

Welcome to the Faculty 08 - Social Sciences!

Dear colleagues,

With this leaflet, we would like to provide you with detailed information on how to implement your courses at the Faculty 08. It contains information on the courses offered, committees and contact persons in the department, general explanations regarding the structure of the programs, modules and the allocation of credit points as well as information on the organizational and examination procedures for the planning and implementation of courses. The course management system Stud.IP and the examination management system PABO will also be explained.

The leaflet is aimed not only at full-time academic staff of the department who have a contractual obligation to teach, but also at lecturers and deputy professors. Not all information is therefore relevant for everyone. The leaflet will certainly not be able to answer all (subject-specific) questions, but it will hopefully make it easier for you to get organized, so that you can concentrate on the essential - the preparation and implementation of your courses.

The Dean's Office and the Department Administration will be pleased to answer any questions you may have.

We wish you a good start here at the Faculty 08!

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RANGE OF COURSES OFFERED BY THE FACULTY

The Faculty 08 – Social Sciences is one of a total of twelve faculties at the University of Bremen. Its courses of study in the social and natural sciences are part of the study and professional field of **Society and Education** at the University of Bremen. There are five institutes at the faculty that offer teaching: the [Institute of European Studies](#), the [Institute of Geography](#), the [History Department](#) (website only available in German language), the [Institute of Political Science](#) and the [Institute of Sociology](#) (website only available in German language).

The range of courses includes the following Bachelor's programs:

- [Integrated European Studies](#) (full-time major ("Vollfach"))
- [Geography](#) (full-time major, major subject ("Profilfach"), minor subject ("Komplementärfach"), teacher training course)
- [History](#) (full-time major, major subject, minor subject, teacher training course)
- [Political Science](#) (full-time major, major subject, minor subject)
- [Politics-Labor-Economy](#) (teacher training course, optional for teacher training)
- [Sociology](#) (full-time major, major subject, minor subject)

The Bachelor's programs comprise a standard period of study of six semesters. The admission requirement for all Bachelor's programs is proof of the general university entrance qualification. Specific admission requirements (e.g. language skills) can be found in the study database (= "[Datenbank Studium](#)").

In addition, the following Master's programs are offered at the Faculty 08:

- [Geography](#) (Master of Education)
- [Physical Geography](#) (Master of Science)
- [Urban and Regional Development](#) (Master of Arts)
- [History](#) (Master of Education)
- [Public History](#) (Master of Arts)
- [Inequalities in Past and Present](#) (Master of Arts)
- [Political Science](#) (Master of Education, Master of Arts)
- [Social Policy](#) (Master of Arts)
- [Sociology and Social Research](#) (Master of Arts)
- [International Relations](#) (Master of Arts; in Kooperation mit der Jacobs University Bremen)
- Double Degree ["European Master in Labour Studies and Social Policy"](#)
- Double Degree ["Transatlantic Master Social Policy" \(TAM\)](#)
- Double Degree ["Comparative Public Policy and Welfare Studies"](#)
- Erasmus Mundus Joint Master Degree (EMJMD) ["Education Policies for Global Development" \(GLOBED\)](#)
- [European politics \(Master of Arts\)](#)

The Master's programs comprise a standard period of study of four semesters. As a rule, the Master's programs of the faculty are admission-restricted; the respective selection committee decides on admission. The subject-specific admission requirements are regulated in the respective admission regulations of the Master's courses of study, which are listed in the so-called [Masterportal](#) of the University of Bremen.

KEY TERMS

Credit Points

Credit points – also known as ECTS (European Credit Transfer System) points – are used to indicate the average workload that students must achieve in order to successfully complete the respective module or course. This “currency” was introduced as part of the Bologna Process in order to simplify the recognition of academic achievements in international comparison.

One Credit Point (CP for short) corresponds to an average workload of about 30 hours. As a rule, 30 CPs are required per semester; in the three-year Bachelor’s programs, a total of 180 CPs must therefore be earned, and in the two-year Master’s programs a total of 120 CPs. A Bachelor’s degree thus comprises the equivalent of approx. 5400 working hours, which corresponds to a workload of approx. 40 hours per week at 45 working weeks per year. Twenty to 25 hours of course time are the rule, plus preparation time for the courses as well as preparing for exams and/or term papers.

Each module is assigned a certain number of credit points. According to the examination regulations (cf. AT BPO §5 Para. 4), a module, with the exception of the Bachelor thesis, generally comprises 3, 6, 9 or 12 CPs.

CPs may only be awarded in connection with academic performance or examinations, and not solely for attendance.

Modules

Modularisation in the BA/MA system means that a certain number of modules must be completed in each degree program. Modules are teaching units with a common learning goal, formed according to content aspects. Each module comprises several courses with coordinated content (e.g. a lecture in combination with a seminar). Modules are usually of one-semester duration. If there are content-related reasons, a module can also extend over two consecutive semesters. In principle, each module concludes with a module examination.

A distinction is made between compulsory modules (obligatory for all), elective compulsory modules (selection from a given catalogue) and “General Studies” (free selection of modules or courses).

Module supervisors

The content of the modules is the responsibility of the respective module supervisors (the persons responsible for the module), who are appointed by the Academic Committees. They have an overall view of the teaching/learning objectives of the module as well as the contents of the individual courses. In order to coordinate the contents and forms of examinations and to avoid duplication, regular module meetings with all instructors of the module should be initiated by the module supervisors.

If you offer (elective) compulsory courses within a module, the module supervisors are the central contact persons for all questions concerning content and examination regulations. As a rule, the module supervisors also arrange the teaching assignments and are responsible for passing on the grades of a module to the Central Examination Office.

Study schedules

For each degree program there exists, as mentioned above, an overview in which the ideal- typical course of study within the standard period of study is shown.

Module handbooks and module descriptions

The module handbooks contain detailed descriptions of all modules of the programs: definition of competency goals, details of the module to be attended, participation requirements, type and scope of module content, module requirements and recommended literature. The degree programs/the respective Academic Committees are responsible for ensuring that the descriptions correspond to the reality of study and are always up to date.

Evaluation results can be the basis for restructuring within the modules, which must then be adapted in the module descriptions.

Obligation of attendance

With the fourth amendment of the Bremen University Higher Education Reform Act (BremHG) of 20.06.2017, the following paragraph was added to paragraph 49 – Participation in courses (original wording):

„(3) Eine verpflichtende Teilnahme der Studierenden an Lehrveranstaltungen darf als Teilnahmevoraussetzung für Prüfungsleistungen nicht geregelt werden, es sei denn, bei der Lehrveranstaltung handelt es sich insbesondere um eine Laborveranstaltung, eine Exkursion, einen Sprachkurs, ein Praktikum oder eine Sicherheitseinweisung.“

That means:

Compulsory participation of students in courses may not be regulated as a prerequisite for examination performances/results, unless the course is in particular a laboratory course, an excursion, a language course, a practical training or a safety briefing.

The Rectorate of the University of Bremen has recommended for years that participation in courses may be left to the discretion of the students and instructors are encouraged to use all didactic possibilities that keep attendance high.

Apart from the exceptions mentioned above - attendance may no longer be officially demanded of lecturers and instructors at the University of Bremen, i.e. it may not be relevant to the examination and may not be required either as a condition for admission to the examination or as part of the examination. Therefore, no compensation for missing attendance is allowed.

COURSE PLANNING

Offices of the academic and study coordinators

The offices of the academic and study coordinators of the respective degree programs are important contacts with regard to course planning and the management of the degree programs. Lecturers ("Lehrbeauftragte") must also contact the above-mentioned offices for the purpose of issuing temporary teaching contracts and contract invoicing modalities.

[Institut für Europastudien](#)

[Institut für Geographie](#)

[Institut für Geschichtswissenschaft](#)

[Institut für Politikwissenschaft](#)

[Institut für Soziologie](#)

Uni-Account and Central IT Services

The [Center for Networks](#) website (= "Zentrum für Netze", ZfN) contains detailed instructions on how staff and lecturers can apply for a university account. It is also possible to forward university e-mails to another - more frequently used - e-mail address: After login in via the ZfN online tool, click on the "E-Mail" tab and select "Weiterleitung einrichten" (engl.: set up forwarding). Also lecturers must ensure a good accessibility for students.

Stud.IP

All courses at the University of Bremen are administered using the Internet platform for study-related internet support of face-to-face teaching [Stud.IP](#) (= "**Studien**-begleitender Internetsupport von **Präsenzlehre**"). This is where course announcements and registrations, communication with students, provision of learning materials, teaching evaluations, discussion forums, bulletin boards and much more takes place.

Contact for technical problems with Stud.IP: info@elearning.uni-bremen.de; the online assistance (= "Online Hilfe") that you can reach via the Stud.IP site may also already answer some frequently-asked questions.

Rough sequence of course planning at the University of Bremen

1. After consultation with the module supervisor, the instructors shall inform the respective secretary's of the academic and study coordinators about the dates of the courses.
2. The offices will create the courses with a course code number (= "Veranstaltungskennziffer", VAK) in Stud.IP. This entry generates room requests, later on the lecture rooms are allocated centrally.
3. In order to offer students a transparent selection of courses, information on the content, schedule, attendance and examination requirements of courses, etc. should be entered in Stud.IP at an early stage.
4. All courses are listed in the University of Bremen's [Course Catalog](#), sorted by faculties, degree programs, semesters and modules.
5. As soon as the courses have been activated on StudIP by the respective secretary's of the academic and study coordinators, students can log on to Stud.IP and register for the desired courses.
6. During the semester, instructors can use Stud.IP as a learning platform, i.e. for announcements, communication with students, uploading files/slides, etc.

Course times and lecture rooms

The periods in which courses take place vary from year to year; a list of the calendrical beginning and end of the semester can be found on the university's homepage. One semester usually comprises 14 weeks of courses. With the exception of information events and committee meetings, all times given include the "academic quarter" (c.t. = *cum tempore*, engl.: a quarter of an hour after the time stated). For example, if the course is to take place Tuesdays from 8.15–9.45 a.m., 2

semester hours per week (= "Semesterwochenstunden", SWS), the event will take place for two hours per lecture week on Tuesdays during the current semester.

Instructors should enquire directly at the above-mentioned respective secretary's of the academic and study coordinators as to whether there is already a fixed time slot for the planned courses or whether they are free to choose the dates (weekday/time). When planning courses, Wednesday mornings (8:00–12:00) should be kept free for committee work if possible.

Due to limited room capacities at the University of Bremen, it is necessary to plan courses and book rooms in advance. For the summer semester the dates should be fixed by the end of December at the latest, and for the winter semester by mid-June at the latest, so that suitable rooms can be allocated.

Room requests are processed centrally by the event/planning office (= "Veranstaltungsbüro"). Processing is only possible after the course has been registered in Stud.IP by the respective offices of the academic and study coordinators. Room requests can be submitted, but due to supply restrictions they cannot always be fulfilled.

The fact that there are not enough lecture rooms led to the abolition of the official lunch break, which means that courses or other events take place on weekdays between 8 and 22 o'clock. They all start at even times, i.e. it is not possible to start between 9-11 am.

The "Veranstaltungsbüro" ensures that all rooms are open at the specified times (including weekends).

Abbreviations are used for building details at the University of Bremen; these can be found in the legend of the University's [Campus Map](#). For example, GW2 stands for "Geisteswissenschaften 2", SFG for "Sonderforschungsgebäude", MZH for "Mehrzweckhochhaus" and FVG for "Forschungsverfügungsgebäude".

Office equipment

Many lecture rooms at the university are equipped with permanently installed projectors and some with media cabinets (microphones, video and audio equipment). On the website of the [Media Office](#) (= "Medienstelle", website only available in German language) you can check which equipment is available in the room you have been assigned. For security reasons, some rooms (especially at the MZH) have the note "Schlüssel hat VAB" (key has VAB), i.e. you must pick up the key for using the projectors in advance at the "Veranstaltungsbüro" (located on the 2nd level of GW2, next to the main staircase) and return it there later.

If you have been assigned a lecture room in which no projector is available, please reserve a device in good time (approx. two weeks before the event) on the website of the Media Office which is also located on the 2nd level of GW2.

Course descriptions at Stud.IP

The choice of courses (especially for elective courses) is made by the students on the basis of the information published on Stud.IP. The information should give a picture as comprehensive as possible of the course contents and requirements. Therefore, we kindly ask you to take your time in advance to compile the following information and forward it to the respective offices of the Academic and Study coordinators:

- Title (German and English)
- Module or Course description

- Target group
- Conditions of Participation
- Information on the proof of performance/form of examination

The course reading list should be uploaded in its entirety in the Stud.IP folder "Literature" (= "Literatur") at the beginning of the semester; compulsory literature should be marked.

Restriction on participation

Some degree programs have formulated participation restrictions for their courses. The regulations for your subject can be obtained from the respective offices of the academic and study coordinators.

At the History Department, for example, the upper limit for participation in seminars is 35 students. There is no upper limit for lectures. If there is a limit for participation in a course, registration for the respective course at Stud.IP does not entitle you to a place in the respective course. Places are allocated to the participants in the first session. Students who attend this course as a compulsory or elective course should be given priority when allocating course places.

Illness

In case of illness, students should be informed about the cancellation of the affected course meeting(s) by Stud.IP message if possible. In addition, a substitute arrangement should be found in consultation with the students, i.e. dates should be made up

EXAMINATIONS

Central Examination Office for Social Sciences and Humanities (ZPA)

The ZPA, which is located in the central area of the University of Bremen (next to the Mensa), is responsible for all examination matters of the Faculty 08. Contact:

- You can find the homepage of the ZPA at: <https://www.uni-bremen.de/en/zpa>
- Mr. Mathias Höhmann, phone: +49 218-61201, E-Mail: zpa-fb8@uni-bremen.de
- Ms. Elzbieta Makiela, phone: +49 218-61202, E-Mail: zpa-fb8@uni-bremen.de

The Teacher Education Programmes of Faculty 08 are co-directed by the examination office of Faculty 12 at ZPA. Contact:

- Ms. Maike Beckert, phone: +49 218-61205, E-Mail: zpa-fb12@uni-bremen.de
- Mr. Christian Tosch, phone: +49 218-61213, E-Mail: zpa-fb12@uni-bremen.de
- Ms. Danuta Warywocka, phone: +49 218-61204, E-Mail: zpa-fb12@uni-bremen.de

The examination management system PABO (= "Prüfungsamt Bremen Online")

With the help of PABO, students can deal with most examination matters online: With so-called

PINs and TANs, they can register and deregister for their respective module examinations and have access to their examination data at any time.

There is a separate website on PABO for each Bachelor and Master's program, where students can find current information such as examination schedules, important notices from the ZPA, information on the course of studies, examiner lists, guidelines for the final thesis and numerous application forms. The current members of the Bachelor and Master examination boards are also listed here.

The A-Z page (= "Infos A-Z") of the [ZPA](#) homepage provides general information as well as answers to exam-related legal questions on the following topics: exams (registration/deregistration, retest, notification of illness, submission of grades), term papers (registration, processing deadlines, notification of illness, submission of grades) and final documents (certificate of completion, report, de-registration).

Examination regulations

The program-specific examination regulations (= "Prüfungsordnungen", POs) regulate what the individual module examinations consist of, i.e. what type of examination or study requirements apply. Furthermore, the academic program curriculums are attached to each PO. The framework for the POs is the so-called AT – the General Part of the Bachelor Examination Regulations of the University of Bremen (AT-BPO) of 27.01.2010 and the General Part of the Master Examination Regulations (AT-MPO) of 27.01.2010. All examination regulations of the University of Bremen as well as their corrections and amendments can be found in the examination regulations archive of the ZPA.

All students who started their studies after winter semester 2010/11 study according to the new General Part (AT) of the examination regulations.

Examination attempts according to AT

According to the AT, students must pass an exam or complete the module within the following four semesters after failing an exam for the first time. Since module examinations have to be offered repeatedly each semester, students thus have a total of at least five attempts available. However, there is no automatic registration. Students must re-register for each examination attempt according to the registration deadlines applicable in the respective semester.

Module examinations

Each module is concluded with a module examination during the course of study. A module examination can consist of graded examination, non-graded coursework or a combination of both. The examination (= "Prüfungsleistung") is graded. The coursework (= "Studienleistung") shall be assessed as "passed" or "failed" and may be graded on a 1-6 scale at the discretion of the instructor.

Combination examinations consist of several graded examinations and (non-)graded units of coursework. Further details on the combination examinations, in particular the number, type and scope of these certificates, as well as their weighting when determining the module grade, are specified in the module description. Finally, each coursework within a combination examination must be passed.

Forms of examination

The permitted forms of examination can be found in the subject-specific examination regulations (PO) and the module descriptions. Possible examination forms at the University of Bremen are:

- written exam
- term papers
- presentation
- oral examination or
- a portfolio.

If several possible forms of examination are indicated, the instructor determines the specific form in consultation with the module supervisor.

In appropriate cases, examinations can also be prepared as group work according to the examiner's specifications, provided that the contribution of each individual group member is clearly identifiable, delimitable and individually assessable.

In order to clarify expectations, you should inform the students in the first course about the forms of examinations and the assessment criteria that you will apply to the examinations.

After the end of the semester, you should hand in the examination papers (examinations, homework) to the secretary's office of the module supervisor for the purpose of two-year storage. The storage period for examination papers begins at the end of the calendar year in which the student was informed of the final result of the respective examination. Examination papers may not be deleted or destroyed as long as an examination decision has not become incontestable.

Examination deadlines, dates and schedules

Examinations are usually held at the beginning of the lecture-free period or at the end of the semester. As a rule, the examination boards set uniform deadlines within which written exams, term papers and oral examinations are to take place, while the exact dates for examinations or the submission of term papers are set by the instructors – within the given deadlines. For the sake of maximum transparency, these dates should be entered into the examination schedules. These examination schedules are published on PABO at the beginning of the semester.

Term papers and other forms of examination can be submitted in WiSe until the end of March (31.03) and in SoSe until the end of September (30.09). For this purpose there are uniform rules for the modules. These dates are also binding for instructors, i.e. you cannot independently agree with students that term papers have to be turned in earlier or can be turned in later.

Each semester, at least one examination option must be offered in each module.

There are uniform registration deadlines for exams throughout the university with which students must comply. Last registration opportunity for

- examinations in WiSe: 10 January.
- exams in SoSe: 30 June.

There are also registration deadlines within which students can cancel their registration for examinations without incurring any consequences under examination regulations. Last possibility to deregister for

- examinations in WiSe: 31 January
- examinations in SoSe: 30 June

Approximately 7-14 days after the passing of the above-mentioned registration deadline, the instructors will receive a list of the names of students who have registered for examinations via PABO from the secretary's office of the module supervisor. Only those students who have registered for examinations may take the examination. It is therefore important to check the lists before the start of the examination.

After the examination, the instructors enter the grades in this list and return it - as soon as possible - to the secretary's office of the module supervisor. The module supervisors then arrange for the grades to be entered in PABO. The grades must be reported to the secretariats by 10 May (WiSe) or 10 November (SoSe) at the latest.

It is particularly important that the grade lists are submitted as soon as possible, since delays can sometimes lead to serious problems with regard to BAföG payments (BAföG = Federal Law concerning the Promotion of Education or Training) and (Master's) student applications!

It can happen that an examination (e.g. a presentation) is scheduled before the official registration deadline. In this case, the student holds the presentation and registers for the exam later. The teacher must note the grade and enter it later in the corresponding list. Further information on registration problems, repeat examinations, illness, etc. can be found on the above-mentioned A-Z page of the Central Examination Office.

Exam evaluation

Examinations must be graded, units of coursework mustn't. This information can be found in the module descriptions or can be obtained from the module supervisor. The following range of grades is available for grading:

1,0 / 1,3 / 1,7 / 2,0 / 2,3 / 2,7 / 3,0 / 3,3 / 3,7 / 4,0 / 5,0

Evaluation criteria for term papers can be found on the websites of the respective degree programs:

- For the subject History: [Study Guide](#)
- For the subject Geography: p. 48 of the [Compendium](#) (of the subject Political Science)
- For the subject Sociology: p. 53 of the [Bachelor's Manual](#) or p. 47 of the [Master's Manual](#)
- For the subject Political Science : p. 48 of the [Compendium](#)
- For the subject Integrated European Studies: p. 33 of the [Compendium](#) (of the subject Political Science)

Deception and plagiarism software

If students copy their written examination (e.g. a term paper) in whole or in part from the internet or from other published texts without marking these passages as literal quotations, this must be considered an attempt of deception (= "Täuschungsversuch") and graded "5".

Dealing with attempts at deception:

1. You enter a "5, attempted deception" in the list of examination results.
2. The attempted deception is documented, including proof of which parts of the text the accusation refers to.

3. Send this documentation to ZPA including the term paper and, if applicable, the original text passages.
4. The student will then be informed that the term paper is considered an attempt to deceive. She/he can comment on this.
5. All documents are sent to the respective chairperson of the examination board, who will then decide on the basis of all documents whether there has been an attempt of deception. If so, the student may appeal. If he/she accepts the decision, he/she will be given a new examination date (with 6 weeks notice) with the same examiner and can write a new term paper. For this purpose she/he will agree on a new topic with you.

Since January 2019, a plagiarism software has been available to the Faculty 08. The use of the plagiarism software is not mandatory for instructors, but they are free to utilise it. To use this software, an explicit declaration of consent of the students is necessary. This has to be handed in together with the thesis.

All written student work can be checked with the software. Personal information of the authors (name, address, matriculation number, etc.) must be removed before verification.

In addition to the institution's own database, which we are successively building up by using it, the software takes into account literature freely available on the internet and indexed by the search engines Yahoo/Bing, especially indexed scientific contents and open access journals. Furthermore, the database is fed by documents that other customers and cooperating publishers have released for use.

Instructors are obliged to check the plausibility of the electronically-generated test report and to coordinate possible consequences with the responsible bodies (examination boards). The test report points out suspected cases, categorizes them with a traffic light system and calculates the proportion of suspected plagiarism cases in a document. Teachers should use the software as a tool to examine a conspicuous thesis more closely.

Bachelor or Master thesis

There are no deadlines for registration for the Bachelor or Master thesis. On PABO you will find information (guidelines) for the preparation of theses, examiner lists and applications for admission to the BA/MA thesis. The academic and study coordinators regularly hold information events in the Bachelor's programs focusing on the final thesis and providing advice on individual planning.

BOARDS AND COMMITTEES

Below you will find a list of the faculty's most important boards and committees. The meetings take place within the lecture period and are, with a few exceptions (e.g. dean's office meetings), public.

Office of the Dean (= "Dekanat")

The Office of the Dean – consisting of the Dean, Vice Dean and Dean of Students – manages the faculty and represents it both within and outside the University. The Office of the Dean is elected every two years by the Faculty Council, implements the decisions of the Faculty Council and is beholden to it.

Faculty Council (= "Fachbereichsrat", FBR)

The Faculty Council is the highest body of the faculty and meets regularly every semester as a self-governing body of the faculty under the chairmanship of the Dean. The FBR makes decisions on degree programs and regulations, on the composition of appointment committees, etc. The public portion of Council meetings are open to all interested persons.

The Faculty Council consists of at least 13 representatives of the following groups in the ratio 7:2:2:2:

- Professors
- Non-professorial teaching staff
- Administrative staff
- Students

The FBR is also responsible for the implementation and review of the faculty's quality management. The members discuss, for example, suitable quality-assurance measures for the degree programs, define quality objectives, develop quality cycles and initiate appropriate measures.

Furthermore, each degree program has its own specific decision-making bodies in which elected representatives deal with the concerns of the respective degree programs:

Advisory Committee of Study Affairs (= "Studienkommissionen", SK, in accordance with § 90 BREMHG and institute regulations/rules of procedure)

The tasks of the study commissions include the further development of the curriculum, fundamental questions of teaching and the assessment of teaching needs, quality-assurance measures, etc.

Examination Boards

Examination Boards are responsible for, among other things, the recognition of examination results, the clarification of subject-specific examination regulation issues and the consideration of objections. The examination boards are supervised by the Central Examination Office ("Zentrales Prüfungsamt", ZPA).

Student representation

In the individual degree programs, students organize themselves into departmental student

representative committees (= “Studiengangsausschüsse”, StugA). The StugAs organize, for example, student assemblies, discuss problems in the degree program and represent student interests in the above-mentioned committees of the degree program as well as in central higher education policy committees.

In recent years, the student representations have had to struggle with – in some cases severe – problems in recruiting young academics. In order to support the student committee work, the Rectorate has decided that no seminars should take place on Wednesdays between 12 and 2 pm, so that meetings of the StugAs can take place during this time.

At the Faculty 08 there is a StugA in each institute.

Representatives for ...

In addition, the Faculty has a representative for international affairs as well as [Erasmus and cooperation coordinators](#), representatives for studies abroad, BAföG (Federal Law concerning the Promotion of Education or Training) and internships (if a compulsory internship is part of the curriculum) in the individual degree programs.

COUNSELLING FACILITIES OF THE FACULTY

The Study Centre

The Study Centre is an information and advisory centre for prospective students and students. At Faculty 08, this study centre is run by five expert advisors. Information and contacts can be found on the homepage: <https://www.uni-bremen.de/fb8/studium/studienzentrum>

Center for Study and Practice

Advice on practical issues (preparation and planning of internships and professional orientation). Birgit Ennen is the contact person. Information can be found on the homepage: <https://www.uni-bremen.de/zsp>

International Office of the Faculty 08

The International Office is an information and consultation facility for all students and staff of the Faculty on questions relating to internationalisation and international mobilities. The contact person is Mr. Michael Thiele.

Further information can be found at: <https://www.uni-bremen.de/en/fb8/international>

QUALITY MANAGEMENT AT THE FACULTY

On May 27, 2009, the Academic Senate of the University of Bremen passed a regulation requiring the establishment of a quality management system for teaching and studies at the University of Bremen. This provides for the systematic monitoring and improvement of teaching and studies with the involvement of instructors and students. The responsibility for QM is basically incumbent on the faculties; within the faculties, the Dean's Office and, in particular, the Dean of Students is responsible for QM.

A quality cycle will only function sustainably if it is adapted to existing structures and integrated as smoothly as possible into the everyday activities of the actors and existing bodies. The Dean of Students coordinates the process and illustrates topics and activities for improving teaching and studies through the annual teaching report (in addition to his/her QM report). The main responsibility for defining quality objectives in teaching and studies lies with the respective subjects and their institutes (European Studies, Geography, History, Political Science, Sociology). The responsibility for the implementation of the quality cycle at the degree program level lies with the respective Study Commission (= "Studiengangskommission"). The Dean of Students supports the degree programs in the implementation of the quality cycle, for example by providing data and templates for reports. It is important that all status groups in the existing committees (professors, non-professorial teaching staff, students, administrative staff) are included in the quality management system.

Course evaluations

There is no compulsory course evaluation in the Faculty 08. However, we expressly welcome the fact that instructors offer their students a "dialogue about teaching" in the sense of an open feedback culture. If you have any questions, please contact the Dean of Students.

Via Stud.IP or UNIZENSUS, it is possible to create a questionnaire and insert module or course surveys into Stud.IP, in which students can participate anonymously. As soon as the survey is completed, the evaluation is automatically analysed, indicating both absolute and percentage frequencies. The output can be provided in the form of a PDF file. The invitation to the voluntary end-of-semester course evaluation is sent out by e-mail at the end of each semester by the current UNIZENSUS-representatives in the faculty.

For this purpose, a cross-departmental questionnaire for teaching evaluation was developed at the faculty level. See also:

- [Handbook Evaluation](#), the updated version of which is sent out with the invitation for the evaluation of teaching
- [QM-Portal of the University of Bremen](#)

FURTHER IMPORTANT INFORMATION

Work-related travel

Business trips should be requested as early as possible (usually 14 days before the start of the trip), but in any case before the start of the trip. The Travel Authorization Request (= "Dienstreiseantrag") must be signed by your supervisor and budget/fund manager. When applying

for business trips, please use the forms provided by the Travel Management Office (Department 3 - Budget and Finance). These forms are updated on an ongoing basis and can be downloaded from the Staff Portal (= "Beschäftigtenportal").

When travelling abroad, a risk assessment form must also be completed. For (many) journeys (not only) within the European Union, the A1 certificate must be applied for.

(Flight) tickets, rental cars or hotel accommodation must be booked online via intended portal. If you do not have your own access for this purpose, please contact the secretary responsible for you or the institute's office.

➤ Further information: [Staff Portal](#)

Excursions

An Authorization Request for an Excursion (= "Exkursionsantrag") with a list of the names of all participating students must be submitted before the start of the excursion in order to ensure insurance cover. The application is also required if no reimbursement of costs associated with the excursion is made.

Furthermore, in addition to the excursion applications and excursion statements, a Travel Authorization Request and a Travel Expenses Report (= "Reiseantrag" / "Reiseabrechnung") must be completed for all staff members participating in an excursion (e.g. as accompanying persons). The relevant forms can be found in the Staff Portal of the University of Bremen.

Sickness notifications

If you are unfit for work or unable to work, you must inform the faculty's administration without delay but no later than 9.00 a.m. For this purpose, please use the functional address krankfb8@uni-bremen.de (or for employees of SOCIUM: socium-verwaltung@uni-bremen.de). Your superior should also be informed.

Please send medical certificates of incapacity for work to the faculty's administration. A medical certificate of incapacity for work must be submitted by the fourth day of incapacity at the latest. Weekend days and public holidays are included in this.

To ensure that you are not further listed as unfit or unable to work, which would ultimately lead to the suspension of your salary payment, it is important that you report back to the faculty's administration when you return to work after an illness. Please use the above-mentioned functional address for this purpose as well.

Library

The [State and University Library Bremen](#) (= "Staats- und Universitätsbibliothek Bremen", SuUB) is the largest and oldest scientific library in Bremen. As the central library, it is responsible for the state-wide supply of literature to the state universities in Bremen and Bremerhaven. Located in the centre of the university campus, it is the central library institution of the university. It consists of a large central library and several decentralized departmental libraries, which are directly assigned to certain faculties or degree programs.

You can register at the library either on-site or online. As soon as you are in possession of a library card, you can borrow items and order magazines. The regular loan period is four weeks. Instructors are granted a loan period of three months upon presentation of appropriate proof. Borrowed books can be extended up to five times - provided they have not been reserved.

You can also set up an interlibrary loan account via SuUB and thus have access to the GBV Union

Catalogue (= "Gemeinsamer Verbundkatalog"). Prerequisites:

- You will need an interlibrary account (management on credit basis, set up at the lending desk).
- Delivery time: 5 – 10 working days.
- A service charge of 1.50 Euro per order applies; further costs may apply for the copying of longer articles.
- All items are delivered to the Central Library.
- You will receive a notification by e-mail when your order arrives.
- Orders can be collected from the Lending Desk of the Central Library.

SERVICE FACILITIES AT THE UNIVERSITY OF BREMEN

[Advisory and Information Centre against Discrimination & Violence – Expertise and Conflict Counseling](#) (= "Arbeitsstelle gegen Diskriminierung und Gewalt – Expertise und Konfliktberatung", ADE) – The Centre tries to solve problems related to discrimination and violence in a confidential framework. Target groups are trainees, students and staff of the University of Bremen and the Public Service of the State of Bremen.

The [Internal Social Counseling Service](#) (= "Betriebliche Sozialberatung") offers answers to factual questions, psychological counselling, a "sympathetic ear" for private or professional concerns and coaching for team leaders and staff.

[Career Center](#) – this joint institution of the University of Bremen and the Federal Employment Agency Bremen-Bremerhaven offers support for students who want to prepare for a career start during their studies, as well as graduates and academic staff on their way to a professional career.

[Service for Families](#) at the University of Bremen

The [Sprachenzentrum der Hochschulen im Land Bremen](#) (SZHB) is a joint institution of the four public universities in Bremen. It is responsible for integrated language training, interdisciplinary language training, language examinations, development of language curricula, promotion of multilingualism and English as the scientific lingua franca and supporting the internationalisation of Bremen's universities and the mobility of students.

[University Didactics](#) (= "Hochschuldidaktik"): The University of Bremen, together with the Universities of Oldenburg and Osnabrück, offers a nationally recognized certificate "University Didactic Qualification". However, the associated offers can also be taken advantage of individually. The Office of University Didactics in Department 13 bundles the University's didactic offers, organizes central workshops for all instructors and is available for questions concerning university didactics.

The [International Office](#) (IO) is the central contact point for all questions concerning internationalisation (stays abroad and their financing, cooperation with foreign universities, etc.).

[KIS – Office for Students with Disabilities or Chronic Diseases](#): The first point of contact for people whose studies are impaired by a disability, chronic illness (e.g. diabetes, mental illness, epilepsy) or acute illness/disability (e.g. due to an accident).

For doctoral students the university offers: The [Bremen Early Career Researcher Development \(BYRD\)](#), [Perspektive Promotion](#) and the [Central Research Development Fund](#) (= "Zentrale Forschungsförderung", ZF).

The [Human Resources Development Department](#) (Department 07) (= "Personalentwicklung", website only available in German language) offers a permanently updated program for professors, non-professorial teaching staff as well as academic staff. These are mainly workshops, seminars and group coaching sessions, which take place regularly during the semester breaks. However, individual coaching is also offered and, upon request, special measures in the area of counselling are planned and carried out.

The [Psychological Counselling Center](#) (= "Psychologische Beratungsstelle", PBS) of the Studierendenwerk Bremen actively supports students with personal or study-related problems such as exam nerves or work difficulties.

The [Student Office](#) is the contact for application, enrolment, re-registration, semester fees, leave of absence, exmatriculation, long-term study fees and name and address changes.

The [Study Atelier](#) (= "Studierwerkstatt") – provides students with methods and tools for successful studies and supports them with interdisciplinary study techniques.

The [Center for Multimedia in Teaching](#) (= "Zentrum für Multimedia in der Lehre", ZMML, website only available in German language), is the central service facility for e-learning at the University of Bremen; it supports instructors and institutions of the University of Bremen in the use of digital media in the didactic structure and organisation of teaching, in the teaching of media-didactic competence, and in the production and provision of digital teaching materials.

The [Central Student Advisory Office](#) (= "Zentrale Studienberatung", ZSB) provides information and advice on the topics of: study orientation, course offerings, structure, contents, requirements and prerequisites for studying at the University of Bremen, application procedures and enrolment, choice and change of subject, change of university, university admission requirements and studying without Abitur, admission restrictions, second degrees and dropping out.