

## Services of the examination office:

Consultation on all matters of examinations such as:

- Registration, deregistration, resignation for exams
- Medical certificates
- Recognition of credits
- Administration of grades/count of examination attempts
- Recognition of basic and specialised internship (practical background)
- Practical phase/internship/semester abroad
- Registration of Bachelor Thesis and Master Thesis
- Issuance of examination certificates and diplomas
- No impediment to admission in case of change of university
- Consultation and acceptance of application for change of study course (internal)
- Termination of enrollment of graduates
- Maternity
- Etc.

[Status October 2024]

## Registration and de-registration for exams:

QIS-Portal  
qis.fh-trier.de

### Transcript of records

Transcripts of records for personal use:  
With your account via QIS portal.

Official transcripts of record with stamp and signature:  
You can order it from the Examination office by e-mail via the official in charge of your course of study and collect them by appointment.

### Course guidance

Course guidance is provided by the program officer of the respective study course. Please look on the internet site of your course of study for the officer's name and phone number.

### Understanding

Please understand that we currently only conduct counselling sessions by prior appointment. We are also happy to offer online appointments on request. We cannot accept calls outside the times when we are available by telephone, as we need time to complete the many different tasks.



# Examination Office

### E-Mail

Environmental Planning / Environmental Technology:

**pruefungsamt-uput@umwelt-campus.de**

Environmental Business / Environmental Law:

**pruefungsamt-uwur@umwelt-campus.de**

### Phone

Tel: 06782/17 – please refer official in charge

Fax: 06782/17 - 1870

### Opening Hours

**Department Environmental Planning / Environmental Technology (UP/UT):  
Tuesday and Thursday 9:00 till 12:00**

**Department Environmental Business / Environmental Law (UW/UR):  
Monday, Tuesday, Wednesday 9:00 till 12:00**

Outside opening hours only with prior appointment.

## **Administration Department UP/UT**

### **Bachelor study courses:**

- Applied Computer Science (End 31.08.2026)
- Applied Computer Science and artificial intelligence
- Mechanical Engineering – Product Development
- Media and Computer Science
- Environmental Informatics and Business Information Systems
- Production Technology (dual)

### **Master study courses:**

- Applied Computer Science
- Digital Product Development / Mechanical Engineering
- International Material Flow Management (M.Sc. und M.Eng.)
- Media and Computer Science

Official in charge:

**Claudia Endlich**

room: 24 / 117

phone: 06782/17-1835

## **Department UP/UT**

### **Bachelor study courses:**

- Applied Sciences and Engineering
- Bioprocess, Environmental and Process Engineering (End 28.02.2026)
- Bioengineering and Process Engineering
- Biological and Pharmaceutical Engineering (incl. dual)
- Biopharmaceutical Drug Manufacturing (incl. dual)
- Communication Psychology and Sustainability
- Renewable Energies
- Industrial Engineering / Environmental Planning

### **Master study courses:**

- Business Administration and Engineering
- Bio-, Pharmaceutical and Process Technology
- Bioprocess and Process Engineering (End 28.02.2025)
- Environmentally Oriented Energy Technology
- Renewable Energies

Official in charge:

**Karina Baden**

room: 24 / 115

phone: 06782/17-1865

## **Department UW/UR**

### **Bachelor study courses:**

- Nonprofit and NGO-Management
- Sustainable Business and Technology (English-language-course)
- Environmental Economics and Business Management
- Sustainable Business Management (incl. dual)
- Sustainable Resource Management (dual)

### **Master study courses:**

- Environmental Economics and Business Management
- Sustainable Business Management

Official in charge:

**Daniel Rabb**

room: 24 / 120

phone: 06782/17-2652

---

### **Bachelor study courses:**

- Business Law and Environmental Law

### **Master study courses:**

- Insolvency Law and Reorganization Proceedings
- Business and Energy Law
- Sustainable Change – From Knowledge to Action

Official in charge:

**Isabel Kreuzcher**

room: 24 / 119

phone: 06782/17-1834