



# ERASMUS+ at faculty IV Trier University

Faculty IV – Business Administration, Economics, and Social Sciences  
Winter Term 2025/26

## Competencies

### **Janina Kröner & Leonie Wittke**

*([exchangestud@uni-trier.de](mailto:exchangestud@uni-trier.de))*

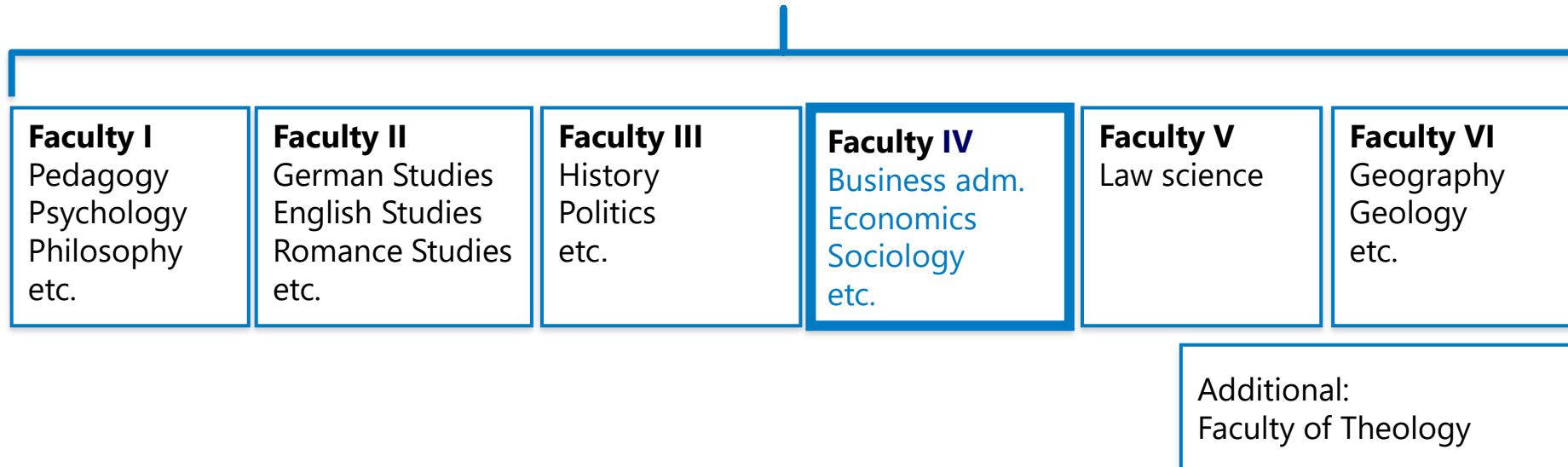
Contact person for administrative questions, such as:  
enrollment, accommodation, introductory seminars, language courses.

### **Yannick Loeppke & student research assistant (Tina Herrig)**

*([erasmus-fb4@uni-trier.de](mailto:erasmus-fb4@uni-trier.de); [era4hiwi@uni-trier.de](mailto:era4hiwi@uni-trier.de))*

Contact person for academic questions regarding course selection,  
ECTS, as well as transcript of records (ToR).

# Department Structure



**You may take courses from all faculties!**

## Courses (1/3)

- Compilation of the study program at faculty IV can be found in the "Vorlesungsverzeichnis" (PORTA): <https://porta-system.uni-trier.de:443/qisserver/pages/startFlow.xhtml?flowId=showCourseCatalog-flow&periodId=1738&path=title%3A6882&navigationPosition=studiesOffered,courseoverviewShow>
- Lists of courses taught in English can be found on our website: <https://www.uni-trier.de/universitaet/fachbereiche-faecher/fachbereich-iv/studium/international-studieren/erasmus/incomings/kursangebot>

**Coming to Trier → Course offerings → Courses taught in English**

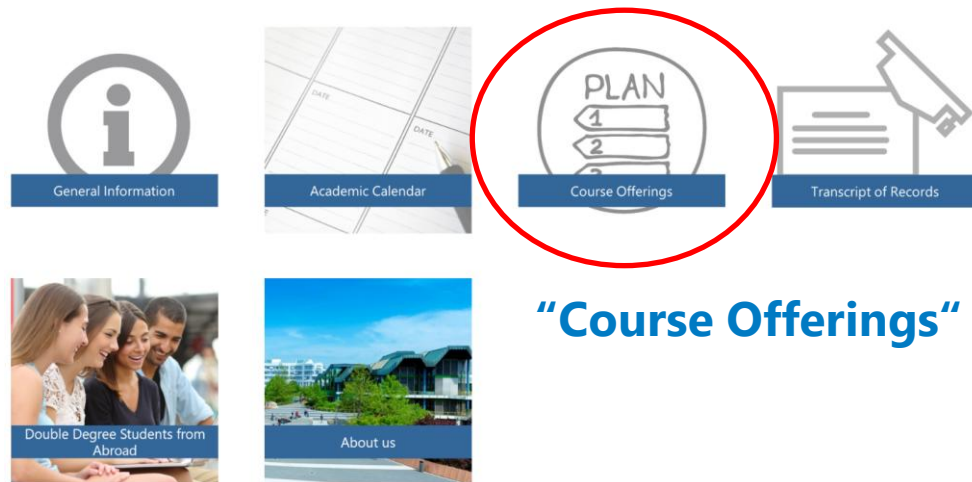
Wege nach Trier → Kursangebot → Englischsprachiges Kursangebot

# Where to find the course lists?



WELCOME

...to the Department of Business Administration, Economics and Sociology of the University of Trier!



“Course Offerings”



“Coming to Trier”



ALLGEMEINE INFORMATIONEN ÜBER DAS KURSANGEBOT	
	<b>Download</b>
Englischsprachiges Kursangebot	.pdf

## Courses (2/3)

- Apart from language courses (Faculty II), it is advisable to choose primarily courses from the Bachelor/Master programs.
- It is necessary to register for courses in **PORTA**.
- The courses are primarily taught in German.
- **Courses in English language** are only offered sporadically within the bachelor's program, whereas several courses are offered in English in the master's program.
- Information on instruction language in our course lists have **precedence over information in PORTA**.



## Courses (3/3)

- **Lectures** are given by professors and include the examination material for the examinations at the end of the semester. They are often supplemented by exercise sessions.
- **Exercise sessions** are sometimes held in addition to lectures. The lecture content is repeated or deepened in practical instructions. The content of the exercise sessions is relevant for the exam of the lecture.
- **Tutorials** sometimes are offered in addition to lectures. They are held by student assistants and serve to deepen the contents of the lectures.
- **Seminars:** After an introduction by the professor, students work independently on a topic, which they present to the seminar group and for which they submit a written paper of about 15 pages.
- **Study project/research project:** Usually, empirical investigations are carried out and evaluated within the framework of the study project/research project. A written report is submitted of about 30 pages.

→ **Generally, a course lasts 90 minutes and takes place once a week.**

## ECTS Information

- The ECTS points per course are based on the credit points (LP) as well as the number of semester hours per week (SWS).
- Almost all courses in FB IV have 5 ECTS, the modules 10 ECTS.
- Usually, the modules consist of two to three courses.
- You select courses, not modules.
- Courses can possibly (not always!) also be heard and examined individually; then they are usually worth 5 ECTS. **This needs to be arranged with the lecturer.**
- **In case of doubt: Please ask!** – First me: [erasmus-fb4@uni-trier.de](mailto:erasmus-fb4@uni-trier.de). If I cannot help, I can redirect you to the person who can!

## Exams

- **Exams can be written either ...**
  - (1) regularly after the end of the lectures (usually within the first three lecture-free weeks) **OR**
  - (2) early Erasmus exams may be offered (usually within the last two weeks of lectures in the semester).
- **IMPORTANT:** Whether Erasmus students must take the regular exam or get an early exam is decided by each professor himself/herself! **Inform them and yourself in time!**
- In the case of early Erasmus examinations, the form is determined by the professor (written, oral).
- Registration for exams not via PORTA, but via the secretary's office of the chair. **Observe deadlines!**

# Grades and Transcript of Records

- **Grades**
  - Chairs send certificates/grades for Erasmus students and freemovers directly to the Erasmus office – but please be aware that this may take some time.
- **Transcripts of records**
  - ... are not issued automatically but must be applied for via E-Mail.
  - Application form can be found on our website [www.erasmus-fb4.uni-trier.de](http://www.erasmus-fb4.uni-trier.de):  
*Coming to Trier* → *Transcript of Records*
  - Send all documents to [era4hiwi@uni-trier.de](mailto:era4hiwi@uni-trier.de). Otherwise, **no certificate will be issued!** If you need a hard copy of your transcript, please let us know in advance!

## What I offer... and what I don't.

### I provide...

- ...answers to specific questions regarding course selection etc. .
- ...feedback on the course selection you have considered **beforehand**.
- ...a review of your learning agreements for errors.
- ...a transcript of records upon request.

### I do not provide...

- ...you with advice on which courses are suitable for you or your academic background.

*You can find a lot of information on our website. So before you write an email, take a look there or google it.*

## Next steps:

1. Send me your Learning Agreement (if you haven't already).
2. I will review it, give you feedback and send it back.
3. Once I have approved it, you can send it to the International Office.

# Do you have questions?



## Further Information

<http://www.bwl.uni-trier.de>

<http://www.vwl.uni-trier.de>

<http://www.soziologie.uni-trier.de>

<http://www.studocs.uni-trier.de>

## ERASMUS+ at FB IV – Contact Information

**Yannick Loeppke (ERASMUS+ coordinator)**

**C 330**

Consultation: At request

 : +49 651 201 2680    : **erasmus-fb4@uni-trier.de**



**Tina Herrig (student research assistant)**

**C 346**

Consultation: Tuesday, 11am-1pm and Thursday, 2-4pm

 : +49 651 201 2605    : **era4hiwi@uni-trier.de**



# Thank you for your attention!

<http://www.erasmus-fb4.uni-trier.de>

Follow us on **Instagram** for more insights and information!



@erasmusfb4

