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**General Regulations for Examinations in the Courses of  
Study at Trier University of Applied Sciences  
from 04.05.2023**

On the basis of § 7 para. 2 no. 2 and § 86 para. 2 no. 2 of the Rhineland-Palatinate Higher Education Act (HochSchG) of 23 September 2020 (GVBl. p. 461), last amended by § 31 of the Act of 17 December 2020 (GVBl. p. 719), the Senate of Trier University of Applied Sciences adopted the following General Examination Regulations for examinations in degree programs at Trier University of Applied Sciences on 03.05.2023. These General Examination Regulations were approved by the Presidential Board of Trier University on 03.05.2023.

It is hereby made public.

**Table of contents**

- § 1 Scope
- § 2 Examination Board, Examination Office
- § 3 Examiners and assessors, thesis supervisors
- § 4 Requirements and procedure for participation in examinations
- § 5 Modules, awarding of credit points (ECTS), types of examinations, deadlines
- § 6 Study achievements
- § 7 Oral examinations
- § 8 Written and artistic-creative examinations
- § 9 Project work
- § 10 Thesis
- § 11 Assessment of examination results / Determination of module results
- § 12 Missing, Withdrawal, Deception, Breach of Regulations
- § 13 Passing, failing and certification of examination results
- § 14 Repetition of examinations
- § 15 Recognition of study and examination achievements and crediting of non-university competences
- § 16 Certificate, Diploma Supplement
- § 17 Certificate
- § Section 18 Invalidation of the Audit and Retention Period
- § 19 Remonstrance and inspection of examination files
- § 20 Entry into force

## **§ 1 Scope**

(1) These general examination regulations for degree programs at Trier University of Applied Sciences apply to all degree programs at Trier University of Applied Sciences whose subject examination regulations refer to them.

(2) The subject examination regulations of the degree programs mentioned in Paragraph 1 shall regulate in particular:

- the purpose of the test,
- the degree to be awarded,
- admission to the study program,
- the standard period of study, the course structure and the scope of the courses offered,
- the study achievements,
- the final thesis,
- the colloquium for the final thesis,
- the formation of the overall grade.

## **§ 2 Examination Board, Examination Office**

(1) The departments form examination boards.

(2) A majority of the members of an examination board shall be members of the group pursuant to Section 37 (2) Sentence 1 No. 1 of the Higher Education Act (HochSchG) and at least one member of each of the groups pursuant to Section 37 (2) Sentence 1 Nos. 2 to 4 HochSchG.

(3) The respective examination board is responsible for the organization of the examinations and for decisions in examination matters. It ensures that the provisions of these regulations and the subject examination regulations are observed. The chairing member of the respective responsible examination board regularly reports to the departmental council on the development of examination and study times as well as on the distribution of grades of examination performances and overall grades. The examination committee makes suggestions for reforming the general examination regulations and the subject examination regulations.

(4) The members of the respective responsible examination board are elected by the responsible departmental councils. The respective responsible examination board elects the chairing member and his or her deputy from among its members. The term of office of the student member is one year, that of the other members three years. If a member leaves prematurely, a substitute member shall be appointed for the remainder of the term of office in accordance with sentence 1.

(5) The Audit Committee may delegate individual tasks to the chairing member. The chairing member can only make negative decisions if there is a corresponding decision-making practice in comparable matters.

(6) The chair and deputy chair are held by a professor. Members of the examination board who do not fulfill the requirements of § 24 para. 2 HochSchG do not have the right to vote in decisions of the respective responsible examination board regarding the assessment, crediting and recognition of achievements. The members of the respective competent examination board have the right to be present at the examinations, unless they have registered for the same examination during the same period.

(7) The members of the relevant audit committee are subject to official secrecy. If they are not in public service, they must be sworn to secrecy by the chairing member or the deputy.

(8) The decisions of the respective responsible audit committee are made in face-to-face meetings, online face-to-face meetings or by circulation procedure; these procedures are not public. Guests may attend meetings at the invitation of the chairing member, who are equally bound to secrecy.

The chairing member shall issue invitations to meetings with a notice period of one week, stating the agenda items; the day of the meeting shall not be included in the notice period. Circular resolutions shall be adopted in writing or by mail at the instigation of the presiding member. The presiding member shall determine whether the procedure is to be carried out in writing or by mail and shall specify the period up to which votes may be cast. If a member fails to cast a vote within the specified voting period, that member shall not be deemed to have participated.

(9) The Audit Committee constitutes a quorum if more than half of the members entitled to vote in accordance with the law are present or participate in a circular resolution and if the meeting has been duly convened or the circular resolution procedure has been duly initiated. If this quorum is not reached at the first meeting or in the first circular resolution, a new meeting may be called by the chairing member, or a circular resolution may be initiated with the same agenda. In this case, the relevant Audit Committee shall always have a quorum.

(10) The Examination Office, in cooperation with the respective Examination Board, is responsible for the organization and coordination of the examination process, including the issuance of the degree certificate, the degree certificate and the Diploma Supplement. Administrative actions of the examination board are generally carried out by the examination office; decisions of the examination board can be announced by the examination office at the request of the examination board. Announcements in other examination matters are regularly made by the Examination Office, unless otherwise stipulated in the examination regulations. The Examinations Office accepts registrations for examinations and determines whether the requirements for admission to examinations have been met. The Examinations Office is the appeal authority in examination matters.

### **§ 3 Examiners and assessors, thesis supervisors**

(1) The relevant examination board appoints examiners, assessors, and supervisors of the final thesis; it regulates the appointment procedure by resolution. It may transfer the appointment to the chairing member.

(2) Examiners are university teachers according to § 46 HochSchG, retired professors, honorary professors, and post-doctoral lecturers. In addition, academic and artistic staff, and assistants with duties pursuant to § 56 para. 1 sentence 2 and para. 6 sentence 4 HochSchG, teachers for special tasks, lecturers, persons experienced in professional practice as well as lecturers at foreign universities who possess a qualification equivalent to the group of persons pursuant to § 24 para. 1 HochSchG may examine.

(3) Only persons who meet the requirements of § 24, section 2 HochSchG in the subject to be examined may be appointed as assessors.

(4) The names of the examiners and assessors as well as the registration deadlines for the examinations must be made known to the students in good time.

(5) Supervisors of the thesis are persons according to paragraph 2. The respective examination board decides on exceptions. The students can propose the supervisor. This suggestion does not constitute a legal claim.

(6) For examiners and assessors, § 2 para. 7 applies accordingly.

### **§ 4 Requirements and procedure for participation in examinations**

(1) Only students who are enrolled in the respective course of study at Trier University of Applied Sciences at the time of the examination may take part in examinations.

(2) The relevant examination board or the body entrusted by it with this task sets the examination dates and determines the deadlines for registration, for withdrawal from registration and, if applicable, for the application for admission. The examination board also determines which documents must be submitted with the application for admission. If it is not possible to provide the documents in the prescribed manner, the relevant Examination Committee may permit proof to be provided in another manner.

(3) Students must register and, if necessary, deregister for all study and examination performances and their repetitions within the applicable registration deadlines (cut-off deadlines) in the university's own electronic examination administration system. Unless the Examination Committee or the body entrusted by it with this task has set other deadlines in accordance with Para. 2, the registration and withdrawal deadline for each examination ends at midnight three working days before the respective examination date. Saturdays do not count as working days. If registration does not take place within the deadline, participation in the examination is not permitted. If a withdrawal is not made in due time, the examination will be marked as "failed".

assessed if the students do not take part in this examination without valid reasons. § Section 12 (1) applies accordingly. The examination board decides on exceptions.

(4) If admission to an examination is provided for, this shall be decided by the relevant examination board, or the body entrusted by it. Admission shall be denied if the student has lost the right to take examinations in the chosen degree program at a university in the Federal Republic of Germany or if students no longer have the opportunity to take examinations required to pass the final examination due to the crediting of failed attempts in accordance with § 14, Para. 1.

(5) The subject examination regulations may define attendance requirements as a prerequisite for participation in an examination, taking into account § 26 para. 2 no. 7 HochSchG. The subject examination regulations may only require students to attend courses as a prerequisite for examinations if this is necessary in order to achieve the learning objective of the course; attendance requirements are permissible in particular for excursions, practical courses, practical exercises and laboratory exercises. The modules concerned are to be listed in an annex to the respective subject examination regulations.

### **§ 5 Modules, awarding of credit points (ECTS), types of examinations, deadlines**

(1) Modules are generally completed with an examination. An examination usually consists of a graded examination during the course of study. Credit points (ECTS) are awarded on the basis of the successful completion of a module. If a module is completed with several examinations, the successful completion of the module requires the passing of all partial examinations.

(2) Types of audit services are:

1. oral examinations according to § 7,
2. written and artistic-creative examinations according to § 8,
3. Project work according to § 9,
4. a final thesis according to § 10 including a colloquium, if applicable.

(3) The form of the examination (e.g., written exam, colloquium, project presentation, seminar paper and homework, practical/laboratory work, presentation, oral exam, portfolio or a combination thereof, in each case also in electronic form if necessary) is announced by the respective examiners at the beginning of the semester, but at the latest at the beginning of the course. Written and oral examinations, including a colloquium on the final thesis, as well as practical examinations can be offered as distance examinations, as oral distance examinations and as practical distance examinations in the form of an electronic distance examination. Further details are regulated by the state ordinance on the testing of electronic distance examinations at universities in Rhineland- Palatinate in conjunction with the regulations for the implementation of electronic distance examinations at Trier University of Applied Sciences in the currently valid version.

(4) If the courses are offered in a language other than German, the examinations must also be taken in this language. Paragraph 3 applies accordingly to the determination of the language of examination other than German.

(5) Examination performances according to §§ 7 - 9 shall be evaluated by the persons named in § 3 para. 2 as a rule within four weeks after the examination date. As a rule, the final thesis shall be evaluated within six weeks after submission. The assessment shall be announced in a suitable manner. The announcement can also be made in electronic form within the university's own examination administration system.

(6) If students make a credible case in an application that they are unable to complete all or part of their work in the prescribed form or within the prescribed period for the reasons listed in § 26 Para. 5 No. 2-4 HochSchG, the Examination Committee will allow appropriate compensation for disadvantages. For this purpose, the submission of a medical certificate, a comparable proof or the submission of an official medical certificate may be required. Reasonable compensation for a disadvantage can be made in particular by extending the processing time. In exceptional cases, a change in the type or form of examination may also be provided for.

(7) Students must be notified of the examination dates no later than four weeks before the respective examination date. If the examinations take place outside the examination period, the examination dates must be announced no later than four weeks before the end of the lecture period.

### **§ 6 Study achievements**

(1) The successful completion of course work can - against the background of an adequate and workload-appropriate examination density - be an admission requirement for the provision of examination work or be a prerequisite for the successful completion of a module.

(2) A course credit is an assessed individual performance. Certificates of attendance are not course credits.

(3) Course work is graded as "pass" or "fail".

(4) Their form and the time of their delivery are announced by the teaching person at the beginning of the course or module.

(5) As a rule, coursework is evaluated within four weeks after it has been completed.

(6) The respective subject examination regulations according to § 1 Para. 2 of these regulations regulate whether and how study achievements are to be made in the respective course of study.

### **§ 7 Oral examinations**

(1) In oral examinations, students should demonstrate that they have a broad and integrated knowledge including the scientific fundamentals, the practical application of the examination area, and a critical understanding of the most important theories and methods. Oral examinations are also intended to determine whether students are able to present complex subject-related problems and solutions to experts in an argumentative manner and to develop them further with them.

(2) Oral examinations are conducted by at least two examiners or by one examiner in the presence of at least one expert assessor in accordance with § 3 Para. 3. Oral examinations are individual examinations or group examinations. No more than four students may take part in group examinations.

(3) Unless otherwise specified in a subject examination regulation, oral examinations usually do not last more than 30 minutes. Group examinations last at least 15 minutes per student.

(4) The essential items and results of the oral examination shall be recorded in a transcript for the individual students. The examiners shall hear the student before determining the grade in accordance with

§ 11 the assessors. The result is usually to be announced to the students following the oral examination, but at the latest at the end of the examination procedure on the following working day, whereby Saturday is not counted as a working day.

(5) Students of their own subject may be admitted as listeners in accordance with the space available unless the examiners have objected by the beginning of the examination at the latest. The examiner and the assessors do not participate in the discussion of the examination results.

(6) Upon request of students, the Equal Opportunity Officer of the Senate, or the Equal Opportunity Officer of the department as well as the Senate Representative for the Interests of Students with Disabilities or Chronic Illness may participate in oral examinations.

### **§ 8 Written and artistic-creative examinations**

(1) In written and artistic-creative examinations, students should demonstrate that they have a broad and integrated knowledge including the scientific fundamentals, the practical application of the examination area, and a critical understanding of the most important theories and methods. Written and artistic/creative examinations are designed to determine whether students can identify problems and develop solutions using subject-specific methods in a limited amount of time.

(2) Unless otherwise specified in a subject examination regulation, written examinations last 45 to 240 minutes.

(3) Homework is individual work or group work. Unless otherwise specified in a subject examination regulation, the processing time shall not exceed two thirds of the designated student workload of the respective module. In the case of group work, the contribution of the individual students to be assessed must be clearly distinguishable and assessable.

(4) Examinations according to the answer-choice procedure are conducted in accordance with the regulations for the conduct of multiple-choice examinations at Trier University of Applied Sciences, as amended from time to time.

(5) Computer-based examinations ("e-examinations") are permissible if they are suitable for providing or contributing to the evidence pursuant to Para. 1; if necessary, they may be supplemented by other forms of examination. Before computer-based examinations are conducted, it must be ensured that the electronic data can be clearly identified and unmistakably and permanently assigned to the candidates. The examination must be conducted in the presence of a competent person. In accordance with the provisions of § 19, candidates shall be given the opportunity to inspect the computer-based examination and the results obtained.

### **§ 9 Project work**

(1) Project work demonstrates the ability to develop, implement and present projects. In doing so, students should demonstrate that they can define goals and develop solutions to problems and concepts. Project work usually includes a written elaboration and should have an interdisciplinary character.

(2) The processing period including the written elaboration is usually a maximum of 18 weeks.

(3) Project work is individual work or group work. In the case of group work, the contribution of the individual students to be assessed must be clearly distinguishable and assessable.

### **§ 10 Thesis**

(1) The final thesis should show that the students are able to work independently on a specialist problem using scientific methods within a specified period of time. An interdisciplinary thesis in connection with other disciplines is possible.

(2) The thesis is to be evaluated by at least two persons who are admitted as examiners in accordance with § 3 Para. 2, whereby one of these persons must belong to the group of professors (§ 46 HochSchG) of the respective responsible department. One of the two persons should have supervised the thesis. The respective examination board decides on exceptions. Upon application by the student, the relevant examination board will appoint a supervisor.

(3) The topic of the thesis is assigned by the supervisor. The students shall be given the opportunity to make suggestions. The topic, task and scope of the final thesis must be set in such a way that the processing time specified in the respective examination regulations in accordance with § 1 Para. 2 of these regulations can be adhered to.

(4) The thesis must be registered with the relevant examination board, or the office designated by it. In doing so, the topic and the date of issue must be made a matter of record.

(5) The subject can only be returned once and only within the first third of the processing period. The time of the return is to be recorded. The processing of a new topic must be registered within three months after the return of the first topic.

(6) The thesis may also be admitted as a group thesis if the contribution of the individual students to be evaluated is clearly distinguishable and assessable and fulfills the requirements according to paragraph 1.

(7) The processing time is regulated in the respective subject examination regulations. The thesis is to be submitted in due time to the chairing member of the respective examination board or to the

to be determined by the Examination Committee. The form and number of copies to be handed in is determined by the examination committee. When handing in the work, the students have to assure in writing that they have written their work - in the case of a group work their correspondingly marked part of the work - independently and have not used any sources and aids other than those indicated. The date of submission is to be recorded. If the thesis is not handed in on time, it is considered to have been failed. The students will receive a written notification of failure, which will also inform them whether and until when a repetition of the thesis is possible.

### § 11 Assessment of examination results / Determination of module results

(1) The grades for the examination performances are determined by the respective examiners. The following grades are to be used for the evaluation:

- 1 =very good = an excellent performance
- 2 =good = a performance significantly above the average requirements
- 3 =satisfactory = a performance that meets average requirements
- 4 =sufficient = a performance which, despite its deficiencies, still meets the requirements
- 5 = not sufficient or failed = a performance that does not meet the requirements due to significant deficiencies

For differentiated assessment of an examination performance, individual grades can be raised or lowered by 0.3 to intermediate values; grades 0.7; 4.3; 4.7 and 5.3 are excluded.

(2) If an examination performance is evaluated by more than one examiner and the evaluations do not differ by more than one grade level, the arithmetic mean is calculated and only the first decimal place after the comma is taken into account; all other places are deleted without rounding. In the event of a major discrepancy, the examiners involved shall endeavor to reach an agreement; otherwise, the responsible examination board shall arrange for a suitable examiner to make a decision on the basis of the submitted evaluations. A final decision in an oral examination requires the presence of the person making the decision for the entire duration of the oral examination.

(3) The module result is the grade of the corresponding examination. If several examinations are assigned to a module, each examination must be graded with at least sufficient (4.0). The result of the module is then the weighted average of the grades of the respective examinations. In theory-practice transfer modules of dual study programs, the weighting is carried out according to the specifications in the respective subject examination regulations, otherwise according to the assigned ECTS credits of the examination performances. Only the first decimal place after the comma is taken into account; all other places are deleted without rounding. The grade shown on the certificate is calculated from the module result as follows:

up to and including 1.5	=	
verygood from 1.6 to and including 2.5		good
from 2.6 to 3.5 inclusive		satisfactory
from 3.6 to 4.0 inclusive	=	sufficient

(4) For the conversion of grades into the ECTS grading scale and vice versa, the rules of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the respective valid version apply.

(5) If a module result has been assessed with at least "sufficient" according to Paragraph 1, the corresponding credit points (ECTS) are awarded according to the respective subject examination regulations in accordance with § 1 Paragraph 2 of these regulations of the relevant degree program.

### § 12 Missing, Withdrawal, Deception, Breach of Regulations

(1) An examination performance is deemed to have been assessed as "insufficient" or "failed" if students fail to appear at an examination date without good reason or if they withdraw from the examination after it has begun without good reason. The same applies if a written examination is not completed within the specified processing time.



(2) The valid reasons asserted for missing an examination date or for withdrawing after the start of an examination must be reported in writing to the respective chairing member of the examination committee or to the office designated by the examination committee without delay, at the latest by the third working day after the examination date and must be substantiated; Saturdays are not considered working days for this purpose. In case of illness, a medical certificate proving the inability to take the examination must be submitted to the respective chairing member of the examination board or to the office to be designated by the respective examination board. This medical certificate, which is to prove the inability to take the examination, must state which health impairments are present and how these affect the performance. The submission of a medical certificate from a public health officer may be required. The illness of a child or a family member in need of care, who is predominantly the sole carer, is equivalent to the illness of a student. Other reasons for which students are not responsible, such as increased family obligations, can be equated with illness by the examination committee upon request. If the reasons are recognized, the next examination date must be taken. In this case, the examination results already obtained are to be credited.

(3) In the event of cheating or the use of unauthorized aids in the context of the examination, the examination performance in question is deemed to have been assessed as "insufficient" or "failed". The same applies in the case of an attempt. Depending on the severity of the cheating, the examination board may determine further legal consequences, such as the loss of a further examination attempt or the loss of the examination claim. Students who disrupt the proper conduct of the examination may be excluded from continuing the examination by the respective examiners or invigilators. In this case, the examination performance in question is deemed to have been assessed as "insufficient" or "failed".

(4) The permitted aids will be announced by the respective examiners at the latest before the start of the examination. All other aids are inadmissible and their possession and carrying in the examination room is considered an attempt to deceive in the sense of Para. 3. The examination room is equated with its spatial environment, e.g. in the toilet rooms, corridors or staircases. The general principles of prima facie evidence apply.

(5) Examination results according to § 5 para. 2 nos. 2-4 shall be deemed to have been assessed as "insufficient" or "not passed" if they do not originate in whole or in substantial parts from the students themselves, but from other persons, and this is not indicated in a scientifically customary manner, e.g. by citation (plagiarism). In order to assess whether plagiarism has occurred, another person authorized to conduct examinations must be consulted in accordance with § 3 Para. 2. If plagiarism is involved, a repetition of the examination performance can be excluded in accordance with § 14 Para.

4. The relevant examination board decides on the exclusion of the repetition according to § 14 para. 4.

(6) The use of artificial intelligence applications (AI applications), which can automatically create content according to certain specifications, is an inadmissible aid for examinations according to §§ 5 to 10 of these regulations. Unless the use is expressly approved in writing by the examiner. In the latter case, the student must adequately identify the source/origin, the so-called prompt, and the type and scope of the AI applications used in the examination performance by means of a written declaration; in this respect, the regulations according to § 12 para. 5 sentences 1 to 4 of these regulations on plagiarism apply accordingly.

(7) Decisions according to paragraphs 3 to 5 must be communicated to the students in writing by the examination board or by the body to be appointed by it and must be substantiated and accompanied by a notice of appeal. The person concerned must be heard before the decision is made.

(8) If a fact according to Paragraphs 3 to 6 only becomes known after the assessment of the examination performance has been announced, the Examination Committee may also subsequently correct the result of the examination performance accordingly or declare the examination as failed, but only within a period of two years after completion of the study program.

### **§ 13 Passing, failing and certification of examination results**

(1) The final examination consists of the examination performances of all subjects specified in the subject examination regulations according to

§ 1 para. 2 of these regulations. The final examination is passed if all prescribed modules have been assessed with at least "sufficient".

The final examination is definitively not passed if the possibilities to repeat examination performances according to § 14 have been exhausted without success.

(2) In the event of a loss of examination entitlement, students will receive a written notification which at the same time provides information about the course of study in which the loss of examination entitlement occurred. In this case, they will be issued a summary certificate of the examination achievements upon request.

#### **§ 14 Repetition of examinations**

(1) Examination achievements other than the thesis and the colloquium for the thesis, which are required according to

to examinations that have not been evaluated with at least "sufficient" according to § 11 Para. 3 can be repeated twice. The crediting of failed examinations of the chosen degree program at a state or state-recognized university as failed attempts on the permissible number of repeat examinations as well as the crediting of failed examinations of another degree program, insofar as these are equivalent, is to be regulated in the respective subject examination regulations.

(2) The repeat examinations must be taken no later than the examination dates of the next semester. In deviation from this, the examination regulations may stipulate a reduction to the next semester. If such a repeat examination is missed without good reason, the respective examination attempt is deemed to have been assessed as "failed" or "insufficient". For students at a foreign partner university, the repeat examination can take place in the same semester if these students will no longer be enrolled at the time of the repeat examination. The examination board decides on exceptions.

(3) The subject examination regulations in accordance with § 1 Para. 2 of these regulations may stipulate that an examination that has been passed in the first examination attempt may be repeated once for the next examination date in order to improve the grade. If an improvement in grade is not achieved, the grade achieved in the first examination attempt remains valid. For the final thesis and, if applicable, the colloquium on the final thesis, a repetition to improve the grade is not permitted.

(4) The final paper and, if applicable, the colloquium for the final paper can only be repeated once, subject to the regulation in § 12 para. 5. A failed thesis must be registered with a new topic within three months after notification of the decision on failure. In the case of a failed colloquium, the examiners of the final paper, in consultation with the students, will give them the opportunity to repeat the colloquium within four weeks. Deviations can be regulated in the respective examination regulations.

(5) In the event of a failed examination in a compulsory elective module, a repeat examination is usually taken in the identical module. The examination board decides on exceptions.

#### **§ 15 Recognition of study and examination achievements and crediting of non-academic competences**

(1) The recognition of achievements at a higher education institution as well as the recognition of equivalent knowledge and qualifications acquired outside the higher education sector shall be carried out in accordance with section 25 (3) and (4) HochSchG.

An application for credit or credit transfer should be made within the first semester of enrollment.

(2) Achievements made at a university are recognized upon application, provided that there are no significant differences with regard to the competences acquired. This requires a match in all essential elements of the performance for which recognition is sought with the performance rendered in terms of the content and scope of the material relevant to the examination as well as the type and duration of the examination. In doing so, an overall consideration of the qualifications obtained is made in relation to the criteria of quality of the institution, profile, and level of study of the study program, workload and in particular the learning outcomes in content, qualification level and profile in relation to the qualification objectives of the study program for which recognition is sought. In particular, there is a substantial difference if the learning outcomes of the service rendered differ substantially from the learning outcomes of the service for which recognition is sought.

and the applicant is likely to be impaired in successfully completing the course of study. The provision of sufficient information for recognition is the responsibility of the applicant. The burden of proof for the assertion of substantial differences lies with the university.

**(3)** Recognition is subject to the condition that at least one examination has to be taken in the relevant degree program after enrollment. This is in particular the final thesis and, if applicable, the colloquium for the final thesis.

**(4)** Upon request, the university may recognize knowledge and qualifications acquired outside the university system on the basis of submitted documents if this knowledge and skills are equivalent in content and level to the examination achievements they are to replace. Knowledge and qualifications acquired outside the university system shall be recognized up to a maximum of half of the ECTS to be earned in the university program. The examination of whether the non-university achievements of the applicant are equivalent to the examination achievements which they are to replace will be carried out on a case-by-case basis on the basis of the documents submitted by the applicant, e.g., work samples, certificates, subject descriptions, curricula and the like. It is the responsibility of the applicant to prove equivalence and to provide sufficient documentation for the review of the application for recognition. The subject examination regulations in accordance with § 1 Para. 2 of these regulations may contain detailed regulations, particularly in the case of dual courses of study.

**(5)** If periods of study, credit points (ECTS) or examination results are recognized, grades - insofar as the grading systems are comparable - are accepted and included in the calculation of the overall grade. In the case of incomparable grading systems as well as in the case of credited achievements according to Paragraph 3, the remark "passed" will be included in the certificate. These achievements are not taken into account when calculating the overall grade. Alternatively, in the case of incomparable grading systems, the modified Bavarian formula for grade conversion may be used. These performances are then taken into account in the calculation of the overall grade. The examination board decides on the choice of alternative. The degree certificate will state which of the listed study and examination achievements have been recognized or which non-university qualifications have been credited.

**(6)** The procedures for recognition and crediting are determined by the respective responsible examination board, which usually decides on applications within three months.

**(7)** The first legally binding registration for the performance of an examination performance excludes the later application for recognition of this examination performance. This also applies in the event of a legally effective later withdrawal from the examination.

## **§ 16 Certificate, Diploma Supplement**

**(1)** A certificate is issued for passing the final examination. The certificate contains:

1. the name of the respective study program,
2. if the respective subject examination regulations according to § 1 para. 2 of these regulations provide for it, the names of the field of study, the field of specialization, the main focus of study,
3. the topic of the final thesis,
4. Name and result of all modules,
5. the overall grade

**(2)** At the request of the students

1. The length of specialized study required until completion of the final examination,
2. a list of the additional study and examination achievements not prescribed in the subject examination regulations in accordance with § 1 Para. 2 of these regulations, as well as
3. Stays at other universities included in

an appendix to the transcript.

**(3)** The certificate is to be signed by the chairing member of the respective responsible examination board and bears the date of the day on which the last performance was achieved.

(4) The university issues a Diploma Supplement (DS) in accordance with the "Diploma Supplement Model" of the European Union/Council of Europe/UNESCO in German and English. The text agreed upon by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the German Rectors' Conference is to be used as a representation of the national education system (DS section 8).

(5) Upon request of the student, the university shall provide translations of the certificate, the transcript and, if applicable, the annex to the transcript in English in addition to issuing the Diploma Supplement. Further details can be regulated by the respective subject examination regulations.

### **§ 17 Certificate**

(1) The certificate of the same date is issued at the same time as the diploma. It certifies the award of the academic degree.

(2) The certificate is signed by the President of Trier University of Applied Sciences and the chairing member of the relevant examination board and bears the seal of the University.

### **§ Section 18 Invalidation of the Audit and Retention Period**

(1) If students have deceived in an examination performance belonging to the final examination according to § 13 by actions and facts according to § 12 paras. 3 to 5 and if this fact becomes known only after handing out the certificate about the final examination (final certificate), the respective responsible examination board can subsequently correct the respective examination performance and the result of the final examination and, if necessary, declare the final examination as a whole "not passed".

(2) If the requirements for admission to an examination belonging to the final examination according to § 13 were not fulfilled without the student intending to deceive, and if this fact only becomes known after the final certificate has been issued, this defect shall be remedied by passing the final examination. If students have intentionally obtained admission wrongly, the examination board shall declare the final examination "failed".

(3) Students shall be given the opportunity to comment before a decision is made under subsection 1 or 2.

(4) If the grade of the final examination is changed or the final examination is declared "failed" on the basis of a decision in accordance with Para. 1 or 2, the incorrect final certificate shall be withdrawn and, if necessary, reissued in a corrected form. Furthermore, the final degree certificate shall be withdrawn in the cases of paras. 1 and 2 if the final examination has been declared "failed".

(5) Examination documents will be kept for two years after the completion of the last examination or the date of exarticulation, unless the examination result is objected to. Insofar as the examination result has been objected to, examination documents must be retained beyond the period specified in sentence 1 until the proceedings have been legally concluded.

### **§ 19 Remonstrations and inspection of examination files**

(1) Students are given the opportunity to inspect their examination results. Further details are regulated by the respective responsible examination board by resolution.

(2) Students may appeal against the assessment of examination results in writing without delay, at the latest within one month of inspecting the respective examination result, stating the reasons. Further details are regulated by the respective examination board by resolution.

(3) Otherwise, students may inspect the examination files within one year after completion of the examination.

**§ 20 Entry into force**

These General Examination Regulations come into force on the day after their publication in the official publication of Trier University "publicus". It is valid from the summer semester 2023. Simultaneously with the entry into force of these regulations, the General Examination Regulations of 25.04.2019 in the version of 28.10.2020 will expire.

Trier, the 04.05.2023

The President of Trier University