Introduction

Welcome to the School of Business and Economics! The International Module Handbook compiles all of our English-taught modules. If you have further questions, the student advisory team and the school’s ERASMUS Office are always glad to help you answer them. Please find their contact details at the end of this section.

Learning Agreement and Transcript

All ERASMUS students should fill in a learning agreement form and hand it in to the ERASMUS Office of our school. The learning agreement is a list of courses you will attend during the semester you are staying here as an exchange student. Vera Klöckner, our ERASMUS administrator, handles these learning agreements and also compiles your transcripts (academic record) and, if need be, will send them to your university at the end of the semester.  
Please note: No credits (ECTS) are granted for attendance, you usually have to pass an oral or written exam or hand in a paper! Language courses and courses from other faculties can be listed on your transcript, just hand in the certificate (“Schein”).

Modules

The full list of the modules offered at the school of business and economics can be found in our module handbooks:

www.uni-tuebingen.de/en/30991 (bachelor programs) and
www.uni-tuebingen.de/en/31075 (master programs),
or via the Campus system (click on the first link from above, you can switch to English by clicking on the flag in the upper red area): https://uni-tuebingen.de/en/943

As an exchange student, you are free to choose from all of our modules, provided that you are able to follow the chosen courses. Please note that some courses have a limited number of places. You need to apply for these courses and, as for our degree students, we are unable to guarantee that your application will be successful.

Undergraduate modules have numbers starting with 1 to 3, indicating in which year of studies students should participate (e.g. B290 is a business course recommended for second year Bachelor students). Modules on Master level have module numbers starting with 4 and 5.
Cycle indicates in which term a module is offered. WS means that the class takes place in winter term and SS means that the class takes place in summer term.

For each class, you will receive 3, 6 or 9 ECTS credits, depending on the workload. The workload per credit is about 30 hours, including the time of attendance, preparation for the course and studying for the exam. A typical semester workload consists of 30 ECTS.

Registration
Please check on the campus system and with the respective department’s website if registration is required. Generally, no registration is required for lectures (“Vorlesung”), but sometimes for the practice course (“Übung”). Colloquiums and seminars usually require registration. The registration usually remains open until the first week of lectures.

Exams
In order to receive ECTS credits, you have to pass an exam or assignment. The exam period usually starts in the last week of lectures and lasts until the end of the second week of the semester break. Should you not be able to attend the exams in person due to the fact that semester schedules are not compatible it is possible to arrange for an alternative mode of examination. Please contact your lecturer directly to find out which option is offered. Please note that availability of early or alternative examination (such as remote exams) is restricted and that students bear the burden of proof that they cannot sit the general exams in Tübingen. More information can be found here: https://uni-tuebingen.de/en/120864.

EXAM REGISTRATION
For written exams it is absolutely necessary to register at the examination office (“Prüfungsamt”) in Haußerstraße 11. Fill in the course registration form and deliver it to the examination office during the registration period (approx. 4-6 weeks before the exam period, details to be found on the website of the examinations office: https://uni-tuebingen.de/en/129098).

Welcome event
There will be an information meeting on Friday before lectures start to which all exchange students are invited by mail. Prof. Koziol, who is in charge for the ERASMUS program and his staff will be happy to welcome new ERASMUS- and other exchange students studying at the
School of Business and Economics for the next one or two semesters. They will be glad to answer all of your questions regarding course choice and examination rules.
The course will be offered in cooperation with the Division for International Affairs and their Advisory Program ([https://uni-tuebingen.de/en/90787](https://uni-tuebingen.de/en/90787)) but you’re welcome to join us even if you are not participating in that course.

**Welcome Event:**
Friday October 12th
10:15 – 11:45
“Neue Aula”, Lecture Hall 5
Geschwister-Scholl-Platz
72074 Tübingen

Should you need help with your course choice, please contact our student counsellors:
[https://uni-tuebingen.de/en/129646](https://uni-tuebingen.de/en/129646)

**Important!**
To make sure you are all set for your semester please check in at our Erasmus Office and see Ms. Klöckner at the beginning of your stay in Tübingen and also make sure you do not leave without seeing her to ensure everything is set for you to receive your transcript.

**Contact**
**Erasmus Coordinator:** Prof. Christian Koziol
Contact: Vera Klöckner – vera.kloeckner@uni-tuebingen.de
Address: Nauklerstrasse 47, first floor
Office hours: Tuesday – Thursday: 10-12

**Student Counselling:** Melanie Goletz, Franziska Joustra & Team
Address: Nauklerstraße 47, EG, 72074 Tübingen
Phone: 0707129-76415
Office hours: See [http://www.uni-tuebingen.de/en/18032](http://www.uni-tuebingen.de/en/18032)