

Important offices and student services at Umwelt-Campus Birkenfeld



Umwelt-Campus
Birkenfeld

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The Study service at Environmental-Campus Birkenfeld consists of:

- **Registrar's Office**
Building 9924, ground floor, south wing

- **Examination Office**
Building 9924, first floor, north wing

Registrar's Office

Head of office:

Ms Tamara Seibert

R. 044, Tel. 17-1853

Infopoint:

Ms Andrea Räsch

R. 035, Tel. 17-1826

Officials in charge:

Ms Natalie Krutsch

R. 036, Tel. 17-1316

Ms Maxine Martinez

R. 034, Tel. 17-1315

[Sustainable Business and Technology]

How to contact the Registrar's Office

Office hours:

Monday	10:00 - 13:00 h
Tuesday	08:30 - 10:00 h
Wednesday	13:00 - 16:00 h
Thursday	10:00 - 13:00 h

Special appointments can be made at Infopoint
(Room 9924 / 035, Tel. 06782 / 17 -1826)

E-Mail:

studien-service@umwelt-campus.de

How to contact the Registrar's Office

Telephone service hours:

Monday	08:00 - 09:45 h
Tuesday	13:00 - 15:00 h
Wednesday	10:00 - 12:00 h
Thursday	08:00 - 09:45 h



Responsibilities of the Registrar's Office

- Application procedure including verification of admission requirements
- Enrollment, rejection notice
- Collection of semester dues
- Issuing of certificate of enrollment, student identification card and student (account) user ID

Responsibilities of the Registrar's Office

- Leave of absence, e. g. due to disease
- Student withdrawal because of change of university, premature termination of studies, missing re-registration or health insurance
- Change of address (In case of changes **immediately** notify the registrar's office) (Application for the change of master data can be downloaded on our homepage) Please ensure, that your name is placed on your mailbox
- Official transcript of records (e. g. for authorities)
- Re-registration (StudIS-Portal)



Registrationportal StudIS <https://www.umwelt-campus.de/>

Online-functions for the StudIS Portal:

- Registration for studies
- Re-registration for studies
- Application for a change of the course of study
(Change of the enrollment)
- Print of certification of enrollment, certificate of study progress, financial aid certificate
- Verification of your Fees (payments, open payments...)

Re-registration

- Required for each new semester
- Students' own responsibility
- Note!!!
 - Deadlines and information on website
 - Reminder e-mail by students' affairs office
- Missed re-registration results in 21 € overdue fine or de-registration

Student identification card (ID)

- Is student and library ID, and train ticket
- Is only valid for the current semester
- Needs to be re-newed after re-registration and by the beginning of each new semester at the machine in building 9924 (stairwell, ground floor)
- Handle with care!!! (Use cover for protection, no heat to avoid thermal damage)

Student ID (Chip card) and user ID

Issuing of student ID (Chip card):

Room 24/035 (Infopoint) during regular office hours

User ID:

Must be activated online, information is issued with the chip card

Transcript of records

Official transcript of records:

- Select your transcript of records at terminal at infopoint
- Print and confirmation by official at infopoint
- Only during office hours of infopoint

Survey of achievements for personal use:

- Via QIS portal (Campus website) by students themselves

Examination Office

Head of office:

Ms Gabi Stahl

Officials in charge:

Ms Claudia Endlich

Mr Michael Heß

Mr Daniel Rabb



Ms Endlich, Faculty

Environmental Planning / Environmental
Technology

Bachelor study courses:

- Applied Computer Science
- Media and Computer Science
- Environmental Informatics and Business Information Systems
- Product Development – Mechanical Engineering
- Production Technology (Dual)

Ms Endlich, Faculty

Environmental Planning / Environmental
Technology

Master study courses:

- Applied Computer Science
- Digital Product Development - Mechanical Engineering
- International Material Flow Management
- Media Informatics

Mr Rabb, Faculty

Environmental Planning / Environmental Technology

Bachelor study courses:

- Biological and Pharmaceutical Engineering (also dual)
- Bioprocess, Environmental and Process Engineering
- Renewable Energies
- Physical Engineering
- Industrial Engineering/Environmental Planning
- Sustainable Business and Technology

Mr Rabb, Faculty

Environmental Planning / Environmental Technology

Master study courses:

- Business Administration and Engineering
- Bioprocess and Process Engineering
- Environmentally Oriented Energy Technology



Mr Heß, Faculty Environmental Business Management/ Environmental
Law

Bachelor study courses:

- Environmental Economics and Business Management
- Business Law and Environmental Law
- Sustainable Resource Management (dual)



Mr Heß, Faculty

Environmental Business Management/ Environmental
Law

Master study courses:

- Insolvency and Reorganisation Law
- Environmental Economics and Business Management
- Business and Energy Law
- Sustainable Change – Vom Wissen zum Handeln

How to contact the Examination Office

Office hours (no consultation on the phone)

Monday thru Thursday 09:00 – 12:30 h

Closed in the afternoon and on Friday

Phone consultation – please call outside of office hours!

Monday thru Thursday between

08:30 and 09:00 h, 13:30 and 16:00 h,

Friday between 08:30 and 12:00 h



Special appointments in the afternoon or on a Friday:

Call or email for appointment at least one day in advance

Responsibilities of the Examination Office

- Consultation on all matters of examinations
- Consultation on regulations, e. g. examination regulations
- Consultation on applications to the examination boards in private stressful situations (e.g. dependent relatives)
- Administration of grades (QIS)
- Count of examination attempts



Responsibilities of the Examination Office

- Acceptance of applications for the recognition of credits
- Acceptance of sick leaves / medical certificates
- Acceptance of registration of Bachelor Thesis and Master Thesis



Responsibilities of the Examination Office

- Consultation in case of change of study course (internal)
- Issuance of declarations of no impediment to admission in case of change of university
- Issuance of examination certificates and diplomas
- Termination of enrollment of graduates



Recognition of credits



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If former studies are detailed on enrollment, a provisional entry-level notification will be issued. Please read it and note the deadline!

For recognition of examination credits contact the examination office without delay and submit your application (include supporting documents e.g. transcript of records with credits, module handbook in original)

Note the deadline at the end of the 1st semester after your enrollment!

Applications after that date **cannot** be accepted!



Examination dates

Examination dates are posted in the **examination schedule**:

- Notice (binding) in building 9914, ground floor
- Internet www.umwelt-campus.de , Quicklinks:
Prüfungsplan
- Dates in QIS (our student administration system)

The examination plan also includes the appointed examiners, the examination rooms, authorized materials and equipment etc.

Registration for examinations

Students must register/de-register for **all** examinations including pre- and repeat examinations **by themselves** in the study administration program QIS

If you are not registered, **you are not allowed to take the examination!** There is **no** subsequent registration

Check the status in your QIS regularly!



Note: Registration for thesis must be carried out **in person** at the examination office with the registration form!

Registration for examinations

Possible only within registration periods (= exclusion periods), check your QIS!



Deadlines:

3 workdays (Monday thru Friday) prior to the respective examination

Example: Examination day is Monday; Registration or de-registration has to be carried out by the preceding Wednesday, 24:00 h midnight

In case of problems: Email the examination office
within the registration period

Cheating attempts

Only previous authorized materials can be used during examinations!

Any non-authorized materials in the room of the examination is considered cheating, resulting in the grade „failed“!!!

For example: no smartphones, no handwritten comments in course scripts or books, no documents in the bathroom...



Notification of illness

Illness affecting examinations:

A medical certificate (incl. Supplement for medical certificate) must be submitted to the examination office within **3 workdays** after the examination date!

(recommendation: send it via Mail at first to keep the deadline)

A delayed submission results in a failed attempt!

From the **forth** and **every following** illness affecting examinations:

Submission of **certificate from the medical officer** detailing concrete troubles, symptoms, and how they affect your performance! (Costs approximately 50 Euro)

Withdrawal from examinations

Normaly: Only within registration periods possible

Exception: Only possible due to health problems and immediately before the start of examination:

- Breaking off of examination by informing invigilators and returning examination papers, entry in examination report
- Submission of application for withdrawal and of evidence (doctor's certificate/certificate from the medical officer) within 3-days-deadline at examination office

If you wait until the examination is graded, you forfeit your right to withdraw!



„1+4 Regulation“ (§ 16 (1) examination regulation)

„Examinations that students have not signed up for by the 4th semester at the latest after the semester that the examinations originally belong to (Curriculum) are considered as failed.“

This regulation means in clear:

All examinations of the 1st semester have to be taken for the first time in the 5th semester at the latest. All examinations of the 2nd semester have to be taken for the first time in the 6th semester at the latest **etc.**

If the obligatory exam is not attempted, the exam will be marked „failed“ (Zwangs5 = ZW5) in the attempt census (QIS).

Applications to the examination boards

- Consultation at the examination office about the existing possibilities, requirements and prerequisites
- Written application detailing good reasons and
- including relevant documents as evidence
Medical certificate in case of a disease, especially chronic ones, certificate that proves one's relative's need for looking after, a birth certificate and a doctor's certificate by a paediatrician in case of one's child's disease, a gynaecologist's (woman's doctor's) certificate in case of a pregnancy detailing the possible endangering of mother and child or the risk factors, a recognition certificate in case of dyslexia including a doctor's recommendation on how to make up for instance by allowing additional writing time, a death certificate in case of bereavement in the family

Applications to the examination boards

Submission of application including all documents to the examination office to be passed on to the examination board in charge to make a decision

After the decision: Written note by the examination office including

- Approval or
- Rejection with reasons and
- Issuance of certificates for presentation at examinations

Information for pregnant / nursing female students

- Since 1st January 2018, the maternity protection law also applies to pregnant and nursing students.
- Please contact the Examination Office, where you will receive detailed advice on the legal situation, protective provisions, etc.

Note the regulations

Please get informed in detail about the current regulations!

Read:

- Examination regulations!
- Decisions of the faculty council, examination board!
- E-Mails on your Campus account!
- Letters from the university!

Read these documents completely and carefully!

Consultation at the Examination Office



Please do not hesitate to contact your examination officer in case of questions and problems, especially problems concerning QIS!

If you need advice, please always turn to your examination officer **before** a registration deadline or examination!

Keep yourself up-to-date on our websites: www.umwelt-campus.de.

There you find a lot of important information on all relevant matters and all important forms for download.

Please remember!

- Do check your QIS regularly (examination dates, grades)!
- Read the emails of your campus account! (important pieces of information coming in regularly!)
- Remember to register for / deregister from examinations in time!
- Deadline for medical certificates: 3 workdays after examination!
- Read your examination regulations!
- Get to know the „1+4 regulation“! (§ 16 (1))
- Contact your examination officer in case of questions!

How to contact the Examination Office

Email:

pruefungsamt-uput@umwelt-campus.de

[all students of the Faculty of Environmental Planning / Environmental Technology]

and all students of the course of study Sustainable Business and Technology

pruefungsamt-uwur@umwelt-campus.de

[all students of the Faculty of Environmental Business Management / Environmental Law]

How to contact the Examination Office

Personally: Building 9924, first floor, north wing

- Ms Endlich: 06782/17-1835, Room 117
- Mr Heß: 06782/17-2652, Room 119
- Mr Rabb: 06782/17-1865, Room 108
- Ms Stahl: 06782/17-1844, Room 109

Danke | Thank you |
Merci | Gracias



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