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BURG

Exchange Student Guide

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Welcome!

Dear exchange students,

In the name of the entire university, we warmly welcome you to the BURG (short for Burg Giebichenstein University of Art and Design)! We are delighted to have you with us for a semester and look forward to meeting you, getting to know you, to working with and learning from each other.

This guide is a collection of important and useful knowledge and we hope it will guide you through an unforgettable stay in Halle.

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Academic Calendar

Summer term

Semester begin: 1st of April

Semester end: End of July

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Winter term

Semester begin: 1st of October

Semester end: End of February

Erasmus Exchange Identity Card

Name Burg Giebichenstein Kunsthochschule Halle

Erasmus Code **D HALLE 03**

Address Burg Giebichenstein Kunsthochschule Halle
Neuwerk 7

06108 Halle (Saale)

DEUTSCHLAND / GERMANY

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Phone (general) +49 (0) 345 7751 - 693

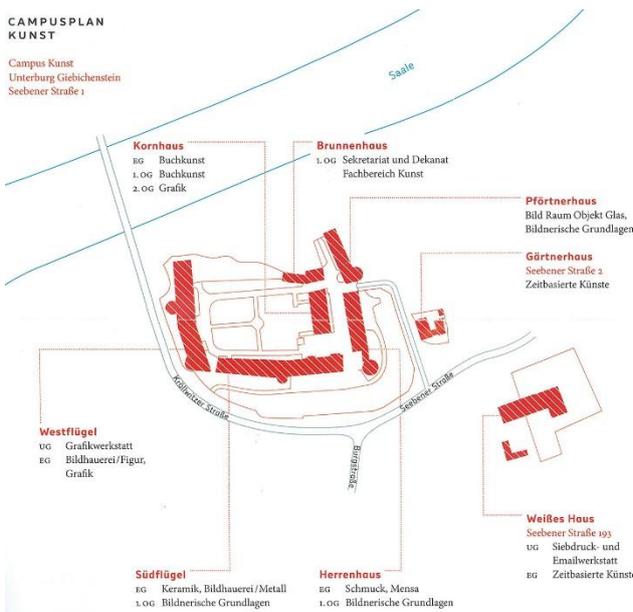
Website www.burg-halle.de

Campus Map

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CAMPUSPLAN KUNST

Campus Kunst
Untenburg Giebschenstein
Seebener Straße 1



STANDORTE

Campus Kunst
Untenburg Giebschenstein
Seebener Straße 1
Dekanat Fachbereich Kunst,
Grundlagen Fachbereich Kunst,
Bildhauerei/Figur, Buchkunst,
Bild Raum Objekt Glas,
Grafik, Keramik, Schmuck

Gürtnerhaus
Seebener Straße 2
Zeitbasierte Künste

Weißes Haus
Seebener Straße 193
Werkstätten für Email
und Siebdruck,
Zeitbasierte Künste

Kurvenburg
Kröllwitzer Straße 2
Bild Raum Objekt Glas

Hermes-Gebäude
Hermesstraße 5
Kunst (Lehramt),
Kunstpädagogik,
Malerei, Textile Künste,
Hochschularchiv

Volkspark
Schleifweg 8 a
Burg Galerie

Designhaus Halle
Ernst-König-Straße 1-2

Textilmanufaktur
Ernst-König-Straße 2
Siebdruck Textildesign,
Textile Künste und Stickerei,
Restaurierung

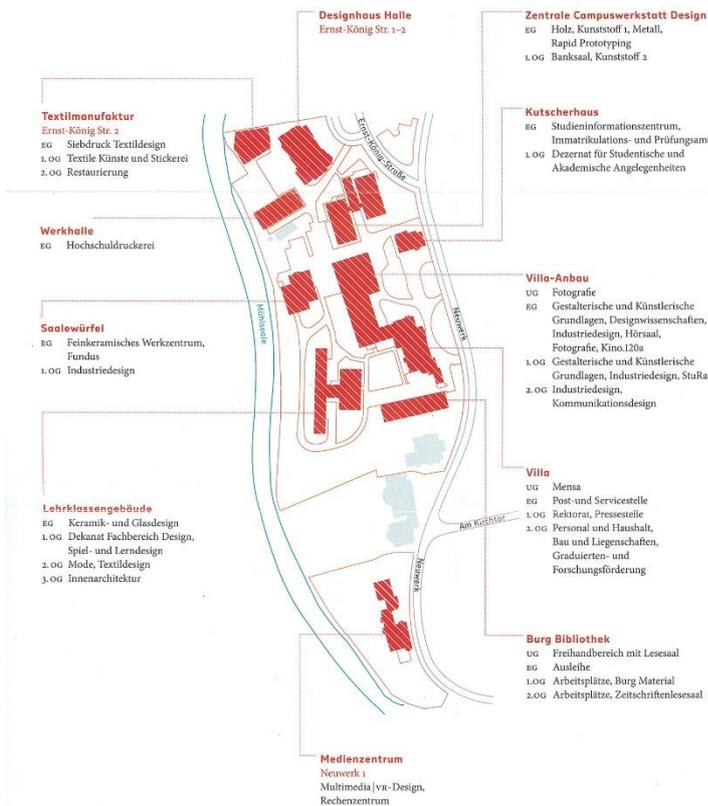
Campus Design
Neuwerk 7
Rektorat, Verwaltung,
Dekanat Design,
Hochschuldruckerei,
Burg Bibliothek,
Grundlagen Fachbereich
Design, Industriedesign,
Spiel- und Lerndesign,
Keramik- und Glasdesign,
Innenarchitektur,
Kommunikationsdesign,
Mode, Textildesign sowie
Masterstudiengänge

Medienzentrum
Neuwerk 1
Multimedia|VR-Design,
Masterstudiengang,
Rechenzentrum

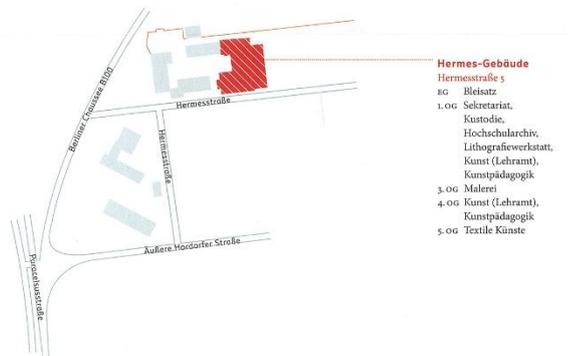


CAMPUSPLAN DESIGN

Campus Design
Neuwerk 7



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International Office

Team

Johanna Steindorf, Ph.D. (she/her)

Head of Office

international@burg-halle.de

+49 (0) 345 7751 - 555

Diana Hurtado (she/her)

Incoming Exchange Students

international@burg-halle.de

+49 (0) 345 7751 - 537

Address

International Office

Campus Design

Neuwerk 7

06108 Halle (Saale)

international@burg-halle.de

+49 (0) 345 7751 - 555



Kutscherhaus

Location

We are located on the first floor of the 'Kutscherhaus' - the blue building closest to the street to your right when entering the Design campus at Neuwerk 7.

Opening hours

Please contact us via e-mail or phone. If is necessary we schedule individual appointments, please contact us beforehand.

Campus Locations

There are three main campuses of the Burg Giebichenstein:

Design Campus: Neuwerk 7, 06108 Halle

- Industrial Design
- Ceramics and Glass Design
- Design of Playing and Learning
- Fashion
- Textile Design
- Interior Architecture
- Communication Design
- Multimedia Virtual Reality Design

Art Campus – Unterburg: Seebener Straße 1-2, 06114 Halle

- Drawing and Printmaking
- Book Art
- Painting and Glass
- Sculpture
- Jewellery
- Time- based Arts
- Ceramics

Art Campus – Hermes: Hermesstraße 5, 06114 Halle

- Painting
- Textile Arts
- Art Education

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Departments & Programs

Art

Diploma programs:

[Painting and Glass](#)

[Book Art](#)

[Drawing and Printmaking](#)

[Painting](#)

[Textile Arts](#)

[Figure Sculpture](#)

[Sculpture Materiality and Space](#)

[Ceramics](#)

[Jewellery](#)

[Time-based Arts](#) (film, video, performance, mixed media)

[Art Education](#)

MA programs:

[Art Sciences](#)

Design

BA programs:

[Communication Design](#)

[Interior Architecture](#)

[Multimedia Virtual Reality Design](#)

[Fashion](#)

[Textile Design](#)

[Industrial Design](#)

[Ceramic and Glass Design](#)

[Design of Playing and Learning](#)

MA programs:

[Conceptual Textile Design](#)

[Design Studies](#)

[Design of Playing and Learning](#)

[Furniture and interior Design](#)

[Industrial Design](#)

[Interior Architecture](#)

[Multimedia Design](#)

[Product Design / Ceramics and Glass Design](#)

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Contacts

Professors

If you haven't received any email from your professors with information about the semester prior to your arrival, we recommend reaching out to your professors at BURG. You can find their contact details on the program's website under the "Teaching Staff" section on the left-hand side.

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Introduce yourself and ask them if there are any tasks or information you need to prepare for your stay in their class. Ask them to include you in future communication with the class (e-mail-groups, WhatsApp, etc.).

Students from Industrial Design, Ceramic and Glass Design, Design of Playing and Learning, Multimedia Design and Communication Design will receive an email from the department.

Contacts in the Art department

[Painting and Glass](#)

[Sculpture Materiality and Space](#)

[Book Arts](#)

[Ceramics](#)

[Drawing and Printmaking](#)

[Jewellery](#)

[Painting](#)

[Time- based Arts](#)

[Textile Arts](#)

[Art Education](#)

[Figure Sculpture](#)

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Contacts in Design Department

[Communication Design](#)

[Textile Design](#)

[Interior Architecture](#)

[Industrial Design](#)

[Multimedia Virtual Reality Design](#)

[Ceramic and Glass Design](#)

[Fashion](#)

[Design of Playing and Learning](#)

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Your Buddy

For the first weeks of your stay in Halle, we will team you up with a 'buddy' (fellow BURG student from your study field) who will be happy to give you information about the town, course selection and the BURG life in general. Your buddy will contact you via email so you can start asking questions even before you arrive.

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Enrolment

Enrolment will take place before your arrival (around March for the summer term and around September for the winter term). In order to enroll you at the BURG, we require two things from you:

- ↪ the administration contribution
- ↪ proof of sufficient health insurance (see below)

But you will receive an email from us with all the information about how to proceed with the enrolment.

B Administration Contribution & Benefits

The BURG charges an administration fee from every student (full time and exchange) every semester.

The fee is around 350 € and made up of the semester ticket and various student services

It is NOT a study fee/tuition fee, it is an administration fee and it entitles you to the following benefits:

- ↪ your semester ticket for the metropolitan region of Halle-Leipzig (students voted to obtain this in 2016, it is mandatory since then)
- ↪ reduced prices at all university cafeterias in Halle
- ↪ option of affordable living at students dorms
- ↪ counseling options (psychological counseling, social counseling, legal advice, studying with health restrictions)
- ↪ support for studying with children (financial grant for your newborn, daycare options, free meals for your child at cafeterias)
- ↪ apply for funding of a cultural project of your own (see below)

R Cultural projects:

An upside of the contribution to student services is that it enables the student services organization (Studentenwerk) to fund cultural projects from and for students. You can apply for funding for a project of your own (e.g. expenses for a project manager, rent for facilities or material costs), for example an exhibition, a reading or performance event. The student services organization (Studentenwerk) may also support your project by letting you use its facilities free of charge, by buying an exhibited art work or funding food and music during your event.

Find more information on this and the guidelines and application form for funding [here](#).

Payment: We will send you an e-mail with all the steps you need to take for this and notify you about how to transfer the semester fee to the BURG in time.

Visa (only Non-EU-Citizens)

The EU's mobility arrangements enable you to also study in other Member States (with the exception of Ireland and Denmark) for up to 360 days **if you hold a residence permit for study purposes**. If you already hold a **residence permit issued** by another **European Member State** for study purposes, you do not require a visa or German residence permit. Please note that your residence permit must be valid for the entire duration of your stay at the BURG.

We as university must submit prior notification of your intended stay to the Federal Office for Migration and Refugees (BAMF). This notification should be provided as soon as it becomes known that you intend to study at the BURG. Full notification absolutely must be received no later than 30 days prior to your entering Germany. That's why we will ask you via e-mail for some extra documents in order to submit the notification.

It is not necessary for you to present yourself in person to the immigration authority.

The BAMF will issue you with a certificate confirming your entitlement to stay in Germany. The certificate is of a declaratory nature, and is not absolutely necessary for you to be able to enter the country.

If you come from a third country (not EU-Member) you need to apply for a study permit at the German embassy in your home country before arriving – **DO NOT enter Germany as a tourist (90 days tourist permit)!**

For more information, please click [here](#).

If you have any trouble acquiring a visa before coming, let us know – we'll try to support you.

Health Insurance in Germany

All Burg students (including exchange students) must prove upon enrolment (before their arrival) that they have sufficient health insurance coverage in Germany, according to the Federal law standards.

EU-Citizens (+ Iceland, Liechtenstein, Norway, Switzerland and Macedonia)

Statutory insurance policies from EU member countries and from Iceland, Liechtenstein, Norway, Switzerland, and Macedonia are also valid in Germany.

All you need to do is apply for a European Health Insurance Card (EHIC) at your home insurance company. Make sure to check that it is valid through your entire exchange period.

- ⤿ Please know that the application for the card is free, meaning the health insurance company doesn't charge you a fee in order to apply. Be aware that there are scam websites that try to trick you into paying a fee for the application.
- ⤿ Keep in mind that the EHIC is not the same as travel insurance. You can only use EHIC when it comes to medical matters in Germany and it will not cover costs like flight tickets or lost property.
- ⤿ Please ask prior to your departure, which costs your health insurance from your home country covers while you are in Germany.

With your EHIC, you can go directly to the doctor, dentist or hospital if you are sick.

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Agreement State Citizens

As a citizen from Bosnia-Herzegovina, Montenegro, Serbia (excluding Kosovo), Turkey and Tunisia, you will need a valid proof of insurance from the health insurance company in your home country.

Country	Form / Certificate
Bosnia-Herzegovina	BH6
Montenegro	DE/MNE111
Serbia	DE 111 SRB
Turkey	A/T11
Tunisia	A/TN11

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Prior to your departure from your home country, please check with your insurance provider, which costs are covered during your stay in Germany.

Please choose a statutory health insurance company (gesetzliche Krankenkasse) in Germany and have your certificate from your home country exchanged for a German health insurance certificate.

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All other Citizens

If you are a citizen of none of the countries listed above, BURG requires you to sign up for health coverage in Germany with either a state or private health insurance provider. We recommend signing up for a health insurance *before* your travels to Germany - this is the cheapest and most effective way because you do not have to pay extra for travel insurance. It also facilitates the visa procedures.

There are many insurance providers in Germany like [Barmer](#), Techniker Krankenkasse, AOK, DAK, etc. You are of course free to choose which you prefer.

You will receive an insurance card and will be treated by doctors, dentists and hospitals without an invoice, this will also include some medications.

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Some notes:

- ⤿ Please note that insurance contracts from private health insurance companies in your home country or insurance contracts with limited insurance coverage will not be accepted in most cases. (Exception: e.g. health insurance provided by the German Academic Exchange Service – DAAD)
- ⤿ If you plan to be covered by a private health insurance provider, please check if it is valid at universities (there are other regulations than in foreign law or for visa).
- ⤿ For students that are 30 years or older or if you are a PhD student, there are special regulations.

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Expenses during your stay

This overview is meant to help you plan your stay at the BURG and avoid surprises when it comes to financial expenses. Please note that the calculation does *not* include food, clothing, communication, work materials and leisure.

We calculated this using the rent for a student dorm – if you chose a private accommodation (at a shared apartment or individually), the costs will differ from those listed. All costs are approximate.

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Once off payments at the beginning of your stay

University administration fee (per semester) Including public transport ticket	around 350 €
Deposit at student dorm (refundable)	350 € >

Monthly expenses

Rent (single room apartment at student dorm)	295 € >	
Public broadcast fee (per household)	18,36 €	
Internet	20,00 €	
Non-EU: Health Insurance	< 23 years	> 23 years
	120 €	123 €

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Public Broadcast Fee (GEZ)

The public broadcast fee (or license fee) is a legally prescribed contribution for citizens, companies and institutions as well as for public interest bodies. For private households, the current fee is 18,36 € per month.

Since the fee is payable per household, you will only have to pay it alone if you live by yourself (for example in your own apartment at the student dorm). If you live in a shared apartment, your share of the contribution might be included in the price for your room. Please ask your flat mates or Landlord.

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Learning Agreement

(Only for Erasmus students)

WHAT?

Your Learning Agreement (LA) or Online Learning Agreement (OLA) is a contract between all parties involved in your exchange (the sending institution, the receiving institution and, of course, yourself). It is prepared in order to ensure that all three parties agree on the academic goals and achievements during your time abroad. In order to facilitate the process between the parties, the Learning Agreement is filled out and signed online.

WHEN?

Usually, you are required to prepare your LA or OLA before your arrival. However, the timeline for this is determined by your International Office. We recommend checking with your International Office to confirm when you need to prepare it and whether they use the OLA system. If needed, we can also sign the LA in PDF format as an alternative.

HOW?

1. Prepare and approve your LA or OLA :

As projects will still be planned, we ask you to create preliminary and a tentative LA or OLA which will be amended after your arrival. **Please fill in the LA or OLA as follows:**

For Art Students:

Courses for the preliminary agreement (before mobility)

- ↪ 30 ECTS Studio work (Arts)

For Design Students:

Courses for the preliminary agreement (before mobility)

- ↪ 20 ECTS Main Project
- ↪ 3 ECTS German Course *
- ↪ 7 ECTS Minor Courses (to be defined) **

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* German native speakers may choose other courses.

** The catalogue of course offers changes every semester (for example technical courses) and is only available shortly before the semester begins. You may choose some minor courses which are equivalent to 2 ECTS. Please amend your OLA after arrival “changes during the mobility” once all courses are clear.

2. Fill out your OLA and sign it online: <https://www.learning-agreement.eu>

Notes on filling out the OLA:

- ~ Academic year: winter term 2025/26 and summer term 2026 means academic year 2025/26 etc.
- ~ Sending institution: make sure the email address of your contact person is correct. In case of doubt, **ask your exchange coordinator**.

Receiving institution:

- ~ **Burg Giebichenstein Kunsthochschule Halle** (D HALLE 03)
- ~ **Faculty/department:** Art or Design (depending on the program you were accepted for)
- ~ **Receiving responsible person** and administrative contact at BURG:
 - **Name:** Diana Hurtado
 - **Function:** Incoming Exchange Coordinator
 - **Contact:** international@burg-halle.de
- ~ **Planned start and end:** indicate the semester dates as stated in the Letter of Acceptance. Please note that the semester break cannot be included as part of the mobility period.
- ~ **Table A:** list the courses you will take at the BURG (see above). Kindly note that we do not use codes for our subject. Therefore, please use "0000" in the required field.
- ~ **Table B:** list the courses at your home university that will be recognized
- ~ **Signature:** Make sure that you sign your OLA (using mouse or touch screen)

3. Next steps in case you are using OLA:

- ~ Your home university will automatically receive a notification by e-mail to sign your OLA once you have signed it.
- ~ The BURG will automatically receive a notification by e-mail to sign your OLA once your home university has signed it.

Study structure: Compact Weeks

The semester at the BURG in the **Design Department** consists of “Normalwochen” (regular weeks) and “Kompaktwochen” (compact weeks).

During a compact week, you work on one specific project for the entire week (Mo - Fr). There is some input, a task, time to work on it and a presentation at the end (2 ECTS).

Normally, compact weeks are only for **Design students**.

You have to register for the compact week in advance. Some compact weeks are held online.

You'll receive information about the compact weeks separately via e-mail before your arrival.

Accommodation

There are plenty affordable housing options for your stay in Halle.

Student Dorm

The student services organization (Studentenwerk) provides student housing but the **places are limited**. If you apply for it, there is NOT any guarantee you get a place and the available room will only be offered to you starting from April 1st or October 1st. Option of student housing:

- ~ Location: Felsenstraße 19 (central / between the Art campus and the Design campus)
- ~ renovated and furnished single apartments
- ~ including a small kitchen and separate bathroom
- ~ approx. 17m²
- ~ Around 295€ per month (+ deposit), including all service charges and electricity.
- ~ *Not included*: internet and compulsory monthly fee of 18,36€ per household for public broadcast.

You'll find some photos and more information [here](#) (in German).

You'll find the application guidelines and information on eligibility [here](#).

If you are over 30 years old, you might not officially be eligible for a room.

If you choose the student residence:

1. Register online for a room [here](#) as soon as possible. Deadline: February/August 15th!
2. Please use the field “HINTS” for the following information: *“Ich bin Austauschstudent*In (I am an exchange student).”*
3. Check your e-mail (including the junk folder!) and confirm your registration.

Your contact at the student dorm:

Studentenwerk-Halle

wohnen@studentenwerk-halle.de

Shared Apartments: 'WG' (Wohngemeinschaft)

If you wish to find housing on your own, you can for example find a shared flat where everyone has a room of their own.

For example, some BURG-Students who go abroad for an exchange themselves sometimes offer their private rooms for sublet. We forward these offers to you via e-mail when we receive them.

If you want to find a WG, [BURG's facebook group](#) is very frequently used for room offers.

By far the most common website to find rooms for rent in shared apartments is

<https://www.wg-gesucht.de/en/>

Temporary Accommodation

If the search for accommodation was not successful before your arrival, staying in a backpackers' hostel for a few days at a reasonable price is recommended. You can use the following links:

<https://www.jugendherberge.de/en/>

<http://hostel-no5.de/>



Markplatz, Halle (Saale)

After arrival

Moving in

Move into a student residence or private residence by meeting the guardian / landlord. Don't forget to ask for the letter box / fill out a protocol for included furniture.

Sign the contract of private housing or complete a contract for the student residence and pay the first rent plus deposit.

Welcome Meeting

We'll finally welcome you personally. You'll get an appointment to meet with us in our office. We will send you the date in a separate invitation e-mail.

At the Welcome Meeting we will answer any questions you might have and give you all important document in a "welcome bag".

In your **Welcome Bag**, you will find three important items:

1. Student Card

Use your student ID card as...

- ↪ key card for your work room and for entering campus after 6 pm (currently also before)
- ↪ pay card for all of Halle's student cafeterias
- ↪ pay card for copy machines on campus
- ↪ Halle Zoo & Moritzburg Museum are free with your ID

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2. Confirmation of Enrollment (big colored paper) in German **Immatrikulationsbescheinigung**

If you live in the student dorm, please send one of the little pieces to the student services via email: wohnen@studentenwerk-halle.de

If you ever need to hand in a confirmation somewhere that you are a student, use one of the pieces as proof.

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3. Campus WiFi / BURG mail-account (black & white paper)

On the bottom of this paper (written in German), there is a **grey box** with your Log-In-Data (st-number and password). Keep them safe!

These data are for

- ↪ Campus Wi-Fi*
- ↪ Personal account on campus computers
- ↪ BurgBox (Files sharing)
- ↪ Personal BURG-e-mail account (<http://burg-halle.de/mail>)
 - ↪ This is used for all official communication and mailing lists
 - ↪ Check it regularly!

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*How to connect to BURG-WiFi with your Lap top or mobile phone:

Select the network "Burgnetz" and log in with their st-number & password.

Please note that you need at least Windows 10 or MAC OS X10.6 (Snow Leopard)

Note: Do not remove any network cables from the W-LAN routers on campus!

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If you have any questions or problems please contact our IT-department: Danny Wernicke (wernicke@burg-halle.de), Dominik Preuß (preuss@burg-halle.de) or Asef Ali Torkheil (atorkheil@burg-halle.de). They will help you!



BURG library

German Language Course

At the BURG all the courses taught in German; we do not offer any courses in English.

We offer a weekly German course exclusively for exchange students. The course is taught in 2 hour sessions during the lecture period.

The course is optional but highly recommended and you get 3 credits for it if you attend more than 80% of the sessions.

We'll let you know when the course takes place before your arrival.

Temporary Residence Permit (only Non-EU-citizens)

Please remember that you need to apply for a student visa at the German embassy in your home country before arriving – **DO NOT enter Germany as a tourist (90 days tourist permit!)**

Please make sure that the German embassy or consular representation in your home country provide you with a **student visa for the entire duration of your exchange** to avoid any complications and labored paperwork during your stay. In case the German embassy in your home country gives you an **entry visa** and not a visa for the entire duration of your exchange in Germany, it is necessary for you to apply for the temporary residence permit. To apply you have to register first in the city hall and after that you need to send your application documents to the Foreign Registration Authority (Ausländerbehörde) by e-mail auslaenderbehoerde@halle.de. [Here](#) you will find information about the documents you have to submit for the application.

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Bank Account

To open a bank account in Germany, you will need to provide proof of residence. Please note that obtaining this confirmation can take several weeks and you won't be able to open a bank account until you receive it. For this reason, we recommend exploring alternative options, either through online banking services or in your home country.

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Transcript of Records

The transcript of records is an official listing of all the academic achievements you have completed with us at the BURG during your stay in Halle.

In order to prepare your transcript of records at the end of your stay, the International Office needs the confirmation of your professors concerning your courses.

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Please keep track of your completed courses and ask your teachers to confirm them with us by e-mail, **notifying including the number of Credits and note**. You can do this as soon as you have completed a course but we will also remind you toward the end of your exchange period.

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Food

- ↪ The **food-sharing** locations in Halle: <https://foodsharing.de/?page=fairteiler&bid=96>
- ↪ A map of fruit tree and shrubs, from which you can pick legally! <https://mundraub.org/>
- ↪ You want to have an inexpensive meal and save food from getting wasted? Take a look at: <https://toogoodtogo.de/>
- ↪ In the city centre, you can find different stalls, which offer regional vegetables, fruits, meat, fish, etc.
- ↪ You can find a variety of sustainable/ vegan restaurants on this map: http://umap.openstreetmap.fr/de/map/gp-halle-map_36850#15/51.4848/11.9766

Travelling

Everywhere around the city you can find **e-scooters** or **bikes**, which you can borrow and use to explore Halle.

- ↪ Scooters: <https://www.sixt.de/share/e-scooter/halle/#/>
- ↪ Movemix: <https://move-mix.de/>
- ↪ Bikes: <https://www.callabike.de/de/staedte/Halle>
<https://help.swapfiets.de/hc/de/articles/360008978920-Halle-Saale->
- ↪ You can also use public transport, busses and trams from the HAVAG. Find more information here: <https://havag.com/en>

Shopping

There are different possibilities to shop **sustainable** and **fair** here in Halle. Sometimes, you can even find some things for **free**. Here's a map that shows you the shops/ locations:

http://umap.openstreetmap.fr/de/map/gp-halle-map_36850#15/51.4848/11.9766

When you're shopping at the **supermarket**, pay attention to the **logos** for fair, regional and organic products.

Buy at our local designers or get a second hand:

<https://gunthergraf.de/gunther-graf/>

<https://www.schmuckatelier-am-reileck.com/schmuck>

Resales Halle City: Große Ulrichstraße 11, 06108 Halle (Saale)

JUHU second hand & Nähcafé <https://www.juhu-halle.de/>

In the following link you will find a google map with information about more useful places:

<https://www.google.com/maps/d/viewer?mid=1qGSkEEe2NxzxcxkXzLc5ymqtkMER8O4h&ll=51.485594233822056%2C11.968675992569748&z=18>

We hope this guide has been helpful to you!

Remember that if you have any questions, you are always welcome to contact us.

We look forward to seeing you soon!

Best regards,

The International Office Team

International Office

T +49 (0) 345 7751 - 555 /537

international@burg-halle.de

Burg Giebichenstein Kunsthochschule Halle

University of Art and Design

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