

BA Advising FAQs

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- How can I apply?
There are different methods for EU and non-EU citizens. All the relevant information can be found here: <https://uni-tuebingen.de/studium/bewerbung-und-immatrikulation/>
- When can I apply?
The degree program starts in the winter semester. In exceptions, an admission into the summer semester is possible, but it makes more sense to start in the winter semester (due to courses building upon each other).
- Whom should I contact in case of questions regarding the formalities of the application?
The Studierendensekretariat: <https://uni-tuebingen.de/einrichtungen/verwaltung/iv-studierende/studierendenabteilung/studierendensekretariat/>
International students:
<https://uni-tuebingen.de/einrichtungen/verwaltung/iv-studierende/beratung-und-zulassung-internationaler-studierender/>
- What documents do I need to apply?
at least a high school leaving certificate and an English language proof; Cf. <https://uni-tuebingen.de/studium/bewerbung-und-immatrikulation/allgemeine-informationen-zur-bewerbung/>
- What language requirements are there?
English on B2 level
see <https://uni-tuebingen.de/de/134929>
- Are the language requirements fulfilled if I have a German Abitur with English as a main subject?
Yes.
- What can be counted as key qualification courses?
All courses that are not directly related to Computational Linguistics. These can for example be language courses, courses from the career service, courses from otehr subject, etc.
- Where can I learn more about the courses offered?
The following resources provide information about the courses offered:
 - module handbook
 - Alma course entries
 - Moodle course descriptions
 - introductory meeting held at the beginning of each semester
 - study advisor(s)
- How do I know which courses to take?

- Check the module handbook
 - Attend the introductory meeting
 - Ask the study advisor(s)
- Do I have to register for exams?
Yes, the registration via Alma in the second half of the semester is mandatory.
 - How can I get my grades entered into my transcript?
The default case is that you register for an exam on Alma, and after successful completion of the seminar, the lecturer enters your grades. If that is not possible, sometimes the lecturers send your grades to the Prüfungsamt via e-mail, where the grades are entered then. In rare cases, lecturers may issue a paper certificate (Schein), that you can pick up in the department secretariat (Wilhelmstraße 19, room 1.27, in the morning). You can then send a scan of the certificate to the Prüfungsamt via e-mail, asking them to enter it into a specific module.
 - Can I write my thesis with a company?
Yes, but it is not recommended. The advisor needs to be from the university and needs to agree to it. Often, there are also problems with data protection: in a thesis, it is necessary to describe in detail what has been done in which context. Companies often don't like it when details about internal information gets out, leading to a conflict between the requirements by the university and the company.
 - Can I do a semester abroad?
Yes. Talk to the erasmus advisor via erasmus@sfs.uni-tuebingen.de early on.
 - How can I get courses from a semester abroad recognized?
Before going abroad, you make a learning agreement between the home and receiving university. This agreement is checked, approved, and signed by the study advisors of each university. When you have returned, send both the learning agreement and the transcript of records of the courses taken abroad to the study advisor of Computational Linguistics in Tübingen. They will write a letter to the Prüfungsamt on how to count the courses taken in which module. The Prüfungsamt then enters the courses and grades into the transcript.
 - I want to change my major/minor subject and need a proof of counseling. Where can I get one?
From the study advisor. He/she can issue a "Bescheinigung über die studienfachliche Beratung".
 - Can I take courses from outside the department?
Yes. In the BA, you are even required to take courses outside of the department: key qualification courses (cf. above, module ISCL-BA-02) and language courses (ISCL-BA-03).
 - How can I get courses from outside the department show up in my transcript?
Try to register on Alma for the respective exams. If that is not possible, ask the lecturer for a paper certificate. Then scan this certificate and send the scan via e-mail to the Prüfungsamt, indicating which module you would like to have it entered into.
See <https://uni-tuebingen.de/einrichtungen/verwaltung/iv-studierende/zentrales-pruefungsamt/geisteswissenschaftliche-faecher/>.
 - Can I split up courses specified in the module handbook?
If the module handbook explicitly states that one course slot can be filled with multiple smaller seminars, then yes. In case this is not stated explicitly, then you can not split up the course and have to take a course with as many credit points as required.
 - Can I get financial support for my studies?
In general: no. There are external funding agencies that sometimes sponsor students, but it is not the norm. For more information, see <https://uni-tuebingen.de/studium/rund-ums-studium/studienfinanzierung/>.

- Where do I find the module handbook?
On the web page of the Prüfungsamt: <https://uni-tuebingen.de/de/128311> (look under letter C).
- How do I get a topic for my BA thesis?
In general you need to agree on a topic with the thesis supervisor. A natural way of getting a topic is to take a seminar you are interested in by the potential supervisor and then do an extension/continuation/implementation of one of the topics covered. Another natural way is to work as a research assistant during your studies. In research projects, there are typically many more tasks to be tackled than the involved researchers can handle. Taking over one of the academically interesting tasks is another commonly done option. If these two options are not available, approach a potential thesis supervisor and ask for a topic - they can provide you with a topic.
- Is it a problem if my studies take longer as expected?
In general: no, it is not a problem. Many students take a one or two semesters longer.