



Institutional Factsheet – Erasmus+ 2018/19

Institutional Information

Name of the institution	UNIVERSITY of BREMEN
Erasmus Code	D BREMEN01; PIC: 999987454
Institution website	http://www.uni-bremen.de/en.html

Contacts International Office

Contact person	Barbara Hasenmüller
Responsibility	Institutional Erasmus Coordinator Contact person for outgoing students/staff mobility
Contact details	Bibliothekstr. 1, D-28359 Bremen, GERMANY Phone: +49 421 218-60362 - Fax: +49 421 218 60370 Email: euprog@uni-bremen.de

Contact person	Cornelia Krain
Responsibility	Contact person for incoming students
Contact details	Phone: +49 421 218 60375 - Fax: +49 421 218 60370 Email: incoming@uni-bremen.de Website : https://www.uni-bremen.de/en/studies/getting-started-with-your-studies/offers-for-international-students.html

Departmental Erasmus Coordinators

https://www.uni-bremen.de/fileadmin/user_upload/sites/international/ERASMUS_Dokumente/Erasmusbeauftragtr.pdf

Academic Calendar 2018/19

Winter Semester 2018/19	
Duration of semester	01.10.2018 - 31.03.2019
Orientation weeks (incl. language course)	24.09.2018 – 12.10.2018
Course/Lecture period	15.10.2018 - 01.02.2019
Christmas Holiday	24.12.2018 – 04.01.2019
Course free days:	
Public holiday: Tag der deutschen Einheit	03.10.2018
Christmas	25./26.12.2018
New Year`s Day	01.01.2019
Summer Semester 2019:	
Duration of semester	01.04.2019 - 30.09.2019
Orientation weeks (incl. language course)	11.03.2019 – 29.03.2019
Course/lecture period	01.04.2019 – 12.07.2019
Easter Holidays	15.04.2019 – 18.04.2019
Course free days:	
Good Friday, Easter	19.04.2019 and 21./22.04.2019
Public holiday: "Tag der Arbeit"	01.05.2019
"Christi Himmelfahrt"	30.05.2019
"Pfingsten"	09./10.06.2019

Application Procedure and Admission

Nominations	Please send the list of nominated students to incoming@uni-bremen.de and to the Departmental Erasmus Coordinator (see list on p.1). Required information: Full name of student, subject area of studies, study level, intended period of stay, email contact of student
Nomination deadlines	31 st of May for winter semester and whole academic year 30 th of November for summer semester
Online application for incoming student	Nominated students are requested to apply online in our databank which will be accessible from May (for winter semester) and November (for summer semester) onwards. Students will receive the link to the online registration databank via email together with instructions on how to use the online application software. Required Documents: <ul style="list-style-type: none"> • a print-out of the online application form, signed by the student and signed and stamped by the ERASMUS Coordinator of the home university (the signatures on the form sent in need to be originals, copies or scans of signatures cannot be accepted) • a copy of matriculation/enrollment at the home university • relevant language certificates (when applicable) <p>The documents should be posted at the latest by the 31st of July (for winter semester) or the 31st of January (for summer semester) to: Universität Bremen Erasmus Office, VWG 0570 Bibliothekstr.1 D - 28359 Bremen GERMANY</p>
Online application deadline	30th of June for winter semester and whole academic year 31st of December for summer semester
Admission	Students will receive an email confirmation of acceptance upon receipt of the original application documents. Students who need a visa to enter Germany will receive a Letter of Acceptance and an Invitation Letter by post for their visa application.

Academic Information

Course Catalogue	https://www.uni-bremen.de/en/studies/getting-started-with-your-studies/course-catalog.html The final version of the course list is usually published in August/September for the winter semester and in February/March for the summer semester.
Teaching Language	The main teaching language at the University of Bremen is German. The recommended German level to follow courses is B2 (according to the European language framework). To view courses taught in English select the respective field of study and then click on the button at the top "English spoken only". There are also courses taught in English in "Global Education" for incoming exchange students. To view courses in Global Education scroll down to the bottom of the course list.
Language Requirements	German: B2 English (for English taught courses only): B2
Grading System	Sehr gut (Marks 1 and 1,3): Very good Gut (Marks 1,7; 2 and 2,3): Good Befriedigend (Marks 2,7; 3 and 3,3): Satisfactory Ausreichend (Marks 3,7 and 4): Sufficient Nicht ausreichend (Mark 5): Not sufficient / fail An ECTS grading scale is not available.

Practical Information

Visa	Non-EU citizens have to apply for a student's visa at the nearest German Embassy or Consulate before entering Germany. Invitation Letters and Letters of Acceptance are issued upon receipt of the applications documents. Contact: incoming@uni-bremen.de
Immigration procedure	<u>Registration of Residence</u> (Meldebestätigung) : All foreign incoming students have to register with the city's authorities (BSU) within 2 weeks after taking residence in Bremen. <u>Residence Permit</u> : Non-EU nationals have to apply for a residence permit with the immigration authorities, at the latest 4 weeks before expiry of the entry visa. In case Erasmus students hold a study visa for an EU state valid until the end of studies, they might apply for the residence permit in Bremen directly after arrival. The newcomer service team will assist with the necessary formalities. Contact: incoming@uni-bremen.de
Health insurance	Exchange students are required to have a valid health insurance for the whole duration of their stay that is equivalent to the German statutory health insurance, i.e. unlimited coverage of all treatments (incl. dental, psychological and pregnancy care). EU-Nationals : European Health Insurance Card (EHIC) is accepted (English and French nationals should apply for EHIC as early as possible! as it might take several weeks to obtain the EHIC card) Turkish Nationals : TA11 or TA9 form issued by SSK (Sosyal Sigortalar Kurumu) is also accepted. Non-EU Nationals should buy a German statutory health insurance upon arrival (cost: 78,30 € per month; July 2015) with one of the health insurance companies (AOK, TK) on campus. We recommend an additional travel insurance for the time gap between departure of the home country and the first day of the semester (1.10./1.4.) Foreign private health insurances for the purpose of visa applications are not accepted for the enrolment if they limit the coverage of cost or the duration of validity. Students will have to buy the statutory health insurance in addition to the foreign private health insurance. Please check with incoming@uni-bremen.de for advice.
Housing	Website: https://www.uni-bremen.de/en/university/campus/housing.html Students have to notify our accommodation team if they wish to get assistance in finding accommodation by ticking the appropriate box in the online application form. Contact: incoming@uni-bremen.de
Newcomer Service	The "Newcomer Service" for incoming students provides - orientation weeks and German intensive language courses 3 weeks before the start of lectures - special consultation hours of the Erasmus departmental coordinators during the orientation week - advice on all questions regarding arrival, registration, accommodation etc. by student tutors at a "Welcome Desk" - access to our online platform "Newcomer Portal" containing a timeline and many valuable information about living and studying in Bremen. Details will be circulated to all incoming Erasmus Students a few weeks before the start of the semester.
Language courses	There is an optional intensive German language course during the orientation weeks organized by the Goethe Institute Bremen at the cost of 152 Euro for a three-weeks-course. Students will receive 6 ECTS upon successful participation (levels A1-B2). Admission only for registered Erasmus students who have participated in the online placement test sent by Goethe Institute approx.. 3 weeks after the end of the online registration period. Students will get one German language course for 6 ECTS free of charge during the semester. Placement test before start of lectures is obligatory for participation.
Semester contribution	Students are required to pay a semester contribution (Wintersemester 2017/18: 259,42€) for the "Semesterticket", contribution to the "Studentenwerk" and to the Student Union ("AStA"). Exchange students from partner universities are exempted from the administration contribution, thus paying 62€ less than regular students.
Transportation	Upon payment of the "semester contribution" students will receive a "Semesterticket", so they can use all public transport in and around Bremen free of charge including regional trains to some cities close by. http://www.asta.uni-bremen.de/service/semesterticket/ (only valid from 1 st of October to 31 st of March resp. 1 st April to 30 th of September).
Sports facilities	Sports courses and facilities are available for incoming students on campus for a small administrative fee. http://www.hospo.uni-bremen.de/



Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet BSc Psychology

1. Institutional Information

1.1 Institutional details

Name of the institution	UNIVERSITÄT BREMEN
Erasmus Code	D BREMEN01
Institution website	http://uni-bremen.de

1.2 Main contacts at International Office

Contact person	Barbara Hasenmüller
Responsibility	Institutional Erasmus Coordinator Contact person for outgoing students/staff
Contact details	Bibliothekstr. 1, D-28359 Bremen, GERMANY Phone: +49 421 218-60362 - Fax: +49 421 218 60370 Email: euprog@uni-bremen.de

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Responsibility	Contact person for incoming students
Contact details	Phone: +49 421 218 60375 - Fax: +49 421 218 60370 Email: incoming@uni-bremen.de Website : http://www.uni-bremen.de/en/international/ways-to-the-university-of-bremen/visiting-students-exchange.html

1.3 Departmental Erasmus Coordinator:

Department	Psychology
Contact person	Dr. Birgit Mathes
Responsibility	Departmental Erasmus Coordinator
Contact details	Institute of Psychology and Cognition Research, University of Bremen P.O. Box 330440, D- 28334 Bremen, Germany Phone:++ 49 421 218 68707, Fax: ++ 49 421 218 68719 e-mail: erasmus.bsc.psychology@uni-bremen.de

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	German, English	<i>Minimum requirement: B2</i>
Staff Mobility for Teaching	Any	German, English	<i>Minimum requirement: B2</i>

* Level according to Common European Framework of Reference for Languages (CEFR); see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction, please refer to our course catalogue. <http://www.uni-bremen.de/en/studies/lecture-courses/courses.html>

2.2. Additional requirements

None.

The University of Bremen welcomes students and staff with disabilities. Please contact the Departmental Erasmus Coordinator or International Office (incoming@uni-bremen.de).

2.3. Calendar

2.3.1 Nomination Deadlines:

Winter term	May 31 st
Summer term	November 30 th

Students will have to apply online in our databank of Mobility Online until latest **July 15th** (winter term) or **January 15th** (summer term). The link to the databank will be sent to the nominees by email after receipt of the nomination by the home institution.

2.3.2. Decision Response

We will send our decision by email normally not later than three weeks after we have received the complete and signed print of the application form generated out of the online application databank.

2.3.3. Transcripts of Records

A Transcript of Records will be issued normally 5 weeks after the student has handed in his/her last exam/paper.

2.3.4. Termination of Agreement

In the event of unilateral termination of this agreement, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

3. Additional information

3.1. Grading system

Mark	German	English translation
1; 1,3	Sehr Gut	Very good
1,7; 2; 2,3	Gut	Good
2,7; 3; 3,3	Befriedigend	Satisfactory
3,7; 4	Ausreichend	Sufficient
5	Nicht ausreichend	Not sufficient

An ECTS grading scale is not available.

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Visa invitations will be automatically issued for those persons who need an entry visa for study purposes together with the acceptance letter.

Information and assistance can be provided by the following contact points and information sources:

incoming@uni-bremen.de

3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Incoming students need proof of a valid health insurance equivalent to the German statutory health insurance (EHIC Card). Travel insurances and private health insurances are usually not sufficient. More information can be obtained in the newcomer portal.

Contact: incoming@uni-bremen.de .

3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Students have to notify our accommodation team if they wish to get assistance in finding accommodation by ticking the appropriate box in the online application form.

Detailed information is also provided through the newcomer portal to which they get access after the end of the online application process.

Contact: incoming@uni-bremen.de

Website: <http://www.uni-bremen.de/en/international/your-stay-in-bremen/housing.html>

Any changes to this Annex will be published on our website:

<http://www.uni-bremen.de/en/international/international-cooperation/erasmus-partner.html>



Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet Sociology

1. Institutional Information

1.1 Institutional Details

Name of the institution	UNIVERSITÄT BREMEN
Erasmus code	D BREMEN01
Institution website	http://uni-bremen.de

1.2 Main Contacts at International Office

Contact person	Barbara Hasenmüller
Responsibility	Institutional Erasmus Coordinator Contact person for outgoing students/staff
Contact details	Bibliothekstr. 1, D-28359 Bremen, GERMANY Phone: +49 421 218-60362 - Fax: +49 421 218 60370 Email: euprog@uni-bremen.de

Contact person	Cornelia Krain
Responsibility	Contact person for incoming students
Contact details	Phone: +49 421 218 60375 - Fax: +49 421 218 60370 Email: incoming@uni-bremen.de Website: http://www.uni-bremen.de/en/international/ways-to-the-university-of-bremen/visiting-students-exchange.html

1.3 Faculty/Departmental Erasmus Coordinators:

Faculty	Faculty 8, Social Sciences / Fachbereich 8, Sozialwissenschaften
Contact person	Michael Thiele
Responsibility	Outbound nominations, contact person for staff / Social Sciences
Contact details	Bibliothekstr. 1, D-28359 Bremen, GERMANY Phone: +49-421218-67001, Fax: +49 421 218 3625 E-mail: fb8int@uni-bremen.de Website: www.fb8.uni-bremen.de/international
Department	Faculty 8, Sociology / Fachbereich 8, Institut für Soziologie
Contact person	Dr. Sabine Ritter
Responsibility	Contact person for students and staff / Sociology
Contact details	Bibliothekstr. 1, D-28359 Bremen, GERMANY Phone: +49-421218-67308 E-mail: sritter@uni-bremen.de

2. Detailed Requirements and Additional Information

2.1. Recommended Language Skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	German, English	<i>Minimum requirement: B2</i>
Staff Mobility for Teaching	Any	German, English	<i>Minimum requirement: B2</i>

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction, please refer to our course catalogue. <http://www.uni-bremen.de/en/studies/lecture-courses/courses.html>

2.2. Additional Requirements

none

The Faculty of Social Sciences of the University of Bremen organizes an international module each summer semester (2nd semester). Incoming teaching staff is welcome to participate. Please contact the Faculty Coordinator if you wish to fulfill your teaching duty in this module. Of course, it is also possible to arrange individual teaching visits with the departmental coordinator and other colleagues.

The University of Bremen welcomes students and staff with disabilities. Please contact the Departmental Erasmus Coordinator or International Office (incoming@uni-bremen.de).

2.3. Calendar

2.3.1 Nomination Deadlines:

Winter term	May 31 st
Summer term	November 30 th

Students will have to apply online in our databank of Mobility Online until latest **July 15th** (winter term) or **January 15th** (summer term). The link to the databank will be sent to the nominees by email after receipt of the nomination by the home institution.

2.3.2. Decision Response

We will send our decision by email normally not later than three weeks after we have received the complete and signed print of the application form generated out of the online application databank.

2.3.3. Transcripts of Records

A Transcript of Records will be issued normally 5 weeks after the student has handed in his/her last exam/paper.

2.3.4. Termination of Agreement

In the event of unilateral termination of this agreement, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

3. Additional information

3.1. Grading System

Mark	German	English translation
1; 1,3	Sehr Gut	Very good
1,7; 2; 2,3	Gut	Good
2,7; 3; 3,3	Befriedigend	Satisfactory
3,7; 4	Ausreichend	Sufficient
5	Nicht ausreichend	Not sufficient

An ECTS grading scale is not available.

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Visa invitations will be automatically issued for those persons who need an entry visa for study purposes together with the acceptance letter.

Information and assistance can be provided by the following contact points and information sources:

incoming@uni-bremen.de

3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Incoming students need proof of a valid health insurance equivalent to the German statutory health insurance (EHIC Card). Travel insurances and private health insurances are usually not sufficient. More information can be obtained in the newcomer portal.

Contact: incoming@uni-bremen.de .

3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Students have to notify our accommodation team if they wish to get assistance in finding accommodation by ticking the appropriate box in the online application form.

Detailed information is also provided through the newcomer portal to which they get access after the end of the online application process.

Contact: incoming@uni-bremen.de

Website: <http://www.uni-bremen.de/en/international/your-stay-in-bremen/housing.html>

Any changes to this Annex will be published on our website:

<http://www.uni-bremen.de/en/international/international-cooperation/erasmus-partner.html>



Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet Integrated European Studies

1. Institutional Information

1.1 Institutional Details

Name of the institution	UNIVERSITÄT BREMEN
Erasmus code	D BREMEN01
Institution website	http://uni-bremen.de

1.2 Main Contacts at International Office

Contact person	Barbara Hasenmüller
Responsibility	Institutional Erasmus Coordinator Contact person for outgoing students/staff
Contact details	Bibliothekstr. 1, D-28359 Bremen, GERMANY Phone: +49 421 218-60362 - Fax: +49 421 218 60370 Email: euprog@uni-bremen.de

Contact person	Cornelia Krain
Responsibility	Contact person for incoming students
Contact details	Phone: +49 421 218 60375 - Fax: +49 421 218 60370 Email: incoming@uni-bremen.de Website: http://www.uni-bremen.de/en/international/ways-to-the-university-of-bremen/visiting-students-exchange.html

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Department	Faculty 8, Integrated European Studies / Fachbereich 8, Seminar für Ost- und Ostmitteleuropastudien
Contact person	Dr. Yvonne Pörzgen
Responsibility	Contact person for students and staff / European Studies
Contact details	Bibliothekstr. 1, D-28359 Bremen, GERMANY Phone: +49-421218-67271 E-mail: poerzgen@uni-bremen.de

2. Detailed Requirements and Additional Information

2.1. Recommended Language Skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	German, English	<i>Minimum requirement: B2</i>
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* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction, please refer to our course catalogue. <http://www.uni-bremen.de/en/studies/lecture-courses/courses.html>

2.2. Additional Requirements

none

The Faculty of Social Sciences of the University of Bremen organizes an international module each summer semester (2nd semester). Incoming teaching staff is welcome to participate. Please contact the Faculty Coordinator if you wish to fulfill your teaching duty in this module. Of course, it is also possible to arrange individual teaching visits with the departmental coordinator and other colleagues.

The University of Bremen welcomes students and staff with disabilities. Please contact the Departmental Erasmus Coordinator or International Office (incoming@uni-bremen.de).

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3. Additional information

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Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet Geosciences

1. Institutional Information

1.1 Institutional details

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1.3 Departmental Erasmus Coordinator:

Department	Geosciences
Contact person	Dr. Ulrike Wolf-Brozio
Responsibility	Departmental ERASMUS Coordinator Contact person for incoming- and outgoing students/staff in Geosciences
Contact details	Phone: +49 421 218 65004 – Fax: +49 421 218 65020 Email: wolfbroz@uni-bremen.de

2. Detailed requirements and additional information

2.1. Recommended language skills

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3.2. Visa

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Visa invitations will be automatically issued for those persons who need an entry visa for study purposes together with the acceptance letter.

Information and assistance can be provided by the following contact points and information sources:

incoming@uni-bremen.de

3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Incoming students need proof of a valid health insurance equivalent to the German statutory health insurance (EHIC Card). Travel insurances and private health insurances are usually not sufficient. More information can be obtained in the newcomer portal.

Contact: incoming@uni-bremen.de .

3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Students have to notify our accommodation team if they wish to get assistance in finding accommodation by ticking the appropriate box in the online application form.

Detailed information is also provided through the newcomer portal to which they get access after the end of the online application process.

Contact: incoming@uni-bremen.de

Website: <http://www.uni-bremen.de/en/international/your-stay-in-bremen/housing.html>

Any changes to this Annex will be published on our website:

<http://www.uni-bremen.de/en/international/international-cooperation/erasmus-partner.html>



Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet Production/Industrial Engineering

1. Institutional Information

1.1 Institutional details

Name of the institution	UNIVERSITÄT BREMEN
Erasmus Code	D BREMEN01
Institution website	http://uni-bremen.de

1.2 Main contacts at International Office

Contact person	Barbara Hasenmüller
Responsibility	Institutional Erasmus Coordinator Contact person for outgoing students/staff
Contact details	Bibliothekstr. 1, D-28359 Bremen, GERMANY Phone: +49 421 218-60362 - Fax: +49 421 218 60370 Email: euprog@uni-bremen.de

Contact person	Cornelia Krain
Responsibility	Contact person for incoming students
Contact details	Phone: +49 421 218 60375 - Fax: +49 421 218 60370 Email: incoming@uni-bremen.de Website: http://www.uni-bremen.de/en/international/ways-to-the-university-of-bremen/visiting-students-exchange.html

1.3 Departmental Erasmus Coordinator:

Department	Faculty 04 – Production / Industrial Engineering
Contact person	Prof. Dr.-Ing. Klaus-Dieter Thoben
Responsibility	Contact person for outgoing/incoming students faculty 04
Contact details	Phone: +49 421 218 50006 - Fax: +49 421 218 50007 Email: tho@biba.uni-bremen.de Website: http://www.fb4.uni-bremen.de/index_e.html

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	German, English	<i>Minimum requirement: B2</i>
Staff Mobility for Teaching	Any	German, English	<i>Minimum requirement: B2</i>

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction, please refer to our course catalogue. <http://www.uni-bremen.de/en/studies/lecture-courses/courses.html>

2.2. Additional requirements

None

The University of Bremen welcomes students and staff with disabilities. Please contact the Departmental Erasmus Coordinator or International Office (incoming@uni-bremen.de).

2.3. Calendar

2.3.1 Nomination Deadlines:

Winter term	May 31 st
Summer term	November 30 th

Students will have to apply online in our databank of Mobility Online until latest **June 30th** (winter term) or **December 31st** (summer term). The link to the databank will be sent to the nominees by email after receipt of the nomination by the home institution.

2.3.2. Decision Response

We will send our decision by email normally not later than three weeks after we have received the complete and signed print of the application form generated out of the online application databank.

2.3.3. Transcripts of Records

A Transcript of Records will be issued normally 5 weeks after the student has handed in his/her last exam/paper.

2.3.4. Termination of Agreement

In the event of unilateral termination of this agreement, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

3. Additional information

3.1. Grading system

Mark	German	English translation
1; 1,3	Sehr Gut	Very good
1,7; 2; 2,3	Gut	Good
2,7; 3; 3,3	Befriedigend	Satisfactory
3,7; 4	Ausreichend	Sufficient
5	Nicht ausreichend	Not sufficient

An ECTS grading scale is not available.

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