



ERASMUS+ at faculty IV Trier University

Faculty IV – Business Administration, Economics, and Social Sciences
Winter Term 2024-25

Competence

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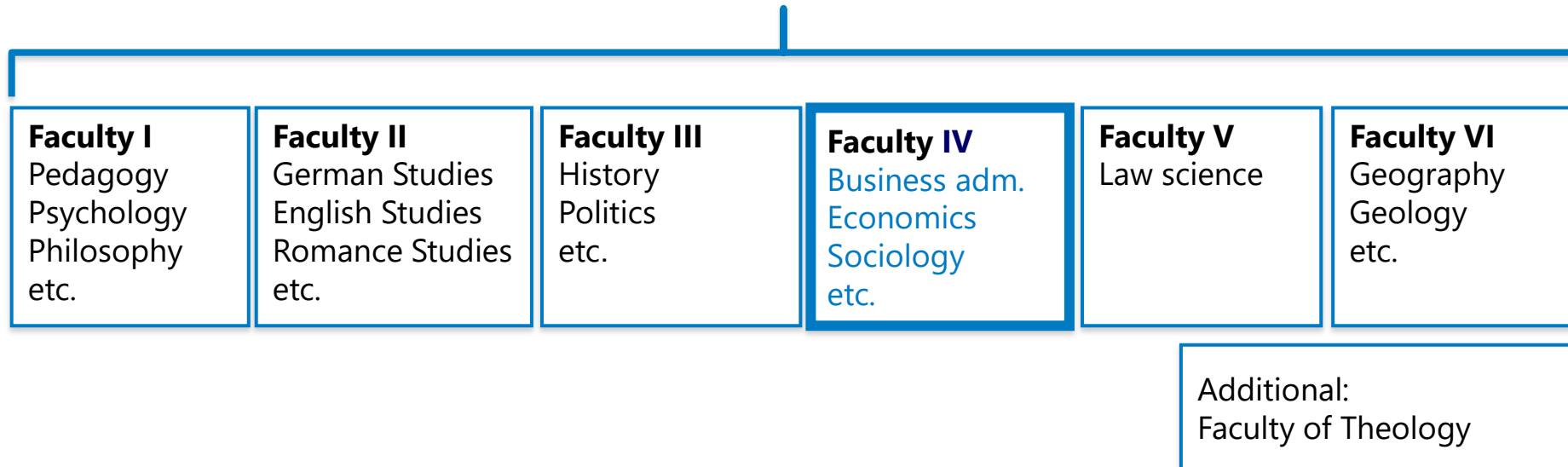
Contact persons for administrative questions, such as:
enrollment, accommodation, introductory seminars, language courses.

Nele Jacobs & student research assistants (Ginan Ali & Tina Herrig)

(erasmus-fb4@uni-trier.de; 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/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces>.
- Faculty IV: Business Administration (BWL), Economics (VWL), Sociology, Business Informatics, Mathematics.
- Choice between lectures, seminars, etc.



Courses (2/3)

- **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 held by research assistants 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** 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.

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

Courses (3/3)

- Apart from language courses (FB II), it is advisable to choose primarily lectures from the Bachelor/Master programs.
- It is necessary to register for lectures 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.
- You may find a list of courses taught in English on our website:

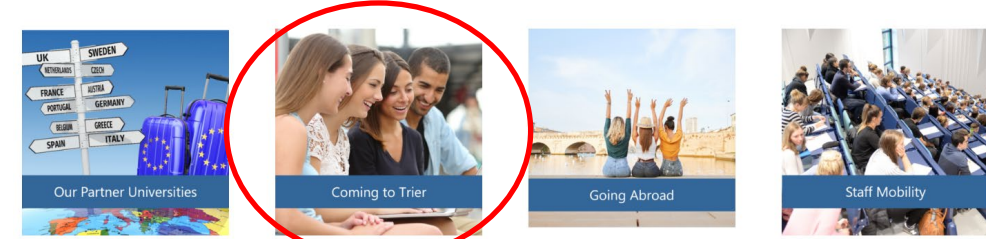
Coming to Trier → Course offerings → Courses taught in English

Wege nach Trier → Kursangebot → Englischsprachiges Kursangebot

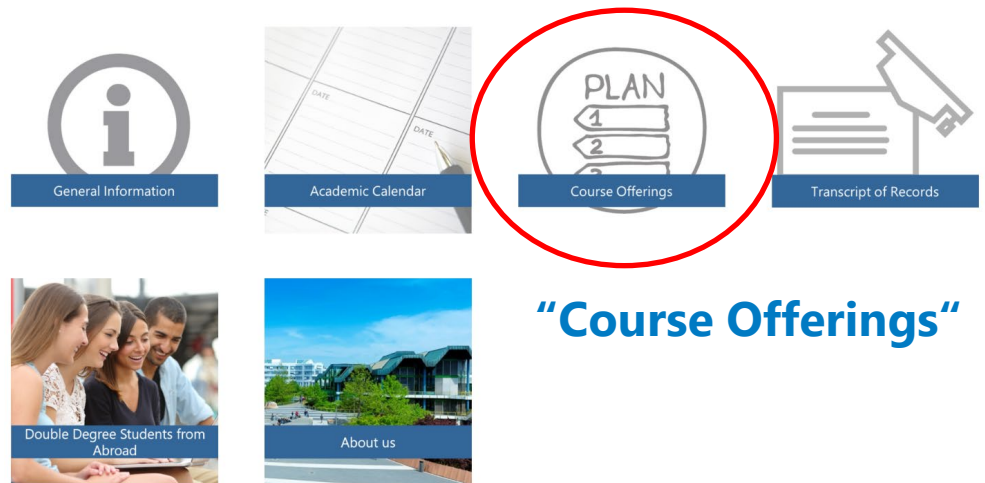
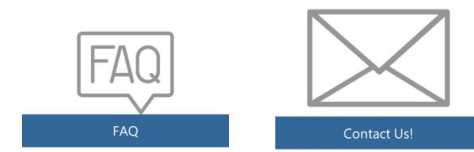
- Information on instruction language in our course lists have precedence over information in PORTA.
- Modules that consist of multiple separate parts (e.g., lectures with seminars) can sometimes be taken separately.



Where to find the course lists?



“Coming to Trier”



“Course Offerings”

GENERAL INFORMATION ABOUT THE COURSE OFFER		Downloads
Courses taught in English		.pdf
Course offer Business Administration		.pdf
Course offer Economics		.pdf
Course offer Bachelor Sociology		.pdf
Course offer Master Sociology		.pdf

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>

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 lectures in FB IV have 5 ECTS, the modules 10 ECTS.
- Usually, the modules consist of two to three courses.
- 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 Ms. Jacobs, erasmus-fb4@uni-trier.de. If she cannot help, she 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:
Coming to Trier → *Transcript of Records*
 - Send all documents to 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!

Thank you for your attention!

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

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



@erasmusfb4



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

ERASMUS+ at FB IV – Contact Information

Nele Jacobs (ERASMUS+ coordinator)

C 344

Consultation: Tuesday, 1:00 – 2:00pm or at request

 : +49 651 201 2665  : **erasmus-fb4@uni-trier.de**

Ginan Ali and Tina Herrig (student research assistants)

C 346

Consultation: Monday, 4:00-6:00pm and Wednesday, 10:00am-12:00pm

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

Double degree students

- In case you have any questions, you can find information on our website:

Coming to Trier → Double Degree Students from Abroad

Wege nach Trier → Doppelmaster-Studierende aus dem Ausland

- <https://www.uni-trier.de/en/universitaet/fachbereiche-faecher/fachbereich-iv/studium/auslandsstudium/erasmus/incoming-students/double-degree-students-from-abroad>.
- <https://www.uni-trier.de/en/universitaet/fachbereiche-faecher/fachbereich-iv/studium/auslandsstudium/erasmus/faqs>.
- If your questions are more specific and *in any case of doubt*, please *always* contact the ERASMUS+ coordinator Nele Jacobs or Prof. Matschke/Prof. Münnich (before contacting individual professors, etc.)

erasmus-fb4@uni-trier.de