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Unit 4: English for Exam Offices

Examination Offices/Examinations Offices/Exam Offices/Student Records/Registrars are some of the names of that central, sometimes existential center found in Student Affairs/Registrar/Student Archives (among others).

The various names of this office do refer to its main responsibilities: registering a student's academic life at the institution(s) the student has visited (or attended; or been enrolled at, or ...), although some university faculties have their own exam office. And some German universities have organized Student Affairs so that an administrator accompanies a student throughout their whole academic life, from application through graduation.

Confused? The confusion must be even greater when the non-German student approaches this office with questions that seem to have nothing to do with:

“The Central Examination Office is your contact for all technical, organizational, and legal questions relating to exams as well as diplomas and certificates.”¹

The “Central Examination Office” at Potsdam University further describes their responsibilities:

¹<http://www.uni-potsdam.de/studium/en/advising-and-services/centralexaminationoffice/> (last accessed on 18 May 2015).

“The duties of the Central Examination Office include:

- Administration of student credits and exam results,
- Recording of [recognized academic achievements](#) for students switching to a different program of study or who are transferring from a different university,
- Issuance and delivery of [diplomas, certificates, and Diploma Supplements](#),
- Enforcement of deadlines,
- Registration of final theses”.²

Many German universities can identify with this structure, while others include different “registering” processes, including some related to the application and the placement processes.

How has your university organized your exam office? Is it central or decentralized? Do you accompany students through their entire academic life at your university? And how do you cope with those non-German questions from non-Germans?

Your dialogue with students, whether German-speaking or not, can be quite challenging anyway since it is an exam office that frequently deals with students who are trying to understand bad grades in a strange system.

²<http://www.uni-potsdam.de/studium/en/advising-and-services/centralexaminationoffice/duties/> (last accessed on 18 May 2015).

As challenging and existential as your communication with non-German speakers is, how much more challenging can it be with non-German academics, frequently the stuff of university myth. The debates surrounding ECTS—why can't the 10% be 12% in this case? why can't a "high distinction" (85/100 points) be converted to a "1"?—is just one example of ongoing misunderstandings at universities worldwide.

Armed with a good dictionary, native English skills, a comprehension of different university systems and hours (literally) of surf time, you can try to examine registrars/archives/student affairs at foreign universities: this may give you some insight into your students/staff questions and concerns:

- "Student Administration"³ at the University of Sydney includes "Student Centre".
- "Academic Records"⁴ is Seoul National University's equivalent.
- "Office of the Registrar"⁵ at Portland State University keeps student records and includes a "help page" for faculty and staff.

³http://sydney.edu.au/current_students/student_administration/index.shtml?utm_source=CWS&utm_medium=link&utm_campaign=homepage (last accessed on 20 May 2015).

⁴<http://en.snu.ac.kr/certificates> (last access on 20 May 2015).

⁵<http://www.pdx.edu/registration/grades> and <http://www.pdx.edu/registration/faculty-staff> (last accessed on 20 May 2015).

Exercises

1.

A. Find nouns that combine suitably with the word “examination”. Not all of the words provided will be suitable.

results – regulations – employer – board – pencil – degree – professorship – law – adjustments – retreat – slide – format – list – arrangements – studies – fellow

B. Find verbs that combine suitably with the word “examination(s)”. Not all of the words provided will be suitable.

to inherit – to sit – to be held – to take place – to remove sb. from – to determine – to add sb. to – to list – to remark – to be enrolled to do – to resit – to manifest – to reschedule – to mark/assess – to graduate – to timetable – to arrange – to impact

([key, p. 36](#))

Did you know that the debate concerning grade conversion is still going on?

Remember when we thought that ECTS would solve conversion arguments? Have you been at the university long enough to remember the conversion tables deans of studies had to prepare—and be prepared to defend—for partner universities? The debates between faculties, deans of studies, faculty and university administration? The conferences addressing grade conversions?

This discussion is not only on-going between non-European and European partner universities but also within the European Union.

The European Grade Conversion System (Egracons)⁶ is the newest attempt to make our lives easier, but only for European universities. The *ECTS Users' Guide* is available in English through the EU.⁷

Most universities with non-European exchanges have recommendations for grade conversion. These probably lead to passionate discussions since that Australian “high distinction” (excellent) with 85 points is an A- in Germany.

⁶<http://egracons.eu/>

⁷http://ec.europa.eu/education/library/publications/2015/ects-users-guide_en.pdf (both last accessed on 20 May 2015).

2A. Match the verbs on the left-hand side with their corresponding noun (phrase).

- | | |
|--------------------------|--|
| a. to organise | 1. proctors |
| b. to make | 2. the marks/grades |
| c. to publish | 3. permission to sit an exam |
| d. to allocate | 4. degree examinations |
| e. to submit | 5. examination arrangements for students with disabilities |
| f. to complete | 6. attendance |
| g. to be denied | 7. an essay |
| h. to record | 8. examination results |
| i. to monitor/
record | 9. the required course work |

[\(key, p. 37\)](#)

B. Can you find their German translation?

- a. Prüfungsergebnisse bekannt geben
- b. die erforderlichen Seminararbeiten abgeben
- c. Abschlussprüfungen organisieren
- d. nicht zur Prüfung zugelassen werden
- e. die Prüfungsaufsicht einteilen
- f. die Prüfungsbedingungen an die Bedürfnisse von Studierenden mit Behinderungen anpassen
- g. einen Aufsatz einreichen
- h. Noten eintragen
- i. die Anwesenheit kontrollieren

[\(key, p. 37\)](#)

**C. Choose the correct verbs to complete the phrases.
In most of the examples, there is more than one possibility.**

- a. to *miss* – *extend* – *fulfil* a deadline
- b. to *organise* – *arrange* – *schedule* degree examinations
- c. to *finally fail* – *sit* – *take* an examination
- d. to *withdraw* – *resit* – *be denied* permission to sit an exam
- e. to *record* – *ask for* – *require* additional support
- f. to *display* – *show* – *mention* (for the invigilator's inspection) a valid Student ID card
- g. to *submit* – *require* – *apply for* individual examination adjustments
- h. to *obtain* – *set out* – *outline* details of the dissertation process

([key, p. 38](#))

D. Find the missing verbs from the box to complete the following phrases. You can only use each verb once.

take – keep – provide – miss – complete – give –
exclude – have – support

- a. to _____ written evidence to
_____ any request
- b. to _____ a temporary disability
- c. to _____ something from use
in examinations
- d. to _____ a course
- e. to _____ classes regularly
- f. to _____ all elements of assessed
work (for each course)
- g. to _____ to a deadline
- h. to _____ clear advance warning (of
any changes to the exam format)

[\(key, p. 38\)](#)

E. Can you put the letters in the word scramble into the correct order to form verbs?

- a. to *epvarpo* a temporary disability
- b. to *eyob* the instructions of the invigilator
- c. to *iedba* by the University's policy on plagiarism
- d. to *teern* the marks into the computer system
- e. to *ieoc-dtrona* the publication of degree exam results
- f. to be *lenerlod* to resit an exam
- g. to *naregar* degree examinations
- h. to *xedulce* something from use in exams (e.g. dictionary, calculator)
- i. to *vcnroet* the grades/marks

[\(key, p. 38\)](#)

Did you know that ethics, data protection and parental rights is an increasingly important topic in non-European education?

Many German colleagues report on conflicts with students' parents who want information on their (adult?) children's university records. But the game rules are relatively clear on these conflicts, or at least have been. With the under-18 student, Germany may end up having to rethink these issues?

In the United States of America, academics and administration are learning to function within the Family Educational Rights and Privacy Act (FERPA)⁸. The "may, but not must" (*kann/soll*) is challenging because different universities interpret student status differently: some will release information to parents if the student is under 18 or is financially dependent on the parent(s).

In the USA, students can also give university administration consent to release their information. This seems to be similar to giving a proxy although more bureaucratic.

Perhaps this is an issue that your (non-German) academics should be informed about?

⁸<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.htm>
(last accessed on 23 April 2015).

3. Formal requests and statements:

A. In the following sentences, several words are missing three letters. Please complete them.

- a. Diesem Formular sind ... Anlagen beigefügt.

A _____ mpanying this form please find ...
atta _____ ents.

- b. Merkblätter und Anträge können unter
www.xyz.de heruntergeladen werden oder stehen
im Prüfungsamt zur Verfügung.

Instr _____ ions and applicat _____ s may be
found at the examinations office. They may also
be dow _____ aded at www.xyz.de.

- c. Können die entsprechenden Nachweise nicht
beigefügt werden, sind sie unverzüglich
nachzureichen.

If the rele _____ t documents cannot be
attached/enclosed, send/hand/bring them in
without de _____ .

- d. Rechtshilfsbelehrung: Sie haben die Möglichkeit,
innerhalb eines Monats nach Bekanntgabe beim
Prüfungsausschuss schriftlich oder mündlich zur
Niederschrift unter Angabe von Gründen
Widerspruch einzulegen.

Legal inf_____ation: you have a month to appeal your gra_____ by giving noti_____ation to the examinations board orally or in writing, specif_____g your grounds for appeal.

- e. Ich bitte den Prüfungsausschuss auf Grund der beigefügten Nachweise um Anerkennung der im Folgenden aufgeführten Studien- bzw. Prüfungsleistungen.

I formally req_____t that the examinations board recog_____e the following study and examination re_____ds on the basis of the attached supporting documents.

- f. Meinem Antrag auf Zulassung zur Abschlussprüfung liegen bei:
- Nachweis über künstlerische praktische Ausbildung.
 - Nachweis über Lateinkenntnisse.
 - Nachweis der Hochschulreife.

My application for acceptance into the final examination in _____des

- documents supporting an artis____ practical training.
- documents supporting knowledge of Latin.
- documents supporting the com_____tion of high school leaving exams (A-level equi_____ent).

([key, p. 39](#))

B. Find the correct English translation for every sentence.

a. Bitte füllen Sie den Antrag auf Zulassung zur Abschlussprüfung aus.

1. Please attach documents from your home university.

b. Bitte Urkunden bzw. Nachweise der Heimatuniversität beifügen.

2. I will inform the central examinations office of any changes in my address immediately.

c. Reichen Sie bitte beglaubigte Abschriften bzw. Kopien Ihrer Prüfungszeugnisse ein.

3. Please issue my certificate/diploma and related documents.

d. Die Bescheinigung wird nachgereicht.

4. Please fill out the application for admission to the final examination.

e. Jeden Wechsel meiner Anschrift teile ich dem Zentralen Prüfungsamt unverzüglich mit.

f. Hiermit beantrage ich die Erstellung meines Zeugnisses und meiner Urkunde.

5. Please hand in all notarised transcripts, including copies of your examination certificates.

6. The certificate will be submitted later.

[\(key, p. 39\)](#)

DA

C. Match the beginning of each sentence with its corresponding ending and then find the correct German translation.

a. Please check the equivalent modules

1. of all changes without being requested to do so.

b. An extension until TT/MM/JJJJ will be given/will not be given

2. and have used no sources or aids other than those specified.

c. Please check the boxes/statements

3. after a vote by the examinations board.

d. Please inform the examinations office

4. supporting completed study and examination achievements (itemized).

e. Please present documents

5. offered at University xyz.

f. I certify that I have undertaken this work independently

6. that apply to you.

[\(key, p. 39\)](#)

- A. Bitte legen Sie Nachweis der erbrachten Studien- und Prüfungsleistungen (Einzelaufstellung) vor.
- B. Bitte kreuzen Sie die vergleichbare Modulbezeichnung an, welche an der Universität xyz angeboten wird.
- C. Zutreffendes bitte ankreuzen.
- D. Eine Fristverlängerung bis zum TT/MM/JJJJ wird nach dem Votum des Prüfungsausschusses erteilt/nicht erteilt.
- E. Teilen Sie bitte unaufgefordert alle Änderungen dem Prüfungsamt mit.
- F. Ich versichere, dass ich die Arbeit selbständig verfasst und keine anderen als die angegebenen Quellen und Hilfsmittel benutzt habe.

D. Fill in the blanks with words from the box.

issued – drafted – acceptance – achievements –
doctoral – without delay – appeal – accredited

- a. The supporting documents should be presented _____.
- b. You can _____ your records within one month.
- c. The Examinations Board recognised your study and examination _____.
- d. an application for _____ into the final examination
- e. The Examinations Office _____ the student's final degree certificate.
- f. to hand in all _____ transcripts
- g. The Examinations Board _____ a deadline extension, so the _____ candidate will have one month more to finish his PhD thesis.

([key, p. 39](#))

Did you know that there is what *seems* to be an anti-technology movement in global higher education?

Some colleagues from German universities have mentioned that university students are required to put their cell/mobile phones on their desks during examinations. The goal is to reduce cheating, at least during examinations.

A more radical approach introduced by some universities in the United States of America and in Australia has been described by the *Observer*: “Universities and Text Centers Banning Apple Watches to Stop Cheating.”⁹ On 16 June 2015, John Bonazzo described measures being taken to combat technological innovations that allow us to “have the world at our fingertips”. Among the examples are explicit sanctions in exam regulations against any visible watch (University of South Wales), an even stricter approach than La Trobe’s groundbreaking requirement to watches placed in sight on examinees’ desks.

Take a look at this article for some of the other methods being used around the world to cheat, and to catch the cheaters. Does your university have explicit regulations against any of these new technologies? Or is it left up to individual departments to deal with these newest challenges?

⁹ <http://observer.com/2015/06/universities-and-test-centers-banning-apple-watches-to-stop-cheating/> (last accessed on 30 July 2015)

4. In the following exercises you will find words, phrases and sentences commonly found in forms at German University Examinations Offices.

A. The provided words and phrases should deal with information regarding admission to the bachelor final exam. Please put them into order. There may be more than one correct answer.

- a. for – in Autumn 2015 – the Bachelor final examination – you have registered
- b. according to the Bachelor examination regulations – the decision regarding your admission – will be made – to this examination – when all admission prerequisites are fulfilled
- c. by the end of August 2015 at the latest – of the decision – you will be informed – regarding admission
- d. by the 7th of August 2014 at the latest – may be handed into – missing documents for admission – the central examinations office
- e. to the central examinations office – you cannot be admitted – should the necessary documents for the admission not be presented – in full by this date – to the above-mentioned examination

Match them with their corresponding German translations.

1. Zulassungsbescheide werden bis spätestens Ende August 2015 versendet.
2. Liegen dem Zentralen Prüfungsamt bis zu diesem Termin die erforderlichen Nachweise für die Zulassung nicht vollständig vor, kann zu oben genannter Prüfung keine Zulassung erfolgen.
3. Sie haben sich zur Bachelor-Abschlussprüfung im Herbst 2015 angemeldet.
4. Bis spätestens 7. August 2014 besteht die Möglichkeit, fehlende Unterlagen für die Zulassung im Zentralen Prüfungsamt der Universität einzureichen.
5. Über die Zulassung zu dieser Prüfung wird erst entschieden, wenn alle Zulassungsvoraussetzungen gemäß der Bachelorprüfungsordnung erfüllt sind.

[\(key, p. 40\)](#)

B. Complete the following sentences dealing with documents regarding the Bachelor examination with the words from the box.

completion – grades (2x) – apply – according to –
ready to be collected – at the very least

- a. I hereby _____ for my Bachelor Diploma and documents.
- b. I have satisfactorily completed all necessary credit points (ECTS) for the successful _____ of the Bachelor examination.
- c. I will receive notification per email from the examinations office once my documents are _____, approximately 4 – 8 weeks after this application.
- d. The _____ of the examinations during the course of study, as well as the _____ of the bachelor thesis will be at least „satisfactory“ _____, and I have achieved x number of credit points.
- e. Should more modules than required be passed, the modules with the best grades shall be counted towards your final grade _____
Article 21 s. 2 of the examination regulations for the Bachelor Pedagogy.

Match them with their corresponding German translations.

1. Vom Prüfungsamt erhalte ich zu gegebener Zeit (ca. 4 – 8 Wochen nach dieser Antragstellung) eine Benachrichtigung per E-Mail, sobald meine Dokumente abholbereit sind.
2. Ich habe alle erforderlichen Leistungspunkte für das Bestehen der Bachelorprüfung erbracht.
3. Sofern mehr Module als gefordert abgelegt wurden, werden gemäß §21 Abs. 2 der Prüfungsordnung für den Bachelorstudiengang Erziehungswissenschaft zur Berechnung der Bereichsnote die jeweils am besten bewerteten Prüfungsmodule herangezogen.
4. Die Noten der studienbegleitenden Prüfungen sowie die Note der Bachelorarbeit lauten voraussichtlich mindestens „ausreichend“ und die geforderte Leistungspunktezahl von x habe ich erreicht.
5. Hiermit beantrage ich die Erstellung meines Bachelor-Zeugnisses und -Urkunde.

([key, p. 41](#))

C. Which of the words in italics make sense in the following sentences dealing with applications for recognition of examination credits?

a. My *course record book/study pamphlet* and further documents in relation are attached.

b. Previously I was on *leave/holidays* from Autumn/Spring Semester X to Autumn/Spring semester Y.

c. I have already *reached/achieved* the following:

Individual/single performance (certificates)

Completion (Diploma, certificate, and similar) in the subject xyz.

Other

d. I request the examinations board, by reason of the attached supporting documents, to,

- *recognise/advise* study and examination credits checked on page 1,
- *submit/recognise* a study period of x semesters.

([key, p. 41](#))

German translation:

1. Studienbuch bzw. sonstige Unterlagen hierüber sind beigelegt.
2. Davor war ich vom WS/SS YYYY bis WS/SS YYYY beurlaubt.
3. Ich habe bereits folgende Leistungen erzielt:

Einzelleistungen (Scheine)

Abschluss (Zeugnis, Zertifikat, o.ä.) im Fach xyz

Sonstiges

4. Ich bitte den Prüfungsausschuss aufgrund der beigelegten Nachweise
 - um Anerkennung der auf Blatt 1 angekreuzten Studien- bzw. Prüfungsleistungen,
 - um Anerkennung einer Studienzeit von x Semestern.

D. Complete the following sentences dealing with transfer of credits and study periods using words related to the given words in brackets. Use the correct grammatical form where necessary.

- a. _____ (to attach):
- b. Supporting documents _____ (to regard) the _____ (completion) previous study period (course record book or semester summary)
- c. _____ (to enrol) certificate from the aforementioned university from the last semester
- d. German language documents:
All previously _____ (acquisition) certificates/confirmations/diplomas in original and copy (the credit hours per week as well as the exam hours must be _____ (evidence))
- e. Foreign language documents (only for international students, who have acquired their degree in their home country)
All previously acquired certificates/confirmations/diplomas in original as well as an extra German _____ (to translate) and copy.
- f. Completed credits in _____ (student) course

[\(key, p. 41\)](#)

German translation:

1. Anlagen:
2. Nachweis über die bisherige gesamte Studienzeit (Studienbuch oder Semesterübersicht)
3. Immatrikulationsbescheinigung des letzten Semesters von oben genannter Universität
4. Bei deutschsprachigen Nachweisen:
alle bereits erworbenen
Scheine/Bestätigungen/Zeugnisse im Original
und Kopie (die Semesterwochen- bzw.
Klausurstunden müssen darauf ersichtlich sein)
5. Bei fremdsprachigen Nachweisen (= nur für ausländische Studierende, welche in ihrem Heimatland einen Abschluss erworben haben):
alle bereits erworbenen
Scheine/Bestätigungen/Zeugnisse im Original
sowie zusätzlich in deutscher Übersetzung und
Kopie
6. Erbrachte Leistung im Studiengang

5. Use the verbs provided to complete the sentences.

to complete – to miss – to take – to resit – to require
– to have an effect

- a. If students have a medical or other condition which causes them to _____ classes frequently, they need to submit a medical certificate.
- b. In exceptional cases, students who wish to do so are allowed to _____ courses offered at other Universities or Universities of Applied Sciences.
- c. All undergraduate students are required to _____ all elements of assessed work for each course.
- d. Please advise us of all mitigating circumstances before and during examination time that may _____ on your attendance at, or performance in, examinations.
- e. In case of a medically certified, temporary disability, students _____ individual examination adjustments.
- f. Can the University make arrangements for international students to _____ their exams in their home countries? ([key, p. 42](#))

Match them with their corresponding German translations.

1. alle Anforderungen (z.B. für einen benoteten Schein) erfüllen
2. individuell angepasste Prüfungsbedingungen benötigen
3. ein Studium aufnehmen
4. nicht anwesend sein; schwänzen
5. die Prüfungsleistung beeinflussen
6. eine Prüfung wiederholen

([key, p. 42](#))

6. **Decide which of the two options (e.g. prepositions) *in italics* dealing with expressing times is correct. Sometimes both are correct.**
- a. Please hand in your dissertation *by/before* the 14th of March 2016.
 - b. The deadline for submitting course work can be extended *until/by* one week.
 - c. You are required to be in the examination room 10 minutes *before/prior to* the announced time.
 - d. We regret to inform you that you have exceeded the deadline *by/with* three days and therefore your coursework cannot be considered.
 - e. Please inform us of any exceptional circumstances no *sooner/later* than seven days after your last examination.
 - f. Applications for individual examination adjustments should normally be made no later than four weeks *behind/before* the date of the student's first examination.

- g. If the university is not informed about a disability in *appropriate/good* time, it may not be able to make the appropriate reasonable adjustments.
- h. The exam with Prof. Dr. Schmidt for all degree students of Physics will be rescheduled *on/to* the 4th of August 2015.
- i. Class teachers must mark coursework and return it with feedback to students *during/within* two months of submission.

([key, p. 42](#))

7. Put the different parts of these sentences into the correct order.

a. with your examination results – will be issued to your student email account – as they become available – an automated email

b. must be made – all requests – by 15 July 2015

after this date – to accept any applications – that we are unable – we regret

c. is Friday 15 January 2016 – the deadline for students – for examinations - to meet with the Disability Support (DS) – taken in February 2016

d. please refer to the notice board – from 13 June 2016 – for information on examination venues – outside of the Examinations office – and their accessibility

([key, p. 43](#))

Did you know that grading systems differ from country to country?

Can you explain the ECTS system? It might be necessary: academics seem to have another understanding of the system than administrators. And there seem to be several approaches to transferring credits from one to another university.

As challenging is deciding how grades will be transferred. An academic who has spent any time teaching outside of the EU—whether a German or a non-German academic—may well have another approach to grading, including percentages. Giving an F in the Republic of Korea for 49/100 points will put an academic under peer pressure. And those 85/100 points, in Germany an A- or a B+, is a very good academic note in Australia.

With double-degree programs, exchange semester/years, Monnet projects: you might be better prepared to support students and academics if you are informed about some of these differences. For the academic, it might be a question of prior knowledge to insist on an approach you cannot accept. For a student, these decisions might very well have an existential character.

8.

A. Create words using one syllable from each box.

condi – no – mo – ab – dead – part – aca – certi – compul	sence – fied – sory – tional – line – time – tice – dules – demic
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([key, p. 43](#))

B. Now match the above terms with the following words to create word combinations.

from an exam – copy – admission – extension – course – board – studies – book of – year
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([key, p. 44](#))

C. Complete the gaps with words from 8A and B.

- a. When it has been published, the examination timetable can be viewed online or on the _____ outside room B345.
- b. Please consult the _____ before making your course selection.
- c. The applications for _____ degrees are made direct to the University. We have only one intake per year.
- d. International _____ students are not permitted to enrol in courses until their German requirement is met.
- e. You are expected to submit all coursework by 6 pm on the published _____. However, you can request an exceptional coursework _____ of up to seven work days if you encounter unexpected circumstances.
- f. The University's _____ is divided into two semesters.
- g. _____ (pl.) will be excused only in the case of serious illness. Misreading the timetable is not a satisfactory explanation if students are _____ or arrive to it late.

[\(key, p. 44\)](#)

Key

1A

- a. examination results
- b. examination regulations
- c. examinations board
- d. degree examinations
- e. examination adjustments
- f. examination format
- g. examination list
- h. examination arrangements

1B.

- a. to sit an exam
- b. to take an exam
- c. an exam is being held in ...
- d. an exam takes place
- e. to remove somebody from (e.g. the exam list)
- f. to add somebody to (e.g. the exam list)
- g. to list all exams
- h. to be enrolled to do an exam
- i. to resit
- j. to reschedule an exam
- k. to mark/assess an exam
- l. to timetable exams
- m. to arrange exams

2A and B

- a. to organise degree examinations – Abschlussprüfungen organisieren
- b. to make examination arrangements for students with disabilities – die Prüfungsbedingungen an die Bedürfnisse von Studierenden mit Behinderungen anpassen
- c. to publish examination results – Prüfungsergebnisse bekannt geben
- d. to allocate proctors – die Prüfungsaufsicht einteilen
- e. to submit an essay – einen Aufsatz einreichen
- f. to complete the required coursework – die erforderlichen Seminararbeiten abgeben
- g. to be denied permission to resit an examination – nicht zur Prüfung zugelassen werden
- h. to record the marks/grades – Noten eintragen
- i. to monitor/record attendance – die Anwesenheit kontrollieren

2C.

- | | |
|------------------------------|-------------------------------------|
| a. miss – extend | b. organise – arrange –
schedule |
| c. finally fail – sit – take | d. withdraw – be denied |
| e. ask for – require | f. display – show |
| g. require – apply for | h. set out – outline |

2D.

- | | |
|-------------------------|-----------------|
| a. to provide – support | b. to have |
| c. to exclude | d. to take/miss |
| e. to miss/take | f. to complete |
| g. to keep to | h. to give |

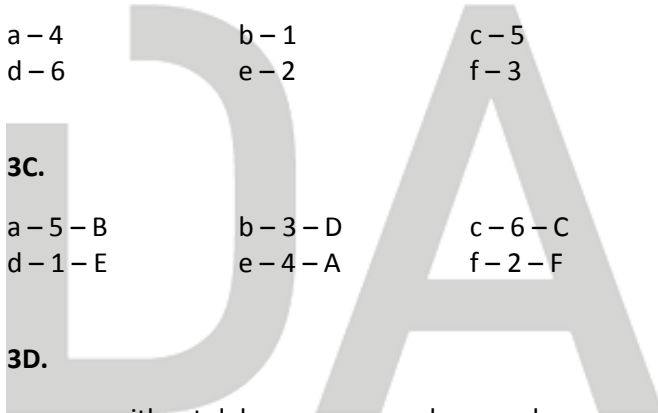
2E.

- | | | |
|------------|---------------|-------------|
| a. approve | b. obey | c. abide |
| d. enter | e. coordinate | f. enrolled |
| g. arrange | h. exclude | i. convert |

3A.

- a. Accompanying – attachments
- b. Instructions – applications – downloaded
- c. relevant – delay
- d. information – grades – notification – specifying
- e. request – recognise – records
- f. includes – artistic - completion – equivalent

3B.



3C.

- a – 5 – B
- d – 1 – E

- b – 3 – D
- e – 4 – A

- c – 6 – C
- f – 2 – F

3D.

a. without delay

c. achievements

e. issued

g. issued – doctoral

b. appeal

d. acceptance

f. accredited

4A.

- a. You have registered for the Bachelor final examination in Autumn 2015. – 3
- b. The decision regarding your admission to this examination will be made when all admission prerequisites are fulfilled according to the Bachelor examination regulations. – 5
- c. You will be informed of the decision regarding admission by the end of August 2015 at the latest. – 1
- d. Missing documents for admission may be handed into the central examinations office by the 7th of August 2014 at the latest. – 4
- e. Should the necessary documents for the admission not be presented to the central examinations office in full by this date, you cannot be admitted to the above-mentioned examination. – 2

4B.

- a. apply – 5 b. completion – 2 c. ready to be collected – 1
- d. grades – at the very least – 4 e. according to – 3

4C.

1. course record book 2. leave
3. achieved – individual 4. recognise (2x)

4D.

1. attached/attachments
2. regarding – complete
3. enrolment
4. acquired – evident
5. translation
6. study

5.

- a. miss – 4.
- b. take – 3.
- c. complete – 1.
- d. have an effect – 5.
- e. require – 2.
- f. resit – 6.

6.

- a. by – before
- b. by
- c. prior to – before
- d. by
- e. later
- f. before
- g. good – appropriate
- h. to
- i. within

7.

a. An automated email will be issued to your student email account with your examination results as they become available.

b. All requests must be made by 15 July 2015. We regret that we are unable to accept any applications after this date.

c. The deadline for students to meet with the Disability Support (DS) for examinations taken in February 2016 is Friday 15 January 2016.

d. For information on examination venues and their accessibility, please refer to the notice board outside of the Examinations Office from 13 June 2016.

8A.

- a. conditional
- b. notice
- c. modules
- d. absence
- e. deadline
- f. part-time
- g. academic
- h. certified
- i. compulsory

8B.

- a. conditional admission
- b. notice board
- c. module handbook
- d. absence from an exam
- e. deadline extension
- f. part-time studies
- g. academic year
- h. certified copy
- i. compulsory course

8C.

- a. notice board
- b. module handbook
- c. part-time
- d. conditional admission
- e. deadline – extension
- f. academic year
- g. Absence from exams – absent from an exam

Glossary English-German

A

absence from an examination	Versäumnis einer Prüfung
academic year	Studienjahr
accommodation/compensation of a disability/disadvantage; disadvantage compensation; disability compensation	Nachteilsausgleich
accompanying seminar/course; tutorial	Begleitseminar
achieve, to	erreichen; erzielen
achieve/complete credits, to	erzielen, Leistungen
acquire/earn a degree, to; be awarded a degree, to	erwerben, einen Abschluss
additional/second degree	Zweitstudium
admission	Zulassung
admission prerequisite/requirement	Zulassungsvoraussetzung
admit, to	zulassen
advanced module	Vertiefungsmodul
advanced seminar	Hauptseminar
advanced-level term paper	Hauptseminararbeit
allocate invigilators/proctors, to; assign proctors, to	einteilen, die Prüfungsaufsicht
appeal one's grades, to	beschweren/Einspruch erheben gegen Noten
appeal; complaint	Beschwerde
application	Antrag; Bewerbung
application deadline	Bewerbungsfrist

application for restitutio in integrum ; request for reinstatement to previous state	Antrag auf Wiedereinsetzung in den vorherigen Stand
apply (for), to	beantragen
area of specialisation; focus; concentration; area/special focus	Studienschwerpunkt
arrange degree examinations	organisieren (Abschluss-) Prüfungstermine
assign a topic, to	festsetzen, ein Thema
assess, to; evaluate, to	beurteilen/bewerten
assessment; evaluation	Bewertung
(entrance) assessment test; placement test	Eignungsfeststellungsprüfung; Einstufungstest, -prüfung
assignment; homework	(Haus-)Aufgabe
at the latest	spätestens
attach, to; enclose, to	beifügen
attached supporting documents	Nachweise, beigelegte
attachment	Anlage
attempted deception	Täuschung, versuchte
attendance	Anwesenheit
auditor	Gasthörer_in
authorised materials and equipment	Hilfsmittel, erlaubte
average grade/mark; grade point average, overall average/mark	Durchschnittsnote

B

Bachelor's certificate	Bachelorzeugnis
Bachelor's course/ programme, bachelor degree course, first degree course	Bachelorstudiengang
Bachelor's degree	Bachelorabschluss
Bachelor's degree/diploma (certificate)	Bachelorurkunde
Bachelor's examination regulations	Bachelorprüfungsordnung
Bachelor's thesis	Bachelorarbeit
basic/introductory course	Einführungskurs

C

central examination(s) office	Prüfungsamt, Zentrales
(course/seminar) certificate	Schein
(degree) certificate; (academic) record	Zeugnis
certified copy	Kopie, beglaubigte
certified translation	Übersetzung, beglaubigte
chair(person) of the examination committee	Prüfungsausschussvor- sitzende_r
chairperson/chair	Vorsitzende_r
change of major	Hauptfachwechsel
change of programme (major/minor)/courses; changing courses; course change	Studienfachwechsel
change of university	Hochschulwechsel
cheat, to	abschreiben; spicken
claim hardship, to	stellen, einen Härteantrag

classmate	Kommilitone/in
co-examiner	Beisitzer_in
colloquium	Kolloquium
combination of subjects/disciplines	Fächerkombination
complete	gesamt
(satisfactorily) complete all credit points, to	erbringen, alle Leistungspunkte
complete/write a term paper/assignment, to	anfertigen, eine Hausarbeit
completed credits	Leistung, erbrachte
completion; degree	Abschluss
compulsory course	Pflichtfach
compulsory elective	Wahlpflichtfach
compulsory/required module	Pflichtmodul
computer services/center	Rechenzentrum
conditional admission	Zulassung, vorläufige
confirm, to	bestätigen
consider/pay attention (to), to	achten auf
conversion of grades	Notenumrechnung
convert grades	umwandeln, Noten/Notenumwandlung; Notenumrechnung
count, to; calculate, to	berechnen
course catalogue; course description book	Vorlesungsverzeichnis
course of studies; (degree) programme; (study) course	Studiengang
course record book	Studienbuch
credit allocation	Punktevergabe

credits; course work; assessment	Studienleistung
credits; credit points; credit hours	Leistungspunkte

D

date of issue; date received	Ausgabedatum
deadline	Frist
Dean	Dekan_in
deceive, to; cheat, to	täuschen
deception	Täuschung
decision regarding admission; admission notice	Zulassungsbescheid
degree certificate; diploma	Abschlusszeugnis, Urkunde
department	Abteilung/Fach
deregister/withdraw from an examination, to	abmelden, von einer Prüfung
Diploma Acceptance Office; Central Certificate Recognition Office; Office for the Recognition of Certificates, Diplomas and Credentials	Zeugnisanerkennungsstelle
Diploma supplement	Diplomzusatz
disability	Behinderung
Disability and Well-Being Office/Disability Service (DS)	Behindertenreferat/Behindertenbeauftragte_r

dissertation; PhD/doctoral thesis/dissertation	Doktorarbeit
doctoral/PhD degree	Promotion
documents, other, further, various/miscellaneous	Unterlagen, sonstige
double/joint degree	Doppelabschluss
draft/prepare a document, to	erstellen, ein Dokument
draw up/issue a degree certificate, to	erstellen, Zeugnis

E

elective (course)	Wahlfach/-modul
enrol, to	immatrikulieren
enrol in(to), to	einschreiben in
enrolment	Immatrikulation
enrolment certificate; certificate of enrolment	Immatrikulationsbescheinigung
enrolment form	Anmeldeformular
entrance examination; aptitude test	Feststellungsprüfung
evident	ersichtlich
examination adjustment	Prüfungsanpassung
examination certificate	Prüfungszeugnis
examination committee/board	Prüfungsausschuss/-kommission
examination consultation; advice on examination regulations	Prüfungsberatung
examination credits; exam results	Prüfungsleistung
examination date	Prüfungstermin

examination during the course of study; continuous assessment	Prüfung, studienbegleitende
examination not taken	nicht teilgenommen (an der Prüfung)
examination period	Prüfungszeitraum
examination process; assessment procedure	Prüfungsverfahren/-ablauf
examination regulation(s)	Prüfungsordnung
examination result	Prüfungsergebnis
examination venue/location	Prüfungsort
examiner	Prüfende_r
exceptional (mitigating) circumstances	Umstände, mildernde
excuse oneself from a class, to	entschuldigen, von einem Seminar
extend a deadline, to	verlängern, eine Frist
extension	Verlängerung
extension of a deadline	Fristverlängerung

F

faculty	Fakultät
faculty; department	Fachbereich
fail, to	durchfallen
failure to attend	Nichtantritt
file a complaint, to; appeal (grades), to	einreichen, Beschwerde
file an objection, to	einlegen, Widerspruch
final (written) examination	Abschlussklausur
final grade	Bereichsnote
finally/ultimately fail an examination	endgültig nicht bestehen, eine Prüfung

finals; final examination	Abschlussprüfung
financial disclosure act	Mitteilungsverordnung
first examiner	Erstprüfende_r
Foreigner's/Alien (Registration) Office	Ausländeramt
forgery	Fälschung
formulate a topic, to	formulieren, ein Thema
fulfil the admission/ entrance prerequisites/ requirements, to	erfüllen, Zulassungsvoraussetzungen

G

grade; mark	Note
grading period	Korrekturzeitraum
graduate programme/degree	Studiengang, weiterführender
grant an extension, to	gewähren, eine Verlängerung
grant sb leave, to; take a (voluntary) leave of absence, to; take (a) sabbatical, to	beurlauben

H

hand in/submit/(complete) the required coursework, to	abgeben, die erforderlichen Seminararbeiten
hand in, to; submit, to	abgeben, einreichen
hardship claim	Härteantrag
Head of Department (edu.)/superior; supervisor	Vorgesetzte_r, Dekan_in, Direktor_in
Higher Education Act	Hochschulgesetz

I

implement	umsetzen
in time/at due date	fristgemäß
individual performance	Einzelleistung
inspection (of a graded examination)	Einsichtnahme (in eine Klausur)
inspection of files/records	Akteneinsicht
instruction of legal rights, information on available legal remedies	Rechts-(behelfs-)Belehrung
instructions/leaflet/pamphlet	Merkblatt
insufficient	nicht ausreichend
intermediate module; advanced module	Aufbaumodul
intermediate seminar; basic/introductory seminar	Proseminar
International (Students) Office	Akademisches Auslandsamt
internship report	Praktikumsprotokoll
introductory/basic course	Grundkurs
issue/hand out a document/notification, to	ausstellen, ein Dokument/einen Bescheid

L

late submission; hand in late	Abgabe, nicht fristgemäße
leave, be on, to	beurlaubt sein
lecture hall	Hörsaal
legibly, write, to	lesbar schreiben
(letter) grade	Prädikat

limited admission/access/entry; admissions restrictions; competitive entry	Zulassungsbeschränkung
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M

major (subject)	Hauptfach
make an application/apply, to	Antrag stellen
make examination arrangements for students with disabilities, to	anpassen, die Prüfungsbedingungen an die Bedürfnisse von Studierenden mit Behinderungen
mandatory internship	Fachpraktikum
Master's thesis	Masterarbeit
Master's course/programme	Masterstudiengang
Master's degree	Masterabschluss
matriculation/student number	Matrikelnummer
maximum duration of studies	Höchststudiendauer
medical/doctor's certificate	Attest, ärztliches
method/process of elimination	Ausschlussverfahren
minor (subject)	Nebenfach
miss a deadline, to	überschreiten/nicht einhalten, eine Frist
module catalogue; module handbook	Modulhandbuch
module; subject	Unterrichtsfach
modules passed	ablegen, Module
monitor/record/take attendance , to *	überprüfen, die Anwesenheit

N

necessary credit points	Leistungspunkte, erforderliche
necessary documents	Nachweise, erforderliche
not admitted (to the examination); be denied permission to sit an exam, to	nicht zugelassen (zur Prüfung)
not graded; non-graded; unmarked	unbenotet
(public) notice	Aushang
number of credit points	Leistungspunktezahl

O

object/file an objection	Widerspruch gehen, in
objection; protest; complaint	Widerspruch
oral examination	Prüfung, mündliche
orientation examination	Orientierungsprüfung
overall grade	Gesamtnote

P

participation certificate *	Beteiligungsnachweis, Teilnahmechein
part-time studies	Teilzeitstudium
pass the examination	bestehen, eine Prüfung
pass/fail	bestanden/nicht bestanden
place at university	Studienplatz
plagiarise, to	plagiiieren
plagiarism	Plagiat
post a public notice, to; announce via public notice, to	bekannt geben, durch öffentlichen Aushang
power of attorney	Vollmacht

preclusive time limit; exclusion period; closing date	Ausschlussfrist
previously acquired certificates; qualifications previously earned in higher education	Scheine, bereits erworbene
professor representing a discipline/subject	Fachvertretende_r
programme regulations	Studienordnung
project report	Projektbericht
promote, to; to favour, to	begünstigen
proof of (academic) achievement	Leistungsnachweis
public health/medical officer	Amtsarzt/ärztin
publish/announce examination results, to	bekannt geben, die Prüfungsergebnisse

R

ready to be collected	abholbereit
receipt; invoice	Beleg
receive, to	empfangen
receive notification; be informed	erhalten, eine Benachrichtigung
recognise, to	anerkennen
recognised illness	Krankheit, anerkannte
recognition	Anerkennung
recognition of/accept examination credits	Anerkennung von Prüfungsleistungen
recognition/transfer	Anrechnung/Anerkennung
record/register the marks/grades, to	eintragen, Noten

re-enrolment deadline	Rückmeldefrist
register/sign up for an examination, to	anmelden, für eine Prüfung
Registrar's Office	Studierendenkanzlei, Studierendensekretariat
registration for an examination	Anmeldung zur Prüfung
registration of grades	Noteneintrag
registration period (for examinations)	Anmeldezeitraum (für Prüfungen)
regular/normal duration of studies	Regelstudienzeit
reject/disapprove of sth., to	ablehnen
relevant examination regulations	Prüfungsordnung, entsprechende
renewal/extension period	Verlängerungszeitraum
repeat examination; re-sit	Wiederholungsprüfung
representative for students and staff with a (severe) disability	Schwerbehindertenbeauftragte_r
request, to; ask for something, to	bitten, um etwas
resit/repeat/retake an examination, to	wiederholen, eine Prüfung
restricted/limited admission	Numerus Clausus

S

scale of fees	Gebührenordnung
school leaving (exams) certificate; university entrance certificate	Abiturzeugnis
second(ary) examiner	Zweitprüfende_r
semester/credit hours; contact/teaching hours per week; course hours per week	Semesterwochenstunden
semester in the programme/of a particular degree course	Fachsemester
semester overview/summary	Semesterübersicht
seminar	Seminar
sit/take an examination, to (official) statement	ablegen, eine Prüfung Stellungnahme
Student Advice/Counselling Service/Office	Studienberatung, Zentrale
student loan	Bildungskredit; Bafög; Darlehen
students services organisation; student services	Studentenwerk
students with a disability	Studierende_r mit Behinderung
study and examination credits	Studien- bzw. Prüfungsleistungen
subject	Fach
subject area	Fachrichtung
submission deadline	Abgabefrist

submit an essay, to	einreichen/abgeben, einen Aufsatz
sue, to	(ver-)klagen
supervisor (of a thesis)	Betreuende_r (einer Examensarbeit)
supervisor; invigilator; proctor	Aufsicht
supporting document/proof	Nachweis

T

teacher training	Lehraus-/ Lehrfortbildung
temporary withdrawal, be on an (academic) leave/leave of absence; semester on leave	Urlaubssemester/ Beurlaubung
term paper; course work	Hausarbeit/Semesterarbeit
term time; in session; lecture period	Vorlesungszeit
termination of enrolment	Exmatrikulation (bei Studienabschluss)
the intended deadline/submission date	Abgabetermin, vorgesehener
thesis	Examensarbeit
thesis defence/viva	Verteidigung
thesis proposal	Exposé
time of study; study period/time	Studienzeit
topic allocation	Themenausgabe
topic; theme	Thema
transcript of records and courses taken	Modul- und Lehrveranstaltungsbestätigung

transfer a credit, to	anrechnen, eine (Studien-) Leistung
transferred credit	Leistung, angerechnete
type of module	Modulgruppe

U

undergraduate programme/degree	Studiengang, grundständiger
undergraduate student	Bachelorstudierende_r
undue hardship	Härte, besondere
university administration	Zentralverwaltung
university entrance certification, entry qualification	Hochschulzugangsberechtigung

V

valid student ID/card	Studierendenausweis, gültiger
violation	Verstoß
viva, oral defense of the thesis/dissertation, orals	Disputation
vocational (baccalaureate) diploma; entrance qualification for a University of Applied Sciences	Fachabitur

W

withdraw from an examination, to	zurücktreten, von einer Prüfung
withdrawal	Exmatrikulation (freiwillig)
work experience; internship; work placement	Praktikum
written examination	Klausur

* Some universities of applied sciences in some Federal States have long forbidden taking attendance in classes: any measure such as attendance that seemed to relate grades/marks with presence was not allowed. Performance, not simple presence, was to be measured: ~~participation certificate; monitoring/re-cording/taking attendance.~~

With the latest Framework Act for Higher Education (HRG 2007), Federal States have more freedom to substitute federal for national laws, for instance in former articles 60-69. Thus, NRW amended the HRG with its “Law on the Future of Universities” (Hochschulzukunftsgesetz 2014). Among other changes, Article 64, Paragraph 2a allows no required attendance¹⁰, with the exception of language courses, excursions and the like. The Saxon Higher Education Autonomy Act (Sächsisches Hochschulfreiheitsgesetz) has no provisions for any attendance requirements whatsoever. And other states, other solutions.

Langer Rede kurzer Sinn: these terms will likely infuriate German students but may be asked about by non-Germans (as in “what do I have to attend?”). Your answers will depend on state and departmental decisions.

¹⁰ “Eine verpflichtende Teilnahme der Studierenden an Lehrveranstaltungen darf als Teilnahmevoraussetzung für Prüfungsleistungen nicht geregelt werden...”.

(https://recht.nrw.de/lmi/owa/br_vbl_detail_text?anw_nr=6&vd_id=14567&menu=1&sg=0&keyword=hochschulzukunftsgesetz)