

TU Berlin Summer & Winter University: credit recognition

TU Berlin students can get the ECTS credits they earn during the TU Berlin Summer or Winter University recognized. The process varies depending on whether you are studying for a regular degree program at TU or not. Instructions for the different scenarios are outlined here.

TU Berlin students studying in regular Bachelor or Master's programs

You can get your credits recognized in the electives section (Freier Wahlbereich) of your academic transcript at the main TUB exam office (Prüfungsamt).

Please read the steps below for doing this, and note that you will need to visit the TUB exam office *before* your course starts.

1. Collect the „Yellow form“

Pick up a “yellow form” (Gelber Zettel or Anmeldung zur Prüfung), from the shelves in the “Blauen Grotte” corridor (on the ground floor of the main building). The front page of the form is white, and the back page is yellow.

2a. Visit the main exam office (Prüfungsamt), BEFORE the course starts

The final deadline for doing this is one day before the start of your TU Berlin Summer or Winter University course.

Bring the following:

- The „yellow form“. The first side should be completed. See your course syllabus for the date of the final assessment.
- Your TU Berlin Summer/ Winter University booking confirmation (invoice/confirmation of payment). This is ok in email form.

Address and opening hours:

Abteilung I Studierendenservice, Department I Student Services, Referat Prüfungen, Technische Universität Berlin, Main Building, Straße des 17. Juni 135, 10623 Berlin

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/>

The exam office will add the credits to the agreed area of your transcript.

2b. IT Students

Students from **IT majors** need to take an extra step and check with their faculty exam board for elective approval in advance of going to the TUB exam office.

List of exam boards: https://www.pruefungen.tu-berlin.de/menue/informationen_hinweise/pruefungsausschuesse/

3. Take the yellow form to the course lecturer

Give the yellow form to your lecturer after your final assessment. The lecturers will add your grade, credits received, and their signature to page 2.

Make sure both sides of your yellow form are completed!

The lecturer will give your yellow form to us after the final certificates ceremony, and we will pass it on to the exam office.

4. 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. This is for your records only, and is not needed by the exam board.

Instructions for TU Berlin Students in other programs

The following programs are not coordinated by the main TUB exam office:

1. Continuing Education Master's Programs

A list of continuing education Master's programs can be found here: [Continuing education master's programs](#).

Credit recognition and exams are handled directly by the degree program exam boards. A list of exam boards (Prüfungsausschüsse) can be found [here](#).

https://www.pruefungen.tu-berlin.de/menue/informationen_hinweise/pruefungsausschuesse/

2. PhD programs

Credits for PhD programs are also handled directly by the faculty exam boards (see point 1 above for list).

3. Exchange and Erasmus+ students

Exchange and Erasmus+ students are allowed to take part in TU Berlin Summer & Winter University courses.

Please check with your home university first, if they will accept the credits.

You don't need to inform the TU Berlin international office before taking the summer or winter course. Simply take the certificate we will award to you at the end of the course to them, to get it included on your study abroad transcript (if you want/need a transcript from them):

https://www.auslandsamt.tu-berlin.de/fileadmin/ref1/Formulare/Incomings-Formulare/Transcript_of_Records_2019.docx

Further information is available here:

https://www.auslandsamt.tu-berlin.de/international_office/information_for_exchange_students/teaching_and_studies/tu_berlin_transcript/parameter/en/

4. El-Gouna students

You can follow the steps as for the exchange students (see above).