



Handbook for Students

Hochschule für Musik Würzburg
(University of Music)
Hofstallstraße 6-8
97070 Würzburg

As of 15 December, 2020

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1 Beginning Your Studies & General Information

1.1 Enrollment (*Immatrikulation*)

Anyone who wishes to begin their studies at the University of Music Würzburg (*HfM Würzburg*) must enroll by a certain deadline. In order to do so, you must personally appear (or give someone special permission to do so in your name) at the [Department of Student Affairs \(Student Services – *Studierendenservice*\)](#). Don't forget to bring the papers you received by mail when you were notified of your acceptance to the University.

Before you enroll, the University must have received the semester fees (as of Summer Semester 2020: €140.10) on their bank account. For further information c.f. [“1.3 Student Union Fee and Semester Ticket \(Semester Fees\)”](#).

Important: Students wishing to enroll in the degree program “School Music Teaching” (*Schulmusik / Lehramt*) must first enroll at the University of Würzburg. Then bring the proof of enrollment (*Immatrikulationsbescheinigung*) from the University of Würzburg to our Student Affairs office when you enroll here. You only need to pay the semester fee to the University of Würzburg.

1.2 Re-Enrollment (*Rückmeldung*)

Students who are currently studying at the University of Music (HfM) and would like to continue their degree in the coming semester, are required to re-enroll by a certain deadline. You do so by transferring the complete Semester Fee to the bank account of the HfM Würzburg. Students enrolled in the degree program “School Music Teaching” are only required to pay this fee to the University of Würzburg.

1.3 Student Union Fee and Semester Ticket (Semester Fees - *Semestergebühr*)

The Semester Fee is the sum of all fees which students are required to pay each semester when enrolling or re-enrolling. The fee is currently set at €140.10 and consists of the Student Union Fee (€78.10) and the fee for the semester ticket (€62).

Students of the HfM are entitled to use the services of the Student Union Würzburg (advisement and counseling centers, student dormitories, dining halls, etc.) In addition, the semester ticket entitles you to ride on all public transportation (train, tram, bus) in the entire region of the public transportation network VVM (*Verkehrsverbund Mainfranken*). For more information c.f. www.vvm-info.de.

The Semester Fee is due when you enroll and every time you re-enroll. Please note that failure to pay this fee will prevent you from re-enrolling, and you will be expelled from the University. Also please be aware that money transferred electronically can take several days to arrive on our account.

In order to process your payment correctly, you must include the following information in the memo line (*Verwendungszweck*):

Recipient: Staatsoberkasse Bayern in Landshut für HfM WÜ

IBAN: DE 1070 0500 0036 0119 0315

BIC/SWIFT: BYLADEMM

Bank: Bayerische Landesbank München

Memo (Verwendungszweck) – 1st Line: 1563014 Kap 7032 Tit. 03301

Memo (Verwendungszweck) – 2nd Line: (Your family name here), (Your first name here) SS/WS20XX

1.4 Student ID Cards at the University of Music (Studierendenausweis)

The Student ID Card is a multi-functional electronic chip card which our IT department presents to you at the beginning of your studies here. You must have a student ID number (*Matrikelnummer*) in order to get an ID card. For students enrolled in the degree program “School Music Teaching”, this means that you must first log into [WueStudy](#) before we can give you a HfM Student ID Card.

The Student ID Cards at the University of Music have the following functions:

- Proof of student status,
- Semester Ticket (your ticket for all travel with the Würzburger Verkehrsverbund - WVV),
- Form of payment (e.g. in the dining halls or at the copy machines of the HfM),
- Library card (currently only for the HfM library in the Bibrastraße building),
- Personalized access to buildings and rooms on campus,
- Locker key.

You must re-validate your student ID card at the machine next to the reception in the Hofstallstraße building (after you have re-enrolled for the coming semester). There are also machines to add money to your card for payments at the dining halls or to use the copy machines.

If your card becomes lost or damaged, please notify the [Reception](#), [Facilities Management](#) or the [IT department](#) immediately. To receive a new ID card, you will be charged €20.00.

Students enrolled in the degree program “School Music Teaching” have two cards: one from the HfM and one from the University of Würzburg. You receive your University of Würzburg ID card when you enroll there. You must also re-validate this card each semester.

1.5 Updating Information

Whenever your personal information (e.g. address) changes, please notify the

[Department of Student Affairs \(Studierendenservice\)](#) and the [Library](#) either in person or via email, so that we can contact you easily if need be.

In the case of a name change, you must notify us in writing and present a relevant certificate (e.g. marriage certificate).

1.6 Insurance

1.6.1 Health Insurance (*Krankenversicherung / Krankenkasse*)

All students of public higher education institutions in Germany are required to have health insurance. At enrollment you will need to present a proof of current health insurance policy or a notice that you are exempt from this requirement pursuant to the “Studentenkrankenversicherung-Meldeverordnung” (Ordinance on the Proof of Student Health Insurance). You are free to choose any health insurance provider (Krankenkasse). For more information or advisement, please talk with a health insurance provider.

1.6.2 Accident Insurance (*Unfallversicherung*)

All students are insured against accidents on campus as long as they are enrolled.

If you are involved in an accident on campus whose cause was related to your attendance of the HfM (including an accident while commuting), please notify the [Chairman of the Department of Student Affairs](#) (Student Services - *Studierendenservice*). They will then contact the Accident Insurance Provider. The Accident Insurance only pays the costs related to the accident (including long-term damage) if the accident is reported right away.

1.7 Scholarships - Financial Aid

There are many opportunities to help finance your studies with scholarships. For more information, please see the page [“Scholarships and Competitions”](#) on our website.

University (Internal) Scholarships:

- [Music-Related Scholarships](#)

There are various entities and corporations which provide scholarships for students each semester. The most important prerequisite for financial aid is the financial need of the applicant. You can also apply for a one-time grant to purchase books, scores and other materials for your studies. For more information, please see the Assistant to the Vice President.

- [Deutschlandstipendium](#)

The Deutschlandstipendium scholarship is paid out over the course of two semesters. The most important qualifications for this application are good grades and volunteering/social involvement. You can find more detailed information on our website. Please hand in your application portfolio in the

office of the [Assistant to the Vice President](#).

External Scholarships:

- Studienstiftung des Deutschen Volkes

This foundation offers special music scholarships to support exceptional music students. For more information, please see the [website of the Studienstiftung des Deutschen Volkes](#). The contact person at our university is [Prof. Herwig Zack](#).

- German Music Information Center (MIZ).

The MIZ is a database of all state-wide, Germany-wide and international postings for music competitions, prizes and scholarships. For more information, especially regarding scholarships, please go to the [Website of the MIZ](#) and visit the topic portal “[Musikförderung](#)” (in German only) and the page “[Förderungsmaßnahmen & -einrichtungen](#)”.

- [Scholarship Promoting Equal Opportunity for Women in Research and Academics](#)

This scholarship is paid by the Free State of Bavaria in order to promote equal opportunity for women in research and academics. It offers financial support for one year to female students and lecturers who wish to pursue an academic career. The [Women’s Representative](#) of the HfM can provide you with more information and is there to support all women who wish to apply.

1.8 Code of Conduct

The University of Music Würzburg is an institution where people from very diverse backgrounds, all walks of life, and from many different nations and cultures meet and work together. Our teaching, academics and research profit considerably from this diversity.

With this in mind, the members of the University (as represented by certain committees) have committed to this Code of Conduct. We ask all those involved in enrollment, application processes, and interviewing potential new faculty and staff, to acquaint themselves with this Senate Guideline, which can be found on our website in the [Download Area “Allgemeine Hinweise”](#).

The idea behind this document is to sharpen our awareness for the basic, self-evident rules of musical and academic collaboration, to keep it alive, and to pass these values onto all those involved with the University from the very start. We also hope to emphasize with this Code of Conduct that the University of Music does not accept misbehavior because this only undermines the trust in Art, Academia, and the representatives thereof.

1.9 Getting Confidential Help (Vertrauensteam)

The Confidants Team (*Vertrauensteam*) is a newly-established (as of WS 2020/21) group of representatives elected by the students of the HfM. It consists of Prof. Katharina Thoma (director of the Opera School), Prof. Tobias Usbeck (practical school piano playing), Paula Kaiser (Student, School Music Teaching and performance Bachelor in recorder) and Marcel Kind (Student, School Music Teaching). The team has been coached by a social worker and is available to you in the following cases:

- Sexual discrimination or attacks
- Violence
- Bullying

Even if you are uncertain whether your issue is right for the Confidants Team, please still notify them. You can always bring one or several other people with you to a meeting.

You may reach the Confidants Team at the following email address:

vertrauensteam@hfm-wuerzburg.de

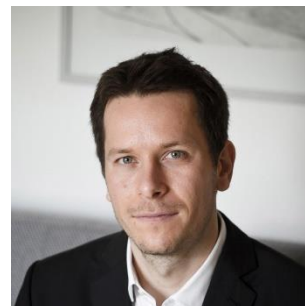
You may also contact any of the members individually:



Prof. Katharina Thoma

katharina.thoma@hfm-wuerzburg.de

0177-3414093



Prof. Tobias Usbeck

tobias.usbeck@hfm-wuerzburg.de

0176-63197983



Paula Kaiser

paula_kaiser@web.de

0157-79338346



Marcel Kind

marcel.kind@online.de

0152-29765034

2 Course of Studies

2.1 Course Catalog (Vorlesungsverzeichnis)

The Course Catalog is a database of all classes and courses, sorted by degree track and emphasis. You can find it at [“CAS Campus”](#) of the HfM.

Still, do not forget to watch out for postings by instructors in the campus buildings during the semester!

2.2 Ensembles at the University of Music

Participation in projects of the major ensembles at the HfM is a central part of the core curriculum or elective module for students enrolled in a Bachelor or Master program as well as the Meisterklasse. To find out the requirements specific to your degree program, please see the relevant segment of the [Studiengangspezifischen Bestimmungen \(SsB\)](#) or the [Fachspezifischen Bestimmungen \(FsB\)](#). These documents are currently only available in German.

The [Ensemble Management Office](#) is responsible for scheduling and coordinating everything to do with the University Symphony Orchestra. Isabel Schmitt is the contact person. You can reach her by phone (+49 931 32187-2232) or email isabel.schmitt@hfm-wuerzburg.de.

The following contact persons can provide further information about the other ensembles:

Ensemble	Contact Person		Room
Baroque Orchestra (BaHI)	Prof. Dr. Pauline Nobes	pauline.nobes@hfm-wuerzburg.de	B 110
Big Band	Prof. Marko Lackner	marko.lackner@hfm-wuerzburg.de	R 102
Wind Symphony	Prof. Ernst Oestreicher	ernst.oestreicher@hfm-wuerzburg.de	
Ensemble Neue Musik	Prof. Robert HP Platz	robert.platz@hfm-wuerzburg.de	
Hochschulchor (University Choir) and Kammerchor (Chamber Choir)	Prof. Jörg Straube	joerg.straube@hfm-wuerzburg.de	B E 06
Hochschulsinfonieorchester (University)	Prof. Ari Rasilainen	ari.rasilainen@hfm-wuerzburg.de	H 003

Symphony Orchestra	Isabel Schmitt	isabel.schmitt@hfm-wuerzburg.de	H 116
Chorkraut	Franziska Fuchs	franziska.fuchs@hfm-wuerzburg.de	
Opera School	Prof. Katharina Thoma Prof. Yuuko Amanuma	katharina.thoma@hfm-wuerzburg.de yuuko.amanuma@hfm-wuerzburg.de	B Theater / B 107
School Music Choir	Prof. Christoph Dartsch	christoph.dartsch@hfm-wuerzburg.de	B E 06
School Music Orchestra	Prof. Wolfgang Kurz	wolfgang.kurz@hfm-wuerzburg.de	H 006
Chamber Music Ensembles	Marion Winter	marion.winter@hfm-wuerzburg.de	H U 035

2.3 [Practice Rooms](#) and the “Übeplan”

The [house rules](#) of the HfM apply at all times while on campus. Please read in particular § 4 “Unterrichts- und Überäume” (Classrooms and Practice Rooms) as well as § 5 “Verhaltensregelungen für die Nutzung der Gebäude und Räume” (Rules for the Usage of Buildings and Rooms).

Bibrastraße Building
<p>On the third floor there are 25 practice rooms with upright or grand pianos reserved for student practice. These rooms may be reserved online using the Übeplan tool.</p> <p>There are also numerous practice rooms which have a harpsichord, fortepiano or computer with ear training software. To obtain access to these rooms, please speak with the responsible instructor and ask them to arrange for you to be given card key access by Facilities Management.</p>
Residenzplatz Building
<p>There are two practice rooms available to students which may be reserved online using the Übeplan tool.</p> <p>In addition, students may also use classrooms outside of lesson times, as long as the instructor gives their written permission. Once Facilities Management has received this permission, they will grant you card key access to the respective room.</p>

Hofstallstraße Building

There are no rooms reserved exclusively for student practice. Students may nevertheless use classrooms outside of lessons. To reserve a room, you write your name on the list hanging on the door of the respective room. Each room may be used for a maximum of two hours per day.

Important:

- If you notice missing or broken equipment in a room (e.g. music stands, blinds, heater, lights), please notify the [reception](#) immediately or send a message straight to [Facilities Management](#): haustechnik@hfm-wuerzburg.de. Make sure to include the room number in your message.
- If you notice damages to pianos or broken piano benches, please notify the Department of [Stagecraft/Keyboard Instruments](#) and tell them the room number: pflegetasteninstrumente@hfm-wuerzburg.de

Online Übeplan Tool (www.uebeplan.de):

- The practice room booking tool is managed by the [Student Representation Council](#) (*Studierendenvertretung*).
- You will receive an activation email sent to your student email address at the beginning of each year of study. You must click the confirmation link in this email in order to activate your account for the “Übeplan”.
- Your username (*Benutzername*) is the same one that you use to log into your student email account and wifi (c.f. [5.2.1](#)). You may set the password for the Übeplan yourself. This password is only valid for the Übeplan.
- In case of any problems with the Übeplan, please contact uebeplan@hfm-wuerzburg.de.

2.4 [Competitions and Masterclasses](#)

Participating in and successfully completing masterclasses and competitions are important milestones at the beginning of an artistic career. There are numerous opportunities and postings hanging in each of our campus buildings.

All internal University masterclasses and competitions (including preselections for external competitions) as well as their respective requirements and deadlines are managed and publicized by [the Department of Event Management](#) on the University website under the menu item Studies / Competition and on the pinboard labeled “Wettbewerbe” in the Hofstallstraße Building (ground floor). The winners of these competitions will also be posted on this pinboard.

Information about external competitions will only be posted on this pinboard and, as appropriate, in other buildings.

With your permission, we will also post an article about you on our website when

you reach major achievements outside of the University of Music Würzburg (prizes, awards, scholarships, invitations, CD productions, etc.). To help us do so, we ask you to write a brief text about your achievement and email it to veranstaltungen@hfm-wuerzburg.de.

To help finance your participation in competitions, masterclasses, studies abroad or internships in a foreign country, you have the opportunity to apply for a grant from the [PROMOS Program](#) of the German Academic Exchange Service (DAAD). For advisement, please see the [International Office](#).

2.5 Examinations

Examinations are carried out according to the study and examination regulations and the relevant degree-specific regulations (FsB / SsB). All rules and legal information is posted on our website: [Studienordnungen](#).

The webpage [“Examinations”](#) of the [Department of Student Affairs \(Studierendenservice\)](#) provides detailed information about signing up for examinations, including deadlines (see the online calendar), requirements to pass an examination, repeating an examination, dealing with a student’s inability to take an examination, dropping or postponing an examination, etc.

In general, you register for a performance examination (degree recital) with the clerk responsible for you at the Department of Student Services. Please make sure to register before the deadline. You can download the registration form on the University webpage [Downloads für Studierende](#). To sign up for any other examination, speak with your course instructor. Exception: Bachelor’s or Master’s Thesis (see [Besonderheiten](#), German only).

If you cannot participate in an examination because of illness, you must present a doctor’s note as proof. If you have to cancel a second time because of illness, you must show a certificate from the Ministry of Health (German: *amtsärztliches Attest vom Gesundheitsamt*). In this case, you must submit the form [Formular für die Bescheinigung der Prüfungsunfähigkeit](#) (Confirmation of the Inability to Take an Examination).

In certain circumstances, there is the option of dropping out of an examination you have previously registered for, or of postponing an examination to the next semester. Please see the requirements to do so on the [website](#) and discuss your case with [the Department of Student Affairs \(Studierendenservice\)](#).

2.6 Transferring Course Credit for Classes and Examinations Taken

In order to transfer course credit for classes and examinations taken previously and/or to be placed into a higher degree semester, you must submit an application in writing. This is especially relevant for students already studying at the HfM Würzburg who wish to change degree tracks, as well as for students who already took classes and examinations at another higher education institution or have

completed modules (ECTS credit points, examinations, etc.). According to the [General Study and Examination Regulation of the University of Music Würzburg \(ASPO\)](#) § 18 Par. 5, the deadline for submitting this form is no later than four weeks after enrolling at the HfM or returning from a semester on foreign exchange, but no earlier than the date on which you took the examination in question.

The [application](#) is to be submitted to the [Vice President](#) responsible for your degree track after you have successfully passed the Entrance Examination. These applications are assessed individually. Important note for students of the Bachelor's degree in performance and pedagogy (*Bachelor künstlerisch-pädagogisch*): You can be placed no higher than the third semester in this degree program. The [General Student Advisement Office](#) of the HfM can help you prepare your application for getting transfer credit.

2.7 Changing Degree Programs or Concentrations

In general, you can only change to another degree program, concentration, etc. after passing the entrance examination for that subject (see [Statutes on Registration, Re-Enrollment, Leave of Absence and Disenrollment at the Würzburg University of Music - ImmaS as of 5 June 2018](#), § 10 Änderung des Studiums, German only). Please note the registration deadline to sign up for the entrance examination (March 31 of every year).

Students enrolled in the degree program "School Music Teaching" who wish to change their core subject or a concentration within the lower-division School Music Teaching degree track, are exempt from this rule. For more information, please see the [Statutes on the Entrance Examinations and Qualification Procedures at the University of Music Würzburg \(SEPEV\)](#), I. Allgemeiner Teil, § 1 Zweck, Geltungsbereich (German only).

If you have any questions, please do not hesitate to contact [the Department of Student Affairs \(Studierendenservice\)](#).

2.8 Changing Instructors

You must submit an application if you wish to change to another instructor. This application form is available in the [Downloads Area for Students](#) or at the [Department of Teacher Organization](#) and needs to be signed and submitted back to this office. On the form, you will be asked to explain why you wish to change instructors and both the current instructor, as well as the instructor you wish to move to, need to agree to this change and sign the form.

In general, applications to change instructors can only be submitted up to the deadline for re-enrollment. Note: a change of instructor is usually no valid reason to apply for an extension of your degree.

2.9 Taking a Vacation Semester (*Urlaubssemester*)

Students can [apply](#) to be granted a vacation semester from their degree. Vacation

semesters can only be granted if you can show a reason that you are not able to continue your studies regularly for a long period of time - at least half of the semester in question.

This application for a vacation semester is only granted for one semester at a time and must be submitted one month after the start of the semester at the latest (15 March or 1 October) at the [Department of Student Affairs \(*Studierendenservice*\)](#). Attach necessary proof of your situation to the application (e.g. internship contract) along with an explanation. If you need to take a semester off because of illness, you will need to attach a doctor's note or, if the HfM requires it, a note from the Ministry of Health (*amtsärztliches Attest*).

You are still required to pay the semester fee during a vacation semester. Students on vacation are still regularly enrolled at the HfM.

Vacation semesters are governed by the [Statutes on Enrollment - ImmaS](#) of the HfM as of 5 June 2018.

2.10 [Disenrollment \(*Exmatrikulation*\)](#)

At the end of the semester in which you pass a final examination, you will be disenrolled. This means you are no longer a student at the University. Other legal or administrative reasons for disenrollment are posted on the website of the Department of Student Affairs (*Studierendenservice*).

If you do not wish to continue your studies, you may also apply for disenrollment at this office. Please attach confirmation of having returned all items borrowed from the library, the instrument depot and the key office (*Entlastungsbogen*) to your [Application for Disenrollment](#). The Certificate of Disenrollment (*Exmatrikulationsbescheinigung*) and, if applicable, the diploma will only be presented once this *Entlastungsbogen* has been submitted.

2.11 [Department of Student Affairs \(*Studierendenservice*\)](#)

The administration in the Department of Student Affairs (*Studierendenservice*) are the first go-to point for all those who wish to apply to study at the HfM. They receive and process all applications and run the audition and enrollment process. In addition, the Department of Student Affairs is also responsible for enrollment, re-enrollment, disenrollment, vacation semesters, proofs of study, and registration for performance examinations (degree recitals) as well as written Bachelor's and Master's theses (sign up for all other examinations with your instructor).

If you have questions to any of these topics listed above, please contact the person responsible for your degree program in the Department of Student Affairs:

Office Hours: Monday to Friday, 9:30 - 12:00

Contact: studierendenservice@hfm-wuerzburg.de

Name and Area of Responsibility:	Tel.	Email	Room
Andreas Schädler (Director) Examinations plan/Modul-related Examinations, Wind Ensemble Conducting, Conducting, Church Music, Composition, Music Theory, Organ, Percussion, Doctoral Studies	+49 931 32187-2320	andreas.schaedler@hfm-wuerzburg.de	H 012
Elke Füller-Böhnel Accordion, Brass Instruments, Guitar, Woodwind Instruments, Elementary Music Pedagogy, Harp	+49 931 32187-2322	elke.fueller-boehnel@hfm-wuerzburg.de	H 014
Rosemarie Busch School Music Teaching incl. Examinations	+49 931 32187-2328	rosemarie.busch@hfm-wuerzburg.de	H 013
Bettina Kell Jazz, Strings	+49 931 32187- 2323	bettina.kell@hfm-wuerzburg.de	H 014
Lydia Leven Piano, Voice, Historic Instruments, Lied Interpretation	+49 931 32187-2327	lydia.leven@hfm-wuerzburg.de	H 013

3 International Office & Advisement

3.1 [Studies Abroad, Exchange and Integration Programs](#)

The University of Music offers a broad spectrum of opportunities to travel to a foreign country for one or two semesters of study. You can gather valuable experience in the exchange program [Erasmus+](#) at one of around 70 partner institutions in nearly 30 European countries. The HfM also has six [worldwide partner universities](#) in Mexico, the USA, Japan, Israel and the Russian Federation and will help you with your stay and studies at these partner institutions.

ERASMUS+ and PROMOS also offer various financial aid packages for internships in a foreign country, participation in foreign competitions, (international) study trips (without a concert) for student groups as well as the participation in international language classes or other specialized courses. The application deadline for foreign exchange at one of the non-European partner universities, ERASMUS+ or PROMOS is 31 January of every year for the coming calendar year.

You can find further information about the application process and the necessary application materials on the University website under the menu item [“International”](#).

In addition, the HfM offers international students the opportunity to participate in integration programs which are meant to help you start your studies in Germany as easily as possible. These programs include welcome days, local cultural outings, German classes for international students and tutoring in German and music.

The [International Office](#) is happy to help you and is always available for questions:

Office Hours by Appointment Only

Contact: international.office@hfm-wuerzburg.de

3.2 [Musicians' Health](#)

The University of Music Würzburg emphasizes the importance of health and medical advice for musicians. Our physical and mental well-being are necessary foundational elements to develop our musical potential and to successfully manage our studies and careers.

That is why we publish a brochure [“Musik und Gesundheit”](#) every semester, which is meant to inform you of all our offerings, such as lectures, seminars, workshops, and personal training, plus office hours. This brochure is also available digitally (PDF) on our website.

Currently we offer these advisement opportunities / office hours for students of all degree tracks:

Office Hours for Musicians' Medicine			
Prof. Dr. Maria Schuppert (Director of Musicians' Health)	+49 931 32187 – 3554 or +49 561- 7018277	maria.schuppert@hfm- wuerzburg.de	B 117
Office Hours Speech Therapy			
Eleonore Perneker	+49 931 32187 - 2133	eleonore.perneker@hfm- wuerzburg.de	

If necessary, musicians may be referred to doctors, psychotherapists, physical therapists and other people competent in musicians' medicine in Würzburg and beyond. If you have any questions, please contact Prof. Dr. Maria Schuppert.

Students who wish to speak with a psychologist should also contact Prof. Dr. Maria Schuppert. Depending on the condition or symptoms, she will pass you onto a therapist in the City or Region of Würzburg.

3.3 [Student Representation Council \(*Studierendenvertretung*\)](#)

The Student Representation Council is made up of members from the Faculty Advisory Board, the Student Convent, both the Student Representatives in the Senate and the University Council, the student members of the Studies Commission, as well as the Department Spokespersons. The Student Representation Council is responsible for representing the interests of students to the University Leadership, faculty, and staff as part of the University committees. Effective communication between all members of the University is especially important to the SRC.

In addition, the Student Representation Council regularly organizes different events in order to strengthen community life at the University. These include the regular parties at the University, which are a perfect opportunity to meet other students outside of everyday University activities. Trips to attend concerts (in the last years, e.g. to Frankfurt, Leipzig and Amsterdam) are also social activities, but first and foremost they help to deepen our musical education. Sports activities such as team participation in the Würzburg Residence Run or movie nights also round out life at the HfM. Go visit our official [Facebook page](#) for more info!

The Student Representation Council office is in the Residenzplatz Building, room R 218. Office hours by appointment. You can reach the SRC by email: studierendenvertretung@hfm-wuerzburg.de.

3.4 [Degree Advisement](#)

Depending on the questions you have, different people are able to help you at the HfM:

Questions about planning your studies and general degree content			
Gerda Rösch, M. A.	+49 931 32187 - 2231	studienkoordination@hfm-wuerzburg.de	H 032
Questions about degree-specific content for Bachelor's and Master's degrees			
see the web page “Student Advisement” or the student guide			
Questions about degree-specific content for School Music Teaching			
Prof. Dr. Thomas Münch	+49 931 32187 - 3558	thomas.muench@hfm-wuerzburg.de	B 121
Formal questions about entrance examinations, enrollment, re-enrollment, vacation semesters, disenrollment, certificates of student status etc.			
Department of Student Affairs (Student Services)	See 2.11	studierendenservice@hfm-wuerzburg.de	

3.5 [Studying during Pregnancy or with Children](#)

Pregnant students or students with children may contact the [Women's Representative](#) of the HfM to gather information about help available.

The download area of the University website under [“Allgemeine Hinweise”](#) also has information about protecting the rights of those pregnant and nursing. Additionally, the [“Concept for Promoting Equal Opportunity for Students in Exceptional Life Circumstances at the University of Music Würzburg”](#) as of 11 February 2020 also summarizes the most important information about “studying, parenting, and the compatibility of family and studies” at the HfM for (soon-to-be) parents and gives a summary of (external) advisement offerings.

Soon-to-be parents can also go to the [Department of Social Counseling](#) at the Student Union Würzburg (*Studentenwerk*) for tips and information relating to studying as a new parent. You can also pick up an info brochure for pregnant women and student parents about financial aid: [“Finanzielle Unterstützungen für studierende Eltern” \(PDF\)](#).

Contact person for all questions about social counseling in Würzburg

Name: Bärbel Meyer, Dipl. Sozialpädagogin (FH)

Address: Am Studentenhaus, 97072 Würzburg

Tel.: +49 931 8005-225 or -228 09

Telephone office hours: Tuesday to Friday 9:00-12:00, Tuesday and Wednesday 1:30-3:00pm

E-Mail: sozialberatung@studentenwerk-wuerzburg.de

Information about childcare for student parents and where to find it:

- [Fachabteilung Kindertagesbetreuung der Stadt Würzburg](#) (Department of Daytime Childcare in the City of Würzburg)
- [Studentische Kinderkrippe Würzburg](#) (Student Daycare Würzburg)
- [Elternportal der Stadt Würzburg](#) (Information for Parents)

3.6 Studying with a Disability or Chronic Illness

Students with a disability or chronic illness ought to have the same unrestricted access to course offerings at the HfM, be treated equally, and be able to participate in student life like anyone else. Anyone for whom this is an issue may contact the [Representative for Students with Disabilities and Chronic Illnesses](#) of the HfM, who is the middleman between them and the University Leadership. This representative is here to advise and help you.

Additionally, the [“Concept for Promoting Equal Opportunity for Students in Exceptional Life Circumstances at the University of Music Würzburg”](#) as of 11 February 2020 also summarizes the most important information about “studying with a disability or chronic illness” at the HfM and gives a summary of (external) advisement offerings. For example, the Student Union Würzburg (*Studentenwerk*) also has a designated [contact](#) for any questions regarding studies with a disability ([for contact information, see 3.5](#)). There you can get tips and information about topics such as [“handicap-accessible living”](#).

For general information about everything from preparing for your studies until the start of your career, read the [Handbook “Studium und Behinderung”](#) by the German Student Union (Deutsches Studentenwerk, German only).

4 University Facilities & Services

4.1 University Campus Buildings

The University of Music is divided up between three buildings in the center of Würzburg: Hofstallstraße Building (H), Bibrastraße Building (B), and Residenzplatz Building (R). The buildings are separated only by a few hundred meters, so that you can easily walk between them in a few minutes' time. The room numbers of each building are preceded by a letter designating which building the room is located in, e.g. H 210, B 106, R 225.

Opening Hours of the University Buildings in the Winter Semester 2020/2021:

Hofstallstraße Building (H), Hofstallstraße 6-8
Opening Hours during the Semester: <ul style="list-style-type: none">Monday to Friday: 8:00am - 9:00pm Opening Hours between Semesters: <ul style="list-style-type: none">Monday to Thursday: 7:30am - 3:30pmFriday: 7:30am - 2:00pm
Bibrastraße Building (B), Ebracher Gasse 1
Opening Hours during the Semester: <ul style="list-style-type: none">Monday to Friday: 8:00am - 9:00pmSaturday: 9:00am - 6:00pm Opening Hours between Semesters: <ul style="list-style-type: none">Monday to Thursday: 7:30am - 3:30pmFriday: 7:30am - 2:00pm You need your student ID card to enter the building.
Residenzplatz Building (R), Hofstraße 13
Opening Hours for students whose lessons and classes are primarily in this building: <ul style="list-style-type: none">Monday to Friday: 8:00am - 9:00pmOpening Hours for all other students:Monday to Sunday: 8:00am - 9:00pm You need your student ID card to enter the building.

Important: You are required to leave the buildings at closing time. In an emergency situation, we cannot help you outside of the opening hours. This is also for people with special access rights!

If you notice missing or broken equipment in a room (e.g. music stands, blinds, heater, lights), please notify the reception immediately or send a message straight to [Facilities Management: haustechnik@hfm-wuerzburg.de](mailto:haustechnik@hfm-wuerzburg.de). Make sure to include the room number in your message.

The [House Rules of the HfM Würzburg](#) as of 18 February 2015 and the [Fire Protection Code](#) govern all building usage. A network of certain individuals is responsible for guaranteeing the safety of Students at the HfM. It is very important that all students help to keep our University a safe place. This is why it is very important for you to notify the [responsible persons](#) as soon as you notice any potential dangers, safety hazards, or accidents.

4.2 Concert and Event Halls

The University of Music Würzburg has a total of six rooms which can be used for public events:

- [H Großer Saal](#), 787 seats, for large events, e.g. orchestra concerts
- [H Kleiner Saal](#), 120 seats, e.g. for instrumental recitals
- [H Mehrzweckraum](#) (Multi-Purpose Room), e.g. for lectures or receptions, choir rehearsals, events with non-frontal or variable seating
- [B Theater](#), 234 seats, e.g. for staged productions by the Opera School
- [B Saal U o8](#), 108 seats, e.g. for lectures, instrumental recitals, examinations in music theory or performance
- [R Kammermusiksaal](#), 182 seats, e.g. for recitals, the concert series “Musik Intern” and “Musik Publik”, examinations, other events

4.3 IT Department

The [Usage Regulation for Information Processing Systems of the HfM Würzburg as of 15 July 2010](#) governs the terms of usage for the IT infrastructure of the University.

4.3.1 User Login Data & Email Address

After enrolling at the HfM and signing a user application at the IT department, you will be given your personal user login data, which consists of a username and password. You can then change your password at <https://user-portal.rz.uni-wuerzburg.de/de/login>. Just log into this site with your username and the current valid password.

You will need your personal user login data in order to access your student email account, which will be given to you at the same time by the IT department. This login data is also needed to sign into the University wifi and to book [practice rooms](#). If you lose your user login data, contact the [IT department](#) immediately. You can only be given your login data again if you appear in person and bring a photo ID card (e.g. Student ID Card or passport) or if you request a letter by registered post.

The second variant costs a small fee.

Students enrolled in the degree program “School Music Teaching” will also receive login data from the University of Würzburg once they have enrolled there. It is very important that you then log into [WueStudy](#), the campus management system of the University of Würzburg, in order to activate your account there. Until you have done so, the HfM Würzburg cannot give you a student ID card ([see also 1.4](#)).

Important: You are required to read the emails in your University email account [Webmail](#) regularly! Please regularly log into webmail and check to see whether you have received new emails from the University. Your student email address is the most important means of communication with the University. You receive notices for important deadlines from the Department of Student Affairs (*Studierendenservice*), among others.

4.3.2 [Wifi](#)

The wifi hotspot “HfM Lehre” is available to you in all three University campus buildings. The wifi password is “lehre-77”. When you open the first internet page, you will be redirected to a login page where you will be requested to enter your user login data (username and password, [see 4.3.1](#)) in order to access the internet. You have to re-enter your login data every 24 hours.

4.3.3 **Public Computers**

You will also find public computers in all three University campus buildings:

- In the Hofstallstraße Building, three PCs in the atrium,
- In the Residenzplatz Building, one PC in the break room,
- In the Bibrastraße Building, four PCs above the café area and three PCs in the library.

If you experience problems with a PC, please contact the IT Department.

4.3.4 [Computer & Seminar Room B 215](#)

In the Bibrastraße Building, there is also the Computer & Seminar Room B 215, which can be used as part of certain classes. Students and faculty are requested to contact the computer room supervisor if they experience difficulties with the computer in this room. This person can be reached at computerraumbetreuung@hfm-wuerzburg.de

4.4 [Library](#)

The library in the Bibrastraße Building is open to all students and faculty of the HfM as the central facility for media and information. Here you can find scores, scholarly literature, recordings, digital media and periodicals. It is also equipped with three PC workspaces for research and a copy machine (fee-based).

For research, you can access the following services:

- [Online catalog search \(HfM Würzburg | University Library\)](#)
- [Other online databases | Libraries](#)

On the [library website](#) you will also find additional information about borrowing materials, the library holdings, catalog search, research aids, terms of usage, etc. Additionally, you have the opportunity to request new purchases for the library using the [Online Form](#).

Your Student ID Card is also your library card for borrowing materials. You also need it to pay for using the copier.

If you have any questions regarding the library, please contact:

Opening Hours during the Semester:			
<ul style="list-style-type: none"> • Monday to Thursday: 8:30am - 5:00pm • Friday: 8:30am - 1:30pm 			
Opening Hours between the semesters are posted in advance on the Library Website and at the entrance to the library.			
Name	Tel.	Email	Room
Library	+49 931 32187 - 3071	bibliothek@hfm-wuerzburg.de	B E 08

4.5 [Recording Studio](#)

Students have the opportunity to record in a professional setting in our recording studio. The high-quality studio is equipped with connections to various concert halls and rooms, and thus we are able to choose the proper acoustics for the music style to be recorded. The recordings are free of charge and are meant to further the professionalization of the students. You can use these recordings for educational purposes and in an application. Any commercial use is prohibited.

You can find more information on the studio website. If you have any questions, please contact the studio director:

Office Hours by Appointment Only			
Name	Tel.	Email	Room
Jürgen Rummel	+49 931 32187 - 2110	juergen.rummel@hfm-wuerzburg.de	H Recording Studio

4.6 Lockers

Each of the three University buildings has lockers for storing instruments and personal items. The lockers are assigned at the reception of each building (exception: lockers in the Residenzplatz Building are managed by the reception in the Bibrastraße Building). Lockers are assigned by the reception only, and can only be assigned during the first few weeks of the academic year (winter semester). Your Student ID Card is your electronic locker key and is activated for this use by the reception. You can use your locker for an entire academic year and will be notified by email and by posting when you have to empty the locker for it to be cleaned and re-assigned.

Usually the demand for lockers is much higher than the number of lockers available. For this reason, two students must also share the larger lockers. If necessary, the Student Representation Council will manage the organization of locker sharing.

4.7 [Instrument Loans](#)

The HfM owns a number of instruments which may be loaned out to students. If the instrument is worth more than €250, you will need to book an [Instrument Insurance Policy](#). The [Leihschein](#), which is your application to loan an instrument, can be downloaded in the Download Area of the University website. The fee for loaning an instrument is currently €20 per semester and is to be paid at the reception of the Hofstallstraße Building. If you need the instrument to play as part of a University project or for lessons in the building, the fee is waived.

For any questions regarding instrument loans, please contact the following people in the Department of Personnel, Finances & Organization:

	Telephone	Email	Room
Simone Jahnel	+49 931 32187 - 2302	simone.jahnel@hfm-wuerzburg.de	H 207

4.8 Student Parking Lot

There is a parking lot in front of the Hofstallstraße Building with 29 spots for student vehicles (entry is on Husarenstraße Street) You can open the gate with your Student ID Card. You are only allowed to park there during your time on University Campus! The parking lot on the back side of the building is only for employees of the University.

The Allgemeine Straßenverkehrsordnung (StVO) and the [Parking Regulation of the HfM](#) govern all activities on all University lots. They can be found on the University website. Please note that if you abuse your parking privilege, you will be towed at your own expense.

4.9 Additional Important Information

For students living in the City of Würzburg, there are a number of facilities whose job it is to help you get started with student life and feel at home as quickly as possible.

The Würzburg Student Union (*Studentenwerk*) can give you information about these topics:

- [Student Housing](#)
- [Dining Halls](#) and [Cafeterias](#)
- [Financing Your Degree](#)
- [Social](#) and [Legal Counsel](#)
- [Psychotherapeutic Counseling](#)

Students at the University of Music are also allowed to take part in the sports programs of the University of Würzburg. For more information, please visit the [website of the sports center](#).

5 Miscellaneous

5.1 Other Rules & Guidelines

The University also has many other rules and guidelines which cannot be explained in detail in this booklet, but which you can learn about on our website:

- [Grundordnung](#) (General rules and regulations)
- [Gebühren- und Kostenordnungen](#) (Rules about fees and costs)
- [Exkursionsrichtlinie](#) (Rules about outings and trips)
- [Satzungen zur Zulassung zum Studium](#), which are rules governing the entrance examinations, enrollment, re-enrollment, vacation, and disenrollment
- [Studien- und Prüfungsordnungen](#) (Examination and study regulation)
- [Promotionsordnung](#) (Doctoral program regulation)
- [PreCollege Satzungen und Studien- und Prüfungsordnung](#) (PreCollege regulation)
- [Ordnung für Qualitätssicherung und -entwicklung](#) (Regulation for quality control and continuing education)
- [Regeln zur Sicherung guter wissenschaftlicher Praxis](#) (Rules to guarantee good scholarly practice)

5.2 Representatives

Along with the Representative for Students with Disabilities and Chronic Illnesses (see 3.6) and the [Women's Representative](#), there are a number of other representatives at the HfM who are there for you if you need them. For example, there are the [Ombudsmen for Securing Good Scholarly Practice](#), the [Data Protection Representative](#), and the [Safety and Fire Prevention Representative](#).

Our [website](#) has a full list of all representatives with their functions and contact information.

6 Overview of the University Administration

Name (Function)	Office	Email	Tel.
			+49 931 32187 - XXXX

6.1 University Leadership

praesidium@hfm-wuerzburg.de praesident@hfm-wuerzburg.de vizepraesident@hfm-wuerzburg.de kanzler@hfm-wuerzburg.de			
Prof. Dr. Christoph Wünsch (President)	H 010	christoph.wuensch@hfm-wuerzburg.de	-2200
Prof. Martin Hummel (Vice President)	H 035/ B 209	martin.hummel@hfm-wuerzburg.de	-2210
Prof. Dr. Andreas C. Lehmann (Vice President)	H 033/ B 118	andreas.lehmann@hfm-wuerzburg.de	-2230
Roland Ulsamer (Chancellor)	H 211	kanzler@hfm-wuerzburg.de	-2300
Dr. Susanne Balthasar (Deputy Chancellor, Legal Advisor)	H 213	susanne.balthasar@hfm-wuerzburg.de	-2314
Dr. Eva Stumpf-Wirths (Legal Advisor)	H 213	eva.stumpf-wirths@hfm-wuerzburg.de	-2830
Cordula Jeßberger (Personal Assistant to the President)	H 034	cordula.jessberger@hfm-wuerzburg.de	-2203
Marion Probst (Reception of the President)	H 011	marion.probst@hfm-wuerzburg.de	-2201
Carolin Göpfert (Reception of the Vice Presidents)	H 011	carolin.goepfert@hfm-wuerzburg.de	-2211

Birgit Baumann (Reception of the Chancellor)	H 210	birgit.baumann@hfm.wuerzburg.de	-2301
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6.2 Department 1 Personnel, Finances and Organization

haushalt@hfm-wuerzburg.de			
lehrorganisation@hfm-wuerzburg.de			
personal@hfm-wuerzburg.de			
Stefanie Mohr (Department Chairwoman)	H 208	stefanie.mohr@hfm-wuerzburg.de	-2310
Julia Gakstatter (Finances - currently on parental leave)		julia.gakstatter@hfm-wuerzburg.de	-2311
Simone Jahnel (Finances, Instrument Loans)	H 207	simone.jahnel@hfm-wuerzburg.de	-2302
Christina Racke (Finances)	H 207	christina.racke-nestler@hfm-wuerzburg.de	-2308
Corinna Werner (Personnel)	H 209	corinna.werner@hfm-wuerzburg.de	-2305
Felix Noe (Personnel, Teacher Organization)	H 209	felix.noe@hfm-wuerzburg.de	-2304

6.3 Department 2 Student Affairs (Studierendenservice)

studierendenservice@hfm-wuerzburg.de			
Andreas Schädler (Department Chairman)	H 012	andreas.schaedler@hfm-wuerzburg.de	-2320
Elke Füller-Böhnel	H 014	elke.fueller-boehnel@hfm-wuerzburg.de	-2322
Rosemarie Busch	H 013	rosemarie.busch@hfm-wuerzburg.de	-2328
Bettina Kell	H 014	bettina.kell@hfm-wuerzburg.de	-2323

Lydia Leven	H 013	lydia.leven@hfm-wuerzburg.de	-2327
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6.4 Department 3 International Office

Responsibilities: International partnerships, Erasmus program, PROMOS, DAAD projects, advisement for international students, international concert and choir tours

international.office@hfm-wuerzburg.de			
Dirk Bräuer (Department Chairman)	H 015	dirk.braeuer@hfm-wuerzburg.de	-2315
Sandra Kloiber	H 210	sandra.kloiber@hfm-wuerzburg.de	-2306
Irina Villani	H 034	irina.villani@hfm-wuerzburg.de	-2316

6.5 Department 4 Event Management

Responsibilities: University projects, press and publicity, competitions, masterclasses, calendar coordination, course catalog, room booking

veranstaltungen@hfm-wuerzburg.de			
Christina Pfaff (Department Chairwoman)	H U 034	christina.pfaff@hfm-wuerzburg.de	-2240
Stephanie Nitzsche	H U 036	stephanie.nitzsche@hfm-wuerzburg.de	-2241
Jürgen Scheller	H U 036	juergen.scheller@hfm-wuerzburg.de	-2242

6.6 Department 5 Facilities Management and Stagecraft

Stagecraft buehne@hfm-wuerzburg.de pflgetasteninstrumente@hfm-wuerzburg.de			
Andreas Herold (Chairman)	B U 05	andreas.herold@hfm-wuerzburg.de	-3035
Reinhard Wolz (Stagemaster)	B U 05	reinhard.wolz@hfm-wuerzburg.de	-3036

Bernd Schwab (Stagecraft)	B U 05	bernd.schwab@hfm-wuerzburg.de	-3035
Burkard Olbrich (Keyboard Instruments)	H U 001	burkard.olbrich@hfm-wuerzburg.de	-2112
Facilities Management haustechnik@hfm-wuerzburg.de			
Matthias Horling (Chairman)	H U 012	matthias.horling@hfm-wuerzburg.de	-2100
Karl Eck (Facilities Management H, Officiant)	H Publishing	karl.eck@hfm-wuerzburg.de	-2108
Camilo Goitia (Facilities Management H, Officiant)	H Publishing	camilo.goitia@hfm-wuerzburg.de	-2107
Helmut Mitnacht (Facilities Management H)	H U 012	helmut.mitnacht@hfm-wuerzburg.de	-2101
Hans Jürgen Röhner (Facilities Management R)	R E 02	hans-roehner@hfm-wuerzburg.de	-4100
Thomas Schreck (Facilities Management B and R)	B U 05	thomas.schreck@hfm-wuerzburg.de	-3100

6.7 IT Department

it@hfm-wuerzburg.de			
Armin Först (Chairman)	H U 033	armin.foerst@hfm-wuerzburg.de	-2130
Guido Hehl	H U 040	guido.hehl@hfm-wuerzburg.de	-2133
Wolfgang Schlund	H U 039	wolfgang.schlund@hfm-wuerzburg.de	-2134

6.8 Library

bibliothek@hfm-wuerzburg.de			
Barbara Konrad (Departement Chairwoman)	Library	barbara.konrad@hfm-wuerzburg.de	-3070
Katrin Gärtner	Library	katrin.gaertner@hfm-wuerzburg.de	-3072
Christine Hetzer	Library	christine.hetzer@hfm-wuerzburg.de	-3071
Ursula Knobloch	Library	ursula.knobloch@hfm-wuerzburg.de	-3072

6.9 Recording Studio

tonstudio@hfm-wuerzburg.de			
Jürgen Rummel (Recording Engineer)	H Tonstu dio	juergen.rummel@hfm-wuerzburg.de	-2110

6.10 Ensemble Management

orchesterbuero@hfm-wuerzburg.de			
Isabel Schmitt	H 116	isabel.schmitt@hfm-wuerzburg.de	-2232

6.11 Degree Coordination and Advisement

studienkoordination@hfm-wuerzburg.de			
Gerda Rösch, M. A.	H 032	studienkoordination@hfm-wuerzburg.de	-2231

6.12 Quality Management, Continuing Education, Network of Universities of Music

qualitaetsmanagement@hfm-wuerzburg.de			
Gerda Rösch, M. A. (Staff Position for Quality Management and Continuing Education)	H 032	gerda.roesch@hfm-wuerzburg.de	-2231

Sonja Gruner (Network of Universities of Music)	H U 035	sonja.gruner@hfm-wuerzburg.de	--2331
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6.13 Chamber Music Coordination

kammermusik@hfm-wuerzburg.de			
Marion Winter	H U 035	marion.winter@hfm-wuerzburg.de	-2330

6.14 Reception

pforte@hfm-wuerzburg.de			
Tonia Hieb	H Pforte	tonia.hieb@hfm-wuerzburg.de	-2000
Dirk Försterling	H Pforte	dirk.foersterling@hfm-wuerzburg.de	-2000
Gerold Hepp	B Pforte	gerold.hepp@hfm-wuerzburg.de	-3000
Herbert Kraus	B Pforte	herbert.kraus@hfm-wuerzburg.de	-3000

Published by: Hochschule für Musik Würzburg (University of Music),
Hofstallstraße 6-8, 97070 Würzburg

The respective Department Chairs, Representatives and Student
Representation Council are responsible for the correctness of the
information in this booklet. In the case of discrepancies, the German
edition of this booklet is binding.

Layout and Photos: Hochschule für Musik, Hofstallstraße 6-8, 97070
Würzburg

Translation: Joshua Rupley (www.joshuarupley.com)

Editor: Sonja Gruner