// The Official Student Union of the University of Bremen

As a general social agency of all institutions of higher education in Bremen we are the proper authority for economic, social and cultural guidance for all registered students in Bremen.

**Adresses**
Studentenwerk Bremen / Universität Zentralbereich
www.studentenwerk.bremen.de
postmaster@stw-bremen.de

ptb – psychological and therapeutical advice
Zentralbereich am Mensaee / Frau Schmidt
Phone: 0421/2201-11310 / ptb@stw-bremen.de

**Office hours**
Mo, Tu, Thu, Fri: 9 a.m to 1 p.m., Wed: 2 to 4 p.m.

**Offers**
- Official catering on campus (e.g. Mensa am Boulevard)
- Rooms in student residence halls
- Psychological and therapeutical advice
- Child care on campus

// The Human Resource Development Unit

The human resource development unit of the University of Bremen organizes the development of personnel competences since 1996 for all members of the University.

**Adress**
Dezernat 5 - Organisation, Personalentwicklung, IT. Zentrale Dienste
Universität Bremen / Bibliothekstraße / D-28359 Bremen
www.personalentwicklung.uni-bremen.de

**Contact**
Klaus Lewandowski / Building VWG, room 2180
+49 (0)421 218-60861
lewan@uni-bremen.de

**Offers**
- Courses on personal competences, e.g. skills in time management, presentation techniques and communication (usually in German)

// The Counselling Service for University Employees

- You have difficulties with your supervisor or with your team?
- You want to talk to someone about a personal problem and be sure that it will remain confidential?
- You are a supervisor and you have to prepare for a difficult conversation with a staff member?
- Is the burden of work and/or private pressure endangering your health?

**Adress**
Betriebliche Sozialberatung
Building GW2, room B3740
www.sozialberatung.uni-bremen.de

**Contact**
Dipl.-Psych. Kassandra Ruhm
Phone: 0421/218-60106
sozialberatung@uni-bremen.de

**Offers**
- Answers to factual questions
- Psychological advice and a sympathetic ear for your worries
- Coaching for staff members and supervisors.
- Information on how to receive further assistance in Bremen and in the immediate vicinity

I am bound by professional discretion at all times.

// Promotionszentrum der Universität Bremen / Graduate Center ProUB

**Geschäftsstelle/Office**
Enrique-Schmidt-Str. 7, R. 0260 | 28359 Bremen
Tel 0421-218-60328 | Fax 0421-218-9860328
proub@vw.uni-bremen.de
www.uni-bremen.de/proub

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Dear international PhD students,
welcome at the University of Bremen. We wish you a successful and satisfying (work) stay for the duration of your PhD thesis project and beyond! In this brochure you find information about the range of the service institutions located on the campus.

// ProUB - The Graduate Center
The Graduate Center of the University of Bremen works under the mottos „PhD networks“, „independent research“ and „personality development“. We will be pleased to inform you on any general issues surrounding your doctoral studies and inform you about our very varied qualification program, which also contains details of the training measures offered by our cooperation partners. We can also offer assistance in joining Doc-Networks and PhD success teams, in which doctoral students work together and offer reciprocal support.

Our team is here to help everyone who is either just interested in obtaining a PhD or has already been accepted as a doctoral student. For scientific advice pertaining to your actual dissertation you should contact the professors in the respective faculties.

Adress
Promotionszentrum ProUB / Graduate Center
Building SFG, rooms 260 & 270 / Enrique-Schmidt-Straße
28359 Bremen
www.uni-bremen.de/proub

Contact
Dr. Diana Ebersberger / Phone: 0421-218-60309
ebersberger@vw.uni-bremen.de

Offers
• Advice for international doctoral students
• Qualification program
• Regular meetings on specific topics
• PhD Networks support
• Lunch meeting and much more...

// IO - The International Office
The International Office provides information and support for students and research fellows regarding either their stay at the University of Bremen or study and exchange programs for going abroad. Various activities for international students and researchers are organized and coordinated by the International Office.

Adress
International Office / Building VWG
Bibliothekstraße / 28359 Bremen
www.uni-bremen/en/international

Contact
Ludmila Ponath / VWG 0550 / Phone: +49 421 218-60360
ponath@uni-bremen.de

Offers
• Kompass Forum International: Groups of (PhD) students helping each other and organizing events supported by the International Office
• Support in organizing official formalities
• Practical tips (e.g. at www.hist-bremen.de you will find information regarding the different universities, everyday life activities and non-profit associations in Bremen. This will help to provide you with an idea of local amenities and living in Bremen.)
• Welcome Centre for international guest researchers
• Semester leisure program and much more...
• Intercultural trainings

// BSU – Bremen Service University
Here you find help and the official contact for all matters of alien laws, or the official registration, visas and residence permits. The BSU is the campus office run by the Municipal Immigration and Registration Authority and offers official municipal services.

Adress
Klagenfurter Straße (Tram stop: „Universität / Zentralbereich“)
28359 Bremen / www.bsu.uni-bremen.de

Office hours
Tue.: 9 a.m. o 1 p.m. / Wed.: 10 a.m. to 1 a.m. and 2 to 4 p.m.
Thur.: 9 a.m. to 1 p.m.

Contact
Phone: 0421/218-61020 or -21 (alien law) and 0421/218-61026 (registration)
bsu@uni-bremen.de (general questions) or auslaenderbehoerde-bsu@stadtamt.bremen.de (alien law) or meldebehoerde-bsu@stadtamt.bremen.de

Offers
• Distribution of the official welcome money
• Official registration in Bremen
• Questions concerning alien law, the status of foreigners in Germany (e.g. work permission)

// The Goethe Institute in Bremen
Learn German on campus
The Goethe-Institut Bremen is situated on the university campus. This makes it convenient for participants to combine their German course with life at the university.

Adress
Goethe-Institut Bremen / Bibliothekstrasse 3, Glashalle
D-28359 Bremen, Germany

Contact
Head of institute: Claudia Müller-Seip / Phone: +49(0)421-36081-0
bremen@goethe.de
http://www.goethe.de/ins/de/ort/bre/enindex.htm

Offers
• German language courses
• 4 well-equipped classrooms
• Media resource centre
• Guided cultural and recreational program
• And much more...

// Sfs - The Students Office of the University of Bremen
At the Student Office PhD students can receive their matriculation at the University of Bremen.

Adress & contact
Emine Atasoy / Building VWG, room 0130 / Phone: 0421-218-61112
eatasoy@uni-bremen.de

Office hours
Mondays, Tuesday, Thursday / 9:00-12:00 a.m.,
Wednesday / 14:00-16:00 p.m.
http://www.sfs.uni-bremen.de/doktoranden.htm (only in German)

Offers
• Official registration at the University of Bremen
• Student season ticket (for tram and reductions for state-run institutions)