How To: Alma

Content

Login

Eberhard Karls Universität Tübingen
alma

English   [User name] [Password] **Login**

🏠 | Admission | Studies offered | Organisation

alma

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Information for students

All students of the University of Tübingen can use the **student functions** available via alma (certificates, information on study programs, BAFöG certificates, change of address).

Registration for assessment is available via the alma portal for all degree programs, beside of some older programs.

For all other degree programs, registration for assessment must for the time being be done via the Campus portal or via any arrangements organized by your institute. Please direct your assessment-related enquiries to your examination office.

You can find the **online course catalogue** in the Campus portal https://campus.verwaltung.uni-tuebingen.de
If you have questions regarding the contents of your study program, please ask at your department.

Applying for a different program or part of a program?
Are you a student wishing to change to a different program or subject and you need to apply for it (e.g., it is a restricted-admission Bachelor's program, a Master's degree program or a Master of Education, or if you are not a German citizen or do not have a German university entrance qualification)?
Then register using your private E-mail address for an additional account in this portal.

Via this additional account, you can apply for admission to one or more programs/ subjects, and you will receive the corresponding acceptance or rejection notices via that account (except for: DoSV programs – in that case, you receive notification via your hochschulstart.de account).

You cannot apply using your current student account.

For technical issues please contact alma-support(at)uni-tuebingen.de

Information for applicants

Applications for the winter semester 2020/21 are currently already possible for various Master's programs. For information on the start of the respective application period for the winter semester, please refer to our corresponding website (https://uni-tuebingen.de/de/111543).

The courses of study for the remaining degrees will probably not be released for application before 01.07.2020. We ask for your understanding.

If you have already received a letter of admission on which a code for online enrolment is printed, you must re-register here. The registration fo

📝 Application

Registration

This is where you sign in.

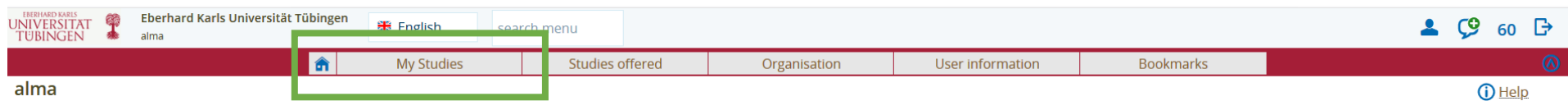Use your usual Login data, the one you also use for E-mail a.o.

What exactly does Alma?

Alma is a platform that was introduced to most students only this term

You use it to…

 … sign up for courses

 … sign up for exams

 … view and print your Transcript of Records, your enrollment certificate a.o.

 … make sure your registration payments were made

You can also view the organizational structure of the University and find information about staff e.g. E-mail addresses or working hierarchy.

"My Studies" is the most important function. Here you find most of what you need.

What that entails is going to be introduced on the next pages…

Transcript of Records

My Studies

Planner Of Studies with module plan
Remark moduls, enroll lectures and sign in for examinations

Schedule
See events and examinations in your personal schedule

Show my enrollments
Get an overview of your examinations and courses

My achievements
Get an overview of your achievements, i.e. examinations or visited lectures.

Register for electives
Registration of electives

Student Service
Get an overview of your status, contact details, invoices and payments. Create reports, reregistration

- You'll find your Transcript of Records in a fold out chart and as a print version in "My achievements"

- There is also a chart showing you your study history at the University of Tuebingen

    In case you switch your course of study you find the exact term here.

Achievement Data

⬇ Expand all   ⬆ Collapse all

Title
⊟ 🗐 PO B.A. Anglistik/Amerikanistik HF
⊟ 🔖 Bachelor Anglistik/Amerik
● 🔖 Orientierungsprüfung
⊞ 🔖 Anglistik/Amerikanistik
⊟ 🗐 PO B.A. Germanistik NF
● 🔖 Orientierungsprüfung
⊞ 🔖 Germanistik

Study history

☑ Degree/Subjects
☐ ⊟ Bachelor
⊟ Sommer 2020
☑ ● Bachelor Anglistik / Ameri
☑ ● Bachelor Germanistik (N-2
⊞ Winter 2019/20
⊞ Sommer 2019
⊞ Winter 2018/19
⊞ Sommer 2018
⊞ Winter 2017/18

Reports

📄 Transcript Of Records (Deutsch) [PDF]

Reports

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Registration of electives

Student Service
Get an overview of your status, contact de

Student Service

| Student status | Contact data | Bills and payments | **Reports** |

My course of studies

Reports

Sie können Ihre Studienbescheinigungen für folgende Semester ausdrucken: Sommer 2020 ▼

Bescheinigungen

📄 Beitragsbescheid Studierendenwerk Tübingen – Hohenheim [PDF]

📄 Bescheinigung nach § 9 BAföG [PDF]

📄 Gebührenaufstellung (HINWEIS: Gebührenaufstellungen für die Zeit vor dem Sommersemester 2019 erhalten Sie auf Anforderung beim Studierendensekretariat) [PDF]

📄 Immatrikulationsbescheinigung/Studienbescheinigung/Datenkontrollblatt [PDF]

📄 Immatrikulationsbescheinigung/Studienbescheinigung/Datenkontrollblatt (Englisch) [PDF]

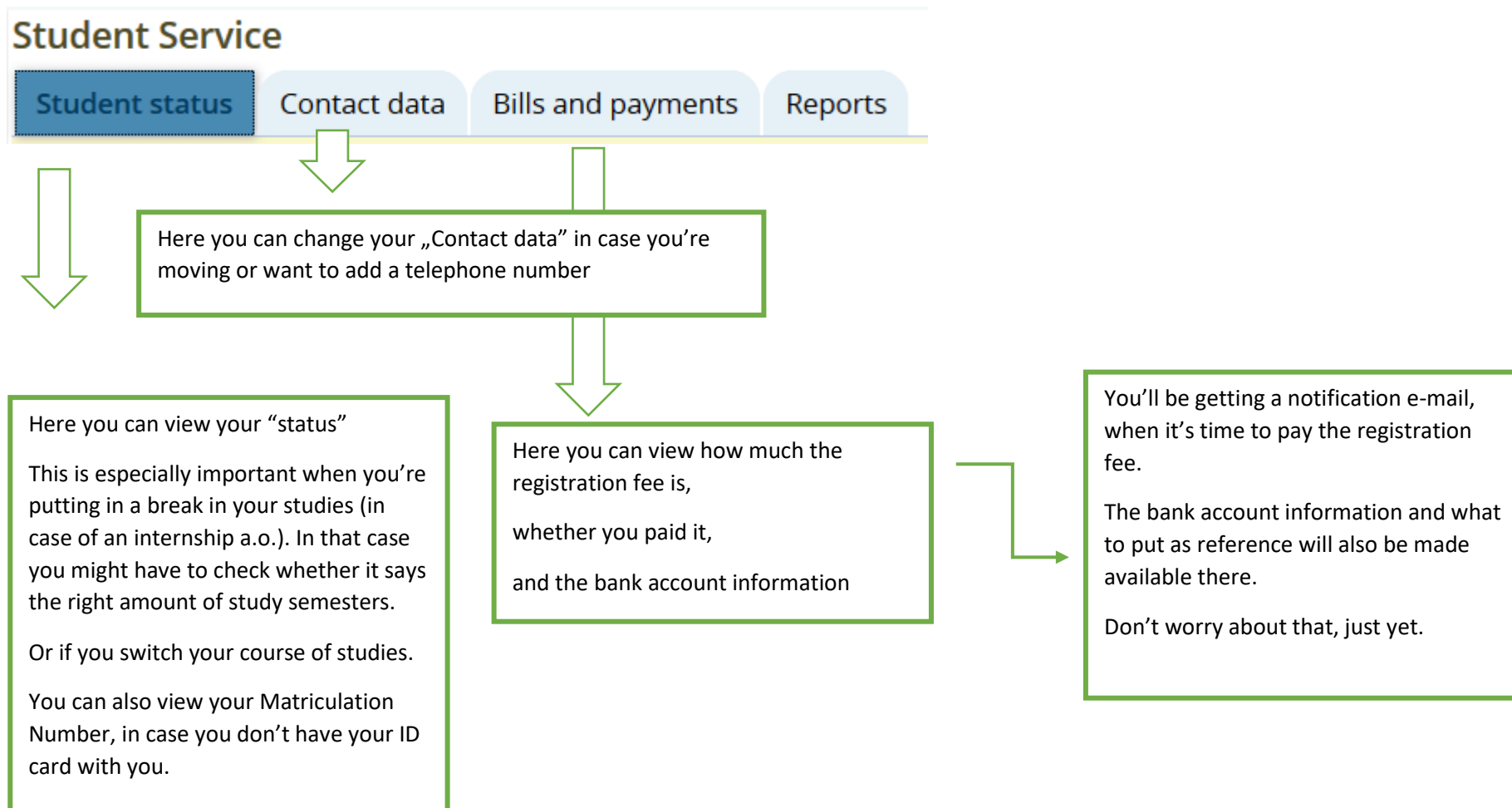📄 Naldo-Bescheinigung [PDF]

📄 Studienverlaufsbescheinigung [PDF]

📄 Studienverlaufsbescheinigung (Englisch) [PDF]

Student Service

You don't just find Reports in the "Student Service" section, though:

Student Service

| Student status | Contact data | Bills and payments | Reports |

Here you can change your „Contact data" in case you're moving or want to add a telephone number

Here you can view your "status"

This is especially important when you're putting in a break in your studies (in case of an internship a.o.). In that case you might have to check whether it says the right amount of study semesters.

Or if you switch your course of studies.

You can also view your Matriculation Number, in case you don't have your ID card with you.

Here you can view how much the registration fee is,

whether you paid it,

and the bank account information

You'll be getting a notification e-mail, when it's time to pay the registration fee.

The bank account information and what to put as reference will also be made available there.

Don't worry about that, just yet.

How To: Signing up for courses (example B.A. Anglistics)

There are different ways to sign up for lectures and seminars on Alma. The easiest one being "Planner Of Studies with module plan".

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Planner Of Studies with module plan

ⓘ Please select a course of study

Course of studies

Bachelor Anglistik / Amerikanistik (H-2015-1)

Bachelor Germanistik (N-2012-1)

Then you might have to choose a course of studies to start with.

In the example you can choose between Anglistik or Germanistik.

Keyword Module Plan:

Your module plan and the study and exam regulations are available on this page:

https://uni-tuebingen.de/einrichtungen/verwaltung/iv-studierende/zentrales-pruefungsamt/geisteswissenschaftliche-faecher/pruefungsordnungen-und-modulhandbuecher/aktuell/

One of the perks of this function is that the seminars and lectures are already sorted by module. That does not mean you won't have to read your module plan; it just assists you. The farther you get along with your studies the better it is because it also shows you which modules you already successfully finished.

Structure of examination regulations - All subject related semesters

- [–] 82|005|-|-|H|2015 - PO B.A. Anglistik/Amerikanistik HF
  - ● 1000 - Zwischenprüfung - 33.0 CP
  - ● 250 - Orientierungsprüfung - 0.0 CP
  - [–] 9050 - Anglistik/Amerikanistik - 120.0 CP
    - [+] 8990 - Bachelorarbeit - compulsory - 12.0 CP
    - [+] 100 - Basic Module Literary Studies - compulsory - 9.0 CP
    - [+] 200 - Basic Module Cultural Studies - compulsory - 6.0 CP
    - [+] 300 - Basic Module Linguistics - compulsory - 9.0 CP
    - [+] 400 - Language and Use - compulsory - 6.0 CP
    - [+] 500 - Advanced Module Literary Studies - compulsory - 9.0 CP
    - [+] 600 - Advanced Module Cultural Studies - compulsory - 9.0 CP
    - [+] 700 - Advanced Module Linguistics - compulsory - 9.0 CP
    - [+] 800 - Advanced Module Written Communication/Translation - compulsory - 6.0 CP
    - [–] 100 - Basic Module Literary Studies - compulsory - 9.0 CP
      - ● 110 - Lecture and Tutorial - compulsory - 3.0 CP
      - ● 115 - Seminar - compulsory - 6.0 CP
      - [–] EAS_BA_01-16 - Veranstaltungen: BM Literary Studies - 0.0 CP
        - ● EAS_BA_01-16-VG1 - (110) VL&T Introduction to Literary Studies - compulsory
        - [–] EAS_BA_01-16-VG2 - (115) S Introduction to Literary Studies - compulsory (Max. 1 of 1)
          - [+] S: Introduction to Literary Studies - seminar - compulsory (1 of 5)

These are the basic modules; you'll need those to proceed in your studies.

The ones that are marked red, are the ones you're supposed to do in your first term (an overview of the ones in your course of studies is available in your module planner). As a B.A. Anglistik student you would have to successfully finish these two courses by the end of your third term.

The basic module Literary Studies consists of a lecture and a seminar.

The lecture is available online during the summer term, so you don't have to apply for it.

To sign up for a seminar, you just have to hit the "Apply" button

⊩ Apply

seminar: S: Introduction to Literary Studies

Achievement will be related to Voluntary Event
ANG_Zeitraum_Veranstaltungsbelegung_Gruppenprio:
The Period last from 07.04.2020 / 11:30 to 12.04.2020 / 23:59

Status	Actions	Parallelgroup	Dates & Rooms
Not enrolled	Priority 1 ▾	1. parallelgroup	**S: Introduction to Literary Studies (Butter)** summer term 2020 • Tuesday, 04/14/2020 - 07/21/2020 from 14:00 to 16:00 c.t. Weekly Raum 406 (Neuphilologicum) Remark for this event Please note: There is no lecture "Introduction to Literary Studies" in the summ Instructor in the seminar will provide you with further details in the first session of your seminar. • Wednesday, 04/22/2020 - 07/22/2020 from 18:00 to 20:00 c.t. Fortnightly Seminarraum 030 (Neuphilologicum) Remark for this event TUTORIAL Tutor: Lennart Fett.
Not enrolled	Priority 2 ▾	2. parallelgroup	**S: Introduction to Literary Studies (Hirschfelder)** summer term 2020 • Friday, 04/17/2020 - 07/24/2020 from 08:00 to 10:00 c.t. Weekly Raum 406 (Neuphilologicum) Remark for this event Please note: There is no lecture "Introduction to Literary Studies" in the summ Instructor in the seminar will provide you with further details in the first session of your seminar. • Tuesday, 04/21/2020 - 07/21/2020 from 08:00 to 10:00 c.t. Fortnightly Seminarraum 107 (Neuphilologicum) Remark for this event TUTORIAL Tutor: Lisa Landreh.
Not enrolled	Priority 3 ▾	3. parallelgroup	**S: Introduction to Literary Studies (Hirschfelder)** summer term 2020 • Friday, 04/17/2020 - 07/24/2020 from 12:00 to 14:00 c.t. Weekly Raum 406 (Neuphilologicum) Remark for this event Please note: There is no lecture "Introduction to Literary Studies" in the summ Instructor in the seminar will provide you with further details in the first session of your seminar. • Tuesday, 04/28/2020 - 07/21/2020 from 08:00 to 10:00 c.t. Fortnightly Seminarraum 107 (Neuphilologicum) Remark for this event TUTORIAL Tutor: Lisa Landreh.
Not enrolled	Priority 4 ▾	4. parallelgroup	**S: Introduction to Literary Studies (Dengel-Janic)** summer term 2020 • Friday, 04/17/2020 - 07/24/2020 from 08:30 to 10:00 s.t. Weekly Seminarraum 106 (Neuphilologicum) Remark for this event Please note: There is no lecture "Introduction to Literary Studies" in the summ Instructor in the seminar will provide you with further details in the first session of your seminar. • Tuesday, 04/21/2020 - 07/21/2020 from 12:00 to 14:00 c.t. Fortnightly Raum 121 (Neuphilologicum) Remark for this event TUTORIAL Tutor: Larisa Hasecic.
Not enrolled	Dont enroll ▾	5. Parallelgruppe	**S: Introduction to Literary Studies (Dengel-Janic)** summer term 2020 • Monday, 04/20/2020 - 07/20/2020 from 08:30 to 10:00 s.t. Weekly Übungsraum 306 (Neuphilologicum) Remark for this event Please note: There is no lecture "Introduction to Literary Studies" in the summ Instructor in the seminar will provide you with further details in the first session of your seminar. • Tuesday, 04/28/2020 - 07/21/2020 from 12:00 to 14:00 c.t. Fortnightly Raum 121 (Neuphilologicum) Remark for this event TUTORIAL Tutor: Larisa Hasecic.

[Enroll now] [Cancel] [Reset]

After you hit "Apply" a page similar to this should pop up.

Here you'll have to assign priorities. For the basic modules the only differences are usually the instructor and the date.

The "Introduction to Literary Studies"-seminar is also accompanied by a Tutorial.

When decided, give out the priorities.

You should (and most often even have to) assign every priority, otherwise you might not get a seminar at all.

Then you hit "Enroll now".

Schedule

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This is what your Timetable looks like

You can mark courses, and sign up for them later, if you're not sure yet

The courses you applied for, will also show up here.

But to view it perfectly there are different areas you have to check…

View options						ⓘ Help	📄 As PDF-Document	📅 Export data as iCalendar (ics)	⚙ More display options	ⓘ

Sommer 2020 ▼			Week choice ▼	◄ Week 15: Apr 6, 2020 - Apr 12, 2020 ▼ ►

	▶ Mon., 6.04.2020	▶ Tue., 7.04.2020	▶ Wed., 8.04.2020	▶ Thu., 9.04.2020	▶ Fri., 10.04.2020 Good Friday
08⁰⁰					
09⁰⁰					
10⁰⁰					
11⁰⁰					
12⁰⁰					
13⁰⁰					
14⁰⁰					
15⁰⁰					
16⁰⁰					
17⁰⁰					
18⁰⁰					
19⁰⁰					

Legend ⊛

■ Single date ■ Weekly ■ Block date, Block date + sat, Block date + sat + sun ■ Fortnightly, Even weeks, Odd weeks

■ Three weeks turn, Four weeks turn, Every 1st weekday of the month, Every 2nd weekday of the month, Every 3rd weekday of the month, Every 4th weekday of the month, nach Vereinbarung

Sommer 2020 ▾

Especially during the break you'll have to check that you're in the right term

Week choice ▾ ◀ Week 15: Apr 6, 2020 - Apr 12, 2020 ▾ ▶

If you want to view your schedule for the whole term, you'll have to choose "term view".

term view ▾ Apr 1, 2020 - Sep 30, 2020

Now there should not be anything left to stand in your schedule and you can print it out.

To do that, you have to click on "As PDF-Document"

ⓘ Help 📄 As PDF-Document 📅 Export data as iCalendar (ics) ⚙ More display options ⓘ

"More display options" gives you the opportunity to change the information given on your timetable (room, instructor etc.)

Or you export the timetable data via "Export data as iCalendar (ics)".

Course Catalogue

Another way to register for courses is via the course catalogue (click on "studies offered" and then "show university course catalogue"). Here is a quick guide to how to find the right courses:

University course catalog for Sommer 2020

Term Sommer 2020 ▾

Course catalog structure

- 📕 Vorlesungsverzeichnis SoSe 2020
  Bitte beachten: alle Veranstaltungen beginnen voraussichtlich in KW 17 ab dem 20. April 2020 (Stand: 27.03.2020)
  - [+] Einführungsveranstaltungen zum Studienbeginn
  - [+] 1 Evangelisch-Theologische Fakultät
  - [+] 2 Katholisch-Theologische Fakultät
  - [+] 3 Juristische Fakultät
  - [+] 4 Medizinische Fakultät
  - [+] 5 Philosophische Fakultät
  - [+] 6 Wirtschafts- und Sozialwissenschaftliche Fakultät
  - [+] 7 Mathematisch-Naturwissenschaftliche Fakultät
  - [+] Zentrum für Islamische Theologie
  - • ---
  - [+] Bildungswissenschaftliches Angebot für Lehramtsstudierende
  - • Angebote für Doktoranden
  - [+] Außerfakultäre Veranstaltungen
  - [+] Außeruniversitäre Veranstaltungen

First you have to choose the faculty your course of studies belongs to.

Languages generally belong to the philosophical faculty ("Philosophische Fakultät")

Another area, especially important for B.A. students is courses that do not belong to any faculty ("Außerfakultäre Veranstaltungen").

Any event belonging to the Studium Professionale and the Career Service is sorted in this category.

These are the courses which give you credit in the Schlüsselqualifikationen-module.

Closing Statement

This should be all you need to survive your fist term. Just try by clicking on a few things.

 Don't worry, you won't be able to delete Alma. As far as we know, at least.

If you have any more questions or want to go more into detail, need someone to talk to. Don't be afraid, we're just a text away.

Have a good start,

Your Fachschaft Anglistik und Amerikanistik