

A-Z

20

24



Where can I print something?

What exactly is the Zollamt?

How can I get BAföG and a  
key for the HfG?

- > This booklet provides answers to all the important questions about studying and working at the HfG
- > Für die deutsche Version bitte das Heft wenden



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## Accommodation



### Room finder

Bulletin board for a commission-free accommodation and working space in Offenbach.

> <https://www.Oflovesu.com/raumfinder>



Placement via the Studentenwerk Frankfurt

## Addresses and Opening times Campus

Schlossstr. 31  
63065 Offenbach

### HfG Main Building (MB)

Accessible via main entrance or west wing

#### Teaching fields:

- Film (Art, GF)
- Stage and Costume Design (Art, GF extension)
- Digital Design (Design, 2nd fl.)
- Information Design (Design, 2nd fl.)
- Typography (Art, 3rd fl.)
- Workshops of both departments
- Auditorium (1st fl.)
- Library (3rd fl.)
- most of the administration
- university management (1st fl.)
- central teaching room (room 101)
- Theory (Art and Design, 2nd + 3rd fl.)

> academic term:                      lecture-free period:  
**Mon-Fri, 8 am-8 pm**                      **8 am-6.45 pm**

## Addresses and Opening times Campus

Schlossstr. 11  
63065 Offenbach

### Westwing (W)

- Cafeteria (GF)

#### Teaching fields

- Electronic Media (Arts/1.fl.)
- Industrial Design (Design/2.fl.)
- Communication design (Arts/3.fl.)
- Conceptual drawing (Arts/4.fl.)

> academic term: Mon-Fri, 8 am-8 pm  
lecture-free period: 8 am-6.45 pm

Palleskestr. 32  
65929 Frankfurt

### Höchster Porzellan-Manufaktur (HPM)

#### Teaching fields:

- Institute for Material Design, Mould and Model Making Workshop (Design)
- Ceramic Art Lab (CAL)(Arts)
- Residency-Program

Ludo-Mayer-Str. 1  
63065 Offenbach

### KvB (Katharina von Bora-Saal)

- Basic Teaching Design Department
- Student workstations (Design)

Schlossstr. 66  
63065 Offenbach

### Isenburg Castle (IC)

#### Teaching fields:

- Fashion (Art/1st.fl.)
- Photography (Art/2nd.fl.)
- Central Computer Lab (both departments/3rd.fl.)
- Photopool (both departments /Attic)

> academic term  
Mon-Fri, 8 am-8 pm



Isenburg Castle  
Schlossstr. 66  
63065 Offenbach

### Chapels (IC)

- Student lounge and event room (right chapel)
- central event space (left chapel)

Berliner Str. 75  
63065 Offenbach

### Kubus (K)

#### Teaching fields

- Integrierendes Design
- Urban Design

**OIMD (Offenbach Institut für Mobilitätsdesign)** 3rd. fl.  
**Doctorate program** 3rd. fl.

> Tue-Thu, 9 am-4 pm

Geleitsstr. 103  
63067 Offenbach

### Geleitsstraße (G)

#### Teaching fields (Art)

- Painting (3rd fl.)
- Sculpture (GF)
- Experimental Spatial Concepts (1st fl.)
- Performance in the extended context (2nd fl.)
- Graphic Design and Illustration (2nd fl.)
- Consultation hours Ceramic Art Lab (1st fl.)

Schlossgrabengasse 1  
63065 Offenbach

### StuZ (Information Center for Students)

#### Student secretariat and International Office

> Mon-Thu, 10 am-12 pm,  
additionally during lecture-free period  
Wed, 1.30 pm-3 pm

## AI Lab

W / 3rd. fl / 307

### Johanna Wallenborn

wallenborn@hfg-offenbach.de

### Mattis Kuhn

kuhn@hfg-offenbach.de

### Leon Etienne Kühn

kuehn@hfg-offenbach.de

#### Assigned to the teaching field of Electronic Media:

- Promotes collaboration between artists, designers and AI researchers
- prototype workshop, workstations, equipment and materials for inter-university projects
- interdisciplinary digital research at the interface between art/design and AI research
- testing of start-up ideas through interdisciplinary teams from development to spin-off

## Alumni

graduates who want to stay in touch can contact the Office for Knowledge Transfer and leave their contact details there

- Exchange of experience and information for alumni of HfG

> Ulrike Grünewald  
alumni@hfg-offenbach.de  
069.800 59-166

## Anti-discrimination

Schlossgrabengasse 1  
63065 Offenbach  
1st fl.

Preventive and structural measures contribute to the prevention of abuse of power at the university

#### Awareness-raising and anti-discrimination officer

##### Ellen Edler

edler@hfg-offenbach.de

069.800 59-190

> Appointments by arrangement  
See Support Service



## BAföG

Bockenheimer Landstr. 133  
60325 Frankfurt

### Studierendenwerk Frankfurt am Main

BAföG-Hotline:

0800.223 63 41

Student Welfare Services Frankfurt am Main is responsible for BAföG matters

Application via online  
[www.swffm.de](http://www.swffm.de)



> Mon-Fri, 10 am-3 pm



## Cafeteria



- Lunch
- Snacks
- Drinks
- Coffee
- Cake

for students, lecturers and staff of the HfG and their guests, operated by the Studentenwerk Frankfurt

> Mon-Fri, 8.30 am-4.30 pm

Menus at:

<https://www.swffm.de/essen-trinken/speiseplaene/cafeteria-offenbach> oder QR-Code

IC /GF right

**Student lounge**

kapelle@hfg-asta.de



- run by the AStA
- Regular student events
- can also be requested for your own events

> see notice on door

**Computer lab**

IC /3rd fl.

**Jörg Langhorst** 2D/3D Prototyping / **Dep. Design**  
 langhorst@hfg-offenbach.de  
 069.800 59-182

**Agnes Meyer-Wilmes** DTP-Gestaltung / **Dep. Art**  
 meyer-wilmes@hfg-offenbach.de  
 069.800 59-265

- layout
- illustration
- image editing
- typography
- CAD/3D modelling
- Instruction in colour management and laser and large-format printers
- A3 scanners
- cutting plotters

> Mon-Fri, 10 am-6 pm

**Course Catalogue**

The current course catalogue can be viewed and downloaded from the homepage at any time



- The timetables can usually be viewed three to four weeks before lectures begin
- The course catalogue can be viewed via eCampus

> [ecampus.hfg-offenbach.de](http://ecampus.hfg-offenbach.de)



**Department Offices**

MB /1st fl. /115a+b

**Art Department**

**Department Office and Board of Examiners**

**Christina Wittich**  
 wittich@hfg-offenbach.de  
 069.800 59-123

**Anja Mainardi-Ploch**  
 mainardi-ploch@hfg-offenbach.de  
 069.800 59-192

**Yvonne Truber**  
 truber@hfg-offenbach.de  
 069.800 59-200

**Silke Willig**  
 willig@hfg-offenbach.de  
 069.800 59-276

> During the academic term: Mon-Fri, 9 am-12 pm, Consulting hours by appointment

MB /2nd fl. /213 b

**Design Department**

**Department Office**

**Christiane Kühn-Wilkens**  
 kuehn-wilkens@hfg-offenbach.de  
 069.800 59-150

> During the academic term: Mon-Fri, 9 am-12 pm, Consulting hours by appointment

**Board of Examiners**

**Elvira Werner** Admission test  
 werner@hfg-offenbach.de  
 069.800 59-277

> During the academic term: Mon-Fri, 9 am-12 pm, Consulting hours by appointment

# D

## Discounts

### Student discounts

- Farbton (F)
- Berthold (OF)
- Boesner (F)
- Schirn Kunsthalle (F)
- magazine subscriptions
- mobile phone contracts
- computer brands
- Software

### Reasonably priced film development

- Foto Sprint (F)
- E6-Fachlabor (F)

### Frankfurt & Offenbach Museums

- MMK (F)
- Institut für Stadtgeschichte (F)
- Museum Angewandte Kunst (F)
- Ledermuseum (OF)
- Klingspor Museum (OF)

- > The usual student discount is provided at all other museums

## Doctorate programmes

Kubus  
Berliner Str. 75  
K/3rd fl.

### Doctorate Board of Examiners

#### Riccarda Weih

promovieren@hfg-offenbach.de  
069.800 59-296

- > Tue-Fri, 9am-4pm

# E

## E-Learning

Big Blue Button (web conferencing system) and Nextcloud (document storage and exchange)

### BigBlueButton

- Lecturers invite
- Browser recommendation: latest version of Chrome or Firefox
- Use with mobile devices (Safari Mobile for Apple and Chrome for Android 6.0+) and headset or headphones

### eCampus



- Accessible via homepage and HfG app
  - > Study programme
  - > eCampus
- Functions include: Course catalogue, preparation for examinations, viewing the grade table, downloading study certificate
- Login data available from IT at [it-support@hfg-offenbach.de](mailto:it-support@hfg-offenbach.de)

### E-mail addresses

- The student e-mail address begins with an s followed by five numbers s.....@stud.hfg-offenbach.de
- available at mail.hfg-offenbach.de
- Can be redirected to your mobile phone or received via app
- access data will be sent by post, are part of the student HfG account and are also valid for WLAN and eCampus
- with HfG e-mail address discounts for software, UNIdays etc.
- If you lose your access data, the IT department will issue new ones



## Equality

MB / 2nd. fl. / 214

### Equal Opportunities Officers

#### Katja Kupfer

gleichstellung@hfg-offenbach.de  
069.800 59-156

#### Dr. Ellen Wagner Deputy

gleichstellung@hfg-offenbach.de  
069.800 59-104

Support the university management in implementing the equal opportunities mandate

#### Basic principles

Hessian Equal Opportunities Act (HGIG), General Equal Treatment Act, university plan for the advancement of women

#### Topics a. o.

- Increasing the proportion of women in cases of underrepresentation
- Improving the university structures in terms of a gender- and diversity-sensitive organisational culture
- (Referral) counselling and support in cases of gender-based discrimination, harassment and sexualised violence - also in an intersectional understanding



> Further information  
<https://www.hfg-offenbach.de/en/pages/equalization#about>

# E

## Executive Board Office

MB / 1st fl. / 106

#### Sabine Klein

klein@hfg-offenbach.de  
069 800 59 104

- Organisation/coordination of university management appointments
- Matters of the central bodies of the university
- Secretariat of the university management
- Guest access
- Administration of office supplies
- Internal mailbox
- central registry
- Telephone switchboard
- Room Booking/Reservations for events/lectures (in the auditorium, in rooms 101 and 306a and left chapel)

> Mon-Thu, 9 am-12 pm  
and 1.30 pm-3.30 pm,  
Fri, 9 am-12 pm

#### Room booking

for events/lectures in the in the **auditorium**, in rooms **16, 101, 306a** and **left chapel** – all other rooms are assigned to the departments and are managed by them

## Events

#### Regular events

- First Semester Exhibition (February)
- Open Door Day (February)
- Graduation ceremonies (Spring/Autumn)
- Rundgang (July)

#### Events at the university

- must always be registered
- Fill in the form (available from the housekeeping service)
- submit to the university administration or chancellor four weeks before the event

# F

## Facility Management and Technical Services

MB/GF/17-19

### Caretaker Mainbuilding

**Michael Langsdorf** Head  
langsdorf@hfg-offenbach.de  
069.800 59-131

MB/GF/16

**Ivan Bolotin**                      **Magnus Endres**  
**Hakan Cakar**                    **Stefan Rösemann**  
**Francesco De Lisi**              **Maximilian Thöne**  
hausdienst@hfg-offenbach.de  
069.800 59-135

Geleitsstr. 103,  
63065 Offenbach

### Caretaker Geleitsstraße

**Dusan Jekic**  
jekic@hfg-offenbach.de  
069.800 59-147

**Matthias Wachtel**  
wachtel@hfg-offenbach.de



069.800 59-275  
MB/GF/16

### Cleaning Services

**Mirjana Kostadinovic**  
**Anisa Velagic**  
reinigungsdienst@  
hfg-offenbach.de  
069.800 59-135

### Guest apartments

The two guest flats in the Isenburg Castle are exclusively rented out to guest or deputy professors, guests from outside the university and speakers and participants in HfG symposia

- > Reservation  
**Mirjana Kostadinovic** and **Anisa Velagic**  
reinigungsdienst@hfg-offenbach.de

## Facility Management and Technical Services

MB/GF/17-19

### Doorwoman

**Yvonne Ehmes**  
ehmes@hfg-offenbach.de  
069.800 59-148

- Issuance of keys
- Provision of rooms for student use during lecture-free periods
- Administration of the Zollamt Gallery (for student exhibitions)
- Package reception/dispatch
- Lockers in the basement and on the ground floor
- Found items

- > Mon-Fri, 8 am-12.30 pm  
and 1 pm-3 pm

### Barrier-free access

If the university cannot be entered via the entrances, please inform our doorwoman and/or the caretaker

- > 069.800 59-135

### Keys

Prerequisite for issuing keys:



- completed form
- Key to main buildings: signature of dean or dean of studies required
- Key to teaching rooms: signature of the responsible lecturer

- > Form: in the hallway of caretaker (opposite the Doorwoman) in the in the shelf or see QR code

### Zollamt Galerie

temporary exhibition opportunity or students of the HfG Offenbach

- > Reservation and keys  
**Yvonne Ehmes**  
ehmes@hfg-offenbach.de

# F

## Family friendly university

### Dr. Ellen Wagner

wagner@hfg-offenbach.de  
069.800 59-104



The Family friendly University Working Group is structurally committed to achieving a balance between family, studies or work

HG/EG/1b

### Nursery

#### Lici-Malen Pratschke

kinderzimmer@hfg-offenbach.de  
069.800 59-298

Hourly care for children up to twelve years (five at a time)

#### Cost

**Students:** 2.50 euros per hour

**Employees:** 5 euros per hour



> Form for the notification of need and opening hours  
hfg-offenbach.de/  
Studies/Nursery

## Financial Management of the University

MB/1<sup>st</sup> fl./104

### Finance Division

**Joachim Kreiter** Head of  
kreiter@hfg-offenbach.de  
069.800 59-124

- Financial planning, budget monitoring
- third-party funding management
- invoicing and payment of all bills
- donations
- procurements
- inventory

> Mon-Thu, 9 – 11 am

### Acquisition

**Tina Biehl**  
bestellung@  
hfg-offenbach.de  
069.800 59-126

### Controlling

**Varvara Pomoni**  
pomoni@hfg-offenbach.de  
069.800 59-110

### Financial Accounting

**Noriko Falk-Suzuki**  
falk-suzuki@  
hfg-offenbach.de  
069.800 59-280

### Monika Kieslich

kieslich@hfg-offenbach.de  
069.800 59-125

### Annual Financial Statements and Reporting

**Silke Schirmer**  
schirmer@hfg-offenbach.de  
069.800 59-316

# G

## freunde der hfg e. v.



Non-profit association for the promotion of activities of the HfG Offenbach and its students

**Dr. Holger Niedenthal** Chairman  
freunde@hfg-offenbach.de

Further information for project funding:

**Ulrike Grünewald** Office for Knowledge Transfer  
gruenewald@hfg-offenbach.de  
069.800 59-166

> Further information here / Qr-Code

<https://www.hfg-offenbach.de/en/pages/friends-of-hfg#about>



## Hessen Film and Media Academy (hFMA)

Hermann-Steinhäuser-Str. 43-47  
63065 Offenbach

**Lucie Peetz** Head of  
peetz@hfmakademie.de  
069.830 460 41



**Csongor Dobrotka** Wednesday  
dobrotka@hfmakademie.de

**Celina Schimmer** Mondays and Thursdays  
schimmer@hfmakademie.de

Network of the 13 Hessian universities, universities of applied sciences and art colleges with courses/teaching fields in the film and media sector

> Mon-thu, 10 am-4.30 pm  
<https://hfmakademie.de/en>



## IT-Department

Schlossgrabengasse  
63065 Offenbach  
1st. fl.

**Dennis Köster** Head

**Alfred Berghoff**

**Matthias Keller**

**Thorsten Kircher**

**Franziska Krämer**

it-support@hfg-offenbach.de  
069.80059-138



> Mon-Fri, 9 am-12 pm  
[www.hfg-offenbach.de/depages/verwaltung#it-abteilung](http://www.hfg-offenbach.de/depages/verwaltung#it-abteilung)

### Internet Access / Wifi for Students

is generating and sending the access data individually

### Eduroam

- WLAN access point
- allows students and employees of other educational institutions to access the internet at the HfG
- prerequisite: the guest's home institution participate in eduroam

## Insurance

### Health insurance

- As a rule, students are insured under the statutory health insurance scheme (GKV) until the age of 25 (if their monthly earnings are up to 538 euros)
- after which they are covered by statutory student insurance, which ends on their 30th birthday (extension possible)
- Important: jobbing is possible up to a maximum of 20 hours/week during the semester, annual earnings limits must be observed
- It may also be possible to take out health, long-term care and pension insurance through the Künstler sozialkasse (KSK)
- Prerequisite: artistic/creative self-employment, i. e. working on account
- KSK is compulsory insurance for so-called freelance (artistic/creative) activities after graduation

- > Further information  
Office for Knowledge Transfer



### Accident insurance

Students are covered by statutory accident insurance in accordance with the German Social Security Code if they are enrolled at a state-recognised university, college or university of applied sciences. The insurance cover is free of charge for them

### Liability insurance

- Important insurance that covers you in the event of damage (we strongly recommend that you take out cover)
- Private liability insurance is available for as little as approx 15 euros per year
- The Studierendenwerk provides liability insurance for students (including guest students)
- Further information on the insurance conditions and exclusions can be found at

- > <https://www.swffm.de/beratung-service/versicherungen/haftpflichtversicherungen>



## Legal Counseling

A lawyer admitted to the Frankfurt am Main Regional Court and the Higher Regional Court advises students on all legal issues

- > at Campus Westend 069.553 060 or at [info@kanzlei-tan.de](mailto:info@kanzlei-tan.de)
- > <https://www.swffm.de/en/advising-financing/legal-advice>
- > Appointment can be made by calling: 069.800 82 70



## Library

MB / 3rd fl. / 313-315

**Charlotte Jakob** Head  
[jakob@hfg-offenbach.de](mailto:jakob@hfg-offenbach.de)

**Clara Weisel**  
[weisel@hfg-offenbach.de](mailto:weisel@hfg-offenbach.de)

**Christa Scheld**  
[scheld@hfg-offenbach.de](mailto:scheld@hfg-offenbach.de)  
and four student assistants  
[bibliothek@hfg-offenbach.de](mailto:bibliothek@hfg-offenbach.de)  
069.800 59-295

### Artistic-scientific media stock:



- books
- E-Books
- DVDs
- all HfG-Diplom theses
- University publications
- magazines, Trade journals
- Two research PCs
- a scanner
- a copier

All media can be researched online via the HfG homepage (see QR Code)

- > Mon-Thu, 9 am-6pm and Fri, 9 am-1 pm  
During the lecture-free period  
Mon-Wed, 9 am-12 pm and 1 pm-5 pm  
Thu-Fri by appointment 069.800 59-295

# L

## Lockers /HPM/Art

HPM/2nd. fl.

- Rental possible after paying a deposit of 15 euros (unlimited time) in the finance department
- key issue after presentation of the receipt in the Ceramic Art Lab

- > More info **Felicithas Arndt** or **Diane Häfner** from Team Ceramic Art Lab,
- > Höchster Porzellan Manufaktur (HPM), Palleskestraße 32, Frankfurt-Höchst

MB/Basement

- > For more information **Yvonne Ehmes** our doorwoman

# N

## OflovesU



Toolbox for living in Offenbach

> [www.oflovesu.com](http://www.oflovesu.com)

# O

## Office for Digital Transformation

Schlossgrabengasse 1  
63065 Offenbach  
1st. fl.

**Daniel Kohl**

**Marc Heilmann**

**Benjamin Dittrich**

[bfdtrans@hfg-offenbach.de](mailto:bfdtrans@hfg-offenbach.de)

Strategic planning and operational implementation of digitisation projects of research & teaching, administration and basic infrastructure

- > Appointments by arrangement

# M

## Mediapol / Art

MB/GF/4

**Bernd Zimmermann**

[zimmermann@hfg-offenbach.de](mailto:zimmermann@hfg-offenbach.de)  
069.800 59-236

**Loan of:**

- monitors
- media players
- beamers or
- audio equipment

for art students

## Office for Knowledge Transfer

MB/2nd fl./214

**Ulrike Grünewald** Leitung  
gruenewald@hfg-offenbach.de



**Tina Onuk**  
onuk@hfg-offenbach.de  
069.800 59-157

- University projects and events
- Professionalisation / career counselling / career centre
- Alumni work
- Funding applications to the friends of the hfg e.v.
- Job Opportunities
- Accommodation
- Website
- Advice for founders (university coach for Hesse Ideas Scholarship)

> Appointments  
by arrangement

### Job Opportunities

Analogue Noticeboard



Main building Staircase,  
1st and 2nd fl. and in the  
corridor in front of the  
workshops as well as on  
the homepage

### Accommodation

- Procurement of student flats in Offenbach via the Office for Knowledge Transfer
- Owner Gemeinnützige Baugesellschaft Offenbach – GBO

**Flat-sharing community**  
Athur-Zitscher-Str. 6  
63065 Offenbach

**HfG house**  
Gustav-Adolf-Str. 2  
63065 Offenbach

**Ostpol**  
Hermann-Steinhäuser Str. 43-47  
63065 Offenbach

> Requirement for HfG house and Ostpol  
Certificate of eligibility

Only a few parking spaces are already allocated at the university, so we would like to refer you to the following public parking options

- Parkhaus Französisches Gässchen (paid)
- Mainufer (after three hours for a fee)
- Parkhaus Innenstadt, Berliner Straße 43

## Personnel Department

MB/GF/22, 24



- Recruitment and personnel matters of the university's civil servants, employees, lecturers, student and research assistants
- settlement of travel expenses
- rental matters (e.g. guest flats)
- contracts for work and services
- sickness notifications
- official accidents
- state ticket
- parking spaces

**Christine Dertinger** Head  
dertinger@hfg-offenbach.de 069.800 59-128

**Aurelia Warzecha**  
warzecha@hfg-offenbach.de 069.800 59-170

**Janine Vogel**  
vogel@hfg-offenbach.de 069.800 59-191

### Travel costs

**Yvonne Truber**  
truber@hfg-offenbach.de 069.800 59-200

### Teaching positions, student assistants and guest lectures

**Marlit Budis**  
budis@hfg-offenbach.de 069.800 59-191

> Mon-Thu, 9 am-12 pm

### Student Assistants without Degree

A job as a student assistant is paid according to the statutory minimum wage

> Contract and further information see QR Code  
<https://www.hfg-offenbach.de/de/pages/verwaltung#personalabteilung>

## Photocopy & Scanning

MB/3rd.fl./313-315

### University Library

Scanner: Free use with a USB stick

Kopierer: 10 cents per page

### Copyshop

Two copy shops within 500 metres offer student rates

#### Services:

- Scanning
- printing of posters & flyers
- plots
- stamps
- business cards
- textile printing etc

#### Print Haus

Schlossstr. 20-22  
63065 Offenbach  
printhaus-offenbach.de

#### Copy-Dali

Herrnstr. 57 D  
63065 Offenbach  
copy-dali.de

## Press & Communication

MB/2nd.fl./214

### Katja Kupfer

Head

kupfer@hfg-offenbach.de 069.800 59-156

### Jens Balkenborg

Digital communication Studentmarketing  
balkenborg@hfg-offenbach.de 069.800 59-172

- Media relations
- internal and external communication
- corporate identity
- marketing
- university publications and print media
- social media and events
- news and press releases
- website
- newsletter

### HfG App

- Download the HfG app
- Log in to the App Store with your central HfG access
- eCampus
- HfG e-mail
- Daily updated information about studying and life at the HfG

## Press & Communication

### Homepage

Presentation of the university, the faculties and teaching areas



- > Information on exhibitions and activities can be sent to [info@hfg-offenbach.de](mailto:info@hfg-offenbach.de)

### Newsletter

[newsletter@hfg-offenbach.de](mailto:newsletter@hfg-offenbach.de)

### Intern

#### »Die HfG-Brieftaube«

- all important information about the university, teaching, events and much more
- Published .weekly during the lecture period (usually on Tuesdays).

#### Competitions / Calls for entries

- appears weekly during the lecture period (end of the week).

#### Committees

- reports from the committee meetings and on the resolutions passed there.
- appears once a semester

#### Newsletter for external

- The external newsletters appear irregularly via e-mail
- The subscription or un.subscription for the external newsletter is made via the HfG homepage.

#### > No Newsletter?

[balkenborg@hfg-offenbach.de](mailto:balkenborg@hfg-offenbach.de)

### Social Media

#### Jens Balkenborg

[balkenborg@hfg-offenbach.de](mailto:balkenborg@hfg-offenbach.de)  
069.800 59-172

The HfG is active on the following social networks:

- > Instagram @hfg\_offenbach
- LinkedIn @Hochschule für Gestaltung Offenbach
- Facebook @HfG. Offenbach
- Bluesky @hfgoffenbach.bsky.social
- vimeo hfg



## Professors / Art

### Artistic teaching areas

W / 3rd. fl. / D302

#### Communication Design

**Prof. Catrin Altenbrandt**

altenbrandt@hfg-offenbach.de

**Prof. Adrian Nießler**

niessler@hfg-offenbach.de

**Lukas Marstaller** Research Associate

marstaller@hfg-offenbach.de

W / 4th. fl. / D401

#### Drawing

**Prof. Antje Schiffers** Substitute Professorhip

schiffers@hfg-offenbach.de

**N.N. Research** Associate

W / top fl. / D103

#### E-media

**Prof. Alexander Oppermann**

oppermann@hfg-offenbach.de

**Natalie Wilke** Research Associate

wilke@hfg-offenbach.de

Geleitsstraße / 1st. fl

#### Experimental Spatial Concepts

**Prof. Heiner Blum**

blum@hfg-offenbach.de

**Max Brück** Research Associate

mbrueck@hfg-offenbach.de

IC / 2nd. fl.

#### Fashion

**Prof. Heike Selmer**

selmer@hfg-offenbach.de

**Daphne Correll** Research Associate

correll@hfg-offenbach.de

MB / GF / 14

#### Film

**Prof. Dr. Marie-Hélène Gutberlet**

gutberlet@hfg-offenbach.de

**Caroline Pitzen** Research Associate

pitzen@hfg-offenbach.de

MB / GF / 14

#### Film

**Prof. Angelika Levi**

levi@hfg-offenbach.de

**Andrea und Matei Bellu** Research Associates

abellu@mbellu@hfg-offenbach.de

Geleitsstraße / 2nd. fl.

#### Graphic design / Illustration

**Prof. Eike König**

koenig@hfg-offenbach.de

**Tatjana Stürmer** Research Associate

stuermer@hfg-offenbach.de

Geleitsstraße / 3rd. fl.

#### Painting

**Prof. Gunter Reski**

reski@hfg-offenbach.de

**Xenia Lesniewski** Research Associate

lesniewski@hfg-offenbach.de

Geleitsstraße / 2nd. fl.

#### Performance in the extended field

**Prof. Kerstin Cmelka**

cmelka@hfg-offenbach.de

**Bernhard Schreiner** Research Associate

schreiner@hfg-offenbach.de

IC / 2nd. fl. / C206

#### Photography

**Prof. Martin Liebscher**

liebscher@hfg-offenbach.de

**Florian Albrecht-Schoeck** Research Associate

albrecht-schoeck@hfg-offenbach.de

Geleitsstraße / GF

#### Sculpting

**Prof. Mike Bouchet**

bouchet@hfg-offenbach.de

**Annika Etter** Research Associate

etter@hfg-offenbach.de

## Professors / Art

MB/Annex/102

### Stage design / scenic space

**Prof. Heike Schuppelius**  
schuppelius@hfg-offenbach.de

**Fanti Baum** Research Associate  
baum@hfg-offenbach.de

### Text Heinz und Gisela Friederichs Stiftungsprofessur

**Prof. Claudia Basrawi**  
basrawi@hfg-offenbach.de

MB/3rd. fl./302a

### Typography / Type Design

**Prof. Johanna Siebein**  
siebein@hfg-offenbach.de

**Bruno Jacoby**  
Research Associate  
jacoby@hfg-offenbach.de

### Honorary professorship

**Photography/Curatorial practice**  
**Prof. Anne-Marie Beckman**  
ami.beckmann@gmx.de

### Theoretical teaching areas

MB/3rd. fl./308

#### Art History

**Prof. Dr. Christian Janecke**  
janecke@hfg-offenbach.de

**Rike Zöllner** Research Associate  
zoellner@hfg-offenbach.de

MB/3rd. fl./302b

#### Philosophy / Aesthetics

**Prof. Dr. Leonie Hunter** Substitute Professorship  
hunter@hfg-offenbach.de

**Nikolaus Kockel** Research Associate  
kockel@hfg-offenbach.de

MB/3rd. fl./303

#### Sociology / Media Theory

**Prof. Dr. Olga Moskatova**  
moskatova@hfg-offenbach.de

**Laura Laabs** Research Associate  
laabs@hfg-offenbach.de

## Professors / Design

### Design teaching areas

HPM/Frankfurt-Höchst/GF

#### Material Design

**Prof. Dr. Markus Holzbach**  
holzbach@hfg-offenbach.de

**Valentin Brück** Research Associate  
brueck@hfg-offenbach.de

W/2nd. fl./D203

#### Industrial Design

**Prof. Frank Georg Zebner**  
zebner@hfg-offenbach.de

**Christina Timmann** Research Associate  
timmann@hfg-offenbach.de

K/Berliner Straße 75/3rd. fl.

#### Integrative + Mobility Design

**Prof. Peter Eckart**  
eckart@hfg-offenbach.de

**Daniel Rese** Research Associate  
rese@hfg-offenbach.de

MB/2nd. fl./?

#### Information Design

**Prof. Lisa Borgenheimer**  
borgenheimer@hfg-offenbach.de

**N.N.** Research Associate

MB/2nd. fl./206 a+b

#### Digital Design

**Prof. Janina Schmidt**  
schmidt@hfg-offenbach.de

**Carina Moser** Research Associate  
moser@hfg-offenbach.de

K/Berliner Straße 75/3rd. fl.

#### Urban Design

**Prof. Dr. Kai Vöckler**  
voeckler@hfg-offenbach.de

**Annika Storch** Research Associate  
storch@hfg-offenbach.de

## Professors / Design

### Theoretical teaching areas

MB / 2nd. fl. / 211a

#### Design Theory

**Prof. Dr. Tom Bieling**

bieling@hfg-offenbach.de

MB / 3rd. fl. / 309

#### Theory of Culture and Technology

**Prof. Dr. Martin Gessmann**

gessmann@hfg-offenbach.de

### Honorary professorship

#### Design and brand strategy

**Prof. Dr.-Ing. (Arch.) Alex Buck**

ab@pearltree.net

#### Interaction Design

**Prof. Sebastian Oschatz**

sebastian.oschatz@meso.design

#### Design Curation and Criticism

**Prof. Matthias Wagner K**

069.800 59-150

# Q

### Quality assurance

Schlossgrabengasse 1  
63065 Offenbach

#### Dr. Helena Schmedt

Quality Assurance officer

schmedt@hfg-offenbach.de

- Quality assurance of studies and teaching
- Task Force Study reform

> Appointments by arrangement

# R

### Relationship management

MB / 2nd fl. / 214

#### Dr Moritz von Ilberg

ilberg@hfg-offenbach.de 069.800 59-205

#### Sabine Klein

klein@hfg-offenbach.de

- Strategic and integrative relationship management
- Advice on donations
- Sponsoring
- Deutschland Scholarship
- Promotion and support of the university

> Appointments by arrangement

# P

# S

### Semester timetable

Current news can be  
downloaded from the  
homepage



> See also course catalogue

## Scholarships

BfW+StuZ

### Deutschlandstipendium

**Tina Onuk**

onuk@hfg-offenbach.de

069.800 59-157

**Eva Goliash** Contact person for students

goliash@hfg-offenbach.de

069.800 59-134

- support money of 300 euros per month, independent of income (in addition to BAföG benefits)
- Half of the funding comes from the federal government and half from private donors
- Prerequisite: outstanding academic and professional achievements and/or social commitment, special neediness
- Duration: at least two semesters and at most until the end of the standard period of study.
- Applications in June of each year
- Funding period from October

### Dr. Marschner Diplomstipendium

- Sponsors during the period of writing the thesis
- Department of Art: four per year,
- Department of Design: two per year
- all students registered for the diploma receive information about the diploma scholarship
- Funding: 500 euros per month for six months

Selection by all professors supervising a diploma

> Announcements  
and further  
information



### Hessen Graduation Funding HAB

**Prof. Dr. Marie-Hélène Gutberlet**

gutberlet@hfg-offenbach.de

Project funding for artistic/design degree theses in time-based media and moving image

- is advertised twice a year
- Applications should be addressed to the Dean of Studies in the Department of Art

## Sports programs

Sports programme organised by the General Students' Committee (AStA) at the HfG

**Students' own contribution**

per sport/semester **13 euros**

**Contribution for staff**

per sport/semester **23 euros**

### Bouldering

Wed, 9 am-11:30 pm

(Free entry til 7 pm)

bouldern@asta-hfg.de

### Dynochrom

Flinchstr. 45

Frankfurt

### Climbing

Mon-Fri, 10 am-11 pm

Reduction on admission (6

euros) and equipment hire

klettern@asta-hfg.de

### KletterBar

Sprendlinger Landstr. 177

Offenbach

### Soccer

kicken@asta-hfg.de

#### Winter semester:

Soccers Point

Sprendlinger Landstraße 42

Offenbach

#### Summer semester:

Sportplatz

SV Sachsenhausen

### Dance

Mon, 5 pm-7 pm

sport@asta-hfg.de

### Thaiboxen

Mon, 8 pm-10 pm

thaiboxen@asta-hfg.de

### Table Tennis

Tue and Fri, 8 pm-10 pm

tischtennis@asta-hfg.de

**Sporthalle der  
Rudolf-Koch-Schule**

Schlossgrabengasse 10

Offenbac (in cooperation  
with TTV Offenbach)

### Yoga

yoga@asta-hfg.de

HfG-Hauptgebäude

- > Registration via the respective **e-mail!**
- > Please also note the **Asta notices** on the **sports programme**

> The use of the sports programme of the **Goethe University Frankfurt** is for HfG students is also possible:  
[https://zfh-db.sport.uni-frankfurt.de/offers/current\\_period/index.html](https://zfh-db.sport.uni-frankfurt.de/offers/current_period/index.html)



- > Further suggestions and ideas for your own groups are welcome **sport@asta-hfg.de**

## Study Information Center (StuZ)

Schlossgrabengasse, GF  
63065 Offenbach

### Student secretariat

[studieninfo@hfg-offenbach.de](mailto:studieninfo@hfg-offenbach.de)

**Ute Schulz** Head

069.800 59-120 / -201

**Nadja Barthel** Welcome Coordination

069.800 59-326 / -201

**Eva Goliash**

069.800 59-134 / -201

**Andrea Merkel**

069.800 59-208 / -201

- Enrolment, re-registration, leave of absence, exmatriculation
- financing of studies
- university elections
- allocation of central QSL funds
- Deutschlandstipendium
- Accident report
- Counselling for refugee students

- > [studieninfo@hfg-offenbach.de](mailto:studieninfo@hfg-offenbach.de)  
Mon-Thu, 10 am-12 pm,  
additionally during lecture period  
Wed, 1.30 pm-3 pm

### Accident report

Students must report accidents immediately to the Registrar's Office of the university



Deutschland-  
semesterticket

### Financing of studies

Information on funding options for studying (e.g. via the Federal Ministry of Education and Research's organisations for the promotion of gifted students and scholarships)

### QSL-Funds

- To fund projects that contribute to the improvement of the quality of study conditions and teaching at the HfG
- 40 percent via central allocation committee
- 60 percent via the departments
- Central funds can be applied for by any member of the university, including students



## Study Information Center (StuZ)

### International Office

**Jana Wardag** ProgramCoordination

[team.internationales@hfg-offenbach.de](mailto:team.internationales@hfg-offenbach.de)

069.800 59-121

**Ute Pichl** Erasmus Coordination

[erasmus@hfg-offenbach.de](mailto:erasmus@hfg-offenbach.de)

069.800 59-149

- Advice on stays abroad and financing options
- Counselling for outgoings and incomings
- Implementation of the internationalisation strategy
- Support for guest students and exchange students

- > [team.internationales@hfg-offenbach.de](mailto:team.internationales@hfg-offenbach.de)  
[erasmus@hfg-offenbach.de](mailto:erasmus@hfg-offenbach.de)  
Mon-Thu, 10 am-12 pm

## Study reform

- No changes for diploma students, no one has to change the course of study
- Voluntary change from diploma to bachelor via the regular admission procedure possible again for winter semester 25/26, then into the (max.) fifth semester
- Diploma students with a degree (e.g. BA/BFA), can also apply for the master under the same conditions

### New Bachelor's and Master's degree programs since WiSe 22/23

#### Department of Art:

- Bachelor of Fine Arts
- Master of Fine Arts
- Master of Fine Arts with a greater theoretical component

#### Department of Design:

- Bachelor of Arts
- Master of Arts

## Support services for HfG students and members / Internal

### Internal focal points

Complaints Office for General Equality for students / staff

**Dr. Susanne Eickemeier** Cancellor  
eickemeier@hfg-offenbach.de

### Awareness-raising and anti-discrimination officer

**Ellen Edler**  
edler@hfg-offenbach.de  
069.800 59-190

Low-threshold and confidential initial and referral counselling for all experiences of unequal treatment, sexualised violence, mobbing and discrimination and related psychosocial stress in studies and at work. Referral to internal and external counselling centres

### Equal Opportunities Officers

**Katja Kupfer**  
069.800 59-156

**Dr. Ellen Wagner** Deputy  
gleichstellung@hfg-offenbach.de

Confidential counselling on issues of gender-based discrimination, harassment and sexualised violence

### Confidant for employees Staff Council

**Friedhart Riedel** Head  
**Clara Weisel** Deputy  
personalrat@hfg-offenbach.de

### Student Confidant for Students

**Felix Lennig**  
**Vivian D. Albano**  
vertrauen@asta-hfg.de

> By prior appointment, Tue, 18.30-19.30 in the AstA office, other dates by arrangement

### Confidant for Students

**Prof. Dr. Marie-Hélène Gutberlet** Dean of Studies / Art  
gutberlet@hfg-offenbach.de

**Prof. Mike Bouchet**  
Confidant in the Art Department  
bouchet@hfg-offenbach.de

**Prof. Janina Anjuli Schmidt**  
Dean of Studies / Design  
jschmidt@hfg-offenbach.de

## Support services for HfG students and members / External

### Contact for psychosocial counselling for students

**Dipl.-Psych. Michaela Lischke**  
Gartenstr. 8  
Frankfurt  
praxis.lischke@gmx.de  
069.49159

**Dipl.-Psych. Martina Gunkelmann**  
Parkstr. 37,  
Offenbach  
06103.92 421 92  
M 0157.822 899 31

Leave a message on the answering machine with the keyword „HfG“

### Hilfe und Beratung bei:

- Problems in personal development
- relationship or work difficulties
- specific psychological and psychosomatic conditions
- overstrain in studies, exam nerves, self-doubt, crises of meaning, anxiety disorders

### Psychosocial counselling from the Student Welfare Services

**Nina Müller** **Malte Gutzeit**  
069.798 349 05 069.798 349 30  
**Magdalena Bofinger**  
069.798 349 30



> <https://www.swffm.de/en/advising-services/psychosocial-counselling>

### Student helpline by students for students – Nightline

> (during the semesters)  
Mon-Fri, 8 pm-12 am, 069.798 172 38

### External trusted person

External counselling for students (members) of the HfG who have been affected by abuse of power, violence or sexualised discrimination

### Legal concerns

**Angelika Gartner** Lawyer  
angelika.gartner@gmx.de  
Per SMS: 0160 586 36 04

# U

## University Politics

MB/3rd.fl./309

### AStA

Elected annually by the student parliament, implements its resolutions

#### Silvan Hahn

Seat

vorstand@asta-hfg.de

#### Felix Lennig

Deputy

069.800 59-294

> see notice on door

### AStA Departments

#### Financial Department

finanzen@asta-hfg.de

#### Info Department

infereferat@asta-hfg.de

#### Chapel Department

kapelle@asta-hfg.de

#### Galleys Department

kombuese@asta-hfg.de

#### dem\_lernen\*referat

dem\_lernen@asta-hfg.de

#### RMV Department

rmv@asta-hfg.de

#### Sports Department

sport@asta-hfg.de

#### Well-being Department

wohlfuehlen@asta-hfg.de

#### Trust Department

vertrauen@asta-hfg.de

> Consultation hours of the Trust department:  
By prior appointment, Tue, 6.30 pm-7.30 pm in the AStA office, other appointments possible by arrangement

### Committees

- Term of office for committee members: one year (students) or two years (all others)
- University Senate, electoral assembly, faculty council, AStA, StuPa meet in public

#### Composition

- University management
- University Council
- Senate
- Faculty councils
- Student Parliament (StuPa)
- AStA

### Faculty Council

Deals with matters of fundamental importance for the respective department



#### Composition

- seven professors
- three students
- two research assistants
- one administrative-technical member
- dean elected by the faculty council as chairperson

#### Art

Dean's team

**Prof. Adrian Niebler**

**Prof. Gunter Reski**

**Prof. Mike Bouchet**

**Martin Liebscher**

Dean of Studies

**Prof. Dr. Marie-Hélène**

**Gutberlet**

#### Design

Dean

**N.N.**

Vice Dean

**N.N.**

Dean of Studies

**Prof. Janina Anjali**

**Schmidt**

### University Council



- advises the university on its development
- articulates the professional world's expectations of the university
- promotes the utilisation of scientific findings and artistic achievements

### Senate

#### Central committee of the university

##### Zusammensetzung

- nine Professors
- five students
- one research assistant
- two administrative/technical assistants

##### Tasks:

- Decisions on statutes, development planning, study programmes.
- Opinion on target agreements, budget plan, appointment proposals, honorary professorships, establishment and cancellation of central facilities and equal opportunities measures

## University Politics

### University management

- manages the university and promotes its timely internal and external development with the participation of the University Council, the other bodies, the departments, the members and affiliates
- concludes target agreements
- allocates the budgets
- prepares the economic planning
- approves the structural plans of the departments

**Prof. Dr. Brigitte Franzen** President

**Prof. Peter Eckart** Vice-president (Design)

**Dr. Susanne Eickemeier** Chancellor

**Prof. Kerstin Cmelka** Vice-president (Art)

### Student Parliament (StuPa)

Manages the affairs of the student body (within the framework of legal provisions). All students have the right to vote and stand for election and can be elected annually or vote in other candidates

#### Tasks

- decides on the annual budget of the student body
- decides on cultural activities
- reacts to current political and university policy events
- processes information from the university committees and sees itself as a communication hub in this regard
- maintains contact with the Frankfurt Student Union
- Meetings: six times per semester

#### StuPa Executives

**Mona Nguyen** President

**Silvan Hahn** Substitution  
praesidium@asta-hfg.de  
069.800 59-294

# W

## Workshops and Studios / Art

W / 3rd. fl. / 307

### AI Lab

**Mattis Kuhn**

**Leon Etienne Kühn**

kuhn@hfg-offenbach.de

kuehn@hfg-offenbach.de

**Johanna Wallenborn**

wallenborn@hfg-offenbach.de

IC / 2nd. fl. / C205

### Analog Photography Lab

**Susa Templin**

templin@hfg-offenbach.de

069.800 59-322

MB / GF / 12

### Audio-Lab and Film technology

**Bernd Zimmermann**

zimmermann@hfg-offenbach.de

069.800 59-236 / -239

MB / GF / 1

### Book Workshop

**Paula Schneider**

schneider@

hfg-offenbach.de

**Hyewong Jang**

jang@hfg-offenbach.de

069.800 59-245 / -106

IC / 2nd. fl.

### CAD / Computer lab / Art and Design

**Jörg Langhorst**

langhorst@hfg-offenbach.de

HPM / GF

### Ceramic Art Lab (CAL)

**Merja Herzog-Hellstén**

herzog-hellsten@hfg-offenbach.de

069.800 59-261

IC / 1st. fl.

### Cutting Patterns

**Carin Wagner**

wagner@hfg-offenbach.de

# V



## Workshops and Studios / Art

IC / 2nd. fl.

### DTP-Publishing

**Agnes Meyer-Wilmes**

meyer-wilmes@  
hfg-offenbach.de  
069.800 59-265

MB / 1st. fl / 114

### Digital Publishing

**Dennis Chilas**

chilas@hfg-offenbach.de  
069.800 59-232

W / 1st. fl. / D101

### E-Media Lab

**Barbara Leonardi**

leonardi@hfg-offenbach.de

**Evgenia Rzheznikova**

rzheznikova@hfg-offenbach.de

MB / GF / 8

### Free Printmaking

**Lorena Pradal**

pradal@hfg-offenbach.de  
069.480 047 38

MB / 1st. fl. / 109

### Industrial printing technology / pre-press

**Friedhart Riedel**

riedel@hfg-offenbach.de  
069.800 59-227

IC / 4th. fl. / 12

### Photopool

**Anna Pekala**

pekala@  
hfg-offenbach.de  
069.800 59-342

**Sertan Satan**

satan@  
hfg-offenbach.de  
069.800 59-256 / -343

MB / GF / 5  
IS / 1st. fl. / 108

### RoboticLab

**Ivan Iovine**

iovine@hfg-offenbach.de

MB / 1st. fl. / 108

### Screen Printing

**Ellen Wagner**

ewagner@hfg-offenbach.de

**Axel Rössler**

roessler@hfg-offenbach.de  
069.800 59-226 / -202

G / GF

### Shaping Workshop

**Ivan Zubarev**

zubarev@hfg-offenbach.de

MB / Annex / Basement-1. OG

### Stage and Costume Design

**Nina Zoller**

zoller@hfg-offenbach.de  
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### Tailoring Workshop / Fashion

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### VideoLab

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### Woodworking Space

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## Workshops and Studios / Design

### CAD / Computer lab

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### Laser Cut / Red Room

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### Modelling plastic

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### Painting room

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### Textile workshop / Art and Design

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### Woodworking Space

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### Workshop 4D

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# Y

# Z

## Zollamt Gallery

Rooms for HfG exhibitions in the former customs office in Offenbach. Exhibitions of e. g. diploma theses, free projects and thematic presentations

- **Size:** 250 square metres, spread over six rooms
- **Exhibition period:** usually two weeks including two weekends

> **Reservation and keys**  
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## Impressum

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