

FAQ for incoming exchange students at the Business School

Contents

1. [Which institutions will support me as an exchange student at the Business School?](#)
2. [When do I need to arrive? When is the orientation week taking place?](#)
3. [What are Stud.IP and QIS?](#)
4. [How do I assemble my schedule?](#)
5. [To whom do I need to send my learning agreement?](#)
6. [Are there specific language requirements?](#)
7. [What is the difference between lectures, tutorials, and seminars?](#)
8. [Can I book my flight back home before my arrival in Trier?](#)



1. Which institutions will support me as an exchange student at the Business School?

International Office:

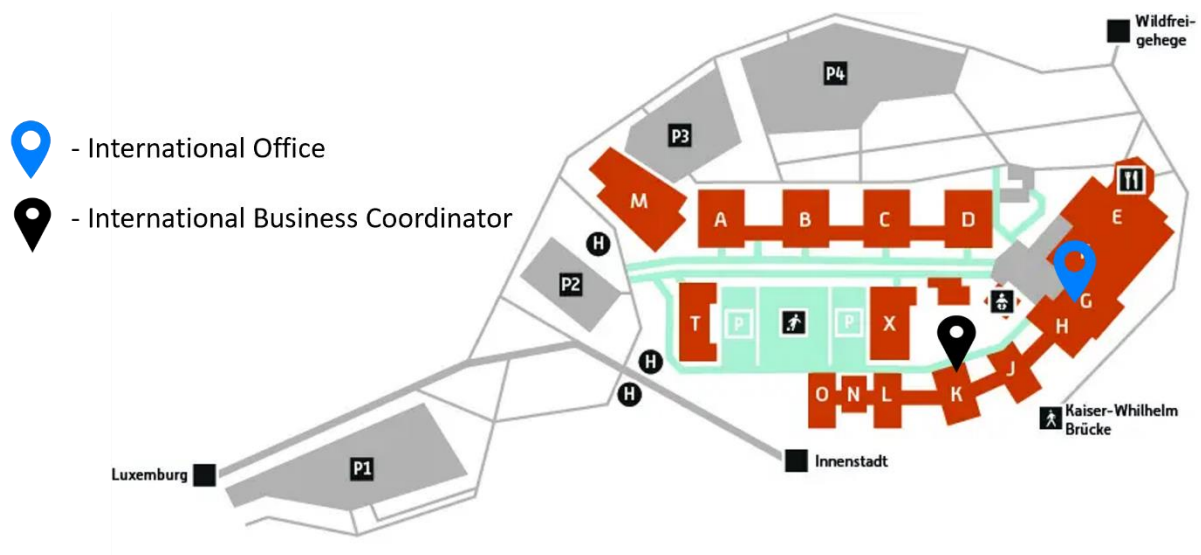
will help you with administrative and non-academic issues (such as application, enrollment, visa, housing, etc.)

International Business Coordinator:

helps with academic aspects of your exchange, particularly your course selection, advice on courses, and approval of your Learning Agreement.

Study Buddies:

students of the Business School who will help you with general questions and provide tips on studying and living in Trier.



2. When do I need to arrive? When is the orientation week taking place?

It is recommended that you arrive at least one week in advance of your lecture start to give you enough time to deal with all the administrative tasks such as enrollment, housing, registering at the city hall, etc. Our International Office and Study Buddies will gladly help you in case you have any questions.

To have a smooth start to your studies, it is important that you attend the orientation program by the International Office and by the Business School. Usually, orientation week takes place the week before lectures start. The International Office will send detailed information about the orientation week by email.

Academic calendar: <https://www.hochschule-trier.de/en/main-campus/study/information-service/semester-deadline>

3. What are Stud.IP and QIS?

Stud.IP is perhaps the most important online tool that you will be using during your study period at Hochschule Trier. It is needed to register for courses, access course materials, download various study-related documents, interact with others and so on.

In QIS, you will be able to see your grades and download your Transcript of Records at the end of your stay in Trier.

During the Welcome Week, we will give you an introduction on how to use these systems.

4. How do I assemble my schedule?

The courses that you are planning to take need to be approved by both the sending and the receiving institutions by filling in a Learning Agreement.

You can access **course lists** for the exchange students on our homepage:

<https://www.hochschule-trier.de/en/main-campus/wirtschaft/international-wir/incoming/studienangebot-fuer-incomings>

The course list will be updated in August for the winter semester and in late February for the summer semester. In the **module handbooks**, you can find detailed course descriptions for each course you are planning to take. Please note that the module handbooks include all courses that have been offered in the past years. Only courses listed in the course list are offered in a specific semester.

The exact **course times** will be available about two weeks before the start of lectures. We offer a course-registration session during the Orientation Week where we can also help you assemble your timetable.

Contact: Before arrival, you can contact us via email with any questions you may have at international-business@hochschule-trier.de.

5. To whom do I need to send my learning agreement?

If your home university requires you to submit a Learning Agreement (mainly Erasmus students), you can either drop off the document in room K 3b during office hours or send it via email to international-business@hochschule-trier.de. If your home university uses the Online Learning Agreement (OLA), you can also make use of this option.

You can find information on how to complete your learning agreement on our homepage:

<https://www.hochschule-trier.de/en/main-campus/wirtschaft/international-wir/incoming/studienangebot-fuer-incomings>

6. Are there specific language requirements?

In order to follow classes easily, we ask all incoming exchange students to have language skills at B2 level or higher (according to the CEFR) in the language in which you are taking classes.

7. What is the difference between lectures, tutorials, and seminars?

Lectures: In lectures, there usually are many participants, and they involve a professor giving a presentation on a particular subject matter. In most cases, the assessment form is a written exam.

Tutorials: Tutorials accompany a certain lecture. They focus more on interaction and often are taught by student tutors/research assistants. Topics introduced during the lecture are discussed in more detail and applied in exercises. Attendance is not mandatory, but highly recommended. Tutorials are designed to prepare you for the exams. There are no exams or any other form of assessment for the tutorials.

Seminars: Seminars are more interactive than lectures and often are taught in a condensed format at the beginning or end of the semester. The assessment can entail a term paper, group presentation and/or exam.

8. Can I book my flight back home before my arrival in Trier?

In principle, yes. However, you need to attend all your final exams before your departure. The examination period of the Business School is announced here:

<https://www.hochschule-trier.de/en/main-campus/wirtschaft/study/translate-to-englisch-wie-geht-was/lectures-and-exams>

At the Business School, the **exam period usually lasts up until three weeks** (including Saturdays) after the last day of lectures. You will receive detailed information on how to register for the exams via email towards the middle of the semester. This is also when exact exam dates will be published. So, if you are booking a flight back home at the beginning of your stay, please make sure that your date of departure is **after the last possible exam date**.

