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**General Regulations for the Examinations in the Degree Programs at Trier University of Applied Sciences from 25.04.2019**

In accordance with Art. 7 para. 2 No. 2 and Art. 76 para. 2 No. 6 clause 2 of the Rhineland-Palatinate Higher Education Act (HochSchG) in the version from 19 November 2010 (Law and Ordinance Gazette p. 463), last amended by Article 21 of the law from 19 December, 2018 (Law and Ordinance Gazette p.448), the Senate of the Trier University of Applied Sciences has resolved the following general Examination Regulations for the examinations in the degree programs at Trier University of Applied Sciences on 10 April 2019.

They are hereby made public.

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**§ 1 Scope**

**(1)** These general Examination Regulations for degree programs at Trier University of Applied Sciences apply to all degree programs at Trier University of Applied Sciences whose Examination Regulations refer to these general Examination Regulations.

**(2)** The Examination Regulations of the degree programs mentioned in para. 1 regulate in particular:

- the purpose of the examination,
- the degree title to be awarded,
- the admission to the studies,
- the standard study period, the program structure and the course offerings,
- the study achievements,
- the final thesis,
- the colloquium on the final thesis,
- the calculation of the overall grade.

**§ 2 Examination Board, Examination Office**

**(1)** The departments concerned form examination boards.

**(2)** The majority of the members of an examination board are members of the groups listed in Art. 37 para. 2 sentence 1 no. 1 of the Higher Education Act and at least one member of each group according to Art. 37 para. 2 sentence 1 no. 2 through 4 of the Higher Education Act.

**(3)** The examination board is responsible for the organization of examinations and for decisions in matters relating to examinations. It ensures that the provisions of these regulations and the Examination Regulations are observed. The chairing member of the examination board shall report regularly to the department faculty council on the development of the examination and study periods as well as on the distribution of grades from examination achievements and overall grades. The examination board is also responsible for proposing any possible amendments to the Examination Regulations.

**(4)** The members of the examination board are determined by the responsible department faculty councils. The examination board elects the chairperson and his/her deputy from among its members. The term of office of the student member is one year, that of the other members, three years.

If a member withdraws early from the position, a replacement member will be appointed for the remainder of the term of office.

**(5)** The examination board can delegate individual tasks to the chairing member. The chairing member can only make negative decisions as long as an appropriate decision-making practice exists in comparable affairs.

**(6)** The duties of the chairing member and deputy are to be performed by a professor. Members of the examination board who do not meet the requirements of Art. 25 para. 5 HochSchG do not have the right to vote on decisions of the examination board on the assessment and crediting of examination achievements. The members of the examination board have the right to be present during examinations assuming they have not registered for the same examination at the same time.

**(7)** The members of the examination board are subject to official confidentiality. Unless they are in the public service sector, they are obliged to pledge secrecy to the chairing member.

**(8)** The decisions of the examination board are made in non-public face-to-face meetings or by circulation procedure. At the invitation of the chairing member, guests can take part in face-to-face meetings; they are equally obliged to maintain confidentiality.

The chairing member invites to face-to-face meetings with a notice period of one week, stating the items on the agenda; the day of the meeting is not included in the notice period. The circular resolutions are made at the instigation of the chairing member.

**(9)** The examination board has a quorum if more than half of the legal members are present or take part in a circular resolution. If this quorum is not reached in the first appointment or in the first circular resolution, the chairing member can use the same agenda to invite to the meeting again or to initiate a circular resolution. In this case, the examination board always has a quorum.

**(10)** The Examination Office, in cooperation with the examination board, is responsible for the organization and coordination of the examination system, including the issuing of the degree certificates, the diplomas and the diploma supplements. Administrative activities of the examination board are usually carried out by the Examination Office. Announcements are usually made by

the Examination Office. The Examination Office accepts registrations for the examination achievements and determines whether the requirements for admission to examinations are met. The Examination Office is the objection authority in examination matters.

### **§ 3 Examiners and Observers, Supervisors of the Final Thesis**

**(1)** The examination board appoints examiners, observers and supervisors of the final thesis; the appointment process is conducted via resolution. The board can delegate the appointment to the chairing member of the board.

**(2)** Examiners are those persons listed in Art. 25 para. 4 sentence 1 HochSchG. In addition, professors emeritus, honorary professors, habilitated lectures and junior professors can also serve as examiners. Examiners can also include scientific and artistic employees and assistants with tasks in accordance with Art. 56 para. 1 sentence 2 and para. 6 sentence 4 HochSchG, teachers for special tasks, adjunct lecturers, persons with professional experience as well as teachers from foreign universities who have the same qualifications as the group of persons according to Art. 25 para. 4 sentences 1 and 2 HochSchG.

Upon sufficient justification, the examination board may grant exceptions according to Art. 25 para. 4 and 5 HochSchG.

**(3)** Only those who meet the requirements in accordance with Art. 25 para. 5 HochSchG can be appointed to attend as an observer.

**(4)** Supervisors of the final thesis are persons according to para. 2. The examination board shall decide on exceptions.

**(5)** The examination board ensures that the names of the examiners and observers as well as the registration periods for the examinations are communicated to the students in a timely manner.

**(6)** Students are allowed to suggest a supervisor for the final thesis. This suggestion does not constitute a legal claim.

**(7)** For examiners and observers, Art. 2 para. 7 applies accordingly.

### **§ 4 General Admission Requirements and Procedures**

- [1]** Only those who are enrolled in the respective degree program at Trier University of Applied Sciences at the time of the examination can take part in exams.
- [2]** The examination board, or the office entrusted with the task, shall set dates for examinations and determine deadlines for registration, withdrawal from registration and, as necessary, application for admittance. In addition, the examination board shall determine which documents are to be submitted upon application for admittance. If it is not possible to provide the documents in the manner prescribed, the examination board may grant verification in another manner.
- [3]** The students must register or deregister for all examinations as well as all repeat examinations within the registration deadlines (exclusion periods) applicable during the respective semester in the university's own electronic examination administration system. If the examination board, or the office it has entrusted with the task, according to para. 2 has not specified any other deadlines, the registration and withdrawal period for each examination ends three working days before the respective examination date at midnight. Saturdays are not considered working days. If the registration is not completed on time, participation in the exam will not be allowed. If the withdrawal is not made on time, the examination will be graded as "failed" if the students do not take part in this examination without justifiable reason. Art. 12 para. 1 applies accordingly. The examination board shall decide on exceptions.
- [4]** Upon registration or upon submission of a request to the central Examination Office of the given university location, students are required to state whether they have failed an examination in the final attempt in a degree program within the Federal Republic of Germany since their enrollment at Trier University of Applied Sciences.
- [5]** The examination board shall decide on admission to the examination. Admission is to be denied if the students have lost the right to take examinations in the chosen degree program or two degree programs in total at a university in the Federal Republic of Germany, or if students, on account of the number of unsuccessful attempts according to Art. 14 para. 1, are no longer able to take examination achievements that are necessary to pass the final examination.

#### **§ 5 Modules, Award of Credit Points (ECTS), Types of Examination Achievements, Deadlines**

- [1]** Modules are usually concluded with an examination achievement. An examination achievement usually consists of a graded course-related examination. Credits points (ECTS) are awarded based on the successful completion of a module. If, in exceptional cases, a module is completed with several examination achievements, the successful completion of the module requires the passing of all partial examinations.
- [2]** The following list the types of examination achievements:
1. oral examinations according to Art. 7,
  2. written as well as artistic and creative examinations according to Art. 8,
  3. project work according to Art. 9,
  4. a final thesis according to Art. 10, which can include a colloquium.
- [3]** The form of the examination (e.g. written exam, colloquium, project presentation, seminar and term paper, internship/laboratory work, presentation, oral examination, portfolio or a combination thereof) is to be announced by the respective examiners at the beginning of the semester or at the beginning of the course. If the courses are offered in a language other than German, the examination achievements must generally also be completed in this language.
- [4]** Examination achievements according to Art. 7 - 9 are evaluated by the persons listed in Art. 3 para. 2, usually within four weeks. The final thesis is normally to be graded within 6 weeks. The evaluation will be announced in a suitable manner. The announcement can also be made in electronic form within the university's electronic examination system.
- [5]** For those students capable of demonstrating by means of a medical certificate that they are unable to complete their exams in the prescribed form, either as a whole or in part, due to prolonged illness, chronic impairment, significant family obligations or due to other reasons for which they are not responsible, the examination board may allow for the completion of examination achievements during an extended period of time or an equivalent examination achievement in another form. For this purpose, a medical certificate or comparable evidence can be requested. The examination board can request an official medical certificate.
- [6]** The examination board ensures that the examination times will be announced to the students no later than 4 weeks before the end of the lecture period and at least 4 weeks before the relevant examination date.

## § 6 Study Achievements

**[1]** In accordance with the regulations of the Conference of the Ministers of Education and Cultural Affairs concerning the examination load, the successful completion of study achievements may serve as an admission requirement for the completion of examination achievements or as a requirement for the successful completion of a module.

**[2]** A study achievement is an individual achievement assessed by an examiner. It can be completed, for example, in the form of oral presentations, term papers, protocols, attestations or written exams. Certificates of attendance are not study achievements.

**[3]** Study achievements are graded either as "passed" or "failed."

**[4]** The manner and time of their completion will be announced by the teaching personnel at the beginning of the course or the module.

**[5]** An evaluation of study achievements usually takes place within 4 weeks.

**[6]** The respective Examination Regulations, in accordance with Art. 1 para. 2 of these regulations, regulate whether and how study achievements are to be completed in the relevant degree program.

## § 7 Oral Examinations

**[1]** In oral examinations, students are intended to demonstrate that they are in possession of broad and integrated knowledge of their discipline, including its scholarly fundamentals, of awareness of the practical use of the field being examined and of critical understanding of the most important theories and methods. Oral examinations are also intended to demonstrate that students are capable of presenting complex problems and solutions of relevance to the discipline to other professionals, and that they are capable of expanding further upon them.

**[2]** Oral examinations are carried out by several examiners or by one examiner in the presence of one or more expert observers in accordance with Art. 3 Para. 3. Oral examinations are individual or group examinations. No more than 4 students may take part in group examinations.

**[3]** Unless otherwise stipulated in these regulations or in other examination regulations, oral examinations usually last no more than 30 minutes. Group examinations last at least 15 minutes per student.

**[4]** The main subjects and results of the oral examination are to be recorded in a protocol for the individual students. The preparation of the protocol in electronic form is not allowed. The observers are to be heard by the examiners before the grade is determined according to Art. 11. The result is to be announced to the students after the oral examination.

**[5]** Students in the same department may be allowed to observe an examination provided there is sufficient space available in the exam location and the individuals being examined do not raise any objections before the beginning of the examination.

**[6]** Upon the request of students, the equal opportunities representative of the senate or of the department as well as the representative of the senate for the interests of students with disabilities can be present during the oral examinations.

## § 8 Written, Artistic and Creative Examinations

**[1]** In written and artistic and creative examinations, students are intended to demonstrate that they are in possession of broad and integrated knowledge of their discipline, including its scholarly fundamentals, of awareness of the practical use of the field being examined and of critical understanding of the most important theories and methods.

Through written and artistic and creative examinations, students should prove that they are capable of recognizing problems within a limited amount of time and developing solutions using subject-specific methods.

**[2]** Written exams last 45 to 240 minutes.

**[3]** Term papers are to be done individually or in a group. The workload should not amount to more than two thirds of the student workload listed for the respective module. For group written papers, the contribution of each student to be evaluated must be clearly distinguishable and assessable.

**[4]** Examinations based on multiple-choice procedures are carried out according to the regulations for multiple-choice examinations of Trier University of Applied Sciences in the currently applicable version.

## § 9 Project Work

**[1]** Project work demonstrates the ability to develop, implement and present projects. Within the project work, students are to

demonstrate that they are capable of defining objectives as well as developing concepts and solutions. Project work includes a written paper and should be interdisciplinary in character.

**(2)** The time to work on the project including the written paper is usually a maximum of 18 weeks.

**(3)** Project work is to be done individually or in a group. For group written papers, the contribution of each student to be evaluated must be clearly distinguishable and assessable.

## § 10 Final Thesis

**(1)** The final thesis is intended to demonstrate that the student is capable of working independently on a discipline-specific problem using scholarly methods within a limited time period. An interdisciplinary thesis in combination with other disciplines is also possible.

**(2)** The examination board ensures that the students receive a topic for the final thesis from a supervisor who is to be appointed by the examination board. The students are to be given the opportunity to make suggestions. The topic, task and scope of the final thesis must be set in such a way that the working time listed in the Examination Regulations, in accordance with Art. 1 para. 2 of these regulations, can be adhered to. Supervisors of the final thesis issue the topic of the final thesis through the chairing member of the examination board. The time of issue is to be recorded.

**(3)** The topic can only be returned once and only within the first third of the time given to work on it. The time of return is to be recorded. The preparation of a new topic is to be registered within three months upon the return of the first topic.

**(4)** The final thesis can also be accepted as group work if the contribution to be assessed by the individual students is clearly distinguishable and assessable and the requirements are fulfilled according to para. 1.

**(5)** The final thesis must be submitted by the due date to the chairing member of the examination board or to the office determined by the examination board. The examination board determines the form and number of copies to be submitted. Upon submission the students must attest in written form that the work was independently produced - in the case of group work, the correspondingly marked share of the work – and that no

other sources and aids were used, other than the ones indicated. The time of submission is to be recorded. If the final thesis is not submitted on time, it is to be accorded a failing grade. In the case of a failing grade, students receive written notification, which simultaneously informs them, if and until when a further repetition of the final thesis is possible.

**(6)** The thesis is to be evaluated by at least two people who, in accordance with Art. 3 para. 2 are allowed to serve as examiners, whereby one of these persons must belong to the group of professors (Art. 37 para. 2 No. 1 HochSchG) of the department. One of the two persons must have supervised the thesis.

## § 11 Evaluation of the Examination Achievements/Determination of Module Results

**(1)** The grades for the individual examination achievements are determined by the respective examiners. For the evaluation, the following grades are to be used:

1 = very good = an excellent performance  
2 = good = a performance that markedly exceeds average requirements

3 = satisfactory = a performance that corresponds to the average requirements

4 = sufficient = a performance which, despite shortcomings, satisfies the requirements

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

For a differentiated evaluation of the achievements, individual grades can be increased or decreased to intermediate values by 0.3; the grades 0.7; 4.3; 4.7 and 5.3 are excluded.

**(2)** Should there be discrepancies in grades for examination achievements upon grading by several examiners, the examination board shall decide on the grade within 6 weeks of the grade submission. The examination board regulates the details. The examination board can delegate the decision according to sentence 1 to the chairing member.

**(3)** The result of the module is the grade of the corresponding examination achievement. If more than one examination achievement is assigned to a module, each examination achievement must be a grade of at least sufficient (4.0). The result of the module in this case is the weighted average, weighted according to the credit points (ECTS), of the grades of the respective examination achievements. From this average, only the first

decimal number after the decimal point is taken into account; all other digits are deleted without rounding. The grade text shown on the certificate is determined by the module grade as follows:

up to and including 1.5 = very good  
 from 1.6 up to and including 2.5 = good  
 from 2.6 up to and including 3.5 = satisfactory  
 from 3.6 up to and including 4.0 = sufficient  
 4.1 and above = insufficient.

**(4)** For the conversion of the grades into the ECTS evaluation scale and vice versa, the rules of the Conference of the Ministers of Education and Cultural Affairs apply in the respective version.

**(5)** If a module was graded at least "sufficient" according to para. 1, the corresponding credit points (ECTS) are awarded, in accordance with the respective Examination Regulations in accordance with Art. 1 para. 2 of these regulations, for the relevant degree program.

**(6)** Students may contest the grading of examination achievements in written form with reasons specified within 4 weeks after inspection of the graded examination achievement. Details shall be determined by the examination board via resolution.

### **§ 12 Unexcused Absence, Withdrawal, Academic Dishonesty, Contraventions of the Regulations**

**(1)** An examination achievement is graded as "insufficient," or "failed" if students do not appear to an examination date without due cause or if they withdraw from the examination after its commencement without due cause. The same applies if a written examination achievement is not completed within the specified working time.

**(2)** The reasons asserted for failing to appear to an examination or for the withdrawal after the commencement of an examination must be reported to the examination board immediately in writing and made credible. In the case of illness, a medical certificate is to be submitted immediately, i.e. without undue delay by the third working day after the examination date, to the chairing member of examination board or an office appointed by the examination board. Saturdays are not considered working days. The medical certificate must indicate the inability to take the examination. The submission of an official medical certificate

can be requested. The illness of a student is equal to the illness of a child in the student's custody. Other reasons that students cannot be held responsible for, such as significant family commitments, can be equated with illness by the examination board upon application. If the reasons are recognized as valid, the examination must be taken on the next examination date. In this case, the examination results already available are to be taken into account.

**(3)** Should students attempt to influence the result of an examination achievement by dishonest means or the use of means which are strictly prohibited, the said examination achievement is graded as "insufficient" or "failed." Depending on the severity of the dishonesty, the examination board can set additional legal consequences, such as the loss of another attempt at an examination or the loss of the right to take an examination. It decides on this within the framework of its best judgement according to the principle of proportionality. Students who disrupt the orderly examination procedure can be excluded from continuation of the examination by the respective examiner or the proctor. In this case, the said examination achievement is graded as "insufficient" or "failed."

**(4)** An attempt at academic dishonesty within the meaning of para. 3 includes especially the possession of unauthorized aids during the examination in the examination room. Aids that are not permitted in this sense are, for example, cell phones or other electronic means of communication that are brought with contrary to the directions given by the examination supervisor. The spatial environment of the examination room, e.g. the bathrooms, hallways or stairwells, are to be regarded as equivalent to the examination room itself. The general principles of prima facie evidence apply.

**(5)** The final thesis is graded "insufficient" or "failed" if it is written in whole or in substantial parts by someone other than the student (plagiarism). A repetition according to Art. 14 para. 4 can then be rejected. For assessment of whether or not plagiarism has been committed, a further person authorized as an examiner according to Art. 3 para. 2 is to be consulted. The concerned party is to be consulted before a decision is made. Disqualification from repeating an exam according to Art. 14 para. 4 is determined by the examination board.

**(6)** Decisions according to para. 3, 4 and 5 are to be communicated in written form to the students by the examination board or an appointed authority, are to be substantiated and are to include information on legal remedies.

### **§ 13 Passing, Failing and Certification of Examination Achievements**

**(1)** The final examination has been passed if all examinations required in the respective examination regulations according to Art. 1 para. 2 of these regulations have been graded at least "sufficient."

The final examination is considered failed in the final attempt if the repetition possibilities of the examination achievements according to Art. 14 have been exhausted without success.

**(2)** If the student loses their right to take an examination, they will receive a written notification that also provides information about the degree program in which they have lost their right to an examination.

**(3)** Students who have failed an examination achievement in the final attempt can, upon request, receive a summary certificate of the completed examination achievements. The issuing of this certificate in electronic form is not allowed.

### **§ 14 Repetition of Examination Achievements**

**(1)** Examination achievements apart from the final thesis and, if applicable, the colloquium on the final thesis, which according to Art. 11 para. 3 have not been graded at least "sufficient," can be repeated twice. Failed examinations in the selected degree program at a university in the Federal Republic of Germany are counted as failed attempts in the number of repeat examinations allowed.

**(2)** The repeat examinations are subject to a regulation in the respective Examination Regulations according to Art. 1 para. 2 of these regulations and must be taken at the latest during the examination dates of the next two semesters. If such a repeat examination is missed without a valid reason, the respective examination attempt is graded as "failed" or "insufficient." For students from a partner university, the repeat examination can be taken in the same semester if the student will no longer be enrolled at the time of the repeat examination. The examination board shall decide on exceptions.

**(3)** The Examination Regulations, in accordance with Art. 1 para. 2 of these regulations, can stipulate that the repetition of a

passed examination achievement be permitted once at the next examination date to improve the grade. If a better grade is not achieved, the grade received on the first attempt of the examination is applied. For the final thesis as well as the colloquium for the final thesis, repeating in order to improve the grade is not permitted.

**(4)** The final thesis and, if applicable, the colloquium for the final thesis can, subject to the regulation in Art. 12 para. 5, only be repeated once. A final thesis that has not been passed must be registered with a new topic within three months of the notification date of the failure.

**(5)** If an examination achievement in a compulsory elective module is not passed, the repeat examination is usually carried out in the same module. The examination board shall decide on exceptions.

### **§ 15 Recognition of Study and Examination Achievements and Crediting of Competencies Acquired Outside the University**

**(1)** The recognition of study and examination achievements as well as the crediting of competences acquired outside the university takes place in accordance with Art. 25 para. 3 HochSchG.

**(2)** Study and examination achievements that have been completed in a degree program at a university in or outside of Germany or at Trier University of Applied Sciences will be credited insofar as the obtained learning outcomes do not significantly differ in content, qualification level and profile from that of a degree program for which crediting is sought. The crediting decision is to be looked at from an overall view regarding the importance of the achievements for completing the objectives of the degree program and the purpose of the examinations according to Art. 2 of the Examination Regulations according to Art. 1 para. 2 of these regulations. In this sense, a significant difference exists if the applicant is likely to be unduly hindered in the attempt to complete his or her studies successfully. The applicant is responsible for providing sufficient information for recognition. The burden of proof for the assertion of a significant difference lies with the university.

**(3)** Upon request, the university can credit knowledge and qualifications acquired outside of the university based on the documents submitted, if these knowledge and skills



are equivalent in content and level to the examination achievements they are to replace. Knowledge and qualifications acquired outside the university shall be credited for up to half of the university studies. The verification of whether the achievements acquired outside the university completed by the applicant are equivalent to the examination achievement that they are intended to replace is carried out on a case-by-case basis on the basis of the documents submitted by the applicant, such as work samples and certificates, subject descriptions, curricula and the like. The applicant is responsible for providing evidence of equivalence. The Examination Regulations can, according to Art. 1 para. 2 of these regulations, particularly in the case of dual study programs, stipulate more detailed regulations.

**[4]** If study periods, credit points (ECTS) or examination achievements are recognized, the grades - insofar as the grading systems are similar - are to be used and included in the calculation of the overall grade. If the grading systems are not comparable as well as if achievements are credited according to para. 3, the graded "passed" will be noted in the certificate. These achievements are not included in the calculation of the overall grade. Alternatively, the modified Bavarian formula for the conversion of grades may be used in the case of incomparable grading systems. These achievements are included in the calculation of the overall grade. The examination board decides on the choice of alternative. It is noted in the final certificate which of the study and examination achievements listed have been recognized or which non-university qualifications have been credited.

**[5]** The procedure for recognition according to para. 2 and crediting according to para. 3 is determined by the examination board.

**[6]** Applications for recognition according to para. 2 or crediting according to para. 3 are usually processed within three months.

**[7]** The first legally binding registration to take an examination achievement excludes the later application for recognition of the same examination achievement. This also applies in the event of a later, legally-valid withdrawal from the examination.

## § 16 Components of the Final Examination

**[1]** The final examination consists of the examination achievements of all modules required in the Examination Regulations according to Art. 1 para. 2 of these regulations.

**[2]** The subject of an examination achievement is the content of the module belonging to it.

**[3]** For study and examination achievements completed outside of Germany, the examination board may authorize deviations from the requirements of the Examination Regulations according to Art. 1 para. 2 of these regulations.

## § 17 Certificate, Diploma Supplement

**[1]** A certificate is issued for the passed final examination. The certificate includes:

1. the name of the respective degree program,
2. if the respective Examination Regulations according to Art. 1 para. 2 of these regulations provides for this, the name of the field of study, the specializations or the compulsory elective area,
3. the topic and grade of the final thesis,
4. name and grade of all the modules,
5. the weight of the modules for the calculation of the overall grade,
6. the overall grade

**[2]** At the request of the students,

1. the number of semesters required until the completion the final examination,
2. a list of the additional completed study and examination achievements, which are not required by the Examination Regulations according to Art. 1 para. 2 of these regulations,
3. exchanges with other universities can be included in an appendix to the certificate.

**[3]** The certificate is to be signed by the chairing member of the Examination Board and shall bear the date on which the last achievement was completed.

**[4]** The university shall issue a diploma supplement (DS) corresponding to the "Diploma Supplement Model" of the European Union/Council of Europe/UNESCO in German and English. As a representation of the national education system [DS Section 8] the agreed upon text between the Conference of the Ministers of Education and Cultural Affairs and the German Rectors' Conference (HRK) is to be used in the respective current version.

**[5]** At the request of the students, the University shall, in addition to issuing the

Diploma Supplements, provide translations of the diploma, the certificate and, if applicable, the appendix to the certificate in English.

**[6]** The issuing of the Diploma Supplement and the certificate including the appendix to the certificate in electronic form is not allowed.

### **§ 18 Diploma**

**[1]** The diploma will be issued together with the certificate with the date of the certificate. The diploma certifies the awarding of the academic degree.

**[2]** The diploma is signed by the president of the university and the chairing member of the examination board and bears the seal of the university.

**[3]** Art. 17 para. 5 and 6 apply accordingly.

### **§ 19 Invalidity of the Final Examination**

**[1]** If students have been academically dishonest in an examination, the examination board can retrospectively amend the grades of those examination achievements that were completed while using dishonest means and declare all or part of the examination as “failed.” Sentence 1 also applies if the academic dishonesty only becomes known after the certificate has been issued.

**[2]** If the requirements for admission to an examination have not been fulfilled, without any intent to deceive on the part of the student, and if this fact only becomes known after the certificate has been issued, this deficiency will be ignored if the applicant passes the examination. If students have gained admission by intentionally deceitful means, the examination board shall decide.

**[3]** Before any such decision is made, the student shall be given the opportunity to comment.

**[4]** If, based on a decision according to para. 1 or 2, the grade of an examination is changed or an examination declared “failed,” the incorrect examination certificate must be retracted and a new one issued if necessary. This shall also apply to the diploma.

**[5]** Examination documents shall be retained for two years upon completion of the final examination, insofar as the result of the examination is not objected to. Insofar as the result of the examination is objected to, the examination documents must be retained beyond the period of time set out in sent. 1,

until the proceedings have been legally concluded.

### **§ 20 Inspection of the Exam Files**

Students can inform themselves of partial results before completing their examination. Students shall be allowed to consult their examination file within a year after notification of the results of the respective examination.

### **§ 21 Entry into Force**

These general Examination Regulations come into effect on the day after their publication in “publicus,” the official publication organ of Trier University of Applied Sciences. They apply to all students who enroll in a degree program at Trier University of Applied Sciences starting in the summer semester 2019, whose Examination Regulations in accordance with Art. 1 para. 2 of these regulations refer to these general Examination Regulations in their respective version.

Trier, 25.04.2019

signed per procura Prof. Dr. Marc Regier  
The Vice President of Trier University of Applied Sciences