

Regulations of Hochschule Bremen City University of Applied Sciences

Important Freshman Information

**By signing the application,
you confirm the regulations of the Hochschule Bremen,
City University of Applied Sciences.**

**Registrar's and
Examination Office
(Department 3 – D3)**

Locations
Neustadtswall 30
28199 Bremen

Werderstraße 73
28199 Bremen

Further information
www.d3.hs-bremen.de

Studies

- Your studies comply with the examination regulations and the module description of your degree programme. Comprehensive information is available on the website of your degree programme/faculty.
- Examination regulations for your programme can be changed throughout your studies.
- Hochschule Bremen, City University of Applied Sciences, will not cover any costs regarding prophylactic vaccination of students who are performing an obligatory or voluntary study semester or practical semester abroad according to the respective examination or study regulations.
- The study documents
 - 1 student card
 - 2 registration certificates,
 - 1 certificate in accordance with § 9 Bundesausbildungsförderungsgesetz (BAföG)
 - 1 semester ticketwill only be sent after submission of all certificates and documents required for registration, as well as after reception of the semester fee
- Change messages (postal address, first name, surname, nationality)
The student is obligated to immediately inform the Registrar's and Examination Office about changes in address and/or contact data in written form.
You can enter your current address online via "[CampInO](#)".
- For continuing Master's courses the scale of fees applies.

! Note

- [General part of the bachelor's examination regulations \(AT BPO\)](#)
- [General part of the master's examination regulations \(AT MPO\)](#)
- [subject-specific parts](#)

[Degree programmes](#)

[Written form](#)

[Online change of address](#)

- [Fees for the continuing Master's programmes at the Hochschule Bremen and Amendment of the scale of charges](#)

Corona-Virus - Special times / special requirements

Help us all to protect ourselves by following the rules of distance and hygiene.

Since a pandemic is a dynamic event, further adjustments may be necessary. Please check our [homepage](#) and the [FAQ section for students regularly](#).

In all buildings of the Hochschule Bremen, City University of Applied Sciences, the following rules apply in principle for the observance of hygiene:



The minimum distance of 1.5 m must be observed.
If this cannot be safely maintained, a
Mouth and nose cover (everyday mask) can be worn.
Der **Mindestabstand von 1,5 m** ist einzuhalten.



The generally applicable [hygiene measures](#) must be observed.

There is a **general ban on entry** for



Persons with a **confirmed COVID-19** disease or a medical **suspicion of COVID-19** disease.



Persons who are or have been in **contact with a person infected with COVID-19**, if **14 days** have not yet passed since contact with this person



Persons who have returned to Germany after a **stay abroad**, provided that **officially decreed separation periods**, which are ordered upon return from the respective country of travel, must be fulfilled.



Persons who have **flu-like symptoms** and no clarification has been provided that rules out COVID-19 disease.

Registration and De-registration for Modules/Lectures and Exams

! Note

The degree programme of your choice is of modular design; your programme consists of a determined number of modules stated in the respective examination regulations. In order to perform your studies successfully, all modules have to be completed.

Explanation to required
registration and de-
registration process:
[www.modulanmeldung.hs-
bremen.de](http://www.modulanmeldung.hs-bremen.de)

A module consists of multiple similar subjects and topics, taught through different lectures and forms of learning, creating a self-contained unity. After completion of a module through a module exam, the student will receive a determined number of ECTS credits.

At the beginning of the semester, you choose the modules you would like to take part in offered by your degree programme and sign up within the first three weeks of the lecture period. You will learn more about the registration in your respective faculty.

Normally, you can sign up for 5 modules per semester.

One module at Bremen City University consists of 5 semester periods per week ("SWS"=Semesterwochenstunden), composed of e.g.

2 SWS (course unit) + 2 SWS (course unit) + 1 SWS (module-related exercise) or
4 SWS (course unit) + 1 SWS (module-related exercise)

1 SWS is equivalent to one lesson and normally lasts for 45 minutes.

ECTS Credits will be received for successfully completed modules, not for SWS.

Module registration and de-registration via QIP-POS

The Hochschule Bremen uses the web-based system for module/exam registration: **QIS-POS** (Qualifizierte Integrierte Studierendenverwaltung - PrüfungsOperationsSystem).

- You may only take the examination after you have registered in QIS-POS. →
- Registration for the examination is only possible within the first 3 weeks of the lecture period of the respective semester.
- You may not take the exams without this registration!
- You can read it in the examination regulations „Allgemeinen Teil der Bachelor- und Master-Prüfungsordnung“ ([AT BPO/AT MPO](#)).

Registration and Re-registration process

! Note

For registration or re-registration, the semester fee must be transferred in total (plus tuition fee, if required).

- [Re-registration](#)
- [current semester fee](#)
- [reduced semester fee](#)

After payment of the semester fee (and tuition fee, if required),

the **study documents**

- 1 student card
- 2 registration certificates,
- 1 certificate in accordance with § 9 Bundesausbildungsförderungsgesetz (BAföG)
- 1 semester ticket

will be sent to your indicated address before the start of the semester.

The semester fee currently consists of the

AStA-, Studierendenwerks-, Semesterticket- und Verwaltungskostenbeitrag together. The exact amounts are published on the homepage.

Registration or re-registration will only take place as long as the semester fees have been received in total within the indicated deadline.

For transfer to re-registration, the texts must be transmitted exactly as indicated on the back of the student card.

Exemption from the semester ticket

The semester ticket is obligatory for all students. An exemption is only possible under special circumstances (must be proven!). The reasons are stated on the application.

[Application for exemption from semester ticket](#)

The application for exemption from the semester ticket must be submitted along with proof to the Registrar's and Examination Office of Hochschule Bremen, City University of Applied Sciences.

Proof

Please submit proof along with your application for the respective semester (e.g. copy of disabled person's pass, proof of upcoming semester abroad, certificate of practical semester/internship host, application for leave of absence etc.).

Completeness

Incomplete applications cannot be processed.

Re-registration periods

- For SUMMER semester: **January 15 - February 15**
- For WINTER semester: **June 15 - August 15**

Accident Prevention – Leaflet for Students

! Note

Accident prevention - Work safety

At Hochschule Bremen, we attach great importance to work safety, health and fire protection in order to avoid accidents and health hazards.

For this reason, you will be informed in the following about the general safety instructions and rules of conduct.

1. the verbal and written instructions of the university lecturers and other supervising or authorised employees must be followed.
2. safety relevant notices such as escape and rescue plans, house rules, prohibition signs, warning signs, bid signs, rescue signs, fire protection signs and information signs must be observed.
3. occupational safety measures are to be supported (e.g. by immediate reporting of detected defects or irregularities which may result in health and safety hazards).
4. The use of equipment, work equipment and working materials in laboratories and workshops may only be carried out after instruction has been given.
5. experiments shall not be carried out without the prior consent of the laboratory personnel.
6. every student must inform himself/herself about the laboratory regulations available in the laboratories and act accordingly.

Laboratory Regulations

Accident Report

In case of an accident, the closest university member or fire department must be informed immediately. (Fire department phone: 112)

Accidents within the university (e.g. laboratories, event rooms, stairwells, cellars, outdoor areas) as well as commuting accidents (direct outward or return journey) must be reported immediately by the participant or his relatives to the matriculation and examination office, at the latest within three days. There the necessary forms are issued and further processing is carried out.

Every accident in which a doctor or a hospital is visited and costs are incurred must be reported to the Bremen Accident Insurance as an accident report for the assumption of costs.

In the case of smaller first aid services such as wound care, etc., entry in the first aid book (in the first aid kit) is required as proof of an insurance claim.

**Emergency
Telephone Number
Notruf**



Where did it happen?
What happened?
How many injured people?
What kind of injury?
Waiting for further inquiries!



Fire Prevention

The [fire protection regulations](#) of Hochschule Bremen must be observed. It is displayed in the Registrar's and Examination Office or on the homepage.

→ [Fire Protection](#)
→ [Meeting Point](#)
→ [Emergency Plan](#)

Accident Insurance

! Note

[Information on Accident Insurance](#)

In the event of an accident, students are subject to the protection of the responsible institutions of the statutory accident insurance of the accident insurance funds during their university attendance in Germany. Insurance cover exists automatically and without contributions having to be paid by the insured. Accident insurance is valid in the respective institution as well as on the way there and back home.

What is insured?

The insurance covers the activities that take place in the area of responsibility of the university in terms of content and organisation. Students are insured throughout their studies as follows:

- During all study-related activities that take place with direct spatial or temporal relation to Bremen City University of Applied Sciences. →
- This includes e.g. participation in lectures, clubs, exercises, seminars, excursions, activities of self-government as well as visiting other university facilities such as libraries and institutes.
- Excursions/trips abroad are ensured only if they take place as university events and possess an objective connection to the degree programme. The excursions must explicitly be declared as university event and must take place under guidance of teaching staff.
- If semesters abroad are an official part of the local degree programme, accident insurance is covered during the stay abroad. However, students must remain registered with Bremen City University of Applied Sciences and acquired academic achievements must be recognized completely.
- In case of internships abroad, insurance is only guaranteed if recorded by the organisational area of responsibility, meaning that only if the university has the instruction rights (organizes the internship and takes influence on extent, duration, content and external conditions), insurance is guaranteed. Normally, the German accident insurance does not apply during internships abroad.

Not insured are for example:

- free sporting events outside organised Hochschulsport
- private study and teaching work outside the university, even if it serves as preparation for examinations
- private study trips
- Repetitories at private providers
- private breaks on the way to or from university (e.g. shopping)
- Detours for private reasons
- private activities on the campus of the university

Statutory health insurance will not normally cover internships. Students performing internships are mostly insured through the accident insurance of the hosting company/institution.

Liability Insurance - No

Throughout the studies, students will not receive liability insurance. Students must bear liability for all damage caused!

Maternity protection during studies - Studying with a child

! Note

The Maternity Protection Act (MuSchG) also applies to female students. Students expecting a child are encouraged to report their pregnancy.

[More Information](#)

For pregnant or breastfeeding students, the following applies in essence:

1. According to § 15 of the Maternity Protection Act, you should inform the university of your pregnancy and the expected date of delivery as soon as you know that you are pregnant. If you are breastfeeding, you should also inform the Hochschule Bremen as early as possible.
2. Female students may not take part in study events or examinations during the statutory maternity leave period (6 weeks before the calculated date of birth until 8 weeks - in special cases 12 weeks - after birth). And this must not be to their disadvantage. At the same time, however, students retain the right, if they so wish, to continue their studies during this time. If you wish to attend courses or take examinations during the retention period, you must expressly declare this in writing to the university by submitting the corresponding waiver. The declaration can be revoked at any time - but only for the future.
3. In accordance with § 10 of the Maternity Protection Act, the Hochschule Bremen must determine the dangers to which you, as a pregnant or nursing student, or your child, are or could be exposed. On the basis of this risk assessment, the Hochschule Bremen must decide whether and to what extent protective measures must be taken.

Notification of pregnancy

Of course, the Hochschule Bremen can only fulfil its obligations under points 2 and 3 if you have informed it of the pregnancy - as provided for by law.

To report an existing pregnancy, please use the appropriate form, which you personally hand in to the head of the Registrar's and Examination Office, Mrs [Christiane Krebs](#), or send her by e-mail, Christiane.Krebs@hs-bremen.de. In addition to the form, a copy of the mother's passport with the calculated date of birth must be submitted.

Further steps

- Mrs Krebs confirms receipt of your report and asks you to arrange an appointment with Mrs [Christina Rehm](#) (occupational safety specialist at the Hochschule Bremen) for an individual risk assessment.
- Based on your personal study situation, you will discuss possible dangers at your study or practical training place (e.g. heavy lifting, heat, cold, noise, hazardous substances) and possible protective measures.
- The Hochschule Bremen will inform the head of the study programme or laboratory about the results of the risk assessment so that your head of the study programme can take protective measures if necessary.
- The result of the risk assessment and any necessary protective measures are documented and transmitted to the Gewerbeaufsichtsamt in accordance with § 14 of the Maternity Protection Act.
- The Family Office of the Hochschule Bremen advises and supports you in questions concerning the compatibility of pregnancy, family and studies by providing individual and trustworthy advice.

Bürgeramt "Bürger-Service-Center" (City Office) of the Free Hanseatic City of Bremen

! Note

Hochschule Bremen, City University of Applied Sciences warmly welcomes you in the Free Hanseatic City of Bremen.

If you don't live in Bremen, please refer to your local registration office or office for foreigners.

Are you moving into a new apartment in Bremen? Do you need a new ID card? As an international student, do you need to take care of matters concerning foreigners?

Upon arrival in Bremen all students must register at a Bürgeramt "BürgerServiceCenter" (City Office) as residents of Bremen.

At the Bürgeramt "BürgerServiceCenter" (City Office), you have the possibility to register your apartment, request a new ID card, passport or income tax card, as well as take care of any matters applying to foreigners.

Of course, this can be done at any other City Office in Bremen and at a branch office of the city office, which takes care of all matters regarding registration and foreigner's affairs for universities ([BSU](#) "Bremen Services Universität").

Welcome Bonus

If you change your main place of residence to Bremen for the first time, you will be entitled to receive a welcome bonus of 150 EUR. Download your welcome bonus application form and find more assistance in official residence registration at the bremen service universität ([BSU](#)) "Ihr Stadtamt auf dem Campus".

BSU Bremen Service Universität (City Office)

Klagenfurter Straße (Zentralbereich)
28359 Bremen

(Uni Bremen - central unit, Pavilion Level 0, across from the glass hall "Glashalle")

<http://www.uni-bremen.de/bsu>

You can reach the bsu with the following public transportation:
tram line 6, bus lines 21, 28 or 32 - Station: "Zentralbereich" -

Regulations for Use of the Information Processing Systems of the Bremen University of Applied Sciences

On October 12, 1998, the academic senate of the University of Applied Sciences of Bremen adopted the following regulations for the use of the information processing systems of the University of Applied Sciences of Bremen.

Preamble

The Bremen University of Applied Sciences (UAS Bremen) and its institutions ("operator" or "system operator") operate an information processing infrastructure (IP infrastructure) consisting of data processing equipment (computers), communication systems (networks) and further auxiliary IP facilities. The IP infrastructure is integrated in the German scientific network and accordingly in the world-wide Internet. The regulations for use specified below regulate the conditions under which the IP services can be used.

§ 1 Ambit

These regulations apply to the IP infrastructure provided by UAS Bremen and its institutions.

§ 2 User Category and Responsibilities

- (1) The operator's IP infrastructure is at the disposal of the members of UAS Bremen and beneficiary institutes of UAS Bremen for the fulfilment of their responsibilities in the areas of research, teaching, administration, training and further training, public relations work and publicity as well as other responsibilities described in the Bremen Higher Education Act.
- (2) Other persons and institutions may be granted permission to use the system.

§ 3 Formal Authorization for Use

- (1) The prerequisite for the use of the operator's IP resources is the formal authorization for use, to be applied for from the responsible system operator. Services provided for anonymous access (e.g. information services, library services, temporary guest ID codes for conferences) are exempt from this prerequisite.
- (2) The system operator
 - for central systems is the computer center (CC);
 - for decentralized systems is the respective responsible organizational unit (department, institute, operational unit or other organizational unit of UAS Bremen).
- (3) The application for formal authorization for use shall contain the following information:
 - operator/institute or organizational unit from which the authorization for use is being applied for,
 - the facilities for which the authorization for use is being applied for,
 - applicant: name, address, telephone number, student registration number where applicable, affiliation with an organizational unit of the UAS Bremen where applicable,
 - estimated purpose of use (e.g. research, training/teaching, administration),
 - declaration of consent to comply with entries for the UAS Bremen information services (e.g. X.500),
 - declaration of user's recognition of the Regulations for Use and of his/her consent to the acquisition and processing of personal data. The system operator may request further information only to the extent necessary for the approval of the application.
- (4) The responsible system operator decides on the approval/rejection of the application. He may make the granting of authorization for use contingent on proof of certain knowledge about the use of the system.
- (5) The authorization for use can be denied if
 - there is no apparent guarantee that the applicant will fulfil his obligations as a user;
 - the capacity of the equipment whose use is being applied for does not suffice for the intended use due to the already existing rate of utilization;
 - the applicant's intentions are not compatible with the purposes according to § 2(1) and § 4(1);
 - the respective equipment is clearly unsuited to the intended mode of use or is reserved for special purposes;

- the equipment in question is connected to a network which must satisfy special data protection requirements and no substantive reason for the intended access is evident, or
 - the use applied for will foreseeably disturb other authorized uses in an inappropriate manner.
- (6) The authorization for use entitles the user to carry out work related to the use applied for only.

§ 4 Obligations of User

- (1) The operator's IP resources may be used for the purposes specified in § 2 (1) only. Utilization for other purposes, particularly those of a commercial nature, can only be permitted upon application and against payment.
 - (2) The user is obligated to use the existing operation facilities (workplaces, CPU capacity, hard disk space, data line capacity, peripheral equipment and expendable material) in a responsible and economically sensible manner and to follow the instructions of the operator's personnel. In particular, the user is obligated to refrain from any action that causes impairments to the operation to the extent that such impairments are foreseeable and, to the best of his/her knowledge, to avoid any action which can cause damage to the IP infrastructure or other users. The user shall report any malfunctions of the system to the system operator immediately.
 - (3) The user shall refrain from all abusive use of the IP infrastructure. In particular, he/she is obligated
 - to protect access to the IP resources by third parties by using a confidential password or corresponding method;
 - to work exclusively with user codes which he/she has been granted permission to use;
 - to take precautions to prevent unauthorized access to the IP resources; in particular to avoid the use of simple, easy-to-guess passwords, to change the passwords frequently and to carry out a logout upon completion of every work session. The user may not pass on any codes or passwords to third parties;
 - to adhere to the legal regulations (copyright protection, etc.) in conjunction with the use of software (sources, objects), documentations and other data;
 - to inform him/herself of the conditions under which the software-purchased in part within the framework of license agreements –, documentations or other data is placed at the user's disposal and to observe those conditions;
 - in particular, unless by explicit permission, neither to copy, pass on or use the software, documentations and data for other than the authorized purposes, in particular not to use them for commercial purposes;
 - to observe the user manuals placed at the user's disposal by the system operator;
 - in the context of communication with the computers and networks of other operators, to observe the guidelines of the latter for use and access.
 - (4) Without the consent of the responsible system operator, the user may not
 - interfere with the hardware installation in any way;
 - change the configuration of the operating systems or the network.
- The authorization to install software is regulated in conjunction with the respective local and technical circumstances.

§ 5 Data Protection

The user is obligated to coordinate any intentions to process personal data with the system operator before beginning. The provisions of the Data Protection Act are to be observed in any case.

§ 6 Responsibilities, Rights and Duties of the System Operator

- (1) The system operator keeps an ongoing record of the authorizations for use which have been granted. The related documents are to be kept for two years following the expiration of the authorization.
- (2) The system operator informs the users of the identity of the contact person charged with attending to the users.
- (3) In an appropriate manner, in particular by taking regular samples, the system operator contributes to the prevention / exposure of abuse.
- (4) The system operator is entitled
 - to check the security of the system and passwords regularly with suitable software tools in order to protect his resources and the users' data from interference / damage by third parties;
 - to document the activities of the user (e.g. by means of login times or connection data in network traffic) and evaluate the data collected if his doing so serves the purposes of accounting, resource planning, operation monitoring or the observation of errors and violations against the Regulations for Use and the legal provisions;
 - in the presence of two persons and in compliance with the obligation to keep records, to inspect user files providing there is a specific basis for the assumption that the user has violated the Regulations for Use or committed a criminal offence, or providing such inspection is necessary to ensure proper operation;
 - to employ measures to secure evidence if a suspicion of criminal offence has been corroborated.
- (5) The system operator is obligated to treat information in due confidence.
- (6) In the context of communication with the computers and networks of other operators, the system operator is obligated to observe the guidelines of the latter for use and access.

§ 7 System Operator's Liability / Exemption from Liability

- (1) The system operator must furnish no guaranty that the system's functions will correspond to the user's special requirements or that the system will operate without defects or interruption. The system operator cannot guarantee the intactness and confidentiality of the data stored in his system.
- (2) The system operator is not liable for damages of any kind resulting from the user's utilization of the IP resources unless provided for imperatively by legal stipulations.

§ 8 Consequences of Abuse or Illegal Use

- (1) In the case of violation of legal provisions or of the provisions of these Regulations for Use, in particular of § 4 (Obligations of User), the system operator can limit or revoke the user's authorization for use.
- (2) In the case of grave or repeated violations, a user can be permanently barred from the use of all IP resources of UAS Bremen.
- (3) In the case of violations of legal provisions or of the provisions of these Regulations for Use, UAS Bremen explicitly reserves the right to initiate legal proceedings and pursue civil liability claims.

§ 9 Other Regulations

- (1) Fees for the use of IP resources can be fixed in separate regulations.
- (2) Supplementary or divergent regulations for use can be fixed for certain systems if necessary.

Supplement to the Regulations for Use of the Information Processing System of the Bremen University of Applied Sciences

On October 7, 2002, the academic senate of the University of Applied Sciences of Bremen adopted the following Supplement to the Regulations for Use of the Information Processing System of the University of Applied Sciences of Bremen adopted on October 12, 1998.

The following regulations apply to the operation and use of radio networks.

1. Definition of Terms

On the basis of radio technology, a Wireless Local Area Network (WLAN) connects WLAN access points and computers equipped with WLAN interfaces (primarily notebooks with WLAN-PCMCIA cards). The WLAN is connected to the university network.

2. Ambit of the Regulations for Use of the Information Processing Systems

- The Regulations for Use of the Information Processing Systems of UAS Bremen apply to the operation and use of the WLAN without restriction.
- In addition WLAN-specific regulations also apply. These regulations result primarily from the special network security requirements made necessary by the ease with which WLAN can be accessed via the radio fields of the WLAN access points, and serve as a means of countering the danger of unauthorized use and abuse of the university network by way of WLAN.

3. Responsibility

- The operator of the WLAN is the computer center (CC). Partial aspects of the operation for local areas of the WLAN can be delegated to the DP personnel of other institutions provided those persons fulfil the necessary technical and qualification prerequisites. The overall responsibility for the operation and the guaranty of the security of the WLAN remains with the CC.
- The installation/alteration of the WLAN, particularly the installation/alteration of the WLAN communications channels, the connection to the university network and measures for the guaranty of security is reserved for the CC.
- The CC informs users of changes in the operation of the WLAN by e-mail as far in advance as possible.

4. Security Measures

- In order to guarantee the security of the WLAN, the CC is authorized to take the necessary measures, e.g. introduce safer access methods. The CC is also authorized to undertake security measures on short notice, e.g. to change the data encipherment key.

5. Prerequisites and Pointers for the Use of the WLAN

- Use of the WLAN requires a valid account for the user at UAS Bremen. The users are obligated to observe the Regulations for Use of the Information Processing Systems of UAS Bremen. In particular, the use of the network is permissible for purposes within the framework of research, teaching and administration. Every form of abuse of network resources or violation of network security is prohibited.
- Because of the fact that the WLAN radio medium is used jointly and because the protection mechanisms are incapable of providing complete security, the abuse of the WLAN by means of listening in cannot be entirely precluded. To the extent that a user requires protection of his data above and beyond the measures undertaken by the operator, the user must carry out this protection himself through the use of suitable encipherment methods which offer protection throughout the path of communication from the WLAN client to the destination station in the LAN or in the Internet.
- Violations of the Regulations for Use of the Information Processing Systems of UAS Bremen and/or of this Supplement can result in partial or complete exclusion from the entire IT infrastructure of UAS Bremen.