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Englisch für Angestellte der Hochschulverwaltung

**Selbstlernmaterialien
und Glossare**

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4. English for Examinations Offices

Reading

'Examination(s) Offices', 'Exam Offices', 'Student Records', or 'Registrars' are some of the names of that central centre which in German-speaking HEIs is usually referred to as 'Prüfungsamt', and which is often found within the larger structures of Student Affairs/Registrar's Office¹/Student Archives/Academic Offices/etc.

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, etc.), although some university faculties have their own exam office. And some German universities have organised Student Affairs departments so that an administrator accompanies a student throughout their whole academic life, from application through to graduation.

Confused? The confusion must be even greater for an international student approaching this office, possibly with a very different idea in mind about what this office does or is responsible for than we might expect.

¹ Usually, the Registrar is the head of a university's or college's administration.

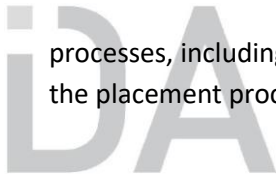
At Potsdam University, for example, this office is described as follows: “The Central Examination Office is your contact for all technical, organizational, and legal questions relating to exams as well as diplomas and certificates.”² The “Examination Office” there is “in particular responsible for

- Administration of testing records
- Entry of grades for degree programs [...]
- Copying and distribution/shipping of final documents
- Advance certifications of Examination Office records and certificates for use abroad
- Clarification of examination results upon student request
- Acceptance and recording of medical certificates in the event of illness
- Registration of final theses and oversight of deadlines for final theses [...]
- Acceptance of final theses and delivery to reviewers
- Recording of grades for final theses
- Calculation of preliminary grade point average and provisioning of documentation of preliminary grade point average [...]
- Registration of non-binding examinations on the basis of discipline-specific regulations [...].³

Many German universities can identify with this structure, while others include different “registering”

²<https://www.uni-potsdam.de/en/studium/advising-and-services/examinationoffice.html> (all links were accessed in November 2017).

³<https://www.uni-potsdam.de/en/studium/advising-and-services/examinationoffice/duties.html>



processes, including some related to the application and the placement processes.

Task

How has your university organised 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 questions from international students? It can be quite challenging to deal with students who are trying to understand the different grades in a system new to them.

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.

Look at registrars/archives/student affairs at foreign universities—and you may understand your students' questions and concerns:

- "Student Administration"⁴ at the University of Sydney includes a "Student Centre"
- "Academic Records"⁵ is Seoul National University's equivalent
- "Office of the Registrar"⁶ at Portland State University keeps student records and includes a "help page" for faculty and staff.

⁴ <https://sydney.edu.au/study/student-administration.html>

⁵ <http://en.snu.ac.kr/certificates>



Exercises

1. ●○○ Match the German expressions to the English ones.

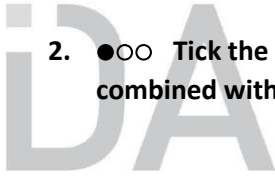
- | | |
|----------------------------------|--------------------------------|
| a. Abschluss | 1. admission requirements |
| b. Anerkennung | 2. application |
| c. Antrag | 3. credit point |
| d. Bereichsnote | 4. degree |
| e. Hausarbeit | 5. diploma |
| f. Immatrikulationsbescheinigung | 6. enrolment certificate |
| g. Leistungspunkt | 7. examination regulations |
| h. Merkblatt | 8. examination/examining board |

⁶<http://www.pdx.edu/registration/grades> and
<http://www.pdx.edu/registration/faculty-staff>



- | | |
|-----------------------------------|--------------------------------------|
| i. Persönliche Angaben | 9. information sheet |
| j. Prüfungsausschuss | 10. personal details
/information |
| k. Prüfungsordnung | 11. recognition |
| l. Studienbuch | 12. record of study |
| m. Urkunde | 13. special field grade |
| n. Zulassungs-
voraussetzungen | 14. term paper |

(⇒p.38)



2. ●○○ Tick the words that can normally be combined with the word 'examination'.

examination	1. arrangements
	2. board
	3. date
	4. dictionary
	5. employer
	6. format
	7. law
	8. list
	9. office
	10. pen
	11. power
	12. regulations
	13. results
	14. retreat
	15. slide
	16. supervisor

(⇒p.38)

- 3. ●○○ Complete the sentences, which deal with exams, with a verb. Watch out for the grammatical form. The German translation and the first letter will help you.**

- a. The final exam always t_____ (stattfinden) place in June.
- b. If you f_____ (durchfallen) the exam, you can r_____ (wiederholen) it three months later.
- c. Her exam was a_____ (anberaumen) for Friday, but we had to r_____ (neu ansetzen) it because she was ill.
- d. The research assistant is busy m_____ (korrigieren) the exam.
- e. At the end of the year, you have to t_____ (ablegen) an exam.
- f. I can't go out tonight – I have to s_____ (lernen) for the exam.
- g. We hope that all our students will p_____ (bestehen) the final exam.

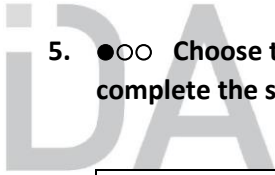
(⇒p.38)

4. ●○○ Match two words to find the translations for the German terms. The first has been done for you.

Prüfungsergebnisse bekannt geben	f	5
eine wissenschaftliche Arbeit fertigstellen		
Abschlussprüfungen organisieren		
nicht zur Prüfung zugelassen werden		
die Prüfungsaufsicht einteilen		
einen Aufsatz einreichen		
die Noten eintragen		
die Anwesenheit kontrollieren		
sich zu einer Prüfung anmelden		
einen Bachelor-Abschluss bekommen		

- | | |
|----------------------|------------------------------|
| a. to allocate | 1. a bachelor's degree |
| b. to be denied | 2. an essay |
| c. to complete | 3. attendance |
| d. to monitor/record | 4. degree examinations |
| e. to organise | 5. examination results |
| f. to publish | 6. for an exam |
| g. to receive | 7. invigilators |
| h. to record | 8. permission to sit an exam |
| i. to register | 9. the marks/grades |
| j. to submit | 10. a dissertation |

(⇒p.39)

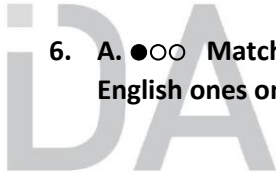


5. ●○○ Choose the correct word from the box to complete the sentences.

achievements – admission – certificates –
deadline – delay – results – transcripts

- a. The supporting documents should be submitted without _____.
- b. You can appeal against your exam _____ within one month.
- c. The Examination Board will check and recognise all your course _____, such as term papers, seminar certificates, or internships.
- d. We have received your application for _____ to the final examination.
- e. After the exam, the Examinations Office usually issues the students' final degree _____.
- f. You have to hand in all certified copies (AE: accredited _____) by the end of the month.
- g. The Examination Board has extended the _____, so you have one extra month to finish your PhD thesis.

(⇒p.39)



6. A. ●○○ Match the German expressions to the English ones on the following page.

a. sich auf ein bestimmtes Thema konzentrieren	
b. die Anweisungen der Prüfungsaufsicht beachten	
c. sich an die Seminarregeln halten	
d. die Noten ins System eingeben	
e. die Prüfungsergebnisse bekannt geben	
f. die Prüfungen organisieren	
g. die Frist überschreiten	
h. die Prüfung verschieben	
i. gut mit Stress umgehen können	
j. bei einer Prüfung fehlen	

(⇒p.39)



B. ●●○ Now find the correct word to complete the expressions.

1. to a _____ by the seminar rules
2. to a _____ the examinations
3. to be a _____ from an exam
4. to c _____ well with stress
5. to e _____ the marks into the system
6. to f _____ on a special topic
7. to m _____ the deadline
8. to o _____ the instructions of the invigilator
9. to p _____ the exam
10. to p _____ the exam results

(⇒p.40)

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) is a recent attempt to make our lives easier, but only for European universities.⁷ An *ECTS Users’ Guide* is available in English through the EU.⁸

Most universities with non-European exchanges have recommendations for grade conversion, e.g. an Australian “high distinction” (excellent) with 85 points is an A- in Germany.

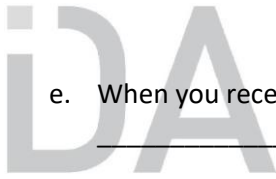
⁷<http://egracons.eu/>

⁸http://ec.europa.eu/education/library/publications/2015/ects-users-guide_en.pdf

7. ●●○ Choose a word from the box to complete the sentences, which deal with the exam enrolment procedure. There are three more words than you need.

allocated – alterations – ask – candidates –
confirmation – correct – effect – inform – instances –
notice – performance – permission – permitted –
professors – undergraduates

- a. Between 1 October and 8 November,
_____ can enrol online for the majority
of examinations, using the University's Student Self
Service facility.
- b. In some _____, students may need to
enrol for modules in their Faculty or Department.
- c. From November and the time of the examination,
first and final lists of _____ are
published.
- d. You will be supplied with an entry _____
form showing your entry, the time and place of each
paper, and any identification number
_____ to you.



- e. When you receive the form you must sign it as _____ or amend it.
- f. Cancellation of, _____ to, or deferments of, examination entries will only be _____ up to that session's exam closing date.
- g. Please advise us of any mitigating circumstances before and during examination time that may have an _____ on your attendance at, or _____ in, examinations.
- h. If you are unable to take an examination for which you have been entered, you should _____ the Examinations Office immediately.
- i. If you are absent from an exam without the _____ of the Examinations Office, this will be counted as a 'Fail' result.

(⇒p.40)

Did you know that ethics, data protection and parental rights are increasingly important topics in non-European education?

Many German colleagues report conflicts with students' parents who want information on their (adult) children's university records. But the rules are relatively clear on these conflicts, or at least have been. With the under-18 students, 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)⁹. The "may, but not must" (*kann, muss aber nicht*) 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?

⁹<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>



8. Tick the correct translation of these German terms.

- a. Leistungspunkte
 - 1. credit points
 - 2. performance points
 - 3. performance marks

- b. Studiengang
 - 1. study field
 - 2. field of studies
 - 3. course of studies

- c. Wahlfach
 - 1. electable course
 - 2. elective (course)
 - 3. eligible (course)

- d. Pflichtkurs
 - 1. obligatory
 - 2. compulsory course
 - 3. duty (course)

- e. Vordiplom
 - 1. intermediate exam
 - 2. transitory exam
 - 3. pre-examination diploma

DA

f. Benachrichtigung

1. note
2. notary
3. notification

g. Gesamtnote

1. overall grade
2. comprehensive mark
3. comprehensive grade

h. Misserfolg

1. miscarriage
2. failure
3. losing

i. Klausureinsicht

1. inspection of corrected exams
2. public exam viewing
3. look into the papers

j. von einer Prüfung zurücktreten

1. to step down from an exam
2. to retreat from an exam
3. to withdraw from an exam

(⇒p.40)



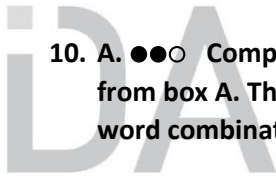
9. ●●○ Match the following expressions with their definitions.

- | | |
|-------------------------------|--|
| a. admission | 1. an official record of a student's work that shows the courses they have taken and the marks/grades they have achieved |
| b. submission | 2. a point in time by which something must be done |
| c. assessment | 3. the act of no longer taking part in something |
| d. attendance | 4. a university degree of a very high level that is given to somebody who has done research in a particular subject |
| e. enrolment | 5. the act of being present at a place, for example at school |
| f. transcript of records (AE) | 6. a person taking an exam |
| g. PhD degree | 7. the act of asking for something formally and politely |



- | | |
|--------------------------------------|--|
| h. candidate | 8. a person who watches people while they are taking an exam to make sure that they have everything they need, that they keep to the rules, etc. |
| i. deadline | 9. the act of giving a document, proposal, etc. to somebody in authority |
| j. invigilator (BE)/
proctor (AE) | 10. the act of accepting somebody into an institution or organization, etc. |
| k. request | 11. the act of officially joining a course, school, university, etc. |
| l. withdrawal | 12. an opinion or a judgement about somebody/something that has been thought about very carefully |

(⇒p.41)



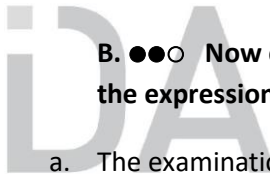
10. A. ●●○ Complete the words by using an ending from box A. Then add a word from box B to create word combinations. Use each word only once.

A	demic – dule – fied – line – sence – sory – tice – time – tion – tional
---	--

B	admission – board – copy – course – extension – from an exam – handbook – period – student – year
---	--

- a. ab_____
- b. aca_____
- c. certi_____
- d. compul_____
- e. condi_____
- f. dead_____
- g. examina_____
- h. mo_____
- i. no_____
- j. part-_____

(⇒p.41)



B. ●●○ Now complete the sentences with some of the expressions from A.

- a. The examination timetable can be viewed online or on the _____ outside room B345.
- b. Please have a look at the _____ before you choose a course.
- c. _____ tend to be older, are more likely to be in work, and high numbers are female.
- d. A Study Visa will only be issued when _____ to a German university has been granted beforehand.
- e. Under certain circumstances, a _____ of up to seven working days for your coursework is possible.
- f. The University's _____ is divided into two semesters.
- g. _____ because of illness will only be excused if you provide a doctor's note.

(⇒p.41)

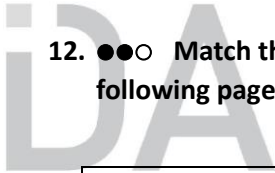


11. ●●○ Complete the sentences, which are all formal requests and statements, by adding the missing letters. The German translation will help you.

- a. Ac__o__p__n__ing this form please find the following __ __ta__ __me__ts: ... (Diesem Formular sind folgende Anlagen beigelegt: ...)
- b. Information l__a__le__s and ap__ __ic__t__ __ns can be downloaded at www.xyz.de, or p__ __k__d up at the examinations office. (Merkblätter und Anträge können unter www.xyz.de heruntergeladen werden oder stehen im Prüfungsamt zur Verfügung.)
- c. L__g__l information: you have one month to appeal against your grades by giving n__t__fi__at__ __n to the examination board __r__l__y or in writing, specifying your g__o__n__s for appeal. (Rechtsbehelfsbelehrung: Sie haben die Möglichkeit, innerhalb eines Monats nach Bekanntgabe beim Prüfungsausschuss schriftlich oder mündlich zur Niederschrift unter Angabe von Gründen Widerspruch einzulegen.)

- d. If the r____l____v____t documents cannot be attached, they have to be s____b____it____d without d____l____. (Können die entsprechenden Nachweise nicht beigefügt werden, sind sie unverzüglich nachzureichen.)
- e. I formally r____ue____t that the examination board r____c____n____se the following study and examination r____c____r____s on the basis of the attached supporting documents. (Ich bitte den Prüfungsausschuss auf Grund der beigefügten Nachweise um Anerkennung der im Folgenden aufgeführten Studien- bzw. Prüfungsleistungen.)
- f. My application for a____m____s____on to the final examination includes
documents supporting an artistic practical training.
documents supporting ____no____le____ge of Latin.
documents supporting the c____mp____e____ion of high school leaving exams (A-level equivalent)
(Meinem Antrag auf Zulassung zur Abschlussprüfung liegen bei:
Nachweis über künstlerische praktische Ausbildung.
Nachweis über Lateinkenntnisse.
Nachweis der Hochschulreife.)

(⇒p.42)



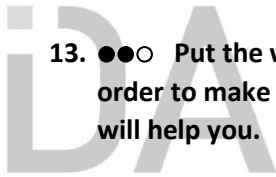
12. ●●○ Match the sentence halves with those on the following page

a. An extension until 1 November will not be given after ...	
b. I certify that I have undertaken this work independently and have used ...	
c. If the appropriate supporting documents cannot be enclosed, ...	
d. If you believe any circumstance may have affected your performance in the exam, ...	
e. If you want to change your exam entry or defer to another session, ...	
f. Please complete the application ...	
g. Please notify the examinations office of ...	
h. Please present documents supporting ...	
i. Please tick the boxes and ...	
j. Postponements of the exam due to work commitments ...	



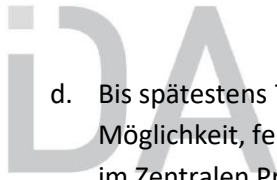
1. ... you must do so before the closing date.
2. ... are not permitted under any circumstances.
3. ... they must be submitted immediately afterwards.
4. ... form for the exam online.
5. ... any changes, without being requested to do so.
6. ... a vote by the examination board.
7. ... statements that apply to you.
8. ... completed study and examination achievements.
9. ... no sources or aids other than those specified.
10. ... you may request for this to be considered before results are released.

(⇒p.42)



13. ●●○ Put the words and phrases into the correct order to make sentences. The German translation will help you.

- a. Sie haben sich zur Bachelor-Abschlussprüfung im Herbst 2018 angemeldet.
- examination for the final Bachelor in 2018 autumn registered you have
- b. Über die Zulassung zu dieser Prüfung wird erst entschieden, wenn alle Zulassungsvoraussetzungen gemäß der Bachelorprüfungsordnung erfüllt sind.
- the Bachelor examination will be made fulfilled according to when all admission regarding your admission regulations to this examination prerequisites are the decision
- c. Zulassungsbescheide werden bis spätestens Ende August 2018 versendet.
- regarding admission you will the latest of August be informed 2018 at by the end of the decision



- d. Bis spätestens 7. August 2018 besteht die Möglichkeit, fehlende Unterlagen für die Zulassung im Zentralen Prüfungsamt der Universität einzureichen.
- 7 August 2018 examinations office by latest
 missing documents the central
 at the may be for admission handed into
- e. Liegen dem Zentralen Prüfungsamt bis zu diesem Termin die erforderlichen Nachweise für die Zulassung nicht vollzählig vor, kann zu oben genannter Prüfung keine Zulassung erfolgen.
- to the central above-mentioned examination
 you cannot be should the necessary full by
this date, not be presented admitted to the
 documents for the admission examinations
office in

(⇒p.42)

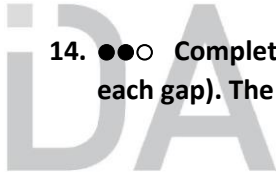
Did you know that there is what seems to be an anti-technology movement in global higher education?

Some colleagues from German universities have mentioned that university students are required to put their 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 US and in Australia has been described by the *Observer*: “Universities and Test Centers Banning Apple Watches to Stop Cheating.”¹⁰ 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 about other cheating methods. 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?

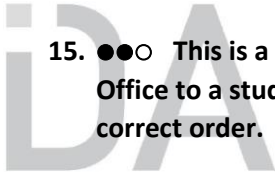
¹⁰ <http://observer.com/2015/06/universities-and-test-centers-banning-apple-watches-to-stop-cheating/>



14. ●●○ Complete the email phrases (one word for each gap). The first and last letters are given.

- a. I would be g_____l if you could send me some information on ...
- b. Thank you for your r_____t and your interest in ...
- c. With r_____e to your email I would like to give you the following information.
- d. F_____r to our talk on Monday, I am sending you the exam entry requirements.
- e. Please find a _____d the documents you requested.
- f. I r_____t to have to inform you that ...
- g. Please complete the attached forms and r_____n them to me by 1 April.
- h. We hope this a _____s all your questions.
- i. Should you have any further questions, please do not h_____e to contact us.
- j. Yours s _____y

(⇒p.43)



15. ●●○ This is a reply letter from the Examinations Office to a student. Put the sentences into the correct order.

Dear Student,

Finally, please note that the deferral may prevent the Board of Examiners from making an overall decision on your progress at this time.

I am writing to you with reference to your email of 2 August, requesting a deferral of module examination.

I note that you have provided sufficient evidence in support of the difficulties that you encountered.

Please make sure that you check the examinations timetable for the exact date.

The new date will be deemed to be the FIRST occasion of assessment.

Therefore, you will be pleased to hear that we have approved a deferral of the English Linguistics module examination.

You are now expected to complete the examination at the next normal occasion.

Yours sincerely

(⇒p.43)



16. ●●● In each example, only two of the verbs in italics are correct. Underline them.

- a. to *sit/sign up for/study/attend* a seminar
- b. to *acquire/purchase/lack/give* some qualifications
- c. to *hold/lose/miss/extend* a deadline
- d. to *organise/target/arrange/build* final exams
- e. to *be made/withdraw/be denied/skip* permission to do the exam
- f. to *revise/cram/support/sweat* for an exam
- g. to *ask for/write/make/need* additional support
- h. to *acquire/require/give in/apply for* individual exam adjustments
- i. to *display/show/prove/set* an ID card at the exam
- j. to *hit/fall/take/sit* an exam
- k. to *finish/complete/catch/absolve* your studies
- l. to *receive/become/hold/win* a master's degree

(⇒p.44)

17. ●●● Find the typical (i.e. most common) word combinations. There is often more than one possibility. The first example has been done for you.

(1) an exam – (2) a dissertation –
(3) a grade – (4) a class – (5) a degree

- a. to take
- b. to have
- c. to fail
- d. to give
- e. to hold
- f. to get
- g. to do
- h. to go to
- i. to write
- j. to complete

1 – 4

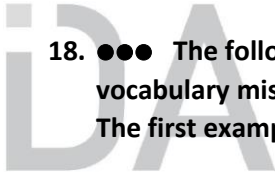
(⇒p.44)

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 a rather different understanding of the system than administrators. And there seem to be several approaches to transferring credits from one university to another.

Just 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 mark in the UK or Australia.

With double-degree programs, exchange semesters or years, and Monnet projects, you might be better prepared to support students and academics if you are well 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.



- 18. ●●● The following translations contain one vocabulary mistake each. Find and correct them. The first example has been done for you.**

- a. Vom Prüfungsamt erhalten Sie zu gegebener Zeit eine Benachrichtigung per E-Mail, sobald Ihre Dokumente abholbereit sind.

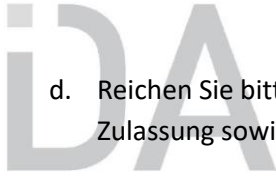
You will receive ~~application~~ by email from the examinations office once your documents are ready to be collected. ⇒ notification

- b. Bitte füllen Sie den Antrag auf Zulassung zur Abschlussprüfung aus und schicken Sie ihn bis zum 1. April zurück.

Please fill out the application for admission to the final examination and return it until 1 April.

- c. Bitte Urkunden bzw. Nachweise der Heimatuniversität beifügen.

Please attach supported documents and certificates from your home university.



- d. Reichen Sie bitte die fehlenden Unterlagen für die Zulassung sowie Kopien Ihrer Prüfungszeugnisse ein.

Please hand in the missing documents for admission as well of copies of your examination certificates.

- e. Der entsprechende Nachweis über eine künstlerische praktische Ausbildung wird nachgereicht.

The relevant document supporting an artistic practical training will be submitted in time.

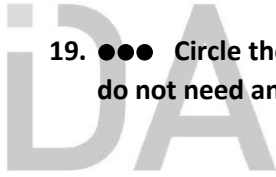
- f. Jeden Wechsel meiner Anschrift teile ich dem Zentralen Prüfungsamt unverzüglich mit.

I will inform the central examinations office of any changes in my address without delay.

- g. Hiermit beantrage ich die Erstellung meines Prüfungszeugnisses und meiner Urkunde.

I formally require that the examinations office issue my exam certificate and diploma.

(⇒p.45)



19. ●●● Circle the correct preposition. Sometimes you do not need any preposition.

- a. The exam period starts *in/at/on/to* 1 April.
- b. The exam has been rescheduled *on/-/to/at* 15 October, 9 am.
- c. Can you download an example *on/about/for/of* an exam paper?
- d. Please inform us *over/-/for/of* any exceptional circumstances that may affect your performance.
- e. I'm afraid the examination board cannot agree *on/with/to/of* your request.
- f. The examination board does not agree *on/with/to/of* you on the point you have raised.
- g. However, we are prepared to discuss *about/on/-/over* the issue with you in person.
- h. You should choose a topic for your dissertation that you are really interested *on/by/for/in*.
- i. You have to hand in your dissertation *until/-/by/to* 15 August.
- j. In certain cases, the deadline can be extended *about/on/by/for* two weeks.

(⇒p.45)



20. ●●● Put the words and phrases into the correct order to make sentences.

- a. account with an automated email available
 your examination results as your student email
 they become will be issued to
- b. July made in all requests must be
 by 15 writing
- c. applications after we are accept any we
regret that this date unable to
- d. Disability Support (DS) for in February is
 the deadline for 5 January students to
 examinations taken meet with the
- e. 13 June for information on please refer
 their accessibility, examination venues and
 board outside of Office from to the notice
 the Examinations

(⇒p.46)

**Key****1.**

- a. – 4 b. – 11 c. – 2 d. – 13 e. – 14
f. – 6 g. – 3 h. – 9 i. – 10 j. – 8
k. – 7 l. – 12 m. – 5 n. – 1

2.

1. arrangements
2. board
3. date
6. format
8. list
9. office
12. regulations
13. results
16. supervisor

3.

- a. takes
- b. fail – resit/repeat
- c. arranged – reschedule
- d. marking
- e. take
- f. study
- g. pass

4.

Prüfungsergebnisse bekannt geben	f	5
eine wissenschaftliche Arbeit fertigstellen	c	10
Abschlussprüfungen organisieren	e	4
nicht zur Prüfung zugelassen werden	b	8
die Prüfungsaufsicht einteilen	a	7
einen Aufsatz einreichen	j	2
die Noten eintragen	h	9
die Anwesenheit kontrollieren	d	3
sich zu einer Prüfung anmelden	i	6
einen Bachelor-Abschluss bekommen	g	1

5.

- a. delay
- b. results
- c. achievements
- d. admission
- e. certificates
- f. transcripts
- g. deadline

6 A.

- a. – 6
- b. – 8
- c. – 1
- d. – 5
- e. – 10
- f. – 2
- g. – 7
- h. – 9
- i. – 4
- j. – 3

**6 B.**

1. abide
2. arrange
3. absent
4. cope
5. enter
6. focus
7. miss
8. obey
9. postpone
10. publish

7.

- a. undergraduates
- b. instances
- c. candidates
- d. confirmation – allocated
- e. correct
- f. alterations – permitted
- g. effect – performance
- h. inform
- i. permission

8.

- | | | | | |
|--------|--------|--------|--------|--------|
| a. – 1 | b. – 3 | c. – 2 | d. – 2 | e. – 1 |
| f. – 3 | g. – 1 | h. – 2 | i. – 1 | j. – 3 |

**9.**

- | | | | |
|---------|--------|---------|--------|
| a. – 10 | b. – 9 | c. – 12 | d. – 5 |
| e. – 11 | f. – 1 | g. – 4 | h. – 6 |
| i. – 2 | j. – 8 | k. – 7 | l. – 3 |

10 A.

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

10 B.

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

11.

- a. Accompanying – attachments
- b. leaflets – applications – picked
- c. Legal – notification – orally – grounds
- d. relevant – submitted – delay
- e. request – recognise – records
- f. admission – knowledge – completion

12.

- a. – 6
- b. – 9
- c. – 3
- d. – 10
- e. – 1
- f. – 4
- g. – 5
- h. – 8
- i. – 7
- j. – 2

13.

- a. You have registered for the Bachelor final examination in autumn 2018.
- b. The decision regarding your admission to this examination will be made when all admission prerequisites are fulfilled according to the Bachelor examination regulations.
- c. You will be informed of the decision regarding admission by the end of August 2018 at the latest.
- d. Missing documents for admission may be handed into the central examinations office by 7 August 2018 at the latest.
- e. Should the necessary documents for the admission not be presented to the central examination office in full by this date, you cannot be admitted to the above-mentioned examination.



14.

- a. grateful
- b. request
- c. reference
- d. Further
- e. attached
- f. regret
- g. return
- h. answers
- i. hesitate
- j. sincerely

15.

(1) Dear Student,

(2) I am writing to you with reference to your email of 2 August, requesting a deferral of module examination.

(3) I note that you have provided sufficient evidence in support of the difficulties that you encountered.

(4) Therefore, you will be pleased to hear that we have approved a deferral of the English Linguistics module examination.

(5) You are now expected to complete the examination at the next normal occasion. (6) Please make sure that you check the examinations timetable for the exact date.

(7) The new date will be deemed to be the FIRST occasion of assessment. (8) Finally, please note that the deferral may prevent the Board of Examiners from making an overall decision on your progress at this time.

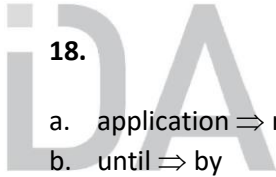
(9) Yours sincerely

**16.**

- a. to *sign up for/attend* a seminar
- b. to *acquire/lack* some qualifications
- c. to *miss/extend* a deadline
- d. to *organise/arrange* final exams
- e. to *withdraw/be denied* permission to do the exam
- f. to *revise/cram* for an exam
- g. to *ask for/need* additional support
- h. to *require/apply for* individual exam adjustments
- i. to *display/show* an ID card at the exam
- j. to *take/sit* an exam
- k. to *finish/complete* your studies
- l. to *receive/hold* a master's degree

17.

- a. to take 1 – 4
- b. to have 1 – 4 – 5
- c. to fail 1 – (4)
- d. to give 3 – 4
- e. to hold 4 – 5
- f. to get 3 – 5
- g. to do 1 – 2 – 4 – 5
- h. to go to (1) – 4
- i. to write 2
- j. to complete 2 – 5



18.

- a. application ⇒ notification
- b. until ⇒ by
- c. supported ⇒ supporting
- d. of ⇒ as
- e. in time ⇒ later
- f. delight ⇒ delay
- g. require ⇒ request

19.

- a. on
- b. to
- c. of
- d. of
- e. to
- f. with
- g. –
- h. in
- i. by
- j. by



20.

- 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 in writing by 15 July.
- c. We regret that we are unable to accept any applications after this date.
- d. The deadline for students to meet with the Disability Support (DS) for examinations taken in February is 15 January.
- e. For information on examination venues and their accessibility, please refer to the notice board outside of the Examinations Office from 13 June.

Glossary English-German

A

abide (by rules), to	(Regeln) befolgen
absence	Abwesenheit
absence from an examination	Versäumnis einer Prüfung
academic record	Unterlagen über die akademische Laufbahn, Studienergebnisse
academic year	akademisches Jahr
accommodate special needs, to	besondere Bedürfnisse (z.B. durch eine Behinderung) berücksichtigen
accommodate a disabled/disadvantaged person, to	Nachteilsausgleich (s.a. <i>compensation</i>), sich auf jemanden mit Behinderung einstellen/Gegebenheiten anpassen
acceptance	Zusage, Zustimmung
accompanying seminar/course	Begleitseminar
achieve, to	erreichen; erzielen
achieve credits, to	Leistungen/-spunkte erzielen
acquire a degree, to	einen Abschluss erwerben
additional degree	Zweitstudium, weiteres/r Studium/Abschluss
administrator	Verwaltungsbeamte/r
admission	Zulassung
admission notice	Zulassungsbescheid

admission prerequisite/ requirement	Zulassungsvoraussetzung
admissions restriction	Zulassungsbeschränkung
admit, to	zulassen
admitted (to an exam), to (not) be	(zur Prüfung) (nicht) zugelassen sein
advanced module	Vertiefungsmodul
advanced seminar	Hauptseminar
advanced-level term paper	Hauptseminararbeit
aid	Hilfsmittel
alteration	Änderung
allocate invigilators/proctors, to	die Prüfungsaufsicht einteilen
amend, to	etw. (ab)ändern, ergänzen
announce (via public notice), to	etw. (durch öffentlichen Aushang) bekannt geben
appeal one's grades, to	sich beschweren/Einspruch gegen Noten erheben
appeal	Einspruch/(<i>jur.</i>)Berufung
application	Antrag, Bewerbung
application deadline	Bewerbungsfrist
apply (for), to	etw. beantragen, sich bewerben
approach	Zugang, Herangehensweise
appropriate	angemessen, angebracht
aptitude test	Eignungsprüfung
area of specialisation/focus	Studienschwerpunkt

arrange degree examinations, to	(Abschluss-) Prüfungstermine organisieren
assign a topic, to	ein Thema festlegen/zuweisen
assign invigilators/proctors, to	die Prüfungsaufsicht einteilen
assess, to	beurteilen/bewerten
assessment	Bewertung, Prüfung
assessment test	Eignungsfeststellungsprüfung, Einstufungstest
assignment	(Haus-)Aufgabe
at the latest	spätestens
attach, to	beifügen, anheften
attached supporting documents	beigefügte Nachweise
attachment	Anlage
attempted deception	versuchte Täuschung
attendance	Anwesenheit
attendance certificate	Teilnahmeschein/-bescheinigung
auditor	Gasthörende/r
authorised materials and equipment	erlaubte Hilfsmittel
average grade/mark; overall average	Durchschnittsnote
award (a degree), to	(einen Abschluss) verleihen

B

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

C

calculate, to	berechnen
cancellation	Stornierung, Absage
central examination(s) office	Zentrales Prüfungsamt
(course/seminar) certificate	Schein
(degree) certificate	Zeugnis, Urkunde
certificate of enrolment	Immatrikulations- bescheinigung
(Central) Certificate Recognition Office	(Zentrale) Zeugnisanerkennungsstelle
certified copy	beglaubigte Kopie
certified translation	beglaubigte Übersetzung
chair(person) of the examination committee	Prüfungsausschussvor- sitzende/r

chairperson/chair	Vorsitzende/r
challenging	herausfordernd, anspruchsvoll
change of major	Hauptfachwechsel
change of programme (major/minor)/course	Studienfachwechsel
change course, to	Kurs/Studienfach wechseln (je nach Kontext)
change of university	Hochschulwechsel
cheat, to	betrügen, täuschen
claim hardship, to	einen Härteantrag stellen
clarification	Klarstellung
classmate	Kommilitone/Kommilitonin
closing date	Ausschlussfrist
co-examiner	Beisitzer/in
colloquium	Kolloquium
combination of subjects/disciplines	Fächerkombination
compensation of a disadvantage	Nachteilsausgleich
competitive entry	Zulassungsbeschränkung
complaint	Beschwerde
complete	gesamt
(satisfactorily) complete all credit points, to	alle Leistungspunkte erbringen
complete a term paper/ an assignment, to	eine Hausarbeit anfertigen, fertig stellen
completed credits	erbrachte Leistung

compulsory course	Pflichtfach
compulsory elective	Wahlpflichtfach
compulsory module	Pflichtmodul
(university) computer centre	(Hochschul-) Rechenzentrum
conditional admission	vorläufige Zulassung
concern	Sorge, Anliegen, Angelegenheit
confirm, to	bestätigen
consent	Zustimmung, Einwilligung
consider, to	auf etw. achten, erwägen
contact hours (per week)	Semesterwochenstunden
continuous assessment	studienbegleitende Prüfungsleistung
conversion of grades	Notenumrechnung
convert grades, to	Noten umwandeln, umrechnen
cope (with), to	etw. bewältigen, schaffen
Counselling Service/Office	Beratungsstelle
count, to	zählen, berechnen
course catalogue	Vorlesungsverzeichnis
course of studies	Studiengang
course record book	Studienbuch
course work	Studienleistung
cram, to	lernen, büffeln
credit allocation	Punktevergabe
credits	Studienleistung (in ECTS o.Ä.)

credits/credit points	Leistungspunkte
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D

date of issue; date received	Ausgabedatum
deadline	Frist
dean	Dekan/in
deceive, to	täuschen
deception	Täuschung
decision regarding admission	Zulassungsbescheid
(oral) defense of the thesis/dissertation	Disputation, (mündliche) Verteidigung
defer, to	etw. verschieben, aussetzen
deferral	Aufschub, Verschiebung
delay	Verzögerung, Verspätung
degree certificate	Abschlusszeugnis, Urkunde
degree programme/course	Studiengang
deny, to	jdm. etw. verweigern, etw. abstreiten
department	Abteilung/Fach(bereich)
deregister from an examination, to	von einer Prüfung abmelden
diploma	Abschlusszeugnis, Urkunde
Diploma supplement	Diplomzusatz
disability	Behinderung
Disability and Well-Being Office/Disability Service (DS)	Behindertenreferat, Behindertenbeauftragte/r
disapprove of, to	etw. ablehnen, missbilligen

dissertation	Abschlussarbeit, Examensarbeit
distinction	<i>als Note: (mit)</i> Auszeichnung
distribution	Verteilung, Vertrieb
doctoral degree	Promotion
doctoral thesis/dissertation	Doktorarbeit/Dissertation
D.Phil (=doctor philosophiae, s. auch: PhD), v.a. im UK, wird für alle Disziplinen verwendet!	Doktor(titel)
double degree	Doppelabschluss
draft a document, to	ein Dokument erstellen/entwerfen
draw up a degree certificate, to	ein Abschlusszeugnis erstellen
due, to be	fällig sein
due date	Frist, Abgabedatum

E

earn a degree, to	einen Abschluss erwerben
elective (course)	Wahlfach/-modul
enclose, to	beifügen
enrol, to	immatrikulieren
enrol in(to), to	einschreiben in
enrolment	Immatrikulation
enrolment certificate	Immatrikulations- bescheinigung
enrolment form	Anmeldeformular

enter (information), to	(Informationen) eingeben
entrance examination	Aufnahmeprüfung
entry qualification (for HEIs)	Hochschulzugangsberechtigung
entrance qualification for a University of Applied Sciences	Fachabitur, Fachhochschulzugangsberechtigung
evaluate, to	beurteilen, auswerten
evaluation	Bewertung, Beurteilung
evident	ersichtlich
examination adjustment	Prüfungsanpassung
examination certificate	Prüfungszeugnis
examination committee/board	Prüfungsausschuss/-kommission
examination (regulations) consultation	Prüfungsberatung
examination, marked work	Prüfungsleistung
exam(ination) date	Prüfungstermin
examination not taken	nicht teilgenommen (an der Prüfung)
Examination(s) Office	Prüfungsamt
examination period	Prüfungszeitraum, Klausurphase
examination process/procedure	Prüfungsverfahren/-ablauf
examination regulation(s)	Prüfungsordnung
examination result	Prüfungsergebnis
examination venue/location	Prüfungsort
examiner	Prüfende/r

exceptional (mitigating) circumstances	außergewöhnliche (mildernde) Umstände
excuse oneself from a class, to	sich von einem Seminar entschuldigen
extend a deadline, to	eine Frist verlängern
extension	Verlängerung
extension of a deadline	Fristverlängerung

F

faculty	Fakultät, Fachbereich
fail	nicht bestanden
fail, to	durchfallen
fail (an examination in) the last and final attempt, to	(eine Prüfung) endgültig nicht bestehen
failure to attend	Nichtantritt
favour, to	begünstigen, bevorzugen
file a complaint, to	Beschwerde einreichen
file an objection, to	Widerspruch einlegen
final (written) examination	Abschlussklausur
final mark/grade	Abschlussnote, Endnote
finals, final examination(s)	Abschlussprüfung(en)
financial disclosure act	Mitteilungsverordnung
first examiner	Erstprüfende/r
first degree course	grundständiger Studiengang, erster berufsqualifizierender Abschluss

Foreigner's/Alien (Registration) Office	Ausländeramt
forgery	Fälschung
formulate a topic, to	ein Thema formulieren
fulfil the admission prerequisites/requirements, to	Zulassungsvoraussetzungen erfüllen
further	weiter(e);
further documents	sonstige, weitere Unterlagen/Dokumente
further to	in Bezug auf

G

grade (AE)	Note
grade point average (AE)	Durchschnittsnote
grading period	Korrekturzeitraum
graduate	Absolvent/in
graduate programme/degree	weiterführender Studiengang
graduate (student)	Student/in in weiterführendem Studium
grant an extension, to	eine Verlängerung gewähren
grant s.b. leave, to	jd. beurlauben
grateful	dankbar

H

hand in, to	abgeben, einreichen
hand out (a document), to	(ein Dokument) ausgeben, verteilen

hardship claim	Härteantrag
Head of Department (<i>edu.</i>)	Dekan/in, Direktor/in
hesitate, to	zögern
Higher Education Act	Hochschulgesetz
higher education institution (HEI)	Hochschule

I

implement, to	umsetzen
in time	fristgemäß
individual performance	Einzelleistung
information on available legal remedies	Rechts(behelfs)belehrung
inform, to	informieren
insist, to	auf etw. bestehen
inspection (of a graded examination)	Einsichtnahme (in eine Klausur)
inspection of files/records	Akteneinsicht
instance	Beispiel, Fall
instruction of legal rights	Rechts(behelfs)belehrung
instructions leaflet/pamphlet	Merkblatt
insufficient	nicht ausreichend
intermediate module	Aufbaumodul
intended deadline/submission date	vorgesehener Abgabetermin
intermediate seminar	Proseminar
International (Students) Office	Akademisches Auslandsamt

internship	Praktikum
internship report	Praktikumsprotokoll
introductory course	Einführungskurs, Grundkurs
introductory seminar	Proseminar, Einführungsseminar
invigilator	Prüfungsaufsicht
invoice	Beleg, Rechnung
issue	Frage, Angelegenheit, Problem; Ausgabe (einer Publikation)
issue a document/notification, to	ein Dokument/einen Bescheid ausstellen
(university) IT services	(Hochschul-) Rechenzentrum
italics	kursiv

J

joint degree	(gemeinsam vergebener) Doppelabschluss
--------------	---

L

late submission	verspätete/nicht fristgemäße Abgabe
leave, to be on	beurlaubt sein
leave of absence, to take a (voluntary)	sich beurlauben lassen
lecture hall	Hörsaal
lecture period	Vorlesungszeit

legibly	lesbar
limitation period	Ausschlussfrist
limited admission/access/ entry	Zulassungsbeschränkung

M

major (subject)	Hauptfach
majority	Mehrheit (auch: Volljährigkeit)
make an application, to	Antrag stellen
make examination arrangements for students with disabilities, to	die Prüfungsbedingungen an die Bedürfnisse von Studierenden mit Behinderungen anpassen
mandatory internship	Pflichtpraktikum
mark (<i>BE</i>)	Note
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	ärztliches Attest
minor (subject)	Nebenfach
mitigating (circumstances)	mildernd(e) Umstände
miss a deadline, to	eine Frist überschreiten/nicht einhalten
module catalogue/handbook	Modulhandbuch
modules passed	bestandene Module

monitor attendance, to	die Anwesenheit überprüfen
------------------------	----------------------------

N

necessary credit points	erforderliche Leistungspunkte
necessary documents	erforderliche Nachweise
not be admitted (to the examination), to	nicht (zur Prüfung) zugelassen sein/werden
not marked/graded, non-graded	unbenotet
(public) notice	Aushang
number of credit points	Leistungspunktezahl
number of semesters enrolled in a particular degree course	Fachsemester

O

object, to	in Widerspruch gehen, widersprechen
objection	Widerspruch
occasion	Anlass, Grund, Ereignis
Office for the Recognition of Certificates, Diplomas and Credentials	Zeugnisanerkennungsstelle
oral examination	mündliche Prüfung
orientation examination	Orientierungsprüfung
overall mark/grade	Gesamtnote

P

part-time studies	Teilzeitstudium
pass the examination, to	eine Prüfung bestehen
pass	bestanden
pay attention (to), to	auf etw. achten, beachten
peer	seinesgleichen (z.B. Kollege, Gleichaltrige/r, etc.)
peer pressure	Gruppenzwang, sozialer Druck
permission	Erlaubnis
PhD (=doctor philosophiae, s. auch: D.Phil) <i>wird für alle Disziplinen verwendet!</i>	Doktor(titel)
PhD thesis/dissertation	Doktorarbeit, Dissertation
phrase	Ausdruck, Begriff, Phrase
place (at university)	Studienplatz
placement test	Eignungsfeststellungsprüfung, Einstufungstest
plagiarise, to	plagiierten
plagiarism	Plagiat
post a public notice, to	durch öffentlichen Aushang bekannt geben
postgraduate studies	weiterführender Studiengang (Master/Promotion)
postgraduate (student)	Student/in in weiterführendem Studiengang

postpone, to	etw. verschieben
power of attorney	Vollmacht
preliminary	einleitend, vorbereitend
prerequisite	Voraussetzung
previously acquired certificates/qualifications in higher education	bereits erworbene Scheine
prior	früher(e)/vorherig(e), vorrangig
prior to	bevor, vor etw.
process of elimination	Ausschlussverfahren
proctor (AE)	Prüfungsaufsicht
protest, to	protestieren, widersprechen
expert representing a discipline/subject	Fachvertretende/r
programme regulations	Studienordnung
project report	Projektbericht
promote, to	begünstigen, bewerben
proof of (academic) achievement	Leistungsnachweis
public health/medical officer	Amtsarzt/-ärztin
publish examination results, to	Prüfungsergebnisse bekannt geben/veröffentlichen

Q

qualification	Qualifikation
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qualifications previously earned in higher education	bereits erworbene Scheine
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R

ready to be collected	abholbereit
receipt	Beleg
receive, to	empfangen
receive notification, to	Benachrichtigung erhalten
recognise, to	anerkennen
recognised illness	anerkannte Krankheit
recognition	Anerkennung
recognition of (examination) credits	Anerkennung von Prüfungsleistungen
recognition	Anrechnung/Anerkennung
recommendation	Empfehlung, Rat
record/register marks/grades, to	Noten eintragen
record attendance, to	Anwesenheit überprüfen
re-enrolment deadline	Rückmeldefrist
register/sign up for an examination, to	anmelden, für eine Prüfung
registrar	(höchste/r) Verwaltungsbeamte/r (einer Hochschule); <i>auch</i> : Gerichts-/Standesbeamte/r,
Registrar's Office	Studierendenkanzlei, Studierendensekretariat

registration for an examination	Anmeldung zur Prüfung
registration of marks/grades	Noteneintrag
registration period (for examinations)	Anmeldezeitraum (für Prüfungen)
regret, to	etw. bedauern
regular duration of studies	Regelstudienzeit
reject, to	ablehnen
release (information), to	etw. freigeben, herausgeben, veröffentlichen
relevant examination regulations	entsprechende/relevante Prüfungsordnung
renewal period	Verlängerungszeitraum
repeat examination, re-sit	Wiederholungsprüfung
representative for students and staff with a (severe) disability	Schwerbehindertenbeauftragte/r
request, to	um etw. bitten, etw. erfragen
request for reinstatement to previous state	Antrag auf Wiedereinsetzung in den vorherigen Stand
required	erforderlich
research leave/sabbatical	Forschungsfreisemester
resit/repeat/retake an examination, to	eine Prüfung wiederholen
restricted admission	Numerus Clausus
reviewer	Gutachter/in, auch: Kritiker/in

right of appeal/objection	Widerspruchsrecht
S	
sabbatical	Sabbatsemester/-jahr, Auszeit
scale of fees	Gebührenordnung
school leaving (exams) certificate	Schulabschlusszeugnis
second(ary) examiner	Zweitprüfende/r
second degree	Zweitstudium
semester overview/summary	Semesterübersicht
semester on leave	Urlaubs-/Freisemester
seminar	Seminar
sign up (for sth), to	sich (für etw.) anmelden
sit an examination, to	eine Prüfung ablegen
skip, to	überspringen, auch: schwänzen
staff	Belegschaft, Personal, Lehrkörper
(official) statement	Stellungnahme
Student Advice Service/Office	(Zentrale) Studienberatung
Student Affairs (Office)	(Stelle/Büro für) Studienangelegenheiten
student loan	Bildungskredit, Darlehen
Student Records (Office)	Prüfungsamt, Studierendenverwaltung
student(s) services (organisation)	Studentenwerk

students with a disability	Studierende/ r mit Behinderung
study / examination credits	Studien- bzw. Prüfungsleistungen
study period	Studienzeit
subject	Fach
subject area	Fachrichtung
submission deadline	Abgabefrist
submit (an essay), to	(einen Aufsatz) einreichen/abgeben
sue, to	(jdn. ver-)klagen
sufficient	genügend, ausreichend
superior	Vorgesetzte/r
supervisor (of a thesis)	Betreuende/r (einer Examensarbeit)
supporting document/proof	Nachweis

T

take attendance, to	Anwesenheit überprüfen
take an examination, to	eine Prüfung ablegen
target, to	auf jdn (ab)zielen, etw. an/auf jdn/etw. richten
teacher training	Lehrerausbildung
teaching (hours) per week	Semesterwochenstunden
term paper	Hausarbeit/Semesterarbeit
term time	Vorlesungszeit
termination of enrolment	Exmatrikulation (bei Studienabschluss)

thesis	Examensarbeit
thesis defence	Verteidigung
thesis proposal	Exposé
time of study	Studienzeit
topic allocation	Themenausgabe
topic, theme	Thema
transcript of exams and courses taken	Modul- und Lehrveranstaltungsübersicht
transcript of records	Leistungsüberblick/-nachweis
transfer a credit, to	eine (Studien-) Leistung anrechnen
transferred credit	angerechnete Leistung(-spunkte)
tutorial	(Kleingruppen-)Seminar
type of module	Modulgruppe

U

undergraduate programme/degree	grundständiger Studiengang, Bachelorstudiengang
undergraduate student	Bachelorstudierende/r
undue hardship	besondere Härte, Härtefall
university administration	(zentrale) Hochschulverwaltung
university entrance certification	Hochschulzugangsberechtigung

V

valid (e.g. student ID/card)	gültig (z.B. gültiger Studierendenausweis)
various documents	verschiedene Unterlagen/Dokumente
violation	Verstoß
viva (voce)	Disputation/Verteidigung
vocational (baccalaureate) diploma	Fachabitur

W

withdraw (from an examination), to	(von einer Prüfung) zurücktreten
withdrawal from the university register/a course	Exmatrikulation (freiwillig)
work experience/placement	Praktikum
written examination	Klausur