

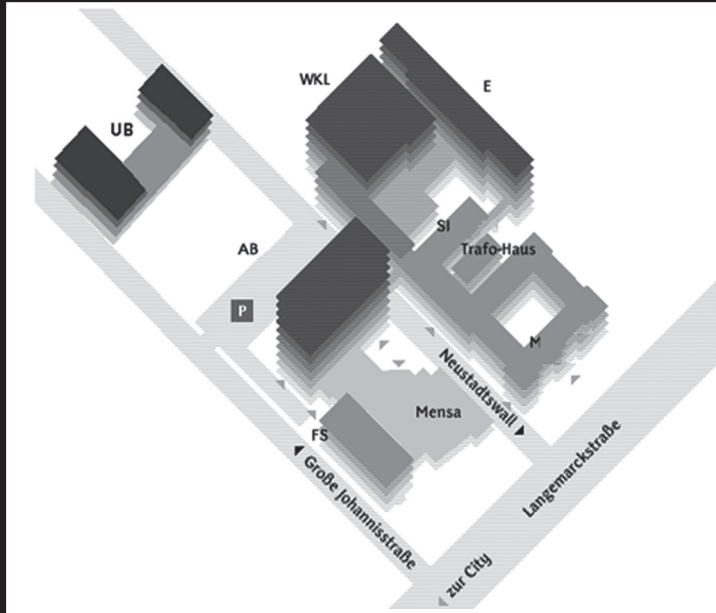
STUDENTS' HANDBOOK

HOCHSCHULE BREMEN
2011



ENGLISH VERSION

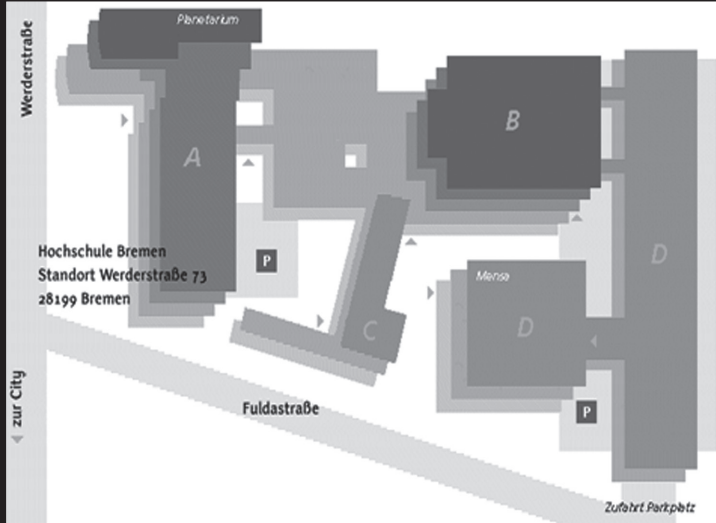
LAGEPLAN



STANDORT
NEUSTADTSWALL 30
28199 BREMEN

**NÄCHSTE
HALTESTELLE:
HOCHSCHULE
BREMEN**

- Linien: 1, 8, 26, 27, N1
- Regionalbusse
- Öffnungszeiten:
Mo- Fr: 7.30 Uhr - 22 Uhr
Sa/So: 8 Uhr - 22 Uhr

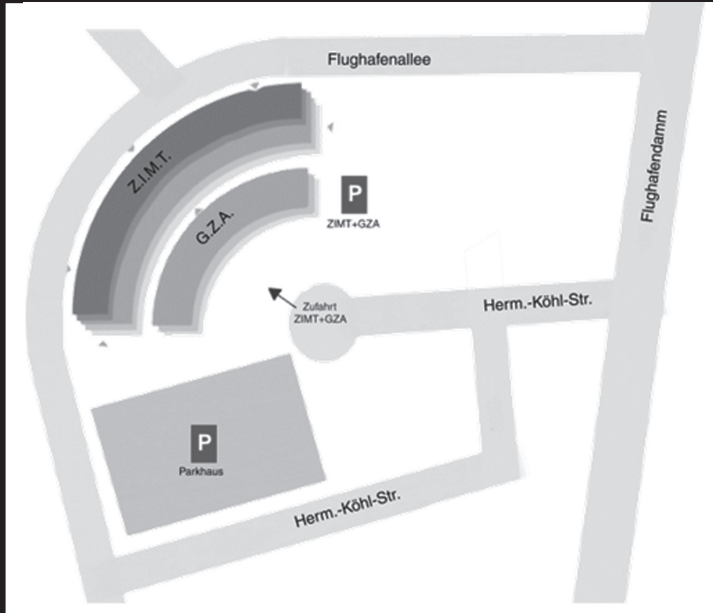


STANDORT
WERDERSTRASSE 73
28199 BREMEN

**NÄCHSTE
HALTESTELLE:
WILHELM-KAISEN-
BRÜCKE**

- Linien: 4, 5, 6, 8,
24, N1, N3, N4, N9
- Öffnungszeiten:
Mo- Fr: 7.30 Uhr - 22 Uhr
Sa/So: 8 Uhr - 22 Uhr

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STANDORT
FLUGHAFENALLEE 10
28199 BREMEN

**NÄCHSTE
HALTESTELLE:
NEUENLANDER
KÄMPE**

- Linie: 6
- Öffnungszeiten:
Mo- Fr: 7.30 Uhr - 22 Uhr
Sa/So: 8 Uhr - 22 Uhr

**KEINE
KARTE
VORHANDEN**

STANDORT
SÜDERSTRASSE 2
28199 BREMEN

**NÄCHSTE
HALTESTELLE:
AM NEUEN
MARKT**

- Linien: 8, 24, N3
- International Graduate
Center
- Öffnungszeiten:
Mo- Fr: 7.30 Uhr - 22 Uhr
Sa: 7.30 Uhr - 18 Uhr



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H S B R E M E N

You made the decision to study at a University of Applied Sciences. If this happened on coincidence or if you actually intended to do so does not matter anymore. Now you will have to learn how academic life at the Bremen University of Applied Sciences is organised – we want to help you with this little book.

This chapter will give you all the information you need.

General Information on UAS

The **University of Applied Sciences** (UAS, German: Fachhochschule) is one of four different types of universities in Germany, along with the university, the college of education and the art academy. There are approximately 160 UAS in Germany which host around a quarter of the total of 2 million students in the country – and there is a rising demand. Due to the academic-technical progress during the 1960's the requirements for jobs rose which caused a demand for higher education standards. As a reaction to these developments Western Germany decided to create the University of Applied Sciences.

One can summarize **four common duties** of all types of universities in Germany:

- Development and care of science and arts
- Offering of qualifying academic education
- Encouragement of international cooperation and exchange

• Encouragement of the transfer of skills and technology

The unique profile of the UAS is based on its **practice-orientated teaching philosophy** which demands a constant consideration of job-related requirements and encourages the practical experience of teaching subjects. Moreover the UAS is supposed to support application-oriented research and development projects. It sees itself as a link between the theory of science and practical application and wants to achieve shorter and more efficient study programs by organising teaching and assessment periods more efficiently.

The **job prospect** of UAS graduates tend to be better than those of university alumni but there is no major difference between entry-level salaries. The formal differences between universities and UAS will decrease anyways due to the restructuring process of the Bologna reforms.

Hochschule Bremen

The Hochschule was **officially founded in 1982** but its very first beginning was in 1799 when the Bremen School of Navigation with a nautical studies program was opened. In 1894 the technical school of the Free and Hanseatic City of Bremen was established and its faculty of construction later developed into the departments of architecture and const-

ruktion engineering. Only one year later, in 1895, the school of naval machine operation, the school of mechanical engineering and the school of shipbuilding were founded. In 1919 a social women's school was established (later turned into the school of social pedagogy and social economics) which laid the foundation for the establishment of the social studies



department. In 1963 the department of economics was founded.

All these institutions first turned into four different UAS in 1970 but merged in 1982. Thus, the Hochschule was born out of the combination of the school of technology, the school of economics, the school of social sciences and the school of nautical studies.

Today the academic life at the Hochschule happens on **four different campuses**: Neustadtswall 30 hosting around 3.500 students, Werderstraße 73 hosting around 3.300 students, Flughafenallee 10 hosting approximately 700 students and the International Graduate Center located in Süderstraße 2 hosting around 150 students. In a few programs the lectures are run in cooperation with other universities in Bremen.

Students at Bremen UAS have the choice of over 60 different study programs.

Practical periods, internships and international exchanges are compulsory in the majority of the programs.

In March 2008 the structure of the Hochschule was changed. Today there are no longer nine departments but five faculties:

Fac. 1: School of International Business (SiB)

Fac. 2: Faculty of Architecture, Civil and Environmental Engineering

Fac. 3: Faculty of Social Sciences and Media Studies

Fac. 4: Faculty of Electrical Engineering and Computer Science

Fac. 5: Faculty of Nature and Engineering

Mission Statement

The following text is taken from the Hochschule's website:

Higher education institutions, including technical universities, have the mandate to provide the younger generation with an education that will enable them to meet societal challenges and successfully pursue their own individual paths to personal happiness. In order to continue to meet this responsibility toward young people today, in a more competitive academic landscape, universities must identify ways to manage their resources in a more efficient and targeted manner. Agreement on goals and methods to be used in attaining these

goals is an important first step. Mission statements developed by the universities and implemented in both content and structure constitute an aide in the decision making process for student customers and their parents. They also elucidate the complex structures, functions and areas of responsibility confronting the stakeholder in the academic landscape, making this information more transparent and rational. This may correct the often lamented situation of teaching, study and research, making it better and more efficiently structured than before.

By implementing the mission statement,

the Bremen University of Applied Sciences will have the opportunity to appear prominently in the international academic landscape as well as to successfully compete for students.

If every member of our University does their best, we will easily reach this goal and everyone involved will experience the feeling of participating in a good thing. **All our lives will be enriched.**



Boards and Committees

If you are interested in joining one of the meetings of the committees of the Hochschule you can get information about appointed dates and times at the AStA's office or from the representatives of the students' union of the different faculties. All meetings are open to the public, furthermore all protocols are held for inspection by any member of Bremen UAS.

Rector's office

The rector's office consists of one president, between one and three deputy heads and one chancellor. The president of the Hochschule is **Prof. Dr. rer. pol. Karin Luckey** who is supported by the deputy head of teaching Prof. Clemens Bonnen, the deputy head of research Prof. Dr.-Ing. Uwe Apel and the deputy head of Internationality Prof. Dr. Jutta Berninghausen.

The president is responsible for the **university's management and administration**. She represents the university in public and has the right to exercise property rights. She can call in organ meetings and has the right to make decisions herself without consideration of the organs involved if time runs out in urgent cases. The president gets elected

by the AS for a five year term and has to be appointed by the Senate of Bremen.

Academic Senate

The Academic Senate (AS) is the **highest decision-making body** of the Hochschule by law. Although the university president chairs the AS, he or she is not a member and therefore has no right to vote. All decisions which have an impact on Bremen UAS as a whole have to be taken here. This applies to the **election of the president, the final adoption of examinations and entrance regularities, the election of deputy heads and much more**. The seats in the AS are distributed as follows: twelve professors, two other staff members, four academic staff members and four students.

It is obvious that the AS does not have a democratic structure considering this distribution of seats. Due to this fact the AS tends to make decisions that are not in the students' interests. But reason has little chance in situations where you are confronted with inherent constraints.

Deanery

The deanery consists of a Dean, the deputy dean and up to three deans of edu-



cation. The faculty council elects deanery members out of the professors and members of academic staff of the respective faculty. They are elected for a term between two and four years. If you want to know more about the deanery of your faculty have a look at the website.

The dean is **head of the faculty** and acts as its representative in- and outside of the university. He holds the chair of the faculty council but is not a member. In important cases the dean has the power to make decisions without considering the faculty council. The deputy dean acts as the proxy of the dean while the dean of education is responsible for the quality of teaching. He has to make sure that all courses offered are run adequately by the faculty and that students can get the academic support and advise they need.

Faculty Council

The faculty council (FR – Fakultätsrat) is the **faculty's administration committee** and deals with issues related to the organisation of studies, as for example: suggestions for the establishment, restructuring or abolition of study programs, decisions concerning curricula and examination regulations establishment of appointment commissions distribution of material expenses The FR consists of seven professors, four staff members and two students.

Board of Examiners

Every degree program has a board of

examiners (PA – Prüfungsausschuss) which **has to decide on the accomplishment and results of final examinations**. This is the place for discussions and negotiations in case of arguments about the marking of a student's work. The student members of the board represent the interest of their fellow students.

Committee of Objection

In case you are not satisfied with the decision of the Board of Examiners there is another organ, the Committee of Objection (WidA – Widerspruchsausschuss). It is the **highest authority** in terms of decisions **related to examinations** within the university and has two or three meetings per semester. Students who do not agree with the decision of this committee can only choose legal action as a last step. The WidA consists out of three professors, two students and the legal advisor of the university, Hubert Willmeroth as well as one of his assistants. The meetings of the Committee of Objection are closed for the public. If you need more information please contact the AStA or the legal advisor's office.

Committee of Study affairs

Each degree programme has a Committee of Study Affairs (SK – Studienkommission) which consists of professors/academic staff and students in equal measure.

The SK ascertains and determines the

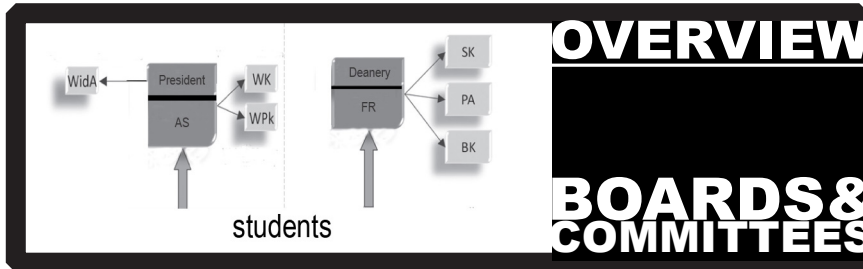
outline of teaching and therefore constantly develops its curriculum. The student members of this committee have the opportunity to exert influence on the contents and the constitution of their respective degree programme.

Appointment Committee

An Appointment Committee (BK – Berufungskommission) is responsible for the **casting of new professors**. It organises interviews with the candidates and sets up a list of preference which

then is forwarded to the Faculty Council. In case of acceptance of the list by the Faculty Council the list is then handed to the president's office who checks whether all administrative rules have been obeyed during the process. After a successful verification the list is forwarded to the Senator of Education who makes the final decision for one candidate.

The BK is appointed by the Faculty Council and consists of five professors, two members of the academic staff, two students and two other staff members that have advisory duties.



Administration

The management of the Hochschule is run by the rector's office; the deanery is responsible for the respective faculties. Besides this there are the following units within the administration of the Hochschule:

- Section 1: Public Relations, Executive Assistance, Research Promotion
- Section 2: Legal Advisory
- Section 3: International Office
- Section 4: Occupational Safety and

- Protection of the Environment
- Section 5: University Development
- K1: Controlling
- K2: Internal Audit
- Dept. 1: Human Resources
- Dept. 2: Budget and Finances
- Dept. 3: Registrar's Office, Student Affairs
- Dept. 4: Facility Management
- Dept. 5: Data Processing, IT-support, Organization

Registrar's Office
 Neustadtswall:
 AB 110/111
 Werderstraße:
 A 115/116/119/120
 Mo: 13 – 15 Uhr,
 Di + Do: 9 – 12 Uhr
 Fon: (0421) 5905 – 0
 Fax Neustadtswall:
 (0421) 5905 – 2351
 Fax Werderstraße:
 (0421) 5905 – 4192
 d3@verw.hs-bremen.de

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Formalities

The dates of the two semesters at the Hochschule are the following:

Winter term: Sep, 1st – Feb, 28th

Summer term: Mar, 1st – Aug, 31st

The dates at Bremen University and the College of Arts are about one month behind. The specific dates for teaching periods and holidays are listed online in the section of the Registrar's office. Easter holidays and Christmas break usually last one respectively two weeks.

The administrative documents which you get prior to every semester are called "**Leporello**". They contain your **student ID**, the **student ticket** for the regional public transport (Semesterticket), your **certificates of enrolment** (Immatrikulationsbescheinigung), the **BAföG certificate** as well as information about the tuition fees for the following semester. These documents are very important and **should be kept in a safe place**. You should carry your student ID and the student ticket with you at all times. You will need your certificates of enrolment for various administrative processes.

With your enrolment ("Immatrikulation") at the Hochschule you become a member of the university which makes you eligible for certain rights and duties.

If you cancel your enrolment ("Exmatrikulation") you will be removed from the register of students. If you wish to finish your studies or if you plan to con-

tinue at a different university you may cancel your enrolment at any time during the semester. Please make sure that your new university has confirmed your acceptance before you cancel your enrolment at the Hochschule. You can get all information about the administrative procedure at the **Registrar's Office**.

For every semester that you want to study at the Hochschule you will have to **register again** ("Rückmeldung"). This is not as complicated as your very first application but happens automatically as soon as you pay the full amount of tuition fees into the dedicated account. You will find the information about bank details and the specific amount of money in your "Leporello". The period of registration for the summer term is January 1st to 31st and the registration period for the winter term is from June 1st to 30th each year. Please make sure that the Registrar's office knows your current postal address because the documents will be sent to you by mail after you have completed the registration successfully.

If your **address** has changed please notify the Registrar's office as soon as possible. You can do so by filling out a form which you can download with the link provided. If you forget to do your registration for the next semester within the dedicated period of time you might get removed from the register of students which you really do not want to hap-



[www.hs-bremen.de/
mam/hsb/dezernate/
d3_formblatt_adressaenderung.pdf](http://www.hs-bremen.de/mam/hsb/dezernate/d3_formblatt_adressaenderung.pdf)

pen. (Please note that the registration process for the semester does not correspond to the module registration!)

After you have finished your first semester you have the opportunity to apply for a **break** of two succeeding holiday semesters maximum. You do not need an explanatory statement for the first two holiday semesters. If you feel that you could need this break you will have to ap-

ply at the Registrar's office: the deadline for the winter term is August 31st and the deadline for the summer term is February 28th. Even holiday semesters are counted as terms at university and will be added to your total time of studies. Yet you may not participate in any examinations during this period. The good thing is that you will keep your student status with most of its benefits.



Environment & Health

At Hochschule Bremen we practice **waste separation**. Please make sure you try to support this wherever possible. But still: less waste is better than separated waste!

All buildings of the Hochschule Bremen are **nonsmoking areas**. Please respect nonsmokers and obey the rule. In some buildings are smoke detectors that are linked to the fire brigade. If you cause

an alarm due to cigarette smoke you will have to pay a high fine and the emergency services' effort costs. You can get information about smoking areas and programs for smoking cessation at the office of administration section 4.

Moreover, since 2008 all public buildings and most of the bars and restaurants in Germany have been declared nonsmoking areas by law.

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voluntary work*



STUDENT BODY

We as students of the Hochschule Bremen want to take an active part in the development of the university. In order to be able to represent our interests successfully we have given ourselves a democratic structure of organs. It is up to you to get involved!

Duties of the student body

*The student body shall aggregate the **interests of the students** at Hochschule Bremen and within society and take an active part to realize the aims and duties of the university.*

*Other functions of the student body are: provision of **services** that encourage the self-help of students in social and economic issues and the information about corresponding assistance programs, administration and spending of the budget extracted from the student's fees, encouragement of the political education of students being aware of the responsibility towards the society, support*

of cultural and sports events that are in the interest of the students, connection with student's organizations of other universities, promotion of the integration of foreign students, promotion of cooperation with other groups and organizations of the civil society, support of students that show the initiative to act as representatives of minorities and disadvantaged people at our university.

We are looking forward to your active contribution!

Organization

*As the student body we have the right and the obligation of self-administration and **representation of our interests**. The president of the Hochschule Bremen is the legal supervisor. Our constitution is called "Grundordnung der Studieren-*

enschaft" and determines the way we are organized internally. The student body is structured by five faculties). Each faculty has its own elected faculty students' council.

Structure of our Self-Administration

*The system of the students' self-administration might look a little bit complicated at a first glance. In general you can differentiate between the **organs of the administration** of the Hochschule (where you will find students, mainly professors and other staff as members) and the **organs of the students' self-administration** (which have only stu-*

dent members). Every year during the winter term all students of the Hochschule are asked to vote for their representatives in the Academic Senate, the respective Faculty Council and the Students' Parliament as well as the respective Faculty Students' Council. Students who like to run for the elections have to register at the AStA-

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office within the deadline. All representatives are elected for one year (which means two study terms).

The **elections for the administration organs** of the Hochschule, namely the Academic Senate and the Faculty Councils, are being organized by the Election Commission of the Academic Senate and monitored by the Election Supervision Commission (“Wahlprüfungskommission”).

The **elections for the organs of the students’ self-administration**, namely Students’ Parliament and Faculty Students’ Council are being organized by the Election Committee of the Students’ Parliament and monitored by the Election Supervision Committee (“Wahlprüfungsausschuss”).

If you want to find out about who has

been elected you can check the lists that are displayed next to the AStA office and the Faculty Students’ Councils.

During the constitutive session of any of the newly elected organs the members elect a team of chairpersons who then are responsible for the organization of the organ’s work.

The members of the **AStA** get elected by the Students’ Parliament. The student members of the Academic Senate choose the student members of the Committee of Objection. The student members of the Faculty Councils elect the student members of the Committees of Study Affairs and those of the Board of Examiners of the respective degree programs as well as the student members of the Appointment Committee, in case a new professor is needed.

Organs of the Students’ Body

The plenum, the ballot vote, the Students’ Parliament, the AStA (government – “Allgemeiner Studierendenausschuss”) and the Faculty Students’ Councils are **legal organs**. Moreover students can found special interest groups within their faculty and their degree programs.

Every registered student has an **active and a passive right to vote**. We would like to encourage you to make use of these rights! It is your duty as a student. Concerning the active right to vote: You may elect the members of the Students’ Parliament every December (besides

those who represent the students in the Faculty Councils and the Academic Senate). Concerning the passive right to vote: Every registered student has the right to run for a mandate. The AStA or your Faculty Students’ Council will give you the necessary information.

By the way: **Everyone can join the AStA or the Faculty Students’ Council** and participate in the discussions - no matter if one has been elected or not.

The Plenum

At least once a year all students of the Hochschule Bremen are invited to join

the Plenum. This big meeting puts the position for discussions and is used to **present reports** on the organs' work of the students' self-administration. A **ballot vote** of all students can be proclaimed if there are fundamental questions to be decided.

Students' Parliament

Being responsible for the constitution of the students' body. The Students' Parliament is the **most powerful democratic organ of the students' self-administration**. It has 25 members who come from all different faculties. The members of the Students' Parliament decide on motions to the Plenum and the ballot vote.

The Parliament elects the members of the AStA and acts as its supervising authority. Moreover the members of the Students' Parliament elect the members of the Hardship Case Commission (which decides on claims for refund of the student ticket fee by socially disadvantaged students) as well as the Election Committee and the Election Supervision Committee for the elections of the students' self-administration. You can get further information at the AStA office.

AStA (Students' Union Executive Committee)

Acting as the **highest representation of student interests** across all faculties the AStA is something like the government of the students' body.

The AStA consists of up to twelve members who are responsible for different divisions. During their work the AStA members also seek the **discussion with political decision makers** in Bremen and try to influence decisions. They organized the resistance concerning the selling off of universities and succeeded in coalition with others in preventing the imposition of tuition fees. The AStA constantly **organizes demonstrations** in order to call attention to the degrading of the Hochschule's situation- in many cases only the AStA speaks out against bad developments. Besides this important work the AStA is also involved in the daily work inside the Hochschule, taking part in meetings and giving support to organs of the students' self-administration such as the Faculty Students' Councils.

The AStA staff also manages part of the fees which are paid by the students and offers certain services to students such as issuing **international student IDs (ISIC)** or the **refunding for the student ticket** in case students spend their semester away from Bremen for an exchange or internships. The AStA has to give account for its actions and the budget once a year in front of the Students' Parliament.

The AStA-Team meets weekly in room M 07/08. You can find the time **on our homepage**. If you are interested in joining us you are more than welcome to visit a meeting. You can get more information by subscribing to the AStA-newsletter online.



www.asta-hsb.de

02

Faculty Students' Councils

The Faculty Students' Councils represent the students' interests within a faculty. They are part of the self-administration and therefore not linked to the universities' organs but only there for your questions and needs. As there are five faculties at the Hochschule Bremen, we also have five Faculty Students' Councils.



**Fachschaft 1
Wirtschaftswissensch.**
Location: Werderstr.
Room A02
fachschaft1@hs-bremen.de



**Fachschaft 2
Architektur/Bau/Umwelt**
Location: Neustadtswall
Room AB813
fachschaft2@hs-bremen.de



**Fachschaft 3
Geisteswissenschaften**
Location: Neustadtswall
Room SI254/253
fachschaft3@hs-bremen.de

Each Faculty Students' Council consists of five directly elected members. They form a core team which is responsible for the organization of events and the information flow towards the students. They act as **your representatives** and have the duty to **talk to the Deanery** or the administrative staff if there are any problems. The core team has the opportunity to set up committees for each degree program because there are certainly issues which only relate to one specific area and therefore do not have to be discussed with the whole Council. In order to maintain an adequate level of communication between the Council and the Committees, the Council elects one representative of each Committee who from then on joins the meetings of the Council regularly and acts as a connection between the two organs. These so called co-opted members do not have the right of vote in the Council meetings but can take an active part in discussions. This system is supposed to ensure the re-

presentation of every degree program in order to guarantee that those who make decisions have the full picture of their fellow students' interests.

For questions and complaints regarding your degree program you should **first consult your Committee**. The chairperson then will inform the Council during its next meeting about the problems. This gives the team the opportunity to find out where problems exist across the faculty and to discuss these issues on a higher level in order to improve the situation for everyone.

Each Faculty Students' Council has two chairpersons. It is usually the one person who got the most votes and a second person who gets elected by the five members.

Board of the Students' Councils

This organ consists of the five chairpersons of the Faculty Students' Councils. It is meant to promote the exchange of information and to give the opportunity to find common problem areas as well as to start joint action.

The Board of the Students' Councils has a **veto** on decisions made by the Students' Parliament which directly affect the Students' Councils. The use of the veto forces the Students' Parliament to hold a second discussion on the topic during the next scheduled meeting. If the members of the Parliament repeatedly vote the same, the decision is binding.

Administrative Board of the “Studentenwerk”

The “Studentenwerk” is an institution governed by public law for the **support of college and university students**. It maintains cafeterias, canteens, dormitories and administers student loans etc. The Administrative Board monitors the management’s work. Moreover, the board decides on investments such as the new construction of dormitories and it determines the amount of fees for the upcoming semesters which students have to pay to the “Studentenwerk”. The Board consists of **professors and**

students in equal parts from all universities in Bremen. The student representatives of the Hochschule Bremen get elected by the Students’ Parliament.

Student President

Each semester of a degree program elects two Student Presidents, **preferably one female, one male**. The election process has to be self-organized and should take place at the beginning of each new study year. The Student Presidents speak for their fellow students and act as a contact person between students and the Students’ self-administration as well as the administration of the degree program.

Commitment to the work of the students’ self-administration

In most cases it makes sense to speak out against developments that contradict with the interests of the students. There are many issues where we have to achieve an improvement. A well known example: a professor retires and it takes nearly forever until a successor is appointed. There might not be a new one at all. Instead budgets are cut back which has a significantly negative impact on the quality of our education. Every faculty chooses a dedicated period of time every week (“Gremienblock”) which is reserved for the work of the different organs. This means that no

lectures are to be held during this time in order to make sure that anyone who wants or who has to take part in a meeting can do so. This means committing to the work of one of the described organs does not have to mean that you have to skip lectures. Moreover, playing an active part in the students’ body will be a highly respected entry in your CV. If you are keen to get involved in the students’ representation – On your marks, get set, go! You’ll get all information you need at the AStA office or from your Faculty Students’ Council. There is **always a need of new people** who would like



**Fachschaft 4
E-Technik-Informatik**
Location: Flughafental
Room I321
fachschaft4@hs-bremen.de



**Fachschaft 5
Schiffbau-Meerestechnik-
Nautik-Biologie-
Bionik**
Location: Werderstr.
Room B24
fachschaft5@hs-bremen.de



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to take some responsibility. The commitment to the work of students' representatives is generally on a **voluntary basis**. If people contributed in a way which exceeds the usual effort of the volunteers in a significant way there might be an allowance in individual cases. In case of bigger projects such as the creation of this book the AStA also might employ **student assistants** on a temporarily basis. If we are looking for people you will find job descriptions at the **notice board** in front of the office.

By the way: By committing to the work of the students' self-administration you become eligible for an **increase of two semesters** maximum of your prescribed study time. This means you have to get elected and join the work of an organ. Working in the organs of the students' self-administration doesn't just mean a personal challenge but you will also get to meet a lot of interesting and friendly people. In most cases you may profit from your contacts later on.

Due to the fact that most of the students at Hochschule Bremen have to complete an internship and an exchange semester during their programs there is a **high fluctuation** in the organs of the students' self-administration. At the very beginning of your studies you will probably not be able to actually estimate how much time you might have left for committing to voluntary work. Needless to say that.

While you complete your internship or while you travel the world for your exchange semester you will not be able to get involved with any work in the student body's organs. This also applies to the time in which you prepare your thesis – you will have enough on your mind. This means that for most students at Hochschule Bremen there is only the **second and the third study semester**, before going abroad, to get seriously involved. Considering this it would make sense to **get in touch** with the work of the different committees and councils during your first semester so that you know your way around and feel comfortable to stand for the next election. The different opportunities to get involved are manifold. Needless to say that you are always welcome to join the work of the AStA or your Faculty Students' Council – anytime, without being officially elected. Just come and find out what's going on... The most important motto is always: the commitment does not have to exceed your resources and it has to be fun to work for the students' representation!

Give it a try and participate in one of the sessions of the committees of your choice. All sessions are open to the public as long as it's not about staff related issues.

We are looking forward to your commitment!



ORGANIZATIONAL ISSUES

Studying is a process of individual learning. Any success depends on you. But where do you get your timetable from? How can you get materials for the seminars? When are the examination dates? How to spend breaks and free periods?

There is a lot which has to be organized...

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The “freedom of academic studies”

“The freedom of academic studies stands for the right of **free choice** of courses, the right to **develop an own focal point** within a dedicated degree program as well as the **formulation and expression of scientific and artistic opinions**. It furthermore covers the free expression of opinions concerning the content, constitution and realization of courses [...]” (analogously translated from § 7 para. 4 BremHG, which is the law regulating the rights and duties of universities in the state of Bremen).
As a member of the student body you

have the right to participate in all courses offered at the entire Hochschule (as long as there is no limit of participants or other restriction). If you would like to enroll for courses at Bremen University you will need an **accreditation** by the Secretariat for Students (SfS). They will give you an application form in which you will have to explain the importance of your participation in this dedicated course for the success or enrichment of your studies. The deadlines are October 31st for the winter term and April 30th for the summer term.

Timetables

People constantly criticize the timetables at universities of applied sciences for being comparable to those at school. Unfortunately one can only say: Yes, it's true!

The heads of each degree program develop a **timetable for every semester** which is meant to ensure that students will be able to manage the intended progress of their studies. The **disadvantage** of this system is that you are **not as flexible** with the organization of your plans for the week as you probably would like to if you are trying to find a job or do not want to miss your sports course. The obvious **advantage** is that you **do not have to care yourself** that you manage to achieve all credits you need (hopefully even in a reasonable order) and that you

do not miss a compulsory course or an examination.

Usually lectures at Hochschule Bremen are organized according to a **five-day week** from Monday to Friday. During this time you will have to accomplish an average amount of working hours, the so called semester periods per week (SWS). One SWS stands for 45 minutes each week of the semester. Usually you will have a compulsory program of around 25 SWS. For each module correlative to 5 SWS you are awarded with 6 ECTS (European Credit Transfer System).

Lectures are held in time blocks. One block stands for 2 SWS, thus 1,5 hours. The first block starts at 8 am and the

sixth block ends at 7 pm (lunch break from 1 pm to 2 pm).

Some lectures are held by guest lecturers who travel to Bremen from far away (even further than Bremen-Nord...). Due to this fact some of them choose to only come once a month or even once a se-

mester. In this case they will offer a long **block course (Blockseminar)**, sometimes lasting for several days and even the weekend. In case you have to pass an examination in one of those courses you should talk to the lecturer if there could be any problems if you have to miss part of the course for some reason.

Lectures

Lectures in bachelor and master degree courses are offered in modules containing several lectures. Please note: You have to register for the modules within a deadline in order to be eligible to take examinations. You can get information about the procedures and deadlines at the office of your faculty or your degree course. For some degree courses you have to register online via the QUIS-POS system.

You may register for a maximum of **5 modules each semester**. In case you have to repeat a module due to a failure in the examination this module is not counted. The faculty's Dean of Education can agree to applications of individual students who want to register for more than 5 modules if it seems promising that the student will be able to cope with the additional requirements. The **registration** for a module combines the binding registration for the module examinations as well as for the first re-examination in case of failure. Registering

for modules, taking back registrations or the changing registrations is only possible within the deadline of three weeks after the start of lectures.

You may step back from your registration for a module examination up to three weeks before the end of the lecture period. In case you are registered for a type of examination which is due during the lecture period (e.g. essays, presentations) you may only step back until the handing out of the task assignment. If you have to repeat your examination you may step back from the registration until seven days prior to the examination date.

You can get an overview of your registered modules and your marks online at the QIS-portal or directly at the Registrar's Office. Every lecture has an assigned status. In order to pass **compulsory lectures** you will have to pass some sort of examination. For **lectures of your free choice** you can decide

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<https://qis.hs-bremen.de>



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on your own if you want to go or not. Sounds seductive but it might still be worth going! Otherwise they would probably not offer the lecture... Sometimes

you even have a pool of different lectures out of which you have to pick a certain number – they are compulsory but still you can make a **choice** according to your interests.

Exams and the archive of exams

The examination regulations of your degree course determine which examinations **you will have to pass** in which period of your studies. The lecturers usually hand out information about the details during the first lectures at the beginning of the semester. Exams have to be written during the first two weeks after the end of the lecture period. In some cases there are other arrangements. The different types of examinations are defined in the examination regulations and are somewhat different in nearly each degree course.

You can also find the legal rules for the **consideration of course achievements** from previous studies in these regulations. Applications have to be filed to the Board of Examiners of the degree course.

If you have to hold a **presentation** in one of your courses and you want to use a beamer for the show clarify with the lecturer if there is equipment available in the room. Lecturers can order techni-

cal equipment in advance and students themselves can inquire at the office of the technical assistant of the faculty. In order to make sure that your fellow students and even the lecturer are able to get any information about the contents of the course you should upload your handouts and presentations to the AULIS-group of the dedicated course. This gives you a better foundation for further research.

As soon as you got your exam back you can go and see the office of the Students' Faculty Council so that they can make a **copy of the exercise sheet for the archive**. Others will be glad and it might help you on another occasion – it is always a good support for the preparation of an exam if you can have a look at similar exams of the previous semesters. You always have the right to have a look through your exams even if a professor does not hand them back. Just go and see the office of your degree program.

Scripts

A lot of professors create a script for their lectures which is some sort of reader and contains texts and certain **additional information**. Unfortunately some just make a collection of all their lecture slides. Reading through the script makes preparations for the examinations a little

easier but you should still not only rely on this information but follow the presentations attentively and take your own notes. More and more lecturers put their scripts, texts and course descriptions also online in the AULIS-group.

Copying and other stationery needs

There are copiers in the libraries which you can use with money loaded onto your library/canteen card (Mensacard). You can get the card for a deposit of 5 Euros at the information counters at the canteens or at the libraries. Furthermore there is the **Ricoh Copy Center** where you'll also get your scripts. Here you can copy, print from your USB flash drive, let them bind your thesis and much more. You can pay cash or with your student card as above.

Close to the campus Neustadtswall there is also the **Copy Line stationery shop** which offers the same services but also offers stationery, a fax machine and a refill service for ink cartridges. Do not forget to ask for a student discount and bring your student ID! In the same shop is also a small branch of the German Postal Service and DHL.

In case you want to make some copies for your semester you may also do this at the office of the ASTa from time to time.

Notice boards

There are a lot of notice boards at the entire Hochschule. You will see some official ones which are used for **information** of the administration of the Hochschule and others with ads and information by students. You should definitely know the **notice board of your degree program** and have a look from

time to time. Most of the other notice boards look pretty messy. In some cases they have a **special category** such as "jobs" or "rooms". You can put your ads or requests anywhere you want but please make sure you take them off as soon as the issue has been settled.

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RICOH

Neustadtswall:
AB 08
Fon: (0421) 5905 - 2283
Fax: (0421) 5905 - 2292
Mo. - Fr.: 8:30 - 17 Uhr



Copy Line

Große Johannisstr. 175
28199 Bremen
Mo-Fr: 9-18.30 Uhr
Sa: 10-14 Uhr
Fon: (0421) 506767
Fax: (0421) 506767
copyline@gmx.de

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Libraries

There are quite a few different libraries in Bremen. They are all listed online. The most interesting one for you is probably the **State- and University Library Bremen (SUUB)** which is a cooperation of **five different libraries** with special academic focuses. Two of them are located on the Hochschule campus. If you want to use the libraries you will need a library card – it is very easy because you can use the same one as you do for paying at the canteen (Mensacard).

The website of the library offers a lot of different services: You can look for books online, prolong your loan period and much more. It also offers free software downloads which you can find under “**Starter-Kit**” on the website. There is a book search feature for Mozilla Firefox, a program for reference management and things like Open Office, a PDF-creator, Firefox and Thunderbird and Anti-Virus software. You can also find documentations about the different features of the library here. There are tours for newcomers offered at the beginning of the winter term which we warmly recommend to you.

In case that all books you were looking for have already been taken you should

*also have a look at the modern **Municipal Library** which has its main branch just around the corner from the Domsheide. But there are also six more small libraries and some more special archives. The **German National Library** hosts the **main archive of Germany** and is the national center for bibliography. Its purpose is to collect German media, the translation of those objects in other languages and moreover the collection of foreign-language media about Germany.*

Please bring the books back that you borrowed as soon as you are done with them so that other students have the opportunity to use them as well. The stock is limited and the success of a paper might depend on one specific book – so do not use it for decorating your room.

Meanwhile there are some new online resources with literature such as Google Books where you can read books without copyright or at least have a look on the table of contents. Other features like that are Wikibooks and Google Scholar. Most of these services are offered in English.

Academic Institutes

Quite a few degree programs or faculties are linked to academic institutes which do **scientific research** or carry

out contract work. This could become interesting for you because most of the institutes have special literature which



SuUB (main library)
Bibliothekstraße (Uni)
28359 Bremen
Mo-Fr: 9 – 22 Uhr
Sa: 9 – 18 Uhr
Fon: (0421) 218 – 2615



SuUB (Neustadtswall)
Neustadtswall, M-Trakt
Mo-Fr 9 – 18 Uhr,
Sa 10 – 13 Uhr
Fon: (0421) 5905 – 3291



SuUB (Werderstraße)
Werderstraße, B-Trakt
Mo-Fr 9 – 18 Uhr,
Sa 10 – 13 Uhr
Fon: (0421) 5905 – 4120

you will not find at the library. Moreover the institutes are looking for student assistants from time to time. In order to get information about institutes correlating to your degree program you should talk to the office of your faculty or just ask one of your professors.

In 1952 the Olbers Planetarium of the

Naval Academy (Campus Werderstraße) was opened and ever since then it has been a well known attraction in Bremen. It offers everything between classical astronomical information and cultural as well as entertainment shows. There are even live music performances on Sundays sometimes.

Computer Service Center

Every registered student at Hochschule Bremen gets an **online user account** set up by the Computer Center. Your login and your personal university email address will be included in your registration documents ("Leporello"). The password will be sent to you by post.

The additional letter will contain **two passwords** that you should keep in a safe place (if you lose it there is a 5 Euro administration fee for a new one). You will need the first password for the login to your email account, for the Wi-Fi network of the Hochschule and for the usage of the university's computers. The second one is for your AULIS account (see next chapter).

In rooms M 112 and E 07 (campus Neustadtswall) you may use the computers of the Hochschule. Room E201 is dedicated to those who want to use their laptop and need a wired network connection. In this room there is also a printer which you can use through Wi-Fi by using the iprint-client. Most of the faculties have additional computer rooms which you

can use. Just ask at the office of your faculty administration.

Needless to say that there is an internet connection in every computer room. Mostly there is also a printer (0,03 Euro/DIN A4) and as a welcome present your **printing account** will contain a balance of 2 Euros for free. If you need more credit you can get vouchers from the Copy Center Nashuatec, just bring your student card.

You can also save files on the university's computers if you want. Just make sure you use the drive called "U" which stands for "User", so that nobody else can have access to your data. Remember to logoff when you are done! All computer rooms are open Monday to Friday from 8 am to 10 pm (Wi-Fi is available 24/7).

For assistance with the configuration of your Wi-Fi receiver in your laptop and the installation of the necessary VPN-client please consult the website of the Computer Service Center.

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There is another useful service provided by the Computer Service Center: You can establish **mailing lists** for instance for your semester. There is also a list by the AStA for which you can register on our website.

If you need any personal assistance just go and see the staff of the Computer Service Center during their service hours. You can also get cheap literature there about IT issues and setting up your own website.

eLearning



aulis.hs-bremen.de

The eLearning portal **AULIS** (Augmented Learning in Internet based Systems) of the Hochschule is run by the Multimedia Center (MMCC). Every student gets a personal login. Lecturers use AULIS to make texts and other materials available to their students. Moreover one can initiate discussions in the forum, upload pictures or contact any member of the Hochschule. If you have any questions please contact aulis@hs-bremen.de.

With your registration documents you received the information about your

personal university email address.

The Rector's Office has decided that students get study-related information such as deadlines for registration via email which makes it important that you check your account regularly. Therefore it is possible to login from anywhere via the webmail server. For your comfort you should redirect mails from your university email account to your private address. You can get further information by clicking the link next to this paragraph.



Multimedia-Kompetenzzentrum
Flughafenallee 10
28199 Bremen

Fon: (0421) 5905 - 5458
mmcc@hs-bremen.de
www.mmcc.hs-bremen.de



<https://mis.rz.hs-bremen.de/account/mailVacation/>

Every student has to pay a certain amount of **administration fees** (224 Euros) once a semester. The following paragraph is meant to give you an overview of **how this money is split up and used:** The biggest part of the amount (112,92 Euros) is needed to pay the student ticket for public transport. Moreover there is a 50 Euros administration fee which the Hochschule has to charge from the students due to the budget cuts implemented by the Senate of Bremen.

Fees for studying

Another 50 Euros go to the Studentenwerk which uses the money for providing certain services for the students in Bremen. Last but not least there is a 9 Euros commitment to the AStA which is used for running the work of the students' self-administration.

There are tuition fees for long-term students who do not manage to finish their studies within 14 semesters.

Student ID

With your student ID you are eligible for a number of discounts in all sorts of locations so it makes sense to have it in your wallet at all times. It is only valid in connection with an official photo ID. In case you want to travel you can also get the International Student Identity

Card (ISIC) at the AStA office (Please bring a passport photo). It costs 12 Euros and is valid from September 1st until December 31st of the following year. The ISIC is a well known student ID and offers a lot of different co operations worldwide. Just check their website.



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LAWS & LINKS

With your registration at Hochschule Bremen you enter a new sphere of rights and duties. This chapter is meant to give you a short overview.

Legal status of the Hochschule

Since the 2006 reform of federalism in Germany the competences in the education sector have been handed from the Federation to the states to a large extent. On the **federal level** there is the Federal Ministry of Education and Research headed by the minister Annette

Schavan (CDU). In **Bremen** the public authority for education and science is headed by the Senator Renate Jürgens-Pieper (SPD). She has the last word in all decisions concerning the universities. The Hochschule Bremen is a corporation under public law and a public institution of the Free Hanseatic City of Bremen.



Bremen State Agency for Education and Sciences

Rembertiring 8-12
28195 Bremen
Fon: (0421) 361 - 13222

Legislation governing education

Fundamental regulations for higher education are laid out on the federal level in the **Higher Education Framework Act** (Hochschulrahmengesetz – HRG). It governs the principles of studying and teaching, science, the admission criteria,

the rights of codetermination and other basic questions of the general organization. Based on the HRG each of the 16 states formulates its own legislation – the significant one for us is the Higher Education Act of Bremen (BremHG).

Ordinances of the Hochschule

In order to be able to put the legislation into practice the Hochschule has to formulate certain ordinances such as the following ones: The Regulation governing the Structure of Organization of the Hochschule Bremen codifies the arrangement in five faculties and the administrative departments. Moreover it gives **guidelines** for the democratic representation within the committees of the Hochschule.

The work of the organs of the Hochschule is regulated in the Rules of Procedure which states the conditions for the call of sessions, the order of the day and much more.

The Selection Regulation lays the foundation for the conditions of acceptance of students. The Registration Regulation says how to become a student and how to lose the status. There are a few more...



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Ordinances of the students' body

The most important ordinance of the students' body contains the Basic Principles because they affect each one of us.

This quote is taken from its preamble: The academic sector with its universities is one part of the whole society of the Federal Republic of Germany and cannot be seen separately. Within the principles of its legal duties the students' body of the Hochschule Bremen advocates a social and democratic development of the Federal Republic of Germany and for the promotion of peace. Being well aware of its responsibility for the society the students' body is obliged to actively get

involved in shaping campus life and in perceiving its democratic rights.

For the organs of the students' body there are as well Rules of Procedure which are similar to those of the Hochschule.

*The **Ballot Rules** of the students' body determine how the elections have to be organized and carried out. The principles of the budget management are set out in the **Financial Regime**. The **Fees Statute** determines the amount of the student fees and the principles for the use.*



www.asta-hsb.de

Examination related affairs

*For each and every offered degree (e.g. Bachelors degree) the Hochschule has to formulate a **Framework Examination Regulation**. On the basis of this general regulation the committees of study affairs of the degree programs work out a specific additional regulation. Both of them are important for you because they define different kinds of examinations and how they have to be passed.*

The Board of examiners is responsible for examination related affairs in your degree program. The highest organ concerned with issues of examinations at the Hochschule is the Objection Committee.

Within the faculty administration there is one person responsible for examination related questions, moreover there is the Registrar's Office with specialized staff for every degree course. Just ask at the office of your degree program for the names of the contact persons.

At the Registrar's Office you can have a look in your examinations file in order to check if all the lecturers have noted down your marks appropriately. You may also do so online in the QIS portal where you can have a look on your marks anytime and print out unofficial academic transcripts yourself.



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Financial support

You need something to eat, somewhere to live, some money? Don't worry we have the Studentenwerk, an institution governed by public law to support you! You will survive. This chapter gives you some tips how to manage your daily life.

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Studentenwerk Bremen
Uni-Campus,
Bibliothekstr. 3
28359 Bremen
Fon: (0421) 2201 - 0
Fax: (0421) 2201 - 21901

Mo/Do: 10-13 Uhr
Mi: 14 -17.30 Uhr

There is a *Studentenwerk* (Student Services) at every university and it is in charge of the social, cultural and economic needs of its students. A *Studentenwerk* takes care of the following tasks:

- running of the student cafeteria (*Mensa*)
- organisation of dormitories (*Studentenwohnheime*)

- financial needs (*BAföG*) and student loans
- psychological assistance and social service
- kindergarten for students having children
- cultural offers

Studentenwerk

The Mensa (student cafeteria)

The word **Mensa** (from Latin: table) is used as an abbreviation of “*mensa academica*”. When translating Latin texts one can easily mix these words up. (...)

One thing you will get to know in the *Mensa* is the soup of the day since it is part of the subsidized Menu I. Its role is not only to prepare your stomach for the main dish but also to activate your creativity. One of the FAQs in the *Mensa* is “**What kind of soup is that?**” You’ll see that the funniest discussions can evolve when guessing about ingredients and preparation of the soups. And even if you might not like it: please eat it because it will rain the next day if you do not. But you probably know that from what you were told when you were a little kid. Thus, the weather in Bremen can be traced back to the quality of the *Mensa* food.

To give the everyday life in the Hochschule a little bit more sunshine there are a couple of **funny games** you can play in the *Mensa*:

1. **Guessing the soup of the day:** Every player has to eat a soup and guess the main ingredients. A lot of times this is harder than you might think! The guess of every player is then noted down, to find the winner you have to ask in the kitchen of the *Mensa*.

2. **Prediction of the soup of the day:** The kitchen likes to use the leftovers of the day before for the soup. E.g. you can meet the legendary “*Mexican Rice*” in the tomato soup the next day – which is nothing to complain about. Yet, it gives you the possibility to speculate about the soups of the following day! So just watch the menu to be able to predict the soup of the next days and bet with your friends before going to the *Mensa*.

3. *Painting with the soup of the day: If the soup doesn't match your taste on one day just use your creativity and paint something. You can draw a nice portrait from a pea soup or a nice landscape painting with a Chinese vegetable soup.*

Mensen

- Mensa **Neustadtswall** with a cafeteria (Hochschule Bremen)
 - Mensa **Werderstraße** with vending machines (Hochschule Bremen)
 - Mensa **Airport** with vending machines (Hochschule Bremen)
 - **University Mensa** and Cafeteria **GWII** (University of Bremen)
- Every student is allowed to use **every Mensa** so just give each of them a try. Each Mensa has a subsidized Essen (Menne) I (2,20 €) and Essen II (1,20€). Yet the Mensen vary in size and additional offers. You can find the weekly menu on the website of the Studentenwerk so you can **plan** your meals strategically.

Mensacard

You won't regret getting a **Mensacard**. Just pay a deposit of 5 € at the service point of the Mensa and you **won't need any cash anymore** at the cashier.

You will profit from the following **advantages**:

- shorter waiting times at the cashier
- no more change counting
- fast and easy paying

To charge the Mensacard just use the machines which are set up in every Men-

sa. You can either charge your card with cash or – if you have – with your cash or debit card. Another important point: the Mensacard is at the same time your **library card**, just ask at the library's counter. Moreover the Mensacard will also open the gates of the **parking lots** and you can use most of the **copying machines** with your Mensacard, plus there are some vending machines that also work with your Mensacard.

Where to stay?

Rent in Bremen

There is **no official rent index available** for Bremen, but approximately it is about 4,90 €/m² for old flats built before 1948 and about 5,10 €/m² for old

flats built after 1948. For new flats and you being the first person to move in, prices are about 6,20 €/m². (Berlin is cheaper, Hamburg and Cologne more expensive, Munich is about twice as expensive).

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www.studentenwerk.bremen.de



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Backpacker Hostel

Emil-Waldmann-Str. 5-6
28195 Bremen
Fon: (0421) 2238 - 057
Fax: (0421) 2238 - 102
www.bremer-backpacker-hostel.de



Townside Hostel Bremen

Am Dobben 62
28203 Bremen
Fon: (0421) 78015
Fax: (0421) 704091
www.townside-hostel.de



Jugendherberge Bremen

Kalkstr. 6
28195 Bremen
Fon: (0421) 1638 - 20
Fax: (0421) 1638 - 255
www.jugendherberge.de/jh/bremen



www.unilife.de

For a room in a shared flat you should calculate **about 250 € per month** (including all additional costs). According to statistics by the Deutsches Studentenwerk (DSW) and Hochschul-Informations-System (HIS), students in Bremen pay about 289 Euros per months for rent, making Bremen the 10th most expensive student town in Germany.

Searching and Finding a Room

From our own experience we know that finding a place to live is nothing easily done. If possible try to find a room or flat in **Neustadt, Viertel or Mitte**. These are the most popular areas to live for students at the Hochschule. The districts Ostertor and Steintor are commonly referred to as the "Viertel". Its cultural and geographical centre is the "Sielwall". The Viertel is very alternative which can also be seen in the election results.

To get around in the abbreviation jungle, have a look at the website www.unilife.de, it has a collection of **abbreviations** connected with finding a place to live.

There are loads of good opportunities to look for a place to stay on the internet. Find the best ones on the left side.

If you want to try searching with the help of a newspaper buy the **Weser Kurrier** on a **Wednesday or Saturday**. They have apartment ads as well as tips for upcoming events.

There is a free newspaper called "**A bis Z**" that offers free ads for private persons. The "A bis Z" is published every **Friday**, closing date is on Wednesday.

On the websites www.bremen.de/brett and www.wg-gesucht.de/Bremen you can also find ads for intermediate rent which might be a good idea if you are staying only for a couple of months or if you can not find a permanent place to stay right away. The advantage of intermediate rent: rooms are usually fully furnished.

More places for the first days in Bremen: The **Youth Hostel** (Jugendherberge) Bremen is right next to the Weser in a quiet part of the city centre not far from the Hochschule Neustadtswall.

If you like an international atmosphere while staying at a hostel choose the **Backpacker Hostel** close to the main station or the **Townside hostel** in the "Viertel". Rooms vary from two to seven beds and prices start at **17 €** in both hostels.

The "**Mitwohonzentrale**" offers rooms and flats for a limited amount of time (one to twelve months and usually furnished). The flats mostly belong to people on holiday.

The **cheapest way** to get around are the **Studentenwohnheime (dormitories)** provided by the Studentenwerk Bremen. There are 1.722 spaces available and a

new dorm in Neustadt is supposed to come in the next years. The prices for rent are between 190 € and 240 € per months including additional costs. You can choose between a small apartment and a room in a shared flat. If there are no more places available you can have your name written on a **waiting list**. You can find more information on the Homepage of the Studentenwerk.

offer you have to go to the Studentenwerk **personally**.

In addition, the Studentenwerk sometimes has offers outside of the dorms which can include furnished or non-furnished single rooms, shared flats or houses. You can ask via phone if there are any offers, but to make usage of the

Furthermore, there are companies renting rooms: The "GEWOBA – Aktiengesellschaft Wohnen und Bauen" offers many flats and a fair service for clients. They have an information centre in the city centre (Oberstraße 28). The „Bremische Gesellschaft für Stadterneuerung, Stadtentwicklung und Wohnungsbau mbH“ (in short: Bremische) offers an information centre called WohnShop in the Pelzerstraße, next to the car park „Mitte“. Last but not least there is also the „Bremische Bau- und Siedlungsgesellschaft mbH“ (in short: BreBau).



GEWOBA
Rembertiring 27
28195 Bremen
Fon: (0421) 3672 - 0
Fax: (0421) 3672 - 130
www.gewoba.de



Bremische
Tiefer 2
28195 Bremen
Fon: (0421) 3687 - 0
Fax: (0421) 3687 - 281
www.bremische.de



BREBAU GmbH
Schlachte 12/13
28195 Bremen
Fon: (0421) 34962 - 0
Fax: (0421) 34962 - 95
www.brebau.de

Moving

Moving in a new city is obviously not the easiest thing to do. However, the Kfz-Referat of the Asta (students' union) of the University Bremen offers **small trucks and delivery vans**. Prices start at **40 € per day**. Start of the rent is from Monday to Saturday between 8 am and 10 am.

that offer student prices. But be careful: sometimes the student prices do not apply to a "one-way" rent.

Place of Residence

Every German citizen has to register **within two weeks** after moving, otherwise one has to pay a fine. You have to fill in name and address of your landlord in the registration form, but you don't need



AStA "Kfz-Referat"
Uni-Campus,
Bibliothekstr. 3
28359 Bremen
Fon: (0421) 218 - 3314
Fax: (0421) 218 - 2514
Mo-Fr: 10-12 Uhr
astakfz@uni-bremen.de

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www.bsu.uni-bremen.de



www.bremen.de/brett

www.wg-gesucht.de

www.studenten-wg.de

to show a contract.

You can find every **form** you need within this administration processes on the webpage of the Free Hanseatic City of Bremen. All forms are available for download and can be filled in on the computer before printing. Just put your signature on the bottom and you won't have to wait as long.

There is an information centre for new citizens in the city centre, the "**Bürger-Service-Center**". In this institution it is possible to administer everything that has to do with registration, cars, taxes etc.

At the "**Bremen Service Universität**" (BSU), you can also do your registration or international affairs.

Because the city of Bremen gets money for every person registered in Bremen every student who registers receives **150 € welcome money (Begrüßungsgeld)**. Every student can only receive this money once. A condition is that you were not registered in Bremen during the 12 previous months and that you will be registered in Bremen for at least 12 months as well. You can find the application for the Begrüßungsgeld on the website of the BSU.

Unfortunately, everyone who registers in Bremen for his **second place of residence** has to pay taxes. This regulation applies to everyone who has registered a secondary flat in Bremen – also shared flats (WGs). The only thing that does not

count as a flat is a furnished room without toilet and kitchenette. The tax is **8 % of the rent** excluding ancillary costs and is calculated per year. Being liable to tax, you have to turn in a declaration of taxes to the tax office. However, many students do not have to pay the tax if they request it with good reasons.

Housing allowance

Usually students are **not eligible** for housing allowance (Wohngeld). However, there are **exceptions**. You can apply for housing allowance at the "Amt für Wohnungswesen". Opening hours: 8 am to 12 am on Mondays and 3 pm to 6 pm on Thursdays. The information, however, has longer opening hours.

If you want to move into a social housing, you need a proof of eligibility (Berechtigungsschein). You will receive it if you are under the legal income limit. You might need a **proof of income** for the Berechtigungsschein and you will receive it for 15 € e.g. at the "Amt für Wohnungswesen".

Shared Flat

Shared Flats (WG for Wohngemeinschaft) is the **most common way to live for students in Germany** and everyone should have experienced this way of living. Yet it is not only the living together that can be complicated sometimes. Also, the tenancy law is complicated in some points, because who will sign the contract? In reality this is often handled very informal. Nevertheless,

there are some things you should know:
Version A: One main tenant and the other tenants are subtenants. Possible problems: The main tenant adheres also for the rest. And in case the main tenant resigns, the rest might have to move out as well.

Version B: There are as many main tenants as there are people living in the flat. If one person moves out, he or she has two find a new roommate.

Broadcasting Fees

As soon as you are in the possession of a TV, radio or computer with internet you are **obliged to pay broadcasting fees (Rundfunkgebühren)**. The public-

law broadcasting stations ARD, ZDF and Deutschlandradio have launched the GEZ (Gebühreneinzugszentrale) to collect the fees. Maybe the fees (around 20 € per month) seem **high** to you, but a daily newspaper is about the same price – and you would not take a newspaper from the shop without paying, **would you?** In return you get around 20 TV-stations, 50 radio stations and websites free of advertisements. These are **essential elements of a society** that needs quality journalism more than ever before. If you get BAFöG, you can apply for an exemption of the fee at the social office (Sozialamt) of your district. Just show them your BAFöG notification.

Financial support

According to the newest Unicum survey Bremen is the 28th most expensive city of all student cities in Germany. The average student spends **833,22 € per months**. (As a comparison: the “most expensive” city Friedrichshafen costs 1731,33 €; the cheapest city is Ansbach with 580,38€). About 90 % of the German students are financially supported by their parents, the average being 435 € per month. At the same time, **2/3 of the students work part time**. Yet there are more ways to finance ones studies:

BAföG

Every student can apply for BAFöG which is the federal financial student aid of the German government. It is a

mixture of a non-refundable allowance and a grant that one has to pay back after finishing university. International students can apply for BAFöG under certain conditions, e.g. if they have an unlimited visa, are refugees or have lived in Germany at least for four years. You can ask at the **social guidance (Sozialberatung) of the AstA (students' union)**. Whether you are German or not: The calculation whether and how much BAFöG you will eventually get is based on your and your parents' income.

You can find more information on the website of the federal ministry for education (BMBF), which also leads you to the page of the **BAföG calculator**

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www.gez.de

www.gez.de/gebuehren/gebuehrenbefreiung/index_ger.html



www.bafoeg.bmbf.de



www.das-neue-bafoeg.de

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(BAföG-Rechner) to calculate your individual chances. We can also advise you to have a look on the website of the **Studentenwerk** which provides more information. If you are eligible for the financial aid apply soon, because students of the Hochschule Bremen are eligible already from September 1st of each year! You will get the complete amount retrospective from the month you applied. It is even sufficient to just **write a letter to the Studentenwerk** saying that you apply for BAföG. You can turn in all the other documents later on.

The **maximum rate** for BAföG is right now 648 €, including insurance. You should turn in your first application in person at your accounting clerk to see whether you have every document you need and ask every question you have. This way the processing of your application will also be faster. You can find The BAföG office on the campus of the University of Bremen.

If you have any problems or queries during your studies (e.g. cancelling, changing degree program etc.) it is important to contact the accounting clerk right away and make an appointment for a **counselling interview** to clarify what your future aid will look like. You can find more information about the accounting clerks in the brochure of the Studentenwerk.

Student Loans

In addition to BAföG you can also make use of **student loans (Bildungskredite)**. They have been an important financial aid for many years – not only in times of tuition fees. Student loans are both provided by governmental (e.g. the Kreditanstalt für Wiederaufbau – KfW) and private institutions. The interest rates are lower than for usual credits. Nevertheless, those student loans can not be seen as an instrument for equal opportunities. The loan system can also not substitute BAföG and the competition of different providers will not enlarge equal opportunities.

Scholarships

Especially (**but not only!**) talented students who are socially or politically committed have the **possibility to receive a scholarship**. There are many different providers, mostly foundations but also companies. The foundations are often politically oriented or financed by the church. The amount of financial aid is similar to the one you would receive from BAföG, plus a so called Büchergeld (money meant for the purchase of books). In addition to that the foundations usually offer seminars about different topics. In order to proof that you deserve the scholarship you have to write regular reports and turn in your transcript of records. You can get an overview which scholarships there are on different data bases. Just type **“Stipendiendatenbank”** into google!



Amt für Auszubildendenförderung
Studierendenhaus,
Ebene 0
Bibliothekstr. 3
28359 Bremen
Fon: (0421) 2201 - 0
Fax: (0421) 2201 - 205

bafoeg@studentenwerk.bremen.de



www.stiftungsin-dex.de



SERVICE

There are a lot of institutions that offer services especially designed for students. Advisory Services, Financial or legal services or even childcare -- We help you to find the right person to talk to.

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Student Advisory Service

There is a **general student advisory service (Studienberatung)** in the Registrar's Office (Immatrikulationsamt). Guidance concerning the content of a degree course is provided by the head of the programs or the lecturers. If you have any organisational problems the **AStA (students' union) will be happy**

to help you. Yet there might be some things you can clarify when talking to older students. Also, the Hochschule is enlarging its activities in the **Alumni-area**. You should be able to get in touch with the Alumni of your degree course by contacting the office.



Financial, Legal and Social Advice

AStA HS Bremen BAföG- und Sozialberater

Christiane Hüsing-Kunkel
Mo-Fr: 8.30 - 12 Uhr
Fon: (0421) 5905 - 3640

zusätzlich an der Werderstraße (CO3):
Di.: 8:30-12 Uhr
Do.: 8:30-17:15 Uhr
und am Flughafen (10(EG):
Mi.: 8:30-13 Uhr

The **AStA (students' union)** offers a broad advisory service concerning financial matters, especially BaföG. On **Tuesdays and Wednesdays** they will also advise you with anything that has to do with tuition fees and rent- and flat affairs. You can also send an e-mail, but the best thing is if you come into the office and bring your **documents**. If you bring all necessary documents (e.g. rental contract, applications, letters etc.)

we will be able to help you better than via e-mail. If you still want to send an e-mail please make sure to include your phone number and address so that we can check directly. (Even though we really like to help you, some issues are just too big: medical malpractice, conflicts concerning marriage or heritage as well as criminal cases have to be solved by a specialist.)



Flummi
Werderstraße
Fon: (0421) 5905 - 4863
www.flummi.hs-bremen.de

Socke
Erlenstr. 76
28199 Bremen
Fon: (0421) 5289459
socke@fbsw.hs-bremen.de

To combine studying, childcare and maybe also working, you will need a lot of **organisation skills, flexibility and strengths**. To help you organising your childcare you can refer to the brochure "Studieren mit Kind an der Hochschule Bremen". You can get it in the **office for womens' affairs (Frauenbüro)**.

The project "**Flummi e.V.**" offers flexible childcare for children aged one to twelve years old. It is led by specialised staff. As a parent you have to pay a membership fee. "**Socke e.V.**" was launched by students of the Hochschule in 1996 and offers services for children aged one to four.

Childcare

Matters of Equal Opportunities

Corinna Lott is in charge of the office for womens' affairs (Frauenbüro) at the Hochschule Bremen. Her task as the **womens' agent** are to **reduce the disadvantages** for women that still exist within studies, teaching and research. Thus she verifies decisions, points out need for action, develops proposals, accompanies these and checks their implementation. The Academic Senate

(Akademischer Senat) elects the central commission for women affairs (ZKFF), which chooses spokeswomen and proposes them to the Academic Senate to be elected as the womens' agents.

The office of the ZKFF is the Frauenbüro. You can get more information there how to get involved or ask for advice if you feel disadvantaged.



Frauenbüro
Neustadtswall, SI 156
Fon: (0421) 5905 - 4863
Fax: (0421) 5905 - 4865
www.frauenbuero.hs-bremen.de

Students with handicaps

Corinna Lott takes also care for the needs of **students with handicaps**. She will provide tips, help and informa-

tion of the Studentenwerk for students with handicaps. Her **deputy** is Mr. Uwe Grahl.

Trade Union for Education and Science (GEW)

2/3 of all university students have to **work part time** besides their studies. Thus, they are employees. The German Federation of Trade Unions (Deutscher Gewerkschaftsbund - DGB), in particular the Trade Union for Education and Science (Gewerkschaft für Erziehung und Wissenschaft - GEW) have an **information office** (Hochschulinformationbüro - HIB) at the University of

Bremen. If you have any problems concerning your job this is the place to go. It is their job to **represent your interests**, support you and help with tips if you have any questions regarding working part time while studying (e.g. job rights, application processes, career entry, insurance affairs, scholarships, trade unions as a whole etc.). Please find further information online.



Psychologic-Therapeutic Assistance



ptb an der HS Bremen
Langemarckstr. 113
Di (nicht in den Sem.-
Ferien): 16 - 17 Uhr,
Do: 12 - 13 Uhr
Fon: (0421) 5905 - 3366
ptb-hsb@studentenwerk.
bremen.de

Studying is a phase in life where not only job orientation and education play a role, but also many **personal changes** occur. Old friendships might break up and new relationships are built, there might develop a new distance between you and your parents, relationships change and some long-term social and job-related planning has to be done.

The Studentenwerk offers a psychologic-therapeutic service (PTB) at our Hoch-

schule. Every student can make use of the offers for free and unbureaucratically. They will help you with both **personal matters and those related to your studies**. In addition the PTB offers workshops (e.g. about exam nerves) and a range of informative meetings. There is even an anonymous online-service on the website. Be assured that everyone working there sticks to his **professional discretion**.



**www.hs-bremen.de/
internet/en/international/office/**

You have probably already had contact with the International Office that offers services for both **international students and German students** wanting to go abroad. For people who come from abroad to study at the Hochschule they offer help with any questions regarding residence- and working permit, finding a place to live and general support of your studies. In addition they have a list of extracurricular activities you can participate in, e.g. sightseeing, theatre, excursions, information meetings and of course parties. They also offer you **financial support** in emergency cases and scholarships for students in their last

International Office

semesters. Furthermore they offer an assistance program called **"Buddy Programme"** meaning that every incoming student is accompanied by a student of the Hochschule during the first weeks.

For students from the Hochschule who want to go abroad, the so called "out-goings", the international office offers guidance and service regarding studying and internship plans to go abroad, also with financial assistance.

Also, the International Office organises an **"International Week"** every year which is meant to foster the exchange of international students and students of the Hochschule.



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EXTRA-CURRICULAR ACTIVITIES

No matter if you are interested in sports, additional language training or arts -- there is lots of stuff for you to do after your daily lectures. Here is a short overview...

Sports

The Hochschule has the duty to support sports activities, just like its student members.

Sports at the Hochschule Bremen

If you want to do sports in the park behind the Hochschule Neustadtswall you can come into the **AStA (students' union)** and borrow some equipment.

The Hochschule also has a **gymnasium at the Werderstraße**. Its use is coordinated by the department of facility management (Gebäudemanagement, Dezernat 4). You can find out online during which times the gym is being used. The booking times are given to sports groups for a whole semester and one person is in charge of the key. The gym is only **closed during the two weeks after the end of the semester**. Students of the Hochschule are insured while using the gym.

Organisation of University sports

The Organisation of University Sports (Verein für Hochschulsport e.V.) offers a **wide range of different sports** every semester. The courses are generally fairly cheap so it is really worth to have a look on the programme. You can do so either in the brochure that is published every semester or you have a look on the website. Courses of the **winter semester** begin in the week of October 25th and end

in the week of February 13th (Christmas break in between). You can sign up for the courses from October 11th online. Do not forget to **print your participation certificate!** In addition to that there is always a **holiday programme** starting on September 6th. However, you should look which courses you want to take before October 11th and consider what your timetable looks like. That way you can sign up for the courses right away before they are booked up – **sometimes half of the courses are fully booked after the first day!** The registration is only valid after you have paid, so you have to submit the figures of your banking account to book a course.

Association of University Sports

The National Association of University Sports (Allgemeiner Deutscher Hochschulsportverband – ADH) is the **umbrella organisation** of all University Sports clubs, but the Hochschule Bremen is unfortunately not (yet?) a member. The ADH organises national competitions for more than 60 different sports and also international sports cups.

The Association of University Sports for Bremen and Lower Saxony (Hochschulsportverband Niedersachsen/Bremen) enhances university sports in both Bremen and Lower Saxony. The association has its chair at whichever club is the current president of the association.

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HSB-facility management

Thomas Brilling
Neustadtswall, AB 118
28359 Bremen
Fon: (0421) 5905 - 2218

Thomas.Brilling@hsbremen.de

www.d4.hs-bremen.de



Organisation of University Sports

Karin Fraas
Uni-Campus, Sportturm,
C 2230, Badgasteiner Str.
28359 Bremen
Fon: (0421) 218 - 2532
Fax: (0421) 218 - 4577



www.hospo.uni-bremen.de

Sports clubs in Bremen

If you would like to meet people outside from university you can also join one of the **215 sports clubs in Bremen**. You can get an overview and search for specific clubs on www.bremen.de > The-

menübersicht > Sport. Another source of information could be the magazine "Bremer Sport" (www.lsb-bremen.de) that is published monthly. You can pick it up in the university's sports centre for free.

Hi-fi system

If you want to organise a party, celebrate a Christmas-party with your semester or just want to let your neighbours know what kind of music you like you'll need a hi-fi system that suits your needs. The **AStA (students' union)** rents different hi-fi systems, depending on how loud you want to have it. We cooperate with the company **Powerbase** which

makes sure that you get good value for money. If none of our offers suits you, we even offer individual packages with a discount of 10% for this particular company. Thus you can rent a hi-fi system starting at 79 € and lighting consoles starting at 79 €. Please find more information and prices on the AStA website.

Foreign languages

Centre for Foreign Languages

The Centre for Foreign Languages (Fremdsprachenzentrum) offers courses in about **20 different languages** and also certificates that proof your language abilities. Most courses are charged for, they usually cost 80 or 160 €, depending on how many hours per week the course is taught. If you would like to practise on your own you can do so in the self-learning-centre (Selbstlernzentrum). At **Neustadtswall** you will find it in the first floor of the FS-building (behind the cafeteria) in room 14. There are around 40 multimedia working places

with different kinds of software to help you learning. The self-learning-centre of the **Werderstraße** is located in room B 112. You will need an account to use it. The online registration for the account costs you 15 € per semester - unless you are taking a course at the same time. In this case you can use it for free. This is also the case if a language course of your degree programme is taught by the Fremdsprachenzentrum.

You can find not only the list of courses on the homepage, but also a special programme called "**tandem**". And this is how tandem works: Two people who want to learn the mother tongue of the



www.asta-hsb.de



Fremdsprachenzentrum
Uni-Campus, GW 2,
A 3160-3190
Bibliothekstr. 1
28359 Bremen
Fon: (0421) 218 - 7563,
- 9620, 9593
Fax: (0421) 218 - 7563

www.fremdsprachenzentrum-bremen.de

Selbstlernzentrum
Rüdiger Fehse
Fon: (0421) 218 - 3008
rfehse@uni-bremen.de

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other person, meet regularly and talk to each other in the two different languages. You can download a registration form on the website to sign up for the programme. The Fremdsprachenzentrum also offers a **film club every Wednesday at 7.15 pm** at the University of Bremen. You can watch movies for free here and discuss them afterwards. It takes places in the theatre hall of the University, room B 0490 (underneath of the Mensa). If you have any question you can also e-mail to filmclub@uni-bremen.de.

Foreign languages Plus

Many students have to or want to **do more** for their language skills than what is asked for in their degree programme. That is why the Coordination Centre for Further Education (Koordinierungsstelle für Weiterbildung) offers **additional, extra-curricular language courses**. They offer German as a foreign language as well as English, French, Spanish, Portuguese, Italian, Chinese, Japanese, Russian, Polish and Hindi. All courses take place **during the semester**, either in the late afternoon or in

the evening for two to four hours a week. Additionally, there are a couple Saturdays when courses take place. They also offer English- and Spanish classes during the holidays and in the week before the semester starts. However, also these classes will cost you around 2,50 € per hour, so that the whole course will cost 75 € or 150 €.

Cultural Institutes

If you are a foreigner and still have some problems speaking and understanding **German** the **Goethe Institute** might be the right institution for you. It offers German classes and –certificates, rooms for rent and different workshops. For people wanting to learn **Spanish** the **Instituto Cervantes** offers courses and for those inclining of **French** there is the **Institut Français**. It also offers a cultural programme and classes to prepare you for living in France.

Study Groups

It seems that there are also some study groups (AGs) for different languages in Bremen. To find them look at the **black boards**. Or just start your own one!

Further education at the Hochschule

The Centre for Further Education that you can usually find in front of the AStA was already mentioned above offers (students' union). There are also holiday a vast range of classes, ranging from photography to arts and softskills- courses in German language and culture workshops (e.g. presentation skills). that take place during the summer, they are called International Summer Courses. Have a look on the website for the full programme or look for the brochure that fremdsprachenzentrum-bremen.de.



Adult Education Centre

The Adult Education Centre Bremen (Volkshochschule Bremen – VHS) offers hundreds of courses in all different kinds of things. Their classes range from international cooking to language to Power Point courses and are mostly affordable. Have a look on their website to see the programme or in their brochure that is available in the City Library (Stadtbibliothek) or at the VHS itself.



Goethe-Institut
Fedelhöfen 78
28203 Bremen
Fon: (0421) 360810
Fax: (0421) 325242

www.goethe.de/bremen



Instituto Cervantes
Schwachhausener Ring 124
28209 Bremen
Fon: (0421) 340390
Fax: (0421) 3499964

bremen.cervantes.es



Institut Francais
Contrescapre 19
28203 Bremen
Fon: (0421) 33944 - 0
Fax: (0421) 34944 - 44

www.kultur-frankreich.de



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Students*

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STUDENT AFFAIRS

Working for political organs of the Hochschule is interesting for a lot of students, because the policies show immediate change.

A lot of organizations look forward to hearing from you and want you to become a part of their team. Get started and participate in student-run organizations.

Student magazine

Unfortunately the online student magazine “freiraum” hasn’t been published by the AStA of the Hochschule since some semester. But we are always looking for new **people interested in journalism** and making a magazine themselves to recreate the magazine. So if you like writing articles or also if you are good at layouting or taking pictures, contact us, we will be happy to welcome you in our team. If you are interested in

old issues have a look on our website! In addition you should have a look at the “Pflichtlektüre” which is published once a semester by the umbrella organisation of the German students’ unions. You can find it in front of the AStA (students’ union).

There are also different German Newspapers in the AStA for you to read!



[www.asta-hsb.de/
download.php](http://www.asta-hsb.de/download.php)

Umbrella Organisations of Students

The “Free Association of Students’ Unions” (**Freier Zusammenschluss von Studierendenschaften e.V. – fzs**) is an umbrella organisation that represents the **political, social, cultural and economic interests in Germany**. Everyone interested is invited to collaborate, e.g. in the different thematic groups. The fzs provides important information concerning education and university politics. However the Hochschule is (not) yet a member because of the member fees.

The fzs is a member of the **International Union of Students (IUS)** and the **European Students’ Union (ESU)**

which is the umbrella organisation on the European level. The IUS was founded in Prague in 1946 and is today the only worldwide association of national student representations from 114 countries. At the same time the ESU represents 12 million students from the 36 European nations. ESU’s main goal is the protection of the social, educational and cultural interests of European students and their representation when dealing with international and European organisations and institutions. But the ESU also offers a platform for information and regularly organises training workshops for students’ representatives.



www.fzs.de



www.esib.org



National Ass'n of Faculty Students'

*This very long name is shorter in German: **Bundesfachschaften**. They are associations of a certain faculty on the **national level**. Often local groups constitute and become a member of the national association. The office of the association takes turns within its members. The national faculty councils want to encourage the communication between faculties of different universities and the practical orientation of university education. To find out whether there is such an organisation in your faculty contact the **office of your degree programme** or older students in your faculty. There are some students' organisations*

of different political parties that are active (more or less) at our Hochschule. We do not want to display party programmes here, so please refer to the websites:

Young Socialists (Jusos):
www.jusoshsbremen.wordpress.com

Christian Democratic Students (RCDS)
www.rcdsbremen.de

Green Alternative Students (GHG)
<http://www.campusgruen.de/vorort/bremen/>

Leftist - Socialistic Democratic Students (SDS)
<http://sdsbremen.blogspot.de/>

Liberal Students' Organisation



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BREMEN

The history of the city of Bremen traces back to time between the first and the eighth century. This was the time when the first people settled in Bremen.

From now on you are part of this city.



www.bremen.de

Free Hanseatic City

The Free Hanseatic City of Bremen has only 404 km² and is thus the **smallest of the federal states in Germany**. Bremen is usually seen to be one of the three **city states** (Hamburg and Berlin are the other two) although it consists of two cities: Bremen and Bremerhaven. Together they have about 650,000 inhabitants which makes Bremen the **10th biggest city in Germany**. Bremen has existed for the last 1,200 years and has currently about **550,000 inhabitants**.

The regional parliament in Bremen is called "**Bürgerschaft**" which literally means citizenship and the parliament in charge of the city is called "Stadt**bürgerschaft**" (city citizenship). The election for both parliaments takes place ever four years and the citizen elect from the

same list of people. The difference only lies in the 16 delegates from Bremerhaven who also sit in the *Bürgerschaft*.

The head of administration in Bremen is the government, called **Senate** in Bremen. Since November 2005, Jens Böhrnsen (SPD) is its head and therefore the chief magistrate (*Bürgermeister*) of the city.

The members of the senate can be compared to the ministers in the other federal states and at the same time they are the communal head of their department. You can find more information about the political structure of Bremen on the website which also provides many online services and information about the 50 discos and 230 bars in Bremen.

Nightlife

If you want to study successfully, think about which goals you want to achieve with your studies. You should check after every semester **in how far your goals changed** and in how far you reached them. To summarise it: You can retake exams, but not parties!

The Schlachte

Not far from the Hochschule and next to the Martini Church and the Weser you can find what is generally called the "Schlachte". It was refurbished in the

1990ies and is a **waterfront** with many cafes, bars and restaurants. Especially during the summer it is the place to be in the evening. Most of the restaurants are pretty stylish, but the beer gardens next to the water are the most popular places anyway. The beer gardens have to close at midnight because of the noise but you can continue sitting inside.

The Viertel

The "Viertel" is the **centre of the alternative students' nightlife**. If you want

to find it on a map look for the streets “Sielwall” and “Ostertorsteinweg”. Their crossing point is the centre. Another hotspot is the crossing of the streets “Fesenfeld” and “Humboldtstraße” which is also called **“Bermuda Triangle” (Bermudadrieck)**. The bars Römer, Heartbreak Hotel, Capribar and Rum Bumpers make it lively every day of the week. Near the Sielwall you can find the bars Eisen and the alternative club Lila Eule, the Lagerhaus and the Café above from the “Cinema am Ostertor”. You will find many more bars and cafes along the Ostertorsteinweg. You should also try **“Auf den Höfen”**, an internal courtyard with more bars and restaurants.

The Disco Mile

The “Disco Mile” (Discomeile) is near the main station in the street Rember-tiring. You will find one disco next to the other one here. The first one is the Tower (rock), the next one Ting! (house, electro,

reggae), LaViva (mainstream, hipHop/ R’n’B, Techno) a 1-Euro-Bar and the d-sign (house, electro). In the middle of all: the legendary **StuBu (abbreviation for Studentenbude, meaning students’ hut)**. People argue about this club a lot, but you should try it at least once.

There are of course many more discos and clubs in Bremen, but we can not name all of them here. Another important location is **Modernes**, our “campus club” at Neustadtswall. Music here varies from rock to electro and mainstream, depending on the motto of the night.

To get an overview of the party landscape in Bremen and to find out what is going on tonight have a look at the **Bremen4u-paper** and **Mix** that are both displayed for free in the Hochschule and other places (both magazines have a website as well). The magazine **“Bremer”** also publishes what is going on in Bremen, you can buy it in shops.

Culture

Low German, an old dialect, is spoken only very rarely in Bremen. Also, it is not spoken in its clear form since it mingled with the dialect from the urban hinterland.

Bremen has a vibrant **theatre scene**. There are not only the five city theatres but also a number of private and free theatres. You can also find many museums in Bremen, one of the most modern

ones is e.g. the Universum Science Center near the University of Bremen.

The statue **“Roland”** is Bremen’s centre and emblem. It is looking towards the St. Petri Cathedral. Both Roland and the town hall (Rathaus) were awarded as world cultural heritages by the UNESCO. You can find the famous Town Musicians of Bremen which are also an emblem of Bremen. The small district



www.modernes.de



www.bremen4u.de



www.mix-online.de



“Schnoor” near the old town is famous for its narrow streets, small houses and mediaeval atmosphere – it is probably the oldest settlement in Bremen. Take a stroll along the **“Schlachte”** which begins near the St. Martin’s Church (Martini-kirche). The waterfront was renovated in the 1990ies and has many restaurants and bars to it.

On of the most famous delicacy in Bremen is **“Kohl and Pinkel”**, kale and a special smoked sausage. Different kinds of cabbages are popular during the win-

ter time, e.g. green cabbage that is called brown cabbage (Braunkohl) in Bremen. You will also have the chance to eat it in the cafeteria of the Hochschule.

Another interesting local speciality good are **“Babbeler”**. These candy canes are made with peppermint or menthol and manufactured in a small company in Bremen. Other than peppermint and menthol they consist of sugar and water – maybe they are the only cough candy canes in the world.

Mobility



www.bsag.de

Public Transport and Semesterticket

Public transport in Bremen is fairly well equipped with trams, busses and subways (if you find one you may keep it) and you can use all of them with your Semesterticket (students’ ticket) at any time **without any additional costs**. You get your Semesterticket from the Registrar’s Office. If you have any queries concerning the Semesterticket contact the AStA (students’ union), e.g. if you lost it. In that case you have to pay an **administration fee of 13,90 €** - unless you sign a legal declaration stating that you lost it. You will get a new Semesterticket from the Registrar’s Office then.

Your Semesterticket is **personalized** and is only valid with a picture of you

and along with an official ID. It is valid for one semester (look at the ticket for the exact dates) and in the area of Bremen (BSAG), in the transport association Bremen/Lower Saxony (VBN), in the transport area Ems-Jade (VEJ) and on selected routes, e.g. to Cuxhaven, Hamburg, Hannover, Osnabrück, Rheine. However, you are not allowed to take the fast trains IC and ICE, but only the regional trains (RE, RB and metronom).

You can **request a refunding** if you do not need the Semesterticket under certain circumstances, e.g. if you spend an internship semester outside of Bremen, if you take a holiday semester or if you can not use public transport due to a handicap. In this case you will get 105 € back if you apply for it. To do so you pay the normal fees first and then fill

out a form that is available on the AStA-website (www.asta-hsb.de) and is called **“Semesterticketrückerstattung”**. You need to add a proof to the form (e.g. the internship-contract) and turn it in before the semester starts.

Also, you do not have to pay the additional charge for any **night trams and busses**. Usually it is 1 € per way, but you are paying it already with your Semesterticket.

Pedestrians

If you are not used to walking in German cities and especially if you are new in Bremen you should always watch out for cyclist – meaning **you should not walk on the red marked cyclists’ way**. So if there is something ringing behind you better jump out of the way quickly.

Cycling

Riding a bike is the **most student-like way to move in Bremen**. Most people do not ride their bike to do sports but use it as a medium of transport. If you do not have one yet better get one now! It is always worth to stroll along the flea market at the Bürgerweide (behind the main station) on a Sunday morning. But do not invest too much money and buy a good lock too otherwise you will not be in possession of it for long. Just lock as much of your bike as possible. Statistics say that **one bike per minute is stolen in Germany**. If your bike is stolen despite all locks take another stroll around the

flea market – you would not be the first person to relocate their bike there...

To prevent your bike to be stolen, get a **code** on it: Those bikes are not very attractive for bike dealers. The police, ADAC and sometimes also bike traders engrave a number in your bike so it is always possible to identify it. The police does it for free, you can find dates and places on their websites. They usually come to the Hochschule once a semester, too.

The **police in Bremen** does different things against the theft of bikes. For example, they sometimes collect bikes that they think are stolen ones. You can look for your stolen bike on their website (look for “Fahndung”). If you can identify your bike online contact the “investigation team stolen bikes” (Ermittlungsgruppe Fahrraddiebstahl) or the next police station.

In case your bike is defect at some point you can go to the **“Help Yourself Garage” (Selbsthilfe-Fahrradwerkstatt)** that is organised by the university’s AStA (students’ union). There are other students there who help you and give you guidance how to repair your bike. Tools are provided and replacement parts for very low prices. The garage is located on the university campus between SFG, Keksdose and the indoor swimming pool. Please look for their opening hours online (www.asta.uni-bremen.de > Service).



www.adfc-bremen.de



Bremen Police Department (Neustadt)
Neustadtcontrescarpe 49
28199 Bremen
Fon: (0421) 362-17420,
-17421

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The Bremen office of the **German Bike Club (ADFC)** provides information for nice places to ride your bike in and around Bremen. They also have special maps for cycling there.

Cars

If you come by car to the Hochschule for some reason you can park on the **university-owned parking lots**. It costs you **1€ per day** and you pay by Mensacard. Please find more information about parking at the Hochschule. Of course you can also look for free parking spaces in the streets nearby.

Car sharing

In general it is not worth to have a car in Bremen being a student. But if you need a car from time to time you can become a member of a car sharing company, e.g. **Cambio**. Cambio offers a variety of different cars and small trucks and has a lot of advantages compared to a normal car rental. Have a look at their website to find out more about prices and conditions. Note that you do not have to pay the membership fee if you show your Semesterticket!

A special way to share a car and reduce costs and pollution is the so called **“Mitfahrgelegenheit”** which is hard to translate into English. Let’s say you want to go to Berlin for the weekend and you did not get a cheap train ticket in advance. In this case you can look on www.mitfahrgelegenheit.de if the-

re is someone else going to Berlin who would give you a ride. If there are people listed (which is almost always the case for Berlin), **contact them** if they have spaces left and ask about meeting point, time and price if it is not stated yet on the website. You should calculate **5 to 6 € for 100 kilometres** which is much cheaper than most other ways to travel. At the same time you will travel with foreign people and there is always a risk that they cancel the trip. So be reliable yourself and do not make promises to drivers if you are not sure whether you are going or not.

Traveling by Train

Statistics say that about **100.000 people pass the main station in Bremen per day**. Bremen is frequented by many trains going to destinations in Germany and Europe. The station’s building is about 120 years old and worth to see. To look up timetables online go to www.bahn.de. You can also switch the page into English. There are many different train tickets in Germany and if you book early it is possible to go to the other end of Germany for 29 €. But if you do not book early it can be **five times as expensive...** There are also tickets that only allow you to take regional trains but are less expensive. You can find more information about offers and specials on the website.

There are also some overland busses going to destinations all over Europe and going through Bremen. You can look up



www.mobilpunkt.info



www.vcd.org



www.mitfahrgelegenheit.de

www.mitfahrzentrale.de

timetables on www.eurolines.com. The busses depart and arrive near the main station in front of the Cinemaxx.

Flying

Bremen's airport will celebrate its 100 birthday in 2013. It is frequented by many airlines and also by some low-cost-carriers. Ryanair currently offers flights to more than 20 destinations all over Europe and usually has the best prices. The airport is relatively close to the city centre and easy reachable by both tram and car. Take the **tram number 6** to get there by public transport. It will only take you 12 minutes from the city centre and the tram stops only 22 metres from the check-in counters. You can

find out all about timetables and route maps on the airport's website.

As you know **flying pollutes the environment** a lot more than taking a train or a car. But if you want to you can calculate how much it needs to re-compensate your flight concerning pollution on the website of "**atmosfair**". If you decide to donate, the money is invested into solar-, waterpower- and energy reducing projects by atmosfair. Thus, the money is used to reduce the amount of greenhouse gases compared to how much gases your flight caused. You can find more information about the organisation and their projects on their website.

Nature

Bremen is located in the **moderate zone** and temperatures do not get below 0 degrees at an average during winter time. It can rain throughout the year but is snows only rarely. Statistics say that there is snow only on five days a year.

Bremen is next to the river "**Weser**" on both sides, about 60 kilometres from its mouth in the **North Sea** in Bremerhaven. The landscape left of the Weser is called "**Wesermarsch**", whereas the area right of the Weser belongs the Elbe-Weser-Triangle.

The "**Bürgerpark**" is behind the fairgrounds, "**Bürgerweide**" behind the main

station. Together with the City Forest (Stadtwald) it covers 220 hectares. The so called "**Wallanlagen**" that surround the city centre stem from the fortification that existed till the 17th century. Part of them are also close to the Hochschule, they are called "Neustadtwallanlagen".

Yet, the most popular local recreation area is the area surrounding the "**Werdersee**". The "**Werdersee**" is not really a lake also that is the literal meaning of it. It is a dead arm of the Weser and in summer you will find many students sunbathing, jogging and having BBQs here.



www.airport-bremen.de



www.atmosfair.de



About 5 % of the Bremen area have been declared to be **nature reserves**. All in all there are 15 areas of very different

size, the first one was established before World War II. There are forests, bushes, moor and grassland.

Media in Bremen

The **“Weser Kurier”** is the only real newspaper in Bremen. It is published in the same house as the other regional newspaper **“Bremer Nachrichten”**. There are about 170.000 newspapers sold each day. The **“Bremer Nachrichten”** is the third oldest newspaper that is still published in Germany. Since 1983 they also have a Sunday edition called **“Kurier am Sonntag”**. The **“taz”** (tageszeitung) and the **“Bild”** also have pages covering Bremen. **“Weser Report”** and **“Bremer Anzeiger”** are two local rags that are delivered to every household – unless your mailbox says you do not want them.

stations **“Bremen 1”** (news oriented and both new and old music), **“Bremen 4”** (motto: rocken, poppen, dancen), **“NordwestRadio”** broadcasts news and is culture-oriented and **“Funkhaus Europa”** is more international but also in German. In addition there are some private radio stations, e.g. **“Radio Energy”** (UKW 89,9). The **“Open Channel”** (offener Kanal) broadcasts the **“Campus-Radio”** every second Wednesday at 6 pm.

To watch TV you will either need a **cable connection** (which is charged monthly) or you have to buy a DVBT-receiver. The local TV station is Radio Bremen which broadcasts the local news magazine **“buten un binnen”** at 6 pm (short version) and 7.30 pm (long version).



www.weser-kurier.de



www.radiobremen.de

The public-law broadcasting station in Bremen is called **“Radio Bremen”** – but they do also TV. They have the radio

IMPRESSUM

Students' Handbook -
Hochschule Bremen 2011

Bremen, Juli 2011

HERAUSGEBER

ASTa der Hochschule Bremen

AUFLAGE

300 Exemplare

REDAKTION

Backovic, Lazar
Bayer-Eynck, Lena
Carius, Florian
Gernig, Björn
Goßmann, Imke
Kowalzik, Eva

Renken, Marc
Schotte, Friederike
Thoma, Ludwig
Weinrich, Martin

SATZ UND

LAYOUT

Backovic, Lazar

DRUCK

Techniker Krankenkasse, Bremen

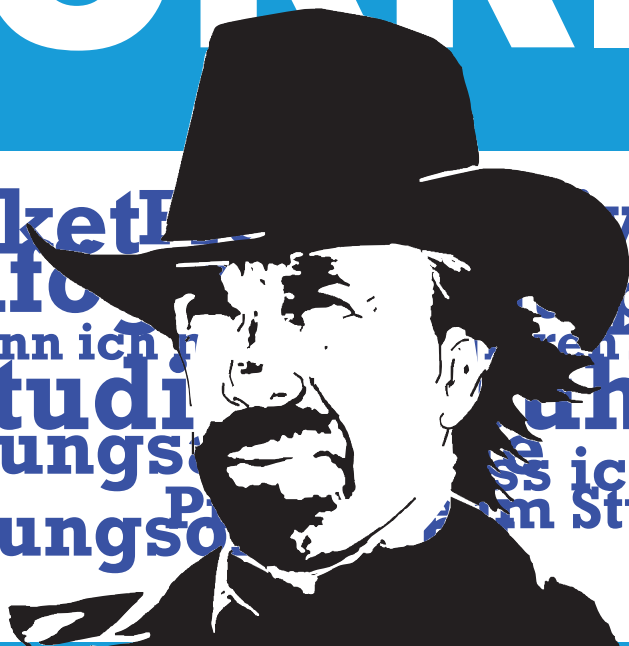
Anmerkung: Wir bitten zu berücksichtigen, dass aus Gründen der Lesbarkeit im Students' Handbook auf die dreifache Anrede (in der weiblichen, männlichen und intersexuellen Form) verzichtet wurde.



Checklist: Did you already...

- receive your Leporello?*
- put your Semesterticket und student ID in your pocket?*
- find a place to stay? (Tipp: bremen.de)*
- manage your finances? (Bafög, part-time work, scholarship)*
- get your timetable?*
- read the exam-related policies (Prüfungsordnung)?*
- visit the first lecture of your first semester?*
- choose your courses?*
- visit and set up AULIS (aulis.hs-bremen.de)?*
- create an automatic e-mail forwarding from your HSB-email address to your private address?*
- buy a MensaCard?*
- celebrate that you are a freshman on a freshman party?*
- read this book :-)?*

CHUCK NORRIS



WÜRDE DEN ASTA FRAGEN

Besuch uns im
Raum M 07/08



ASTa der HS Bremen
Neustadtwall 30
28199 Bremen
www.asta-hsb.de
(0421) 5905-3643

