

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 and registering at the TUB exam office promptly.

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

Check with the exam board (“Prüfungsausschuss”) of your current faculty at the TUB (i.e. the faculty that your main program of study belongs to) if you can get credits for the course towards your studies. **Do this as early as possible!** A list of exam boards can be found [here](#).

3. Visit the main exam office

Fill out the first side of the „yellow form“ and take this to the exam office (“Prüfungsamt”) to register the course and the date of any assessments or exams with them. **Do this in the first or second week of your TU Berlin Summer/Winter University course.** You can put in the last day of the course as the exam/assessment date, or if you have a specific date for the final exam, put that in.

The opening times of the exam office are:

Mon, Thurs, Fri 09:30-12:30

Tues 13:00-16:00

Wed closed!

You can double check the times on their website: <https://www.pruefungen.tu-berlin.de/menue/home/>

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

4. Take the yellow form to the course lecturer

The yellow form will ultimately need to be handed in to the lecturer. 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.

Make sure both sides of your yellow form are completed!

The TU Berlin Summer/ Winter University team will give all the yellow forms to the main exam board. 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 (degree program) first.

5. Collect your certificate at the certificates ceremony on the last day of the program

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.