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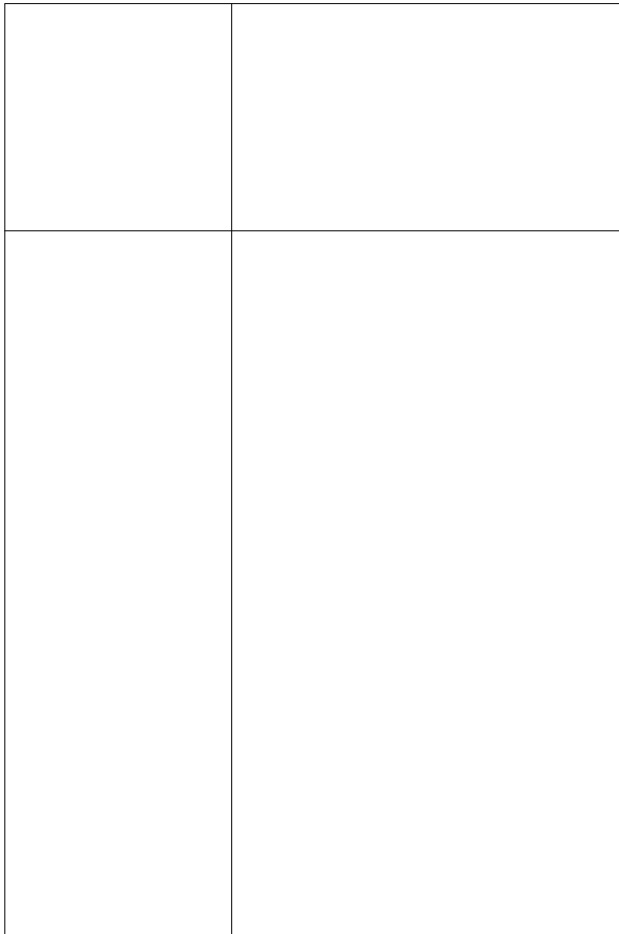
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<h1>A</h1>	<h2>Accommodation</h2>	
	Placement via the Studentenwerk Frankfurt	
	<p>* https://www.swffm.de/en/accommodation/residences</p> <p>Room finder Bulletin board for a commission-free accommodation and working space in Offenbach</p> <p>* https://www.oflovesu.com/raumfinder</p>	
	<h2>Addresses and Opening times Campus</h2>	
<p>Schlossstr. 31 63065 Offenbach <i>Accessible via main entrance or west wing</i></p> <p>Opening hours <i>academic term</i> Mon-Fri, 8 am-8 pm <i>lecture-free period</i> Mon-Fri, 8 am-6.45 pm</p>	<p>HfG Main Building (MB) Teaching fields</p> <ul style="list-style-type: none"> • 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 executive board (1st fl.) • central teaching room (room 101) • Theory (Art and Design, 2nd + 3rd fl.) 	
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	Addresses and Opening times Campus	
Ludo-Mayer-Str. 1 63065 Offenbach	Bora Hall (KvB) • <i>Basic Teaching Design Department</i> • <i>Student workstations (Design)</i>	
Schlossstr. 66 63065 Offenbach	Isenburg Castle (IC) Teaching fields: • <i>Photography (Art/2nd fl.)</i> • <i>Central Computer Lab (both departments/3rd fl.)</i> • <i>Photostudio (both departments/Attic)</i>	
Opening hours <i>academic term</i> Mon-Fri, 8 am-8 pm <i>lecture-free period</i> Mon-Fri, 8 am-6.45 pm	Chapel (IC) • <i>Student lounge and event room (right chapel)</i> • <i>central event space (left chapel)</i>	
Geleitsstr. 103 63067 Offenbach	Geleitsstraße Teaching fields (Art) • <i>Painting (3rd fl.)</i> • <i>Sculpture (GF)</i> • <i>Experimental Spatial Concepts (1st fl.)</i> • <i>Performance in the extended context (2nd fl.)</i> • <i>Graphic Design and Illustration (2nd fl.)</i> • <i>Art Lab: Wood workshop (GF), Ceramic workshop, Mixed Media (B), 3D printing (1st fl.)</i>	
Palleskestr. 32 65929 Frankfurt	Höchster Porzellan-Manufaktur (HPM) Teaching fields • <i>Institute of Material Design, Mould and Model Making Workshop (Design)</i> • <i>Ceramics Lab (Art)</i>	
Berliner Str. 75 63065 Offenbach	Kubus (K) Teaching fields • <i>Integrierendes Design</i> • <i>Urban Design</i>	
3 rd fl. (K)	OIMD (Offenbach Institut für Mobilitätsdesign)	
3 rd fl. (K)	Doctorate programme Opening hours Tue-Thu, 9 am-4 pm	
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Schlossstr. 1 63065 Offenbach	Study Information Center (StuZ) Registrar's Office International Office Opening hours <i>academic term</i> Mon-Fri, 8 am-8 pm <i>lecture-free period</i> Mon-Fri, 8 am-6.45 pm	
Schlossstr. 11 63065 Offenbach	Westwing (W) Teaching fields • <i>Electronic Media (Art/1st fl.)</i> • <i>Industrial Design (Design/2nd fl.)</i> • <i>Communication (Design Art/3rd fl.)</i> • <i>Conceptual Drawing and Life Drawing (Art/4th fl.)</i> • <i>University cafeteria (GF)</i>	
		
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	AI-Lab/Robotics	
<p>W/3rd fl./307</p> <p>Joscha Berg Head of KI-Lab berg@hfg-offenbach.de</p> <p>Bastian Kämmer kaemmer@hfg-offenbach.de</p> <p>Zeno Lösch loesch@hfg-offenbach.de T 069.800 59-339</p> <p>Maciej Medrala medrala@hfg-offenbach.de T 069.800 59-338</p> <p>Johanna Wallenborn wallenborn@hfg-offenbach.de</p> <p>W/1st fl./D101</p> <p>Christos Voutichtis voutichtis@hfg-offenbach.de</p> <p>Barbara Leonardi leonardi@hfg-offenbach.de</p> <p>MB/Gfl./5</p> <p>Ivan Iovine Head of iovine@hfg-offenbach.de T 069.800 59-305</p>	<p>KI-Lab/Projekt „Hessian AI“</p> <p>Assigned to the teaching field of Electronic Media</p> <ul style="list-style-type: none"> • 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 	
	Lab E-Media	
	Robotics-Lab	
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	Anti-discrimination	
<p>Schlossgraben-gasse 1 63065 Offenbach 1st fl.</p> <p>Ellen Edler Awareness-raising and anti-discrimination officer edler@hfg-offenbach.de T 069.800 59-190</p>	<p>Preventive and structural measures contribute to the prevention of abuse of power at the university</p> <p>★ Appointments by arrangement See Support Servicebarung Siehe Hilfsangebote</p>	
B		BAföG
<p>Bockenheimer Landstr. 133 60325 Frankfurt</p> <p>BAföG-Hotline T 0800.223 63 41</p>	<p>Student Welfare Services Frankfurt am Main is responsible for BAföG matters</p> <p>★ Mon-Fri, 10 am-3 pm https://www.swffm.de/</p>	
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	<h2>Cafeteria</h2>	
	<ul style="list-style-type: none"> • Lunch • snacks • drinks • coffee • cake <p>for students, lecturers and staff of the HfG and their guests. Operated by the Studentenwerk Frankfurt</p> <p>★ Mon-Fri, 8.30 am-4.30 pm Menus at https://www.swffm.de/essen-trinken/speiseplaene/cafeteria-offenbach or QR-Code</p>	
	<h2>Chapel</h2>	
<p>IS/GF right kapelle@hfg-asta.de</p> 	<ul style="list-style-type: none"> • Student lounge • run by the AStA • Regular student events • can also be requested for your own events <p>★ opening hours: see notice on door</p>	
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	<h2>Computer lab</h2>	
<p>IS/3rd fl.</p> <p>Jörg Langhorst 2D/3D Prototyping (Dep. Design) langhorst@hfg-offenbach.de T 069.800 59-182</p> <p>Agnes Meyer-Wilmes DTP Gestaltung (Dep. Art) meyer-wilmes@hfg-offenbach.de T 069.800 59-265</p>	<ul style="list-style-type: none"> • layout • illustration • image editing • typography • CAD/3D modelling • Instruction in colour management and laser and large-format printers • A3 scanners • cutting plotters <p>★ Mon-Fri, 10 am-6 pm</p>	
	<h2>Course Catalogue</h2>	
	<p>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</p> <p>The course catalogue can be viewed via eCampus</p> <p>★ ecampus.hfg-offenbach.de</p>	
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<h1>D</h1>	<h2>Department Office</h2>	
<p>MB/2nd fl./213 b</p> <p>Christiane Kühn-Wilkens kuehn-wilkens@hfg-offenbach.de T 069.800 59-150</p> <p>Elvira Werner <i>Admission test</i> werner@hfg-offenbach.de T 069.800 59-277</p> <p>MB/1st fl./115a+b</p> <p>Christina Wittich wittich@hfg-offenbach.de T 069.800 59-123</p> <p>Yvonne Truber truber@hfg-offenbach.de T 069.800 59-200</p> <p>Anja Mainardi-Ploch mainardi-ploch@hfg-offenbach.de T 069.800 59-192</p> <p>Silke Willig willig@hfg-offenbach.de T 069.800 59-276</p>	<p>Design Department</p> <p>Department Office <i>During the academic term</i> Mon-Fri, 9 am-12 pm <i>Consulting hours by appointment</i></p> <p>Board of Examiners <i>During the academic term</i> Mon-Thu, 9 am-12 pm <i>Consulting hours by appointment</i></p> <p>Art Department</p> <p>Department Office and Board of Examiners <i>During the academic term:</i> Mon-Fri, 9 am-12 pm <i>and by appointment</i></p>	
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	<h2>Discounts</h2>	
	<p>Student discounts</p> <ul style="list-style-type: none"> • Farbton (FfM) • Berthold (OF) • Boesner (FfM) • Schirn Kunsthalle (FfM) • magazine subscriptions • mobile phone contracts • computer brands • Software <p>Free entry</p> <ul style="list-style-type: none"> • Robert Johnson (OF) <i>(only until about 01, without guarantee)</i> • MTW (OF) <i>(only until about 01, without guarantee)</i> <p>Frankfurt & Offenbach Museums</p> <ul style="list-style-type: none"> • MMK Frankfurt • Institut für Stadtgeschichte (FfM) • Museum Angewandte Kunst (FfM) • Ledermuseum Offenbach • Klingspor Museum <p>★ The usual student discount is provided at all other museums</p> <p>Reasonably priced film development</p> <ul style="list-style-type: none"> • Foto Sprint (FfM) • E6-Fachlabor (FfM) 	
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	Doctorate programme
<p>Kubus Berliner Str. 75 K/3rd fl.</p> <p>Riccarda Weih promovieren@ hfg-offenbach.de T 069.800 59-296</p>	<p>Doctorate Board of Examiners</p> <p>* Tue-Fri 9am-4pm</p>
E	E-Learning
	<ul style="list-style-type: none"> • 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 <p>BigBlueButton</p> <ul style="list-style-type: none"> • Big Blue Button (web conferencing system) and Nextcloud (document storage and exchange) <p>eCampus</p> <ul style="list-style-type: none"> • Accessible via homepage • Functions include: Course catalogue, preparation for examinations, viewing the grade table, downloading study certificates • Login data available at the Registrar's Office <p>Email addresses</p> <ul style="list-style-type: none"> • Access data is sent by post and is part of the student HfG account also required for WLAN and eCampus • via HfG-email address discounted offers for software, UNIdays etc • If you lose your access data, the Student Secretariat or the IT Department will issue new ones
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	Equality
<p>MB/2nd fl./214</p> <p>Katja Kupfer gleichstellung@ hfg-offenbach.de T 069.800 59-156</p> <p>Dr. Ellen Wagner Deputy gleichstellung@ hfg-offenbach.de T 069.800 59-104</p> <p>* Further information: hfg-offenbach.de/University/Equalization hfg-offenbach.de/en/pages/equalization</p>	<p>Equal Opportunities Officers</p> <p>Support the university management in implementing the equal opportunities mandate</p> <p>Basic principles Hessian Equal Opportunities Act (HGlG), General Equal Treatment Act, university plan for the advancement of women</p> <p>Topics a. o.</p> <ul style="list-style-type: none"> • 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
	
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	Executive Board Office	
<p>MB/1st fl./106</p> <p>Silke Indinger indinger@hfg-offenbach.de T 069.800 59-102</p>	<p>President's Secretariat (Prof. Bernd Kracke)</p> <ul style="list-style-type: none"> • Matters of the central bodies of the university • the university management • telephone switchboard <p>★ Mon-Thu, 8.30 am-12 pm and 1.30 pm-3.30 pm, Fri, 8.30 am-12.30 pm</p>	
<p>MB/1st fl./106</p> <p>Sabine Klein klein@hfg-offenbach.de T 069.800 59-104</p>	<p>Chancellor's Office (Dr. Susanne Eickemeier)</p> <ul style="list-style-type: none"> • Organisation of the Chancellor's appointments, support in her area of responsibility • Administration of office supplies • mail • internal mailboxes • central registry • Room Booking/Reservations for events/lectures in the auditorium, in rooms 101 and 306a (main building) and left chapel <p>All other rooms are assigned to the departments and are managed by them</p> <p>★ Mon-Thu, 8.30 am-12 pm and 1.30 pm- 3.30 pm, Fri, 8.30 am-12 pm</p> <p>Room reservation</p> <p>Reservation of central rooms (room 101, 306a, left capellet) for events via the President's Office</p>	
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	Events	
	<p>Events at the university</p> <ul style="list-style-type: none"> • 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 <p>Regular HfG events</p> <ul style="list-style-type: none"> • First Semester Exhibition (February) • Graduation ceremonies (Spring/Autumn) • Tour (July) 	
		
	Facility Management and Technical Services	
<p>MB/GF/17-19</p> <p>Michael Langsdorf Head of langsdorf@hfg-offenbach.de T 069.800 59-131</p> <p>Geleitsstr. 103 63065 Offenbach</p> <p>Mirjana Kostadinovic reinigungsdienst@hfg-offenbach.de T 069.800 59-135</p>	<p>Caretaker Mainbuilding</p> <p>Ivan Bolotin MB/GF/16 Hakan Cakar hausdienst@hfg-offenbach.de Francesco De Lisi T 069.800 59-135 Magnus Endres Thorsten Kircher</p> <p>Caretaker Geleitsstraße</p> <p>Dusan Jekic jekic@hfg-offenbach.de Matthias Wachtel wachtel@hfg-offenbach.de T 069.800 59-147 T 069.800 59-275</p> <p>Cleaning Services</p>	
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	Facility Management and Technical Services	
<p>MB/GF/17-19</p> <p>Yvonne Ehmes ehmes@hfg-offenbach.de T 069.800 59-148</p> <p>Barrier-free access</p> <p>Guest apartments</p> <p>Keys</p> <p>Projector</p>	<p>Doorwoman</p> <ul style="list-style-type: none"> • 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 <p>★ Mon-Fri, 8 am-12.30 pm and 1 pm-3 pm</p> <p>If the university cannot be entered via the entrances, please inform our doorwiman and/or the caretaker</p> <p>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</p> <p>★ Reservation via Mirjana Kostadinovic reinigungsdienst@hfg-offenbach.de</p> <p>Prerequisite for issuing keys:</p> <ul style="list-style-type: none"> • completed form • Form: in the hallway of caretaker (opposite the porter) in the filing cabinet • Key to main buildings: signature of dean or dean of studies required • Key to teaching rooms: signature of the responsible lecturer <p>the projector can be borrowed at the caretaker</p>	
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Zollamt Gallery	<p>temporary exhibition opportunity or students of the Hfg Offenbach</p> <p>★ Reservation and keys please contact Yvonne Ehmes (gate) ehmes@hfg-offenbach.de</p>	
	Family friendly university	
<p>Sabine Klein klein@hfg-offenbach.de T 069.800 59-104</p> <p>Lici-Malen Pratschke Paula Janser kinderzimmer@hfg-offenbach.de T 069.800 59-298</p>	<p>The Family friendly University Working Group is structurally committed to achieving a balance between family, studies or work</p> <p>Nursery Hourly care for children up to twelve years (five at a time)</p> <p>Costs Students: 2.50 euros per hour Employees: 5 euros per hour</p> <p>★ Form for the notification of need: hfg-offenbach.de/Studies/Nursery</p> <p>Opening hours are determined at the beginning of the semester according to demand hfg-offenbach.de/de/pages/kinderbetreuung</p>	
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	Financial Management of the University	
<p>MB / 1st fl. / 104</p> <p>Joachim Kreiter Head of kreiter@hfg-offenbach.de T 069.800 59-124</p> <p>Tina Biehl Acquisition biehl@hfg-offenbach.de T 069.800 59-126</p> <p>Noriko Falk-Suzuki Financial Accounting falk-suzuki@hfg-offenbach.de T 069.800 59-280</p> <p>Monika Kieslich Financial Accounting kieslich@hfg-offenbach.de T 069.800 59-125</p> <p>Tatjana Meiere Controlling meiere@hfg-offenbach.de T 069.800 59-110</p> <p>Annual Financial Statements and Reporting</p> <p>Silke Schirmer schirmer@hfg-offenbach.de T 069.800 59-126</p>	<p>Finance Division</p> <ul style="list-style-type: none"> • <i>Financial planning, budget monitoring</i> • <i>third-party funding management</i> • <i>invoicing and payment of all bills</i> • <i>donations</i> • <i>procurements</i> • <i>inventory</i> • <i>lockers</i> <p style="text-align: center;">* Mon-Thu, 9 - 11 am</p>	
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	Forum for Awareness Raising	
<p>Ellen Edler <i>Awareness-raising and anti-discrimination officer</i> edler@hfg-offenbach.de T 069.800 59-190</p>	<p>An association of students, staff and teachers with the aim of strengthening respectful interaction among each other at the HfG and counteracting abuse of power, discrimination and sexualised violence</p>	
	freunde der hfg e.v.	
<p>Dr. Holger Niedenthal <i>Chairman</i> freunde@hfg-offenbach.de</p> <p>Ulrike Grünewald <i>Office for Knowledge Transfer</i> gruenewald@hfg-offenbach.de T 069.800 59-166</p>	<p>Non-profit association for the promotion of activities of the HfG Offenbach and its students</p> <p>Further information for project funding: Office for Knowledge Transfer, Ulrike Grünewald</p> <p style="text-align: center;">* Further information here: https://hfg-offenbach.de/en/pages/friends-of-hfg#about</p>	
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<h1>H</h1>	<h2>Hessen Film and Media Academy (hFMA)</h2>
<p>Hermann-Stein- häuser-Str. 43-47 63065 Offenbach</p> <p>Anja Henningsmeyer <i>Director</i></p> <p>a.henningsmeyer@ hfmakademie.de</p> <p>T 069.830 460 41</p>	<p>Network of the 13 Hessian universities, universities of applied sciences and art colleges with courses/teaching fields in the film and media sector</p> <p>*</p> <p>More info: hfmakademie.de/en Mon-Thu, 10 am-4.30 pm</p> <p>Csongor Dobrotka <i>Wednesdays</i> dobrotka@ hfmakademie.de</p> <p>Lara Nahrwold <i>Mondays and Tuesdays</i> nahrwold@ hfmakademie.de</p> <p>Anne-Kristin Feustel <i>Tuesdays and Thursdays</i> feustel@ hfmakademie.de</p> <p>Celina Schimmer <i>Mondays and Thursdays</i> schimmer@ hfmakademie.de</p>



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<h1>I</h1>	<h2>IT department</h2>	
<p>Schlossgraben- gasse, 1st fl. 63065 Offenbach</p> <p>Dennis Köster <i>Head</i></p> <p>Matthias Keller Alfred Berghoff it-support @hfg-offenbach.de</p> <p>T 069.80059-138</p>	<p>Internet Access / Wifi for Students</p> <p>is generating and sending the access data individually</p> <p>Eduroam</p> <ul style="list-style-type: none"> • 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 <p>*</p> <p>Mo-Fri, 9 am-12 pm www.hfg-offenbach.de/depages/verwaltung#it-abteilung</p>	
<h1>L</h1>	<h2>Legal Counselling</h2>	
	<p>A lawyer admitted to the Frankfurt am Main Regional Court and the Higher Regional Court advises students on all legal issues</p> <p>*</p> <p>Appointments can be made by calling 069/8008270</p>	
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	Lockers
MB/2 nd fl./213 b	<p>Lockers on the 2nd fl. of the main building (Design students): against a deposit of 35 euros in the Finance Department. Key issue after presentation of the receipt in the Design Department Office</p> <p>For 1st and 2nd semester students (FB Design) Lockers in the Bora hall (KvB)</p> <p>★ For more information, please contact Ms Kühn-Wilkens in the Design Department Office</p>
	Library
<p>MB/3rd fl. / 313-315</p> <p>Christa Scheld Head of scheld@hfg-offenbach.de</p> <p>Clara Weisel weisel@hfg-offenbach.de bibliothek@hfg-offenbach.de T 069.800 59-295 4 Student Assistants</p>	<p>Artistic-scientific media stock</p> <ul style="list-style-type: none"> • books • E-Books • DVDs • all Hfg-Diplom theses • University publications • magazines, Trade journals • Two research PCs • a scanner • a copier <p>All media can be researched online via the Hfg homepage</p> <p>★ Mon-Thu, 9am-6pm and Fri, 9am-1pm During the lecture-free period: Mon-Wed, 9 am-12 pm and 1 pm-5 pm Thu-Fri by appointment bibliothek@hfg-offenbach.de T 069.800 59-295</p>
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	Material Archive
IS/1 st fl./C103 material@hfg-offenbach.de	<p>Extensive database of different materials and materials samples. Freely accessible to all</p> <p>★ Opening hours: see notice on door</p>
	Medienpool (Art)
<p>MB/GF/4</p> <p>Bernd Zimmermann zimmermann@hfg-offenbach.de T 069.800 59-236</p>	<p>Loan of:</p> <ul style="list-style-type: none"> • monitors • media players • beamers or • audio equipment <p>for art students</p>
	Office for Digital Transformation
<p>Schlossgraben-gasse 1 63065 Offenbach 1st fl.</p> <p>Daniel Kohl Marc Heilmann Benjamin Dittrich bfdtrans@hfg-offenbach.de</p>	<p>Strategic planning and operational implementation of digitisation projects of research & teaching, administration and basic infrastructure</p> <p>★ Appointments by arrangement</p>
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	Office for Knowledge Transfer	
<p>MB/2nd fl./214</p> <p>Ulrike Grünewald Head of gruenewald@hfg-offenbach.de T 069.800 59-166</p> <p>Tina Onuk onuk@hfg-offenbach.de T 069.800 59-157</p> <p>Digital noticeboard</p>  <p>Flat-sharing community Arthur-Zitscher-Str. 6 63065 Offenbach</p> <p>HfG house Gustav-Adolf-Str. 2 63065 Offenbach</p> <p>Ostpol Hermann-Steinhäuser-Str. 43-47 63065 Offenbach</p>	<ul style="list-style-type: none"> • University projects and events • Professionalisation/career counselling/career centre • Alumni work • Funding applications to the friends of the hfg e.v. • Job exchange • Student housing • Website • Advice for founders (university coach for Hesse Ideas Scholarship) <p>★ Appointments by arrangement</p> <p>Job Opportunities</p> <p>analogue Noticeboard Main building Staircase, 1. and 2. OG and in the corridor in front of the workshops as well as on the homepage</p> <p>Accommodation Student flats in Offenbach Owner Gemeinnützige Baugesellschaft Offenbach - GBO Placement: Office for Knowledge Transfer</p> <p>★ Requirement: certificate of eligibility for HfG house and Ostpol</p>	
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	Office for Sustainability	
<p>Schlossgraben-gasse 1 63065 Offenbach</p> <p>1st fl.</p> <p>Anna Palm palm@hfg-offenbach.de T 069.800 59-188</p>	<p>Bundles, coordinates and initiates activities at the university on the way to a sustainable society</p> <p>★ Appointments by arrangement</p>	
	OflovesU	
	<p>Toolbox for living in Offenbach</p> <p>★ www.oflovesu.com</p>	
P	Parking Spaces	
	<p>Only a few parking spaces are already allocated at the university, so we would like to refer you to the following public parking options:</p> <ul style="list-style-type: none"> • Parking garage Französisches Gässchen • Mainufer (after three hours for a fee) 	
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<h1>P</h1>	<h2>Personnel Department</h2>	
<p>MB/GF/22, 24</p> <p>Christine Dertinger Head of dertinger@ hfg-offenbach.de T 069.800 59-128</p> <p>Yvonne Truber Traveling expenses truber@ hfg-offenbach.de T 069.800 59-200</p> <p>Aurelia Warzecha warzecha@ hfg-offenbach.de T 069.800 59-170</p> <p>Bettina Zühlke zuehlke@ hfg-offenbach.de T 069.800 59-191</p> <p>Marlit Budis Teaching positions, student assistants and guest lectures budis@ hfg-offenbach.de T 069.800 59-191</p>	<ul style="list-style-type: none"> • 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 <p style="text-align: center;">* Mon-Thu, 9 am-12 pm</p> <p>Student Assistants without Degree A job as a student assistant is paid EUR 12 per hour</p> <p style="text-align: center;">* Contract and further information under the following link: https://www.hfg-offenbach.de/de/pages/verwaltung#personalabteilung</p>	
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	<h2>Photocopy & Scanning</h2>	
<p>Library MB/3rd fl./ 313-315</p> <p>Print Haus Schlossstraße 20-22 63065 Offenbach printhaus-offenbach.de</p> <p>Copy-Dali Herrnstraße 57 D 63065 Offenbach copy-dali.de</p>	<p>Scanner: Free use with a USB stick</p> <p>Photocopier: 10 cents per page</p> <p>Two copy shops within 500 metres offer student rates</p> <p>Other services</p> <ul style="list-style-type: none"> • Scanning • printing of posters & flyers • plots • stamps • business cards • textile printing etc 	
	<h2>Press & Communication</h2>	
<p>MB/2nd fl. / 214</p> <p>Katja Kupfer Head of kupfer@ hfg-offenbach.de T 069.800 59-156</p> <p>Jens Balkenborg Digital communication balkenborg@ hfg-offenbach.de T 069.800 59-172</p>	<ul style="list-style-type: none"> • Media relations • internal and external communication • corporate identity • marketing • presentations • university publications and print media • social media and events • news and press releases • website • newsletter 	
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	Press & Communication
 <p>newsletter @hfg-offenbach.de</p>	<p>Homepage Presentation of the university, the faculties and teaching areas</p> <p>★ Information on exhibitions and activities can be sent to info@hfg-offenbach.de</p> <p>Newsletter</p> <p><i>Internal</i> »Die HfG-Brieftaube«</p> <ul style="list-style-type: none"> • all important information about the university, teaching, events and much more • Published weekly during the lecture period (usually on Tuesdays) <p>Competitions/Calls for entries</p> <ul style="list-style-type: none"> • appears weekly during the lecture period (end of the week) <p>Committees</p> <ul style="list-style-type: none"> • reports from the committee meetings and on the resolutions passed there • appears once a semester <p>★ No Newsletter? balkenborg@hfg-offenbach.de</p> <p>Newsletter External</p> <ul style="list-style-type: none"> • The external newsletters appear irregularly via e-mail • The subscription or unsubscription for the external newsletter is made via the HfG homepage
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	Quality Assurance
<p>Schlossgraben- gasse 1 63065 Offenbach</p> <p>Dr. Helena Schmedt Quality Assurance officer schmedt@hfg-offenbach.de</p>	<p>Quality assurance of studies and teaching</p> <p>★ Appointments by arrangement</p>
	Scholarships
<p>Prof. Dr. Marie-Hélène Gutberlet gutberlet@hfg-offenbach.de</p>	<p>Dr. Marschner Diploma scholarship</p> <ul style="list-style-type: none"> • supports the following during the period of writing the thesis • Art Department: four per year, Design Department: two per year • all students registered for the diplom receive information about the diplom scholarship • Support: 500 euros per month for six months <p>Selection by all professors supervising a diplom</p> <p>Hessen Graduation Funding HAB</p> <p>Project funding for artistic/design degree theses in time-based media and moving image</p> <ul style="list-style-type: none"> • offered twice a year • Applications should be sent to the Dean of Studies in the Art Department
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	Scholarships	
<p>StuZ</p> <p>Eva Goliasch goliasch@hfg-offenbach.de T 069.800 59-134/-201</p> <p>* Further scholarships here: hfg-offenbach.de/de/pages/stipendium</p>	<p>German scholarship</p> <ul style="list-style-type: none"> • 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 <p>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</p> <p>* The dates and further information are communicated on the homepage and in the internal newsletter. Appointments by arrangement</p>	
	Social Media	
<p>Jens Balkenborg balkenborg@hfg-offenbach.de T 069.800 59-172</p>	<p>The HfG is active on the following social networks:</p> <p>* Instagram: @hfg_offenbach LinkedIn: @Hochschule für Gestaltung Offenbach Facebook: @HfG.Offenbach X: @hfg_offenbach vimeo: @hfg</p>	
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	Sports programme	
	<p>Sports programme organised by the General Students' Committee (ASTA) at the HfG Offenbach. Further suggestions and ideas for your own groups are welcome: sport@asta-hfg.de</p> <p>Students' own contribution: 13 euros per sport/semester</p> <p>Contribution for staff: 23 euros per sport/semester</p> <p>* Registration via the respective e-mail!</p>	
	<p>Bouldering</p> <p>Dynochrom Flinschstr. 45 Frankfurt Wed, 9 am-11.30 pm (Admission until 7 pm for free) bouldernhfgoff@gmail.com</p>	<p>Table tennis <i>in cooperation with TTV Offenbach</i></p> <p>Sports hall of the Rudolf Koch School Schlossgrabengasse 10 Offenbach Tue and Fri, 8 pm-10 pm tischtennis@asta-hfg.de</p>
	<p>Climbing</p> <p>KletterBar Sprendlinger Landstr. 177 Offenbach (6€ per entry) Fri, 10 am-11 pm klettern@asta-hfg.de</p>	<p>Yoga main building Fri, 12 pm-3 pm yoga@asta-hfg.de</p>
	<p>Thaiboxen Frankfurter Str. 6 Offenbach Mon 8-10pm thaiboxen@asta-hfg.de</p> <p>* HfG students can also use the sports programme of the Goethe University Frankfurt. Further information: https://www.goethe-university-frankfurt.de/105875861/FACILITIES?locale=en</p>	
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	Studies Plan	
	Current news can be downloaded from the homepage. See also course catalogue	
	Study Information Center (StuZ)	
<p>Schlossgraben-gasse 63065 Offenbach</p> <p>GF</p> <p>Ute Schulz Head of studieninfo@ hfg-offenbach.de T 069.800 59-120 /-201</p> <p>Eva Goliash studieninfo@ hfg-offenbach.de T 069.800 59-134 /-201</p> <p>Andrea Merkel studieninfo@ hfg-offenbach.de T 069.800 59-201</p> <p>Nadja Barthel Welcome Coordi- nation studieninfo@ hfg-offenbach.de T 69.800 59-326 /-201</p>	<p>Registrar's Office</p> <ul style="list-style-type: none"> • Enrolment, re-registration, leave of absence, exmatriculation • financing of studies • university elections • allocation of central QSL funds • Deutschlandstipendium • Accident report • Counselling for refugee students <p>★ studieninfo@hfg-offenbach.de Mon-Thu, 10 am-12 pm additionally in the academic term: Wed, 1.30 pm-3 pm</p> <p>Accident report Students must report accidents immediately to the Registrar's Office of the university</p> <p>Financial Support Information on financing your studies (e.g. through the Federal Ministry of Education and Research's scholarship programme and scholarships) can be obtained from the Registrar's Office</p>	
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	<p>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</p> <p>RMV-Semesterticket Valid in 2nd class on all local transport throughout the Rhein-Main-Verkehrsverbund (RMV) and the transitional tariff area to the Verkehrsverbund Rhein Neckar (VRN) and the Nordhessischer Verkehrsverbund (NVV)</p> <p>International Office</p> <ul style="list-style-type: none"> • Advice for all HfG members on going abroad and financing options • Practical support for exchange students • Implementation of the internationalization strategy <p>★ team.internationales@hfg-offenbach.de erasmus@hfg-offenbach.de Mon-Thu, 10 am-12 pm</p>	
<p>Schlossgraben-gasse 63065 Offenbach</p> <p>GF</p> <p>Katharina Hantke Program Coordination team. internationales@ hfg-offenbach.de T 069.800 59 121</p> <p>Thao Eder Erasmus Coordination erasmus@ hfg-offenbach.de T 069.800 59 149</p>		
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	Study reform
<p>Schlossgraben- gasse 63065 Offenbach 1st fl.</p> <p>Dr. Helena Schmedt Quality assurance consultant schmedt@ hfg-offenbach.de</p>	<ul style="list-style-type: none"> • 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 23/24, then into the (max.) third semester • Diploma students with a degree (e.g. BA/BFA), can also apply for the master under the same conditions <p>New Bachelor's and Master's degree programs since WiSe 22/23</p> <p>Department of Art:</p> <ul style="list-style-type: none"> • Bachelor of Fine Arts • Master of Fine Arts • Master of Fine Arts with a greater theoretical component <p>Department of Design:</p> <ul style="list-style-type: none"> • Bachelor of Arts • Master of Arts
	
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	Support services for HfG students and members				
<p>Dr. Susanne Eickemeier Cancelor eickemeier@ hfg-offenbach.de</p> <p>Katja Kupfer, M.A. T 069.800 59-156</p> <p>Dr. Ellen Wagner Deputy gleichstellung@ hfg-offenbach.de</p> <p>Ellen Edler edler@ hfg-offenbach.de T 069.800 59-190</p> <p>Friedhart Riedel Chair</p> <p>Yvonne Truber Deputy</p>	<p>Internal focal points</p> <p>Complaints Office for General Equality for students/staff</p> <p>Equal Opportunities Officers Confidential counselling on issues of gender-based discrimination, harassment and sexualised violence</p> <p>Awareness-raising and anti-discrimination officer 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</p> <p>Confidant for employees Staff Council personalrat@hfg-offenbach.de</p>				
	<p>Confidant for students</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 33%;"> <p>Prof. Dr. Marie-Hélène Gutberlet Dean of Studies for the Art Department gutberlet@ hfg-offenbach.de</p> </td> <td style="vertical-align: top; width: 33%;"> <p>Prof. Mike Bouchet Confidant in the Art Department bouchet@ hfg-offenbach.de</p> </td> <td style="vertical-align: top; width: 33%;"> <p>Prof. Janina Anjuli Schmidt Dean of Studies for the Design Department jschmidt@ hfg-offenbach.de</p> </td> </tr> </table> <p>Silvan Hahn & Madlen Strebel vertrauen@asta-hfg.de</p> <p>* By prior arrangement, Tue 6.30 pm-7.30 pm in the AstA office, other appointments possible by arrangement</p>		<p>Prof. Dr. Marie-Hélène Gutberlet Dean of Studies for the Art Department gutberlet@ hfg-offenbach.de</p>	<p>Prof. Mike Bouchet Confidant in the Art Department bouchet@ hfg-offenbach.de</p>	<p>Prof. Janina Anjuli Schmidt Dean of Studies for the Design Department jschmidt@ hfg-offenbach.de</p>
<p>Prof. Dr. Marie-Hélène Gutberlet Dean of Studies for the Art Department gutberlet@ hfg-offenbach.de</p>	<p>Prof. Mike Bouchet Confidant in the Art Department bouchet@ hfg-offenbach.de</p>	<p>Prof. Janina Anjuli Schmidt Dean of Studies for the Design Department jschmidt@ hfg-offenbach.de</p>			
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	Support services for HfG students and members	
Legal concerns Angelika Gartner <i>Lawyer</i> angelika.gartner@gmx.de Per SMS: 0160 586 36 04	External trusted person External counselling for students (members) of the HfG who have been affected by abuse of power, violence or sexualised discrimination	
Focal points for psychosocial counselling for Students		
Dipl.-Psych. Michaela Lischke Gartenstr. 8 Frankfurt am Main praxis.lischke@gmx.de T 069.49159	Dipl.-Psych. Martina Gunkelmann Parkstr. 37 Offenbach T 06103.9242192 M 0157.82289931 (Leave a message on the answering machine with the keyword „HfG“)	
Help and advice for:		
<ul style="list-style-type: none"> • 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 T 069.798 349 05	Malte Gutzeit T 069.798 349 30	
Thomas Abel T 069.798 349 222	Magdalena Bofinger T 069.798-34930	
* https://www.swffm.de/en/advising-services/psychosocial-counselling		
Nightline – Student helpline by students for students		
* T 069.798 172 38, Mon-Fri, 8 pm-12 am (during the semester)		
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	University Funding	
MB/GF/ 016	<ul style="list-style-type: none"> • Establishing and maintaining strategic • Advising on donations • sponsoring • Deutschlandstipendium scholarship • funding and support of the university 	
Adrienne von Hochberg <i>Head of</i> hochberg@hfg-offenbach.de T 069.800 59-180	* Appointments by arrangement	
Sabine Klein klein@hfg-offenbach.de T 069.800 59-104		
	University Politics	
	Advisory Board	
	<ul style="list-style-type: none"> • Consists of ten members • advises the university on its development • articulates the expectations of the professional world towards the university • promotes the use of scientific knowledge and artistic achievements 	
	* Members see: hfg-offenbach.de/de/pages/hochschulrat The dates are announced in the newsletter and on our homepage	
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	University Politics	
	Committees	
<p>Membership</p> <ul style="list-style-type: none"> • University Executive Board • Advisory Board • Senate • Departmental Councils • Student Parliament • General Student Committee 	<p>The term of office for elected committee members</p> <ul style="list-style-type: none"> • one year (students) and two years for (all other members) <p>meet in university public</p> <ul style="list-style-type: none"> • Senate, electoral assembly, departmental council, General Student Committee and Student Parliament 	
	Departmental Council	
	Deals with matters of fundamental importance for the respective department	
<p>Membership</p> <ul style="list-style-type: none"> • Seven professors • three students • two research assistants • one administrative-technical member • the dean elected by the departmental council as chairperson 	<p>Art</p> <p>Dean Prof. Alexander Oppermann</p> <p>Vice Dean N.N.</p> <p>Dean for Academic Affairs Prof. Dr. Marie-Hélène Gutberlet</p>	<p>Design</p> <p>Dean Prof. Lisa Borgenheimer</p> <p>Vice Dean N.N.</p> <p>Dean for Academic Affairs Prof. Janina Anjuli Schmidt</p>
<p>Membership</p> <ul style="list-style-type: none"> • nine professors • five students • one academic staff member • two administrative-technical staff members 	<p>Senate</p> <p>Central Committee of the University</p> <p>Tasks</p> <ul style="list-style-type: none"> • decisions on statutes, development planning, study programmes • opinions on target agreements, budget plans, appointment proposals, honorary professorships, establishment and abolition of central institutions and equal opportunities measures 	
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HG/3.0G/309	General Student Committee	
<p>Armin Amiri Chair</p> <p>Leah Pabst Deputy</p> <p>vorstand@asta-hfg.de</p>	<p>Is elected annually by the student parliament and implements its decisions. Runs units. See below General Student</p>	
General Student Committee Units		
<p>Finance unit finanzen @asta-hfg.de</p> <p>Information unit inforeferat @asta-hfg.de</p> <p>Chapel unit kapelle @asta-hfg.de</p>	<p>Galley unit kombuese @asta-hfg.de</p> <p>Equal Opportunities unit dem_lernen @asta-hfg.de</p> <p>RMV unit rmv@asta-hfg.de</p>	<p>Sports unit sport@asta-hfg.de</p> <p>Well-being unit wohlfuehlen @asta-hfg.de</p> <p>Confidentiality unit vertrauen @asta-hfg.de</p>
<p>* Office hours Confidentiality unit By prior arrangement, Tue 6.30 pm-7.30 pm in the AstA office, other appointments possible by arrangement</p>		
<p>StuPa-Executive Board</p> <p>Denise Go Siong President</p> <p>Madlen Strebel Deputy</p> <p>praesidium@asta-hfg.de</p> <p>T 069.800 59-294</p>	<p>Student Parliament (StuPa)</p> <p>Administers the affairs of the student body</p> <p>All students have the right to vote and stand for election and can be elected annually or vote other candidates in</p> <p>Tasks</p> <ul style="list-style-type: none"> • 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 Studentenwerk Frankfurt • Meetings: six times a semester 	
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	University Politics
<p>Prof. Bernd Kracke <i>President</i></p> <p>Dr. Susanne Eickemeier <i>Chancellor</i></p> <p>Prof. Kerstin Cmelka <i>Vice President (Art)</i></p> <p>Prof. Peter Eckart <i>Vice President (Design)</i></p>	<p>University Executive Board</p> <p>The University Executive Board manages the university and, with the participation of the University Council, promotes its timely internal and external development together with the other organs, the departments, members and affiliates: the Presidential Board concludes agreements on objectives, allocates budgets, draws up the economic plan and approves the structural plans of the departments</p>



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W	Workshops and Studios/Art	
G/GF G/1 st fl. G/BSMT	<p>Art Lab Geleitsstraße BSMT: Ceramics, Mixed Media and Spray Painting Booth</p> <p>GF: Spatial Art Woodworks</p> <p>1st fl.: Sculptures photo-corner, 3D print</p> <p>Merja Herzog-Hellstén herzog-hellsten@hfg-offenbach.de T 069.800 59-261</p>	
MB/GF/12	<p>Audio-Lab and Film technology</p> <p>Bernd Zimmermann zimmermann@hfg-offenbach.de T 069.800 59-236/-239</p>	
MB/GF/1	<p>Book Workshop</p> <p>Paula Schneider schneider@hfg-offenbach.de T 069.800 59-245/-106</p>	
HPM/GF HPM/2 nd fl.	<p>Ceramic Lab in HPM</p> <p>Merja Herzog-Hellstén herzog-hellsten@hfg-offenbach.de</p>	
MB/1 st fl./103	<p>Costume design</p> <p>Michaela Kraft kraft@hfg-offenbach.de T 069.800 59-252</p>	
IC/1 st fl.	<p>Cut design</p> <p>Stefan Teske teske@hfg-offenbach.de</p>	
IC/2 nd fl.	<p>Desktop publishing</p> <p>Agnes Meyer-Wilmes meyer-wilmes@hfg-offenbach.de T 069.800 59-265</p>	
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	Workshops and Studios /Art	
MB/GF/8	Free Printmaking Volker Steinbacher steinbacher@hfg-offenbach.de T 069.480 047 38	
MB/1 st fl./109	Industrial printing technology/pre-press Friedhart Riedel riedel@hfg-offenbach.de T 069.800 59-227	
W/3 rd fl./307	KI Lab/Projekt Hessian AI Joscha Berg berg@hfg-offenbach.de Bastian Kämmer kaemmer@hfg-offenbach.de Zeno Lösch Loesch@hfg-offenbach.de Maciej Medrala medrala@hfg-offenbach.de Johanna Wallenborn wallenborn@hfg-offenbach.de	
W/1 st fl./D101	Lab E-Media Christos Voutichtis voutichtis@hfg-offenbach.de Barbara Leonardi leonardi@hfg-offenbach.de	
IC/4 th fl./12	Photo Studio Anna Pekala pekala@hfg-offenbach.de T 069.800 59-342 Sertan Satan satan@hfg-offenbach.de T 069.800 59-256/-343 Susa Templin templin@hfg-offenbach.de T 069.800 59-322	
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IC/1 st fl.	Screen printing Ellen Wagner ewagner@hfg-offenbach.de Axel Rössler roessler@hfg-offenbach.de T 069.800 59-226/-202	
MB/BSMT-1 st fl.	Stage design Nina Zoller zoller@hfg-offenbach.de T 069.800 59-252	
IC/1 st fl.	Tailoring Jana Krieger krieger@hfg-offenbach.de Melina-Sophie Minke teske@hfg-offenbach.de	
MB/1 st fl./116	VideoLab Claus Withopf withopf@hfg-offenbach.de T 069.800 59-234	
		
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	Workshops and Studios/Design	
IC/2 nd fl.	CAD/Computer lab Jörg Langhorst langhorst@hfg-offenbach.de T 069.800 59-182	
MB/BSMT/1b	CNC Center Wolfgang Heide heide@hfg-offenbach.de T 069.800 59-179	
MB/2 nd fl./209	Laser cut Joerg Obenauer obenauer@hfg-offenbach.de T 069.800 59-161/-153	
KvB/209	Light model construction Andreas Klober klober@hfg-offenbach.de T 069.800 59-169	
MB/2 nd /207+208	Modelling plastic Anja Bernhardt bernhardt@hfg-offenbach.de T 069.800 59-161/-146	
MB/2 nd /207+208	Modelling metal Harald Andres andres@hfg-offenbach.de T 069.800 59-161/-153 Inga Brommer brommer@hfg-offenbach.de T 069.800 59-161/-162	
MB/2 nd /209	Model making workshops Andreas Klober klober@hfg-offenbach.de T 069.800 59-169	
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MB/2 nd fl./206	Painting room Anja Bernhardt bernhardt@hfg-offenbach.de T 069.800 59-161/-146	
MB/2 nd fl./211	Prototyping/3D printing Wolfgang Heide heide@hfg-offenbach.de T 069.800 59-179 Andreas Klober klober@hfg-offenbach.de T 069.800 59-169	
MB/BSMT/3+4	Textile workshop (Art and Design) Michaela Kraft kraft@hfg-offenbach.de T 069.800 59-252	
MB/BSMT/6+7	Woodworking Space Matthias Gerhold gerhold@hfg-offenbach.de	
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	<h2>Zollamt Gallery</h2>
	<p>Rooms for HfG exhibitions in the former customs office in Offenbach. Exhibitions of e.g. diploma theses, free projects and thematic presentations</p> <ul style="list-style-type: none"> • Size: 250 square metres, spread over six rooms • Exhibition period: usually two weeks including two weekends <p>★ Reservation and keys via Yvonne Ehmes (gate) ehmes@hfg-offenbach.de</p>
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	<h2>Imprint</h2>	
<p>Editorial Office</p>	<p>Jens Balkenborg Ulrike Grünewald Katja Kupfer</p>	
<p>Production Management</p>	<p>Anna Pietocha</p>	
<p>Design</p>	<p>Julian Glunde</p>	
<p>Photography</p>	<p>Haben Ghebregziabher S.4, 11, 46 Lea Kulens S.8 Marie Schwarze S.19, 26, 40, 49, 53</p>	
<p>State</p>	<p>October 2023</p> <p style="text-align: right;">hfg_{OF_MAIN}</p>	
		
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