General Examination Regulations
for the examinations in degree programs at Trier University of Applied Sciences
of 4 May 2023

On the basis of § 7 (2) No. 2 and § 86 (2) No. 2 of the Rhineland-Palatinate Higher Education Act (HochSchG) of 23 September 2020 (GVBl. p. 461), most recently amended by § 31 of the Act of 17 December 2020 (GVBl. p. 719), the Senate of Trier University of Applied Sciences resolved on 3 May 2023 the following General Examination Regulations for degree programs at Trier University of Applied Sciences. These General Examination Regulations were approved by the Presidium of Trier University of Applied Sciences on 3 May 2023. They are hereby made public.

Table of Contents
§ 1 Scope
§ 2 Examination Board, Examinations Office
§ 3 Examiners and Assessors, Supervisors of the Final Thesis
§ 4 Conditions and Procedures for Participation in Examinations
§ 5 Modules, Awarding of Credit Points (ECTS), Types of Examination Performances, Deadlines
§ 6 Study Achievements
§ 7 Oral Examinations
§ 8 Written and Artistic/Design Examinations
§ 9 Project Work
§ 10 Final Thesis
§ 11 Evaluation of Examination Performances / Determination of Module Results
§ 12 Absence, Withdrawal, Fraud, Breach of Regulations
§ 13 Passing, Failing, and Certification of Examination Performances
§ 14 Repetition of Examination Performances
§ 15 Recognition of Study and Examination Performances and Credit for Extracurricular Competencies
§ 16 Certificate, Diploma Supplement
§ 17 Degree Certificate
§ 18 Invalidity of the Final Examination and Retention Period
§ 19 Appeal and Inspection of Examination Files
§ 20 Entry into Force

§ 1 Scope

(1) These General Examination Regulations apply to all degree programs at Trier University of Applied Sciences whose subject-specific examination regulations refer to them.
(2) The subject-specific examination regulations of the degree programs to which paragraph (1) refers regulate in particular:

- the purpose of the examination,
- the academic degree to be awarded,
- admission to study,
- the standard period of study, the structure of the study program, and the scope of the teaching offer,
- study achievements,

- the final thesis,
- the colloquium for the final thesis,
- the formation of the overall grade.

---

§ 2 Examination Board, Examinations Office

(1) Each faculty forms examination boards.
(2) An examination board must consist of a majority of members from the group defined in § 37 (2) sentence 1 no. 1 of the Higher Education Act (i.e. professors) and at least one member from each of the other groups according to § 37 (2) nos. 2 to 4 of the Higher Education Act.
(3) The relevant examination board is responsible for organizing examinations and making decisions on examination matters. It ensures compliance with the provisions of these General Regulations and the subject-specific regulations. The chair of the examination board regularly reports to the faculty council on the development of examination and study times and on the distribution of grades of examination performances and overall grades. The examination board may provide suggestions for reform of the General Examination Regulations and subject-specific examination regulations.
(4) The members of the examination board are elected by the respective faculty councils. The board chooses a chair and vice-chair from among its members. The term of office is three years for non-student members; student members serve for one year. If a member leaves prematurely, a replacement for the remainder of the term is appointed.
(5) The examination board may delegate individual tasks to the chair. The chair may only make negative decisions if there is a precedent in comparable cases.
(6) Chair and deputy must be professors. Members of the board who do not fulfill the qualification requirements of § 24 (2) of the Higher Education Act have no voting rights in decisions on assessment, recognition, and crediting of performance. Board members have the right to attend examinations, unless they are registered for the same exam at the same time.
(7) Board members are bound by confidentiality. Those not in public employment must be sworn to secrecy by the chair or deputy.
(8) Decisions of the examination board are made in in-person sessions, online sessions, or by circular resolution; these procedures are not public. Guests may attend by invitation and are bound to confidentiality.
(9) The chair calls meetings with a one-week notice including agenda. For circular resolutions, the chair sets the voting period. If the quorum is not met in the first round, a new meeting or circular resolution may be convened; in that case the board is considered quorate.
(10) The Examinations Office, in cooperation with the examination board, organizes and coordinates the examination system including issuance of degrees, certificates, and diploma supplements. Administrative acts of the board are usually carried out by the Examinations Office. The Office handles registration for examinations and verifies admission prerequisites. It acts as the appeals authority in examination matters.

---

§ 3 Examiners and Assessors, Supervisors of Final Thesis

(1) The examination board appoints examiners, assessors, and supervisors of final theses; it may delegate appointments to the chair.
(2) Examiners may be university lecturers, professors emeriti, honorary professors, habilitated persons, or scientific/teaching staff, assistants, academic staff, professionals experienced in

practice, or foreign university instructors with qualifications equivalent to those in § 24 (1) of the Higher Education Act.
(3) Assessors may only be appointed if they fulfill the condition of § 24 (2).
(4) Students shall be informed in time of the names of examiners and assessors and of registration deadlines.
(5) Supervisors of the final thesis must come from the pool in paragraph (2). Students may nominate supervisors, but this does not constitute a binding claim.
(6) The confidentiality rule from § 2 (7) applies to examiners and assessors.

---

§ 4 Conditions and Procedure for Participation in Examinations

(1) Only students enrolled in the relevant degree program at Trier University of Applied Sciences may take examinations.
(2) The relevant examination board (or authorized body) sets examination dates, registration deadlines, deadlines for withdrawal, and any admission requirements. If required documents cannot be submitted in the prescribed form, the board may permit alternative proof.
(3) Students must register for all study and examination performances and any retakes within the applicable registration deadlines using the university's examination management system. Unless otherwise regulated, registration and withdrawal close **three working days** before the exam at 24:00 (Saturdays not counted as working days). Late registration is not permitted. Late withdrawal counts as "failed" if no valid reason is given (see § 12).
(4) If admission requirements exist, the examination board or its delegate decides on admission. Admission must be refused in cases of lost examination rights or if due to recognition of failed attempts the student lacks any further opportunities to complete required examinations.
(5) Subject-specific regulations may require attendance in certain courses as prerequisites for participation in examinations. Attendance obligations may be set only where necessary for achieving the learning goals (e.g. field trips, labs). Relevant modules must be listed in the subject-specific regulations.

---

§ 5 Modules, Awarding of Credit Points (ECTS), Types of Examination Performance, Deadlines

(1) Modules are normally completed by an examination performance. Credit points are awarded upon successful completion of a module. If a module comprises multiple examination components, all must be passed.
(2) Types of examination performances include:

1. oral examinations (§ 7),
2. written and artistic/design examinations (§ 8),
3. project work (§ 9),
4. final thesis, possibly with colloquium (§ 10).
   (3) The format of the examination (e.g. exam, colloquium, presentation, term paper, practical work, portfolio) is announced by the examiners at the start of the semester or course. Examinations (oral, written, colloquium, practical) may also be offered in remote (online) or electronic form in accordance with the state regulation for trial electronic remote exams and the Trier University regulations.

(4) If courses are offered in a language other than German, examinations must also be taken in that language.
(5) Examinations (§§ 7-9) should normally be graded within four weeks; the final thesis is normally to be assessed within six weeks. The result is announced suitably (including electronically).
(6) Upon credible request, the examination board may grant reasonable compensations (e.g. extension of deadlines) for disadvantages due to, e.g., illness, disability. In exceptional cases, a change in examination form may be permitted.
(7) Examination dates must be announced no later than four weeks before the date. For examinations outside regular exam periods, dates must be announced four weeks before the end of lectures.

---

§ 6 Study Achievements

(1) The successful completion of study achievements may—considering reasonable and balanced examination loads—be a prerequisite for admission to examinations or module completion.
(2) A study achievement is an assessed individual performance; participation certificates are **not** study achievements.
(3) Study achievements receive “passed” or “not passed.”
(4) Their format and timing are announced by the instructor at the start of the course or module.
(5) Grading of study achievements is usually done within four weeks.
(6) Subject-specific regulations determine whether study achievements are required in each degree program.

---

§ 7 Oral Examinations

(1) In oral examinations, students should demonstrate a broad and integrated knowledge, including scientific foundations, practical application, and a critical understanding of major theories and methods. They should also show they can argue and develop subject-specific problems and solutions with experts.
(2) Oral examinations are conducted by at least two examiners, or one examiner in the presence of at least one qualified assessor. They may be individual or group examinations (max. 4 students in group).
(3) Unless otherwise specified, oral exams last no more than 30 minutes; group exams last at least 15 minutes per student.
(4) The key aspects and results must be documented in writing. Examiners consult assessors before setting the grade. Results are announced immediately after the exam or by the next working day (Saturdays not counting).
(5) Students from the same program may attend as listeners unless a tested student objects before the exam begins. Listeners are not present for deliberations.
(6) Upon request, the gender equality officer of the Senate or faculty or the officer for students with disabilities or chronic conditions may attend oral exams.

---

§ 8 Written and Artistic / Design Examinations

(1) These forms of examinations should test comprehensive knowledge of foundations, application, and theoretical understanding. They also check whether students can identify problems and develop solutions under time constraints.
(2) Unless otherwise specified, written exams (Klausuren) last between 45 and 240 minutes.
(3) Term papers (Hausarbeiten) may be individual or group work; unless otherwise specified, the time allotted is no more than two-thirds of the module's workload. In group work, each student's contribution must be clearly distinguishable and assessable.
(4) Multiple-choice or response-choice exams are conducted according to the university's regulation for multiple-choice tests.
(5) Computer-based exams ("E-exams") are permissible if they are suitable to test the intended learning outcomes; they may be supplemented by other forms if needed. Before conducting an e-exam, it must be ensured that electronic data can be uniquely and permanently assigned to candidates. The exam is supervised by a qualified person. Candidates must be granted access to their e-exam and results for review.

---

§ 9 Project Work

(1) Project work demonstrates students' ability to develop, realize, and present projects. Students must show they can define goals, devise solutions and concepts. Project work typically includes a written component and should ideally be interdisciplinary.
(2) The time allotted including the written part is generally up to 18 weeks.
(3) Project work may be individual or group work. In group work, the parts belonging to each student must be clearly distinguishable and assessable.

---

§ 10 Final Thesis

(1) The final thesis should demonstrate that students can independently address a subject problem using scientific methods within a given timeframe. Interdisciplinary theses are possible.
(2) The thesis is evaluated by at least two persons qualified under § 3 (2), one of whom must be from the group of professors; one should have supervised the work. Exceptions are decided by the examination board. On student request, the board appoints a supervisor.
(3) The supervisor assigns the topic. Students should be given the opportunity to suggest topics. Topic, tasks, and scope must allow completion within the prescribed period.
(4) The thesis must be registered with the examination board (or its designated office), documenting topic and date.
(5) The topic may be returned only once and within the first third of the period. The return must be recorded, and a new topic must be registered within three months.
(6) Group theses may be permitted if individual contributions are clearly distinguishable and meet requirements.
(7) The processing period is regulated by the subject-specific regulations. The thesis is submitted in due time to the chair of the board or to a place determined by the board. The number and format of copies are set by the board. Students must declare in writing that they wrote the thesis (or their portion) independently, using only stated sources. The submission

time is recorded. Late submission counts as failed. Students receive written notice of failure and whether a repeat is possible.

§ 11 Evaluation of Examination Performances / Determination of Module Results

(1) Examiners assign grades to examination performances. The following scale is used:
1 = very good (an excellent performance)
2 = good (a performance well above average requirements)
3 = satisfactory (a performance meeting average requirements)
4 = sufficient (a performance with deficiencies but meeting requirements)
5 = insufficient / failed (a performance that does not meet requirements)
Grades may be modified by ±0.3 (except 0.7, 4.3, 4.7, 5.3).
(2) If an examination is assessed by more than one examiner and the grades differ by at most one grade step, the arithmetic mean is taken, considering only the first decimal place (truncating further digits). If larger discrepancies exist, the examiners should agree; if not, the board appoints a further examiner to cast a tie-break vote. A tie-breaker in oral exam requires the deciding examiner to have been present throughout the exam.
(3) The module grade is the grade of the examination performance. If a module includes multiple performances, each must be at least "sufficient" (4.0). The module grade is the weighted arithmetic mean of the component grades. In dual study programs, weighting may follow the subject-specific regulation; otherwise weighting is by ECTS points. The average is truncated to one decimal place (no rounding). The grade in the certificate is assigned as:
– up to 1.5 = "very good"
– 1.6 to 2.5 = "good"
– 2.6 to 3.5 = "satisfactory"
– 3.6 to 4.0 = "sufficient"
(4) For conversion to/from ECTS grading scales, the rules of the Standing Conference of the Ministers of Education and Cultural Affairs apply in their current version.
(5) If a module result is at least "sufficient," the credit points (ECTS) are awarded.

§ 12 Absence, Withdrawal, Fraud, Breach of Regulations

(1) An examination performance is graded as "not sufficient" / "failed" if a student fails to appear at the exam without valid reason or withdraws after it begins without valid reason. The same applies if a written work is not submitted within the allotted time.
(2) A valid reason must be submitted in writing to the chair (or designated body) no later than the third working day after the exam, with supporting documentary evidence. Saturdays aren't working days. In case of illness, a medical certificate is required, showing the impairment and its effect on performance. The university may request an official medical certificate. Illness of a dependent child or caregiving responsibility is treated the same. Family obligations or other valid reasons may be accepted. If accepted, the student may take the next exam; prior results are credited.
(3) In case of cheating or use of unauthorized aids, the performance is graded "not sufficient" / "failed." The same applies to attempted cheating. Further penalties may include loss of further attempts or revocation of exam rights. A student disrupting the exam may be excluded; then the performance is failed.

(4) Accepted aids are to be announced by the examiner before the exam. Other aids are forbidden; possessing them counts as attempted cheating. The exam room, including adjacent areas (toilets, corridors), is considered part of the examination area. General presumptions of evidence apply.
(5) An examination is also failed if substantial parts are not the student's own work (plagiarism) unless properly indicated (e.g. by citation). A second examiner must be consulted. For plagiarism, a repeat may be disallowed. The decision is by the examination board.
(6) Use of artificial intelligence (AI) applications that autonomously generate content is an unauthorized aid, unless expressly permitted in writing by the examiner. If permitted, students must explicitly disclose the source, prompt, mode, and extent of AI use; plagiarism rules apply accordingly.
(7) Decisions under (3) to (5) must be given to students in writing, justified, and include legal remedy instructions. A hearing must be held before any decision.
(8) If a violation becomes known only after the exam result is published, the board may correct the result or declare the exam failed — within two years after completion of the study program.

---

§ 13 Passing, Failing, and Certification of Examination Performances

(1) The final examination comprises all modules required by the subject-specific regulations. It is passed if all modules are graded at least "sufficient."
If repeat attempts are exhausted unsuccessfully, the final examination is definitively failed.
(2) If examination rights are lost, the student receives written notice, including which program the rights were lost in. Upon request, a summary certificate of completed performances is issued.

---

§ 14 Repetition of Examination Performances

(1) All examination performances except the final thesis and its colloquium, if not graded "sufficient," may be repeated twice. Failed attempts in the same degree program at another institution may count if equivalent, as defined by subject-specific regulation.
(2) Retakes must occur by the exam dates no later than the second subsequent semester, unless the subject-specific regulation sets a shorter interval. If the student misses a retake without valid reason, the attempt is failed. For international partner students, the retake may occur in the same semester if not enrolled then. The examination board decides on exceptions.
(3) Subject-specific regulations may allow improvement attempts: a passed exam may be repeated once to improve the grade; if the new grade is worse, the original stands. The final thesis and colloquium may not be repeated to improve the grade.
(4) The final thesis and colloquium may be repeated only once (unless otherwise regulated). A failed thesis must be registered within three months after notification. A failed colloquium offers a repeat within four weeks.
(5) For failed elective modules, the retake is usually in the same module; exceptions by decision of the board.

---

§ 15 Recognition of Study and Examination Performances and Credit for Extracurricular Competencies

(1) Recognition of university-level performances and crediting of equivalent skills acquired outside university is governed by § 25 (3) and (4) of HochSchG. An application should generally be submitted in the first semester.
(2) University-earned performances are recognized if there are no substantial differences. A comprehensive comparison must consider institution quality, curriculum, study level, workload, and learning outcomes relative to the target program. The applicant must provide sufficient documentation; the burden of proof is on the applicant.
(3) Recognition requires that at least one examination still remains in the target program (e.g. final thesis).
(4) Extracurricular competencies may be credited if they are equivalent in content and level. They may be credited up to half of the program's ECTS. Equivalence is evaluated case by case upon documentation (e.g. samples, certificates, syllabi). The applicant bears the burden of proof. Subject-specific regulations may provide more detailed rules (especially for dual programs).
(5) If recognized, grades are included in the overall grade only if grading systems are comparable. If not comparable, a "passed" notation is made and the performance excluded from overall grade calculation. Alternatively, a modified Bavarian method of grade conversion may be used; the examination board decides. In the certificate, the recognized or credited performances are noted.
(6) The procedure and decision deadlines are set by the examination board, normally within three months.
(7) A valid registration for an examination performance excludes a later recognition request for that performance, even in case of later withdrawal.

---

§ 16 Certificate, Diploma Supplement

(1) A certificate (Zeugnis) is issued for the passed final examination. It includes:

1. the name of the degree program,
2. where applicable, specialization, focus, or profile,
3. the topic of the final thesis,
4. the names and results of all modules,
5. the overall grade.
   (2) Upon student request, the certificate may append:
6. the duration of study,
7. a list of additional non-required study and exam achievements,
8. periods of study at other institutions.
   (3) The certificate is signed by the chair of the examination board and dated as of the day the last performance was completed.
   (4) The university issues a Diploma Supplement (in German and English) according to the EU/UNESCO/Europarat model. A standard text for the national system is used.
   (5) On student request, translations of the degree certificate, the certificate, and its annex into English should also be issued; subject-specific regulation may specify details.

---

§ 17 Degree Certificate

(1) Concurrently with the certificate, a degree certificate is issued, documenting the awarding of the academic degree.
(2) The certificate is signed by the President of Trier University of Applied Sciences and the chair of the examination board, and stamped with the university seal.

---

§ 18 Invalidity of the Final Examination and Retention Period

(1) If it is discovered after issuance of the certificate that a student cheated in a performance required for the final examination, the examination board may correct that performance and declare the final exam failed.
(2) If admission requirements for a performance were not fulfilled (without fraudulent intent) and discovered later, the final exam stands. But if admission was fraudulently obtained, the board may declare the final exam failed.
(3) Students must be heard before such decisions.
(4) If a decision under (1) or (2) is made, the incorrect certificate must be revoked and, if necessary, reissued or the degree certificate withdrawn.
(5) Examination records must be retained for two years after the last exam or date of exmatriculation. If exam results are contested, records must be retained until the case is legally closed.

---

§ 19 Appeal (Remonstration) and Inspection of Examination Files

(1) Students have the right to inspect their exam performances. Details are regulated by the examination board.
(2) Students can appeal (remonstrate) the grading of an exam within one month after inspection, in writing and stating reasons. Details are regulated by the examination board.
(3) After the examination is completed, students may inspect the examination files within one year.

---

§ 20 Entry into Force

These General Examination Regulations come into effect the day after their publication in the university's official organ *publicus*. They apply from the summer semester 2023. Concurrently, the General Examination Regulations of 25 April 2019 (in the version of 28 October 2020) are repealed.

Trier, 4 May 2023
The President of Trier University of Applied Sciences