

HANDBOOK FOR THE FIRST STEPS AT THE HMT ROSTOCK

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STUDENTISCHE HILFSKRAFT DES QUALITÄTSMANAGEMENTS

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1. Orientation in the building

The main building of the hmt Rostock is divided into five wings, oriented along the four cardinal directions, plus a central wing. All rooms have clear labels, making it easier to find your way around the building.

North Wing (N)	New extension from 2026, Katharinensaal, changing rooms
East Wing (O)	cafeteria, Kapitelsaal, larger seminar rooms, practice rooms
South Wing (S)	Acting studios, library, seminar rooms, größter largest lecture hall (S 316), Fundus
West Wing (W)	larger seminar rooms, Orgel- und Kammermusiksaal
Middle Wing (M)	Administration rooms, courtyard

Example: S 316 → The "S" indicates that the room is located in the south wing. The 316 means that the room is on the third floor, and the 16th room down the hall.

Tipp: You enter the hmt through the gate in the west.

2. Study organization

2.1. Study plan

The university provides students with guidance on the course of their studies in the form of a study plan. This can be accessed via the respective program's website. A list of the programs, including links, can be found here:

<https://www.hmt-rostock.de/studium/studiengaenge/>

2.2. Module descriptions

In addition to information about when a course should be attended during the course of study, the curriculum also provides further information on the individual modules. Detailed information on each course can be found in the module descriptions, which are also available on the program pages. The numerous abbreviations used in the curriculum can also be derived from these.

<https://www.hmt-rostock.de/studium/studiengaenge/>

2.3. Course catalog

Lectures, seminars, and often group classes are listed in the course catalog (VVZ). The VVZ is usually published incompletely two months before the start of the semester and is continuously updated until the beginning of the semester. It is the source of all the information necessary for registering for the course and also provides literature recommendations for good preparation.

<https://www.hmt-rostock.de/studium/studienorganisation/>

2.4. Stud-IP

Some registrations for events take place via <https://studip.hmt-rostock.de/>. This applies, for example, to registration for seminars in musicology, music education, and numerous teacher training seminars. The contact person for StudIP is [Benjamin Hecht](#).

2.5. Notices for individual lessons

Lists with further information can be found on the bulletin boards in the O1 corridor (East Wing, 1st floor). Tip: The bulletin boards are not black, but made of cork.

In the arts programs, lists are posted where you can find out which instructors offer scheduled individual and group lessons using your student ID number. Afterwards, we recommend visiting the hmt website; using the search function, you can find the relevant instructor and the preferred method of contact (usually an hmt email address). It's better to approach the instructors proactively.

2.6. Student handbook

Get the lecturer's signature in the course catalogue for your participation in courses, preferably directly at the end of the lecture period. You can also request confirmation of attendance from the lecturer by email. Please print out the confirmation email and place it in the student handbook (DO NOT forward it to the Registrar's Office). This procedure applies until the university has implemented digitalisation.

2.7. Recognition of achievements from previous studies

Students who wish to have academic achievements from a previous degree programme recognised must apply for this at the Student Administration Office M101 during the first semester.

2.8. Communication channels

The communication medium for the study organisation should primarily be your own hmt mail. Please check your hmt mail regularly and tidy up your inbox!

Important: after deleting an e-mail that is no longer needed, please also empty the recycle bin, otherwise the mailbox memory will be full and you will no longer be reachable. The hmt administration will only send you information (e.g. about deadlines, examinations, new examination regulations etc.) to your hmt e-mail address (not to your private e-mail address).

However, messenger services (WhatsApp, Telegram, Stud-IP, etc.) are also often used.

Planning via the hmt cloud system is also an option:

www.nextcloud.hmt-rostock.de

Here you can create tables that allow you to reschedule at short notice.

3. Practise

3.1. Room booking

Room bookings are made at hmt Rostock via the Asimut booking system:

www.hmt-rostock.asimut.net

As some rooms are only accessible to limited user groups, not all rooms can be booked independently. For example, the halls cannot be booked independently and must be booked via the room allocation department with Ms Sachs if required.

[Ines Sachs](#), OZ 06

3.2. Careful handling of the instrument

No storage space: The upright or grand piano must not be used as storage space for items such as books, drinks, food or decorations. This protects against damage and soiling.

Clean hands: Please wash or sanitise your hands before playing to protect the buttons and surfaces.

Close the instrument: After use, carefully close the keys and lid of the upright or grand piano to prevent dust and damage.

Maintain accessories: The piano bench and music stand must be treated with care and returned to their intended place after use.

3.3. Indoor climate and ventilation

Observe humidity and temperature: To maintain the instrument, the room should have a constant climate of around 18-22°C with a humidity of 40-60%.

Ventilate regularly: After use, ventilate the room sufficiently to remove stale air. Draughts directly onto the instrument should be avoided.

No heat sources or air conditioning units near the instrument: The instrument must not be placed near radiators, air conditioning units or direct sunlight in order to prevent material damage.

3.4. Organisation for subsequent use

Leave the room clean: Tidy up the room after use, take your personal belongings with you and leave the room in a tidy condition.

Organise sheet music and accessories: If sheet music or accessories have been used, stow them away neatly and put them back.

Dispose of waste: Food, drinks and their residues must be removed from the room.

Return the key to the gate.

3.5. Protection against damage

Do not move it: The upright or grand piano may only be moved by expert personnel after consultation.

Report damage: Should problems or damage occur to the instrument or in the room, these must be reported immediately to the person responsible.

No unauthorised repairs: Repairs or interventions on the instrument may only be carried out by professional specialists.

3.6. Responsible use

The room and the instrument are shared property - please treat both with respect and care.

Children are only allowed to access or play the instrument when accompanied by an adult in order to avoid damage.

4. Research

4.1. hmt library

The library of the hmt Rostock is one of the public university libraries of the university libraries. All libraries can be used free of charge by hmt Rostock students. The return deadlines must be observed, otherwise reminder and penalty fees will be charged.

The available media can be found via the university library catalogue. Of interest here is the availability at the locations and the call number by which the media can be found at the locations.

The library catalogue can be accessed via the following link:

<https://www.hmt-rostock.de/hochschule/bibliothek/bibliothek-von-a-z>

4.2. Databases and electronic media

Students at the hmt Rostock have a variety of additional electronic media at their disposal. These can be accessed via the following link or via the hmt Rostock library website:

<https://www.hmt-rostock.de/hochschule/bibliothek/datenbanken-und-elektronische-medien/>

5. Contact persons and committees

5.1. Student Council

The student council of the hmt Rostock (StuRa) is a student body that is elected by you and is your first point of contact for requests, ideas, problems or criticism of all kinds. The StuRa is elected annually by ALL students and also represents the interests of ALL students (of the Departments of Music; Musicology, Music Education and Theatre Education; Drama) vis-à-vis the Rectorate, the Student Union and politics. They also organise events, share news, look after the WhatsApp community, support projects and much more.

5.2. Fachschaftsräte or orchestra council

The Fachschaftsräte (FSR) are student committees and represent the interests of the relevant students at university policy level and represent the student body. They also regularly organise course-specific events as well as joint barbecues, auditions and other activities.

5.3. Arbitration committee for abuse of power and sexual discrimination

The arbitration committee is the place for students to report conflicts between teachers and students, as well as between students. It is responsible in cases of abuse of power and sexual discrimination.

The members of the Arbitration Commission can be accessed via the following link:

<https://www.hmt-rostock.de/hochschule/organisation-personal/>

6. General information

6.1. Move-in

Students at the hmt Rostock must register with one of the local offices when they move into their own flat, a shared flat (WG) or a hall of residence. This must be done within two weeks of moving in. It is free of charge.

Further information and online appointment booking are available via the link:
<https://rathaus.rostock.de/de/rathaus/stadtverwaltung/ortsamter/250807>

6.2. Medical emergencies and accidents

In the event of a medical emergency, please call the emergency number 112 and inform the gate on 0381-51080 so that the emergency services can get to the injured person as quickly as possible. Accidents that occur during lessons at hmt Rostock must be reported. Please report to a doctor and have the accident documented.

6.2.1. General practitioner

As a precautionary measure, it is advisable to research nearby doctors' practices for general medicine or general practitioners specialising in internal medicine via Google Maps, for example, and then call them after moving into the flat.

You should ask whether they have free capacity for admission as a GP patient. Then, if you are ill, you can go to your GP, who can also request the relevant medical background information from the health insurance company and therefore provide more specific help and refer you to a specialist if necessary.

6.2.2. Dentist

Similar to a family doctor for general medicine, it is recommended that you look for a dentist as close as possible to your place of residence. The procedure is the same as when searching for a GP practice.

6.2.3. Medical on-call service

Medical care is still guaranteed in Germany on public holidays, at weekends and outside the opening hours of the family doctor and your own dentist. The medical practices alternate. To find out which doctor's surgery is currently on call, call 116 117.

6.2.4. Rescue service and emergency room

In acute medical emergencies, you must also call the ambulance service, which will take you to the nearest emergency room. To do this, you must call 112.

7. Cultural programme

7.1. Culture ticket

The StuRa supports many cultural institutions in Rostock (e.g. the Volktheater, the Peter-Weiß-Haus, the hmt itself and much more). This gives you discounted or free entry to numerous events.

Where? When? How? → <https://www.kulturticket-rostock.de/>