Instructions for Summer & Winter University credit recognition – TU Berlin students

Here is the procedure for getting the ECTS credits you earn during your Summer or Winter University course recognized on your academic transcript at the TU Berlin.

Please note the procedure could vary according to your faculty and degree program, so this is just general advice. As you will read below, the most important part is checking in with your faculty.

1. Collect the „Yellow form“

Pick up a “yellow form” (Gelber Zettel or Antrag aus Anerkennung), as it is called, either from the exam office of the TUB or from the shelves in the “Blauen Grotte” corridor (both on the ground floor of the main building).

2. Visit the exam board of your faculty

Fill out the first side of the „yellow form“ and take this to the exam board (“Prüfungsausschuss”) of your current faculty at the TUB (i.e. the faculty that your main program of study belongs to) to register the course and the date of any assessments or exams with them. A list of exam boards can be found <a href="http://www.eecs.tu-berlin.de/menue/studium_und_lehre/beratung_und_service/pruefungsausschuesse/parameter/en/" >here</a>.

Do this as early as possible!

Please note it is important to go through this process and notify your exam board, before you take your final assessment/exam at the end of your TU Berlin Summer/Winter University course. Some faculties need you to register an exam with them at least a week beforehand, or earlier.

3. Check destination of yellow form with your faculty

The yellow form will ultimately need to be handed in to either:

a) the exam board of your faculty

OR

b) the main exam office of the TU Berlin (post boxes)

Ask your faculty which one is best for you, and check any deadlines for doing so with them.

4. Collect your certificate & grade (on yellow form) at farewell party

You will be awarded your certificate at the farewell party of the TU Berlin Summer/Winter University, including the grade you achieved and the ECTS credits awarded. The lecturers will need to sign the second page of the yellow form and write your grade on it on the day of assessment (usually the final day of your course), so please provide this to them on the day of your assessment.

6. Hand in yellow form

Hand in the yellow form to the relevant office (see point 3). The credits will be added to the agreed section of your transcript. This is usually the “Freier Wahlbereich”, but you may be able to get it added to another section of your transcript if you speak to the exam board of your course first.