**……… …………………………….**

**Annex to Erasmus+ Inter-Institutional Agreement**

**with Partner Countries**

**Institutional Factsheet Business Studies and Economics**

**1. Institutional Information**

**1.1 Institutional details**

|  |  |
| --- | --- |
| **Name of the institution** | **UNIVERSITÄT BREMEN** |
| Erasmus Code /PIC | **D BREMEN01/ 999987454** |
| 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** | **Emilia Paderewska-Albers** |
| **Responsibility** | Contact person for incoming students |
| **Contact details** | Phone: +49 421 218 60367 - Fax: +49 421 218 60370  Email: eu-exchange@uni-bremen.de |

**1.3 Person responsible for this exchange on departmental level:**

|  |  |
| --- | --- |
| **Department** | Faculty of Business Studies and Economics, Office of Corporate and International Relations |
| **Contact person** | **Maren Hartstock** |
| **Responsibility** | Departmental Coordinator for Cooperation |
| **Contact details** | Phone: +49 421 218 66505, Email: mhartst@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 | English | *Minimum requirement: B2* |
| Staff Mobility for Teaching | Any | German, English | *Minimum requirement: B2* |

\* 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.

<https://www.uni-bremen.de/en/studies/getting-started-with-your-studies/course-catalog.html>

**2.2. Additional requirements**

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 31st |
| **Summer term** | November 30th |

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.

**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:

**eu-exchange@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: **eu-exchange@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: **eu-exchange@uni-bremen.de**

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

https://www.uni-bremen.de/erasmus0/erasmus-internationale-dimension.html