Fachhochschule Potsdam
University of Applied Sciences

Fachbereich Design

FH;P

Link to start of studies >

Potsdam, September 30, 2025

Master's program – Start your studies in the winter semester 2025/26 at the Department of Design

Dear master's student,

We warmly welcome you to the University of Applied Sciences Potsdam and the Department of Design! The following lines are intended to give you a rough overview of what to expect at the beginning of the semester. Please read everything carefully and register with *incom* (see last page)

Please ensure that you are able to attend the **mandatory events** on Thursday, October 2, for the introduction to the master's program, and on Tuesday, October 7, for the kick-off in the studios, as well as the three-day excursion from October 15-17, 2025, at *Coconat* in person.

Wednesday, October 1
9:30–11 a.m. FH;P Central Enrollment Ceremony, hybrid
On Wednesday, October 1, all new students at Potsdam University of Applied Sciences will be welcomed by our president, Eva Schmitt-Rodermund. As a master's student, you have the opportunity to follow the event online via Zoom. You can find the links for this and further information about the enrollment ceremony on the website.

This will be followed by initial orientation and campus tours for first-year students (B.A./M.A.) in the Design Department.

11:30 a.m.–1 p.m. Initial orientation for all new students (mandatory)
Laboratory and workshop building, lecture hall LW/room LW 201 (2nd floor, far left), in person
The training session, led by Anne Boenisch, Safety Officer in the Design Department, and Michael Rosin, Fire Safety Officer at the university, is mandatory for all new first-year students in bachelor's and master's programs and for our national and international visiting students. It provides a binding overview of the required rules of conduct in the workshop and campus areas. If you are unable to attend, please contact Anne Boenisch at anne.boenisch@fh-potsdam.de. The event will be held in German; a transcript in English will be provided afterwards.

==**Only in exceptional cases (lack of visa) – Zoom-Meeting:**==
https://fh-potsdam.zoom-x.de/j/63442331784?pwd=B6MRErIWNA1j4A2kHgKibiIeyH0pTC.1
Meeting-ID: 634 4233 1784 // Kenncode: 81716148

1:00–2:00 p.m. Lunch break

2–6 p.m. Campus tour, workshop tour, and photo shoot for first-year students
Meeting point: Building D, Foyer D/080

»Onboarding« – Welcome Days at the Design Department

Thursday, October 2

10–11 a.m. Welcome at the Design Department in Building D, Lecture Hall D/011, in person
Welcome by the Dean, the Dean of Studies, and the Student Council (StuRa)

You are now embarking on a new chapter in your life, which we hope will be very enriching for you, both professionally and personally. To help you quickly find your way around the "university jungle," we will provide you with important information about starting your studies and introduce you to the dean's office as part of our orientation program for first-year students:

- General information about the program, dates, and semester schedule
- Information about the semester offerings and project weeks
- Information about the welcome days and onboarding for the programs
- Access to the MAC/PC labs and the library
- Introduction to the Student Council (StuRa) of the Design Department

Only in exceptional cases (lack of visa) – Zoom-Meeting:
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Meeting-ID: 634 4233 1784 // Kenncode: 81716148

11:00–11:30 a.m. Break in Building D, Foyer D/080

11:30 a.m.–1 p.m. | IT introduction at the Design Department, Lecture Hall D/011, in person

Christoph Darge is a decentralized IT administrator in the Design Department and will introduce you to the areas of the campus infrastructure that are relevant to your studies. You will receive comprehensive information on IT topics, from the campus map and campus account (Wi-Fi, email, MyCampus) to questions about where to print, copy, and plot, what room authorizations exist, what media technology, computer labs, and software are available, and an overview of our teaching platform incom. The event will be held in German; essential information about the university's [IT services](#) is available on websites in English.

Only in exceptional cases (lack of visa) – Zoom-Meeting:
https://fh-potsdam.zoom-x.de/j/63442331784?pwd=B6MRErIWNA1j4A2kHgKibiIeyH0pTC.1
Meeting-ID: 634 4233 1784 // Kenncode: 81716148

1:00–2:00 p.m. Lunch break

2–5 p.m. | Introduction to the master's program, Room D108, in person (mandatory)

Prof. Dr. Helga Schmid, program director, will provide an overview of the master's program and the course of study, share important organizational information, and introduce you to the first tasks in preparation for the three-day excursion to *Coconat*.

Only in exceptional cases (lack of visa) – Zoom-Meeting:
https://fh-potsdam.zoom-x.de/j/63442331784?pwd=B6MRErIWNA1j4A2kHgKibiIeyH0pTC.1
Meeting-ID: 634 4233 1784 // Kenncode: 81716148

Followed by a casino evening (StuRA) starting at around 5 p.m.
Joint finale in the university's self-managed student cultural center »[Casino](#)«.

Friday, October 3 | Public holiday

Monday, October 6

Indepentent study time for group work to prepare for the workshops at Coconat. The workshop tasks and detailed program for *Coconat* will be presented at the introductory session on Thursday, October 2.

Tuesday, October 7

10 a.m. to 5 p.m. | Studio kick-off, Rooms D107 and LW 228, in person (mandatory)
Kick-off in the studios under the direction of Prof. Matthias Beyrow and Prof. Boris Müller. The Studio Design as Strategy is located in room LW 228 and the Studio Speculative Software in room D107. Further information will follow during the introduction on October 2.

Wednesday, October 8

9 a.m.–3 p.m. Presentation of semester course and project week topics; online via [Zoom](#)
At this event, all teaching and project week offerings will be presented to you online via Zoom by the instructors. You will have already learned which courses are particularly suitable for starting your studies, how a course of study can be structured according to your preferences and skills, and how the course selection process works during the introductory events.

The Zoom rooms will be announced shortly in the [0.Workspace](#) (moderator: StuRA).

3 p.m. Explanation of the course selection process; online via Zoom
Zoom room will be announced in *incom* in the 0.Workspace; (Moderator: StuRa)
⇨ **Please note:** see the registration and confirmation deadlines for courses starting Monday, October 13.

Thursday, October 9, and Friday, October 10

Indepentent study time for group work to prepare for the workshops at Coconat. The workshop tasks and detailed program for *Coconat* will be presented at the introductory session on Thursday, October 2.

Monday, October 13 – Kick-off and museum visit in Potsdam, Room D108

10 a.m. to 12 p.m. Kick-off
- FAQs about choosing master's courses
  You will have another opportunity to seek recommendations or ask questions about your course selection.
- Final coordination of joint travel to *Coconat* via public transport/bicycle group.
  Wed, Oct. 15, with the [Regio RE7](#), departure at 2:14 p.m. from Berlin Central Station via Wannsee, Potsdam Medienstadt Babelsberg, Potsdam Rehbrücke, arrival at 3:17 p.m. in Bad Belzig.
- Luggage transfer by car

12–1 p.m. Lunch break

1:00–5:00 p.m. Group walk and visit to the DAS MINSK museum
We will stroll through the Russian Colony, pass through the Dutch Quarter, cross the Old Market, and walk along the Friendship Island along the riverside path to Brauhausberg. There we will visit **[DAS MINSK](#)** and end the day together at the **MINSKBAR**. Registration for the event will take place on October 2.

3 p.m. Guided tour of the current exhibition at DAS MINSK Kunsthaus in Potsdam (de/en)
Exhibition: [Residential Complex. Art and Life in Plattenbau](#). Curated by Kito Nedo

Deadline for course registration + project week registration is 8 p.m.
Information will be announced in the [0. Workspace](#) in a timely manner;
Individual program information will be communicated by the instructors.
⇨ Tuesday, October 14, 2025, starting at 8 a.m. Announcement of course registration results;
⇨ Wednesday, October 15, 2025, by 8 a.m. Deadline for students to confirm course enrollment;
⇨ Tuesday, October 14, to Thursday, October 16, 2025 Emergency Room
10 a.m. to 6 p.m. Emergency Room ([StuRa](#)) Support with course selection.

Tuesday, October 14
Indepentent study time for group work to prepare for the workshops at Coconat. The workshop tasks and detailed program for *Coconat* will be presented at the introductory session on Thursday, October 2.

Wednesday, October 15 – Friday, October 17 Coconut, Excursion (mandatory)
Master Class Offsite | Master's Program Onboarding Workshop (*Coconat Community Work in Nature*)
All new Master students classes will spend three days together at **[*Coconat*](Coconat)** with the program and studio directors, getting to know each other, working, cooking, eating, and exploring the topics through workshop formats.

The accommodation costs in shared rooms (2-4 people/per room) and the workspaces at Coconat are financed by the university. You only have to pay for meals. The costs for three days are a maximum of €72 per person; This includes a single hot meal (€16) on the evening of arrival, full board (3 meals) on October 16 (€44), and breakfast on the last day (€12). Individual meals can be deselected or prepared in the kitchen for a usage fee. Tea, coffee, and snacks are available free of charge. We will coordinate room assignments and meal requests on October 2.

If you are unable to cover the cost of meals and require assistance, please contact Anouk Meissner by October 2 via email at anouk.meissner@fh-potsdam.de.

Monday, starting October 20 | Start of lectures
Course weeks: October 1, 2025 – January 30, 2026, including exam week
Most of our courses take place in person at the University of Applied Sciences Potsdam in Building D or in the adjacent laboratory and workshop building (LW). Courses taught in English are advertised in English and can be filtered at *incom*.

First steps for the 2025/2026 winter semester – summarized

01.09.25	[Course catalog for the 24/25 winter semester](#) officially online
01.10.25 / 9–11 a.m.	[Central enrollment ceremony](#) at the FH;P
01.10.25 / 11:30 a.m.–1 p.m.	Initial orientation for all new students, Lecture Hall LW/Room 201
01.10.25 / 2–6 p.m.	Campus tour, workshop tour & photo shoot, Foyer D/080
02.10.25 / 10–11 a.m.	Welcome at the Design Department, Lecture Hall D/011
02.10.25 / 11:30 a.m.–1 p.m.	IT introduction at the Design Department, Lecture Hall D/011
02.10.25 / 2–5 p.m.	Introduction to the master's program, Room D108 (mandatory)
06.10.25	Indepentent study time for group work
07.10.25 / 10 a.m.–5 p.m.	Studio Kick-off, Room D107 (Speculative Software Studio) and Room LW 228 (Design as Strategy Studio), (mandatory)
08.10.25 /10 a.m.–3 p.m.	Presentation of project week topics / semester courses / course selection system; online via [Zoom](#)
13.10.25 / until 8 p.m.	*Deadline for course registration*
14.10.25 / from 8 a.m.	*Announcement of course registration results.*
15.10.25 /until 8 a.m.	*Deadline for course confirmation by students;*
14.–16.10.25 / 10 a.m. to 6 p.m.	Course support provided by Emergency Room ([StuRa](#))
09.10. u. 10.10.25	Indepentent study time for group work
13.10.25 / 10 a.m.–5 p.m.	Kick-off and museum visit in Potsdam, Room D108
13.10.25 / / 8 p.m.	Deadline for course registration

14.10.25	Indepentent study time for group work
15.10.25–17.10.25	Master class offsite at Coconat (mandatory)
20.10.25–30.01.25	Course times for winter semester 2025/2026
19.01.26–23.01.26	Course final presentation week
26.01.26–30.01.26	Examination week for public bachelor's and master's degree presentations
31.01.26–31.3.2026	End of lectures and start of semester break

incom – Please register and log in to the workspaces!

incom is our teaching-related communication and collaboration platform, which enables us to provide modern teaching, study organization, and presentation. In short, incom is where EVERYTHING happens!

Please register with incom using your student ID number at Login: https://FH;P .incom.org/signup

Once you have registered, please log in to the following **workspaces** as a member:

- Workspace for study and examination organisation; compulsory participation
  https://fhp.incom.org/workspace/272
- Help with course selection support in the course selection forum
  https://fhp.incom.org/workspace/8742
- Cluster workspace with information and access to the labs & workshops
  https://fhp.incom.org/workspace/9073
- StuRa Workspace with information, tips and events
  https://fhp.incom.org/workspace/262
- Master Workspace as an internal communication and exchange platform for Master's students
- https://fhp.incom.org/workspace/148

You can select different languages in the drop-down menu to navigate *incom*. For more information and help on INCOM, see http://about.incom.org/

IT services

The FH;P's central IT department offers students various services such as campus cards, email, network access (LAN, WLAN), and software licenses. All information on this can be found here. You can access these services with your campus account.

Central Advisory Office of the Study and Examination Services (SPS)

The Study Information Service is your first point of contact for general questions about your studies. The staff of the Study and Examination Services (SPS) will accompany you throughout your studies and are your central point of contact for questions ranging from application to graduation.

If you have any questions about the first semester orientation, please feel free to contact us by email at dekanat-fb4@fh-potsdam.de or by phone at 0331/580 4401/4402.

We wish you a great start to your studies!

Your Dean's Office, Department of Design