

## PARTNER INFORMATION SHEET 2017/18

Full legal name of the institution	Hochschule Bremen, City University of Applied Sciences (HSB)	
Erasmus Code	D Bremen04	
Address	Neustadtswall 30, 28199 Bremen, Germany	
Institution's Website	HSB: <a href="http://www.hs-bremen.de">www.hs-bremen.de</a> Information for INCOMING Exchange Students: English <a href="http://www.hs-bremen.de/internet/de/international/office/incomings/austausch">www.hs-bremen.de/internet/de/international/office/incomings/austausch</a> German <a href="http://www.hs-bremen.de/internet/en/international/office/incomings/austausch">www.hs-bremen.de/internet/en/international/office/incomings/austausch</a>	
International Office	International Office AB-Building, Rooms AB 104-108 Neustadtswall 30, 28199 Bremen, Germany  <b>Institutional Coordinators for INCOMING Students:</b> Christiane Sgonina & Antje Nantcho T +49 (0) 421 5905-2160, -2440 E <a href="mailto:International-office@hs-bremen.de">International-office@hs-bremen.de</a>  <b>ERASMUS+ Institutional Coordinator &amp; Deputy Institutional Coordinator:</b> Ilka Knippel & Antje Nantcho T +49 (0) 421 5905-4135, -2440 F +49 (0) 421 5905-4109 E <a href="mailto:erasmus@hs-bremen.de">erasmus@hs-bremen.de</a>	
<b>Your contact persons:</b> Departmental Coordinators INCOMING and OUTGOING Students	Claudia Kuhlmann T +49 (0) 421 5905-4230 E <a href="mailto:claudia.kuhlmann@hs-bremen.de">claudia.kuhlmann@hs-bremen.de</a>  F +49 (0) 421 5905 4815 W <a href="http://www.zibp-sib.hs-bremen.de">www.zibp-sib.hs-bremen.de</a>  School of International Business (SiB) Office of International Relations and Business (ZIBP) Werderstraße 73 28199 Bremen Germany	Stefanie Gössling T +49 (0) 421 5905 -4814 E <a href="mailto:stefanie.goesling@hs-bremen.de">stefanie.goesling@hs-bremen.de</a>
Courses offered for Incoming Students	School of International Business: <a href="http://www.zibp-sib.hs-bremen.de/courses">www.zibp-sib.hs-bremen.de/courses</a>	
Language of Instruction	English and German	

Semester Schedule	Winter Semester 2017/2018	Summer Semester 2018
Nomination Deadlines	Before application deadline	Before application deadline
Application Deadlines	June 1 (same year)	January 15 (same year)
Orientation Week (OW)*	25.09. – 29.09.2017 (morning)	05.03. – 09.03.2018 (morning)
Lecture Dates	02.10.2017 – 26.01.2018	12.03.2018 – 29.06.2018
Exam Dates	27.01.2018 – 10.02.2018	30.06.2018 – 14.07.2018
<b>*Compulsory attendance, students should arrive a few days before the OW</b>		
German Intensive Language Course for Incoming Students	26.09. – 29.09.2017 (afternoon)	06.03. – 09.03.2018 (afternoon)
German Language Courses during the Semester	60-hrs-course for EUR 160,- (6 ECTS)	
<u>Approximate costs (in Euro) for:</u>		
Onetime payment:		
- Visa fees (BSU) for non-European	~ 100,00	
- Study material/ books	~ 35,00	
- City and regional transportation	~ 250,00 contribution per semester (semester ticket, Student Services, General Students' Committee )	
Monthly:		
- Accommodation	~ 250,00 - 350,00	
- Health insurance	~ 83,00	
- Food and Beverage	~ 200,00 -300,00	
Overall for about <b>five month</b>	~ 3800,00 (including Visa costs)	
Overall <b>per month</b>	~ 760,00	
Other useful Information or Websites for Incoming Students	<a href="http://www.bremen.de">www.bremen.de</a> <a href="http://www.bremen-tourism.de">www.bremen-tourism.de</a> <a href="http://www.stw-bremen.de">www.stw-bremen.de</a> <a href="http://www.meinestadt.de/Bremen">www.meinestadt.de/Bremen</a>	

#### **Application to our Exchange Programme:**

- 1) The student contacts the person in charge of the cooperation at his/her home institution in order to make arrangements for his/her studies at HSB in Bremen.
- 2) The coordinators at the home institution and HSB will inform the applicant about the application details.
- 3) The coordinator at the home institution sends a list with the names of nominated students to HSB. The nominations should include:
  - full name of student: name and last name
  - email address
  - field of study at the home institution
  - subject area at HSB
  - exchange period at HSB: winter semester XX / summer semester XX / full year XX
- 4) HSB will send an email to the coordinator at the home institution and/or the student with a link to HSB's online application form (open for 3 months):
  - for the winter semester: March 1 – June 1
  - for the summer semester: March 1 – June or October 15 – January 15
- 5) The students will receive an acceptance letter and admittance information after they have submitted their complete online application and have been accepted by HSB.

→→ Please note: We do not require any postal sent original documents. Online registration and/or email nomination is perfectly fine.

## **Proof of Proficiency in English for International Exchange Students**

International exchange students intending to take classes/modules taught in English will need to provide evidence that they have sufficient competence in English as part of their application. Sufficient proficiency in English can be proven by supplying internationally accepted test scores, certificates, or other evidence of adequate language competence.

Students will meet the English language proficiency requirement by providing one (1) of the following English language test scores, certificates or statements of confirmation on language level:

1. IELTS (International English Language Test Service) – minimum score 5.5
2. TOEFL (Test of English as a Foreign Language) – minimum score
  - Paper-based: 530
  - Computer-based: 197
  - Internet-based (iBT): 71
3. University of Cambridge – one (1) of these certificates
  - First Certificate in English – at least grade B, or
  - Certificate in Advanced English – at least grade C, or
  - Certificate of Proficiency in English – at least grade C
4. UNICert level II
5. Michigan English Language Assessment Battery (MELAB) – minimum score 85
6. **B2** competence level certificate/confirmation from a recognized university language center or a language instructor from your home institution based on the **Common European Framework of Reference for Languages (CEFR)**
7. Evidence that:
  - Your native (first) language is English
  - You completed your secondary school education with English as the language of instruction
  - You have spent at least one year studying or working in an English-speaking country within the last three years.