

## Guest Studies at the Faculty of Business Studies and Economics

We look forward to welcoming you soon as a guest student at our faculty. With this document you will receive important information for a successful study stay in Bremen.

We encourage our guest students to study a full semester workload (30 ECTS) at our university. In principle, they will be able to use the entire range of courses offered by the University of Bremen, but we ask for at least 18 ECTS of courses at the Faculty of Business and Economics.

Since there are no enrollment examinations at the university where admission criteria are examined, we urge our visiting students to attend the first class of the course to ask the lecturers if they can attend, ie. if the previous knowledge is sufficient to complete the course successfully. It may be possible for master students to take bachelor courses and vice versa. There are few exceptions where there is a participation limit.

Even if students only come to Bremen to work on their thesis, we ask for a course allocation of 12 ECTS.

The [academic calendar](#) shows the lecture period and any holidays and breaks within the lecture period. Exam times are always three weeks after the end of lectures at the Faculty of Business Studies and Economics. In the first week of examinations there are regular repeat examinations of the previous semester.

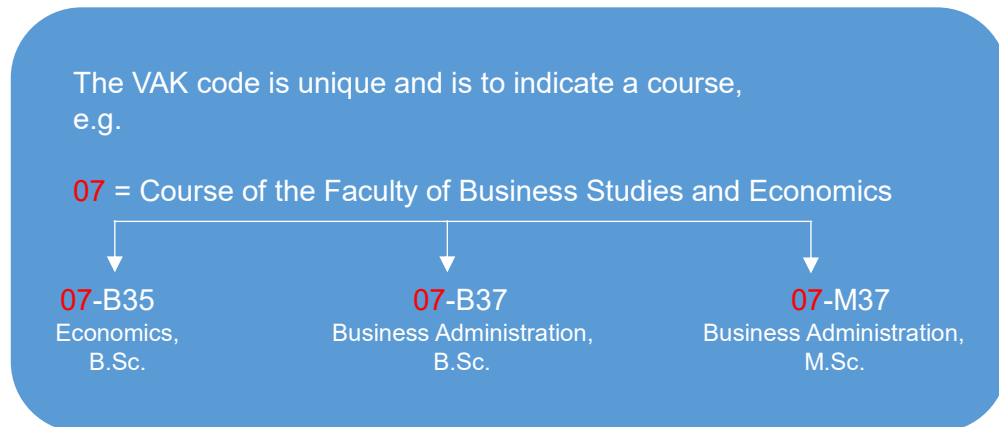
### Course catalog

The current course catalog can be found under the following link: <https://www.uni-bremen.de/en/studies/starting-your-studies/course-catalog/>.

Please select the appropriate semester. You will then find our course offer under "Fachbereich 07: Wirtschaftswissenschaft". You can choose "Betriebswirtschaftslehre, B. Sc." (Business Administration), "Wirtschaftswissenschaft, B.Sc." (Economics), "Summer School Business Studies and Economics" (summer term) or "Betriebswirtschaftslehre, M.Sc." (Business Administration). By directly clicking on "Fachbereich 07: Wirtschaftswissenschaft" all courses of the faculty are listed, independent of the study program. English-language courses are marked accordingly, but can also be separated by selecting "in English".

Module descriptions can be found in our module manuals (see Downloads). The respective courses can be found in the corresponding study programs, under which you have retrieved the courses in the course catalog.

Note: The VAK code of the courses of our faculty shows the study level and the study program.



You can also take language courses. During the orientation weeks, the intensive German course is subject to a fee, but at a reduced price. During the semester, another language course can be attended free of charge. The corresponding offer and information on registration can be found on the website of the [Foreign Language Center of the Universities of Bremen](#) (FZHB).

### **Learning Agreement**

Guest students must complete a subject-specific agreement (see Appendix) listing all courses they wish to take and pass, including language courses. Therefore, it is also an important document for exam registration and later for creating the "Transcript of Records", your credentials. If a course is missing in the document, this course cannot be completed with an exam. As soon as changes occur, e.g. course is deselected, the change must be reported to the Office of Practice and International Affairs.

It is not necessary to register for the courses separately, but it is recommended to register for courses in the student portal [Stud.IP](#). Stud.IP is a communication portal between teachers and students. Here you can retrieve information and files about the courses. It is more important, however, that you go directly to the first date of the course, because there you will receive all the information about course participation. In addition, you will receive a signature from the respective lecturer confirming your participation and the form of the exam (it is not necessary to sign a language course). After the beginning of the lecture period, the visiting students have four weeks to submit this Learning Agreement to the Office of Practice and International Affairs. At the same time, the learning

agreement serves for the examination registration. Another registration is not necessary.

It may be necessary to complete another form called "Learning Agreement", which is required by your home university. This must comply with the form of the faculty. Only then can the second document be signed by the Office of Practice and International Affairs.

### **ECTS Course Certificate / Transcript of Records**

For each exam you take, you must hand in a completed ECTS course certificate (see Appendix) to the teacher on the day of the exam. You can simply bring it to the exam or hand it over to the teacher at another form of examination. The grade will be recorded by the teacher on the course certificate. Please make sure that you have completed the document and that it is legible. This manual procedure is absolutely necessary since visiting students are not guided by our electronic examination system (PABO). Without the submission of a course certificate issuing your Transcript of Records will be considerably delayed.

### **Departure**

As a matter of principle, visiting students can return home immediately after completing their final exam. At the end of the stay, all certificates that you already have, including certificates of language courses, must be submitted to the Office of Practice and International Affairs. If the grading process takes longer than your stay, the course certificates will be sent by the teachers to the Office of Practice and International Affairs. On this basis, your final certificate, the Transcript of Records, will be created. This document will be sent to you after your stay. You need this document in order to have the academic achievements recognized at your home university.

ECTS – European Credit Transfer System  
**Learning Agreement / EXAM REGISTRATON** - Incomings

Semester:	Summer Term			Winter Term
First Name:		E-Mail:		
Second Name:		Home University:		
Mobile Phone:		Country of Home University:		
Matricul. No. (Bremen):		Coordinators' Name (Home):		
Level:	Bachelor	Faculty in Bremen:		Business Studies and Economics, FB 7
	Master			Other:

Please read the instructions on page 2

Study and Examination Plan at the University of Bremen				
Course Unit Code	Course Titel	Nr of ECTS Credits	Type of Examination (we: written exam / oe: oral exam / hw: home work / p: presentation / po: portfolio)	Signature (approval of the lecturer)
Total ECTS Credits:				

If necessary, continue the list on a separate sheet.

Transcript of Records (final certification)	
Via:	E-Mail                      Regular Mail
	If regular mail, please note the address below:
Address:	
Additional Information:	

In general, we send the Transcript of Records to the coordinator. If you additionally need a copy, please fill in the fields above.

We confirm that the proposed  
Learning Agreement is approved  
University of Bremen

Date / Signature Incoming Student

Date / Signature Departmental  
Coordinator

ECTS – European Credit Transfer System  
**Learning Agreement / EXAM REGISTRATON** - Incomings

### Instructions

1. You need to fill out **every** field in the Learning Agreement **electronically** (except type of examination and signature of the lecturer)
2. The Learning Agreement has to include **every** course you take in Bremen, including language courses.
3. The *Course Unit Code* and the *Number of ECTS Credits* can be found here:  
[www.uni-bremen.de/studium/lehrveranstaltungen/veranstaltungsverzeichnis.html](http://www.uni-bremen.de/studium/lehrveranstaltungen/veranstaltungsverzeichnis.html). This code is unique for each course.
4. *The Type of Exam* has to be agreed with the lecturer of the course. The Lecturer has to *sign* the Learning Agreement and with this approve the type of Examination.
5. Please hand in the **completed form** at the Office of Corporate and International Relations (Room A3080, WiWi 1 Building)

Until: End of the third week of May (summer term)

End of the third week of November (winter term)

6. The Learning Agreement is important for **exam registration** and for your **Transcript of Records**. After you handed in the form and when there are **changes needed** (drop/add a course), please submit these changes by e-mail: [praxint@uni-bremen.de](mailto:praxint@uni-bremen.de). Please keep us informed otherwise there will occur delays in preparing your transcript.
7. If you have any further comments or special requests, please fill in the field “Additional Information”.

**ECTS - Leistungsnachweis für Internationale Austauschstudierende**

ECTS Course Certificate for International Exchange Students

**Hochschuljahr/Academic Year:** \_\_\_\_\_**Name d. Studierenden:** \_\_\_\_\_ **Matr.-Nr:** \_\_\_\_\_  
Name of student Matr. No.**Studiengang:** \_\_\_\_\_ **Fachbereich:** \_\_\_\_\_  
Programme of study Faculty**Kontaktdaten des Erasmus-/Internationalen Kooperations-Beauftragten an der Universität Bremen**  
Contact details for the Erasmus/International Cooperation Coordinator at the University of Bremen**Name:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_**Heimatland:** \_\_\_\_\_ **Heimatkultät:** \_\_\_\_\_  
Home country: Home faculty:**Kontaktdaten des Erasmus-/Internationalen Kooperations-Beauftragten der Heimatkultät**  
Contact details for the Erasmus/International Cooperation Coordinator at the home faculty/university**Name:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_**Sie/Er hat an folgender Lehrveranstaltung regelmäßig teilgenommen:**

She/He has regularly attended the following course:

**Titel der Lehrveranstaltung:** \_\_\_\_\_  
Course Title**Veranstaltungsnr:** \_\_\_\_\_ **Semester:** \_\_\_\_\_ **Wochenstunden:** \_\_\_\_\_  
Course No. Semester Hours per week**Veranstaltungsart:** **Vorlesung** **Seminar** **Übung** **Sonstige**  
Type of course: Lecture Seminar Practicals Other**Kursniveau:** **Bachelor** **Master** **Doktorand** **Sonstige**  
Level of study: Undergraduate Postgraduate PhD Other**Beurteilung:**Assessment**Art der Studienleistung** (Hausarbeit, Abschlussklausur): \_\_\_\_\_  
Type of assessment (term paper, final exam):**Note:** \_\_\_\_\_ **ECTS-Kreditpunkte:** \_\_\_\_\_ **ECTS-Note :** \_\_\_\_\_  
Grade: ECTS Credit Points ECTS grade (if available)**Name Hochschullehrer/in der Lehrveranstaltung**(in Druckbuchstaben): \_\_\_\_\_  
Name of course instructor (in block letters)**Ort, Datum:** \_\_\_\_\_ **Unterschrift Hochschullehrer/in:** \_\_\_\_\_  
Place, Date Signature of instructor**Siegel/Stempel des Fachbereichs:**  
Faculty seal/stamp: