Dear Visitors,

We have prepared this leaflet to inform you briefly about our Faculty. Which departments are there and who is responsible and can give you advice or answer your questions before or after your arrival in Bremen? We hope that this leaflet will give you an orientation about us and helps you getting oriented in Bremen.

A very warm welcome from Michael Thiele.
(International Office of the Faculty of Social Sciences)

For many years now, the University of Bremen has been among the top league of German universities in the area of research. Since June 2012, the University of Bremen is entitled ‘University of Excellence’. The Excellence Initiative was passed for the first time in 2005 by the German federal and state governments. And the latest funding atlas published by the Deutsche Forschungsgemeinschaft (DFG) puts Bremen right at the top among German universities in several categories. Research conducted at the University of Bremen is interdisciplinary. In other words: Bremen research transcends the borders of traditional disciplines.

At the Faculty of Social Sciences more than 5,000 students are enrolled in various courses of study offered by the departments of Geography, History, Political Science and Sociology.

Besides the Bachelor’s programmes in Geography, History, European Studies, Sociology and Political Science, Master’s programmes in each discipline as well as interdisciplinary Master’s programmes in Urban and Regional Studies and in Social Policy were introduced.

Who to contact?

The Faculty administration is in charge of all issues connected to teaching, employment, budget, office space and supply. Among the staff of the administration are many qualified language assistants who are willing to assist you with their knowledge of foreign languages like English, French, Polish, and Chinese e.g.

The visitors have to inform the Faculty administration about their stay by filling in the document with all the necessary informations.

Form for visiting scientists:
http://www.fb8.uni-bremen.de/international (Aufenthaltsnachweis für Gäste – Ausfüllformular)

Head of Administration
Britta Wulf
Building: GW2, Office: B2791
Tel: +49 (0)421 218 - 67010
E-Mail: bwulf@uni-bremen.de

Dean’s Office
Claudia Haase
Building: GW2, Office: B2620
Tel: +49 (0)421 218 - 67014
E-Mail: chaase@uni-bremen.de
INTERNATIONAL OFFICE AT THE FACULTY OF SOCIAL SCIENCES

Are you interested in teaching a course during your stay? Do you want to meet international guest students at our Faculty? Please contact our Faculty’s International Office. Usually during the second week of each semester we are inviting you to our International Welcome Meeting at our Faculty! We would be pleased to see you there.

Dipl. Geogr. Michael Thiele
Building: GW2, Office: B2811
Tel: +49 (0)421 218 - 67001
E-Mail: fb8int@uni-bremen.de
Office hours: Tuesday 11.00 - 12.45

http://www.geographie.uni-bremen.de

Institutes of the Faculty of Social Sciences

Teaching and Research at the Faculty is organized by the Institutes. Each institute is staffed with a programme coordinator, Erasmus coordinators and a secretary who will be glad to help you any time. Most researchers and professors at our Faculty also have a secretary who is in charge of individual support for their work group.

INSTITUTE OF GEOGRAPHY

Study programme coordinator and Erasmus departmental coordinator
Dipl. Geogr. Michael Thiele
Building: GW2, Office: B2811
Tel: +49 (0)421 218 - 67001
E-Mail: fb8int@uni-bremen.de
Office hours: Tuesday 11.00 - 12.45 or by appointment.

Secretary
Regina Heidmann
Building: UFT, Office: 0020,
E-Mail: geogr@uni-bremen.de
Tel.: +49 (0)421 218 - 67019

http://www.geographie.uni-bremen.de

HISTORY DEPARTMENT

Study programme coordinator
Dr. Stefanie Walther
Building: GW2, Office: B2324
E-Mail: swalther@uni-bremen.de
Tel.: +49 (0)421 218 - 67244
Office hours: Tuesday 14.00 - 15.30

Secretary
Sigrid Kleiber
Building: GW2, Office: B2325
E-Mail: kleiber@uni-bremen.de
Tel.: +49 (0)421 218 - 67038

Erasmus departmental coordinator
Prof. Dr. Magdalena Waligór ska
Building: OEG, Office: 3730
Tel.: +49 (0)421 218 - 67360
E-Mail: magdalena.waligorska@uni-bremen.de
Office hours: by appointment only

http://www.geschichte.uni-bremen.de
INSTITUTE OF POLITICAL SCIENCES

Study programme coordinator
Betina da Rocha
Building: GW2, Office: B2370
E-Mail: darocha@uni-bremen.de
Tel.: +49(0)421 218 - 67401

Secretary
Claudia Heitzhausen
Building: GW2, Office: B2220
E-Mail: politik-lehre@uni-bremen.de
Tel.: +49(0)421 218 - 67039

Erasmus departmental coordinator
Prof. Dr. Lothar Probst
Building: UNICOM,
Office: entrance 7, 2150,
Tel: +49(0)421 218 - 67480
E-Mail: probst@uni-bremen.de
Office hours: Tuesday 12.00 - 13.30

http://www.politik.uni-bremen.de

INSTITUTE OF SOCIOLOGY

Study programme coordinator and
Erasmus departmental coordinator
Dr. Sabine Ritter
Building UNICOM, entrance 9, Office: 1080
E-Mail: sritter@uni-bremen.de
Tel.: +49(0)421 218 - 67308
Office hours: Tuesday 10.00 - 12.00

Secretary
Ilse Wandel
Building: UNICOM, entrance 9,
Office: 1110
E-Mail: iwandel@uni-bremen.de
Tel.: +49(0)421 218 - 67044

http://www.ifs.uni-bremen.de

INTEGRATED EUROPEAN STUDIES

Study programme coordinator
Dr. Yvonne Pörzgen
Building: GW2, Office: B2340
E-Mail: yvonne.poerzgen@uni-bremen.de
Tel.: +49(0)421 218 - 67271
Office hours: Tuesday 11.00-13.00

Secretary
Margarete Resmer
Building: GW2, Office: B2350
E-Mail: mresmer@uni-bremen.de
Tel.: +49(0)421 218 - 67429

http://www.ies.uni-bremen.de/en

INTERNATIONAL OFFICE OF THE UNIVERSITY

The International office of the University supports all international students and staff at the central level. A special Welcome Center has been put into place for you in order to facilitate.

Office hours
Monday and Thursday: 10:00 – 12:00 a.m.
Wednesday: 14:00 – 16:00 p.m.

Head of the international office
Dr. Annette Lang
Building: VWG, Office: 0550
Phone: +49(0)421 218 - 60361
E-Mail: Lang@uni-bremen.de

Secretary
Ludmila Ponath
Building: VWG, Office: 0550
Phone: +49(0)421 218 60360
E-Mail: ponath@uni-bremen.de

Erasmus institutional coordinator
Barbara Hasenmüller
Building: VWG, Office: 0560
Phone: +49(0)421 218 - 60362
E-Mail: hasenm@uni-bremen.de

http://www.uni-bremen.de/en/international.html
The Welcome Centre is the place for international academics, researchers, scientists and other university-related professionals who seek advice, support and services regarding their visit to Bremen University.

Building: SFG, Office: 0380 (Enrique-Schmidt-Str. 7)
Office hours:
Monday and Thursday: 10:00 -12:00

Online registration for international researchers
In order to take advantage of the services (accommodation etc.) of the Welcome centre, please sign up online with the registration form at welcome centre:

https://www.uni-bremen.de/en/international/ways-to-the-university-of-bremen/welcome-centre/online-registration-for-international-researchers.html

Contact persons
Janna Rodi
Building: SFG, Office: 0380
Phone: +49(0)421 218 - 60382
E-Mail: janna.rodi@uni-bremen.de

Julia Holz
Building: SFG, Office: 0380
Phone: +49 (0)421 218 - 60381
E-Mail: jholz@uni-bremen.de

Some general Information
Please read additionally the brochures and guidebooks published by the Welcome Centre. We also recommend taking a look into the Administrative Guidelines for Newcomers published by the Bremen International Graduate School of Social Sciences (http://www.bigsss-bremen.de/admissions/newcomer-information.html).

Visa and entry
If you are an EU national or come from Iceland, Liechtenstein, Norway or Switzerland you normally will not need a visa. You may enter Germany on your national identity card. For a stay in Germany for more than three months you have to register at the Residents' Registration Office.

Visitors from non-EU countries need a visa for Germany. Depending on the duration and purpose of the stay, you either need a Schengen-Visa (research stay lasting up to three months) or a national visa (research stay lasting more than three months).

Registration in Bremen and in Germany
Those planning to move into a house or flat in Germany are obliged to register with the local authorities. Within a week of entering the country, you and any family member accompanying you will have to register at the Residents’ Registration Office responsible for the area in which you live.

Health insurance
Health insurance is mandatory for all researchers and accompanying family members. In order to obtain a residence permit and signing an employment contract proof of health insurance is required.

Registration at the library (SuUB)
The Welcome Centre hands out a guest identification badge to confirm duration of stay. This can be shown to the library in order to get a library card. For visitors who did not sign up at the Welcome centre, the FB 08 administration can issue a certificate: „Bibliotheksausweis-Bescheinigung."

In case of any questions regarding visa, registration, health insurance, accommodation, child care and children facilities, bank account, private health insurance, culture tips, transportation or German language courses, please contact the Welcome centre, or visit their website:

http://www.uni-bremen.de/en/international/ways-to-the-university-of-bremen/welcome-centre.html

Room of silence
Are you looking for a quiet place to find some rest, to meditate or to pray? Come to room B1800 in Building GW2. It is open daily between 7 am and 8 pm.