

# Annex B to ERASMUS+ Inter-Institutional Agreement

## Institutional Factsheet:

### 1. Institutional Information

#### 1.1. Institutional details

Name of the institution	Hochschule Bremerhaven
Erasmus Code	D BREMERH01
Postal Address	An der Karlstadt 8/ D-27568 Bremerhaven/Germany
Institution website	<a href="http://www.hs-bremerhaven.de/start/">http://www.hs-bremerhaven.de/start/</a>

#### 1.2. Main contacts at International Office

Contact person	Mrs. Aleksandra Rupietta
Responsibility	Head of International Office
Contact details	An der Karlstadt 8/ D-27568 Bremerhaven/Germany <a href="mailto:arupietta@hs-bremerhaven.de">arupietta@hs-bremerhaven.de</a> +49(0) 471 4823 118

Contact person	Prof. Dr. Kai Havekost
Responsibility	Departmental Erasmus Coordinator
Contact details	<a href="mailto:khavekost@hs-bremerhaven.de">khavekost@hs-bremerhaven.de</a>

#### 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.

Contact person	Prof. Dr. Kai Havekost
Responsibility	Departmental Erasmus Coordinator
Contact details	<a href="mailto:khavekost@hs-bremerhaven.de">khavekost@hs-bremerhaven.de</a>

### 2. Detailed requirements and additional information

#### 2.1. Recommended language skills

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

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level according to CEFR
Student Mobility for Studies	1015 (041)	English	B2
		German	B2
Staff Mobility for Teaching	1015 (041)	English	B2
		German	B2

\* For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> .

## 2.2 Calendar

The semester dates will be published on the website:

[www.hs-bremerhaven.de/en/service/good-to-know-for-studies/academic-calendar/](http://www.hs-bremerhaven.de/en/service/good-to-know-for-studies/academic-calendar/)

**2.2.1 Nomination Deadlines:** Applications/information on students nominated must reach our institution by:

<b>Autumn term</b>	<b>15<sup>th</sup> May</b>
<b>Spring term</b>	<b>15<sup>th</sup> November</b>

### 2.2.2 Decision Response

We will send our decision normally not later than three weeks after we have received the complete application documents. When accepted, the student will receive a conformation and additional information about his/her stay in Hochschule Bremerhaven by mail. The acceptance letter will be sent to the home institution by regular mail.

### 2.2.3 Transcripts of Records

A Transcripts of Records will be issued normally within 6 week after the assessment period has finished by the Examination Office. The original document will be sent to the home university by regular mail. It is the home university's responsibility to provide the student with this document.

## 3. Additional information

### 3.1 Grading system:

ACADEMIC RESULT IN %	GERMAN GRADE	ECTS-GRADE
100-95	1,0	<b>A (Excellent)</b>
Below 95-90	1,3	
Below 90 -85	1,7	<b>B (Very good)</b>
Below 85 -80	2,0	
Below 80-75	2,3	<b>C (Good)</b>
Below 75-70	2,7	
Below 70-65	3,0	<b>D (Satisfactory)</b>
Below 65-60	3,3	
Below 60-55	3,7	<b>E (Sufficient)</b>
Below 55-50	4,0	
Below 50-25	5,0	<b>F (Fail)</b>

### 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:

<b>Contact person</b>	Ms. Patricia Gebhardt (Incoming Students)
<b>Contact details</b>	<a href="mailto:gebhardt@hs-bremerhaven.de">gebhardt@hs-bremerhaven.de</a> +49(0)471 4823 133

### 3.3 Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm) .

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:

<b>Contact person</b>	Ms. Patricia Gebhardt (Incoming Students)
<b>Responsibility</b>	Incoming Students
<b>Contact details</b>	<a href="mailto:gebhardt@hs-bremerhaven.de">gebhardt@hs-bremerhaven.de</a> +49(0)471 4823 133
<b>Website</b>	Incoming students need proof of a valid health insurance equivalent to the German statutory health insurance (EHIC Card). Travel insurances and private health insurances are usually not sufficient.

### 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:

<b>Contact person</b>	Ms. Patricia Gebhardt (Incoming Students)
<b>Responsibility</b>	Incoming Students
<b>Contact details</b>	<a href="mailto:gebhardt@hs-bremerhaven.de">gebhardt@hs-bremerhaven.de</a> +49(0)471 4823 133
<b>Website</b>	<a href="http://www.hs-bremerhaven.de/en/organisation/departments/international-office/incoming-students/your-stay-in-bremerhaven/accommodation/">www.hs-bremerhaven.de/en/organisation/departments/international-office/incoming-students/your-stay-in-bremerhaven/accommodation/</a> Students have to notify us if they wish to get assistance in finding accommodation.