

Exchange Information Sheet for Partner Universities University of Bremen – Students (2022/2023)

Name of the University	University of Bremen – Universität Bremen (www.uni-bremen.de)
Academic Year	<p>Winter Semester: October 1st - March 31st</p> <p>Summer Semester: April 1st - September 30th</p> <p>Each semester includes a so-called lecture-free period during which exams are held.</p> <p>For the latest information about academic years and important dates, such as the exact date of start and end of the lecture period, please check: https://www.uni-bremen.de/en/studies/starting-your-studies/academic-year</p>
Official language	German
Language of instruction	<p>German is the primary language of instruction.</p> <p>However, there are a multitude of courses offered in English in many programs.</p>
Language requirements	<p>Upper B2 minimum (C1 preferred) according to the Common European Language Framework. We would recommend a level corresponding to TOEFL ibt 90.</p> <p>For comparison of international language certificates please visit: https://www.uni-bremen.de/en/language-centre-of-the-universities-in-the-land-of-bremen/courses-more/tests-certificates/standardised-language-certificates</p> <p>To improve your German language knowledge, please take a look at our international Summer Courses: “German as a Foreign Language”.</p> <p>Language classes are offered for an additional fee.</p> <p>https://www.uni-bremen.de/en/language-centre-of-the-universities-in-the-land-of-bremen/courses-more/summer-schools</p>
Language courses for exchange students	<p>Exchange students can attend their first German language course (6 ECTS) free of charge.</p> <ul style="list-style-type: none"> • If they attend the German intensive language course during the orientation weeks it will be free of charge. They will have to pay for every further German language course during the semester (160 euro for 6 ECTS or 80 euro for 3 ECTS). • If they <u>do not attend</u> the German intensive language course during the orientation weeks, the courses during the semester will be free of charge up to 6 ECTS (e.g. 1 course for 6 ECTS or 2 courses for 3 ECTS each). <p>-----</p> <p>Students can earn up to 15 ECTS in German language courses within their first semester abroad. However, they are asked to consult with their tutor and the Languages Centre before enrolling for classes.</p> <p>In addition to courses offered, there are other possibilities for improving language skills, such as tandem partners (arranged by the Languages Centre) and the Selbstlernzentrum (self-learning centre) run by the Sprachenzentrum (Languages</p>

	<p>Centre). For more information please visit: https://www.uni-bremen.de/en/language-centre-of-the-universities-in-the-land-of-bremen/language-centre-szhb</p> <p>Please be aware that the SZHB (Languages Centre) is not part of the University of Bremen and therefore, a separate registration at the SZHB is absolutely necessary.</p>
<p>Nomination and Registration Deadlines</p>	<p>Deadlines for Student Nominations are: April 30th for Winter Semester and October 31st for Summer Semester.</p> <p>Deadlines for online Student Registration at the International Office for the exchange program: May 31st for Winter Semester and November 15th for Summer Semester.</p> <p>Students who need a visa must apply and register immediately after nomination in order to allow enough time for flawless processing. They have to actively request for our official visa invitation letter. Afterwards, the IO will send them a scan of the official visa invitation letter.</p> <p>Contact: studybremen@uni-bremen.de for more information.</p>
<p>Procedure</p>	<p>Procedure for Exchange Students:</p> <p>Student nominations have to include our Nomination Sheet and are to be submitted via email to the International Office (studybremen@uni-bremen.de).</p> <p>Nominations have to include the students' full and complete name, email address, degree being pursued IN BREMEN and level (Bachelor, Master). Most exchange students are pursuing a Bachelor's degree, but graduate students may be nominated upon request.</p> <p>The International Office will contact all nominated exchange students and provide the necessary information:</p> <p>Step 1: Registration at the International Office for the Exchange Program in our MobilityOnline-Database</p> <p>Students will receive our link for their online registration in the MobilityOnline-Database after May 1st for our Winter Semester and after October 15th for our Summer Semester.</p> <p>Students fill in all fields and then create their own account for the MobilityOnline-Database. After the formal check by the International Office, students are to print their Application Form- Exchange Student (Page 1 of 2 and sign it themselves) and the Declaration of Language Competence (Page 2 of 2), which has to be signed by themselves, by their Home Universities Exchange Coordinator (including the stamp).</p> <p>In this database, students may apply for accommodation, register for our</p>

	<p>orientation-week, sign up for the “study-buddy” program and apply for a visa Invitation Letter. Thus, step 1 is complete.</p> <p>Step 2: Application at the University Bremen, Secretary for Students (SFS) for the Enrolment (MOIN-Database)</p> <p>Students will receive our link for the MOIN-Database after June 30th for our Winter Semester and after December 31st for our Summer Semester.</p> <p>They now fill in their data in the MOIN-Database. After this, they upload the Application Form, the Declaration of Language Competence and the Enrollment Certificate from their Home Universities in the database.</p> <p>The Students have now successfully completed their application in the MOIN-Database and are required to confirm this by reopening the MobilityOnline-Database and ticking the correct field under “Other information”.</p>
<p>Course Selection</p> <p>Classes in English language</p> <p>Global Education</p>	<p>A list of degrees and courses offered at the University of Bremen can be found at: https://www.uni-bremen.de/en/studies/starting-your-studies/course-catalog.html</p> <p>Classes offered in English: https://www.uni-bremen.de/en/</p> <p>-> Quicklinks -> Course Catalogue (under the headline Studies)</p> <p>As courses are online only shortly before start of lectures, please choose the previous WS (Winter Semester) or SS (Summer Semester)</p> <p>Click one of the departments. For example click “Fachbereich 5 Geowissenschaften” in order to create a list of all classes offered in English in Department 5-Geosciences. Attention- it may take some time until you receive the result!</p> <p>Alternatively you may select one concrete degree and create a list of all classes offered in English in this one degree.</p> <p>In addition to degree courses in the departments, exchange students may also choose any course listed at the bottom, under “Global Education”, independent of their actual field of study (up to 15 ECTS can be obtained in Global Education). Global Education courses are designed for international exchange students who would like to learn more about German culture, history, literature, and politics. These courses also provide an international and intercultural perspective into the German educational system, give an impression about the process of studying and doing research in Germany, and provide valuable intercultural experiences.</p> <p>On request, students may choose courses from other departments - depending</p>

<p>Contact person for academic advice</p> <p>Course Certificate</p> <p>Academic Transcript</p>	<p>on the course prerequisites, restrictions and admission by the professor.</p> <p>In general, students in the Bachelor Degree cannot attend classes from the Master Degree. Our course catalogue (also with the information about an eventual course restriction) can be found on our homepage using the link above.</p> <p>Please note that the course catalogue for the following term will be published only shortly before the start of lectures. However, students may have a look at the courses from the previous summer/winter term since the offer will be similar. If they need to register for courses before arrival, they may address directly to the departmental cooperation coordinator.</p> <p>Notice: General academic advice will be provided. There is one main responsible Academic Adviser for each exchange student. A list including all Departmental Coordinators/Academic Advisers for the upcoming semester (“Contact Persons for Exchange Students at the Department”) will be provided prior to semester by the IO. It will be emailed to all exchange students directly.</p> <p>All specific questions regarding courses are to be directed to each lecturer directly for the very class.</p> <p>At the end of the lecture period, each student is individually responsible to receive a course certificate (“Schein”) from every class.</p> <p>In case students need an Official Transcript of Academic Records including all courses attended, students have to submit all their course certificates (“Scheine”) to their Academic Adviser.</p>
<p>Numbers of accepted exchange students</p>	<p>The number of accepted exchange students is set by agreements between the partner university and the University of Bremen. If a partner university would like to send more students than expected, please contact us.</p>
<p>Living Expenses per month</p> <p>Information about Germany and Bremen</p>	<p>Living costs in Bremen are approximately 900 -1000 € per month. This calculation is based on:</p> <ul style="list-style-type: none"> • Housing approx. 300-500€ per month • Food and groceries approx. 250€ per month • Health Insurance about 100€ per month • Books (depending on classes and degree) approx. 100€ per term • Semester contribution of approx. 380€ (for public transportation etc.)per term • Please note that all information is based on a general estimation and that the personal costs vary depending on the individual situation of the student!

	<p>Other useful information can be found here: https://www.uni-bremen.de/en/studies/all-about-studying.html</p>
Accommodation	<p>The Student Union (Studierendenwerk) is responsible for accommodation. Students have to apply for accommodation directly with the Studentenwerk. The International Office supports visiting students from partner universities in the process of finding accommodation by offering detailed information on application procedures of the student dormitories and on the private market.</p> <p>The International Office offers a series of online information sessions for the students to prepare for their study abroad period. The first one is dedicated to accommodation. Students are strongly recommended to attend the session and to apply for housing as early as possible! https://www.uni-bremen.de/en/university/campus/housing</p> <p>Due to the many different accommodation types and sizes, the costs vary greatly. However, students should expect to pay about 300 to 500 € for rent per month (electricity, water and heating are usually included).</p> <p>Please apply for a room as early as possible, so that you can move into your room right at the start of your studies and avoid long and expensive stays in a temporary accommodation.</p> <p>Rental contracts usually start on the first day of a month, e.g. October 1st, or April 1st. Students, who arrive earlier may have to find interim accommodation. Should they arrive significantly later, they may still have to pay rent for the full month. Students should also check the exact terms of the contract ending their lease, also here sometimes the “full month” period applies, if not explicitly stated otherwise.</p>
More information about our institution:	<p>Detailed information can be found under: https://www.uni-bremen.de/en/university/profile.html</p> <p>General information about studying at the University of Bremen (before, during, and after): http://www.uni-bremen.de/en/studies.html</p>
Emergency information:	<p>https://www.uni-bremen.de/en/emergency/</p>

Additional Information:

Orientation Week	<p>The International Office offers exchange students from our partner universities an orientation week (O-week) to help newly arrived students find their way around the city and campus. The O-week including language course starts usually ~1 week (Summer Semester) to ~3 weeks (Winter Semester) prior to start of lecture period. Details will be sent to students after nomination. You can already find the dates of</p>
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	<p>the orientation week and the academic calendar on the website of the Newcomer Service: https://www.uni-bremen.de/en/studies/starting-your-studies/offers-for-international-students/newcomer-service-for-exchange-students/academic-calendar/#c41490</p>
<p>Residence Permit Requirements</p>	<p>Registration at the official registration office of Bremen (EU-Citizens):</p> <p>Everyone who resides in Germany needs to be officially registered. It must be done <u>within one week of moving to your new address</u>.</p> <p>In order to register, you will need the following documents:</p> <ul style="list-style-type: none"> ➤ Official form entitled “Anmeldung und Ummeldung” (form can be obtained at the authority “Meldestelle”) on campus (near the main cafeteria (Mensa) or online: https://www.bsu.uni-bremen.de/formulare(neu).html) ➤ A copy of your Identity card or passport ➤ “Aufenthaltsanzeige” (only for EU-citizens) <p>You will be issued a receipt of registration which you must present to the <i>Ausländerbehörde</i> (immigration office) if you are a non-EU-citizen. You will also need this receipt of registration to receive a library card.</p> <p><u>Registration with the “Ausländerbehörde” (immigration office)</u></p> <p><u>Citizens of non-EU-states</u> should register with the <i>Ausländerbehörde</i> as soon as possible after arriving in Germany and receiving their receipt of registration. You will need to present the following documents:</p> <ul style="list-style-type: none"> ➤ Completed application for a resident permit (forms can be obtained at the registration office) ➤ Passport (please also check the validity of your passport; if necessary please refresh it as soon as possible. An inappropriate passport validity date is a frequent reason why students have to cancel their mobility to Bremen.) ➤ Visa ➤ Receipt of registration from official registration office - <i>Einwohnermeldeamt</i> ➤ Enrolment certificate ➤ Proof of health insurance coverage ➤ 1 current biometrical passport-sized photo ➤ Evidence of financial means of support, (e.g. evidence of Erasmus mobility grant or other scholarships). The available amount per month should be in the order of the German Federal Student Grant rate (<i>BAföG</i>) or DAAD rate which is around 934 € per month. <p>The official registration office “Meldestelle” is located in the Service Center “BSU” on</p>

	<p>the University campus. Further details can be found at: https://www.uni-bremen.de/en/bsu</p>
<p>Health Insurance / Health Services</p>	<p>Each student is required to have international health insurance coverage including all medical, hospital and repatriation expenses without any exception while in Germany. Health insurance coverage is a prerequisite for enrolment at a university. Private health insurances of home countries or travel insurances for the purpose of visa applications are <u>not accepted for enrolment at the University of Bremen if they limit the cost of treatments or duration of coverage.</u></p> <p>We therefore highly recommend to apply for the statutory health insurance in Germany which covers all possible costs for the term. Offices of several insurance companies are situated on the university campus (hkk, TK, AOK).</p> <p>For more information please contact the health insurance company directly or the Newcomer Service: newcomer@uni-bremen.de</p> <p>The statutory health insurance is a special low-cost health insurance (“Krankenkasse”) for students and can already be used for the visa applications. Students who intend to participate in the Orientation Week or who arrive in Germany before the official start of the semester (1st October/ 1st April) will additionally need a travel insurance to <u>cover the time gap between their arrival in Germany and the start of the term!</u> The obligatory health insurance covers treatment costs and medicine.</p> <p>The insurance card is your entry pass to all medical services and preventive care included in health insurance. If you have to stay in a hospital the insurance will pay all costs for your hospital treatment (if you are exempted from additional payments), nursing, and examinations, (except for the “Eigenanteil” of 10 Euro per day in hospital).</p>
<p>Newcomer Service / Welcome Desk</p>	<p>Newcomer Service/ Welcome Desk:</p> <p>The International Office offers a newcomer service (newcomer@uni-bremen.de) and welcome desk to help exchange students upon their arrival in Bremen. Student tutors provide information and answer questions. <u>All international students’ questions should be addressed to the tutors.</u> During the orientation week, the tutors support exchange students of partner universities at the welcome desk located on campus.</p> <p>You can also already visit the website of the Newcomer Service for further details: https://www.uni-bremen.de/en/studies/starting-your-studies/offers-for-international-students/newcomer-service-for-exchange-students/</p>
<p>Formalities after arrival/ Remarks</p>	<p>The following formalities must be completed upon arrival in Bremen:</p>

Registration and fees

There is a simplified registration procedure for visiting students requiring:

- Proof of registration from your home university
- **Non-EU citizens:** proof of health insurance which is valid in Germany or a German compulsory health insurance
- A receipt to prove that you have paid the semester fees after your arrival (~ 380 €). For more information please visit the registrar's office website: <https://www.uni-bremen.de/en/studies/starting-your-studies/formalitaeten> >> Semester Contribution Link: <https://www.uni-bremen.de/en/studies/starting-your-studies/formalitaeten/re-enrollment-and-semester-contribution> (students from our partner universities pay 50 € less as they do not need to pay the administrative fee "Verwaltungskosten")

The semester fees are for the following entitlements: the *Semesterticket* (free public transport in and around Bremen for the entire semester, membership in the *Studierendenwerk* (this entitles you to purchase meals, etc. on campus at specially reduced prices) and for membership in the *Studentenschaft* (Student Union); the semester fees are administration fees (not tuition fees).

Please note that our tutors of the Newcomer Team at the welcome desk will do their best to support exchange students from our partner universities with these formalities.

At the end of the process, provided that the above mentioned documents have been submitted, all relevant student enrolment documents such as student ID card, semester transportation ticket, etc. will be provided to the student.

If you wish to continue studying in Bremen after your time as an exchange student, you can ask at the International Office for further information.