

**General Regulations for Examinations in the degree programmes
at Trier University of Applied Sciences
dated 4 May 2023**

**supplemented by the correction of 5 July 2023, the 1st amendment of 24 January 2024 and the
2nd amendment of 6 May 2026**

Consolidated version

Consolidated versions serve to improve the readability of regulations that have been amended by one or more amending regulations. They bring together the provisions of the original regulations and the amending regulations. Only the original regulations and amending regulations published in publicus – the official publication organ of Trier University of Applied Sciences – are legally binding; the consolidated version is not.

Pursuant to Section 7(2)(2) and Section 86(2)(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 examinations in the degree programmes at Trier University of Applied Sciences on 3 May 2023. These General Examination Regulations were approved by the Executive Board of Trier University of Applied Sciences on 3 May 2023. The correction to the General Examination Regulations was approved by the President of the University on 5 July 2023. On 24 January 2024, the Senate of Trier University of Applied Sciences adopted the first amendment to the General Examination Regulations; this was approved by the Executive Board of Trier University of Applied Sciences on 24 January 2024. On 6 May 2026, the Senate of Trier University of Applied Sciences adopted the second amendment to the General Examination Regulations; this was approved by the Executive Board of Trier University of Applied Sciences on 6 May 2026.

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§ 1 Scope

(1) These General Examination Regulations for degree programmes at Trier University of Applied Sciences apply to all degree programmes at Trier University of Applied Sciences whose subject-specific examination regulations refer to them.

(2) The subject-specific examination regulations for the degree programmes referred to in paragraph 1 shall govern, in particular:

- the purpose of the examination,
- the degree to be awarded,
- admission to the degree programme,
- the standard duration of study, the structure of the programme and the scope of the courses offered,
- the academic achievements,
- the final thesis,
- the colloquium on the final thesis,
- the calculation of the final mark.

§ 2 Examination Board, Examinations Office

(1) The departments shall form examination boards.

(2) An Examination Board shall consist of a majority of members from the group referred to in Section 37(2), first sentence, No. 1 of the Higher Education Act (HochSchG) and at least one member from each of the groups referred to in Section 37(2), first sentence, Nos. 2 to 4 of the Higher Education Act (HochSchG).

(3) The relevant Examination Board is responsible for organising examinations and for decisions on examination matters. It ensures that the provisions of these regulations and the departmental examination regulations are complied with. The chair of the relevant Examination Board reports regularly to the Faculty Council on trends in examination and study times, as well as on the distribution of marks for examination performances and final grades. The Examination Board shall make recommendations regarding the reform of the General Examination Regulations and the subject-specific examination regulations.

(4) The members of the relevant Examination Board shall be appointed by election by the relevant Faculty Councils. The relevant Examination Board shall elect the chair and the deputy chair from among its members. The term of office of the student member is one year; that of the other members is three years. If a member leaves office prematurely, a replacement member shall be appointed retrospectively for the remainder of the term of office in accordance with sentence 1.

(5) The Examination Board may delegate individual tasks to the chair. The chair may only make negative decisions where there is a corresponding decision-making practice in comparable matters.

(6) The chair and deputy chair shall be held by a professor. Members of the Examination Board who do not meet the requirements of Section 24(2) of the Higher Education Act (HochSchG) shall have no voting rights in decisions of the relevant Examination Board regarding the assessment, crediting and recognition of academic achievements. The members of the relevant Examination Board have the right to be present during examinations, provided they have not registered for the same examination during the same period.

(7) The members of the relevant Examination Board are subject to confidentiality obligations. Unless they are civil servants, they must be bound to secrecy by the chair or the deputy chair.

(8) The decisions of the relevant Examination Board are taken in face-to-face meetings, online meetings or by circulation; these proceedings are not public. Guests may attend meetings at the invitation of the chair and are equally bound by a duty of confidentiality.

The chair shall issue invitations to meetings with one week's notice, specifying the agenda items; the day of the meeting is not included in this period. Circular resolutions are taken in writing or by email at the instigation of the chair. The chair determines whether the procedure is to be conducted in writing or by email and sets the period within which votes may be cast. If a member fails to cast their vote within the specified voting period, that member is deemed not to have participated.

(9) The Examination Board shall constitute a quorum if more than half of the members entitled to vote under the law are present or participate in a circular resolution, and if the meeting has been duly

convened or the circular resolution procedure has been duly initiated. If this quorum is not reached at the first meeting or in the first circular resolution, the chairing member may reconvene the meeting with the same agenda or initiate a circular resolution. In this case, the relevant Examination Board shall always have a quorum.

(10) The Examinations Office, in cooperation with the relevant Examination Board, is responsible for the organisation and coordination of the examination system, including the awarding of the final certificate, the diploma and the Diploma Supplement. Administrative tasks of the Examination Board are generally carried out by the Examinations Office; decisions of the Examination Board may be published by the Examinations Office at the request of the Examination Board. Subject to any contrary provisions in subject-specific examination regulations, announcements regarding other examination matters are regularly made by the Examinations Office. The Examinations Office receives registrations for examinations and determines whether the requirements for admission to examinations have been met. The Examinations Office shall act as the authority responsible for handling formal objections in examination matters.

§ 3 Examiners, expert assessors and supervisors of the final thesis

(1) The relevant Examination Board appoints examiners, expert assessors and thesis supervisors; it regulates the appointment procedure by resolution. It may delegate the appointment to the chairperson.

(2) Examiners shall be university lecturers in accordance with § 46 of the Higher Education Act (HochSchG), retired professors, honorary professors and those who have obtained a habilitation. Furthermore, academic and artistic staff and assistants with duties in accordance with Section 56(1) sentence 2 and (6) sentence 4 of the Higher Education Act, teachers for special tasks, lecturers, persons with professional experience, and teaching staff from foreign higher education institutions who possess qualifications equivalent to those of the group of persons referred to in Section 24(1) of the Higher Education Act (HochSchG).

(3) Only those who fulfil the requirements under Section 24(2) of the Higher Education Act in the subject to be examined may be appointed as expert assessors.

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

(5) Supervisors of the final thesis shall be persons as defined in paragraph 2. The relevant Examination Board shall decide on any exceptions. Students may propose a supervisor. This proposal does not constitute a legal entitlement.

(6) Section 2(7) applies mutatis mutandis to examiners and expert assessors.

§ 4 Requirements and procedures for sitting examinations

(1) Only those who are enrolled in the relevant degree programme at Trier University of Applied Sciences at the time of the examination may sit the examination.

(2) The relevant Examination Board or the body designated by it shall set the examination dates and determine the deadlines for registration, for withdrawal from registration and, where applicable, for applications for admission. Furthermore, the Examination Board shall specify which documents must be submitted with the application for admission. If it is not possible to provide the documents in the prescribed manner, the relevant Examination Board may permit proof to be provided in another way.

(3) Students must register for all coursework and examinations, as well as for any resits, within the applicable registration deadlines (cut-off dates) via the university's electronic examination management system and, where applicable, withdraw from them. Unless the Examination Board or the body entrusted by it pursuant to paragraph 2 has set other deadlines, the registration and withdrawal deadline for each examination ends at midnight three working days before the respective examination date. Saturdays are not considered working days. If registration is not completed by the deadline, participation in the examination is not permitted. If a withdrawal is not made by the deadline, the examination shall be marked as 'failed' if the student fails to attend the examination without valid reasons. Section 12(1) applies accordingly. The Examination Board shall decide on any exceptions.

(4) Where admission to an examination is required, the decision shall be taken by the relevant Examination Board or the body designated by it. Admission shall be refused if the student has lost the

right to sit examinations in the chosen degree programme at a higher education institution in the Federal Republic of Germany, or if the student, due to the counting of failed attempts in accordance with Section 14(1), no longer has the opportunity to complete the examination requirements necessary to pass the final examination.

(5) The subject examination regulations may define attendance requirements as a prerequisite for sitting an examination, in accordance with Section 26(2)(7) of the Higher Education Act (HochSchG). The subject examination regulations may only stipulate an obligation for students to attend courses as an examination requirement if this is necessary to achieve the learning objective of the course; attendance requirements are permissible in particular for excursions, placements, practical exercises and laboratory exercises. The modules concerned must be listed in an appendix to the relevant subject examination regulations.

§ 5 Modules, Award of Credit Points (ECTS), Types of Assessment, Deadlines

(1) Modules are generally completed by means of an examination. An examination generally consists of a marked examination taken during the course of study. Credit points (ECTS) are awarded on the basis of the successful completion of a module. Where a module is completed by means of several examinations, successful completion of the module requires the passing of all partial examinations.

(2) Types of assessment are:

1. oral examinations in accordance with § 7,
2. written and artistic/design examinations in accordance with Section 8,
3. project work in accordance with Section 9,
4. a final thesis in accordance with § 10, including a colloquium where applicable.

(3) The form of the examination (e.g. written examination, colloquium, project presentation, seminar paper or written assignment, practical/laboratory work, presentation, oral examination, portfolio or a combination thereof, in each case also in electronic form where applicable) shall be announced by the respective examiners at the start of the semester, but no later than the start of the course. Written and oral examinations, including a colloquium on the final thesis, as well as practical examinations, may be offered as remote written examinations, remote oral examinations and remote practical examinations in the form of electronic remote examinations. Further details are governed by the State Ordinance on the Trial of Electronic Remote Examinations at Universities in Rhineland-Palatinate in conjunction with the Regulations on the Conduct of Electronic Remote Examinations at Trier University of Applied Sciences, in their currently valid versions.

(4) If courses are offered in a language other than German, examinations must also be taken in that language. Paragraph 3 applies mutatis mutandis to the determination of the examination language, which is not German.

(5) Examination results in accordance with Sections 7–9 shall, as a rule, be marked by the persons referred to in Section 3(2) within four weeks of the examination date. The final thesis shall, as a rule, be marked within six weeks of its submission. The results shall be published in an appropriate manner. The results may also be published electronically via the university's own examination management system.

(6) If students demonstrate in a written application that, for the reasons set out in Section 26(5)(2) to (4) of the Higher Education Act (HochSchG), they are unable to complete examinations in whole or in part in the prescribed form or within the prescribed timeframe, the Examination Board shall grant appropriate compensation for the disadvantage. To this end, the submission of a medical certificate, comparable evidence or a certificate from a public health officer may be required. Appropriate compensation for disadvantages may, in particular, take the form of an extension of the examination time. In exceptional cases, a change in the type or format of the examination may also be provided for.

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

§ 6 Coursework

- (1) The successful completion of coursework may – against the background of an adequate and reasonable examination load – be a prerequisite for sitting examinations or for the successful completion of a module.
- (2) An academic achievement is an assessed individual achievement. Certificates of attendance do not constitute academic achievements.
- (3) Coursework is assessed as 'pass' or 'fail'.
- (4) The format and timing of these assessments shall be announced by the lecturer at the start of the course or module.
- (5) Coursework is usually assessed within four weeks of its completion.
- (6) The relevant subject examination regulations pursuant to Section 1(2) of these regulations govern whether and how academic achievements are to be completed in the relevant degree programme.

§ 7 Oral examinations

- (1) In oral examinations, students are required to demonstrate that they possess broad and integrated knowledge, including the scientific foundations and practical application of the examination subject area, as well as a critical understanding of the most important theories and methods. Oral examinations are also intended to determine whether students can present complex subject-related problems and solutions to experts in a reasoned manner and further develop them in consultation with them.
- (2) Oral examinations shall be conducted by at least two examiners or by one examiner in the presence of at least one expert assessor in accordance with § 3(3). Oral examinations may be individual or group examinations. No more than four students may take part in group examinations.
- (3) Unless otherwise specified in subject-specific examination regulations, oral examinations shall generally not last longer than 30 minutes. Group examinations shall last at least 15 minutes per student.
- (4) The main topics and results of the oral examination shall be recorded in a written report for each student. Before determining the mark in accordance with Section 11, the examiners shall consult the expert assessors. The result shall normally be communicated to the students immediately following the oral examination, but no later than the end of the examination procedure on the following working day, whereby Saturday shall not be counted as a working day.
- (5) Students from the same subject may be admitted as observers, subject to the availability of space, unless the candidates have objected by the start of the examination at the latest. Neither the candidate nor the observers shall take part in the deliberations on the examination result by the examiners and the expert assessors.
- (6) At the request of students, the Senate's Equal Opportunities Officer or the Faculty's Equal Opportunities Officer, as well as the Senate's representative for the interests of students with disabilities or chronic illnesses, may attend oral examinations.

§ 8 Written and artistic-creative examinations

- (1) In written and artistic-creative examinations, students shall demonstrate that they possess broad and integrated knowledge, including the academic foundations and practical application of the examination subject area, as well as a critical understanding of the most important theories and methods. Written and artistic-creative examinations are also intended to determine whether students can identify problems and develop solutions using subject-specific methods within a limited time.
- (2) Unless otherwise specified in subject examination regulations, written examinations (written papers) shall last between 45 and 240 minutes.
- (3) Written assignments may be completed individually or in groups. Unless otherwise specified in subject-specific examination regulations, the time allowed for completion shall not exceed two-thirds of the stated student workload for the respective module. In the case of group projects, the contribution of each individual student to be assessed must be clearly distinguishable and assessable.
- (4) Multiple-choice examinations shall be conducted in accordance with the Regulations on the Conduct of Multiple-Choice Examinations at Trier University of Applied Sciences, as amended.

(5) Computer-based examinations (“e-exams”) are permitted provided they are suitable for providing the evidence referred to in paragraph 1 or for contributing to this; where 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 unambiguously and permanently assigned to the candidates. The examination must be conducted in the presence of a competent person. In accordance with the provisions of § 19, candidates must be granted the opportunity to inspect the computer-based examination and the result they have achieved.

§ 9 Project work

(1) Project work demonstrates the ability to develop, implement and present projects. In this context, students are required to demonstrate that they can define objectives and develop solutions and concepts. Project work generally comprises a written report and should be of an interdisciplinary nature.

(2) The duration of the project, including the written report, is generally a maximum of 18 weeks.

(3) Project work may be carried out individually or in groups. In the case of group work, the contribution of each student to be assessed must be clearly distinguishable and assessable.

§ 10 Final thesis

(1) The final thesis is intended to demonstrate that students are capable of independently addressing a specialist problem using academic methods within a specified timeframe. An interdisciplinary final thesis in conjunction with other subject areas is possible.

(2) The final thesis must be assessed by at least two persons who are authorised as examiners in accordance with § 3(2), one of whom must belong to the group of professors (§ 46 of the Higher Education Act) of the relevant department. One of these two persons should have supervised the thesis. The relevant Examination Board shall decide on any exceptions. Upon application by a student, the relevant Examination Board shall appoint a supervisor.

(3) The topic of the final thesis shall be assigned by the supervisor. Students shall be given the opportunity to make suggestions. The topic, scope and length of the final thesis must be such that the time limit specified in the relevant subject examination regulations pursuant to Section 1(2) of these regulations can be met.

(4) The final thesis must be registered with the relevant Examination Board or the office designated by it. The topic and the date of issue must be recorded in the files.

(5) The topic may be returned only once and only within the first third of the completion period. The date of return must be recorded. The work on a new topic must be registered within three months of the return of the first topic.

(6) The final thesis may also be accepted as a group project if the contribution of each individual student is clearly distinguishable and assessable and meets the requirements set out in paragraph 1.

(7) The processing period is regulated in the relevant subject examination regulations. The final thesis must be submitted by the deadline to the chair of the relevant Examination Board or to the office designated by the Examination Board. The Examination Board shall determine the format and number of copies to be submitted. Upon submission, students must provide a written declaration that they have written their thesis – or, in the case of group work, their clearly identified contribution to the work – independently and have not used any sources or aids other than those specified. The date of submission must be recorded. If the final thesis is not submitted by the deadline, it shall be deemed to have failed. Students shall receive written notification of the failure, which shall also inform them whether and by when a resubmission of the final thesis is possible.

§ 11 Assessment of examination performance / Determination of module results

(1) The marks for examination performance shall be determined by the respective examiners. The following marks shall be used for assessment:

- 1 = very good = an outstanding performance
- 2 = good = a performance that is significantly above average
- 3 = satisfactory = a performance that meets average requirements
- 4 = sufficient = a performance which, despite its shortcomings, still meets the requirements
- 5 = unsatisfactory or fail = a performance that does not meet the requirements due to significant shortcomings.

For the differentiated assessment of an examination performance, individual marks may be raised or lowered by 0.3 to intermediate values; the marks 0.7, 4.3, 4.7 and 5.3 are excluded in this context.

(2) If an examination performance is assessed by more than one examiner and the assessments differ by no more than one grade, the arithmetic mean is calculated and only the first decimal place is taken into account; all subsequent places are disregarded without rounding. In the event of a greater discrepancy, the examiners involved shall endeavour to reach an agreement; otherwise, the relevant Examination Board shall arrange for a suitably qualified examiner to make a casting vote within the range of the marks submitted. A casting vote in an oral examination requires the presence of the person making the decision throughout the entire duration of the oral examination.

(3) The module result is the mark for the corresponding examination. If several examinations are assigned to a module, each examination must be graded at least 'sufficient' (4.0). The module result is then the weighted average of the marks for the respective examinations. In theory-practice transfer modules of dual study programmes, the weighting is carried out in accordance with the provisions in the relevant subject examination regulations; otherwise, it is based on the ECTS credits allocated to the examination components. Only the first decimal place after the decimal point of the calculated mean is taken into account; all subsequent places are discarded without rounding. The mark shown on the transcript is derived 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 = pass

(4) The rules of the Standing Conference of the Ministers of Education and Cultural Affairs, in their currently valid version, shall apply to the conversion of marks to the ECTS grading scale and vice versa.

(5) If a module result has been graded as at least "sufficient" in accordance with paragraph 1, the corresponding credit points (ECTS) shall be awarded in accordance with the relevant examination regulations pursuant to Section 1(2) of these regulations for the degree programme in question.

§ 12 Absence, withdrawal, deception, breach of order

(1) An examination shall be marked as "unsatisfactory" or "failed" if a student fails to attend an examination without valid reason, or if they withdraw from the examination after it has begun without valid reason. The same applies if a written examination is not completed within the specified time limit.

(2) The valid reasons claimed for missing an examination date or for withdrawing after the start of an examination must be notified in writing to the relevant chair of the Examination Board or to the office designated by the Examination Board without delay, and at the latest by the third working day following the examination date; Saturdays are not considered working days in this context. In the event of illness, a medical certificate proving the inability to sit the examination must be submitted to the relevant chair of the Examination Board or to the office designated by the relevant Examination Board. This medical certificate, which is intended to prove the inability to sit the examination, must clearly state the nature of the health impairment and how it affects the student's ability to perform. The submission of a medical certificate from a public health officer may be required. The illness of a student is treated as equivalent to the illness of a child for whom the student is the primary carer or of a relative in need of care for whom the student is the primary carer. Other reasons for which the student is not responsible, such as significant family commitments, may be treated as equivalent to illness by the Examination Board upon

application. If the reasons are accepted, the student must attend the next examination date. In this case, the examination results already available shall be taken into account.

(3) In the event of cheating or the use of unauthorised aids in the context of an examination, the examination performance in question shall be graded as 'unsatisfactory' or 'failed'. The same applies in the event of an attempt to do so. Depending on the severity of the cheating, the Examination Board may impose further legal consequences, such as the loss of a further examination attempt or the loss of the right to sit the examination. Students who disrupt the proper conduct of the examination may be excluded from continuing the examination by the relevant examiners or invigilators. In this case, the examination in question shall be marked as "unsatisfactory" or "failed".

(4) The permitted aids shall be announced by the respective examiners no later than the start of the examination. All other aids are prohibited, and their possession or bringing them into the examination room shall be deemed an attempt at cheating within the meaning of paragraph 3. The examination room is deemed to include its immediate surroundings, e.g. in the toilet facilities, corridors or stairwells. The general principles of prima facie evidence apply.

(5) Examination performance pursuant to Section 5(2)(2)-(4) shall be assessed as "unsatisfactory" or "failed" if it originates, in whole or in substantial parts, not from the students themselves but from other persons, and this is not indicated in a manner customary in academic practice, e.g. through citation (plagiarism). To assess whether plagiarism has occurred, a further person authorised to mark examinations in accordance with Section 3(2) must be consulted. If plagiarism is found to have occurred, a repeat of the examination may be excluded in accordance with Section 14(4). The respective competent Examination Board shall decide on the exclusion of a repeat in accordance with Section 14(4).

(6) The use of artificial intelligence applications (AI applications) capable of automatically generating content according to specific parameters constitutes a permissible aid in examinations pursuant to Sections 5 to 10 of these Regulations, unless the use of AI applications is excluded under paragraph 6a. In this context, students must critically assess the factual accuracy of the AI-generated content. The use of AI applications must be indicated in a manner appropriate to the academic discipline. Unless otherwise specified in the relevant subject examination regulations and/or in module handbooks and/or published recommendations (guidelines) of the departments regarding academic work, students must at least indicate the source/origin. In the case of examination papers for which a declaration of originality is required, students must also expressly confirm in this declaration, in accordance with Section 10(7), fourth sentence, of these regulations, that they have indicated the use of AI applications in a manner appropriate to the subject and academic standards in accordance with the aforementioned requirements; they must further declare that they have critically checked the AI-generated content for factual accuracy.

(6a) Notwithstanding Section 12(6), first sentence, the respective subject examination regulations and/or module handbooks for individual degree programmes may stipulate that the use of AI applications as aids is prohibited for all or specific, more precisely defined coursework and examinations. Furthermore, for individual examination components, the use of AI applications may be excluded by the examiner in writing in good time (usually at the start of the lecture). In the case of examination components pursuant to sentences 1 and 2 for which a declaration of originality is required, students must also expressly assure in this declaration, in accordance with Section 10(7), sentence 4 of these regulations, that they have not been produced with the assistance of AI applications.

(7) Decisions pursuant to paragraphs 3 to 5 shall be communicated to the student in writing by the Examination Board or by the body designated by it, shall be substantiated and shall include information on the right of appeal. The person concerned shall be heard before the decision is taken.

(8) If a matter referred to in paragraphs 3 to 6a only comes to light after the assessment of the examination performance has been announced, the Examination Board may subsequently correct the result of the examination performance accordingly or declare the examination failed, but only within a period of two years following the completion of the course of study.

§ 13 Pass, Fail and Certification of Examination Results

(1) The final examination comprises the examination results for all modules prescribed in the subject examination regulations in accordance with § 1(2) of these regulations. The final examination is passed if all prescribed modules have been graded at least 'sufficient'.

The final examination is definitively failed if the opportunities to retake examination components in accordance with § 14 have been exhausted without success.

(2) Should students lose their entitlement to sit examinations, they shall receive written notification which also specifies the degree programme in which this loss of entitlement has occurred. In such cases, a summary certificate detailing the examination results achieved shall be issued to them upon request.

§ 14 Retaking Examinations

(1) Examination results, with the exception of the final thesis and the colloquium on the final thesis, which have not been graded at least 'sufficient' in accordance with § 11(3), may be retaken twice. Failed examinations in the chosen degree programme at Trier University of Applied Sciences or at another state or state-recognised higher education institution shall be counted as failed attempts against the permitted number of resits. Where failed examinations in modules of another degree programme are to be counted, provided they are equivalent, this shall be regulated in the relevant subject examination regulations.

(2) Retake examinations must be taken no later than during the examination periods of the semester following the next. Notwithstanding this, the subject examination regulations may stipulate a reduction to the next semester. If a student fails to attend such a retake examination without valid reasons, the examination attempt in question shall be deemed to have been graded 'fail' or 'unsatisfactory'. For students from a partner university abroad, the resit examination may take place in the same semester if these students will no longer be enrolled at the time of the resit examination. The Examination Board shall decide on exceptions.

(3) The subject examination regulations pursuant to Section 1(2) of these regulations may provide that the retake of an examination passed on the first attempt is permitted once at the next available examination date for the purpose of improving the mark. If the mark is not improved, the mark achieved on the first attempt remains valid. A retake to improve a mark is not permitted for the final thesis or, where applicable, the colloquium on the final thesis.

(4) Subject to the provision in Section 12(5), the final thesis and, where applicable, the colloquium on the final thesis may be retaken only once. A failed final thesis must be re-submitted 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, in consultation with the students, shall give them the opportunity to retake the colloquium within four weeks. Deviations may be regulated in the relevant subject examination regulations.

(5) In the event of a failed examination in a compulsory elective module, the resit examination shall generally take place in the same module. The Examination Board shall decide on any exceptions.

§ 15 Recognition of academic and examination achievements and crediting of non-university competences

(1) The recognition of academic achievements completed at a higher education institution and the crediting of equivalent knowledge and qualifications acquired outside the higher education sector shall be carried out in accordance with § 25(3) and (4) of the Higher Education Act (HochSchG).

An application for the recognition or crediting of academic achievements should be submitted within the first semester of enrolment.

(2) Academic achievements completed at a higher education institution shall be recognised upon application, provided there are no significant differences in the competences acquired. This requires that all essential elements of the achievement for which recognition is sought correspond to the achievement completed in terms of the content and scope of the examination-relevant material, as well as the nature and duration of the examination. In this context, an overall assessment of the qualifications obtained is carried out with regard to the criteria of the quality of the institution, the profile and academic level of the study programme, the workload and, in particular, the learning outcomes in terms of content, qualification level and profile in relation to the qualification objectives of the degree programme for which recognition is sought. In particular, a significant difference exists if the learning outcomes of the work

completed differ significantly from the learning outcomes of the work for which recognition is sought, and the applicant is likely to be hindered in successfully completing the degree programme. It is the responsibility of the applicant to provide sufficient information for the recognition. The burden of proof for demonstrating significant differences lies with the university.

(3) Recognition is subject to the condition that, following enrolment, at least one further examination must still be taken in the relevant host degree programme. This refers in particular to the final thesis and, where applicable, the colloquium on the final thesis.

(4) Upon application, the university may recognise knowledge and qualifications acquired outside the higher education system on the basis of the documents submitted, provided that such knowledge and skills are equivalent in content and level to the examination requirements they are intended to replace. Knowledge and qualifications acquired outside the higher education system shall be recognised for a maximum of half the ECTS credits required for the degree programme. The assessment of whether the non-university achievements submitted by the applicant are equivalent to the examination requirements they are intended to replace is carried out on a case-by-case basis using the documents submitted by the applicant, such as work samples, certificates, subject descriptions, syllabuses and similar. The burden of proof regarding equivalence lies with the applicant, who must enclose sufficiently informative documents for the application for credit transfer to be assessed. The subject examination regulations pursuant to Section 1(2) of these regulations may lay down detailed provisions, particularly for dual study programmes.

(5) Where periods of study, credit points (ECTS) or examination results are recognised, grades – provided the grading systems are comparable – shall be adopted and included in the calculation of the overall mark. In the case of incomparable grading systems and in the case of credits awarded in accordance with paragraph 3, the notation “passed” shall be included in the certificate. These credits shall not be taken into account in the calculation of the overall mark. Alternatively, in the case of incomparable grading systems, the modified Bavarian formula for mark conversion may be applied. These credits shall then be taken into account in the calculation of the overall mark. The Examination Board shall decide which alternative to choose. The final certificate shall state which of the listed academic and examination achievements have been recognised or which non-university qualifications have been credited.

(6) The procedures for recognition and crediting are determined by the relevant Examination Board, which generally decides on applications within three months.

(7) The first legally binding registration to sit an examination precludes any subsequent application for recognition of that examination. This also applies in the event of a legally valid subsequent withdrawal from the examination.

§ 16 Certificate, Diploma Supplement

(1) A certificate shall be issued upon passing the final examination. The certificate shall contain

1. the name of the relevant degree programme,
2. provided that the relevant examination regulations pursuant to § 1(2) of these regulations so provide,
the names of the field of study, the specialisation, and the major subjects,
3. the topic of the final thesis,
4. the titles and results of all modules,
5. the overall mark

(2) At the student's request,

1. the duration of study required until completion of the final examination,
2. a list of additional passed coursework and examinations not required under the subject examination regulations pursuant to Section 1(2) of these regulations, and
3. periods of study at other higher education institutions

shall be included in an appendix to the certificate.

(3) The certificate shall be signed by the chair of the relevant Examination Board and shall bear the date on which the final requirement was fulfilled.

(4) The university shall issue a Diploma Supplement (DS) in accordance with the 'Diploma Supplement Model' of the European Union/Council of Europe/UNESCO in German and English. The text agreed between the Standing Conference of the Ministers of Education and Cultural Affairs and the German Rectors' Conference, in its currently valid version, shall be used as the description of the national education system (DS Section 8).

(5) At the student's request, the university shall, in addition to issuing the Diploma Supplement, provide translations of the diploma, the certificate and, where applicable, the appendix to the certificate in English. Further details may be regulated by the relevant examination regulations.

§ 17 Diploma

(1) The diploma, bearing the same date, shall be issued at the same time as the certificate. It shall certify the award of the academic degree.

(2) The diploma shall be signed by the President of Trier University of Applied Sciences and the chair of the relevant Examination Board and shall bear the University's seal.

§ 18 Invalidity of the final examination and retention period

(1) If, in an examination component forming part of the final examination pursuant to § 13, students have committed fraud through acts and circumstances as set out in § 12(3) to (6a), and this fact only becomes known after the certificate of the final examination (final certificate) has been issued, the relevant Examination Board may subsequently correct the examination in question and the result of the final examination and, where appropriate, declare the final examination as a whole to have been "failed".

(2) If the requirements for admission to an examination forming part of the final examination under Section 13 were not met, without the student intending to mislead in this regard, and this fact only becomes known after the final certificate has been issued, this deficiency shall be remedied by the passing of the final examination. If students have obtained admission intentionally and without justification, the Examination Board shall declare the final examination "failed".

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

(4) If, on the basis of a decision under paragraph 1 or 2, the mark for the final examination is amended or the final examination is declared "failed", the incorrect final certificate shall be withdrawn and, where necessary, reissued in a corrected form. Furthermore, the final certificate shall be withdrawn in the cases referred to in paragraphs 1 and 2 if the final examination has been declared "failed".

(5) Unless the examination result is contested, examination records shall be retained for two years following the completion of the final examination or the date of de-registration. Where the examination result has been contested, examination records must be retained beyond the period specified in the first sentence until the proceedings have been legally concluded.

§ 19 Objections to Examination Assessments and Access to Examination Records

(1) Students shall be given the opportunity to inspect their examination results. The relevant Examination Board shall determine the details by resolution.

(2) Students may submit a written objection to the assessment of an examination result without delay, and at the latest within one month of inspecting the relevant examination results, stating their reasons. The relevant Examination Board shall determine the details by resolution.

(3) Furthermore, students may inspect the examination records within one year of the examination being completed.

§ 20 Entry into force

(1) These General Examination Regulations shall enter into force on the day following their publication in the official publication organ of Trier University of Applied Sciences, “publicus”. They shall apply from the summer semester of 2023. Upon the entry into force of these Regulations, the General Examination Regulations of 25 April 2019, as amended on 28 October 2020, shall cease to apply.

(2) The correction of 5 July 2023, published on 10 July 2023 in publicus No. 2023-09, shall enter into force on the day following its publication in the official publication organ of Trier University of Applied Sciences, “publicus”.

(3) The first amendment to the General Examination Regulations of 24 January 2024, published on 24 January 2024 in publicus No. 2024-01, shall enter into force on the day following its publication in the official publication organ of Trier University of Applied Sciences, “publicus”.

Trier, 4 May 2023

The President of Trier University of Applied Sciences