

# Student Guide

## Incoming International Students

### 2019/20



**Table of content**

Introduction.....	3
Business School.....	3
What can you study .....	4
Exams .....	5
Grading system Hochschule Trier.....	6
How do you apply .....	8

## Introduction

**We are happy to welcome you at Hochschule Trier (Trier University of Applied Sciences)**



Founded in 1971, today we are one of the largest universities of applied sciences in Rhineland-Palatinate, serving 7.635 students on our three campuses in Trier, Idar-Oberstein and Birkenfeld. Our location, near to the borders with Luxembourg, France and Belgium, is an ideal place to start an international career.

Trier University of Applied Sciences offers an extensive range of degree programmes including Technology, Business Management, Design, Law and Computer Science.

We provide practical curricula that enable students to apply theory to practice when they do internships or supervised projects. Our students can broaden their horizons with on the job training and international experience.

Our excellent business contacts and applied research projects ensure a practically-oriented, job-related degree programme. We especially pride ourselves on our dual degrees which allow our students to acquire professional and academic qualifications simultaneously.

Cooperation agreements with numerous universities and colleges worldwide result in exchange programmes for both students and teaching staff, as well as undergraduate double-degree programmes, and contribute greatly to our international profile.

## Business School

The Business School at Trier University of Applied Sciences offers Bachelor`s and Masters` degree programmes in Business Administration, International Business, Business Informatics and Engineering Management. The degree programmes are accredited and feature in the current excellence ranking published by the Centre for Higher Education.



## What can you study



You can partake in any of our 3 Bachelor degree programmes:

- Bachelor of Arts International Business
- Bachelor of Arts Business Administration
- Bachelor of Science Business Informatics

The latter ones are conducted in German. So you would need a good command of German to follow the lectures. You may also choose a combination of the 3 programs – provided the courses do not overlap. The International Business program offers a range of English courses, such as the compulsory courses as follows:

### Semester 1

- International Business English 1, Introduction
- 5 ECTS, 4 Semester working hours

### Semester 2

- International Business English 2, Micro- and Macroeconomics Analysis
- 5 ECTS, 4 Semester working hours

### Semester 3

- International Business English 3, Management
- 5 ECTS, 4 Semester working hours

### Semester 4

- International Business English 4, Human Resource Management
- 5 ECTS, 4 Semester working hours

### Semester 5

- International Business English 5, Corporate Strategy
- 5 ECTS, 4 Semester working hours

### Semester 6

- International Business English 6, Marketing Management
- 5 ECTS, 4 Semester working hours



Similar courses will also be on offer in **French** and **Spanish**.

We have some optional courses in English that vary each semester. A list of courses will be sent to the exchange students each semester.

Additionally we offer the following courses that might be of interest to our incoming students:

- German for beginners / 5 ECTS (level A)
- Business German / 5 ECTS (level B and C)
- Business English 1 and Business English 2 / each with 5 ECTS
- Français économique 1 and 2 / each with 5 ECTS
- Spanish 1 and 2 / each with 5 ECTS
- Chinese A1 (Part 1 + 2) / each with 2,5 ECTS
- French A1 (Part 1 + 2) / each with 2,5 ECTS
- Italian (Part 1 + 2) / each with 2,5 ECTS

For those students who have a good command of German they can choose a seminar provided they have studied at least 2 years at their home university. There will be a compulsory registration for seminars by e-mail prior to the start of classes. You will have to enroll on all other courses once you are here in Trier. With the registration of the Hochschule Trier computer center you will have to register and work with the StudIP (Student learning Management System). Information on StudIP, username and password will be given to you within your first days here.



<https://studip.hochschule-trier.de/>

## Exams

At the **end of the semester** you will write the exams in the chosen courses. You will be informed on the dates and how to register for the exams.



## Results

You will be able to access your exam results as soon as they become available in the qis-System. Then you can print your transcript. If you need a signed and stamped version please contact the International Business Office.

<https://qis.hochschule-trier.de/>



## To re-sit an exam

If you fail an exam you will have the possibility to do an oral examination or you re-sit the exam at the end of the following semester.

## Timetable

Std.	Beginn	End	break
1.	08:00	09:30	10 Min.
2.	09:40	11:10	20 Min.
3.	11:30	13:00	lunch break 60 Min.
4.	14:00	15:30	10 Min.
5.	15:40	17:10	20 Min.
6.	17:30	19:00	...

## Virtual Campus at Hochschule Trier:

qis and Stud.IP (time table, information given by professors on lectures etc.)

## Grading system Hochschule Trier

Conversion of Grades obtained at Hochschule Trier to ECTS Grades is done according to the following table (only as a recommendation)

Grading Scale Germany	ECTS-Grade resulting from German Grade		ECTS-Grade	German Grade resulting from ECTS Grade
up to 1,5 ("sehr gut")	A	Excellent	A	1,0

1,6 to 2,3 ("Gut")	B	Very good	B	1,7
2,4 to 3,3 ("befriedigend")	C	Good	C	2,4
3,4 to 3,7 ("ausreichend")	D	Satisfactory	D	3,4
3,8 to 4,0 ("ausreichend")	E	Sufficient	E	4,0
Below 4,0 ("mangelhaft")	F	Fail	FX,F	5,0

### How do you apply

Generally your International Office administers a nomination procedure before sending us your application form.

[www.hochschule-trier.de/go/14126](http://www.hochschule-trier.de/go/14126)

Exchange students should return the application form signed by your coordinator together with a CV and a transcript of subjects studied with marks. You will then receive an acceptance letter. We will need full name and a full correspondence address and most important an e-mail address. Learning agreements can be completed in Trier.

Upon registration students will have to pay approx. 300 € per semester as a student services contribution\*. This contribution is not a tuition fee. It's a legally required contribution to the students union. Exemption from payment is not possible.

<https://www.hochschule-trier.de/index.php?id=16596>

\*\* It entitles students to cheaper meals at the Trier University of Applied Sciences Cafeteria and free bus and railway tickets for Rhineland Palatinate and the Trier region and other services.