

Quick guide for exam registration in alma Exchange students



General Information

WHEN do I register for exams? → During exam registration period!

















- Regular period: 4th December 2023 until 22nd January 2024
- “Make up” exams: Department specific

WHERE do I register for exams?

- Courses available IN your „Planner of studies with Module plan“ -> alma
- Courses NOT available in your „Planner of studies with Module plan“ -> Central Examination Office
- Use the [application form](#) and provide it to Central Examinations Office (exchange-exams@uni-tuebingen.de) with your [academic advisor](#) in copy

Differentiating courses and exams in alma

You need to register for both separately, courses and the affiliated exam.
You can only receive a result for a course (graded, non-graded) if you were registered.

Course registration	Exam registration	Finding Non-Faculty exams
<ul style="list-style-type: none"> Course registration takes place at the beginning of the semester  Courses use the symbol of an open book  <p>+ [book icon] B32.1B...Brand.Management...Lecture/Tutorial</p>	<ul style="list-style-type: none"> Exam registration takes place during the “exam registration period” later during the semester   Exams are highlighted by yellow (graded) or silver stars (typically non-graded and coursework completed during the semester (non-assessed coursework)). If you need a grade for a normally not graded exam, inform your examiner as soon as possible <p>  ECO-BA-7-6CP - Bachelor 7 - Elective - 6.0 CP</p> <p>click →  ECO-BA-10-6CP - Bachelor 10 - elective - 6.0 CP (1 of 71)</p> <ul style="list-style-type: none">  Applied Marketing Modells, Exam period 1 No time defined Examinationform: Written or oral exam Prüfer/-in:  Brand Management - Lecture/Tutorial, Exam period 1 No time defined Examinationform: Written or oral exam Prüfer/-in: 	<p>Additional Information: Exam registration for Non-Faculty exams like TRACS, German as a Foreign Language (DaF), Foreign Language Center (FSZ) are in a separate account within the structure.  </p> <p>Struktur der Prüfungsordnung - Alle Studiensemester</p> <ul style="list-style-type: none"> 36 EX7 - - H10 - Exchange Program Faculty of Science <ul style="list-style-type: none"> 8500 - Counting Rate Exchange Program Faculty of Science 9055 - Elective Studies Exchange Program Faculty of Science gUK - globales Oberlaufkonto <p>click →  übK - non-faculty career-oriented competen</p> <ul style="list-style-type: none">  übK-TRACS - Transdisciplinary Course P  übK-IKM - Center for Information, Comr  übK-FSZ - Foreign Language Center  übK-DaF - German as foreign language <p>DaF Info: All exams related to courses for exchange students are in the folder ÜbK-DaF-02</p>



Where do I register for Exams?

Courses IN your „Planner of studies with Module plan“ -> alma

- Go to „Planner of studies with Module plan.“
If the green button displays "show examination regulations": **Click it!**
- Identify the account your examination is in (e.g. Economics).
- Exam elements are highlighted by **stars**.
- Choose one exam element with the **required amount of credit points**.
Check the available options by clicking the plus symbol.
- Click on the „Apply“-Button

7 Apply

8 Apply

9 Apply

6

Check the details for exams you are registered for via
Home>My Studies> Show my enrollments

1

2

3

4

5

9

- You will be able to select your exam from the options available with the selected credit points
- Choose the exam you want to register for and click „Apply“ / „Register“ a second time
- The status admitted will be displayed for the chosen exam, whereas you the status will change to „not enrolled“ for the other examinations.
✔ admitted Not enrolled
- Don't worry if you want to register for more than one of the exams in that group: **You can register for the same options in the next exam element with the same Credit Points**



Where do I cancel my exam registration?

Courses IN your „Planner of studies with Module plan“ -> alma

1. Go to „Planner of studies with Module plan“
2. Identify the account your examination is in (e.g. Economics)
3. Exams are highlighted by **stars**
4. Identify the exam you have decided not to take and click „Sign off“

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Home My Studies Studies offered Organisation User information

Planner of studies with Module plan

Important information for your enrollment and cancellation. Please read carefully!

The depiction of the examination regulations within the system may differ from the official version. The official version applies in any such cases.

Admission to an exam registration within the system may differ from official standards. Admission to an exam via the system does not guarantee participation in the exam.

I accept

Next Cancel enrollment

ECO-BA-1-3CP: Bachelor 1

Achievement will be related to Elective Studies Economics Bachelor (N=ECO-BA) - Elective Studies Economics (N=ECO) - Elective Studies non degree exchange program (N=9055)

Exam period 1, summer term 2022

The Period last from 19.04.2022 00:00 to 16.10.2022 23:59

Please select a date for examination.

Actions & messages

Change selection

Sign off

Change selection

Dates & Rooms

Management Simulation Going Global - Seminar

for the event "Management Simulation Going Global - Seminar" (summer term 2022, 1, PG)

Exam period 1, summer term 2022

- No time defined

Examination form: Written or oral exam

Professor:in

MACRO simulation game

for the event "MACRO simulation game" (summer term 2022, 1, PG)

Exam period 1, summer term 2022

- No time defined

Examination form: Written or oral exam

Professor:in

Project Management

for the event "Project Management" (summer term 2022, 1, PG)

Exam period 1, summer term 2022

- No time defined

Examination form: Written or oral exam

Professor:in

Cancel enrollment Review legal information

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Home My Studies Studies offered Organisation User information

Planner of studies with Module plan nicht BRD Econ. and Business Admin.

Show Module plan Printview

Events summer term 2022

Courses: All None Only planned

Examinations: All None Only planned

Expand all Collapse all

Structure of examination regulations - All subject related semesters

Actions Status

961XXX]-I-|H|0 - PD non degree exchange program

8500 - Zahlkonto non degree exchange program - 0.0 CP

9055 - Elective Studies non degree exchange program

Your actual status: **Module started**
Term of the examination: st 2022

ECO - Elective Studies Economics

Your actual status: **Module started**
Term of the examination: st 2022

ECO-BA - Elective Studies Economics Bachelor

Your actual status: **Module started**
Term of the examination: st 2022

ECO-BA-1-3CP: Bachelor 1 - elective - 3.0 CP (1, of 3)

Your actual status: **admitted**
Term of the examination: st 2022

ECO-BA-2-3CP: Bachelor 2 - elective - 3.0 CP (1, of 3)

Sign off

Apply

6. Tick the box „I accept“ and click the button „Next“
7. Now you can cancel your exam registration by clicking „Sign off“. The status will change to „Not enrolled“ ✔ Not enrolled
- Alternatively you can change the examination you are registering for by clicking the button „Change selection“
8. Click „Go back to overview“
9. Now your „Planner of studies with Module plan“ will also display the updated registration status



Where do I register for Exams? Courses NOT in your „Planner of studies with Module plan“

- Fill in the [application form](#) ONLY for exams not available in your „Planner of studies with Module plan“
- Fill it in digitally and hand it in
 - digitally as PDF from your Uni Tübingen [Student e-mail account](#) (Login details are the same as for alma) → no signature necessary when authenticated by Student e-mail Account
 - To both, exchange-exams@uni-tuebingen.de with your [academic advisor](#) in copy
 - You can hand in a hard copy at Central Examination Office (Wilhelmstraße 19) with your signature if you are not able to hand in the form digitally
- Check the updated status (ONLY for exams managed via alma*) of your enrollments. During examination registration period it can take some time till the examination office updates the registration in alma. See 1 2
- [Cancelling your exam registration](#) for exams added by central examination office is only possible via central examinations office, not the „Sign off“ button 3

The screenshot shows the Alma system interface for a user named 'Hajja'. The breadcrumb navigation at the top indicates the user is in 'Home > My Studies > Show my enrollments', with '1' circled around the 'Show my enrollments' link. The main content area is titled 'Enrollments' and includes a 'Download individual timetable as PDF' link and a 'Term' dropdown menu set to 'Sommersemester 2022'. A message box states 'You have not applied for any courses yet.' Below this, an examination entry for 'ECO-BA-1-3CP Bachelor 1' is shown. The 'Status' column indicates 'Your actual status: admitted' and 'Term of the examination: st'. The 'Actions' column contains a 'More details' link and a 'Sign off' button. The 'Sign off' button is disabled and has a red box around it with the text '3' and 'Not possible, please contact examination office'. To the right of the exam entry, there are two links: 'Hide lectures' (with a circled '2') and 'Hide examinations'.