

<How to Get Your Exchange Year Grades Approved and Registered into the Official University of Tübingen System>

When you come back from your exchange year in Korea, your grades are not automatically transferred into our university system. You have to submit your request.

Below are instructions on how to make the request. Read them carefully before filing your request. Make the request ASAP after your return from Korea as it takes some time for the grades to appear on your transcript. We recommend that you file the request during the semester. (If you file during the semester break, expect a 2.5 month wait until the grades appear on your transcript) DO NOT wait until the last semester of your study to take care of this matter.

Please fill out the “exchange grades” word document that applies to you— based on the year that you were accepted into the program you are either ‘before 2019 cohort’ or ‘since 2019 cohort.’ (Also, choose the correct file based on whether you are a major or minor of Korean Studies.) The sample word document is pre-filled out to help you understand what type of info needs to be provided. But, you should, of course, fill in your own information—name, student ID number, yr you were admitted to the program, ECTS, the name of the courses you took, the year that the course was taken, grades, etc.

- Fill out the form that includes both your language course and content course--Auslandsmodul.
- If you’ve taken extra content courses in Korea and want that to be counted towards a specific module that is not part of the Auslandsmodul, also write down in the word document the exact module name based on Tübingen study plan.
[\(https://uni-tuebingen.de/fakultaeten/philosophische-fakultaet/fachbereiche/asien-orient-wissenschaften/koreanistik/studium/studien-und-pruefungsordnungen/\)](https://uni-tuebingen.de/fakultaeten/philosophische-fakultaet/fachbereiche/asien-orient-wissenschaften/koreanistik/studium/studien-und-pruefungsordnungen/)

Unless you take these steps, the content course you took during the exchange year will NOT be recognized automatically.

- If you’ve taken extra content courses in Korea and want that course to be counted towards your **Interkulturelle Kompetenz**. Write down the module name as “Modul BQ:Interkulturelle Kompetenz” and fill out the rest—course name, ECTS, and year the course was taken. (ex SS 2022, WS 2022-2023)

(The grade for **Interkulturelle Kompetenz** is always “unbenoted.”)

- If you received a failing grade for your content course in Korea, this course will **NOT** be recognized as either the Auslandsmodul or Modul BQ. A course with a failing grade is equivalent to a course not taken at all.

After filling out the form, submit **ALL THREE** documents listed below **as a single file** to this link□

https://unitc-my.sharepoint.com/:f/g/person/ankla01_cloud_uni-tuebingen_de/EhM2t3b1KOBGu9AKM1VUrUQB39oiNd-i_MpHYDm-TUplng

1# The word document form that you filled out

(If you are unclear what your grades should be under the German system, you can leave it as blank and we will fill it out for you. But check this link to see how the Korean grades translate to the German grade.

<https://uni-tuebingen.de/fakultaeten/philosophische-fakultaet/fachbereiche/asien-orient-wissenschaeften/koreanistik/tucku/studienleistungen-in-korea/>)

2# Your exchange year transcript

(Note that this transcript should also list the content courses you took if you want those credits to be acknowledged.)

3# Your language certificates—Level 3 & 4. (Also, Level 5 and/or 6, if it applies to you) **(If you've taken courses in Yonsei University or Ewha University, you do not have to submit a language certificate. Just your transcript with the language courses listed will be sufficient.)**

< CHECKLIST >

Do NOT email the form.

The file name should include your last name and then copy and paste the original name of the word document.

Ex) Lee_ Exchange Year Grade Transfer - MINOR SINCE 2019

ALL THREE documents (see below) must be sent **as a single file.**

****Once again, your request will NOT be processed if these documents are sent separately in multiple files. Compile all the materials first and send them as one file.**

- After a review of your request, we will take the administrative steps to transfer your grades. We will process only the request that are valid (supported with proper evidence).
- You will NOT get a confirmation email during this process. It is your responsibility to check your transcript to see if your request has been accepted and processed.

It will take some time for the grades to show up on your transcript. Wait for at least one month since you made your initial request. (For request filed during the semester breaks, expect at least a 2.5 month wait.) We ask for your patience.