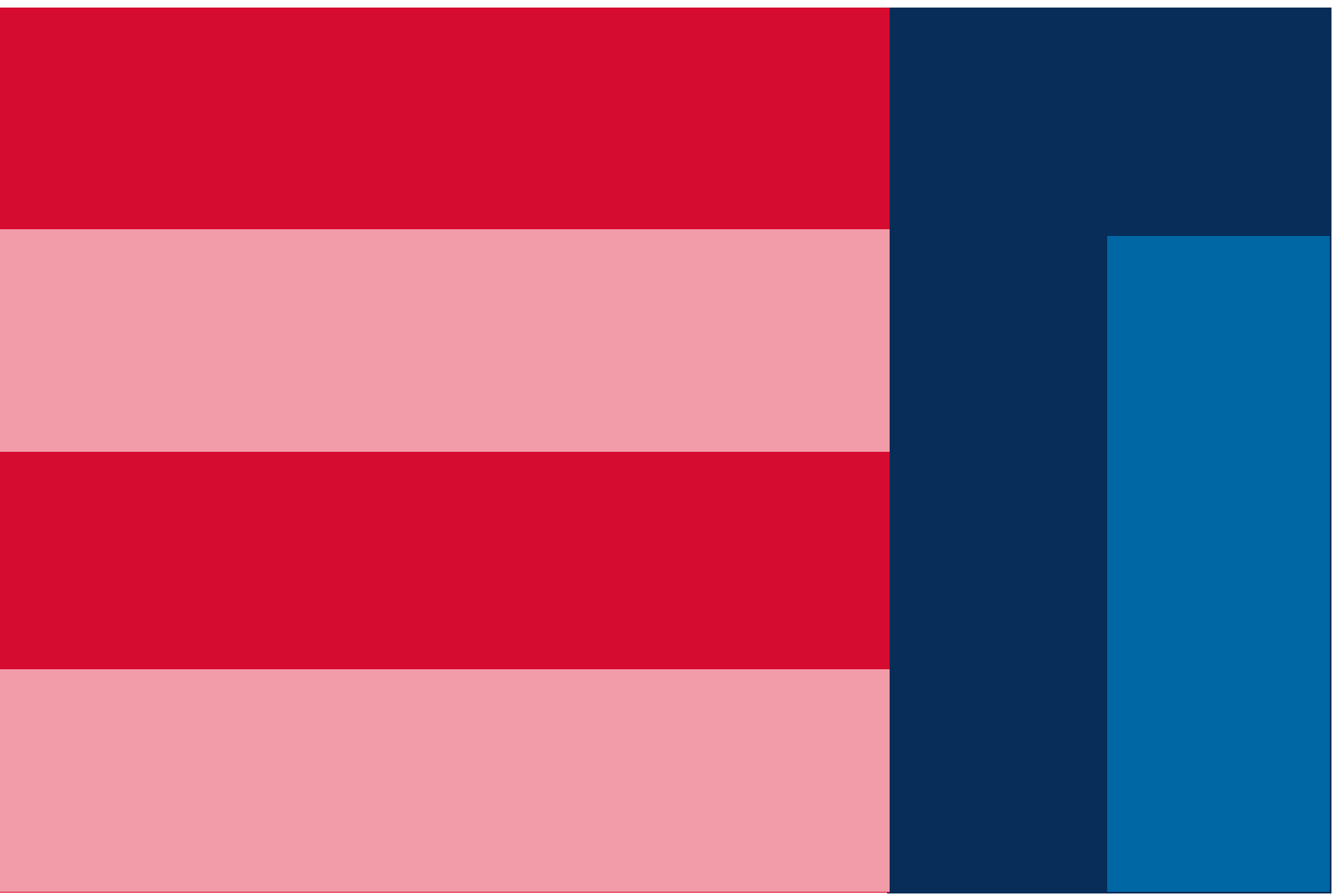


# Informations for Incomings

At the Department 12: Educational Sciences



# Informations for Incomings

---

## Table of Contents

Department 12: Educational Sciences .....	3
Who is the Department 12? .....	3
Study Programs.....	4
What study programs are offered by Department 12? .....	4
What other study programs are offered at the University of Bremen? .....	5
Semester and Class Times .....	5
What are the semester times at the University of Bremen? .....	5
When do classes begin and end? .....	5
Orientation Week.....	5
How can I get to know the university and my fellow students? .....	5
Course Offerings and Course Selection .....	6
Which courses can I choose? .....	6
What is the language of instruction? .....	6
What language courses are available? .....	7
When is the course offering online? .....	7
Schedule: Learning Agreement (LA) and Course Enrollment.....	7
When and how do I create my Learning Agreement (LA)? .....	7
Who signs my Learning Agreement? .....	8
What form does the learning agreement take? .....	8
Exams and ECTS Credits .....	9
When do exams take place? .....	9
When will I receive my exam results? .....	9
Who receives the signed ECTS Performance Records/"Certificates"? .....	10
What should I do if not all ECTS Performance Records/"Certificates" are available before departure? .....	10
Transcript of Records (ToR).....	10
What must I do to receive my Transcript of Records (ToR)?.....	10
Advising & Support.....	12
Who can I contact with questions about my semester abroad?.....	12

## Informations for Incomings

---

### Department 12: Educational Sciences

*Who is the Department 12?*

[Department 12](#) is responsible for the educational sciences curriculum at the University of Bremen. It is divided into four sub-departments: *General Educational Science*, *School Pedagogy & Didactics*, *Inclusive Pedagogy*, and the *Subject Didactics of Primary and Elementary Education*, which consist of various working areas.

<u>Sub-department A: General Educational Science</u>	<u>Sub-department B: School Pedagogy and Didactics</u>	<u>Sub-department C: Inclusive Pedagogy</u>	<u>Sub-department D: Subject Didactics of Primary and Elementary Education</u>
General Educational Science with a focus on Educational Theory	General Didactics and Empirical Teaching Research	Focus on Language Support	German Didactics
Education in the Migration Society	School Theory and School Development	Focus on Didactics	Mathematics Didactics
Education and Socialization	Elementary and Primary School Pedagogy	Emotional-Social Development and Learning	General Science   Natural Sciences and Technology
Learning Research and Educational Psychology	Vocational Education, Vocational Training, and Lifelong Learning	Intellectual Development and Learning	General Science   Social Sciences
Educational Trajectories and Diversity	Media Education		Work-Oriented Education

# Informations for Incomings

---

## Study Programs

*What study programs are offered by Department 12?*

### Non-School-Related Educational Science Study Programs

- Bachelor Complementary Subject in Educational Sciences
- Master of Arts in Educational Sciences

### Teacher Training-Related Study Programs

Teacher training-related Bachelor's programs and subjects:

- **Educational Science Area:** Educational Sciences of Primary and Elementary Education, B.A. (BIPEB)
- **Educational Science Area:** 2-Subject Bachelor (High School/Secondary School)
- Inclusive Pedagogy in Primary Education: Special Education and Primary School Teaching
- German Didactics, B.A. (BIPEB)
- Elementary Mathematics (Didactics), B.A. (BIPEB)
- Inclusive Pedagogy, B.A. BIPEB (Teaching Degree IP/Special Education Primary School)
- Inclusive Pedagogy, B.A. High School/Secondary School GYOS (Teaching Degree IP/Special Education High School/Secondary School)
- Interdisciplinary Science Education/General Science, B.A. (BIPEB)

Teacher Training-Related Master's programs:

- **Educational Science Area:** Master of Education Primary School
- **Educational Science Area:** Master of Education High School/Secondary School
- **Educational Science Area:** Master of Education High School/Secondary School for Inclusive Pedagogy
- German Didactics, M.Ed.
- Elementary Mathematics (Didactics), M.Ed. (Primary School)

## Informations for Incomings

---

- Inclusive Pedagogy, M.Ed. (Teaching Degree Inclusive Pedagogy (IP)/Special Education Primary School)
- Inclusive Pedagogy, M.Ed. (Teaching Degree Inclusive Pedagogy (IP)/Special Education High School/Secondary School)
- Interdisciplinary Science Education/General Science, M.Ed. (Primary School)
- Master of Education in Teaching at Vocational Schools – Technical Sciences (GTW)

*What other study programs are offered at the University of Bremen?*

Information about other study programs can be found in the Study Database.

### Semester and Class Times

*What are the semester times at the University of Bremen?*

The academic year at German universities is divided into two semesters with the following times:

- Winter semester: 1<sup>st</sup> of October to 31<sup>st</sup> of March
- Summer semester: 1<sup>st</sup> of April to 30<sup>th</sup> of September

*When do classes begin and end?*

Within these semester periods, class times vary from year to year. The class times for the upcoming semesters can be viewed [here](#). Typically, courses take place during this period. Exceptions include block courses or language courses.

### Orientation Week

*How can I get to know the university and my fellow students?*

At the beginning of the semester, **orientation weeks** are held for international students. Over three weeks, the International Office offers a variety of interesting events to get to know the university, campus life, and the city of Bremen. Additionally, there is the option to participate in an [intensive German course](#) (see below). No registration is necessary to participate in the orientation weeks, while the inten-

## Informations for Incomings

---

sive German course is organized by the Goethe Institute and requires prior registration. The orientation weeks are optional. Incomings receive further information directly from the International Office.

### Course Offerings and Course Selection

The [course offerings](#) for each semester are listed in the University of Bremen's course catalog. Alternatively, you can search for courses using the [search function](#). Note: Select the correct semester!

*Which courses can I choose?*

Incomings have the opportunity to choose courses from the following areas:

- Courses of "Department 12: Educational Sciences"
- "Supplementary Studies" - this includes language courses: "Language Center of the Universities in the State of Bremen"
- "Interdisciplinary Study Programs" – particularly recommended are the "Study Workshop" offerings on study methods & personality, communication, academic work and writing, peer learning (also available in English)
- "Global Education – Programs for Exchange Students (Incomings)"

With the approval of the Erasmus coordination, courses from other departments can also be selected.

*What is the language of instruction?*

The language of instruction in Department 12 is German; there are generally no courses offered in English. Some courses in the other aforementioned areas may be available in English. Incomings should therefore have German language skills at least at level B2 and for this purpose should take German language courses before and/or during the semester.

# Informations for Incomings

---

*What language courses are available?*

The [Language Center of the Universities in the State of Bremen \(SZHB\)](#) offers various course formats before the semester begins and during the lecture period for different language proficiency levels:

- [Intensive courses](#) (also specifically for exchange students, duration 1-3 weeks, usually before the semester begins/during the lecture-free period)
  - **Note:** *During the orientation weeks, optional three-week intensive German courses (language levels: A1-B2) are offered by the Goethe-Institut Bremen. If incomings wish to participate in the intensive course, they must indicate this in the online registration form in “Mobility Online”. Upon successful completion, they receive 6 ECTS. This offer is only available for registered Erasmus students who have taken the online placement test of the Goethe Institute. The link to this test will be sent to all exchange students who registered for it in the online registration in “Mobility Online” about 3 weeks after the online registration deadline.*
- [Semester courses](#) (duration usually one semester, during the lecture period)
  - *All Erasmus students also have the opportunity to attend a German course (3-6 ECTS) during the semester. The placement test for the semester course takes place on-site in Bremen during the first week of lectures. For Erasmus students, one German course (6 ECTS) is free of charge; for all others, fees of €60 apply for courses with 3 ECTS.*
- [Summer courses](#) (duration 4 weeks)
- [Self-study options](#)

*When is the course offering online?*

The final [course offering](#) for Department 12 is available for the respective winter semester from June 30, and for the summer semester from January 31. The offerings from other areas are online from around August/September for the respective winter semester and February/March for the respective summer semester.

## Schedule: Learning Agreement (LA) and Course Enrollment

*When and how do I create my Learning Agreement (LA)?*

Course selection forms the basis for creating the Learning Agreement. The submission date for the *learning agreement before mobility* is set by the home university.

## Informations for Incomings

---

The course selection specified in the LA does not guarantee a place in the respective courses. Incomings must enroll in the courses on the elearning platform Stud.IP to participate in them (see below).

Changes to the LA can be made up to about 4 weeks after the start of classes and must be recorded in the *learning agreement during mobility/changes to learning agreement*.

### *Who signs my Learning Agreement?*

The LA is signed by the Erasmus coordinator of FB 12 (Departmental Erasmus Coordinator), the student, and the coordinator of the home university.

### *What form does the learning agreement take?*

The form of the LA is determined by the home university. If the home university uses the digital learning agreement, the signature is made digitally in the 'mobility online-database'. Alternatively, the LA must be sent as a PDF to the Erasmus coordination of FB 12 (Departmental Erasmus Coordinator) at [erasm12@uni-bremen.de](mailto:erasm12@uni-bremen.de)

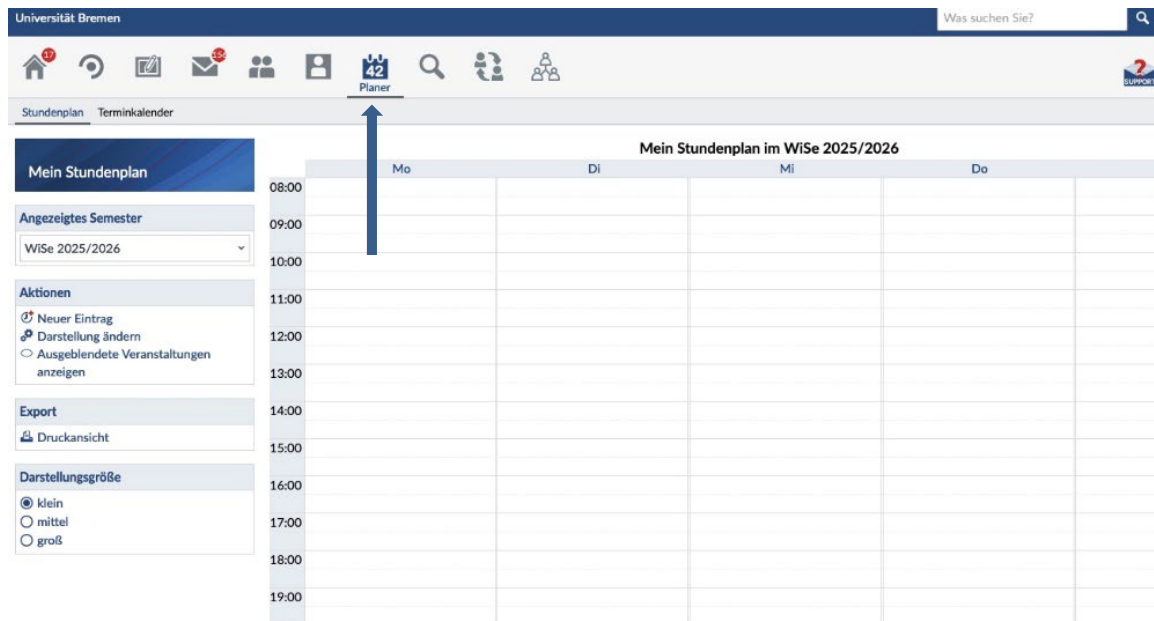
### *How do I enroll in my courses?*

Students must enroll in the courses specified in the LA via the elearning platform [Stud.IP](#). Stud.IP can only be accessed on the campus network or via VPN client.

1. Log in using the University of Bremen email address and the password assigned for this purpose.
2. Search for the course in Stud.IP (using the course name, course number, or instructor's name).
3. Enroll in the course.
4. Create a timetable using the "Planner" function.



# Informations for Incomings



**Note:** For some courses, enrollment is carried out by the instructor only after the first class session. Therefore, incomings are strongly advised to attend the first session of the class, even if they are only on the waiting list in Stud.IP, and to discuss their participation in the course as Erasmus students with the instructor.

## Exams and ECTS Credits

*When do exams take place?*

There are no fixed exam periods at Department 12 or the University of Bremen. The timing of exams varies depending on the type of exam (written exam, term paper, presentation, portfolio, etc.) and the course. Generally, written exams take place in the last weeks of lectures or during the lecture-free period. Presentations often occur during the lecture period, while term papers are typically completed during the lecture-free period. Exam dates are usually announced by the instructor at the beginning of each course. Some dates can be found [here](#).

Incomings do not need to register for exams through the online exam system PABO!

*When will I receive my exam results?*

Instructors have until the 15<sup>th</sup> of May for winter semester exams and 15<sup>th</sup> of October for summer semester exams to grade the exams. The grading is based on the grading system of German universities (see ToR). There is no conversion of grades into ECTS grades.

## Informations for Incomings

---

*How do I receive my ECTS credits/my grade?*

Participation in a course and exam results are not confirmed for Erasmus students through the online exam system PABO.

Incomings must have their ECTS credits and exam results confirmed exclusively through the "[ECTS Performance Record/Certificate](#)" form. This can be pre-filled digitally (personal details, course title, instructor's name, ECTS amount) and either handed to the instructor personally or sent via email. The instructor enters the grade and signs the certificate. A stamp/seal is not necessary.

*Who receives the signed ECTS Performance Records/"Certificates"?*

If all certificates are signed before departure, **exchange students** should digitally forward them as a single PDF document (!) to the Erasmus coordination of FB 12 at [erasm12@uni-bremen.de](mailto:erasm12@uni-bremen.de). These are needed to create the Transcript of Records (see below).

*What should I do if not all ECTS Performance Records/"Certificates" are available before departure?*

Some exams (e.g., term papers, written exams) are graded only during the lecture-free period (see above). In this case, incomings should send the pre-filled certificate to the instructor before their departure, requesting the signed certificate to be emailed to an [erasm12@uni-bremen.de](mailto:erasm12@uni-bremen.de).

### Transcript of Records (ToR)

*What must I do to receive my Transcript of Records (ToR)?*

At the end of the semester, exchange students prepare their ToR themselves. They use the LA and the already available ECTS Performance Records/"Certificates". There are two ways to create the ToR:

- Option 1: The ToR can be prepared via the Mobility Online database. This requires the upload of the Learning Agreement and the ECTS Performance Records/Certificates.
- Option 2: Alternatively, the ToR can be filled out directly in the [Word form](#).

## Informations for Incomings

---

The pre-filled ToR should be sent as a Word document via email to [erasm12@uni-bremen.de](mailto:erasm12@uni-bremen.de). The ECTS Performance Records/Certificates must be attached as a **single PDF document**. The Erasmus coordination of FB 12 reviews the information, adds any pending grades, signs the ToR digitally, and sends it back to the exchange students via email.

## Informations for Incomings

---

### Advising & Support

*Who can I contact with questions about my semester abroad?*

### Erasmus Coordination at Department 12

Lara-Joy Rensen

**Office:** Building GW 2, Room A 2.390

**Phone:** 04 21/2 18-6 90 71

**Mail:** [erasm12@uni-bremen.de](mailto:erasm12@uni-bremen.de)

**Office Hours:** By appointment via mail

→ Responsible for **content-related** questions and course selection, Learning Agreement, as well as examination and signing of the Transcript of Records

### Newcomer Service

#### Advisory and Service Office of the International Office

*The Newcomer Service is a service offered by the International Office for international exchange students.*

**Mail:** [newcomer@uni-bremen.de](mailto:newcomer@uni-bremen.de)

**Online Office Hours:** See Homepage

→ Responsible for organizational questions (semester ticket, enrollment certificate, Erasmus stay certificate)

→ Comprehensive information on semester dates & holidays, to-do lists before arrival and departure, information on arrival and orientation week, studying at the University of Bremen, living in Bremen, etc.

→ Links to presentations from info sessions & current semester Erasmus fact sheet

*An overview of further services for [international students](#) is provided by the International Office.*