



## Exam Registration for Exchange Students<sup>(1)</sup>

Term/semester	winter summer	year	Exam Period	First date Make up/second date
Student ID			Date of birth	
First name			Family name	
Faculty/Institute in Tübingen				
Study program in Tübingen <sup>(2)</sup>				
Study program at home university				

Binding registration for the following courses which are not available for self-registration in alma:

<sup>(3)</sup> Exam / Course title	<sup>(4)</sup> Faculty/ Institute	<sup>(5)</sup> Lecturer	<sup>(6) + (7)</sup> Regular CP	<sup>(8)</sup> Type of evaluation	<sup>(9)</sup> Type of exam
				graded not graded unknown	<input type="checkbox"/> written <input type="checkbox"/> oral
				graded not graded unknown	<input type="checkbox"/> written <input type="checkbox"/> oral
				graded not graded unknown	<input type="checkbox"/> written <input type="checkbox"/> oral
				graded not graded unknown	<input type="checkbox"/> written <input type="checkbox"/> oral
				graded not graded unknown	<input type="checkbox"/> written <input type="checkbox"/> oral
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				graded not graded unknown	<input type="checkbox"/> written <input type="checkbox"/> oral
				graded not graded unknown	<input type="checkbox"/> written <input type="checkbox"/> oral

With my name/signature I confirm to comply with the prerequisites for registering for the above stated exams and that the exam registration was agreed to by the lecturer. I understand that this is a binding registration. I have read the additional information regarding exam registration at the University of Tübingen<sup>(9)</sup>.

Date	Signature When handing in from Tübingen student e-mail account, typing your name is sufficient
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## Exam registration for exchange students: additional information

- (1) Exam registration without your signature can only be sent from your [Uni Tübingen e-mail Account](#). Alternatively, you can print the digitally filled in exam registration form, sign it and send it to the central examination office.
- (2) Study Program in Tübingen: For internal forwarding of exam registration forms it is mandatory to indicate which study program you are enrolled to in Tübingen. E.g.: you can find this information when you log onto [alma](#).
- (3) Exam / Course title: In order to add you to your exam in alma, we require the exact title of the exam you are registering for.
- (4) Faculty/Institute: Internal forwarding of exam registration forms is **faster** when adding the Faculty/Institute. This is particularly important when the exam you are planning on taking is in a different faculty than the faculty where you are enrolled as a student. The abbreviations are:
  - ETH (Protestant Theology/Evangelisch-Theologische Fakultät)
  - KTH (Catholic Theology/Katholisch-Theologische Fakultät)
  - JUR (Law/Juristische Fakultät)
  - MED (Medicine/Medizinische Fakultät)
  - PHIL (Humanities/Philosophische Fakultät)
  - WISO (Economics and Social Sciences/Wirtschafts- und Sozialwissenschaftliche Fakultät)
  - MNF (Science/Mathematisch-Naturwissenschaftliche Fakultät)
  - ZITH (Center for Islamic Theology/Zentrum für Islamische Theologie (ZITH))
  - GTC (Graduate Training Center of Neuroscience)
  - Other
- (5) Lecturer: Sometimes the same course is held by different lecturers. The examination office requires this information in order to add you to the correct exam
- (6) Regular CP (Credit Points): Some courses are regularly offered with different amounts of credit points for different exams/tasks completed during the semester, e.g., either 3 or 6 credit points. Thus, you need to specify the attempted amount of CPs. Your lecturer will see the amount of CPs you are registered for.
- (7) Agreed CP: Any for valid reasons approved individual agreements (e.g. Learning Agreement) on CP-amounts are to be documented in brackets next to the regular amount of CPs (e.g. 3 (7)). You will initially be recorded for the regularly available CPs. Your lecturer/examiner is then required to send the respective update to the central examination office after the grading of the specific additional task.
- (8) Type of evaluation: There are two types of evaluation, exams ("Prüfungen", always graded, golden star in alma) and non-assessed coursework ("Studienleistungen", typically not graded but evaluated with pass/fail, silver star in alma). If your home university requires a grade, you will need to ask your examiner before taking the evaluation if this is possible. If this is the case, please still select pass/fail so that the Examination Office can add you to the correct assessment. Please choose the evaluation type.
- (9) Type of exam: Typically, exams are either oral or written, or both. Please choose your combination. If your accomplished tasks do not fit these categories, please leave the fields empty.
- (10) Filling in this form and handing it in:
  1. Only use this form if exam registration via "[alma](#)>Home>My Studies>Planner of Studies with Module Plan" is not available/possible.
  2. Filling in this form digitally is preferred. You will need to download the file to fill it in correctly and to utilize the respective dropdowns.
  3. Log in to your [Uni Tübingen e-mail Account](#) and send the PDF to "[exchange-exams@uni-tuebingen.de](mailto:exchange-exams@uni-tuebingen.de)" with your Tübingen [Academic Advisor](#) in copy.
  4. If you are not able to hand in the form digitally, you can print the digitally filled in file, sign it manually and hand it in to the central examination office in Wilhelmstr.19.
  5. Check your exam registration status on [alma](#)>Home>My Studies>My enrollments. It may take some time before your exam registrations are updated in alma.
  6. If you need to deregister from an exam, please send us the updated exam registration form and indicate in your mail which exam you want to deregister form.