



Guide for Exam Registration - Exchange Students -

Guide for Exam Registration - Exchange Students

General Information

1. When do I register for exams?

- You need to register for exams during the official **exam registration period**!
- Regular registration period: **Monday, December 1st 2025 – Monday, January 19th 2026**
- Registration (period) for any “mid-term” or “make up” exams is department specific

2. How do I register for exams?

- Registration directly **in alma** for course exams which are available in your **Planner of Studies with Module Plan** (see *section A*)
- Registration via the Central Examinations Office for course exams which are **NOT** available in your **Planner of Studies with Module Plan** in alma: **Exam registration form** (see *section B*)
- For very few study fields with exam exceptions, see the **Exam Registration Overview** on the next page and <https://uni-tuebingen.de/en/235929#c1675917>

Guide for Exam Registration - Exchange Students

Exam Registration - Overview

All exchange students
except students of **Human
Medicine**

Section A with A.1

Non-faculty courses (FSZ, TRACS ...):

Exam self-registration via the study planner in alma for non-faculty course exams.

Exchange students enrolled in
a study field at the **Faculty of
Economics and Social
Sciences**

Section A
(example with
Economics class)

Exam self-registration via the study planner in alma for courses in

- Economics & Business Administration
- Management & Economics
- Political Science

If you do not know which Faculty you are
studying in, please have a look here:
<https://uni-tuebingen.de/en/237702>

Section B

Exams of other courses at the faculties:

- Exam registration form
- Note the study fields with exam registration exceptions at the end of this page

Exchange students enrolled in
a study field at the **Faculty of
Humanities**

Section A
(example with
Economics class)

Exam self-registration via the study planner in alma for courses in

- German Studies (= Germanistik)

Section B

Exams of other courses at the faculties:

- Exam registration form
- Note the study fields with exam registration exceptions at the end of this page

Exchange students enrolled in
a study field at the **Faculty of
Science, Medicine, or
Protestant / Catholic /
Islamic Theology**

Section B

Exams of courses at the faculties:

- Exam registration form
- Note the study fields with exam registration exceptions at the end of this page

!Exception! Exam registration for courses in:

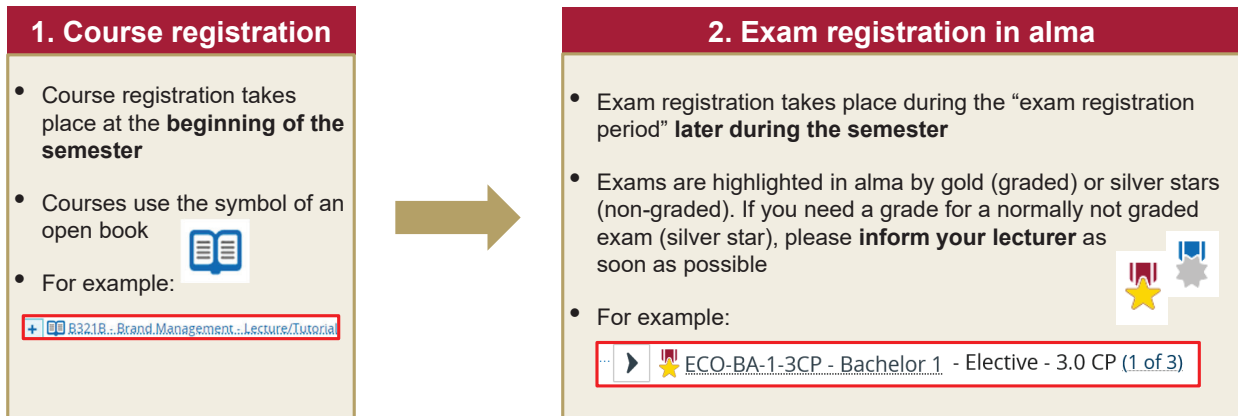
- **Human Medicine / Molecular Medicine**
(all courses at the Faculty of Medicine)
- **Law** (all courses at the Faculty of Law)
- **Biology / Pharmaceutical Sciences / Chemistry**
(some courses at the Faculty of Science)

The exam registration in these 6 study fields *differs from the 2 main options* (study planner or the exam registration form). For information on if you must / how to register for course exams in these 6 study fields, see Exam registration – Exceptions section.

A: Exam self-registration with the Planner of Studies in alma

Differentiating courses and exams in alma

- You need to register for both a course and the affiliated exam **separately** in alma
- You can only receive a result for a course (graded or non-graded) on your transcript if you were registered for the affiliated exam in alma!

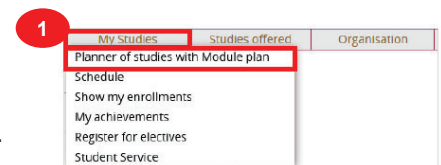


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A: Exam self-registration with the Planner of Studies in alma

General setup


- Log into your alma account, select **My Studies** and then **Planner of Studies with Module Plan**
- The green button on the upper left side should say **Show Module plan**. Only click on this button if it says **Show examination regulations**
- On the right side, set the check marks for **Courses** to “None” and for **Examinations** to “All”



2 Show Module plan Printview

Events: Winter term 2025

As example, you see a student enrolled in the study field „Economics & Business Administration“ at the Faculty of Economics and Social Sciences

Search in course catalog 

Structure of examination regulations - All subject related semesters

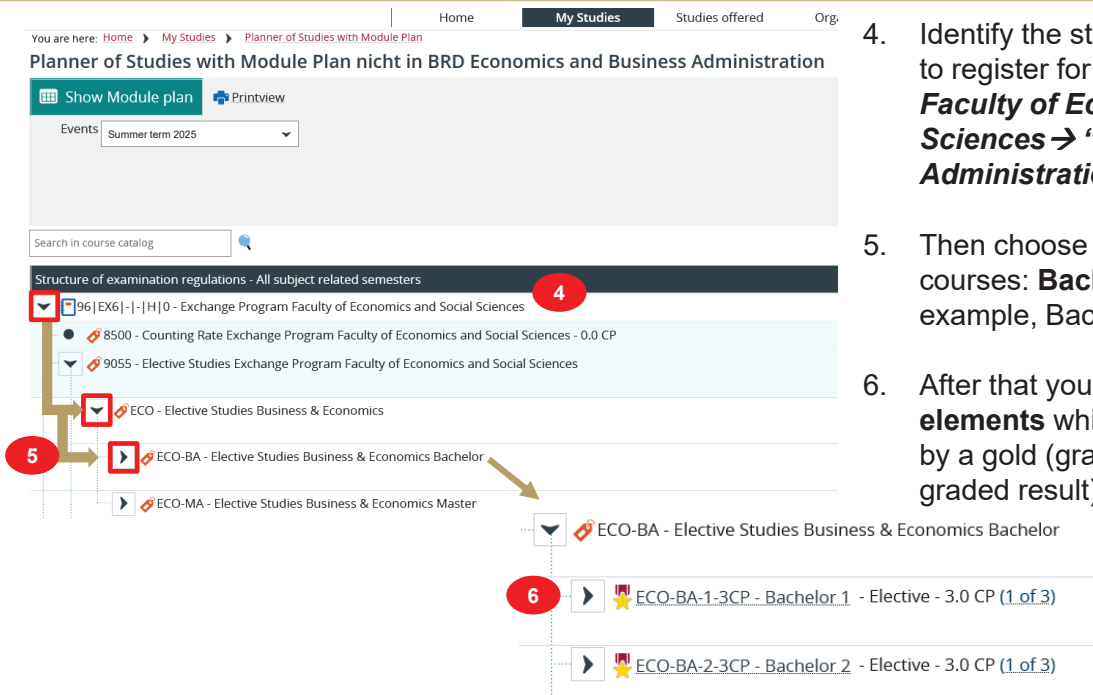
Structure of examination regulations - All subject related semesters	Actions	Status
<ul style="list-style-type: none"> 96 EX6 - - H 0 - Exchange Program Faculty of Economics and Social Sciences 8500 - Counting Rate Exchange Program Faculty of Economics and Social Sciences - 0.0 CP 9055 - Elective Studies Exchange Program Faculty of Economics and Social Sciences gÜK - globales Überlaufkonto 		

3
 Courses: ☐ All ☒ None ☐ Only planned
 Examinations: ☒ All ☐ None ☐ Only planned

[Collapse all](#)

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A: Exam self-registration with the Planner of Studies in alma

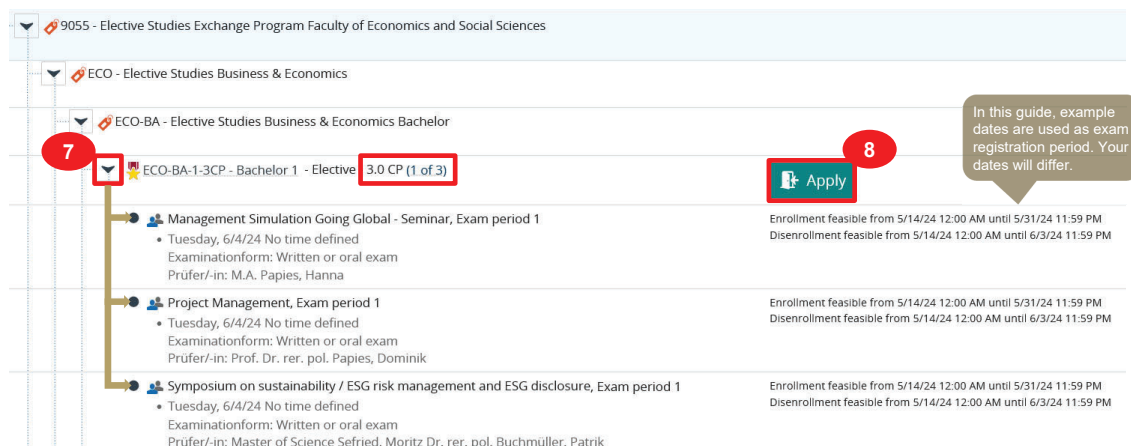


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- Identify the study field in which you want to register for exams (in our example, **Faculty of Economics and Social Sciences** → **"Economics & Business Administration"**)
- Then choose the study level of your courses: **Bachelor or Master** (in our example, Bachelor courses)
- After that you will see all available **exam elements** which are highlighted either by a gold (graded) or a silver star (non-graded result)

A: Exam self-registration with the Planner of Studies in alma

- Choose one exam element that corresponds to the **required exam type** and **amount of credit points** (as example 3 CP, graded result). Check the available options by clicking the  arrow symbol: A list of course exams will be displayed.
- Click on the **„Apply“ button** if you want to register for one of the displayed course exams




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A: Exam self-registration with the Planner of Studies in alma

9. After clicking on the **„Apply“ button**, you will see the following notification. Please tick the **“I accept”** box and click on **“Next”**

You are here: [Home](#) > [My Studies](#) > [Planner of Studies with Module Plan](#)

Planner of Studies with Module Plan

 Important information for your enrollment and cancellation. Please read carefully!
 I agree with the transmission of alumni specific personal data to the organization Alumni e.V. for the purpose of maintaining contact.

9 ☒ I accept


10. Then a **list of several course exams** you can register for will appear (each 3 CP in our example)





11. Choose the course exam you want to register for and click **„Apply“** (in our example “Project Management”)

Planner of Studies with Module Plan

ECO-BA-1-3CP: Bachelor 1

Achievement will be used for Elective Studies Business & Economics Bachelor (Nr=ECO-BA) - Elective Studies Business & Economics (Nr=ECO) - Elective Studies Exchange Program Faculty of Economics and Social Sciences (Nr=9055)



 Please select a date for examination.

Actions & messages	Dates & Rooms	Comment
 11  Enrollment feasible from 5/14/24 12:00 AM until 5/31/24 11:59 PM	10 Project Management Exam period 1, summer term 2024 Tuesday, 04.06.24 No time defined Examinationform: Written or oral exam ©Prof. Dr. rer. pol. Papies, Dominik	
  Enrollment feasible from 5/14/24 12:00 AM until 5/31/24 11:59 PM	Management Simulation Going Global - Seminar Exam period 1, summer term 2024 Tuesday, 04.06.24 No time defined Examinationform: Written or oral exam ©M.A. Papies, Hanna	

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A: Exam self-registration with the Planner of Studies in alma

12. The status **“admitted”** will be displayed for the chosen exam, whereas the status for the other exams will change to **„Not enrolled“**

 **Congratulations!** 
 Now you are successfully registered for your exam!



If you want to register for another exam in your Planner of Studies, you need to select a new, free exam element
 → Please start again at section A, page 3 of this guide

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A.1: Finding non-faculty course exams in alma

- Exam registration for non-faculty course exams like **TRACS** and the **Foreign Language Center (FSZ)** are possible in a separate area within the Planner of Studies.
- You do not need to register for the exams of German as a Foreign Language (DaF) courses!** DaF will submit your course results automatically to alma without exam registration. They will check with you beforehand if you want the course results to be included on your transcript.

Registration for non-faculty exams

For example:

Structure of examination regulations - All subject related semesters

96|EX6|-|-|H|0 - Exchange Program Faculty of Economics and Social Sciences

8500 - Counting Rate Exchange Program Faculty of Economics and Social Sciences - 0.0 CP

9055 - Elective Studies Exchange Program Faculty of Economics and Social Sciences

click

click

übK-B - non-faculty career-oriented competencies check crediting to curriculum

> üBK-B-TRACS - Transdisciplinary Course Program and Career Service
 > üBK-B-SLT - Courses Studio Literature and Theatre
 > üBK-B-IKM - Center for Information, Communication and Media
 > üBK-B-FSZ - Foreign Language Center
 > üBK-B-DaF - German as foreign language

Exam registration is necessary! Click the ► arrow and proceed as explained in section A

Exam registration is not necessary!

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A.2: How do I check my registration status for exams in alma?

- Log into your alma account → Go to **My Studies** → click on **Show my enrollments**. Here you can check the details of the exams you are registered for

1 You are here: Home ► My Studies

My Studies

Planner of Studies with Module Plan
Remark modules, 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

2

- In our example we are admitted for the **Project Management exam**

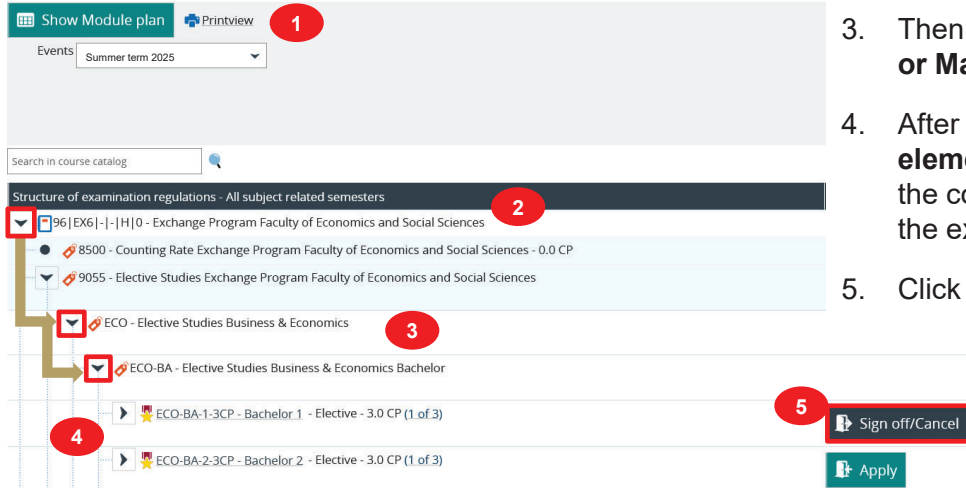
Enrollments and admissions		
Hide lectures Hide examinations		
<p>① You have not applied for any courses yet.</p>		
Examination: ECO-BA-1-3CP Bachelor 1		
Dates and rooms		Actions
<p>1. parallel group Project Management</p> <ul style="list-style-type: none"> Tuesday, 6/4/24 No time defined Examinationform: Written or oral exam Prüfer/-in: Prof. Dr. rer. pol. Papies, Dominik 		<div> Status Your actual status: admitted Term of the examination: st 2024 Current attempt: 1 </div> <div> More details Sign off </div>

Guide for Exam Registration - Exchange Students

A.3: How do I cancel my exam registration in alma?

1. Log into your alma account and go to your **Planner of Studies with Module Plan**. Set the settings as explained on page 3 of this guide

Planner of Studies with Module Plan nicht in BRD Economics and Business Administration

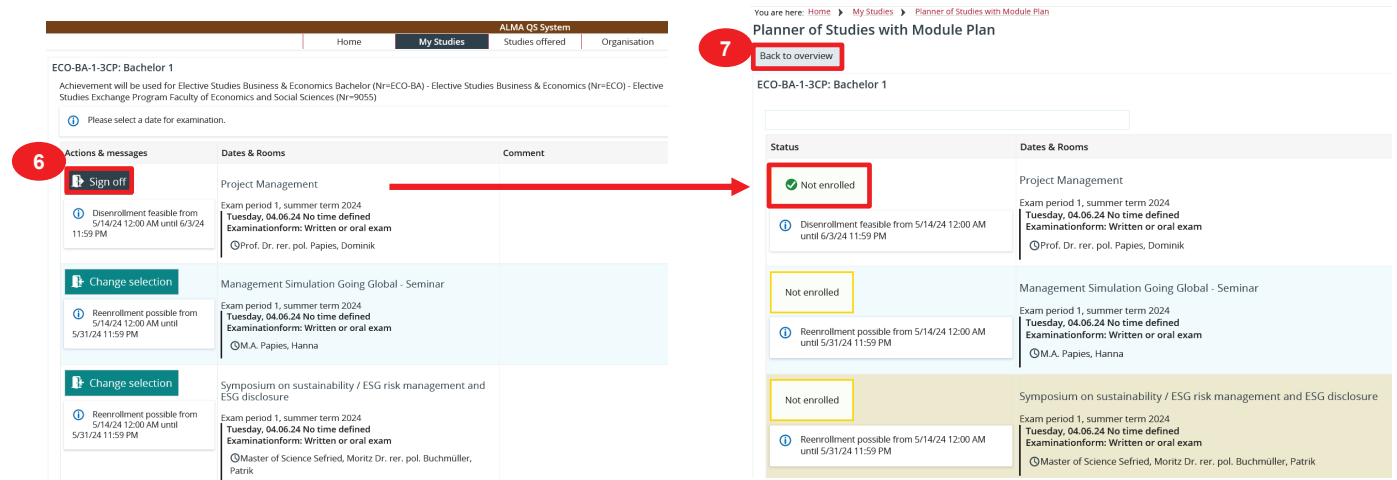


2. Identify the area your examination is in (here in our example **"Faculty of Economics and Social Sciences"** → **"Business & Economics"**)
3. Then choose the study level: **Bachelor or Master** (in our example Bachelor)
4. After that you will see all available **exam elements**. Identify the exam element of the course for which you want to cancel the exam registration.
5. Click on the **„Sign off/Cancel“ button**

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A.3: How do I cancel my exam registration in alma?

6. Now you can cancel your exam registration by clicking **„Sign off“**. The status then will change to **„Not enrolled“**
7. Click **„Back to overview“** → Now your **Planner of Studies with Module Plan** will also display the updated registration status



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B: Exam Registration via the Exam registration form

1. If you want to register for course exams which are **not available in your *Planner of Studies with Module Plan***, please fill in the **Exam registration form** (attached to our exam registration email or available for download at <https://uni-tuebingen.de/en/235929#c1800733>)
 2. Fill in the form digitally and submit it to the Central Examinations Office:
 - ➡ digitally as a PDF via your **Uni Tübingen [Student e-mail account](#)** (Login details are the same as for alma) → **no signature is necessary when authenticated by your Student e-mail account**
 - ➡ Email the form to exchange-exams@uni-tuebingen.de with your [academic advisor](#) in copy
 - ➡ If you cannot send the form digitally, you can hand in a signed hard copy at the mailbox of the Central Examinations Office (Wilhemstr. 19)
 3. The exams you have registered for via the form *will also be displayed in alma* (see section A.2)
 - Please be aware that it can take some time until the Central Examinations Office updates your exam registration status in alma, so make sure to hand in the form as soon as possible.
 - Due to capacity reasons, late submissions will sometimes be added in alma after the exam registration period has ended.
 4. The **cancellation of exams** which have been added via the **Exam registration form** is only possible **via the Central Examinations Office** (email to exchange-exams@uni-tuebingen.de), not the „**Sign off**“ button in alma
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