

NOTE: This paper has been produced for your information. It is the translation of the „Prüfungsordnung für den Masterstudiengang Edelstein und Schmuck“. In case of a legal dispute, the juristic basis is the original german document.

Examination Regulations for the Master degree course in „Gemstone and Jewelry“ in the field of Gemstone and Jewelry at the Department of Design at Hochschule Trier dated 19 December, 2013

Based on section 7.2 No. 2 and section 86.2 and 3 of the Hochschulgesetz/HochSchG (Higher Education Act) of July 21, 2003, last amended on June 18, 2013, On October 23, 2013, the Faculty Council of the Faculty of Design of Trier University of Applied Sciences passed the following Examination Regulation which was approved by the President on December 6, 2013.

Contents

§ 1 Area of application

§ 2 Purpose of the examination

§ 3 Degree

§ 4 Admission requirements

§ 5 Standard period of study, structure of studies, range of courses, amount of Students' work

§ 6 Board of Examiners

§ 7 Examiners and assessors, supervisors of the Master-thesis

§ 8 General admissions requirements and admissions procedures

§ 9 Modules, ECTS credit points, examination performance ratings, time limits

§ 10 Oral examinations

§ 11 Written and visual arts examinations

§ 12 Project work

§ 13 Master thesis

§ 14 Colloquium

§ 15 Grading scale of assessed coursework / Module results

§ 16 Failure to appear, withdrawal, cheating, administrative offense

§ 17 Passing, failing and certificates of examination results

§ 18 Re-taking assessed coursework examinations and Master thesis

§ 19 Recognition of time to degree, assessed and non-assessed course work

§ 20 Extent and nature of the final examination

§ 21 Purpose and implementation of the Master examination

§ 22 Admission requirements

§ 23 Overall grade, certificate, Diploma Supplement

§ 24 Certificate

§ 25 Invalid Master Examination

§ 26 Inspection of examination records

§ 27 Entry into force

Appendix 1: Course progression

Appendix 2: Regulation to determine the study-program related aptitude for the Master degree program in "Gemstone and Jewelry, MFA"

§ 1 Area of Examination Regulation

The Examination Regulation governs the requirements and procedures of the tests in the Master program "Gemstone and Jewelry" at Trier University of Applied Sciences with the degree of Master of Fine Arts

§ 2 Purpose of the examination

The Master Examination is the professional qualification for the completion of the Master program "Gemstone and Jewelry". With the successful completion of the Master Examination, the students have demonstrated that they understand the correlations of the subjects with their chosen field, are able to apply and further develop scientific methods, to adopt complex development, planning, organization and design tasks in the field of gemstone and jewelry as well as take on the demands of a constantly changing field in a competent and innovative way.

§ 3 Degree

Upon successful completion of the Master examination the academic degree "Master of Fine Arts" ("MFA") is awarded

§ 4 Admission Requirements

(1) Admission requirements are:

- a. a professionally qualifying university degree
- b. an aptitude test in accordance with the rules for determining the course-related aptitude in appendix 2,
- c. sufficient English language skills, as part of the aptitude test.

(2) The Examination Board will decide on the approval, it may also permit exceptions and impose conditions.

§ 5 Standard Period of Study, structure of studies, range of courses, amount of students work

(1) The time necessary to complete the Master Degree program is 4 semesters. The final exam will take place within the regular period of study. The total workload is 120 credit points (European Credit Transfer System). Information regarding ECTS and the objects of modules in accordance with section 25 para 2 of the-HochSchG is found in appendix 1 of this order.

(2) The curriculum covers the amount of semesters referred to in paragraph 1. The time required for the successful completion of studies is 48 credit hours. The curriculum is fully modularized and is offered in English.

(3) 1 ECTS credit is equivalent to a student workload of 30 hours per semester.

(4) Exams can also be taken before the appointed period of time, provided that early examination requirements are satisfied.

(5) The 4-semester program of study leading to the Master of Arts in Gemstone and Jewelry consists of the realization of the project conception in accordance with appendix 2, section 2 para 2 sub-para c, and the completion of the Master thesis.

§ 6 Board of Examiners

(1) Each Examination Board is made up of:

- a. four professors specializing in gemstone and jewelry,

- b. one student and
- c. one person each from the groups acc. to section 37, paragraph 2, No. 3 and 4 University and College.

(2) The Examination Board is responsible for the organization of the examinations, for decisions regarding examination matters and for seeing that all regulations are adhered to. The chairperson of the Examination Board regularly informs the department of the development of examination and study periods including the actual times necessary to complete the Master thesis and to distribute the grades. The Examination Board gives suggestions on reforming the Exam Regulations.

(3) The Faculty Council of the Department of Design of Hochschule Trier appoints the members of the Examination Board. In turn, the Examination Board appoints the presiding and the delegate member. The student member is appointed for one year to office, the other members for three years. Prematurely retired members are replaced by subsequent appointment for the remainder of the term.

(4) The Examination Board may hold elections and reach decisions by written consent.

(5) The Examination Board may delegate individual tasks to the chairperson. The chairperson may make negative decisions only if a corresponding decision-making practice already exists in comparable matters.

(6) The Examination Board has a quorum when four of its members, including the chairperson or his/her authorized representative, are present. A decision will be reached by bare majority.

(7) Chairperson and authorized representative need to hold a full professorship. Members of the Examination Board who do not meet the requirements of section 25 para 5 of the Higher Education Act, will not be able to cast a vote. Members of the Examination Board are entitled to be present at the examinations, if they are not taking part at the same examination at the same time.

(8) The members of the Examination Board are subject to official secrecy. Unless they are public servants, they are sworn to secrecy by the chairperson or by the authorized representative.

§ 7 Examiners and assessors, supervisors of the Master thesis

(1) The Examination Board appoints examiners and assessors

(2) Examiners are referred to in section 25 para 4 clause 1 HochSchG. In addition, research and artistic assistants, staff members and assistant professors who's duties are in accordance with section 56 para 1 clause 2, and section 6, clause 4 of the Higher Education Act, teachers on special assignment, contract teachers, people with

relevant professional experience as well as lecturers of foreign universities whose qualifications are in accordance with section 25.4 clause 1 and 2 of the Higher Education Act may also be appointed as examiners.

(3) Observers can be appointed only if they meet the requirements of the examination subject as stated in section 25.5 of the HochSchG.

(4) Only people meeting the requirements stated in section 25.2 will be allowed to supervise a Master thesis. The Examination Board will grant exemptions.

(5) The Examination Board will announce the names of the examiners and observers and the registration deadlines for the examinations to the students.

(6) Students may propose supervisors for the Master thesis. This proposal does not constitute a legal right.

(7) Section 6, para 8 applies to examiners and observers

§ 8 General admission requirements and admission process

(1) Only students enrolled at Trier University of Applied Sciences Master program “Gemstone and Jewelry” at the time of the examination will be admitted to the examination.

(2) The Examination Board will set the date for the examination and the deadlines for registration, withdrawal from registration, and possibly the application for admission including the duly required documents.

(3) Students must apply or withdraw separately for each examination within the semester application or withdrawal deadlines. This can also take place electronically. The Examination Board is responsible for organizing and implementing the method used to process registration and withdrawal. If students did not pass an examination in one of the Master degree courses “Gemstone and Jewelry” or an equivalent degree course, or if they are involved in an examination procedure at another university outside of Trier University of Applied Sciences, they need to provide a statement thereof to the University Examination Office together with the application or withdrawal documents.

(4) Admission to examinations is decided by the Examination Board. Admission is refused if students enrolled in one of the Master degree courses in “Gemstone and Jewelry” or enrolled in a total of two Master degree courses at one of the Institutes of Higher Education in the Federal Republic of Germany have lost their right to take exams.

§ 9 Modules, ECTS credit points, examination performance ratings, time limits

(1) Modules are completed with a graded, study-accompanying examination.
ECTS are usually awarded on the basis of successfully completing a module.

(2) Assessments may include

- a. oral examinations according to sections 10, 12 and 14,
- b. written and artistic examinations according to section 11,
- c. project work in according to section 12,
- d. the Master thesis in according to section 13, including participation in a colloquium according to section 14

(3) Assessments may include exams, participation in colloquiums, project presentation, class work and assignments, practical course work/lab course work, oral presentations, oral examinations or a combination of the above. The assessments will be announced by the respective teachers at the beginning of the semester.

(4) The assessment will usually be evaluated and the results announced within 4 weeks in accordance with section 15.

(5) Students need to provide evidence in form of a medical certificate if, because of a prolonged or persistent disability, they are unable to sit exams in part or in full. The Examination Board will then grant permission for the student to sit the exam within an extended time frame or provide equivalent assessed coursework.

(6) The Examination Board will announce the dates for the examinations no later than 4 weeks prior to the last day of classes or 4 weeks before the examinations, respectively, to the students.

§ 10 Oral examinations

(1) An oral examination is usually meant to demonstrate the students grasp to define and interpret the special features, limitations, specialized terminology, and doctrines of their specific subject matter and the ability to apply their problem-solving abilities in new and unfamiliar situations. Furthermore, oral assessment is used to determine the students in-depth expertise of their specific subject matter.

(2) Oral examinations are administered either by several examiners or by a single examiner in the presence of one or several expert assessors according to section 7, para 3.

Oral examinations are either individual or group examinations with a maximum of three students allowed to participate in a group examination.

(3) Unless stated differently, oral exams usually last 20 minutes.

(4) The main content and results of the oral examination shall be recorded, (if deemed necessary, for each individual student). Preparation of the minutes in electronic format is not acceptable. After the assessors have been heard, the examiners will decide on the grade. The result will be announced to the students after the oral examination.

(5) Students wishing to take the same exam at a later date should be admitted to listen in on the oral examination, providing that the examinees have given their consent.

(6) At the request of the students, the central equal opportunities officer of the Senate or of the Department of Design of Trier University of Applied Sciences will be able to participate in the oral examinations.

§ 11 Written and visual arts examinations

(1) The written und visual arts exam is meant to show that students are able to demonstrate the following within a given time limit:

- a. perform research- and/or application-oriented projects in a largely independent and /or autonomous matter
- b. possess a broad, detailed and critical understanding of the latest state of knowledge in one or several specialty areas
- c. are able to use their knowledge and understanding as the basis for the development and/or for the application of independent ideas.

(2) The allotted time for written exams is normally set at between 90 and 180 minutes and will be graded by the examiners. The allotted time for artistic design work is set at between 180 and 360 minutes and can also take the form of homework with the processing period being no longer than two-thirds of the reported student workload of the respective module.

(3) Homework may take the form of individual work or group work. In group work, the part of the homework of the individual students which counts as assessed coursework must be clearly distinguishable and assessable.

(4) Written and visual arts examinations will be graded by the persons referred to in section 7, para 2. Section 9, para 4 applies accordingly.

(5) Multiple Choice examinations are administered in accordance with the current version of the “Rules for the regulation of examinations using the multiple-choice procedure” of Trier University of Applied Sciences.

§ 12 Project Work

1) Project work is meant to demonstrate the students' knowledge and understanding as well as their ability to solve problems even in new and unfamiliar situations which are in a broad or multidisciplinary context to their chosen field of study. They should be able to integrate knowledge and deal efficiently with complexity.

(2) The required time is the maximum of the reported student workload of each module. Sections 11, paragraphs 3, 4, and 5 apply accordingly.

(3) Project work may take the form of individual work or group work. In group work, the part of the project work of the individual students which counts as assessed contribution must be clearly distinguishable and assessable.

(4) Project work will be assessed by the individuals referred to in section 7, para 2. Section 9, para 4 applies accordingly.

§ 13 Master Thesis

(1) The Master thesis is intended to demonstrate the students ability to work on a professional project within a given time and, to a large extent, independently, applying artistic, scientific or application-oriented methods. It is possible to present an interdisciplinary Master thesis in connection with the above named subject.

(2) The Examination Board will ensure that the students will receive the topic for their Master thesis from a supervising person designated by the students. It is important to give students the opportunity to make suggestions regarding the topic. Topic, terms of reference and length of the Master thesis need to be set so they can be finished within the given time. The topic will be issued by a presiding member of the Examination Board. The date of the issuance will be recorded.

(3) The processing time is 14 weeks, starting with the issuing of the topic. In individual cases and by request, the Examination Board may extend the processing period up to 7 weeks. The topic can be returned only once and only within the first third of the processing time.

(4) The Master thesis may also take the form of group work if the part of the project work of the individual students which counts as assessed contribution is clearly distinguishable and assessable and the requirements are met in accordance with para 1.

(5) The Master thesis must be submitted to the chairman of the Examination Board or the place determined by the Examination Board by the due date. Upon submission of the thesis, students must submit a signed declaration that the thesis is their own work, that they used no other sources than those listed in the thesis, and in the case of group work, they have appropriately marked their part in the group work. The date of

submission will be recorded. Failing to submit the Master thesis by the due date will result in a fail. Students will receive a written notification of a fail and a date to resubmit the failed thesis.

(6) The Master thesis must be assessed by two people who have been approved examiners in accordance with section 7, para 2, including one person appointed to supervise the thesis.

§ 14 Colloquium

In order to defend their Master thesis, students must have acquired at least a grade “satisfactory” in the written exam. The colloquium complements the Master thesis and is used to determine the student’s capability to defend and present the results of the Master thesis, to orally present the technical basis, the interdisciplinary relationships and the reference to other professional fields and to assess their importance for the artistic, scientific, economic and entrepreneurial practices. Section 10 applies accordingly

§ 15 Grading scale of assessed coursework / Module results

(1) The grading scale for individual assessed coursework is determined by the respective examiner. The grading scale for assessment is:

1 = very good , outstanding performance

2= good, well above average

3= satisfactory, average

4= sufficient, pass

5= does not meet requirements, fail

(2) Examiners can refine grades by adding or deducting 0.3. The grades 0.7; 4.3; 4.7 and 5.3 are exempt from this rule.

(3) When the assessed coursework is graded by several examiners who differ in their assessment, the Examination Board will decide on the grade within 6 weeks within the frame of the grading scale.

(4) Module result is the grade of the respective assessed coursework.

(5) Grades are converted into ECTS by applying the valid version of rules of the Kultusministerkonferenz KMK (Standing Conference of the Ministers of Education and Cultural Affairs of the Länder of the Federal Republic of Germany).

(6) If assessed coursework has been given a minimum “sufficient” rating in accordance with para 1, sub-para 1 through 4, the corresponding ECTS grading points will be allotted according to the rules stated in appendix 1.

§ 16 Failure to appear, withdrawal, cheating, administrative offense

(1) Failing to attend a scheduled exam for no good reason or withdrawing after starting the examination for no good reason will result in a fail. This also applies when written or artistic assessed course work or project work is not submitted by the closing date.

(2) Students must notify the presiding member of the Examination Board or leave a message at the location determined by the Examination Board in writing, providing evidence as to why they could not attend. In the case of illness or injury, students must supply a medical certificate from a public health officer to the presiding member of the Examination Board or to a location determined by the Examination Board immediately and without culpable delay by the third working day after the date of examination, showing that the students were incapable of sitting the exam on the respective day. The same rule applies by illness of a dependent child. If the reasons are accepted, a date to re-sit the exam within a short time will be set. In this case, Examination results already obtained will be recognized.

(3) Cheating or using unauthorized aids will result in a fail. In this case, according to section 18, para 3, a thesis may not be repeated. Disruptive behavior during an exam may result in the exclusion from the exam room by the respective examiners or supervisors and a fail of the respective assessed coursework.

(4) The chairman of the Examination Board must inform the students immediately regarding decisions according to para 2 and 3, citing reasons and including instructions about a person's right to appeal

§ 17 Passing, failing and certificates of examination results

(1) The Master Examination has been passed if the required modules were rated at least "sufficient", in accordance with appendix 1. The Master Examination has failed without option to re-sit if repeat options for the assessed coursework (section 18) have been exhausted.

(2) A student losing the right to sit an examination will receive a written notification which includes the name of the course of study in which the right of examination was lost.

(3) Students who have failed to pass an assessed-coursework examination without option to re-sit can request a summary of their assessed coursework. It is not possible to provide this certificate in electronic form.

§ 18 Retaking assessed coursework examinations and Master thesis

(1) Assessed coursework examinations, which have been graded below “sufficient” may be repeated twice. Failed examinations in the Master degree course “Gemstone and Jewelry” will be counted as “miss” when retaking examinations.

(2) Students must re-sit a failed exam in the following semester on the dates and on the times designated in the final examination schedule. The Examination Board will decide about exceptions.

(3) The Master thesis and the colloquium may only be repeated once. Students failing a Master thesis examination process need to apply with a new choice of topic within 8 weeks after the notification of a “fail” to repeat it.

§ 19 Recognition of time to degree and assessed and non-assessed coursework

(1) Times of study and credits for assessed and non-assessed coursework accumulated at another institution of higher education at the Federal Republic of Germany in the Master course of study “Gemstone and Jewelry” or in a comparable and professionally related Master course of study will be accredited ex officio. The applicant is responsible for supplying sufficient information for the accreditation by the completion date of the first study semester

(2) Learning periods, ECTS credit points and credits for assessed coursework in other courses of study may be accredited if there are no substantial differences between the qualifications for which recognition is sought and the corresponding qualification pursued at another institute of higher education.

(3) This also applies to study periods, ECTS credit points and credits for assessed coursework accumulated outside of the Federal Republic of Germany. In this respect, attention should be paid to the legal requirements of the "Law on the Convention of 11 April 1997 on the Recognition of Qualifications concerning Higher Education in the European Region" of 16 May 2007, and to agreements within the framework of university partnerships.

(4) Equality of study periods, ECTS credit points and credits for assessed coursework will be determined by the presiding member of the Examination Board provided that there are no substantial differences in the quality and the different academic and legal authorization, and if the results of studying and the structure of lectures or the study programs show no substantial differences. Overall review and overall rating will be applied instead of schematic comparison.

(5) Students applying for recognition of study periods, ECTS credit points and credits for assessed coursework accumulated in professionally non-related courses of study inside and outside the Federal Republic of Germany must supply sufficient

information for the accreditation by completion of the first study semester. Trier University of Applied Sciences must provide proof that the application does not fulfil the requirements stated in paragraph 2.

(6) Para 1 and 2 apply to study times, ECTS credits and credits for assessed coursework in accumulated state-accredited correspondence courses, semesters abroad and for credits accumulated for assessed coursework of advanced placement students. In addition, para 2 also applies to study times, ECTS credits and credits for assessed coursework accumulated at other institutes of education, especially at state-supported or state-accredited universities of cooperative education as well as vocational and engineering schools and officer training schools of the former German Democratic Republic.

(7) Equivalent credits and qualifications accumulated outside of an institution of higher education will usually be accredited with half of the credits accumulated at an institute of higher education. The Board of Examiners for Aptitude tests will determine the equality of the education.

(8) Accumulated grades will be transferred and included in the calculation of the final grade, providing that the grading systems are comparable and times of study, ECTS credit points and credits for assessed coursework have been recognized.

§ 20 Extend and nature of the Final Examination

To obtain the Master degree, students must successfully complete

1. the Master thesis
2. assessed coursework in the modules in accordance with appendix 1
3. the colloquium of the Master thesis

§ 21 Purpose and implementation of the Master Examination

The Master examination is the professional qualification for the completion of the Master program "Gemstone and Jewelry". The Master examination is intended to demonstrate that the students:

- a. are able to present results and corresponding information and motives in a clear and unambiguous manner to experts and laypersons, stating current research and application procedures
- b. are able to exchange information, ideas, problems, and subject-specific solutions with experts and laypersons on a scientific level
- c. show outstanding responsibility regarding teamwork

§ 22 Admission requirements

According to Section 13, Students can register for admission to the Master theses at the earliest after receiving 96 ECTS, the latest date is 10 days after having been notified of receiving 96 ECTS. Missing the closing date for registration will result in a “first time fail”.

§ 23 Overall grade, Certificate, Diploma Supplement

(1) In accordance with Section 15, the overall grade is composed of the average total of the grades received according to section 20, sub-paragraph 2 and 3, corresponding to the emphasis put on ECTS and Master thesis (section 20, sub-paragraph 1), with the Master thesis valued 3 times the other grades. Only the first decimal after the comma will be considered, all others will be deleted without rounding. For outstanding performances in accordance with section 15, para 2, (total score up to and including 1,2) the overall grade “pass with distinction” may be awarded.

(2) After passing the Master examination, students will receive a certificate, detailing:

- a. name of the Master course,
- b. subject and grade of the Master thesis,
- c. grade according to section 15 , paragraph 1 of the assessed coursework according to section 20 sub-paragraph 2 and 3,
- d. overall grade according to paragraph 1.

(3) At student requests, the number of subject-specific semesters required by the time of completion of the Master examination and assessed and non-assessed coursework which was completed and passed without considering the use of information stated in appendix 1 will be included in the certificate.

(4) The University of Applied Sciences will issue a Diploma Supplement (DS) in accordance with the “Diploma-Supplement Model” of the European Union/Council of Europe/UNESCO in German and English, using the current version of the text as coordinated by the German Rectors’ Conference and the Standing Conference of the Ministers of Education and Cultural Affairs of the States of the Federal Republic of Germany (see DS-Chapter 8 of the national education system).

(5) The certificate will be signed by the presiding member of the Examination Board and shall bear the date of the student’s last performance.

(6) In addition to issuing the Diploma Supplement, the University of Applied Sciences will post translations of the certificate and if applicable, the appendix in English.

(7) The Diploma Supplement and the certificate detailing the grade will not be issued in electronic form.

§ 24 Certificate

(1) After students have passed the Master exam, they will receive a certificate detailing the grade and the Master degree certificate featuring the date of the grade certificate, bestowing the title of “Master of Fine Arts” (“M.F.A.”).

(2) The Master degree certificate will be signed by the president of the University of Applied Sciences and the presiding member of the Examination Board and will bear the seal of Trier University of Applied Sciences. § 23 (7) applies accordingly.

§ 25 Invalid Master Examination

(1) If students are caught cheating, the examination board can subsequently rectify the grades of the assessed coursework in which the cheating occurred and declare the exam in full or partly failed. Sentence 1 also applies if the cheating has been discovered after the certificates have already been issued.

(2) If the requirements for admission to an examination were not met but the students were not trying to deceive, and if this fact will be known after the certificates have already been issued, students will not be punished if they pass the examination. If students have intentionally given false information to receive admission to the examination, it is the responsibility of the Examination board to decide on further action.

(3) Students should be given the opportunity to be heard prior to a decision by the Examination Board.

(4) When the examination grade will be modified according to paragraphs 1 or 2 or the exam declared in full “failed”, the examination certificate will be collected and a new certificate will be issued. This also applies to the Master Certificate.

(5) Unless there are objections to the examination results, the Examination Documents will be kept for five years after the completion of the Master examination. If there are objections to the examination results, the Examination Documents must be retained past the time stated in sentence 1 until the process has been final and absolute.

§ 26 Inspection of examination records

Students will have access to their Examination Records within one year after notification of their Examination results.

§ 27 Entry into force

These regulations come into force one the day after they are published in “publicus”, the official publication organ of Trier University of Applied Sciences.

Trier, the 19/12/2013

Signed by: Prof. Franz Kluge

Dean of the Faculty of Design at Trier University of Applied Sciences

Appendix 2:

Regulation to determine the study-course-related aptitude for the Master degree course in “Gemstone and Jewelry, M.F.A.”

§ 1 Purpose for determining the aptitude

(1) Admission into the Master program in "Gemstone and Jewelry" of the Department Design requires that the students provide proof of a course-related aptitude according to Section 4 paragraph 1, sub-para b of the valid examination regulations.

(2) Proof of aptitude determines that the students are capable of meeting the artistic demands of the chosen field. Proof of aptitude especially determines if the students possess the course-related suitability and can therefore be expected to achieve their educational goal.

§ 2 Aptitude procedure

(1) The procedure for determining the study-course-related aptitude takes place twice a year. Admission to the procedure requires a written application by 1 June or 1 December, addressed to the head of the subject area “Gemstone and Jewelry” of the Department of Design at Trier University of Applied Sciences. In individual cases, the Examination Board may extend the application deadline.

(2) The application must be submitted by the due date and include the following documents:

- a. an informal application,
- b. a portfolio consisting of several components, for instance, drawings, a series of photos, images, theoretical work, work pieces, printed material, fashion material, submitted in either paper form (not to exceed format DIN A 4)) or electronic form on recordable digital media (e.g. CD-ROM, DVD, etc.). Three-dimensional items must be submitted as a photography or as a drawing. If possible, web pages must be submitted offline. Dynamic web pages can be forwarded by specifying the URL. Samples of movies may only be presented as a video copy on CD-ROM or DVD (or on on-time recordable digital media). Information regarding technical requirements and a table of contents including illustrations must be included when forwarding information via Digital media and World Wide Web. The portfolio must include a table of contents. The student must include a signed declaration stating that the attachments are his own independent work.

- c. a project outline which explains the student's reasons for taking the Master degree course of study and the reason for choosing the Department of Design at Trier University of Applied Sciences for reaching this goal. The project outline must define the ideas, expectations and objectives of the targeted Master degree and the targeted professional occupation. The project outline must be a written plan, submitted in English and consisting of maximum 5 DIN A 4 Pages. The project outline may already describe a topic for the Master thesis.
- d. a curriculum vitae explaining the student's educational background

(3) The portfolio may be handed to the student on request or returned freight collect. The project outline will remain in the possession of the Department of Design at Trier University of Applied Sciences. Section 25 paragraph 5 of the Master examination regulation applies accordingly.

§ 3 Examiners

In accordance with section 6 of the relevant Master Examination Regulations, the Examination Board will appoint three professors of the Department of Gemstone and Jewelry at Hochschule Trier to carry out the aptitude procedure. The Examination Board will make decisions regarding exceptions.

§ 4 Selection and determination criteria

(1) Only applicants meeting the admission requirements according to section 4, para 1, sub-paragraph a of the relevant Master Examination Regulations will be admitted to the selection process.

(2) The work samples of the portfolio will be judged according to artistic qualifications and "Independence in perception, imagination and presentation abilities"

(3) The project outline shows the academic and professional motivation of the candidate. The presentation will be assessed in accordance with the grading system presented in para 5.

(4) If the portfolio and the project outline have both received the minimum grade of 4.0, the Examination Board, according to section 3, will immediately invite the candidate to an interview to verify the correctness of the previous impressions regarding creative assets, creative skills as well as academic and professional motivation. The Examination Board reserves the right to provide for an additional practical exercise which will be graded according to para 2.

(5) The criteria referred to in paragraphs 2, 3, and 4 shall be graded with the grades 1 through 5, with 1 being the highest rating level. Grades can be refined by adding or deducting 0,3 grades except for the grades 0,7; 4,3; 4,7; and 5,3.

(6) The grade of the Aptitude Test is the arithmetic average of the grades calculated according to the grading scheme in para 5 for the individual criteria. The weighted average will be calculated to one digit after the decimal point without rounding.

(7) The course-related aptitude has been demonstrated if the grade 4,0 or above was achieved in all parts of the aptitude test.

§ 5 Memorandum

(1) A memorandum will be written detailing

- a. date and place of the assessment process,
- b. the names of the examiners involved,
- c. the name of the applicant
- d. decision and the reasons for the decision,
- e. established linguistic aptitude

(2) On written request, the applicant will be granted access to the memorandum. The request needs to be addressed within one month after notification of the results of the Aptitude Test to the head of the subject area Gemstone and Jewelry of the Department of Design at Hochschule Trier.

§ 6 Announcement of decisions

(1) Hochschule Trier will notify the applicant in writing of the result of the Aptitude Test.

(2) By positive notification, the applicant will receive a customized recommended course plan no later than the enrollment date. This course plan may include special conditions.

§ 7 Repeating the Procedure

The earliest date for repeating the Aptitude Test is the date of the next Aptitude Test. Section 18 (1) of the current Examination regulation applies accordingly.

§ 8 Validity

(1) The study-related Aptitude extends to the Master course of study for which it is given. It is valid for three enrollment dates following the Aptitude Test. If justified, the

head of the study course Gemstone and Jewelry of the Department of Design of the Hochschule Trier can extend the validity.

(2) Except for the Aptitude Test for the Master course of study “Gemstone and Jewelry” of the Department of Design at Hochschule Trier, different Aptitude Tests of other universities will not be recognized.