Below is the **bilingual annotated summary** for **pages 10–21** of
🟢 *Allgemeine Ordnung für die Prüfungen in den Studiengängen an der Hochschule Trier* (publicus 2023-02 inkl. Änderungen).

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§§ 1–20 General Examination Regulations — Annotated English Summary with German Key Terms

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§ 1 Geltungsbereich (Scope)

Meaning: Defines where the regulations apply.
Summary:
These *Allgemeinen Prüfungsordnungen* (General Examination Regulations) apply to all degree programs at Trier University of Applied Sciences that explicitly refer to them in their subject-specific regulations (*Fachprüfungsordnungen*).

Key German terms:

- *Allgemeine Prüfungsordnung (APO)* – General framework for all programs.
- *Fachprüfungsordnung (FPO)* – Program-specific rules.

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§ 2 Prüfungsausschuss, Prüfungsamt (Examination Board and Office)

Meaning: Regulates who oversees exams.
Summary:
Each faculty (*Fachbereich*) has an *Prüfungsausschuss* (Examination Board) responsible for organization, fairness, and decisions on exams.
The board:

- Must have a majority of professors.
- Elects a chair (*Vorsitz*).
- Can delegate routine tasks to the chair or the *Prüfungsamt* (Examinations Office).
- Meets in person, online, or via circular decision (*Umlaufverfahren*).
  Members are sworn to confidentiality (*Verschwiegenheitspflicht*).

Key German terms:

- *Prüfungsausschuss* – Examination Board.
- *Prüfungsamt* – Examinations Office (admin branch).
- *Umlaufverfahren* – Decision by written circulation.

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§ 3 Prüferinnen, Prüfer und Beisitzende (Examiners, Assessors, Thesis Supervisors)

Summary:
Examiners (*Prüfer*innen*) must be qualified (professors, lecturers, or recognized professionals).
Assessors (*Beisitzende*) assist in oral exams to ensure fairness.
Supervisors (*Betreuer*innen*) for the *Abschlussarbeit* (final thesis) come from this same qualified group.

Annotation:
The section emphasizes academic qualification and neutrality — aligning with § 24 of the *Hochschulgesetz Rheinland-Pfalz (HochSchG)*.

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§ 4 Zulassung zu Prüfungen (Conditions for Exam Participation)

Summary:
Only enrolled students can sit exams. They must:

- Register on time using the exam management system.
- Withdraw only before the set deadline (3 working days before the exam).
- Provide valid documentation for absence.
  Late withdrawal = *nicht bestanden* (failed).

Annotation:
This ensures administrative traceability. Exceptions (e.g. illness) must be proven with a *ärztliches Attest* (medical certificate).

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§ 5 Module, Leistungspunkte, Prüfungsformen (Modules, ECTS, and Exam Types)

Summary:

- Each *Modul* ends with an exam or assessed project.
- Upon passing, students earn *Leistungspunkte (ECTS credits)*.
- Exams may be oral, written, design-based, project work, or a final thesis.
- Remote or electronic exams (*Onlineprüfungen, E-Prüfungen*) are permitted.
- Exam results must be graded within 4 weeks (theses within 6).

Annotation:
The section implements European Bologna principles: transparency, ECTS, and learning-outcome focus.

German keywords:

- *Portfolio-Prüfung* – Project-based creative assessment.

- *Klausur* – Written timed exam.
- *Nachteilsausgleich* – Compensation for disadvantage (e.g., disability).

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§ 6 Studienleistungen (Coursework Achievements)

Summary:

- *Studienleistungen* are smaller assessed tasks (presentations, exercises) often required before exams.
- They are graded only as *bestanden/nicht bestanden* (pass/fail).
- Their nature is announced at semester start.

Annotation:
Equivalent to "continuous assessment" in English-speaking systems.

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§ 7 Mündliche Prüfungen (Oral Exams)

Summary:

- Tests ability to argue and reason within the discipline.
- Conducted by ≥ 1 examiner + 1 assessor.
- Usually 15–30 minutes per student.
- Audience (fellow students) may attend if all participants agree.

Annotation:
Reflects the German academic tradition of oral defense and dialogic assessment.

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§ 8 Schriftliche und Künstlerisch-Gestalterische Prüfungen (Written and Artistic/Design Exams)

Summary:

- Written exams (*Klausuren*) test knowledge under time pressure.
- Length: 45–240 minutes.
- Term papers (*Hausarbeiten*) allow in-depth exploration, usually ≤ ⅔ of module workload.
- E-Exams and multiple-choice tests permitted.

Annotation:
This section modernizes exams with digital and design-specific formats, relevant to creative disciplines.

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§ 9 Projektarbeiten (Project Work)

Summary:

- Demonstrates ability to plan, implement, and present projects.
- Duration: about 18 weeks.
- Can be interdisciplinary and group-based if contributions are clearly separable.

Annotation:
Key in design and engineering programs, aligning with *Lernzielorientierung* (learning outcome orientation).

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§ 10 Abschlussarbeit (Final Thesis)

Summary:

- Proves independent academic or creative problem-solving.
- Topic assigned by a supervisor, may be proposed by student.
- Processing period set by program (often 12–15 weeks).
- Declaration of originality required.
- Late submission = *nicht bestanden*.

Annotation:
Closely mirrors master's thesis standards internationally; emphasizes independence and integrity.

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§ 11 Bewertung (Evaluation and Module Grades)

Summary:
Grading scale:
1 = very good, 2 = good, 3 = satisfactory, 4 = sufficient, 5 = failed.
± 0.3 increments allowed (no 0.7 / 4.3 / 4.7 / 5.3).
If multiple examiners: arithmetic mean → one decimal place.

Annotation:
Uses *Deutsches Notensystem* (1–5).
Grades ≤ 1.5 = "sehr gut"; 1.6–2.5 = "gut"; etc.
ECTS credits awarded only if module ≥ "sufficient".

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§ 12 Versäumnis, Rücktritt, Täuschung (Absence, Withdrawal, Fraud)

Summary:

- Missing or late withdrawal → failed.
- Valid reasons: illness (with medical proof), family obligations, force majeure.

- Cheating or plagiarism = automatic fail.
- Unauthorized aids include AI tools unless explicitly permitted.
- Use of AI (e.g., ChatGPT) must be disclosed with prompt, mode, and scope.

Annotation:
This is a *new 2023 update*, explicitly regulating AI usage — a first in many German universities.

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§ 13 Bestehen und Nichtbestehen (Passing / Failing)

Summary:
The final exam (sum of all modules) is passed when every module ≥ 4.0 (sufficient).
Definitive failure (*endgültig nicht bestanden*) occurs after exhausting all repeats.
A partial certificate can be issued upon exmatriculation.

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§ 14 Wiederholung von Prüfungsleistungen (Repetition)

Summary:

- Each exam (except final thesis + colloquium) may be repeated twice.
- Failed elective modules can often be replaced by another elective.
- A *grade improvement attempt* (*Notenverbesserung*) is possible once; if worse, old grade stands.

Annotation:
This grants flexibility but caps the number of repeats to maintain academic standards.

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§ 15 Anerkennung & Anrechnung (Recognition and Credit Transfer)

Summary:

- Previous university credits are recognized if no substantial differences exist (*wesentliche Unterschiede*).
- Extracurricular competencies (professional work) can count for up to 50 % of ECTS.
- Grades are included only if comparable; otherwise marked “passed.”

Annotation:
Implements Lisbon Recognition Convention principles — transparency and mobility.

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§ 16 Zeugnis und Diploma Supplement (Certificate & DS)

Summary:
Upon completion, students receive:

- Certificate (*Zeugnis*) with grades, thesis topic, specialization.
- *Diploma Supplement* (German + English) following EU/UNESCO template.
- Optional English translations of all degree documents.

Annotation:
Aligns with EU higher education standards (Bologna process).

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§ 17 Urkunde (Degree Certificate)

Summary:
Confers the official academic title, signed by the *Präsident* and examination board chair, sealed with university stamp.

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§ 18 Ungültigkeit, Aufbewahrung (Invalidity and Retention)

Summary:

- Proven cheating after graduation can invalidate the degree.
- False admission without fraud → degree remains valid; with fraud → revoked.
- Records kept for 2 years (longer if appeals pending).

Annotation:
Reflects legal accountability and procedural fairness under German law (*Verwaltungsrecht*).

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§ 19 Rechtsbehelf & Akteneinsicht (Appeal and File Inspection)

Summary:
Students may:

- Inspect their exams (*Akteneinsicht*).
- Appeal (*Remonstration*) within one month with written justification.
- Inspect complete exam files within one year after program completion.

Annotation:
Typical German administrative remedy ensuring transparency.

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§ 20 Inkrafttreten (Entry into Force)

Summary:
Effective the day after publication in *publicus* (official gazette).
Applies from summer semester 2023.
Repeals previous APO 2019 (2020 version).

🧩 Quick Reference: Frequent Legal / Administrative Terms

German term	English equivalent	Note
Prüfungsausschuss	Examination Board	Governing body for exams
Prüfungsamt	Examination Office	Administrative arm
Modul	Module	Cohesive study unit with ECTS
Studienleistung	Coursework	Often prerequisite, ungraded numerically
Prüfungsleistung	Examination performance	Graded component
Abschlussarbeit	Final Thesis	Bachelor's or Master's
Kolloquium	Thesis defense / oral discussion	May follow thesis
Täuschungsversuch	Attempted cheating	Includes unauthorized AI use
Nachteilsausgleich	Compensation for disadvantage	Disability or illness accommodations
Zeugnis / Urkunde	Certificate / Diploma	Official graduation documents

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Would you like me to make this annotated summary into a **downloadable PDF study guide** (with clear formatting, bilingual headings, and glossary at the end)?