



EUROPEAN COLLEGE OF LIBERAL ARTS ^{BERLIN}

STUDENT HANDBOOK
2008/2009



TABLE OF CONTENT

I. WHOM TO SEE FOR WHAT	4
II. COLLEGE RESOURCES AND SERVICES	7
Academic.....	7
Required Books.....	7
Library.....	7
Electronic Resources.....	7
Libraries in Berlin	7
Residential.....	8
Visa, Residence Permit, Insurance.....	8
Visa	8
Local Registration	8
Residence Permit.....	8
Medical Insurance.....	8
Liability Insurance	9
Campus Facilities.....	9
Dining Services	9
Medical Needs	9
Counselling	9
Reading Room.....	9
Art Room and Student Media Lab.....	9
Music.....	10
Sport and Fitness	10
Transportation Tickets.....	10
Student Employment	10
Apply for a student job.....	11
Supervision.....	11
Time Sheets and Payment	12
Conference Support Fund.....	12
III. COLLEGE FEES AND FINANCIAL AID	13
College Fee	13
Payment of Comprehensive Fee	14
Late Payment	15
Financial Aid.....	15
Student Employment	15
IV. THE COLLEGE REGISTRAR	16
Registration	16
Drop/add courses	16
Course loads	17
Successful Programme Completion.....	17
Grading and Credits.....	17
Grading System	18
Grades Not Used in GPA Calculations.....	18

Grade Change	19
ECLA Credits.....	19
Bard College Credits	20
Official Transcripts	20
Student Status Verification	21
Course Evaluations.....	21
Graduation	21
V. ACADEMIC REGULATIONS	23
Official Communication	23
Class Attendance and Conduct	23
Absence Policies	23
Absences from Individual Courses	24
Absences Overall	24
Absence from Tutorials.....	25
Absence Due to Medical Reasons.....	25
Leave of Absence	25
Late Submission of Written Work.....	26
Attending other Academic Programmes while Studying at ECLA.....	26
Academic Integrity	26
Academic Probation.....	27
Withdrawal from the Programme	27
Dismissal.....	28
Expulsion	28
VI. CAMPUS POLICIES	29
Community Ethos	29
Information Technology	30
Guests	31
Parties.....	31
Residence Damage	31
Smoking.....	31
Alcohol.....	32
Illegal Substances	32
Harassment, Sexual Harassment and Sexual Assault.....	32
Medical Emergencies	33
VII. DIRECTORY	34
Administration	34
Faculty and Instructional Staff.....	35
ECLA Buildings.....	37
Directions	37
VIII. ACADEMIC CALENDAR 2008-09	38
Autumn Term.....	38
Winter Term	38
Spring Term.....	38
Public Holidays.....	39

I. WHOM TO SEE FOR WHAT

Admissions

Questions Relating to ECLA Admissions

FIONA SCHNÜTTGEN
Platanenstraße 24 Room 0.09
Email: F.Schnuettgen@ecla.de
Tel.: 43733 120

Academic Programmes

General Information

Academic Regulations

SARA GALBAATAR
Platanenstraße 24 Room U.07
Email: S.Galbaatar@ecla.de
Tel.: 43733 107

Academic Calendar

Term/Weekly Schedules

Berlin Programme

YVONNE TURAJ
Platanenstraße 24 Room U.06
Email: Y.Turaj@ecla.de
Tel.: 43733 124

Computer Services

Advice and Assistance on Computer Matters

MARCO VOLKMANN
Platanenstraße 24 Room U.05
Email: M.Volkmann@ecla.de
Tel.: 43733 154

Financial Assistance

Financial Assistance Questions

Conference Support Fund

(Note: Payments are managed by Sabine Beelitz)

FIONA SCHNÜTTGEN
Platanenstraße 24 Room 0.09
Email: F.Schnuettgen@ecla.de
Tel.: 43733 120

Library

ECLA Library Administration
Book and DVD Checkouts
AV Equipment
YVONNE TURAJ
Platanenstraße 24 Room U.06
Email: Y.Turaj@ecla.de
Tel.: 43733 124

Medical Appointments, Medical Insurance

Regular Medical Appointments
Information and scheduling medical appointments
Contact to the insurance company
KATHARINA MEYER
Platanenstraße 24 Room 0.03
Email: K.Meyer@ecla.de
Tel.: 43733 0

Medical Emergency

ZOLTAN HELMICH
Tel.: 01577 1493 481 (mobile phone)
Emergency Doctor (for all foreign students)
(If you can't wait until normal business hours, but your life is not immediately in danger)
Tel.: 0800 7112 112
112 Emergency number in Germany

Taxi Company

Tel.: 443322

Nearest Hospital

Maria Heimsuchung
Breite Strasse 46-47
13187 Berlin

Payments

Payments to and by ECLA
SABINE BEELITZ
Platanenstraße 24 Room 0.04
Email: S.Beelitz@ecla.de
Tel.: 43733 101

Registration, Transcripts	<p>Student Registration Coordination Enrolment Certification Official Transcripts Bard College Transcript Requests ECTS Credits Graduation Certificates of Programme Completion SARA GALBAATAR Platanenstraße 24 Room U.07 Email: S.Galbaatar@ecla.de Tel.: 43733 107</p>
Residential Life	<p>Activities and Events to Support ECLA Community and Familiarity with Berlin Initial Counselling Resources for Students Housing Policy Implementation Room Check In/Out (including keys, ECLA ID, etc.) Facilities Maintenance ZOLTAN HELMICH Platanenstraße 24 Room 0.08 Email: Z.Helmich@ecla.de Tel.: 43733 102</p>
Security	<p>Security Guard Tel.: 0152 0133 0241 (mobile)</p>
Student Employment	<p>Student Employment Questions ZOLTAN HELMICH Platanenstraße 24 Room 0.08 Email: Z.Helmich@ecla.de Tel.: 43733 102</p>
Visa, Residence Permit	<p>Questions regarding visa and residence permits KATHARINA MEYER Platanenstraße 24 Room 0.03 Email: K.Meyer@ecla.de Tel.: 43733 0</p>

II. COLLEGE RESOURCES AND SERVICES

ACADEMIC

Required Books

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

Library

Students are encouraged to use the ECLA library which is situated in Kuckhoffstraße 41. The library comprises a small, but carefully selected collection of primary and secondary literature, videos, DVDs and CDs. All students may check out library items during library opening hours. Please be aware that the library hours may change from term to term, according to the academic schedule. The ECLA library is closed during winter, spring and summer breaks (consult Academic Calendar 2008-9 for exact dates).

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

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

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

Electronic Resources

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

Libraries in Berlin

Students who seek further library resources are encouraged to use the Berlin public library (Staatsbibliothek), which is one of the largest libraries in Germany and has a collection of over nine million books and periodicals, including rare manuscripts. Students may also use any of Berlin's public university libraries.

RESIDENTIAL

VISA, RESIDENCE PERMIT, INSURANCE

Visa

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

IMPORTANT: Please note that, if you come to Germany with a visitor visa, this cannot be exchanged for a student visa! By government legislation, you will be required to return home in order to apply for a valid student visa. There are no exceptions to this regulation. Only a German embassy or consulate can issue a student visa.

For the visa you will usually need to present the following documents:

- a valid passport, with two biometric (passport) photos
- ECLA acceptance letter
- Acceptance form
- ECLA letter addressed to the German consulate, which contains information on your insurance and (where necessary) your financial aid package.

Please allow six to eight weeks (sometimes even longer) for your visa application to be approved.

Local Registration

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

Residence Permit

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

Medical Insurance

ECLA provides emergency health insurance for non-German students, which goes into effect upon arrival. It is important to note that this insurance only covers medical emergencies, not preventive care or the treatment of pre-existing conditions. Medical expenses such as eyeglasses, dental work and the treatment of pre-existing conditions are not covered. ECLA recommends that all students retain a general health insurance from their home countries.

Liability Insurance

German liability insurance is included with the medical emergency insurance described above. If you are a German citizen with your own medical insurance, please make sure that you have liability insurance (Haftpflichtversicherung).

CAMPUS FACILITIES

Dining Services

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

Medical Needs

Once a week, a physician is on campus to attend to routine medical consultation. Students should consult the College Secretary for further details. Please refer to the section on Medical Insurance for types of services covered by the medical insurance provided to you by ECLA.

Counselling

Students have access to the services of a professional counsellor. All aspects of the counselling are strictly confidential. Further details and ways of contacting the counsellor directly will be announced at the beginning of the academic year. The College Secretary can provide the above information at any time during the academic year.

Reading Room

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

Art Room and Student Media Lab

The Art Room and Student Media Lab are located in the student house at Waldstraße 16 and offer ECLA students excellent facilities for creative endeavours. The Art Room is outfitted for painting and drawing, and contains easels, painting materials (for tempera, oil and watercolour), drawing materials, solvents and a drying area. These materials are the property of ECLA and must stay in the art room at all times. The Student Media Lab, located just next door, is set up for digital artwork. It contains computers with software and hardware enabling students to edit video, sound and images.

Music

ECLA provides the opportunity for experienced and novice singers alike to express their talents through the ECLA Choir which presents three concerts annually. In addition, voice lessons are available to a limited number of interested students and a dedicated music room with piano and guitars provides a space for instrumental practice.

Sport and Fitness

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

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

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

Transportation Tickets

Upon arrival students receive a transportation ticket that is valid for all trams, buses, *S-Bahns* and *U-Bahns* within the AB zone of Berlin. The C zone is not included. This ticket is not transferable and is only valid with an attached picture. In case of loss, the student is responsible for the replacement cost of the transportation ticket.

STUDENT EMPLOYMENT

ECLA offers student employment as part of its commitment to building community on campus. In particular, ECLA strives to foster the values of trust and respect, and to provide opportunities for personal growth both inside and outside the classroom. Student employment is also a valuable means of gaining practical experience and earning a supplementary income.

Although ECLA strives to offer student jobs wherever possible, students should be aware that ECLA may not be in a position to offer enough jobs to meet the full interest of students. There is therefore no guarantee of student employment at ECLA.

Student employment tasks are not meant to compete or to interfere with creative student participation in ECLA life. Student projects and activities such as the yearbook or literary magazine, films or music, enrich the life of the entire community and continue to provide the kind of satisfaction granted only by sharing one's gifts with others.

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

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

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

Apply for a student job

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

The Residential Life Coordinator informs students of student job openings per email. Additionally, students can look for openings on the message board at Platanenstraße 24 and online. Students apply directly to the supervisor mentioned in the opening notice and the Residential Life Coordinator. If the student has been successful in acquiring the job, he or she must request the supervisor to sign the hiring form and submit it to the Residential Life Coordinator for registration.

Supervision

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

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

Performance of the student should be followed and supported continuously. The student and the supervisor are encouraged to hold an informal review a few weeks into the job in order to be certain that the student understands and feels comfortable with the goals and

expectations. If the performance is unsatisfactory owing to absences or weak results, the supervisor is entitled to terminate the work relationship earlier than planned. If the student wishes to end employment before the specified time, he or she should discuss this issue with the supervisor.

Time Sheets and Payment

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

CONFERENCE SUPPORT FUND

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

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

A student can only receive Conference Support once a year.

Those interested should download and fill out the application form on the ECLA website and submit it to the Financial Aid Officer.

III. COLLEGE FEES AND FINANCIAL AID

COLLEGE FEE

The comprehensive fee for the Academy Year and Project Year is 15,000 EUR per programme. The fee covers the following items:

- Accommodation in student dorms
- Meals during the terms
The Cafeteria serves 3 meals per day during weekdays and brunch at the weekends during the terms. Students receive lunch packets for field trips.
- Books and reading materials
Students can borrow all necessary reading materials from ECLA. Borrowed books have to be returned to ECLA in the same condition as received, without any notes or highlighting.
- Medical expenses
All students who do not yet have a German/EU-wide insurance coverage are provided with emergency medical insurance as part of the comprehensive fee.
- Liability insurance
German liability insurance is included with the medical emergency insurance described above. If you are a German citizen with your own medical insurance, please make sure that you have liability insurance (Haftpflichtversicherung).
- Berlin public transportation ticket
Monthly passes for each student are included in the comprehensive fee. They cover the area of the city of Berlin.
- Museum tickets

The comprehensive fee does NOT cover:

- Visa fees
Depending on your citizenship, you will need a visa to enter Germany and establish a place of residence in Berlin. Please inquire with the German consulate responsible for your area about the amount. This fee is not covered by the ECLA comprehensive fee.
- Residence Permit
Depending on your citizenship, you will need a permit to establish a place of residence in Berlin. This permit typically costs between 50 and 60 Euros and is not covered by the comprehensive fee.

- **Security Deposit**
ECLA requires a 30 Euro security deposit for keys, electronic chips, books and other items issued to students at the start of the academic year. This deposit is returned to the student, if and when all borrowed items have been returned in appropriate condition. Should an item be lost, damaged or destroyed, the student is responsible for covering the full cost, including any cost in excess of the 30 Euros of the security deposit.
- **Personal expenses (e.g. phone charges, personal care items, entertainment)**
Expenses in this category range widely depending on the individual student lifestyle. Students should count on at least 10 Euros per week. With 30 term weeks in an academic year, the minimal annual cost thus amounts to 300 Euros. This budget will support a modest student lifestyle and may be covered or increased through part-time jobs on campus. Some examples of expenses in this category are: a cinema ticket will typically cost between 6 and 9 Euros and a beverage before or after the film will cost around 2,50 Euros. A sandwich will cost between 2,50 and 3,00 Euros. A Sunday brunch buffet in Berlin is typically close to 10 Euros.
- **Transportation to/from Berlin**
This expense depends not only on the place of residence, but also on good information and timely booking. Keep in mind that Berlin gets a fair share of low-cost air traffic. Reserve early, especially for the trips around Christmas and Easter (winter and spring breaks at ECLA).
- **Expenses for on-campus stays between terms**
Stays on-campus during the winter and spring breaks (approximately three weeks each) are permitted. No meals are served during the breaks. ECLA does not charge an extra living fee for the students who stay on campus, but the cost of food and other items will typically amount to no less than 40 Euros per week.

PAYMENT OF COMPREHENSIVE FEE

Each student needs to pay his/her contribution as indicated in the acceptance form. Payments should be wired to ECLA's account:

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

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

All payments made to ECLA are non-refundable.

Late Payment

Payment deadlines for the academic year 2008/09 are as follows:

Autumn term: Sept. 24, 2008

Winter term: Jan. 5, 2009

Spring term: Apr. 7, 2009

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

FINANCIAL AID

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

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

STUDENT EMPLOYMENT

For information about student employment, please refer to the College Resources and Services "Residential" section.

IV. THE COLLEGE REGISTRAR

The College Registrar is charged with the maintenance, development and safeguarding of accurate student academic records in accordance with institutional policy, and in observance of professional and legal standards.

The College Registrar responds to both internal and external requests for information on institutional policies and student academic records. The College Registrar works closely with the Programme Coordinator when conducting the student registration, developing the academic calendar and building course schedules for each term.

REGISTRATION

The registration for elective and language courses at ECLA is carried out electronically. Students are requested to email their elective preferences (indicating five electives listed in the order of preference) together with any language course they would like to take to the Programme Coordinator by the registration deadline for each term.

Electives: As there are a limited number of places for each elective course, it is not always possible for all students to be accommodated in their first choice courses. Students are divided into three registration groups. Registration groups take turns to receive registration priority in the three terms during the academic year. The distribution of registration groups is on an alphabetical basis.

Note: Students who fail to submit their registration preferences on time lose any priority status, regardless of their registration group, and will be allowed to register only after all other students have made their choices.

Language classes: Language classes are optional for all students. To register for a language class, students are asked to indicate their interest in one language class. Students may take two language classes, provided that the scheduling will allow for it.

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

DROP/ADD COURSES

Students may drop and/or add courses during the first full week of each term by submitting the Drop/Add Request Form to the College Registrar no later than 12:00 on the Friday of that week. A course may be added only if there is space available in the requested course, and may be dropped only if a student maintains the minimum number of credit hours per term. Students who have submitted Drop/Add requests will be informed of changes to their schedules by the end of the day on that same Friday. A Drop/Add Request Form can be obtained from the Registrar's Office or from the ECLA website.

COURSE LOADS

ECLA distinguishes between *single* (3 hours of in-class time per week) and *double* (6 hours of in-class time per week) courses.

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

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

In addition to the standard course load as defined above, Academy Year and Project Year students may take up to two optional language classes in autumn term. The maintenance of a high academic standard in the core and elective courses is a prerequisite for continued enrolment in any language class in winter and spring terms.

Each year both Academy Year and Project Year students are required to devote one week a year to a 'special course', the *State of the World Week at ECLA*.

SUCCESSFUL PROGRAMME COMPLETION

Successful completion of an ECLA Programme (Academy Year or Project Year) requires a minimum passing grade of C (corresponding grade points 2.00) in each of the courses and projects that make up a standard workload as defined above.

GRADING AND CREDITS

Faculty evaluation of student performance is based both on students' written work and their active participation in all aspects of the course. This includes preparation for, and attendance of, all lectures, seminars and tutorials, and active, productive participation in class discussions. The course syllabus and criteria for academic work will be reviewed with students during the first class of each course.

ECLA's teaching formats enable both faculty and a student to review and evaluate the student's ongoing performance in each course. For this purpose, partial grades in each course are communicated to a student at different times during a term.

Individual faculty members are responsible for communicating the following grades to the students in their courses:

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

Participation grades in electives and reading groups are communicated to a student twice during a term: at the end of week 5 (mid-term) and at the end of week 10 (final participation grade for the course). Participation grades in the AY core course are communicated to a student at the end of each rotation by the relevant seminar leader.

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

GRADING SYSTEM

The ECLA grading system adheres to the following letter scale with corresponding grade points:

Grade	Grade Points	Grade	Grade Points
A+/A	4.00	C+	2.30
A-	3.70	C	2.00
B+	3.30	C-	1.70
B	3.00	D	1.00
B-	2.70	F	0.00

The overall grade-point average (GPA) is calculated by multiplying course credits by course grade points for each course, then dividing the total grade points by the total credits earned.

GRADES NOT USED IN GPA CALCULATIONS

W – Withdrawal from a course

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

I - Incomplete

The grade 'I' (Incomplete) is a temporary grade, which may be given at the end of the term to students who have not completed work in the course, usually owing to a cause beyond a student's reasonable control (for example, illness or family emergency). Decision to assign an 'I' grade is made by the instructor in consultation with the Academic Administration. When the deficiency is satisfied, the 'I' grade will usually be replaced with the grade earned. As a general rule, incomplete work must be completed within four

weeks after the end of the term. If the work is not completed, the student will receive a grade 'F' for the course.

WIP – Work in Progress

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

GRADE CHANGE

Students wishing to appeal a course grade should first approach the relevant faculty member(s), and do so within the first full week of classes, upon receipt of their grade reports (transcripts). Any decisions to amend a course grade can be made only by the faculty who taught the course (where necessary, in consultation with the Academic Administration) on review of the student's appeal. Should the change of grade be approved, the faculty will submit the Change of Grade Form to the College Registrar, who will then make the necessary changes to the student's academic records.

ECLA CREDITS

In the academic year 2008-2009, ECLA is applying the ECTS (European Credit Transfer and Accumulation System) in order to determine credits received at ECLA. ECTS allocates credits on the basis of the workload required for successful completion of course requirements, or the total number of hours spent on a course, to include preparation outside of class.

If all regular coursework is completed, ECLA generally awards 60 credits – 20 credits per term. Credits are calculated according to the following system:

Academy Year Programme:

Autumn core: 10 credits

Winter core (incl. Italy Exeat): 11 credits

Spring core: 9 credits

Autumn single elective: 5 credits

Autumn double elective: 10 credits

Winter and spring single elective: 4.5 credits

Winter and spring double elective: 9 credits

SWWE: 2 credits

Project Year Programme:

Core: 5 credits

Research Seminar: 5 credits

Reading Group: 2.5 credits

Elective: 5 credits

Individual project: 23 credits

SWWE: 2 credits

BARD COLLEGE CREDITS

ECLA credits may also be calculated according to the US credit system. Bard College, an accredited liberal arts college in New York, recognises ECLA credits. Bard College credits are recognized throughout the US. Bard College also issues students with transcripts for their work at ECLA on request; Bard translates up to 32 credits per academic year for ECLA coursework in each full-year programme. See next section on how to apply for Bard College transcript.

OFFICIAL TRANSCRIPTS

An official transcript is the complete listing of all courses a student has taken, the credits and grades earned for those courses, and the student's final GPA. Official transcripts can be obtained from the Registrar's Office. Students wishing to receive an Official Transcript should fill out the Transcript Request Form, available for download from the ECLA website or from the Registrar's Office. Only forms bearing the student's handwritten signatures will be processed. Students may submit their requests by post, fax, or in person. Emailed requests will be only considered if the applicable form is signed by the student in handwriting and attached to the email in an image format (PDF, JPEG, BMP, etc.).

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

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

ECLA students who have successfully completed one of ECLA's academic programmes may also apply for Bard College transcripts by filling out and submitting the Bard College Transcript Request Form to the College Registrar.

Note: Students should allow at least four to six weeks for processing and mailing as this is an inter-institutional transcript request.

STUDENT STATUS VERIFICATION

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

Registration Certification is issued to students after their registration in the elective courses, but before their official enrolment (see Section "Registration/Enrolment") begins.

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

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

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

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

COURSE EVALUATIONS

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

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

Note: Official transcripts will not be issued to students who have failed to return their evaluations!

GRADUATION

ECLA holds a graduation ceremony in June for all students who have studied at ECLA during that academic year.

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

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

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

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

All students are encouraged to invite their family and friends to the graduation ceremony. Due to the limited places available, there will be only a limited number of guests allowed. Students wishing to invite guests are advised to contact the Residential Life Coordinator for invitations and further information well in advance of the graduation ceremony.

V. ACADEMIC REGULATIONS

OFFICIAL COMMUNICATION

At ECLA, all official information is communicated to students through their ECLA email accounts. Students are therefore expected to check their email accounts daily.

CLASS ATTENDANCE AND CONDUCT

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

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

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

ABSENCE POLICIES

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

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

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

Absences may be categorized as:

- unexcused absences
- absences due to medical reasons
- leave of absence

ABSENCES FROM INDIVIDUAL COURSES

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

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

ABSENCES OVERALL

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

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

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

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

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

ABSENCE FROM TUTORIALS

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

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

ABSENCE DUE TO MEDICAL REASONS

Absences will only be registered as due to medical reasons if a student submits a medical certificate to the College Registrar.

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

LEAVE OF ABSENCE

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

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

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

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

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

LATE SUBMISSION OF WRITTEN WORK

Essays submitted up to 12 hours after the deadline will be marked as normal and one grade deducted from the final mark. Essays submitted more than 12 hours after the deadline will receive a grade of 'F'.

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

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

ATTENDING OTHER ACADEMIC PROGRAMMES WHILE STUDYING AT ECLA

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

ACADEMIC INTEGRITY

Each student's work is the product of his or her own effort. Any form of plagiarism is a serious violation of the code of academic honesty.

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

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

Complete academic integrity is essential to the success of ECLA programmes. Failure to observe it makes meaningful interaction between student and instructor impossible and is therefore entirely unacceptable.

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

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

Plagiarism may result in immediate dismissal from the programme.

ACADEMIC PROBATION

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

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

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

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

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

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

WITHDRAWAL FROM THE PROGRAMME

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

Withdrawal forms are available in the Registrar's Office and must be submitted for approval to the Academic Administration.

When a request for withdrawal is approved, voluntary withdrawal will be indicated on the student's file. The student will not be subject to any academic penalty.

Tuition fees cannot be refunded for any term in which a student has already registered.

DISMISSAL

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

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

EXPULSION

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

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

VI. CAMPUS POLICIES

COMMUNITY ETHOS

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

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

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

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

The minimal requirements are just the starting point, of course. Social life on a residential campus can only be as good as its residents make it, and generally reflects the energy, imagination and generosity they bring to it. The college provides a framework for residential life, but it is up to students to *make* something out of it. The best social events, artistic projects, study groups, sports games, etc. at ECLA have come about because students made them happen. The non-residential members of the ECLA community (i.e. faculty and administrators) are always happy to be invited along to parties, dinners, poetry evenings, football games and so on – they even take the initiative to get things going once in a while – but experience shows that social life works best when the students see themselves as leading the way.

INFORMATION TECHNOLOGY

Computers in the computer lab and in the workstations in student residences are maintained to support the programme of teaching and learning that is the mission of the college. Using college-owned facilities establishes a contract between the college and the student to use them legally, ethically, in accordance with their educational purposes, and with civil regard for other members of the campus community. College-owned computer facilities (including the campus network and internet connection), whether accessed remotely or locally, should not be used for commercial purposes, nor in any way that infringes German state and federal laws or international laws with regard to libel or copyright.

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

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

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

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

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

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

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

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

GUESTS

Your friends and relatives are welcome to visit ECLA and to stay with you in your room free of charge. Alternatively, some guest rooms may be available in ECLA's residential houses, and can be reserved for a fee of 10 EUR per night. For the sake of the community's safety and for issues of liability we ask you to register guests who will be staying for more than a single night. Please register your guests with the Residential Life Coordinator.

ECLA's houses are designed to be healthy living and working environments for the students enrolled at ECLA. By a 'guest', we understand a friend or relative who visits ECLA for a specified, short period of time. ECLA's houses are not youth hostels. "Couch-surfing" is not permitted. We are also unable to make accommodation for live-in partners, or visitors who stay much longer than a week. *It is especially important that roommates agree with each other concerning what constitutes a fair use of shared space.* In addition, the common areas of student houses must always be available for socialisation or study. Overnight guests are not permitted to sleep in common areas.

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

PARTIES

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

RESIDENCE DAMAGE

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

SMOKING

Smoking is prohibited in all college buildings. Students who smoke outside the buildings dispose of cigarette butts etc. in the ashtrays provided.

Violation of this smoking policy will jeopardise the student's residential privileges, and may therefore endanger the student's enrolment in the programme.

ALCOHOL

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

ILLEGAL SUBSTANCES

The possession and use of illegal substances by ECLA students are strictly prohibited.

The normal penalty for violation of this prohibition is dismissal.

Any student who *distributes* illegal substances will be immediately dismissed from the programme.

HARASSMENT, SEXUAL HARASSMENT AND SEXUAL ASSAULT

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

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

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

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

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

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

MEDICAL EMERGENCIES

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

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

VII. DIRECTORY

ADMINISTRATION

All administrative offices are located at Platanenstraße 24, 13156 Berlin, Tel.: 43733 0

Sabine Beelitz	Chief Accountant Email: S.Beelitz@ecla.de Tel.: 43733 101 Room: 24.0.04
Sara Galbaatar	College Registrar Email: S.Galbaatar@ecla.de Tel.: 43733 107 Room: 24.U.07
Peter Hajnal	Co-Dean of the College and of Academic Affairs Email: P.Hajnal@ecla.de Tel.: 43733 206 Room: 24.0.19
Zoltan Helmich	Residential Life Coordinator Email: Z.Helmich@ecla.de Tel.: 43733 102 Room: 24.0.08
Katharina Meyer	College Secretary Assistant to the Managing Directors Email: K.Meyer@ecla.de Tel.: 43773 0 Room: 24.0.03
Thomas Nørgaard	Co-Dean of the College and of Academic Affairs Email: T.Norgaard@ecla.de Tel.: 43733 209 Room: 24.0.18
Fiona Schnüttgen	Assistant to the Deans Admissions and Financial Aid Officer Email: F.Schnuettgen@ecla.de Tel.: 43733 120 Room: 24.0.09
Yvonne Turaj	Programme Coordinator Librarian Email: Y.Turaj@ecla.de Tel.: 43733 124 Room: 24.U.06.
Marco Volkmann	Network Administrator Email: M.Volkmann@ecla.de Tel.: 43733 154 Room: 24.U.05

FACULTY AND INSTRUCTIONAL STAFF

Tracy Colony	Faculty Email: T.Colony@ecla.de Tel.: 43733 204 Room: 98a.0.10
Dirk Deichfuß	Language Instructor Email: D.Deichfuss@ecla.de Tel.: 43733 214 Room: 98a.U.04
Michael Geisler	Choir Director Email: M.Geisler@ecla.de Room: Music Room, Kuckhoffstrasse 43
Edit Gerelyes	Language Instructor Email: E.Gerelyes@ecla.de Tel.: 43733 211 Room: 98a.U.05
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Geoff Lehman	Faculty Email: G.Lehman@ecla.de Tel.: 43733 205 Room: 98a.0.09
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Bruno Macaes	Faculty Email: B.Macaes@ecla.de Tel.: 43733 305 Room: 98.0.04
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Aya Soika	Faculty Email: A.Soika@ecla.de Tel.: 43733 303 Room: 98.0.07
Catherine Toal	Faculty Email: C.Toal@ecla.de Tel.: 43733 216 Room: 98a.U.16
Sophia Vasalou	Post-doctoral Fellow Email: S.Vasalou@ecla.de Tel.: 43733 213 Room: 24.U.16

ECLA BUILDINGS

Administration Building	Platanenstraße 24	Tel.: 43433 0
Faculty and Seminar Building	Platanenstraße 98a	Tel.: 43733 0
Faculty and Seminar Building	Platanenstraße 98	
Dining Room, Guest House	Waldstraße 70	Tel.: 47034 152
Student House	Waldstraße 16	Tel.: 47034 147
Student House	Waldstraße 15	Tel.: 47034 136
Student House	Kuckhoffstraße 24	Tel.: 40106 821
SPOK Fitness Centre	Nordendstraße 56	
Guest House	Kuckhoffstraße 41-43	

German Emergency Numbers: 110 – Police 112 – Medical Emergencies/Fire Dept.

DIRECTIONS

ECLA is located 12 minutes by metro tram M1-Rosenthal Nord from the *S/U-Bahn* station Pankow.

- From the train station Zoologischer Garten, take the U2 (subway) to Pankow.
- From the train station Ostbahnhof, take the S5 or S75 (city train) in the direction of Spandau and get off at Alexanderplatz. From here take the U2 to Pankow.
- From the central bus station, take the Messedamm exit, turn left (walking north) and walk along Messedamm about 200 meters to the Kaiserdamm *U-Bahn* station. Take the U2 (subway) to Pankow.
- From Schönefeld airport, take the airport shuttle (SXF) to Potsdamer Platz. From the Potsdamer Platz *U-Bahn* station, take the U2 to Pankow.
- From Tegel airport, take the airport express bus (TXL) to Alexanderplatz. From the Alexanderplatz *U-Bahn* station, take the U2 to Pankow.

VIII. ACADEMIC CALENDAR 2008-09

AUTUMN TERM

Aug. 11, 2008 – Sep. 1, 2008	Registration Period (electronic)
Sep. 24, 2008	Tuition fees due
Sept. 29, 2008 – Oct. 1, 2008	Student Arrivals (week 0)
Oct. 2, 2008 – Oct. 3, 2008	Orientation Programme (week 0) <i>(Matriculation / Language Placement exams, book check-out)</i>
Oct. 6, 2008 – Dec. 12, 2008	TEACHING (10 weeks)
Oct. 11, 2008 – Oct. 12, 2008	ECLA-Berlin weekend (week 1)
Oct. 31, 2008 – Nov. 2, 2008	Excursion (week 4)
Nov. 24, 2008 – Dec. 1, 2008	Registration Period (week 8)
Dec. 13, 2008 – Jan. 11, 2008	Christmas Break (4 weeks)

WINTER TERM

Jan. 5, 2009	Tuition fees due
Jan. 12, 2009 – Mar. 21, 2009	TEACHING (10 weeks)
Mar. 2, 2009 – Mar. 9, 2009	Registration Period (week 8)
Mar. 15, 2009 – Mar. 21, 2009	ITALY EXEAT (week 10)
Mar 21, 2009 – Apr. 13, 2009	Spring Break

SPRING TERM

Apr. 7, 2009	Tuition fees due
Apr. 14, 2009 – Jun. 19, 2009	TEACHING (10 weeks)
May 1, 2009 – May 2, 2009	Weimar Excursion (week 3)
May 11, 2009 – May 15, 2009	State of the World Week (week 5)
May 30, 2009 – Jun. 1, 2009	Baltic Sea Excursion (week 7)
Jun. 22, 2009	Book return
Jun. 23, 2009	Graduation Ceremony
Jun. 24, 2009 (18:00)	Student dorms close

PUBLIC HOLIDAYS

German Reunification Day	Oct. 3, 2008
Christmas (1. Weihnachtstag)	Dec. 25, 2008
2nd Christmas Day (2. Weihnachtstag)	Dec. 26, 2008
New Year	Jan. 1, 2009
Good Friday (Karfreitag)	Apr. 10, 2009
Easter Monday (Ostermontag)	Apr. 13, 2009
Labor Day (Maifeiertag)	May 1, 2009
Ascension Day (Himmelfahrt)	May 21, 2009
Whit Monday (Pfingstmontag)	Jun. 1, 2009

ECLA EUROPEAN COLLEGE OF LIBERAL ARTS
Platanenstraße 24
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Tel.: +49 30 43733 0
Fax: +49 30 43733 100

Email: info@ecla.de (General Enquiries)

Website: www.ecla.de

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

Non-discrimination Policy

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

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