

# Student Handbook 2018-19

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

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

Updated July 2018

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## **1. Introduction**

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

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

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

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

### **1.2. Educational Mission**

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

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

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

## **2. Academics**

### **2.1. Academic Programs**

On-Campus Housing is required for Academy Year and unmoderated BA students. Students are housed in fully equipped dormitories and apartments.

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

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

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

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

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

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

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

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

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

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

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

## **2.2. Evaluations**

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



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

## **2.3. Enrollment**

### **2.3.1. Enrollment Conditions**

In order to confirm their enrolment at Bard College Berlin all students must sign the Enrolment Agreement provided by the Admissions Office during Orientation, at the latest by the end of Add/Drop Period.

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

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

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

Failure to fulfill these requirements will endanger the enrollment at Bard College Berlin.

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

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

Upon completion of a program of study, or in the case of withdrawal/dismissal from the College, students will receive a certificate of de-registration (*Exmatrikulationsbescheinigung*). The certificate confirms the period of enrollment, the program attended and the official date of de-registration. This certificate, along with an official transcript, can be used as proof of attendance at the College and, where relevant, completion of a program of study.

## **2.4. Orientation**

Fall semester orientation for first year and AY students takes place before and after the [Language and Thinking Program](#). Fall and spring semester orientations for all other new and visiting students take place before the official start of classes for that respective semester.

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

Students are expected to attend all assigned orientation sessions.

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

During Orientation students are required to

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

## **2.5. Academic Advisors**

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

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

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

## **2.6. Course Schedule**

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

## **2.7. Course Registration**

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

Registration for concentration modules, electives and language courses is carried out electronically before the beginning of each semester. During the registration period, students are asked to submit their course preferences via an online form. Every effort will be made to ensure that students receive their

preferred choice of courses, however this cannot be guaranteed. If a more senior student requires a course to graduate, they will be given preference to a specific course over a more junior student.

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

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

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

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

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

## **2.8. Attendance Policy**

### **2.8.1. Sign-Up Sheet**

Bard College Berlin lecture meetings rely on sign-up sheets to record attendance. Please make sure to enter your name in the sign-up sheet at the beginning of each lecture.

### **2.8.2. Absences**

Attendance is expected at all lectures and seminars. More than 2 absences (missing 2 sessions of 90 minutes) from a course in a semester will affect a student's participation grade for the relevant class. Individual faculty members may adhere to a stricter policy as stated in their course syllabus.

Medical documentation is not accepted to excuse absences and will not be accepted for shorter periods under any circumstance. In cases where illness has caused or is likely to result in a prolonged absence from class, students should submit medical documentation to the Registrar's Office in support of a Leave of Absence request or to help determine whether application for disability accommodation is appropriate.

Students have the possibility to apply for disability accommodation should they experience an ongoing medical issue that affects their participation in class. Bard College Berlin's Disability Support policy and procedure is detailed in a separate section. Students must apply for this using the Disability Registration Form and submit the completed form along with appropriate medical documentation to the Registrar's Office.

Bard College Berlin cannot offer credit for any course in which a student has missed more than 30% of classes, whether the absences are on documented medical grounds or not.

### **2.8.3. Leave of Absence**

Students in need of a Leave of Absence should first consult with their Academic Advisor. Students must submit the request for a Leave of Absence with the signature of the Academic Advisor to the Head of Student Life for initial review and approval.

Leave of Absence requests for a prolonged period of time also require approval from the Dean. Please note that, where leave for an extended period is being requested, this is normally only granted under exceptional circumstances and for no more than one semester.

The leave will not be considered official until the form with appropriate signatures has been returned to the Registrar's Office and processed.

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

Personal reasons for leave of absence will be kept strictly confidential. Please also refer to the Refund Policy for a longer leave of absence.

Where students must be absent from the program for serious medical reasons for a prolonged period of time, students are required to submit medical documentation along with the request for a Leave of Absence.

Where students must be absent from the program for serious non-medical reasons for a foreseeable length of time, the request for a Leave of Absence must be submitted at least one week prior to the period of leave requested.

Typical reasons for granting such a short leave of absence include: invitation to a conference to present work; attending the admissions procedures of other academic programs; attending examinations for other academic programs in which the student is enrolled while studying at Bard College Berlin (only when such enrollment in another program was previously approved upon admission to the college), and travel for serious personal reasons.

## **2.9. Auditing**

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

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

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

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

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

### **2.11. Completion Week**

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

### **2.12. Academic Calendar**

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

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

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

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

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

### **2.13.2. Moderation**

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

### **2.13.3. Study Abroad**

In their third year, students have the opportunity to study abroad. An information session on study abroad options is held in the first semester of each academic year. The Study Abroad and Internship Placement Officer coordinates study abroad information, enquiries and applications. The Registrar coordinates ERASMUS grants, learning agreements and credit transfer.

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

Once students are accepted into the Bard College Berlin study abroad program, they must apply directly to their desired university via the application/process the partner requires. Students are contacted by the partner university with instructions on applying and the deadlines. Deadlines range from March-June for the fall semester and October-November for the spring semester.

### **2.13.4. Senior Thesis**

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

### **2.13.5. Commencement**

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

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

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

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

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

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

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

Students receive their grade report for each semester before the beginning of the subsequent semester, unless they have requested the report for an earlier date.

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

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

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

D	1.0
F	0.0

### 3.1.3. Grade Conversion

Grades are converted using the *Modifizierte Bayerische Formel*:

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

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

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

$N_d$  (grade that is converted)

Letter Grade	Basic Grade Point	Grade Range	Corresponding German Grade	Corresponding German Grade Range
A	4.0	3.86 – 4.00	1.0	1.0 – 1.12
A-	3.7	3.46 – 3.85	1.3	1.13 – 1.46
B+	3.3	3.16 – 3.45	1.7	1.47 – 1.72
B	3.0	2.86 – 3.15	2	1.73 – 1.98
B-	2.7	2.46 – 2.85	2.3	1.99 – 2.32
C+	2.3	2.16 – 2.45	2.7	2.33 – 2.58
C	2.0	1.86 – 2.15	3	2.59 – 2.84
C-	1.7	1.36 – 1.85	3.3	2.85 – 3.27
D	1.0	0.51 – 1.35	4	3.28 – 4.0
F	0.0	0.00 – 0.50		5.0



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

Other grades used include the following:

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

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

*(W) Withdrawal from a course* - After the Add/Drop Period, a student may withdraw from a class with the permission of the instructor and the Dean. In order to do this the Withdrawal form must be submitted to the Registrar's Office. Permission to withdraw from a course can only be applied for until 5pm (Berlin time) on the Friday of week 7 of each semester. It cannot be granted if the course is necessary to fulfill a requirement, or if it is evident that the student would otherwise have insufficient credits for completion of

the academic program. In cases of withdrawal, the course will appear on the student's transcript with the designation of W. A designation of W grade does not affect overall GPA. Following week 7, cases of failure to fulfill any of the requirements of a course will result in a failing grade being recorded on the transcript and factored into the calculation of the GPA. Exceptions to this rule will only be considered in cases where the student has informed the Dean or the Registrar's Office of any severe difficulty preventing the completion of academic work.

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

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

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

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

### **3.2. Academic Integrity**

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

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

### **3.3. Coursework**

All Bard College Berlin essays are submitted electronically.

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

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

### **3.4. Courseload**

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

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

All changes to the courseload require the submission of the relevant forms to the [Registrar's Office](#).

## **4. Academic Services**

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

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

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

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

Students should consider withdrawing from the program when they foresee (or when it becomes apparent) that medical or personal obstacles will prevent them from fulfilling some or all of the requirements.

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

Students who are living on campus who have withdrawn from the College need to vacate their rooms and leave the campus by arrangement in consultation with the Head of Student Life. Typically this occurs within 0-5 calendar days.

For more information please also refer to the [Refund Policy](#).

#### **4.1.2. Transcripts**

Student can request an official transcript from the Registrar's Office. More information can be found on the [website](#).

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

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

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

#### **4.3. Library**

Students are encouraged to use the Bard College Berlin library which is situated in Kuckhoffstraße 41. It houses a selection of over 9000 documents. The library has a collection of primary and secondary literature relevant for all courses, a collection of DVDs and CDs and electronic resources. All students may check out library items during library opening hours.

The library catalog is available [here](#) (from on-campus facilities).

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

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

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

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

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

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

A reserve shelf will be accessible in the circulation office. Each course will have a few book sets available (i.e. on-site consultation books) for students for a maximum period of three hours at a time. Where Bard College Berlin has reserves of the books listed on a particular syllabus, these will be searchable and

identified in the library catalog as [Textbook]. Available textbooks for core courses, as well as elective textbooks, will be lent to students for an entire semester. Depending on the available stock, textbooks are lent first to students on financial aid; the remaining number of copies is lent to students on a first-come-first-served basis.

#### **4.3.3. Readers**

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

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

The Bard College Berlin reading room is located at Kuckhoffstraße 41. It is open 24 hours. The reading room is exclusively a study space. Quiet must be observed at all times. The room must be kept in an orderly state. Students are expected to clean up after themselves. As a reminder, there is no smoking or alcohol allowed in the Reading Room.

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

Bard College Berlin provides on-campus access to JSTOR and EBSCO - these are essential online databases that maintain an archive of scholarly journals, e-books, and primary sources. For more information, visit the Library website.

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

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

### **4.4. Disability Support**

Bard College Berlin is committed to providing appropriate accommodations for students with disabilities in order for them to complete their program of study. In support of this mission, the College provides

services and reasonable accommodations, such as altered course assignment deadlines and testing environments, to self-identified students who present the appropriate documentation.

Students must request disability accommodations in advance of their first arrival at Bard College Berlin, or, for returning students, as soon as the disability is discovered. Visiting students with approved disability accommodations at their home institutions should present an official letter to the Registrar's Office upon acceptance, detailing necessary accommodations, signed and stamped by their home institution. No accommodations can be provided "after the fact," i.e. for coursework or situations that arise before the student submits their registration form and medical documentation.

In order to avail of such services and accommodations, admitted students must fill in the Disability Registration Form. Appropriate documentation from a licensed medical professional or psychologist attesting to their disability must accompany the form. Documentation should be no more than three years old and must include a specific diagnosis; information about the onset, longevity, and severity of symptoms; and an explanation of how the disability and/or related medications or treatments interfere with or limit a major life activity, including participation in courses, programs, and activities of the College. This documentation should also include recommended accommodations. If this documentation is inadequate in content or scope, additional documentation may be required. The cost of obtaining documentation is the responsibility of the student.

The completed Disability Registration application is to be submitted to the Registrar's Office.

Once received, the College Examination Board will consider the accommodations requested by the student. The College can only alter the form and schedule of assessment, but not the academic standards or content and learning goals embodied in the curriculum. Once the Examination Board has considered the accommodations requested and determined which accommodations can be approved, the student will be issued with confirmation of those that have been approved. An agreement will then be signed with the student concerning any accommodations for their program of study. The registration final form and related medical information will be kept on confidential record at the Registrar's Office. The student will be given an official accommodation letter to present to their professors, should they decide to invoke the accommodations for a specific class. If the student is uncomfortable approaching their professor(s) themselves, they have the possibility to request that the College Registrar contact their professors for them. The registration form, related medical information and a copy of the accommodation letter will be kept on confidential record at the Registrar's Office.

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

The Learning Commons provides academic support for all students. The Learning Commons offers peer tutors and academic skills workshops. Tutors support their peers by offering one on one or small group sessions on various topics. Courses covered by tutors include all of the language courses, math courses and all academic writing. Workshop topics include citation, grammar, outlining/paper structure, and study skills.

The Learning Commons is located on the ground floor of the Student Center at Kuckhoffstraße 43 and is overseen by the Library and Academic Services Officer.

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

## **5. Living in Germany**

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

All students (on and off-campus) are required to complete the city hall registration (*Anmeldung*) within 14 days of their move-in date. The registration is the responsibility of each individual and must be renewed every time when changing addresses within Berlin or Germany. The registration must be renewed individually when moving off-campus. Upon successful registration, students will receive a confirmation (*Meldebestätigung*).

The College can assist students with this process during Orientation. If students require the College's assistance, they need to fill out the provided registration form, submit the landlord's signed approval and their passport to the Admissions and Recruitment Officer within the given deadlines, who will submit it to the local authorities on their behalf. Registration process and length of the procedure are determined by the local authorities (*Bürgeramt*).

When leaving Berlin, students need to inform the authorities of their departure. The same procedure applies as for the registration. Students will be provided with a de-registration form during checkout from campus or upon exmatriculation and must submit the completed form to the College or provide proof of independent de-registration from campus.

### **5.2. Residence Permit**

Non-EU students arriving at Bard College Berlin must apply for a student residence permit (*Aufenthaltstitel*) at the Foreigners' Registration Office (*Ausländerbehörde*) upon their arrival on campus. An application for the residence permit is mandatory within the first 90 days after students' arrival in Europe's Schengen Zone or prior to students' visa expiration date. Different regulations may apply for students in the Program for International Education and Social Change; these students must check their residence status with the College individually. It is the responsibility of the new and returning students to research requirements and acquire a valid residence permit. Students may apply at the Foreigners' Registration Office on their own or use the process offered by the College.

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

Bard College Berlin will assist students with the procedure once a semester provided submission of complete documents including passport within the announced deadlines of Bard College Berlin and within the legal application period determined by the German Immigration Authorities. All decisions regarding and responsibility for issuing a residence permit lie with the Berlin Foreigners' Registration Office (*Ausländerbehörde*). The College accepts no responsibility for application decisions or processing

times of the Berlin Immigration Authorities. Further details on how to apply for the residence permit will be provided during Orientation.

### **5.3. Transportation**

All students are required to purchase a public transportation pass (*Semesterticket*), which is valid for 6 months in the ABC zones of Berlin. Students who are taking a Leave of Absence or studying abroad can apply for temporary exemption from the *Semesterticket* in advance.

The *Semesterticket* is a sticker that is placed on the Bard College Berlin Student ID card and is only valid in combination with the valid Student ID card.

The validity periods of the *Semesterticket* are 1 January - 30 June for the spring semester and 1 July - 31 December for the fall semester. Partial reimbursements are possible for full months only. Questions concerning the *Semesterticket* can be directed to Student Life staff or the BVG.

### **5.4. Housing**

For information on how to find housing in Berlin, please refer to the Off-Campus Housing Guide.

For information on on-campus housing please refer to the chapter On-Campus Housing.

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

The *Rundfunkbeitrag* is a collective fee of EUR 17,50,- that is paid for each residential unit in all of Germany. After the registration (*Anmeldung*), students may receive a letter from the *Rundfunkbeitrag* agency asking for the payment of this monthly fee.

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

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

Questions concerning the *Rundfunkbeitrag* can be directed to Student Life staff.

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

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

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

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



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

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

The German public health insurance TK, for instance, has specific rules about students working next to their studies. More information can be found on the [TK website](#). Violating these regulations could endanger the insurance status and health insurance fees of the students.

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

According to German tax authorities, earning less than EUR 450,- per month (EUR 5400,- per year) does not incur any tax charges. Students planning to earn/work more than this should familiarise themselves with the laws and regulations. All student work must be reported to German tax authorities.

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

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

Students above the age of 18 can open a bank account themselves. Students under the age of 18 will need a legal guardian present when doing so. To open a bank account in Berlin students will require their *Anmeldung*, passport, and an enrollment certificate or [Student ID card](#).

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

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

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

## **6. Health and Safety**

### **6.1. Emergencies**

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

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

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

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

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

## **6.2. Fire Safety**

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

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

The following actions are prohibited in all campus buildings:

- Placing decorations or items in front of exits and covering doors.
- Having unauthorised fires on campus grounds.
- Intentionally setting off fire alarms, or unintentionally setting off alarms via negligence

- Tampering with fire extinguishers or alarms
- Tampering, blocking or propping fire control doors
- Improper discharge of fire extinguishers
- Creating fire hazards
- Use of dormitory buildings for art installations or projects that involve electricity.
- Leaving electrical decorations unattended while plugged in.
- Unsafe disposal of damaged light sets, including but not limited to frayed wires, loose connections, broken/cracked sockets
- Failure to cooperate in a fire drill, including but not limited to refusing to leave, sleeping through the alarm, etc.

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

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

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

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

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

## **6.3. Health Insurance**

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

As stated in the Enrollment section, all students must have a valid health insurance for their entire enrollment period at Bard College Berlin. Any students requiring health care coverage can obtain it at Bard College Berlin through the *Techniker Krankenkasse (TK)*, one of the state health insurance providers. The monthly cost for *TK* coverage in 2017-2018 was EUR 88,72 for students under the age of 23 and EUR 90,34 for students from age 23. A representative of the *TK* will visit Bard College Berlin during Orientation and provide the necessary forms.

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

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

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

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

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

#### European Health Insurance Card (EHIC)

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

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

### Social security agreements

Some other European countries (e.g. Macedonia) have social security agreements with Germany. Students from countries where such an agreement exists must bring documentary proof of their state health coverage in order to be exempt from obtaining German health care insurance.

### Private health insurance

Those with private health insurance in Germany or in their own country can usually obtain exemption from taking out state health insurance. They must bring with them proof of their insurance policy (letter, contract, and/or insurance identity card) and fill out a waiver form (*Befreiung von der Versicherungspflicht*). Waiver forms are also provided by the TK representative during orientation. Further information can be found in English on the [TK website](#).

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

### GeoBlue

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

## **6.3.2. Physical Health Resources**

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

Additionally, Students have access to a general practitioner (Dr. Sabine Regling). Dr Regling's practice is located in Schliemannstraße 13, 10437 Berlin. She also comes to campus once a week and has her office in the Kuckhoffstraße 24 dormitory.

Office hours are available on the Bard College Berlin [website](#).

## **6.3.3. Mental Health Resources**

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

Students also have access to a licensed psychotherapist (Susanne Baberg). Ms Baberg comes to campus twice a week and has her office in the Kuckhoffstraße 24 dormitory.

Office hours are available on the Bard College Berlin [website](#).

Counselling services through Ms Baberg are free for all Bard College Berlin students. Visits with the counselor are limited to five 50-minute sessions per student per semester. Student Life staff is ready to assist students in finding long-term off-campus counselling.

To schedule an appointment with the counselor, students should email: [counseling@berlin.bard.edu](mailto:counseling@berlin.bard.edu)

## **7. Campus Spaces**

### **7.1. Cafeteria**

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

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

The specific dates when the Cafeteria is closed can be found on the campus academic calendar, however, the Cafeteria is generally open when classes are in session and is closed for national holidays and break times. This information is located on the campus [Academic Calendar](#) so students can plan ahead and is generally emailed out throughout the semester as a reminder.

The Cafeteria typically closes for the semester on the final day of [Completion Week](#).

The Cafeteria 'upstairs' rooms are open after meal times for students to use as study spaces/hangout rooms. Students are expected to clean the spaces after leaving them.

#### **7.1.2. Meal Plans**

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

Students who live off-campus are provided with lunch on class days.

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

#### **7.1.3. Other Policies**

- Students are encouraged to use trays to place their food/plates upon. Trays are then placed on the tray trolley near the exit of the cafeteria.
- Community members are expected to clean up after themselves.
- If individuals (with meal plans) are sick and cannot come to the Cafeteria, the Cafeteria can help in arranging for a 'sick meal.' Please contact the Student Life or Cafeteria staff for assistance. It is recommended to supply your own 'take-away' container.
- Community members are allowed to take one (1) piece of fruit or dessert item with them upon leaving the Cafeteria. Any additional items (including food or non-food items) taken will be considered stealing and may result in a violation of the [Student Code of Conduct](#).

### **7.2. Student Center**

The Student Center is located in Kuckhoffstraße 43 next to the Library. It houses the Learning Commons, a common room with board games and books, and a communal kitchen. It also houses the offices of the

Head of Student Life, the Director of Housing and Residential Life, the Study Abroad and Internship Placement Officer and the Student Life Officer.

The Student Center is a reservable space for student events. Additionally, the building is open seven days a week from 9am-10pm.

### **7.3. Reserving Rooms**

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

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

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

### **7.4. Common Spaces**

There are a variety of rooms around campus which are considered common spaces. The Student Center, K24 Common Room, K24 Reading Room, Cafeteria Upstairs and the outside gardens are most of these spaces. Students are asked to use these spaces respectfully and abide by any posted guidelines or usage hours.

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

### **7.5. Factory**

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

### **7.6. AV Equipment**

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

### **7.7. Music**

The campus has two pianos that are available to student use. One is located in the Study Room in the K24 dorm and the other is in P98. To access the piano in P98, students would need to reserve the room.

### **7.8. Photo Lab and Mac Lab**

The campus has a photo lab and Mac lab in P98. Students enrolled in specific art classes have access to those facilities.

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

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

On-campus residents are allowed to receive postal mail and packages via the Platanenstrasse 24 address. Off-campus students are asked to use their own personal mailing address for mail and packages. Bard College Berlin does not take responsibility for student packages or student mail.

Since packages are frequently delivered outside the working hours at Platanenstrasse 24, students are highly encouraged to register at the DHL packet drop-off. It's safe, uncomplicated, and students can pick up their packages 24/7.

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

REWE Markt Packstation 434

Hermann-Hesse-Str. 14

13156 Niederschönhausen

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

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

### **8.1. Civic Engagement**

Civic Engagement is a very important part of the Bard College Berlin mission. The Civic Engagement Coordinator works with groups of interested students to plan and execute programs and activities that can positively impact the larger community. There are also different grant opportunities available throughout the year. Students should speak with the Civic Engagement Coordinator or look at the Civic Engagement website for more information.

### **8.2. Lectures and Presentations**

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

### **8.3. Clubs**

Clubs at Bard College Berlin are student run, student driven and student organized. Clubs are able to apply for funding through the Student Life Committee (SLC). Refer to the Bard College Student Leadership Handbook for more information on starting a club or speak with the Head of Student Life or Student Life Officer.



#### **8.4. Student Involvement Fair**

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

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

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

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

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

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

#### **8.7. Berlin Weekend**

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

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

#### **9.1. Network Usage Policy**

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

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

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

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

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

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

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

- Unauthorized access or attempts to gain unauthorized access to confidential information.
- The use of file-sharing tools to access peer-to-peer networks is prohibited, as is use of tools designed to circumvent the blocking.
- Altering or tampering with the configuration of computers in student labs and other common areas, or installing unauthorized games or other programs on their hard disks, or on the shared-files area of the file servers.
- The unauthorized physical or virtual extension, or re-configuration, of any portion of the campus network, by such means as routers (wired or wireless), wireless access points, network wiring, or other methods.
- The downloading from Bard College Berlin's campus network of unlicensed copyrighted files (music, movies, software, etc.) and their storage on Bard College Berlin servers and computers.
- Mining cryptocurrency (Bitcoin, Ethereum, Ravencoin, etc.)

Any violation of IT policies may result in the suspension or revocation of the use of privileges and/or the blocking of network access until final resolution of the matter as well as action through the [Student Code of Conduct](#).

## **9.2. Student ID Card**

All students are issued a Student ID card upon the start of their studies at Bard College Berlin. Student ID cards contain a photo of the student, the student name, an RFID chip which opens doors around campus, a bar code for checking out books at the library, the [Semesterticket](#) for riding public transportation in Berlin and other important information.

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

During the admission and pre-enrollment process students are asked to submit a photo for their Student ID card. Student ID cards contain the students preferred name whenever requested, otherwise the legal name will be used. Changing data on a Student ID card will also result in a 30 Euro replacement fee.

### **9.3. Official Communication**

All official College communication happens via the Bard College Berlin email address that all members of the community are given upon their entry into the community. This is the official email and electronic communication system for the campus and is the official source for all Bard College Berlin related items of communication among faculty, staff, and students. Students will be expected to use this system as the official medium for sending and receiving Bard College Berlin electronic communications to academic and administrative services and individuals, starting from the point of acceptance at Bard College Berlin. This includes but is not limited to, announcements, notices, email to faculty, grades, assignments as designated by faculty, and other electronic communications. Faculty, staff, and administrators will be expected to use this system to distribute and retrieve electronic information relative to their professional roles and when communicating electronically with other members of the Bard College Berlin community. For faculty, staff, and students, the Bard College Berlin email system is the official distribution site for announcements, newsletters, resources, policies, and other communications that concern any College business.

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

### **9.4. Google Suite**

Bard College Berlin utilizes the Google Suite of programs. This includes not only the Gmail email client, but also other Google programs such as Google Docs, Google Forms, Google Drive, Google Classroom and Google Hangouts.

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

### **9.5. Wifi**

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

### **9.6. Computer Lab**

There is a computer lab in the W15 dorm for students to use. The code to get into the computer lab is ECLA15. If there are problems with the computers in the lab, please notify the IT department.

### **9.7. MacLab**

There is a Mac Lab in P98 for students in specific courses to use. If there are problems with the computers in the lab, please notify the IT department or Factory support staff.

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

There are printers for students to use in the reading room of the library and the computer lab in W15 dorm. If students require color printing or scanning, they should contact the IT department directly.

### **9.9. Online Systems (BIP Account)**

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

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

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

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

On-campus housing is required for Academy Year and unmoderated BA students. Students are housed in fully equipped dormitories and apartments.

### **10.1. Housing Facilities**

Bard College Berlin owns five dormitory buildings. Two of these are apartment buildings with a courtyard and a garden. Each apartment typically comprises of three double rooms, a hall, bathroom facilities and a communal kitchen. Free of charge laundry facilities (washing machines and dryers) are available on the grounds. Three of the dorms are communal style dorm buildings housing approximately 20 students each. Each of these has a communal kitchen, shared bathrooms and showers, and free of charge laundry facilities (washing machines and dryers). A study room with space for twenty students and a computer room with free printers are also located in these dorms.

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

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

The Office of Residential Life is responsible for room placement, move-ins and move-outs, and any other issues related to on-campus housing. The Office of Residential Life is made up of the Director of Housing and Residential Life and the Residential Assistants.

## **10.2. Safety and Security**

Generally speaking, Pankow and the Bard College Berlin campus are very safe. The campus is located in a very quiet residential neighborhood.

All dorm rooms and dorm buildings have various security measures in place. Each bedroom has a lockable door. Each building entrance is always locked. Residents to the respective dorms do not have unrestricted access to other buildings. It is the responsibility of the residents to close and lock their bedroom doors, ensure the doors to the building are not propped open and to remain vigilant to anyone in the building who should not be there.

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

Multiple times a night the Residential Assistants as well as professional Securitas security team do rounds of the buildings.

Additionally, the phone numbers for Residential Assistants and the Securitas team are posted in multiple points around the dorms. Students are encouraged to call if they see something out of the ordinary or feel unsafe.

Periodically throughout the year the Residential Assistants call dorm-wide meetings to discuss issues. They always remind students to be aware of their own personal safety.

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

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

After successful registration (*Anmeldung*), students automatically receive letters from the TV/Radio fee authorities that require a response. For on-campus students these letters are forwarded to Student Life staff, who will take care of the application for exemption. On-campus students who still receive this letter should forward it to Student Life staff.

## **10.4. On-Campus Policies**

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

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

#### **10.4.1. Alcohol**

In accordance with German law, Bard College Berlin abides by all local/national laws and holds students to the same expectation. The Bard College Berlin alcohol policies are outlined in the [Student Code of Conduct](#). Violations of these policies will go through the [Student Code of Conduct](#).

#### **10.4.2. Drugs and Illegal Substances**

The Bard College Berlin drug and illegal substances policies are outlined in the [Student Code of Conduct](#). Violations of these policies will go through the [Student Code of Conduct](#).

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

#### **10.4.3. Fire Safety Policy**

See the chapter on [Health and Safety](#) for fire safety information. In addition, the following is information for on-campus residents and the on-campus residences.

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

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

#### **10.4.4. Fines**

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

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

Students are expressly prohibited from painting their rooms, removing or exchanging College furniture. Before their departure students should make sure that the original position of the furniture in their rooms is restored. Upon checkout, students will be charged for replacement costs of any missing furniture.

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

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

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

<b>Room equipment price list</b>		
EQUIPMENT	NUMBER OF ITEMS	PRICE
Curtain/Shutter	1	EUR 39,00
Bed (Malm)	1	EUR 119,00
Mattress (Sultan Favang)	1	EUR 99,00
Slatted Frame (Sultan Lonevag)	1	EUR 49,00
Bed Lamp (Fas)	1	EUR 14,99
Blanket (Mysa Stra)	1	EUR 14,99
Pillow (Gosa)	1	EUR 9,99
Table (Melltorp)	1	EUR 35,00
Chair (Ivar)	1	EUR 19,00
Desk lamp (Lagra)	1	EUR 5,99
Shelf (Laiva)	1	EUR 14,99

Wardrobe (Aneboda)	1	EUR 65,00
Dustbin (Fniss)	1	EUR 1,79
Hanger (Bagis)	4	EUR 0,79
Cable extension	1	EUR 4,99
Power strip	1	EUR 3,99
Bedclothes	1 Set	EUR 9,99
Ceiling light	1	EUR 14,99
Metal room key	1	EUR 40,00

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

<b>Offense</b>	<b>Fine</b>
Fire safety violations	EUR 100,- to EUR 300,- + cost of repair/expenses
Unauthorized room change/swap	EUR 50,-
Unapproved overnight guest stay on campus / unapproved early arrivals / unapproved late departures	EUR 100,- / day or any part of a day
Leaving the room in such a poor condition that it requires excessive cleaning	EUR 30,- / bag of trash or item
Furniture not returned to original locations	EUR 30,- / item + cost of replacement
Common room furniture found in room	EUR 30,- / item
Large items left in room (i.e. sofas, etc.)	EUR 50,- to EUR 100,- / item



Fines can be imposed by a Residential Assistant, the Director of Housing and Residential Life, the Student Life Officer, Head of Student Life or the Site Manager. The levying of a fine or the issuing of a warning to a student must be reported to the mailing list [fines@berlin.bard.edu](mailto:fines@berlin.bard.edu). Fines must be paid in cash to Student Life staff within four working days. Students who fail to pay fines within the allotted time are put on Administrative Hold, restricting their access to registering for classes, obtaining transcripts or seeing their grades. The student in question may also be called to a meeting with the Head of Student Life.

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

#### **10.4.5. Guests**

Visitors and overnight guests are welcome on campus, but the latter must be registered with the Director of Housing and Residential Life. To register guests, the Overnight Guest Stay Request Form must be signed by the host's roommate, Residential Assistant and Student Life staff at least one work day prior to the guest's arrival.

An overnight guest is defined as a non-resident in your room who will be staying between the hours of midnight and 7am. No guest stay at Bard College Berlin can be longer than seven days and only one guest is allowed per night in a room.

As outlined in the Student Code of Conduct, resident hosts must always escort their guests. Guests are subject to all community policies and student hosts are responsible for their guests' behavior while on-campus. Hosts should inform their guests of the policies and expectations of the Bard College Berlin community. Guests' access may be revoked at any point if deemed appropriate by the Office of Residential Life. Guests may eat in the Cafeteria but they must purchase dining vouchers in advance from Student Life staff (see also Cafeteria section above). All guests must be over 18 years of age; parents or visitors of an older generation are not generally permitted to stay in the dormitories.

#### **10.4.6. Cleaning**

Cleaning staff does come to each dorm multiple times per week to perform limited cleaning. Cleaning staff will clean the bathrooms and floors of the building. In other areas it is the responsibility of the residents to clean up after themselves. Specifically, it is the responsibility of the residents to clean up after themselves in the kitchen (including doing their own dishes and wiping down cooking surfaces).

Residents are also expected to clean their own rooms.

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

If excessive messes are left unkempt, the Director of Housing and Residential Life may choose to have cleaning staff clean the space and would then fine the residents of a specific room, apartment, floor or building as outlined in the Fines section accordingly.

#### **10.4.7. Quiet Hours**

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

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

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

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

Violations of the quiet hours policy will be handled through the Student Code of Conduct.

#### **10.4.8. Room Entry**

The College reserves the right to enter and inspect any room when, at the discretion of a staff member, it is deemed necessary for security, safety, maintenance repairs or policy enforcement. This specifically includes the right to inspect rooms to confirm compliance with College policy and room use, recover College property, ensure preservation of clean and sanitary conditions, fire prevention, or personal health and safety.

The College respects its students' right to privacy; however, it reserves the right to enter any room when necessary. Whenever a room is entered without the student's prior knowledge, every effort will be made to alert the student that his/her room was entered, and the reason for room entry will be made clear.

Room Entry may be conducted only in the presence of a full time staff member of the College. Residential Assistants may not enter rooms by themselves. RAs may also not let other people into someone's room.

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

#### **10.4.9. Pets**

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

### **10.5. On-Campus Programming**

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

Residents should be encouraged to approach their Residential Assistant with programming ideas and take the lead in putting on programs themselves. In many dorms, Residents take the lead in celebrating one another's birthdays, for example.

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

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

RAs will conduct a series of dorm meetings at the start, middle and end of each semester which all residents are expected to attend.

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

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

### **10.7. Maintenance Concerns**

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

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

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

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

### **11.1. Career Services**

The Study Abroad and Internship Placement Officer along with the Student Life Officer offer support for students as it pertains to their plans after Bard College Berlin. Staff regularly publishes a newsletter containing academic events and opportunities for students. Workshops on writing job applications take

place during the semester. Students also have the possibility to speak to staff in person for advice on resumes, cover letters and job applications.

### **11.2. Internships**

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

The intern is required to work for 10 to 13 hours per week under the guidance of a supervisor for three months. For these working hours, the student keeps timesheets that are signed by the internship mentor at regular intervals.

### **11.3. Gym**

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

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

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

## **12. Finances**

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

### **12.1. Student Accounts**

All records pertaining to a student's account (tuition payments, *Semesterticket* charges, reader fees, etc.) are registered with the Student Accounts Officer. Account balances are sent out to students on a regular basis.

### **12.2. Administrative Holds**

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

A hold restricts access to register for classes, transcripts and grades until the hold has been lifted. Students should speak with the [Registrar](#) to discuss the reasons for the hold.

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

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

The on-campus comprehensive fee covers the following items:

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

The off-campus comprehensive fee covers the following items:

- Tuition
- Lunch on campus (Monday through Friday)
- Access to a sports and fitness center
- Computer and Internet access
- Orientation and other student activities
- Student support services

The comprehensive fee does NOT include:

- Health Insurance  
Students are legally required to have health insurance. For more information, please see the section on [Enrollment](#).
- Liability Insurance  
It is recommended that students acquire German Liability Insurance (*Haftpflichtversicherung*), which will cost approx. EUR 80,- /year.
- Visa fees  
All students from non-EU countries need a student visa to study in Germany and to establish a place of residence in Berlin. Students should inquire with the nearest German consulate in their

home country about the cost of the visa. Please refer to the [Residence Permit](#) section for more information.

- **Residence Permit**  
Depending on citizenship and program duration, a permit may be needed to establish a place of residence in Berlin. This permit typically costs between EUR 50,- and EUR 110,- and is not covered by the comprehensive fee.
- **Transportation ticket**  
The [Semesterticket](#) costs amount to approximately EUR 400,- annually (EUR 387,60 for the academic year 2018/19).
- **Personal expenses**  
Expenses in this category range widely depending on the individual student's lifestyle. Students should budget for at least EUR 25,- per week. With 30 semester weeks in an academic year, the minimal annual cost thus amounts to EUR 750,-.

Bard College Berlin fees are subject to annual revision and updated fees will be announced in the spring semester. Current tuition fees can be accessed via the [website](#).

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

Each student's acceptance form indicates their contribution. Please see the payment schedule on the Bard College Berlin [website](#).

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

Account Number: 26868556  
Sort Code: 100 208 90  
HypoVereinsbank  
Leibnizstr. 100  
10625 Berlin, Germany  
IBAN: DE98 1002 0890 0026 8685 56  
SWIFT (BIC): HYVEDEMM488

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

Bard College Berlin cannot accept credit card payments directly, but if you'd like to pay with credit card you can use online payment services like [Transferwise](#).

Cash payments can be accepted only for amounts up to EUR 1500,-.

For detailed instructions, please contact the Student Accounts Officer (at [studentaccounts@berlin.bard.edu](mailto:studentaccounts@berlin.bard.edu)).

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

Academic holds are placed on accounts not paid as due. These holds prevent release of transcripts or ability to register for classes.

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

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

## **12.4. Refund Policy**

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

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

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

### **12.4.1. Returning Students**

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

Withdrawal Occurs During	Tuition Charge
First week of classes	20 percent
Second week of classes	40 percent
Third and fourth week of classes	70 percent

No refund of tuition, housing, and required fees is given in the case of expulsion or suspension.

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

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

Withdrawal Occurs During	Tuition Charge
L&T (first three weeks of fall)	20 percent
Fourth and fifth week of classes	70 percent

For first-year students or students who enroll in the three-week Language and Thinking Program, the first day of L&T is the first day of classes of the fall semester. If a leave of absence or withdrawal occurs at any time during these workshops, 80 percent of the semester's tuition charge is reversed. If the leave/withdrawal date occurs within two weeks after the end of these workshops, 30 percent of the semester's tuition charge is reversed. No refund is applicable beyond the fifth week of classes.

No refund of tuition, housing, and required fees is given in the case of expulsion or suspension.

### **12.5. Financial Aid**

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

- Tuition Waivers and Scholarships  
(do not require repayment and involve no work obligation)
- Work-Study  
(earned through part-time employment on or off campus)

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

Students may ask for a re-evaluation of their current financial aid package if a significant unexpected change in their financial situation occurs. A request form supported by relevant documentation needs to be submitted to the Student Accounts Officer (at [finaid@berlin.bard.edu](mailto:finaid@berlin.bard.edu)). The financial aid will be reviewed and the student will be informed about the decision. Forms can be obtained from the Student Accounts Officer.



## **12.6. Conference Support Fund**

Bard College Berlin students who have been invited to give a conference paper outside Berlin or Germany may apply for conference support to cover the relevant expenses (traveling, accommodation and conference fees). Please consult the Student Accounts Officer (at [studentaccounts@berlin.bard.edu](mailto:studentaccounts@berlin.bard.edu)) for further information.

Support will be granted according to the following criteria:

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

A student can only receive conference support once a year. Those interested should download and fill out the application form on the Bard College Berlin website and submit it with the supporting documentation to the Student Accounts Officer.

## **12.7. Student Employment**

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

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

Campus student jobs are paid at the rate of EUR 8.84 per hour. Timesheets (signed by the job supervisor) must be submitted to the Student Accounts Officer before the 15<sup>th</sup> of each month in order to receive payment. No payment will be processed more than four weeks after the month for which payment is applied. Payments will be made by bank transfer to German or EU bank accounts (SEPA transfer). All student work is reported to German tax authorities. Payments cannot be paid in cash.

Students in Germany may only take up employment next to their studies if they abide by all restrictions applied by their health insurance and residence permit or visa.

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

All Bard College Berlin students are eligible to apply for student employment as defined in this document, provided that they are in good academic standing. All vacant job positions are posted publicly through the Bard College Berlin email system and must be applied to within the deadline mentioned in the opening. Qualified applicants are invited for a personal interview. Once successful, student workers will receive a work contract detailing the job description, working hours and duration of contract. This must be signed by both the student worker and the supervisor.

All student campus work is temporary employment; the weekly amount of hours may be flexible in certain job positions and depends on operational demands. Student wages are tax free, and lump sum payroll

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

For further policies please see [Rules and Procedures for Student Employment](#).

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

### **13.1. Institutional Status**

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

### **13.2. Accreditation**

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

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

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

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

### **13.3. Committees**

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

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

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

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

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

Student Life Committee (SLC) - The task of the Student Life Committee is to fund student initiatives that will enhance the social, cultural, and intellectual life of the College. The SLC is chaired by a student head or co-heads, and includes the Associate Dean, two professors, the Head of Student Life, Director of Housing and Residential Life, the Study Abroad and Internship Placement Officer, the Civic Engagement Coordinator, the Student Life Officer, the Residential Life Assistants, and at least four elected student representatives.

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

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

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

Academic Integrity Board - A three-person committee made up of one faculty member from the Exam Board, the Chair and one student. This committee is chaired by the Dean or the Associate Dean of the College. Administratively, the Academic Integrity Board Committee is supported by the Registrar's Office in their work. This committee hears cases involving Academic Integrity cases.

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

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

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

### **13.5. Senior Administration**

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

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

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

The members of the Board of Governors are Jens Reich (Chairman), Peter Baldwin, Florian Becker (ex officio), Leon Botstein (ex officio), Thomas Hesse, Josef Joffe, Michael Steinberg, Taun Toay (ex officio) and Marylea van Daalen.

### **13.7. The Bard Network**

Bard envisions the liberal arts institution as the hub of a network, rather than a single, self-contained campus.

Numerous institutions around the globe make up the Bard Network. While Bard's primary undergraduate program is based in Annandale, students can participate in the Bard Network all across the US and also at Bard College Berlin, Al-Quds Bard, American University of Central Asia, Central European University, and the Faculty of Liberal Arts and Sciences of St. Petersburg State University. Bard's philosophy is that colleges can and should play a broad role in education; for this reason, Bard operates or partners with high schools and graduate schools. [More information about the Bard Network can be found here.](#)

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

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## I. Introduction

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

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

There are two sections of the Code of Conduct. The first is academic in nature while the second is non-academic. This document is designed to lay out the policies and disciplinary processes, as well as detail the possible sanctions for both types of misconduct separately. It then lays out the appeals process for both academic and non-academic concerns.

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

Note: for any violation or potential violation of the Bard College Berlin Title IX Policy, the Title IX Policy procedure will be followed. All cases involving the Title IX Policy go to the Title IX Coordinator or Deputy Coordinator.

## II. Definitions

Academic Integrity Board - a three-person committee made up of one faculty member from the Exam Board, the Chair and one student. This committee is chaired by the Dean or the Associate Dean of the College. Administratively, the Academic Integrity Board Committee is supported by the Registrar's Office in their work. This committee hears cases involving Academic Integrity cases.

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

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

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

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

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

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

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

Resolution of Responsibility Form - a paper form a respondent signs indicating they accept full responsibility for the item(s) they were charged with which occurs during an informal hearing.

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

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

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

### III. Academic Misconduct

#### Academic Standards and Integrity

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

Acts of academic misconduct, such as the following, will result in a Disciplinary Process and lead to Sanctions:

1. Plagiarism: The presentation of the work or words of another as one's own, without appropriate attribution and/or citation, whether intentional or not. Plagiarism includes:
  - a. The attempt to pass off the work of others as one's own
  - b. Presenting the exact words of others as one's own
  - c. Presenting the exact words or paraphrasing borrowings from other sources without appropriate attribution and/or citation
2. Collusion: The collaboration by two or more students on an assignment without appropriate attribution or authorisation. Providing one's own work to someone else to copy or copying work provided by another, whether wholly or in part, is collusion
3. Resubmission of one's own work: The re-use of one's own work (whether wholly or in part) for another assignment without appropriate attribution. Work that a student has published or completed outwith their study at the College must also be appropriately cited
4. Cheating: the attempt to deceive by gaining or providing unauthorised advantage or assistance in a College examination or assignment, including attempts to copy from other students in an



examination, communicating answers with another student in an examination, the use of unauthorised materials or information and prepared answers in an examination, impersonation (taking an examination on behalf of another or having someone take an examination on one's own behalf), and the submission of academic work acquired from another student or via essay mills and other such commercial enterprises providing writing services

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

## Academic Disciplinary Process



### 1. Incident Report

Any member of the Bard College Berlin community may submit a written report documenting a concern about a situation or student regarding an alleged violation of policy. Such reports may be given to the Registrar's Office, the Associate Dean of the College or the Dean of the College. When possible, reports should be submitted within 30 business days of the discovery of the alleged violation.

### 2. Initial Processing

Received reports will be given to the Associate Dean who will determine if the report is in the purview of the committee. If reports are determined to be relevant to the Academic Integrity Board, they are forwarded to the Academic Integrity Board. Cases may also be referred to other offices or Committees as appropriate. If the report is brought by a faculty member, it will automatically be forwarded to the Academic Integrity Board.

### 3. Notice of Allegations

The Registrar, on behalf of the Academic Integrity Board, will send the student a Notice of Allegations via their Bard College Berlin email address. This notification will outline the policies that have allegedly been violated.

The notification asks the student to accept full responsibility in writing for the allegation. If the student refuses to accept full responsibility at that time, the notification will ask the student to submit a written statement explaining their position by a specific date (typically 3-5 class or business dates from the date of the Notice of Allegations). The Academic Integrity Board will make a determination on the allegations based on the information present in the statement. The Notice of Allegations may also include an invitation from the Academic Integrity Board to appear before the board at a hearing.

Throughout this process, the Academic Advisor or Head of Student Life may work to support the student with any questions they may have.

#### 4. Hearing

If the student accepts full responsibility on the Notice of Allegations, the Academic Integrity Board will meet to determine a sanction.

If the student does not accept full responsibility on the Notice of Allegations, the Academic Integrity Board will meet to review the case. The Academic Integrity Board may also request to meet with any additional parties as it pertains to the situation.

If the Academic Integrity Board requests the respondent to attend the hearing, the respondent may bring an additional person to the meeting. This individual may act as an advisor to the respondent. This individual must be a member of the Bard College Berlin campus community. The individual will not speak as part of the proceedings but rather act as a support person for the respondent.

If the student fails to respond to the Notice of Allegations within the given time period, the Academic Integrity Board will assume the student takes full responsibility for the allegations.

#### 5. Further Investigation

Occasionally, after a hearing the Academic Integrity Board may need to further investigate a case before issuing an Outcome. This may require the Board to speak with additional individuals or gather additional information.

#### 6. Multiple Respondents

In instances where there are multiple respondents as it pertains to an incident, the Academic Integrity Board will go through the process one by one. It is possible that the Board may schedule additional meetings with individual respondents after meeting with other respondents.

If, in the process of a hearing, it is discovered that there are additional parties who may be involved, the appropriate Notice of Allegations letters may be sent to those individuals.

#### 7. Outcomes

The Academic Integrity Board will meet to determine an appropriate Outcome based on the Sanctions as outlined in the Code of Conduct. The Outcome should be produced by the Academic Integrity Board within 3-5 working days from the date of the Hearing or the date of the returned Notice of Allegation letter.

#### 8. Sanctioning

After the Outcome is made, appropriate sanctions are issued. The Academic Integrity Board would first review the relevant academic history of the respondent (to see if they had previously been on probation or have other existing ongoing sanctions) before issuing the appropriate sanctions.

Once sanctions are determined, the Registrar will communicate them to the respondent in writing through an Outcome Letter (sent as an email).

## 9. Appeals

The Appeals process is outlined in the Appeals section.

## Academic Sanctions

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

In determining a sanction, the Academic Integrity Board takes into consideration many factors, including the respondent's demeanor, past academic misconduct history, the nature of the offense, the resulting severity of any damage and/or injury or harm to the community.

Any one or more of the following sanctions may be assigned by the Academic Integrity Board.

Sanctions:

1. Letter of Warning - A Letter of Warning is a written warning for a minor violation. A warning indicates that the offending behavior must cease and further violations may result in additional disciplinary measures.
2. F or Zero grade issued for the assignment.
3. F or Zero grade issued for the class.
4. Noted on the transcript.
5. Academic Probation - academic probation indicates that the student is in poor academic standing with the College; typically, the student is failing to fulfill the requirements for continued enrollment in one of Bard College Berlin's academic programs. Typical reasons for probation include: unsatisfactory academic performance (i.e. a GPA of 2.0 or lower; failing a core component or requirement of a program; failing two courses in a semester); absence from seminars; failing a course due to insufficient attendance at seminars; failure to submit coursework; and/or plagiarism or other academic misconduct.

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

6. Suspension from the College - suspension is the temporary exclusion of a student from Bard College Berlin for a specified academic term or terms not to exceed one calendar year. During the

period of suspension, a student is not permitted to be on the College property or use the facilities or equipment without the express permission of the Associate Dean of the College or designee. If these conditions of the suspension are violated, the student will be subject to further disciplinary action.

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

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

Conditions:

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

## IV. Non-Academic Misconduct

### A. Policies

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

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

2. Alcohol

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

3. Assault/Battery/Fighting or other Endangering Behavior

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

4. Cafeteria Policies

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

- a. Misrepresenting one's meal plan status.
- b. Stealing food from the cafeteria (community members are allowed to take one piece of fruit at lunch with them) and/or eating meals in the cafeteria that you have not paid for (e.g. an off-campus student eating dinner, a student eating a meal during summer vacation).
- c. Exploiting one's meal plan status to provide food for others (community members or guests), who have not paid for it.
- d. Failure to purchase a 'guest pass' when bringing guests into the Cafeteria.

5. Damage/Destruction

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

6. Discrimination

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

7. Disruptive Behavior

- a. Participation in the disruption or obstruction of teaching, research, administrative actions, conduct proceedings, quiet hours, or the free flow of pedestrian or vehicular traffic; excessive noise.

- b. Leading to or inciting others in acts of disruption or obstruction of any other College activities, including on- or off-campus public functions and authorized non-College activities occurring on campus.
8. Drugs
- a. The possession or use of narcotics, hallucinogens, illegal drugs, marijuana and products containing THC.  
Note: the possession and use of prescription drugs is only allowed with a valid prescription.
  - b. The distribution or sale of narcotics, hallucinogens, illegal drugs, prescription drugs, marijuana and products containing THC.
  - c. Being under the influence of drugs (without a valid prescription for that drug).
  - d. The possession, use or being in the presence of drug paraphernalia (without valid prescription).
  - e. Knowingly being in the presence of drugs.
9. Failure to Comply
- a. Failure to comply with the directions of any College (including student employee) or public official who has identified themselves while acting in the performance of their assigned duties.
  - b. Failure to comply with any sign, requirement, notice or directive that has been posted by a College employee or public official as it pertains to College policies and/or an employee/public official acting in the performance of their assigned duties.
10. Fire Safety
- a. Creating a fire hazard or a situation that endangers others, such as arson.
  - b. The unauthorized or improper possession, use, removal or disabling of fire safety equipment and/or warning devices (including covering smoke detectors).
  - c. Failure to follow fire safety procedures or instructions, or interference with fire fighting equipment or personnel.
  - d. Intentionally or unintentionally setting off the fire alarm when there is no real fire.
  - e. Other violations of the College Fire Safety Policies as specified in the Student Handbook.
11. Forcible Entry/Unauthorized Entry
- a. Forcibly entering a space and/or or entering a space without authorization.
  - b. Presence in a building, property or attempting to enter a space without appropriate authorization.
12. Guests
- a. Failure of guests to abide by campus policies.
  - b. Student hosts and Student Organizations are responsible for the actions of their guests.

13. Harassment/Bullying

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

14. Passive Participation

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

15. Residence Area/Dorm Policies

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

- a. Not cleaning personal spaces as well as the kitchen area.
- b. Not using bathrooms in a hygienic way.
- c. Moving, removing or adding furniture in the dorm room unless approved by the Director of Housing and Residential Life or the Site Manager.
- d. Wall hangings, unless they do not damage the wall.
- e. Disrespecting quiet hours and/or inconsiderate noise levels
- f. Unregistered guests.
- g. Storage of items in the hallways or other forbidden locations.
- h. Obstructing fire exits or other fire code violations.
- i. Disrespecting garbage separation.
- j. Having a pet or animal in the dorms or apartments, unless it is a service or support animal for a student with a registered disability that has been approved by the Director of Housing and Residential Life.
- k. Failure to correctly utilize the Overnight Guest Registration form, Social Event Registration form or checkout/checkin procedures.

16. Sexual Violence

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

17. Smoking

- a. Smoking indoors in any campus building. This includes smoking on balconies in the dorms or apartments or leaning outside of windows.
- b. Smoking is defined as creating smoke by lighting a cigarette, cigar, pipe, hookah, bong, or other smoking product (including e-cigarettes, vapes or any other smoking device).

- c. Smoking is only allowed in designated smoking areas.

18. Theft

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

19. Use of Facilities/Equipment/Vehicles/Campus Logo

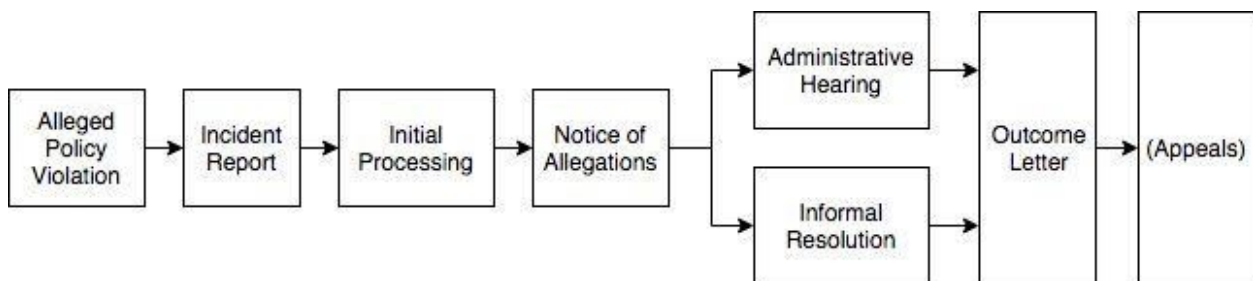
- a. Failure to abide by institutional policies regarding use of facilities, equipment, vehicles and the College logo. This includes policies regarding the reservation and use of campus spaces.

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

21. Weapons

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

B. Disciplinary Process





### 1. Incident Report

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

### 2. Initial Processing

Reported information may be examined by the Head of Student Life to determine if a policy violation may have occurred. Members of the campus community may be asked to come to speak about their knowledge of a given situation. Additionally, other information (such as key logs or photos) pertaining to a situation may be reviewed before any formal action is taken.

### 3. Notice of Allegations

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

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

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

### 4. Informal Resolution

An Informal Resolution is a meeting between the respondent and a hearing officer. During an Informal Resolution meeting:

- a. The hearing officer will first talk through the Code of Conduct process with the respondent to answer any questions about the process.
- b. The hearing officer will invite the respondent to share their side of events as they recall them. Throughout the meeting, the hearing officer may ask the respondent questions to clarify the situation. The hearing officer may also take notes throughout.
- c. The respondent will then be given the opportunity to take responsibility for their actions as it pertains to the allegations they received and sign the Resolution of Responsibility form. On the form, respondents may select to take responsibility for all, some or none of the allegations presented.

- d. If the respondent chooses to elect that they are not responsible for some/all of the allegations, the hearing officer may transition to an Administrative Hearing. The Administrative Hearing may happen immediately or may be scheduled to occur within 5 class days. (See section 5 for more information on the Administrative Hearing process)
- e. If the respondent chooses, the respondent may bring an additional person to the informal resolution meeting. This individual may act as an advisor to the respondent. This individual must be a member of the Bard College Berlin campus community. The individual will not speak as part of the proceedings, but act as a support person for the respondent.

#### 5. Administrative Hearing

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

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

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

In an Administrative Hearing, the Hearing Officer ultimately makes a decision based on all reports, documentation and information gathered to find the respondent responsible or not responsible for each of the allegations listed in the Notice of Allegations. The decision is called an Outcome. The Outcome is made after the Administrative Hearing meeting concludes, but should be made within 3-5 class or business days.

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

Cases involving repeat offenders or allegations of physical assault, weapons or other more severe allegations will be heard through the Administrative Hearing process and the Informal Resolution process will not apply. Additionally, for more severe allegations, interim measures may be put into place upon consultation with the Associate Dean of the College.

#### 6. Further Investigation

Occasionally, after an Informal Resolution or Administrative Hearing meeting, the hearing officer may need to further investigate a case before issuing an Outcome. This may require additional witnesses coming to speak with the hearing officer or other additional information to be gathered.

#### 7. Multiple Respondents

In instances where there are multiple respondents as it pertains to an incident, the hearing officer will meet with each student separately and go through the process one by one. It is possible that a hearing officer may schedule additional meetings with individual respondents after meeting with other respondents.

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

#### 8. Outcome

The Outcome of the Administrative Hearing will be made on the basis of whether it is more likely than not that the respondent violated the Code of Conduct for each violation which appeared on the Notice of Allegations. Outcomes are made within 3-5 class or business days from the date of the Informal Resolution or Administrative Hearing.

#### 9. Sanctioning

After the Outcome is decided, appropriate Sanctions and Conditions are issued. The hearing officer would first review the conduct history of the respondent (to see if they had previously been on probation or have other ongoing Sanctions or Conditions) before issuing Sanctions and Conditions appropriately.

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

#### 10. Appeals

The Appeals process is outlined in the Appeals section.

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

Cases may be resolved without the respondent participating in the process. However, this only occurs after multiple attempts have been made to schedule a meeting. If the student fails to schedule their meeting or fails to attend a scheduled meeting, the hearing officer may conduct the hearing in the absence of the student. The student will receive written notice of the outcome.

#### 12. Failure to Complete Assigned Sanctions

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

### C. Sanctions & Conditions

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

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

Any one or more of the following Sanctions and Conditions may be assigned by the hearing officer. Students who receive a Sanction of Disciplinary Probation, Suspension or Expulsion are considered not to be in good standing with the institution during the timeframe of their Sanction. Sanctions will typically include both an administrative sanction as well as one or more conditions of the sanction.

Sanctions:

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

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

- a. has complied with all conditions imposed as part of the suspension;
- b. is academically eligible;
- c. meets all requirements for reinstatement including, but not limited to, removal of Holds, payment of restitution where payment is a requirement of reinstatement, and is up to date on any fees/tuition payments/health insurance contributions;
- d. meets all deadlines for filing necessary applications, including those for readmission, registration and enrollment.

4. Dismissal from the College - the student's status at Bard College Berlin is terminated for an indefinite period of time. During the period when the student is exmatriculated and thus dismissed, the student is excluded from classes and from all privileges and activities of the College. During a period of dismissal a student is not permitted on College property or to use the facilities or equipment without the express permission of the Associate Dean of the College or designee.

A sanction of Dismissal from the College must be approved by the Associate Dean of the College in conjunction with the other members of the College Leadership Team.

Conditions:

1. Educational Sanction (Special Project/Assignment) - An educational sanction is typically a reflection paper, research project, presentation, bulletin board, alcohol/drug intervention, or other project the student must complete by a set due date. The Educational Sanction should be directly related to the violation for which the student has been found responsible.
2. Fine, Fee, or Service Charge - Fines, Fees or Service Charges payable to the College of no less than EUR 5,- and no greater than EUR 200,- depending on the degree of the infraction (except when a larger fine is imposed on the College by an outside agency). The charge can be paid in cash or is billed to the student through Student Accounts. The funds are deposited into an account which is used to support educational programming conducted by Student Life.
3. Restitution - Students are required to pay for damaged items and costs incurred as a result of their actions. The charge can be paid in cash or is billed to the student through Student Accounts.
4. Skills Development - The student will be required to meet with an administrator on campus who can guide the student through skills development. Topics could include: stress reduction, time management, organizational skills development or anger management. Alternatively, the student may be required to attend a community program such as Alcoholics Anonymous.
5. Community Service - A student may be required to do a specific number of hours of community service. Community service can be assigned for projects both on- or off-campus and must be completed by a specific date.
6. Confiscation - Items that are banned from the residence areas or throughout campus or items that are found at the scene of an incident are subject to confiscation by Residential and Student Life staff.
7. Change in Residential Status - A student's on-campus housing status may be reviewed and could result in a student losing the ability to live on campus and/or visit on-campus housing. Additionally, a student could be required to relocate to a different residence. This status could be effective immediately or effective of a specific date. The status could last for a set amount of time or be indefinite.

8. No Contact Order - This requires a student not to have contact with another student or member of the College community for a specific period of time by any means including: personal contact, virtual contact (email, texting, phone calls, tweets...), or contact through a third party or intermediary. This could result in an individual needing to change academic classes and/or relocate from a residence.
9. Withdrawal of Recognition/Dissolution (only for clubs/organizations) - Student groups may be disbanded and College recognition withdrawn for a specific period of time or permanently. Further, disciplinary action taken against a student group leader(s) may result in sanctions against the leader and/or organization.

## V. Appeals

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

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

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

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

Appeals are typically heard by a three-person committee. The committee is made up of three community members. Whenever possible, that will be a combination which will include one student, one member of Faculty and either the Associate Dean or Dean of the College. Membership into the Appeals Committee is solicited each semester and all interested parties are trained about the procedures and institutional policies. Individuals in the 'pool' are contacted whenever an Appeals Committee is needed; the committee is filled based on availability.

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

The Appeals Committee has the ability to uphold or overturn any Outcome made by a hearing officer. The Committee has the ability to change Outcome as well as to alter sanctions and/or conditions.

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

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

## VI. Amnesty or Good Samaritan Policy

Bard College Berlin recognizes that there may be health or safety emergencies related to the use of alcohol or other substances in which the potential for disciplinary action by the College may deter students from seeking assistance for themselves or for other members of the Bard College Berlin community.

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

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

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

## VII. Handling of Records

1. Records of violations of the Academic Integrity policies are maintained by the Registrar's Office while records of violations of the non-Academic Misconduct policies are maintained by the Head of Student Life.
2. Generally, such records are maintained for at least three years after the actual or intended date of graduation of the student in question, whichever date comes closest to the actual time when the student leaves the College.
3. These records are treated as private within the provisions of relevant laws.
4. However, where the sanction assigned was probation, suspension or dismissal, the necessary academic and administrative offices are notified of the change of status of the student. Also, other relevant offices will be informed when the case involves specific services.
5. The College maintains suspension and dismissal records indefinitely.
6. Students wishing to review their disciplinary record may do so by making a request in writing to the Registrar or Head of Student Life. Records will be made available to the student within seven

business days of the date of request. Students may also have copies made of their own record at their own expense.

7. Students who believe their disciplinary records contain information that is inaccurate, misleading or otherwise in violation of their privacy or other rights, should meet with the Registrar's Office or Head of Student Life to discuss.

## VIII. Interpretation and Revision of the Code

1. Any questions of interpretation regarding the Code of Conduct shall be referred to the Associate Dean of the College or designee for determination. The Associate Dean of the College's determination is final.
2. The Code of Conduct shall be reviewed at least every three years under the direction of the Associate Dean of the College. Substantive revisions of the code shall be approved by the Leadership of the College.
3. This document was reviewed and revised in the Spring of 2018.



## **15. Appendix - Gender-Based Misconduct Policy**

- I. Introduction
- II. Policy Statement
- III. Scope of Policy
- IV. Definitions
- V. Amnesty Policy
- VI. Student's Bill of Rights
- VII. Reporting Options and Immediate Assistance
  - Confidential Reporting
  - Institutional Reporting
  - Criminal Reporting
  - Preservation of Evidence
- VIII. Institutional Investigation Process
  - Preliminary Inquiry
  - Institutional Investigation
  - Notification to Parties
- IX. Sanctions
- X. Interim Measures and Accommodations
- XI. No Contact Orders
- XII. The Appeal Process

### **I. Introduction**

All members of the Bard College Berlin community are expected to exhibit behavior that demonstrates respect for one another and to act in a manner that upholds the vision of community and education expressed in the Academic Statutes. For this reason, the College is committed to providing learning and working environments free of sexual and gender-based harassment, discrimination, sexual assault, sexual exploitation, stalking, and intimate partner violence (hereafter referred to as “gender-based misconduct”) and to preventing, responding to and remedying occurrences of gender-based misconduct when it becomes aware of them. To

that end, the College provides services and support for individuals who have been impacted by gender-based misconduct, as well as accessible, prompt, thorough, and impartial methods of investigation and resolution of incidents of gender-based misconduct.

Additionally, the College provides educational and preventative programs for employees and students throughout the academic year to promote awareness of gender-based misconduct.

The Gender-Based Misconduct Policy should be interpreted and applied in a manner consistent with the principles of free inquiry, free expression, and free speech to which Bard College Berlin is committed. The College's policy is not intended to stifle these freedoms. Prohibited discrimination, harassment, retaliation, and other misconduct are neither legally protected expression nor the proper exercise of academic freedom.

Inquiries or concerns regarding any form of discrimination or harassment may be directed to:

Brian Gallagher  
Head of Student Life  
Bard College Berlin, Germany  
[b.gallagher@berlin.bard.edu](mailto:b.gallagher@berlin.bard.edu)

Kerry Bystrom  
Associate Dean  
Bard College Berlin, Germany  
[k.bystrom@berlin.bard.edu](mailto:k.bystrom@berlin.bard.edu)

Florian Becker  
Managing Director  
Bard College Berlin, Germany  
[f.becker@berlin.bard.edu](mailto:f.becker@berlin.bard.edu)

David Shein  
Associate Vice President for Academic Affairs  
Dean of Studies  
Bard College Annandale, United States  
[shein@bard.edu](mailto:shein@bard.edu)

Inquiries regarding any form of discrimination or harassment and legal processes may be directed to:

Antidiskriminierungsstelle des Bundes  
030 18555-1855  
[Contact form](#)

## II. Policy Statement

It is a violation of Bard College Berlin's Gender-Based Misconduct Policy to commit any of the following acts:

- Gender-Based Discrimination

- Sexual Harassment
- Gender-Based Harassment
- Hostile Environment
- Intimate Partner Violence or Abuse
- Retaliation
- Sexual Assault
- Nonconsensual Sexual Intercourse
- Nonconsensual Sexual Contact
- Sexual Exploitation
- Stalking

These acts are defined in more detail below. Committing any of these acts may result in disciplinary action as outlined below.

This policy is in accordance with national and federal state legislation and regulations prohibiting discrimination and harassment, as well as provisions of response and services for victims of interpersonal violence. These laws include:

- Berliner Hochschulgesetz, particularly §5
- Allgemeines Gleichbehandlungsgesetz (AGG) from August 18, 2006, particularly §3.4 Strafgesetzbuch (StGB), particularly § 177 and § 238
- The European Equal Treatment Directive 2006/54/EC

These laws and the College prohibit discrimination and harassment, including gender-based misconduct.

In addition, study-abroad students from US-based colleges/universities are covered by Title IX. More information is available at <http://www.bard.edu/genderequity/> and in the Bard Abroad Student Handbook which Bard Abroad students receive during Orientation or upon arrival to campus.

### III. Scope of Policy

The College will respond to reported incidents of gender-based misconduct, including sexual and gender-based harassment, discrimination, sexual assault, sexual exploitation, stalking, and

intimate partner violence, involving students, faculty, staff, or any other member of the Bard College Berlin community, reported to have occurred:

- on campus;
- off campus involving members of the Bard College Berlin community;
- through social media or other online interactions involving members of the Bard College Berlin community, particularly if campus safety is affected; or
- during official Bard College Berlin programs, regardless of location.

Action taken and support provided regarding incidents of misconduct involving contract employees, visitors, and guests may be limited; however, the College will endeavor to respond, sanction, and/or remedy to the extent possible, practical, and reasonable.

## IV. Definitions

Affirmative Consent:

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

- Consent cannot be given when it is the result of coercion, intimidation, force, or threat of harm.
- Previous consensual sexual activity or consent to one sexual act does not necessarily constitute consent to any other sexual act.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by lack of consciousness, being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent to sexual activity. In Germany the ability to give consent to sexual activity depends on the age of the individuals involved. (cf. StGB §174 - §184)
- Consent is required regardless of whether the person initiating the act is under the influence of illegal substances and/or alcohol.
- Consent may be initially given but withdrawn at any time.

- When consent is withdrawn or can no longer be given, sexual activity must stop.

**Coercion:**

Coercion is unreasonable pressure used to compel someone to engage in sexual activity against their will. Coercion may include intimidation, manipulation, or threats. Coercion is evaluated by assessing the duration, frequency, and intensity of the verbal and/or physical conduct, as well as the degree of isolation or confinement. When a person makes clear that they do not want to participate in sexual activity, that they want to stop sexual activity, or that they do not want to go past a certain point of sexual interaction, continued pressure can be coercive.

**False Reporting:**

An individual who is determined to knowingly have made false complaints, or accusations, or provided false information during an investigation, may be subject to disciplinary action by the institution through the Student Code of Conduct. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by subsequent investigation.

**Gender-Based Discrimination:**

Actions that limit, deprive, or deny an individual or group of educational or employment benefits, opportunities, or access on the basis of gender, gender identity, sexual orientation, or sex.

**Gender-Based Harassment:**

Any unwelcome conduct based on gender, gender identity, gender expression, gender-stereotyping, sexual orientation, or sex, which includes acts of aggression, intimidation, stalking, or hostility, whether verbal, nonverbal, written, graphic, online, and/or physical. Gender-based harassment may occur when individuals are harassed for exhibiting what is perceived as a stereotypical characteristic of their gender, or for failing to conform with stereotypical notions of masculinity or femininity. Gender-based harassment may be disciplined when it creates a hostile environment.

**Hostile Environment:**

A hostile environment is created when sexual and/or gender-based harassment is sufficiently severe, persistent, or pervasive, such that it interferes with, denies, or limits an individual's ability to participate in or benefit from the College's educational or employment programs, activities, or opportunities. The determination of whether a hostile environment exists is made with consideration of both subjective and objective perspectives. A single or isolated incident of sexual or gender-based harassment may create a hostile environment if the incident is sufficiently severe.

To determine whether a hostile environment exists, the College will consider the totality of known circumstances, including but not limited to:

- The frequency, nature, and severity of the conduct;
- Whether the conduct was physically threatening;
- The effect of the conduct on the Reporting Party's mental or emotional state;
- Whether the conduct was directed at more than one person;
- Whether the conduct arose in the context of other discriminatory conduct;
- Whether there is a power differential between the parties;
- Whether the conduct unreasonably interfered with the Reporting Party's educational or work performance, and/or participation in College programs or activities; and
- Whether the conduct implicates academic freedom or protected speech.

Incapacitation:

Incapacitation occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation is a state in which an individual is unable to make reasonable, rational decisions because they lack the capacity to understand the "who, what, where, when, why, or how" of a situation or interaction.

Incapacitation may be associated with being mentally and/or physically helpless, involuntarily restrained, asleep, unconscious, unaware that sexual activity is occurring, under the age of consent, or having a disability that impedes consent. In Germany the ability to give consent to sexual activity depends on the age of the individuals involved.

Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, and/or other intoxicants may be incapacitated, and thus unable to consent to sexual activity. Incapacitation is a state beyond drunkenness or intoxication. The impact of alcohol and other drugs varies from person to person and there is no specific amount of alcohol and/or drugs that definitively results in incapacitation for all persons.

Warning signs that a person may be incapacitated may include, but are not limited to, slurred or incomprehensible speech, vomiting, unsteady gait, combativeness, emotional volatility, or outrageous or unusual behavior. A person who experiences memory impairment due to alcohol or drug consumption (sometimes referred to as a "black-out") may be incapacitated. Whether a person is incapacitated is assessed by evaluating the totality of the evidence, including the presence or absence of reasonably observable warning signs of incapacitation.

Whether sexual activity with an incapacitated person constitutes gender-based misconduct may depend on whether the Responding Party knew or should have known of the Reporting Party's incapacitation based on objectively and reasonably apparent indications when viewed from the

perspective of a sober, Reasonable Person in the Responding Party's position. The use of alcohol and/or drugs is never an excuse for committing gender-based misconduct and does not diminish anyone's responsibility to obtain affirmative consent.

Intimate Partner Violence or Abuse (inclusive of domestic violence and dating violence):

Any instance of violence or abuse – verbal, physical, or psychological – that occurs between intimate partners. Intimate partner violence may involve intimidation, economic control, manipulation, humiliation, isolation, coercion, and/or threat of harm to one's self, an intimate partner, or the family members, friends, pets, or personal property of an intimate partner. Intimate partner violence can be a single act or a pattern of behavior, based on the frequency, nature, and severity of the conduct. Intimate partner is defined as:

- a person who is or has been in a social relationship of a romantic, emotional, physical, and/or intimate nature with the Reporting Party;
- a current or former spouse or intimate partner;
- a person with whom the Reporting Party shares a child or anyone who is protected from the respondent's acts under the domestic or family violence laws of Germany.

Nonconsensual Sexual Intercourse:

Any sexual intercourse without affirmative consent. Sexual intercourse means any penetration, however slight, of another person's oral, anal, or genital opening with a body part or object.

Nonconsensual Sexual Contact:

Any intentional sexual contact without affirmative consent. Sexual contact includes:

- the intentional touching, either directly or through clothing, of the genitalia, anus, groin, breast, chest, inner thigh, or buttocks of another person, or intentionally touching another person with these body parts, or making another touch anyone or themselves with or on these body parts;
- making another person touch anyone or themselves with or on the genitalia, anus, groin, breast, inner thigh, or buttocks, either directly or through clothing;
- the intentional emission or ejaculate on the clothing or body of another person; and
- the intentional touching of another person's body for the purpose of sexual gratification, arousal, humiliation, harassment, or degradation.

Reasonable Person:

A hypothetical, reasonable person under similar circumstances and with similar identities to the Reporting Party, who exercise average care, skill, and sober judgment in conduct.

Reporting Party or Complainant:

A student, employee, guest, visitor, group, program, or academic or administrative unit who reports potential gender-based misconduct. This shall encompass the term victim, survivor, claimant, witness with victim status, and any other term used to reference an individual who brings forth a report of violation.

Responding Party or Respondent:

An individual, group, program, or academic or administrative unit alleged to have committed gender-based misconduct.

Responsible Employee:

Any Bard College Berlin administrator, faculty, professional staff member, or Residential Assistant.

Retaliation:

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

Sexual Assault:

Nonconsensual sexual intercourse or nonconsensual sexual contact, as defined.

Sexual Harassment:

Any unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, written, graphic, online, and/or physical conduct of a sexual nature. Sexual harassment may be disciplined or sanctioned when:

- It creates a hostile environment; or
- Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic standing, or participation in any College program or activity, or is used as the basis for College decisions affecting the individual (often referred to as "quid pro quo" harassment).

Sexual Exploitation:



Sexual exploitation occurs when an individual takes nonconsensual or abusive sexual advantage of another for one's own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy
- Causing the prostitution of another person
- Nonconsensual recording of sexual activity
- Nonconsensual posting, sharing, or publicizing of compromising images and/or videos
- Going beyond the boundaries of consent (such as letting a friend/friends hide in the closet to watch consensual sexual activity)
- Exposing one's genitals or inducing another to expose their genitals in nonconsensual circumstances
- Sexually based hazing and/or bullying

Stalking:

A course of conduct directed at a specific person that would cause a Reasonable Person to fear for their safety or the safety of others, or to suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Stalking behaviors may include pursuing or following, unwanted or nonconsensual communication or contact (including in-person contact, telephone or voice messages, electronic messages, social media messages, and text messages), unwanted gifts, trespassing, surveillance, and other types of observation.

Student Code of Conduct:

The written policies adopted by Bard College Berlin governing student behavior, rights, and responsibilities while such student is matriculated at the institution.

Witness:

A person who has relevant information about an incident that will tend to prove, disprove, or otherwise inform an investigation of a report of gender-based misconduct.

## V. Amnesty Policy

The Amnesty Policy is listed in the Student Handbook.

## VI. Student's Bill of Rights

All students have the right to:

- Make a report to local law enforcement and/or state police
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault taken seriously
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed or should have acted in a different manner to avoid such crimes or violations
- Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident
- Be protected against retaliation by the College, any student, the accused and/ or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the College
- Access to at least one level of appeal of a determination
- Be accompanied by an adviser of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process, including during all meetings and hearings related to such process
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College

## VII. Reporting Options and Immediate Assistance

Any member of the Bard College Berlin community, or a guest or visitor, who believes they have been subjected to gender-based misconduct is encouraged to seek support and assistance through at least one of the resources listed below. Seeking assistance promptly may be important to ensure safety, to obtain medical care, and to preserve evidence to assist the response of law enforcement and/or the College. Behaviors that do not rise to the level of policy violations can also be reported, as the College may still be able to provide options for support, resolution or remedy. The College's primary concern is the health, safety, and well-being of its community members, guests, and visitors. Individuals who have experienced gender-based misconduct should not hesitate to seek assistance.

### A. Confidential Reporting

Information may be shielded or protected from disclosure only if shared with a medical, licensed counseling, or pastoral provider covered by a legal privilege or protection. Civil and criminal procedure and law may result in records and information maintained by confidential resources, and persons serving as confidential resources, being subject to subpoena. Information shared with confidential resources may be reported for statistical purposes without identifying information.

On-Campus Confidential Resources:

Bard College Berlin Counselor [counseling@berlin.bard.edu](mailto:counseling@berlin.bard.edu)

Off-Campus Confidential Resources:

Berliner Krisendienst (Berlin crisis service) +49 30 390 630 0

LARA (sexual violence/ crisis counselling) +49 30 216 88 88

BIG e.V. (Domestic violence) +49 30 611 03 00

Violence against Lesbians [www.l-support.net](http://www.l-support.net)

Violence against Gays [www.maneo.de/en.html](http://www.maneo.de/en.html)

Anonymous reports made within the Bard College Berlin community are filed and reported for statistical purposes only in accordance with the Clery Act. Reports made to off-campus resources are filed and reported by Bard College Berlin for statistical purposes without identifying information if the College is made aware of such reports.

### B. Institutional Reporting

Any member of the community who wishes to file a report of gender-based misconduct with the College may do so by following the procedures outlined below. Bard College Berlin offices and employees who cannot guarantee confidentiality will maintain privacy to the greatest extent possible. Information provided to a non-confidential resource at the College will be relayed only as necessary for the Head of Student Life or Managing Director to support, investigate and/or

seek a resolution. Bard College Berlin will limit redisclosure as much as possible and comply with federal and national privacy laws, but information reported to the College may be subject to disclosure pursuant to a lawful subpoena (*Zwangsvorladung*) issued to the College or pursuant to a request or investigation by an authorized government agency.

Any Responsible Employee with knowledge of gender-based misconduct occurring among members of the Bard community must notify the Head of Student Life or Managing Director of any and all reports of potential gender-based misconduct that they receive. Upon receiving a report of potential gender-based misconduct, Responsible Employees must inform the reporting individual of their own reporting responsibilities (i.e., that they can provide privacy, not confidentiality) and the option of seeking assistance from confidential resources and support services. In addition, Responsible Employees must provide the following information to the reporting individual at the first instance of disclosure of sexual assault, intimate partner violence, and/or stalking:

- Individuals have the right to make a report to local law enforcement, and/or German police, or choose not to report.
- Individuals have the right to report the incident to the College.
- Individuals have the right to be protected by the College from retaliation for reporting an incident.
- Individuals have the right to receive assistance and resources from the College.

Individuals or persons who have questions regarding the reporting procedures for gender-based misconduct may meet in person or talk by telephone with the Head of Student Life or Managing Director, to discuss the process, policies, resources, their institutional rights, and their options for reporting to the local authorities. They may also discuss options for no-contact notices through the College and orders of protection through the court system. When information pertaining to specific incidents of reported gender-based misconduct is shared, the Head of Student Life or Managing Director will attempt to protect the privacy of all parties involved, but is required to initiate a preliminary inquiry and determine what, if any, further investigation is warranted.

Reports can be submitted by contacting the Head of Student Life or Managing Director, either by phone, email or in person.

Anonymous reports may be submitted to the Head of Student Life by sending a report with no identifying information through campus or regular mail to:

Brian Gallagher  
Head of Student Life  
Bard College Berlin  
Platanenstraße 24

Berlin, 13156  
Germany

Due to restricted identifying information, the College's ability to investigate and respond to anonymous complaints may be limited.

### C. Criminal Reporting

Individuals have the right to decide whether to file or decline to file a report with local law enforcement agency where the misconduct occurred. The Head of Student Life and other campus authorities are available to assist individuals in reporting to law enforcement.

What constitutes a criminal act will be defined by the penal code of the jurisdiction in which the alleged misconduct occurred. The College system and legal system have investigation processes that work independently of each other and can happen concurrently. The standard of proof in a criminal proceeding is beyond a reasonable doubt, which is higher than the standard of proof for violations of Bard College Berlin's Gender-Based Misconduct Policy, which utilizes the preponderance of evidence standard (whether it is more likely than not that a policy violation occurred). In addition, the stringent laws applied in criminal court regarding submission and admissibility of evidence do not apply in the college conduct process, which is not governed by formal rules of evidence.

To file a criminal report, individuals may contact the following, and/or any other appropriate law enforcement agency:

Pankow Police Department  
Polizeidirektion 1, Abschnitt 13  
Hadlichstraße 37-42,  
13187 Berlin  
030 4664113700

### D. Preservation of Evidence

The College encourages all individuals to preserve evidence relating to reports of gender-based misconduct. Evidence may be important for an investigation under this policy, for supporting a criminal investigation or prosecution, or in obtaining an Order of Protection or an equivalent protective or restraining order (*Kontaktverbot*). Examples of evidence may include text messages, emails, social media communications, phone records, photographs, documents, clothing, bedding, and medical information.

Individuals who have experienced a recent sexual assault or act of physical violence are encouraged to seek medical care within 24 hours. In addition, individuals should consider seeking a Sexual Assault Forensic Exam (*medizinische Befundsicherung*) at a local hospital, which includes assessment and treatment of injury, addressing concerns of pregnancy and sexually

transmitted diseases, and collection of evidence. Sexual Assault Forensic Exams are free (covered by public health insurance) and free transportation can be arranged by contacting the Head of Student Life or other College administrators. In Germany, individuals may undergo a Sexual Assault Forensic Exam without making a report to law enforcement. It is important not to bathe, wash, douche, smoke, change clothing, or brush one's teeth prior to the examination. If possible, it is also best not to take fluids or use the bathroom before the examination. For purposes of evidence collection, the Sexual Assault Forensic Exam should be conducted within 24 hours of an incident (when possible). If individuals do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Student Life staff or the Berliner Krisendienst can assist with access to this free medical examination and be an advocate to provide support and accompany individuals to the hospital. In addition, the Head of Student Life and other College administrators can assist with accessing a Sexual Assault Forensic Examination.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protective or restraining orders related to an incident more difficult. If a reporting individual chooses not to make a complaint regarding an incident, they nevertheless should consider preserving evidence and/or speaking with law enforcement, or the Head of Student Life regarding the preservation of evidence in the event that the reporting individual decides to report the incident to law enforcement or the College at a later date.

## VIII. Institutional Investigation Process

### A. Preliminary Inquiry

The Head of Student Life or Managing Director will conduct the initial intake and assessment of reports of gender-based misconduct. During the initial intake, assessment, meeting, and/or correspondence with the Reporting Party, the Head of Student Life or Managing Director will take the following actions, as applicable:

- Inform the Reporting Party that the Head of Student Life or Managing Director can offer privacy, not confidentiality, and will maintain Reporting Party's privacy to the greatest extent possible and disclose information only as necessary pursuant to this policy;
- Assess the Reporting Party's safety and well-being and offer the College's support and assistance through available resources;
- Inform the Reporting Party about confidential College and community resources, including counseling, health, and mental health services;

- Inform the Reporting Party about other resources and support services, both on campus and in the community, and how to request or contact such resources;
- Inform the Reporting Party of the right to seek appropriate and available interim measures, and discuss such measures and options with the Reporting Party;
- Inform the Reporting Party of their right to seek medical treatment (including a sexual assault forensic examination) and explain the importance of preserving evidence;
- Inform the Reporting Party of their right to contact law enforcement, be assisted by the College in contacting law enforcement, or decline to contact law enforcement, and their right to seek a protective order;
- Inform the Reporting Party that the criminal justice system uses different standards of proof and evidence than the College, and that any questions about whether a specific incident constitutes a penal law violation should be addressed by law enforcement or the district attorney;
- Inform the Reporting Party of the right to seek resolution under this policy; provide the Reporting Party with an overview of their options under this policy; and inform the Reporting Party of their right to withdraw from participation in an investigation under this policy at any time, but that declining to participate in an investigation and/or the adjudicatory process under this policy may limit the College's ability to investigate meaningfully and respond to a report of gender-based misconduct, and that the College may be obligated to continue the investigation regardless of the Reporting Party's participation;
- Ascertain whether the Reporting Party wishes to pursue an institutional investigation under these procedures, and discuss with the Reporting Party any concerns or barriers to participating in any investigation and resolution process under this policy;
- Explain that the College prohibits retaliation and that the College will take appropriate action in response to any act of retaliation;
- Inform the Reporting Party of their rights afforded under the Student Bill of Rights; and
- Communicate with appropriate College officials to determine whether the report triggers any Clery Act obligations, including the issuance of a timely warning.

When the Head of Student Life or Managing Director receives a report, which if substantiated would constitute a violation of the Gender-Based Misconduct Policy, the Head of Student Life or Managing Director will seek consent from the Reporting Party prior to initiating an institutional investigation. A Reporting Party may request confidentiality, that their name or other identifying information not be disclosed to the Responding Party, and/or that an investigation not be undertaken. Individuals can decline their consent to an investigation, unless the College determines in good faith that an investigation is needed to provide a safe and

non-discriminatory environment or to adequately mitigate a potential risk of harm to the Reporting Party or other members of the community.

Honoring such a request may limit the College's ability to meaningfully investigate and respond to the report. Factors used to determine whether to honor such a request include, but are not limited to:

- Whether there have been other reports of gender-based misconduct about the same individual;
- Whether circumstances suggest that there is a risk that the Responding Party will commit additional acts of gender-based misconduct, such as history of violent behavior, gender-based misconduct, or an escalation of previously noted behavior;
- Whether the alleged gender-based misconduct involved multiple perpetrators;
- Whether there was a weapon or force used in connection with the alleged gender-based misconduct;
- Whether the College has other means of obtaining relevant evidence;
- Whether the Reporting Party is a minor;
- Whether available information reveals a pattern of perpetration at a particular location or by a particular group;
- The seriousness and/or severity of the reported gender-based misconduct; and
- The right of the Responding Party to receive information about the allegations in an institutional investigation.

Regardless of the Reporting Party's request for confidentiality, the Head of Student Life or Managing Director will assist the Reporting Party with interim measures and accommodations.

The Head of Student Life or Managing Director may initiate the investigative process when they receive a report, which if substantiated would constitute a violation of the Gender-Based Misconduct Policy, and there is adequate information to pursue an investigation. As part of the preliminary inquiry, additional information may be sought or collected to assist in evaluating whether the report is a potential violation of the Gender-Based Misconduct Policy. The Head of Student Life or Managing Director will also determine appropriate interim measures and accommodations.

## B. Institutional Investigation

The College will investigate and adjudicate reports of gender-based misconduct in a thorough, reliable, impartial, and timely manner. After a report has been generated, the Head of Student Life and Managing Director will meet to decide if/how an investigation should commence, who



should lead the investigation and if any outside resources are required. If the situation involves a faculty member, the Dean of the College will be involved at this stage. Otherwise, the Head of Student Life and Managing Director will proceed with an investigation.

In cases where the College does investigate, the investigation and adjudication will be conducted by individuals who do not have a conflict of interest and who receive annual training in investigations of sexual assault, intimate partner violence, and stalking, the effects of trauma, impartiality, the rights of the parties, including the right to a presumption that the respondent is “not responsible” unless a finding of responsibility is made pursuant to the College’s policies and procedures.

The investigation will commence with the goal of completing the process as expeditiously as possible and within 60 days of issuing the Notice of Investigation, not including the time frame for appeal. Any deviation from the 60-day time frame will be communicated promptly to both parties.

The reporting and responding parties will be contacted separately by the investigator to review the policy, procedures, and rights of the parties. The investigator will be available for communication and review of the process throughout the investigation.

The reporting and responding parties have the right to exclude their own prior sexual history with persons other than the other party in the investigation, and the right to exclude their own mental health diagnoses and/or treatment from admittance in the investigations stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault related to criminal convictions or conduct violations may be considered when determining sanctions.

The reporting and responding parties are entitled to an advisor of their choosing to accompany, support, and advise them throughout the reporting, intake, investigation, and resolution process, including all meetings and interviews. The advisor may be a friend, family member, mentor, attorney, union representative, or any other person that a party chooses, except for a member of the campus community who has other adjudicatory responsibilities or is otherwise conflicted. During interviews and meetings, the advisor may talk quietly with and ask clarifying questions of their advisee, but are not permitted to answer questions or speak on the behalf of their advisee. Advisors are not permitted to disrupt meetings, interviews, or the process, and are expected to refrain from interference with the investigation and resolution process. An advisor who disrupts or otherwise fails to respect the limits of the advisor role will receive a warning. If the advisor continues to disrupt or otherwise fail to respect the limits of the advisor role, the advisor will be asked to leave the meeting or interview, and the meeting or interview will typically continue without the advisor present. The College will not unreasonably delay the scheduling of meetings or interviews to accommodate an advisor’s schedule. The College will make reasonable accommodations to have an advisor attend a meeting or interview via telephone or video chat if the advisor is unable to attend in person.

Both parties may submit statements and identify witnesses to the investigator, who has discretion to determine the relevancy to the investigation. Statements offered for the purpose of providing information about a party's character, general disposition, or qualities will generally not be considered relevant. The investigator will not interview any witness identified by a party whose sole purpose is to provide character information or specialized expertise about a particular subject matter. Letters addressing the character of a party also will not be considered. The College reserves the right to utilize experts to assist the investigator in analyzing evidence. Throughout the investigation, parties may submit written questions to be asked of the other party or witnesses for the investigator's consideration. The investigator does not have the power of subpoena and thus the evidence gathered by the investigator is restricted to that which is voluntarily submitted. Both parties and all witnesses will be given the opportunity to review the investigator's summary related to their own statement to ensure accuracy.

Prior to the conclusion of the investigation, the investigator will provide both parties with the opportunity to review documentary evidence submitted by the other party, in the presence of the investigator and consistent with privacy laws, regulations, and policies. The investigator will also provide each party with the opportunity to review the interview summary related to the other party's statement, and the statements of witnesses, in the presence of the investigator and consistent with privacy laws, regulations, and policies. After reviewing the statements, each party will have the opportunity to submit comments and/or additional questions, which will be considered by the investigator for relevancy. If warranted, the investigator will provide additional evidence review sessions to ensure that each party has an adequate opportunity to review all statements and evidence.

The investigator will issue a written report of findings which shall be reviewed by the Head of Student Life and Managing Director who will determine what next steps, if any, should occur next. The college uses "Preponderance of the evidence" to determine if any policies have been violated. "Preponderance of the evidence" requires a determination as to whether it is more likely than not (greater than 50 percent likelihood) that a policy violation occurred.

### C. Notification to Parties

The reporting and responding parties will be updated at various points during the investigation, including the following written notifications:

#### Notice of Investigation:

Both parties will be notified when a report is being formally investigated. The Notice of Investigation will state the nature of the allegations being investigated, including, to the extent practicable, the date, time, location, and factual allegations concerning each potential violation, a reference to the policy provisions alleged to have been violated, and possible sanctions.

The College reserves the right to amend, modify, and/or add additional potential violations to any Notice of Investigation based on information elicited through the course of an investigation. Both parties will be notified in writing of any such change.

Conclusion of the Investigation:

Both parties will be simultaneously notified when the investigation has concluded and the report has been finalized.

Outcome Notification:

Once the Head of Student Life and Managing Director have reviewed the investigative report and determined the outcome and appropriate response from the College, both parties will simultaneously receive the outcome in writing, including any associated sanctions and/or directives, the rationale for the outcome and any sanctions or directives, and the findings of fact.

## IX. Sanctions

An individual who has been found to have violated the Gender-Based Misconduct Policy may be subject to sanctions and/or directives including any of the Sanctions listed in the Code of Conduct, change in academic or employment schedule, change in on-campus residence assignment, no contact order, educational programming involving gender-based misconduct awareness, counseling, community restitution, prohibition from certain Bard College Berlin facilities or activities, prohibition from campus, suspension, expulsion, admission revocation, revocation of awards or honors, withholding of degree, degree revocation, demotion, termination, a combination of these, or any sanction deemed just and proper.

Sanctioning outcomes/parameters may be impacted by the following criteria: severity of the violation, motivation of behavior, disciplinary record, and the impact of safety concerns to the greater campus community.

## X. Interim Measures and Accommodations

Following a report of gender-based misconduct, the involved parties may obtain reasonable interim measures and accommodations to help ensure safety and well-being, prevent retaliation, avoid an ongoing hostile environment, and to promote an accessible educational and employment environment. The Head of Student Life or Managing Director will provide information regarding interim measures and accommodations, and will coordinate their issuance. Interim measures and accommodations may be requested even in cases where institutional investigations are not initiated or one or more of the parties has declined to

participate in an institutional investigation or criminal process. Interim measures and accommodations include, but are not limited to:

- Change in campus housing
- Changes to academic schedules
- Academic accommodations (extensions, excusing absences, opportunities to complete missed coursework, access to academic support, etc.)
- Access to counseling or support services
- Changes to work schedules, job assignments, or other work accommodations
- No-contact orders
- Interim suspensions

Interim suspensions will only be implemented when a Responding Party is determined to present a continuing threat to the health or safety of the community.

Both the Reporting Party and Responding Party shall be afforded a prompt review of the need for and terms of any such interim measure or accommodation that directly affects them and shall be allowed to submit evidence in support of their request. Interim measures and accommodations will be reviewed upon request by the Head of Student Life or the Managing Director, or their designees. Before modifying an interim measure or accommodation, the College will notify the other party of the request for modification.

The issuance of interim measures or accommodations is not a conclusion as to whether there has been a violation of College policy. The Head of Student Life and Managing Director have the discretion to issue, modify, or remove any interim measure or accommodation due to new information or change in circumstances.

## XI. No Contact Orders

In order to promote safety and civility on campus, the Head of Student Life and Managing Director are authorized to issue No-Contact Orders (NCOs) prohibiting contact between or among students, faculty, and staff, when there exists a reasonable concern that physical or psychological harm may result from such contact.

The College will consider all facts and circumstances that may be relevant to whether a NCO should be issued, including, but not limited to, the following factors:

- When there are allegations, threats, or evidence of physical violence by one individual against another;
- When there are allegations, threats, or evidence of emotional abuse or harassment by one individual of another;
- When there is a substantial risk of emotional harm from continued contact between individuals;
- When continued contact between individuals may have a material impact on campus disciplinary proceedings;
- When a NCO is requested or agreed to in good faith by all individuals involved; and,
- When there are allegations of serious violations of College policy.

An individual receiving a NCO is to have no contact, direct or indirect, on or off-campus, with the other party. Contact includes all forms of written communication (texting, social media, email, etc.) as well as personal contact (face-to-face, telephonic, etc.). This includes indirect contact through other persons or through asynchronous modes of electronic communication.

If the requesting individual and receiving individual observe each other in a public place, it shall be the responsibility of the receiving individual to leave the area immediately and without direct contact. However, NCOs do not guarantee that parties will not see each other.

NCOs are only enforceable by the College. NCOs differ from court-imposed Orders of Protection or Restraining Orders (*Kontaktverbot*), which may be enforced by courts or law enforcement. Violations of a NCO should be reported to the Head of Student Life. If safety is a concern, please call the police (110) and then the Bard College Berlin 24hr emergency phone.

After issuance, a NCO remains in effect until the graduation, withdrawal, termination, or end of employment of at least one of the parties, unless the NCO expressly provides otherwise or is modified or rescinded by the College.

Violations of No Contact Orders are subject to discipline under provisions of the Student Handbook or the retaliation provisions of the Gender-Based Misconduct Policy, as appropriate, and could result in interim suspension, additional conduct charges, or other sanctions.

## XII. The Appeal Process

Appeals for violations of the Gender-Based Misconduct Policy go through the same appeals process outlined in the Student Code of Conduct and are overseen by the Associate Dean of the College.

If the appeal is proper, both parties will be notified and informed of the grounds for the appeal. Any sanctions imposed will remain in place during the appeal process. If both the Reporting Party and the respondent appeal, the appeals will be considered concurrently.

If the appeal is proper, a copy of the appeal will be provided to the other party, who will then be given five (5) business days to submit a written response, which will also be exchanged as part of the appeal.

The Appeals Board for violations of the Gender-Based Misconduct Policy is made up of a panel of three administrators designated by the Associate Dean of the College. Any statements and evidence submitted will be reviewed by that panel. No administrator who has served as the adjudicator for a particular matter will not be on the appeal panel for that same matter.

Parties from the incident, advisors, and third parties are prohibited from directly contacting the appeal panel members regarding an investigation, adjudication, or appeal.

If the appeal is denied, the parties will be notified and the matter will be closed. If the panel determines that it needs additional information, it may refer the matter back to the investigator for further investigation or request additional information to be submitted to the panel for consideration.

If the appeal is granted, the panel will issue a decision advising that the appeal was granted and which, if any, sanctions or penalties are upheld, overruled, modified, or returned to the adjudicator for reconsideration.

The Associate Dean of the College will notify the parties in writing of the decisions involving the appeal as well as the disposition.

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

Any questions of interpretation regarding the Student Handbook shall be referred to the Associate Dean of the College or designee for determination. The Associate Dean of the College's determination is final.

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

The Student Handbook shall be reviewed annually in the spring/summer under the direction of the Associate Dean of the College. Substantive revisions of the Handbook shall be approved by the Senior Administration of the College with input requested from the Student Parliament.

This document was reviewed and revised in the spring of 2018.