



ERASMUS+ at Faculty IV, Trier University

Faculty IV – Business Administration, Economics, and Social Sciences
Winter Term 2026/27

Who to Contact

International Office

Janina Kröner & Leonie Wittke
(exchangestud@uni-trier.de)

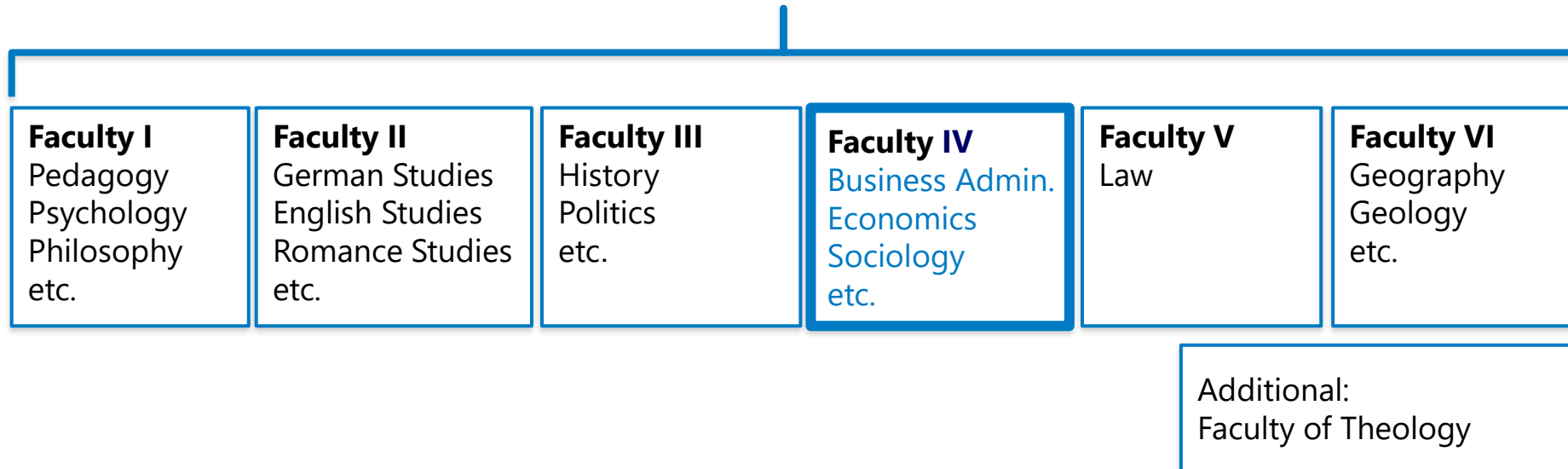
Contact persons for administrative questions, such as:
enrollment, accommodation, introductory seminars, language courses.

ERASMUS-Coordination at Faculty IV

Niklas Bielmeier, Yannick Loeppeke & student research assistants
(erasmus-fb4@uni-trier.de; era4hiwi@uni-trier.de)

Contact persons for academic questions regarding course selection,
ECTS credits, and transcripts of records (ToRs).

Faculty Structure



You may take courses from all faculties!

Exchange Timeline

Before the Exchange

Email your course selection at Trier University to erasfb4@uni-trier.de

We review and feedback your course selection until approval.

Complete the Learning Agreement and submit it to the International Office.

During

If necessary, request changes to the Learning Agreement.

In the beginning of the semester, tell your lecturers you are attending and ask about an Erasmus exam.

Attend your exams.

At the end

Email the ToR application form to erasfb4@uni-trier.de

We issue your ToR once all grades have been received.

Finding Courses

- At Trier University, you choose courses, not modules.
- You can choose courses from all faculties.
- The Faculty IV course catalogue is available in PORTA: [Open the PORTA course catalogue](#)
- A list of courses taught in English is available on our website: [Open the Faculty IV course offerings page](#)

Choosing and Registering for Courses

- You must register for courses in PORTA.
- Most courses are taught in German.
- English-taught courses are offered occasionally in bachelor's programs and more frequently in master's programs.
- The language of instruction shown in the Faculty IV course lists takes precedence over the information in PORTA.

Course Formats

- **Lectures** are taught by professors and cover the material assessed in the end-of-semester exam.
- **Exercise sessions** may accompany lectures and help students review and deepen their understanding.
- **Seminars:** After an introduction, students work independently on a topic, present it to the group, and submit a paper of about 10–15 pages.
- **Study/research projects:** Groups usually conduct empirical research and submit a written report of around 30 pages.

→ **Generally, a class lasts 90 minutes and meets once a week.**

ECTS Credits

- ECTS credits depend on the credit points (LP) and the number of weekly contact hours (SWS).
- Almost all Faculty IV courses carry 5 to 10 ECTS.

→ If in doubt, ask us first at erasfb4@uni-trier.de. If we cannot help, we will direct you to the right contact.

Course Selection

- List course title, course number, and ECTS
- If you have any questions, please be as specific as possible.

My planned courses for Summer Semester 2026:

- 1) 14202524 – Project Finance – 10 ECTS
 - 2) 14402836 – Applied Financial Econometrics – currently listed as 10 ECTS in my LA
 - 3) 14402750 – International Trade – 10 ECTS
- Total: 30 ECTS

Could you please confirm whether this selection is acceptable and whether you would approve it?

Exams

- **Exams may take place either ...**
 - (1) as regular exams after the lecture period (usually within the first three lecture-free weeks); or
 - (2) as early Erasmus exams (usually within the final two weeks of lectures).
- **IMPORTANT:** Each professor decides whether Erasmus students take the regular exam or an early exam. Ask your professor in good time.
- For early Erasmus exams, the professor determines the format (written or oral).
- Register for exams through the chair's office, not through PORTA. Observe all deadlines.

Grades and Transcript of Records

Grades

- Chairs send Erasmus students' and freemovers' grades directly to the Erasmus office. Please note that this may take some time.

Transcript of Records

- You must apply for a Transcript of Records; it is not issued automatically.
- Enter **all the courses from Faculty IV** for which you would like grades into the form
- The application form is available on our website: [Open the Transcript of Records page](#)
- Send the completed application and all required documents to era4hiwi@uni-trier.de.
- If you have a **deadline**, please let us know.

Double-Degree Students

- For general information, visit our website:

[Open the Faculty IV incoming-students website](#)

- Double-degree students do not receive a separate ToR from Faculty IV; they can download their transcript from PORTA.
- You also need to register for exams via PORTA
- For specific questions or if you are unsure, contact:
 - Bergamo/Warsaw: Us or Prof. Matschke
 - Pisa: Prof. Münnich

Further Information

**[https://www.uni-trier.de/studium/studienangebot/
studienfaecher/betriebswirtschaftslehre-bwl](https://www.uni-trier.de/studium/studienangebot/studienfaecher/betriebswirtschaftslehre-bwl)**

**[https://www.uni-trier.de/studium/studienangebot/
studienfaecher/volkswirtschaftslehre-vwl](https://www.uni-trier.de/studium/studienangebot/studienfaecher/volkswirtschaftslehre-vwl)**

**[https://www.uni-trier.de/studium/studienangebot/
studienfaecher/soziologie](https://www.uni-trier.de/studium/studienangebot/studienfaecher/soziologie)**

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

Faculty IV Erasmus+ Contacts

Niklas Bielmeier & Yannick Loeppke
(ERASMUS+ coordinator) C 331 & C 330

Consultation: By appointment

Tel.: +49 651 201 2680 | Email: erasfb4@uni-trier.de



Tina Herrig
(student research assistant) C 346

Consultation: Tuesday, 11AM–1PM, and Thursday, 2–4PM

Tel.: +49 651 201 2605 | Email: era4hiwi@uni-trier.de



Questions? Stay Connected.

Follow us on Instagram for updates and useful information.



@erasmusfb4



[https://www.uni-trier.de/en/universitaet/
fachbereiche-faecher/fachbereich-iv/
studium/auslandsstudium/erasmus/incoming-students](https://www.uni-trier.de/en/universitaet/fachbereiche-faecher/fachbereich-iv/studium/auslandsstudium/erasmus/incoming-students)