time. Any participant causing excessive or repeated noise disturbances may lose his or her privilege to live on campus.

### Events and Parties

Program participants are encouraged to sponsor on-campus social activities. Special rules apply for hosting events or parties in campus dormitories or other campus buildings. For each event, there must be one student Event Host. Event Hosts must meet with the Residential Life Coordinator and submit an Event Registration Form (available on the website) three days prior to the event. Event Hosts are responsible for the set-up, cleanup and the general oversight of the event, including having responsibility for contacting a member of the Residential Life staff in cases of emergency.

### **Use and Maintenance of Common Spaces**

Common resources (such as telephones, garden furniture, computers, laundry facilities) should never be monopolized, but kept available for the use of all. Property in common spaces should not be removed to individual rooms. Common spaces must be kept clean and tidy. Each person is responsible for tidying up kitchen and common spaces following use, and must cooperate with rosters for kitchen cleaning organized by the Resident Assistants. No one—whether guest, resident, or off-campus student—is permitted to sleep in the



common areas of the dormitories.

Students are prohibited from using window sills, ledges and roofs for any purpose.

### **Pets**

The keeping of pets in the dormitories is strictly forbidden, unless the pet is a service or support animal that is an approved accommodation for a program participant with a registered disability.”

### **Smoking**

**Smoking is not allowed indoors. To “smoke” and “smoking” means creating smoke by lighting a cigarette, cigar, pipe, or other smoking product; it also means puffing on, carrying, or holding a lighted cigarette, cigar, pipe, or other smoking product.**

- A. Smoking is prohibited in all indoor spaces, including common areas and individual student rooms.
- B. Smoking is permitted only outside the college buildings. Smoking on balconies or out of windows is not allowed.

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. Those violating the policy will be fined a minimum of 50 EUR to a maximum of 300 EUR. 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, including but not limited to probation, suspension, and expulsion from the program.

### **Theft**

Most thefts on campuses are crimes of opportunity. Therefore, students are encouraged to keep doors and windows locked, not to prop exterior doors and not to leave belongings unattended.

Theft or destruction of BCB or personal property constitutes a violation of BCB regulations and potentially a criminal offense. BCB may report theft or destruction of property to appropriate law enforcement authorities. Theft from the Library is a serious infraction and may lead to fines, restitution, and disciplinary proceedings inclusive of criminal charges. Program participants permitted use of instructional and other BCB equipment are expected to return it on time and to maintain and care for it. Failure to comply with these regulations may lead to disciplinary proceedings inclusive of criminal charges. Food theft as well as the removal of dishes, utensils, and other wares from any of BCB dining facilities will result in a 30 EUR fine. Second offenders will be subject to a 50 EUR fine. Disposition of BCB property to another under the pretense that it is one’s own is not permitted and may result in a 30 EUR fine and disciplinary proceedings. Students are encouraged to protect their personal belongings by engraving the objects and retaining the serial numbers, make and model in a safe location, perhaps at home. Students are encouraged to file a formal police report for

thefts exceeding 100 EUR in value. The program accepts no responsibility for lost or stolen items.

## **Vandalism**

Vandalism, malicious destruction, unintended damage as the result of pranks, actions requiring extraordinary cleaning, damage and theft that occurs as a result of intoxication and or drug use, or receiving and possessing the property of BCB or others are serious violations that warrant serious sanctions. Those committing such actions will be subject to the full range of sanctions available, including but not limited to a vandalism fine of 100 EUR, probation, suspension, and expulsion from the program. If an individual voluntarily admits responsibility to the Program Director, the Office of Residential Life, or to the Dean and makes appropriate restitution, the sanction may be lessened.

## **Damage and Expenses**

The program participant is responsible for any loss or damage to his or her assigned room and its contents and for any damages caused by any of his or her guests. The program 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 further applies to any damage from water, steam, soot, smoke, fire, or other destruction. Students are expressly prohibited from painting their rooms, removing or exchanging BCB furniture. Before their departure program participants should make sure that the original position of the furniture in their rooms is restored. Program participants will be charged for replacement costs of any missing furniture.

Additionally, participants shall reimburse BCB on demand for all damages or expenses BCB incurs for repair or excessive cleaning of any residential facilities and for repair or replacement of BCB furniture (including fire safety equipment) caused by the misconduct or negligence of the participant or his or her guests. Any damages or expenses incurred in a dorm 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. These charges are applied to program participants' accounts as per the determination of program staff. Bard College will not allow students to register for courses for the following semester and will not issue transcripts or diplomas until these charges are paid.

Destruction or removal of BCB property is not tolerated. 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. Individuals involved in acts of theft, vandalism, misappropriation or destruction of property, including damage to the gardens and landscape, will be fined 50 EUR plus the cost of replacement or repair and will be assigned restitution to the community.

## **Offenses and Fines**

Below is a list of some offenses and their corresponding fines. Please note that this is not an exhaustive list.

<b>Offense</b>	<b>Fine</b>
Fire safety violations	EUR 100,- to EUR 300,- + 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

Fines can be imposed by the Director of Housing and Residential Life, the Student Life Manager, Head of Student Life or the Site Manager. Fines must be paid in cash to Student Life staff within four working days. 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.

Students wishing to appeal any fines assessed by the College may ask to use the appeals process, as outlined in the Student Code of Conduct. First, however, students should discuss the matter in person with either the Director of Housing and Residential Life or the Head of Student Life.

## **APPENDIX V: TITLE IX INFORMATION & RESOURCES**

The Office of Title IX and Nondiscrimination at Bard College is dedicated to preventing, responding to, and remedying occurrences of gender-based misconduct throughout Bard College and its affiliated programs. To increase awareness of gender-based misconduct and cultivate a safe and proactive community, the Office of Title IX and Nondiscrimination at Bard College provides educational and preventative programming for employees and students. The Office of Title IX and Nondiscrimination provides information and connection to services and support for individuals who have been impacted by gender-based misconduct, as well as accessible, prompt, thorough, and impartial methods of investigation and resolution of incidents of gender-based misconduct. The Office of Title IX and Nondiscrimination is a resource for all members of the Bard community.

### **What Is Gender-Based Misconduct?**

Gender-based misconduct includes sexual and gender-based harassment, gender-based discrimination, sexual assault, sexual exploitation, stalking, and intimate partner violence. Bard College prohibits gender-based misconduct and is committed to providing learning and working environments in which all individuals feel safe and are free to develop intellectually, professionally, and socially. For definitions of gender-based misconduct, please see the Gender-Based Misconduct Policy.

### **Students' Bill of Rights**

- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected against retaliation by the College, any student, the accused and/or the Respondent, and/or their friends, family and acquaintances within the jurisdiction of the College;
- Access to at least one level of appeal of a determination;
- Be accompanied by an Advisor of Choice who may assist and advise a reporting individual, accused, or Respondent throughout the judicial or conduct process, including during all meetings and hearings related to such process; and
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

## **Bard College Nondiscrimination Policy**

Bard College 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 Bard College 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. The full policy can be found on the Bard College website:

<https://www.bard.edu/nondiscrimination/policies/>

Lauren Gretina  
Title IX and Civil Rights Coordinator  
Sottery Hall  
845-758-7542  
[nondiscrimination@bard.edu](mailto:nondiscrimination@bard.edu)

Jacob Testa  
Director of Clery Compliance &  
Deputy Title IX Coordinator  
845-758-7007  
[jtesta@bard.edu](mailto:jtesta@bard.edu)

Individuals can seek support from certain resources who are not required to tell anyone else private, personally identifiable information unless there is cause for fear of victim safety, or the safety of others. Confidential resources are not required by law or College policy to relay reports of gender-based misconduct to the Bard College Title IX Coordinator. Information provided to the resources listed below will not be disclosed without stated permission, except in extreme circumstances, such as a health or safety emergency.

### **On-Campus Contacts:**

Counseling Services: 845-758-7433  
Health Services: 845-758-7433  
Chaplaincy: 845-758-7335  
BRAVE (Ask for a BRAVE Counselor): 845-758-7777

### **Off-Campus Contacts:**

Rape Crisis Center: 845-452-7272  
Domestic Violence: 845-485-5550  
Grace Smith House: 845-471-3033  
LGBTQ Antiviolence Project: 212-714-1141  
RAINN (Rape, Abuse, and Incest National Network): 800-656-4673  
National Domestic Violence: 800-799-7233

## APPENDIX VI: Anmeldung Form

**\*TO BE COMPLETED DURING ORIENTATION WITH ASSISTANCE OF BARD COLLEGE BERLIN STAFF**

### Berlin City Registration

Bitte Ausfüllanleitung beachten! Bei mehr als 4 anzumeldenden Personen bitte weiteren Meldeschein verwenden!		Die nachstehenden Daten werden aufgrund von § 12 i.V. m. § 15 des Berliner Meldegesetzes vom 26.2.1985 - GVBl. S. 507), zuletzt geändert durch Artikel V des Gesetzes vom 25.01.2010 (GVBl. S. 22, 23) erhoben		Tagesstempel der Meldebehörde	
<b>ANMELDUNG bei der Meldebehörde</b>					
Dienststelle		Einzugsdatum <i>Date of Moving in</i>		Gemeindeschlüssel	
Neue Wohnung (Straße / Platz, Hausnummer, Stockwerk) (1) <i>Campus Address</i>		Bisherige Wohnung (Straße / Platz, 1 Hausnummer, Stockwerk) (2) <i>PREVIOUS ADDRESS - STREET</i>			
Zustellpostamt <b>13156</b> Berlin		(PLZ, Ort, Gemeinde, ggf. Zustellpostamt, Lkr; falls Ausland: auch Staat angeben) <i>PREVIOUS CITY / COUNTRY</i>			
Bei <i>Bard College Berlin</i>		Hinweis auf Zustimmung- und Widerspruchsrecht zur Datenübermittlung gem. §§ 27 – 29 MeldeG (siehe allg. Hinweise B.) <input type="checkbox"/> erfolgt		Bearbeitervermerke	
(die Namensangabe des Wohnungsgebers ist freiwillig; sie wird empfohlen, wenn der Einwohner nicht durch eigenes Namensschild an Haus- und Wohnungstür erkennbar ist.)					
Wird die bisherige Wohnung beibehalten? (3)		<input checked="" type="checkbox"/> Nein <input type="checkbox"/> Ja			
Hat eine der zur Anmeldung kommenden Personen eine weitere Wohnung? (4)		<input checked="" type="checkbox"/> Nein <input type="checkbox"/> Ja			
Wird die bisherige Wohnung nicht aufgegeben oder bestehen weitere Wohnungen, füllen Sie bitte das "Beiblatt zur Anmeldung bei mehreren Wohnungen" aus.					
Bei Zuzug nach Berlin aus dem Ausland bitte hier gemäß Erläuterungen (5) gegebenenfalls die Anschrift eintragen:					

  

Lfd. Nr.	Geburtsdatum <i>Date of Birth</i>	Geschlecht (m., w.) <i>Gender</i>	Familienname, Doktorgrad <i>Last Name</i>	frühere Namen (z.B. Geburtsname), ggf. Ordens- oder Künstlernamen	Vorname(n) (Unterstreichungen eines Rufnamens erfolgt freiwillig) <i>First Name</i>
1					
2					
3					
4					

  

Lfd. Nr.	Geburtsort (Gde., Lkr., falls Ausland: auch Staat angeben) <i>Place of Birth State+Country</i>	Staatsangehörig- keit(en) <i>Citizenship</i>	Religion (nur ev., rk. oder ak.)	Familienstand <i>Marital Status</i>	Datum und Ort der Eheschließung/ Begründung der Lebenspartnerschaft
1					
2					
3					
4					

  

Lfd. Nr.	Personalausweis Seriennummer	Ausstellungs- behörde	Ausstellungs- datum	Gültig bis	Reisepass / Kinderreisepass Seriennummer	Ausstellungs- behörde	Ausstellungs- datum	Gültig bis
1					<i>Passport No.</i>	<i>Place of Issue</i>	<i>Date of Issue</i>	<i>Expiration Date</i>
2								
3								
4								

  

Gesetzlicher Vertreter (Vor- und Familiennamen, Doktorgrade, Geburtsdatum, Anschrift) (21) <i>UNDER 18: Parents info: First &amp; last name, date of birth, current address</i>	
Datum, Unterschrift eines Meldepflichtigen <i>Date &amp; Signature</i>	