



Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

Hochschule für Öffentliche Verwaltung Bremen

1. Institutional Information

1.1 Institutional details

Name of the institution	Hochschule für Öffentliche Verwaltung Bremen
Postal Address	Doventorscontrescarpe 172 c, 28195 Bremen, Germany
Erasmus Code	D BREMEN07
EUC	225170-EPP-1-2014-1-DE-EPPKA3-ECHE
Institution website	www.hfoev.bremen.de
Course catalogue	

1.2 Main contacts

Contact person	Prof. Dr. Luise Greuel
Responsibility	rector
Contact details	Tel: 0049 421 361 59416 Fax: 0049 421 361 59906 luise.greuel@hfoev.bremen.de

1.3 Departmental Erasmus Coordinators:

In each department, there is a contact person for international affairs. Often it is a Chairman/Chairwoman of the departmental Study Board.

Department	Risiko- und Sicherheitsmanagement
Contact person	Prof. Dr. Claudia Kestermann
Contact details	Tel: 0049 421 361 59446 claudia.kestermann@hfoev.bremen.de

Department	Dualer Studiengang Steuern und Recht
Contact person	Prof. Dr. Hans-Ulrich Herrnkind
Contact details	Tel: 0049 421 361 5117 hans-ulrich.herrnkind@hfoev.bremen.de

Department	Polizeivollzugsdienst
Contact person	Prof. Dr. Matthias Wehr
Contact details	Tel: 0049 421 361 19617 matthias.wehr@hfoev.bremen.de

2. Detailed requirements and calendar

2.1 Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level*
Student Mobility for Studies	Any	German	Minimum requirement: B2
Staff Mobility for Teaching	Any	German	Minimum requirement: B2
Staff Mobility for Training	Any	German	Minimum requirement: B2

*Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels.cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2 Additional requirements

The Hochschule für Öffentliche Verwaltung Bremen welcomes student and staff with disabilities. The campus buildings are equipped with lifts.

Student's application documents should be sent to:

Hochschule für Öffentliche Verwaltung Bremen
Prof. Dr. Luise Greuel
Doventorscontrescarpe 172 c
28195 Bremen

Students are required to provide us with the following documents in paper:

- Application form with a photograph
- Learning Agreement (first draft, one copy only)
- Curriculum vitae
- Copy of the identity card or passport
- Transcripts of Records obtained in previous years of study at home university
- One Photograph (for the semester ticket)

2.3 Calendar

The semester dates will be published on the website:

<http://www.hfoev.bremen.de/sixcms/detail.php?gsid=bremen154.c.6892.de>

2.3.1 Nomination Deadlines:

Information on nominated students and their application documents must reach Hochschule für Öffentliche Verwaltung Bremen by:

winter term	May 15th
summer term	November 15th

When nominating the students, the following information shall be provided:

- Name of the student(s)
- E-mail address to student(s)
- Semester(s) of exchange
- Subject area
- Gender

2.3.2 Decision Response

We will send our decision within 4 weeks.

2.3.3 Transcripts of Records

A Transcript of Records will be issued no later than 6 weeks after the assessment period has finished at our institution.

3. Additional information

3.1 Grading system

Vom Hundert-Anteil der Klausurenpunkte	Notenpunkte	Note	ECTS-Grade
100 - 95	15	1 = sehr gut	A (excellent) (14 - 15 Notenpunkte)
94,99 - 90	14		
89,99 - 85	13	2 = gut	B (very good) (12 - 13,99 Notenpunkte)
84,99 - 80	12		
79,99 - 75	11		
74,99 - 70	10	3 = befriedigend	C (good) (10 - 11,99 Notenpunkte)
69,99 - 66	9		
65,99 - 62	8		
61,99 - 58	7		
57,99 - 54	6	4 = ausreichend	D (satisfactory) (7 - 9,99 Notenpunkte)
53,99 - 50	5		
49,99 - 44	4		
43,99 - 37	3	5 = nicht ausreichend	E (sufficient) (5 - 6,99 Notenpunkte)
36,99 - 30	2		
29,99 - 15	1		
14,99 - 0	0		
			F (fail)

3.2 Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Department	Risiko- und Sicherheitsmanagement
Contact person	Danuta Warywocka
Contact details	Tel: 0049 421 361 59559 danuta.warywocka@hfoev.bremen.de

Department	Dualer Studiengang Steuern und Recht
Contact person	Ulrike Kuhn
Contact details	Tel: 0049 421 361 59008 ulrike.kuhn@hfoev.bremen.de

Department	Polizeivollzugsdienst
Contact person	Danuta Warywocka
Contact details	Tel: 0049 421 361 59559 danuta.warywocka@hfoev.bremen.de

3.3 Insurance

Our institution will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

We will inform incoming students/staff of cases in which insurance cover is not automatically provided.

Information and assistance can be provided by the following contact points and information sources:

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Contact person	Danuta Warywocka
Contact details	Tel: 0049 421 361 59559 danuta.warywocka@hfoev.bremen.de

Department	Dualer Studiengang Steuern und Recht
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Department	Polizeivollzugsdienst
Contact person	Danuta Warywocka
Contact details	Tel: 0049 421 361 59559 danuta.warywocka@hfoev.bremen.de

3.4 Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Department	Risiko- und Sicherheitsmanagement
Contact person	Danuta Warywocka
Contact details	Tel: 0049 421 361 59559 danuta.warywocka@hfoev.bremen.de

Department	Dualer Studiengang Steuern und Recht
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3.5 Changes of Annex

Changes to Annex will be published on the website:

www.hfoev.bremen.de