

**General regulations for examinations in the degree programs  
at Trier University of Applied Sciences  
from 04.05.2023**

**supplemented by the correction dated 05.07.2023 and the 1st amendment dated 24.01.2024**

**Reading Version**

Reading versions serve to improve the readability of regulations that have been amended by one or more amendment regulations. They contain the provisions of the original and amended regulations. Only the original regulations and amendment regulations published in publicus - the official publication organ of Trier University of Applied Sciences - are legally binding, not the reading version.

On the basis of § 7 para. 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 the Act of 22 July 2021 (GVBl. p. 453), BS 223-41, the Senate of Trier University of Applied Sciences adopted the General Examination Regulations for the examinations in the 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 of Applied Sciences on 03.05.2023. The amendment to the General Examination Regulations was approved by the President of the University on 05.07.2023. On 24.01.2024, the Senate of Trier University of Applied Sciences adopted the 1st amendment to the General Examination Regulations, which was approved by the Presidential Board of Trier University of Applied Sciences on 24.01.2024.

General Examination Regulations as well as the report and 1st amendment were published on

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## **§ 1 Scope of application**

(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, provided that their specific Subject Examination Regulations refer to these General Regulations.

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

- the purpose of the audit,
- the degree to be awarded,
- admission to the course,
- the standard period of study, the course structure and the scope of the courses offered,
- the academic 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) The majority of members of an examination board are members of the group in accordance with § 37 para. 2 sentence 1 no. 1 of the Higher Education Act (HochSchG) and at least one member of each of the groups in accordance with § 37 para. 2 sentence 1 nos. 2 to 4 HochSchG.

(3) The relevant examination board is responsible for the organization of examinations and for decisions on examination matters. It ensures that the provisions of these regulations and the subject examination regulations are adhered to. The presiding member of the relevant examination board regularly reports to the Faculty Council on the development of examination and study times as well as on the distribution of examination grades and overall grades. The Examination Board makes suggestions for the reform of the General Examination Regulations and the Subject Examination Regulations.

(4) The members of the relevant examination board are elected by the relevant departmental councils. The relevant examination board elects the chairperson and deputy chairperson 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 retrospectively 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 a corresponding decision-making practice exists in comparable matters.

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

(7) The members of the relevant examination committee are bound by official secrecy. If they are not in public service, they must be sworn to secrecy by the chairperson or deputy chairperson.

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

The chairing member shall issue invitations to meetings with one week's notice, stating the items on the agenda; the day of the meeting shall not be included in the notice period. Circular resolutions are passed in writing or by e-mail at the request of the chairing member. The chairing member determines whether the procedure is to be carried out in writing or by e-mail and specifies the period of time up to which votes can be cast. If a vote is not cast by a member within the specified voting period, this member is not deemed to have participated.

(9) The Audit Committee is quorate if more than half of the members entitled to vote by 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, the chairing member may convene the meeting again with the same agenda or initiate a circular resolution. In this case, the respective responsible audit committee always has a quorum.

(10) The Examination Office is responsible for the organization and coordination of the examination system, including the issuing of the degree certificate, the degree certificate and the Diploma Supplement, in cooperation with the relevant Examination Board. 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 subject examination regulations. The Examination Office accepts registrations for examinations and determines whether the requirements for admission to examinations have been met. The Examination Office is the authority for appeals in examination matters.

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

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

(2) Examiners are university lecturers in accordance with § 46 HochSchG, retired professors, honorary professors and habilitated professors. Furthermore, academic and artistic staff and assistants with duties pursuant to § 56 para. 1 sentence 2 and para. 6 sentence 4 HochSchG, teaching staff for special tasks, lecturers, persons with experience in professional practice and lecturers from foreign universities who have an equivalent qualification to the group of persons pursuant to § 24 para. 1 HochSchG may also examine.

(3) Only those who fulfill the requirements of § 24 para. 2 HochSchG in the subject to be examined may be appointed as an observer.

(4) Students must be informed of the names of the examiners and assessors as well as the registration deadlines for the examinations in good time.

(5) Supervisors of the thesis are persons as defined in paragraph 2. The respective examination board responsible decides on exceptions. Students may propose a supervisor. This suggestion does not constitute a legal claim.

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

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

(1) Only students who are enrolled in the respective degree program 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. Furthermore, the examination board 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 respective examination board responsible may allow proof to be provided in another way.

(3) Students must register for all coursework and examinations as well as for retakes within the applicable registration deadlines (cut-off deadlines) in the university's own electronic examination administration system and, if necessary, withdraw from them. Unless the Examination Board or the body entrusted by it with this task in accordance with para. 2 has set other deadlines, the registration and withdrawal period for each examination ends three working days before the respective examination date at midnight. Saturdays do not count as working days. If registration is not completed on time, participation in the examination is not permitted. If a withdrawal is not made in due time, the examination will be graded as "failed" if the student has not participated in this examination,

without good reason. § 12 para. 1 applies accordingly. The examination board decides on exceptions.

**(4)** If admission to an examination is required, the relevant examination board or the body appointed by it shall decide on this. Admission is to be refused if students have lost the right to take examinations in the chosen degree program at a higher education institution in the Federal Republic of Germany or if students no longer have the opportunity to take examinations that are 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 in accordance with § 26 para. 2 No. 7 HochSchG. The subject examination regulations may only regulate an obligation for students to attend courses as an examination requirement if this is necessary in order to achieve the learning objective of the course; attendance requirements are particularly permissible for excursions, practicals, practical exercises and laboratory exercises. The relevant modules must be listed in an annex to the respective examination regulations.

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

**(1)** Modules are usually 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, successful completion of the module requires passing all partial examinations.

**(2)** Types of examinations are:

1. Oral examinations in accordance with § 7,
2. Written and artistic-creative examinations in accordance with § 8,
3. Project work according to § 9,
4. Final thesis in accordance with § 10, including a colloquium if applicable.

**(3)** The form of the examination (e.g. written examination, colloquium, project presentation, seminar paper and term paper, practical/laboratory work, presentation, oral examination, portfolio or a combination of these, also in electronic form if applicable) will be 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 a distance examination, as an oral distance examination and as a practical distance examination 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 examination language, which is not German.

**(5)** Examinations in accordance with §§ 7 - 9 are generally assessed by the persons named in § 3 para. 2 within four weeks of the examination date. The final thesis should generally be assessed within six weeks of submission. The assessment shall be announced in an appropriate manner. The announcement can also be made in electronic form within the university's own examination management system.

**(6)** If students credibly demonstrate in an application that they are unable to complete examinations in full or in part in the prescribed form or within the prescribed period for the reasons stated in § 26 para. 5 Nos. 2-4 HochSchG, the Examination Board shall allow appropriate compensation for disadvantages. For this purpose, the submission of a medical certificate, comparable evidence or an official medical certificate may be requested. Appropriate compensation for disadvantages can be made in particular by extending the processing time. In exceptional cases, a change of examination type or examination form may also be provided for.

(7) Students must be informed of the examination dates at least four weeks before the respective examination date. If the examinations take place outside the examination period, the examination dates must be announced at least four weeks before the end of the lecture period.

## **§ 6 Academic achievements**

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

(2) An academic achievement is a graded individual achievement. Certificates of attendance are not academic achievements.

(3) Academic achievements are assessed as "passed" or "failed".

(4) Their form and the time of their completion will be announced by the lecturer at the beginning of the course or module.

(5) As a rule, coursework is assessed within four weeks of its completion.

(6) The respective subject examination regulations in accordance with § 1 para. 2 of these regulations regulate whether and how coursework is to be completed in the relevant degree program.

## **§ 7 Oral examinations**

(1) In oral examinations, students should demonstrate that they have a broad and integrated knowledge, including the scientific foundations, 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 can argue complex subject-related problems and solutions to experts and 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 the subject examination regulations, oral examinations generally do not last longer than 30 minutes. Group examinations last at least 15 minutes per student.

(4) The main subjects and results of the oral examination are to be recorded in a transcript for the individual students. Before determining the grade, the examiners shall consult with the student in accordance with § 11 the assessors. The result is usually announced to the student 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 members of the audience, subject to room conditions, unless the examiners have objected by the start of the examination at the latest. The examiner and the assessors do not take part in the discussion of the examination result by the examiner or the audience.

(6) At the request of students, the Equal Opportunities Officer of the Senate or the Equal Opportunities Officer of the faculty as well as the Senate's representative for the interests of students with disabilities or chronic illnesses 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 foundations, the practical application of the examination area and a critical understanding of the most important theories and methods. Written and artistic-creative examinations should also determine whether students can recognize problems in a limited time and develop solutions using subject-specific methods.

(2) Unless otherwise specified in the subject examination regulations, written examinations (written tests) last between 45 and 240 minutes.

(3) Term papers are individual or group assignments. Unless otherwise stipulated in the subject examination regulations, the time required to complete the assignment shall not exceed two thirds of the student workload for 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 using the multiple-choice procedure are conducted in accordance with the current version of the regulations for conducting examinations using the multiple-choice procedure at Trier University of Applied Sciences.

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

### **§ 9 Project work**

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

(2) As a rule, the maximum processing period, including the written thesis, is 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 Final thesis**

(1) The final thesis should demonstrate that students are able to work independently on a specialist problem using scientific methods within a specified period. An interdisciplinary thesis in conjunction with other subject areas is possible.

(2) The final thesis must be assessed by at least two people who have been approved as examiners in accordance with § 3 para. 2, whereby one of these people must belong to the group of professors (§ 46 HochSchG) of the relevant faculty. One of the two people must have supervised the thesis. The relevant examination board decides on exceptions. At the request of students, the relevant examination board will appoint a supervisor.

(3) The topic of the thesis is assigned by the supervisor. Students must be given the opportunity to make suggestions. The topic, task and scope of the thesis must be set in such a way that the processing time specified in the respective subject 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 body designated by it. The topic and the date of issue must be recorded.

(5) The topic can only be returned once and only within the first third of the processing period. The date of return must be recorded. A new topic must be registered within three months of the return of the first topic.

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

(7) The completion time is regulated in the respective subject examination regulations. The thesis must be submitted on time to the chairperson of the relevant examination board or to the office to be determined by the examination board. The form and number of copies to be submitted shall be determined by the examination board. When submitting their work, students must confirm in writing that they have written their work - in the case of group work, their appropriately marked part of the work - independently and have not used any sources or aids other than those specified. The time of submission must be recorded. If the thesis is not submitted on time, it is deemed to have been failed. Students will receive a written notification of failure, which will also inform them whether and by when it is possible to repeat the thesis.

### **§ 11 Assessment of examination results / determination of module results**

(1) The grades for the examinations are determined by the respective examiners. The following grades are to be used for the assessment:

1 = very good = an excellent performance

2 = good = a performance that is significantly above the average requirements

3 = satisfactory = a performance that meets average requirements

4 = sufficient = a performance that still meets the requirements despite its shortcomings

5 = insufficient or failed = a performance that does not meet the requirements due to significant deficiencies.

Individual grades can be raised or lowered by 0.3 to intermediate values in order to differentiate the assessment of an examination performance; the grades 0.7; 4.3; 4.7 and 5.3 are excluded.

(2) If an examination performance is assessed by more than one examiner and the assessments do not differ by more than one grade level, the arithmetic mean is calculated and only the first decimal place after the decimal point is taken into account; all other places are deleted without rounding. In the event of a major discrepancy, the examiners involved should try to reach an agreement; otherwise, the relevant examination board will arrange for a suitable examiner to make a casting vote based on the assessments submitted. A casting vote 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 as 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 degree programs, the weighting is carried out according to the information in the respective subject examination regulations, otherwise according to the ECTS points assigned to the examinations. Only the first decimal place after the decimal point is taken into account; all other decimal 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 = very good from

1.6 up to and including 2.5 = good

from 2.6 up to and including 3.5 = satisfactory

from 3.6 up to and including 4.0 = 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 as at least "sufficient" in accordance with para. 1, the corresponding credit points (ECTS) are awarded in accordance with the respective subject examination regulations in accordance with § 1 para. 2 of these regulations for the relevant degree program.

### **§ 12 Failure to attend, withdrawal, deception, breach of regulations**

(1) An examination is deemed to have been assessed as "insufficient" or "failed" if students do not appear for an examination 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 for missing an examination date or for withdrawing after the start of an examination must be reported in writing to the respective chair member of the examination board or to the office designated by the examination board 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 the event of illness, a medical certificate as proof of incapacity to take the examination must be submitted to the respective chair member of the examination board or to the office 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 performance. The submission of a medical certificate from a public health officer may be requested. The illness of a student is equivalent to the illness of a child or a relative in need of care who must be cared for predominantly alone. Other reasons for which the student is not responsible, such as significant family obligations, can be treated as illness by the Examination Board upon request. If the reasons are recognized, the next examination date must be taken. In this case, the examination results already obtained must be taken into account.

**(3)** In the event of cheating or the use of unauthorized aids in the examination context, the examination in question shall be graded as "insufficient" or "failed". The same applies in the event 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 right to take the examination. Students who disrupt the orderly progress of the examination may be excluded from continuing the examination by the respective examiners or supervisors. In this case, the examination 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 deemed to be an attempt to deceive within the meaning of para. 3. The examination room is considered to be the same as its spatial environment, e.g. in the toilet rooms, corridors or stairwells. The general principles of prima facie evidence apply.

**(5)** Examinations in accordance with § 5 para. 2 No. 2-4 are deemed to have been assessed as "insufficient" or "failed" if they were not written by the student in whole or in significant parts, but by other persons, and this is not indicated in an academic manner, e.g. by citation (plagiarism). To assess whether plagiarism has occurred, another authorized examiner must be consulted in accordance with § 3 para. 2. In the case of plagiarism, a retake of the examination may be excluded in accordance with § 14 para. 4. The respective examination board responsible decides on the exclusion of a retake in accordance with § 14 para. 4.

**(6)** The use of artificial intelligence applications (AI applications) that can automatically create content according to certain specifications is an inadmissible aid for examinations in accordance with § 5 to 10 of these regulations, unless the use of AI applications is permitted in accordance with Paragraph 6a. In the case of examinations for which a declaration of independence is required, the student must also expressly declare in accordance with § 10 para. 7 sentence 4 of these regulations that they have not been created with the help of AI-generated support.

**(6a)** In deviation from § 12 para. 6 sentence 1, it may be stipulated for the individual degree programs in the respective subject examination regulations and/or module handbooks that the use of AI applications as an aid for coursework and examinations is permitted in the manner and to the extent specified therein, subject to compliance with labeling obligations that are also specified in more detail. For individual examinations, the use of AI applications may also be permitted in writing by the examiner in good time (usually at the beginning of the lecture). Unless otherwise specified in the respective examination regulations and/or module handbooks, students must at least indicate the source/origin and document the prompts used. In the case of examinations for which a declaration of independence is required, students must also expressly assure in this declaration in accordance with § 10 para. 7 sentence 4 of these regulations that they have complied with the regulations provided for the use of AI applications in the respective subject examination regulations and/or module handbooks and/or by the examiners, and, in particular, have identified the content generated by the AI applications; they must also assure that they have critically checked the AI-generated content for factual accuracy.

(7) Decisions in accordance with paragraphs 3 to 5 must be communicated to the student in writing by the Examination Board or the body to be determined by it, stating the reasons and providing information on legal remedies. The student concerned must be heard before the decision is made.

(8) If a circumstance in accordance with paragraphs 3 to 6 only becomes known after the assessment of the examination performance has been announced, the Examination Board may also subsequently correct the result of the examination performance accordingly, or declare the examination failed, but only within a period of two years after completion of the degree program.

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

(1) The final examination consists of the examinations of all subjects listed in the examination regulations in accordance with § 1 para. 2 of these regulations. The final examination is passed if all prescribed modules have been assessed as at least "sufficient". The final examination is definitively failed if the opportunities to retake examinations in accordance with § 14 have been exhausted without success.

(2) In the event of loss of the right to take examinations, students will receive a written notification which also provides information about the degree program in which the loss of the right to take examinations occurred. In this case, they will be issued with a summary certificate of the examinations taken upon request.

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

(1) Examinations other than the final thesis and the colloquium for the final thesis, which have not been graded at least "sufficient" in accordance with § 11 para. 3, may be repeated twice. Failed examinations in the chosen degree course at Trier University of Applied Sciences or at another state or state-recognized university are to be counted as failed attempts towards the permitted number of repeat examinations. If failed examinations in modules of another degree program are to be credited, insofar as these are equivalent, this 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 semester after next. Deviating from this, the subject examination regulations may stipulate a shortening 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 from 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 the repetition of an examination passed in the first examination attempt is permitted once on the next examination date in order to improve the grade. If a grade improvement 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, repetition to improve the grade is not permitted.

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

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

## **§ 15 Recognition of study and examination achievements and recognition of extracurricular competences**

**(1)** The recognition of academic achievements at a university and the recognition of equivalent knowledge and qualifications acquired outside the higher education sector is carried out in accordance with § 25 para. 3 and 4 HochSchG.

An application for recognition or transfer of credits should be submitted within the first semester of enrollment.

**(2)** Achievements completed at a university are recognized upon application, provided that there are no significant differences in terms of the skills acquired. This requires a match in all essential elements of the achievement for which recognition is requested with the achieved achievement in terms of content and scope of the examination-relevant material as well as the type and duration of the examination. This involves an overall assessment of the qualifications obtained regarding the criteria of quality of the institution, profile and level of the study program, workload and, in particular, the learning outcomes in terms of content, qualification level and profile in relation to the qualification objectives of the degree program for which recognition is being applied for. A significant difference is deemed to exist if the learning outcomes of the work performed differ significantly from the learning outcomes of the work for which recognition is requested and the applicant is likely to be impaired in successfully completing the degree program. The applicant is responsible for providing sufficient information for recognition. The burden of proof for the assertion of significant differences lies with the university.

**(3)** Recognition requires that at least one examination must still be completed in the relevant receiving degree program after enrollment. This is in particular the final thesis and, if applicable, the colloquium for the final thesis.

**(4)** Upon application, the university may recognize knowledge and qualifications acquired outside the higher education system based on documents submitted, if this knowledge and skills are equivalent in terms of content and level to the examinations they are intended to replace. Knowledge and qualifications acquired outside the higher education system are recognized up to a maximum of half of the ECTS credits to be earned in the higher education course. The assessment of whether the non-university coursework completed by the applicant is equivalent to the examinations it is intended to replace is carried out on a case-by-case basis using the documents submitted by the applicant, e.g. work samples, certificates, subject descriptions, curricula and similar. Proof of equivalence is the responsibility of the applicant, who must provide sufficiently informative documents 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 for dual study programs.

**(5)** If periods of study, credit points (ECTS) or examination achievements are recognized, grades - insofar as the grading systems are comparable - are adopted and included in the calculation of the overall grade. In the case of non-comparable grading systems as well as recognized achievements in accordance with para. 3, the note "passed" is included in the certificate. These achievements are not taken into account when calculating the overall grade. Alternatively, the modified Bavarian formula for grade conversion can be used for incomparable grading systems. These achievements are then taken into account when calculating the overall grade. The examination board decides on the choice of an alternative. The degree certificate will indicate 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 relevant examination board and decisions on applications are generally made within three months.

**(7)** The first legally binding registration to take an examination excludes the subsequent application for recognition of this examination. This also applies in the event of a legally effective late 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 degree program,
2. if the respective subject examination regulations are in accordance with § 1 para. 2 of these regulations provide for this, the names of the field of study, the specialization and the study focus,
3. the topic of the thesis,
4. designation and result of all modules,
5. the overall grade

(2) At the request of the students

1. the duration of study required to complete 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 are included

in an appendix to the certificate.

(3) The certificate must be signed by the chairing member of the relevant examination board and bear the date of the day on which the last performance was completed.

(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 currently valid version of the text agreed between the Standing Conference of the Ministers of Education and Cultural Affairs of the Countries and the German Rectors' Conference is to be used to describe the national education system (DS § 8).

(5) At the student's request, the university shall provide translations of the certificate, the transcript and, if applicable, the appendix to the transcript in English in addition to issuing the diploma supplement. The respective subject examination regulations may regulate this in more detail.

### **§ 17 Certificate**

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

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

### **§ § 18 Invalidity of the audit and retention period**

(1) If students have cheated in an examination performance belonging to the final examination in accordance with § 13 by actions and facts in accordance with § 12 para. 3 to 5 and this fact only becomes known after the certificate of the final examination (final certificate) has been issued, the respective responsible examination board can subsequently correct the relevant examination performance and the result of the final examination, and, if necessary, declare the final examination as a whole as "failed".

(2) If the requirements for admission to an examination belonging to the final examination in accordance with § 13 were not fulfilled without the student intending to deceive about this, and this fact only becomes known after the final certificate has been issued, this deficiency shall be remedied by passing the final examination. If students have deliberately obtained admission wrongly, the Examination Board shall declare the final examination "failed".

(3) Students must be given the opportunity to comment before a decision is made in accordance with para. 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 must be withdrawn and, if necessary, reissued in a corrected form. Furthermore, the certificate of the

degree in the cases of paragraphs 1 and 2 if the final examination has been declared "failed".

(5) Examination documents are kept for two years after the completion of the last examination or the date of de-registration, unless the examination result is contested. If the examination result has been contested, examination documents must be retained beyond the period specified in sentence 1 until the proceedings have been legally concluded.

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

(1) Students are given the opportunity to inspect their examination results. The details are regulated by the relevant examination board by resolution.

(2) Students may lodge a written protest against the assessment of examinations without delay, at the latest within one month of viewing the examination in question, stating reasons. Further details are regulated by the relevant examination board by resolution.

(3) In addition, students may inspect the examination files within one year of completing the examination.

### **§ 20 Entry into force**

(1) These General Examination Regulations enter into force on the day after their publication in the official publication organ of Trier University of Applied Sciences "publicus". They shall apply from the summer semester 2023. The General Examination Regulations dated 25.04.2019 in the version dated 28.10.2020 shall expire at the same time as these regulations come into force.

(2) The amendment dated 05.07.2023, published on 10.07.2023 in publicus number 2023-09, comes into force on the day after its publication in the official publication organ of Trier University of Applied Sciences "publicus" in force.

(3) The 1st amendment to the General Examination Regulations dated 24.01.2024, published on 24.01.2024 in publicus number 2024-01, comes into force on the day after its publication in the official publication organ of Trier University of Applied Sciences "publicus".

Trier, 04.05.2023

The President of Trier University of Applied Sciences