

## 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). Here are the steps:

#### 1. Download the form "Anmeldung zu einer Prüfung" (exam registration form)

Available on the TU Exam Board website here: <https://www.pruefungen.tu-berlin.de/fileadmin/ref10/Formulare/Pruefungsanmeldung.pdf>

Make sure you:

- Include your matriculation number
- Fill out all necessary parts of the form (i.e. all the white boxes, but not the grey ones)
- Add your signature

The second page of the form will be filled automatically.

#### 2. Send the completed form to your Exam Team

- To find your exam team, check here: <https://www.tu.berlin/en/studying/organizing-your-studies/contact-teams/> Use the A-Z function to filter by subject name of your degree program.
- Send the form via email, from your TU Berlin email account.
- Please do this before your course starts! The final deadline for doing this is one day before the start of your TU Berlin Summer or Winter University course.

#### **\*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 sending their exam registration form to the TUB exam office teams.

List of exam boards: [https://www.pruefungen.tu-berlin.de/menue/informationen\\_hinweise/pruefungsausschuesse/](https://www.pruefungen.tu-berlin.de/menue/informationen_hinweise/pruefungsausschuesse/)

#### 3. Download the Exam Protocol form, and give to your lecturer

This form is for recording your exam results for your course:

[https://www.static.tu.berlin/fileadmin/www/10002461/Pruefungsamt/Formulare\\_Bescheide/Pruefungsprotokoll.pdf](https://www.static.tu.berlin/fileadmin/www/10002461/Pruefungsamt/Formulare_Bescheide/Pruefungsprotokoll.pdf)

- You need to fill out the information at the top, and sign the grey box where it says "I am able to take the exam".
- Give this form to the lecturer on the day of your final assessment.

- The lecturers will add your grade, credits received, and their signature to page 2.
- The lecturers will email this form to the TU Berlin Summer & Winter University Team (if they send it back to you, please forward to us). We will send it to the Prüfungsamt directly.

#### **4. TU Berlin Summer University certificate**

You will be awarded your certificate on the final day 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/](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](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/](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).