

Guide to Alma and course selection for ISCL (MA)

Understanding requirements

Your first stop for understanding your major's requirements is the module handbook.

For masters students, you can find an English and a German version here:

[Internationaler MA-Studiengang ISCL | Universität Tübingen](#)

For bachelors students, they can be found here:

[Internationaler BA-Studiengang ISCL | Universität Tübingen](#)

Main points (for MA):

- You need to write 3 term papers before doing your thesis
- Most 9CP courses will require you to write one anyways, and you will need to take at least 2 of those for modules MA-01 and MA-05 anyways so keep that in mind
- You will be able to tell on your transcript if it was listed as a term paper because the course will have an H associated with it (more details later)
- CORE courses can be counted for supplementary modules, but a supplementary course can NOT be applied to a core module so be very careful where you apply your courses
- On your admission letter, you will have a few bachelor's level courses that you have to take in your first year here. Those will fulfill the entirety of module MA-02.
- You will not be able to take any bachelor's level classes for credit outside of those listed on your admission letter
- Try and look outside of our department on Alma for other relevant courses; you can likely apply them to a supplementary module (just speak to the advisor prior to the semester to confirm)

Signing up for courses

In our program, we do not enroll on Alma prior to the semester. Instead, courses can be found and joined on Moodle. The first week of each semester, we will have an introductory session hosted by the professors, where they will go over all of the courses being offered. Generally, there will be no classes held prior to that session. Lately due to corona, the intro sessions have been held in Zoom. The link can be found on Moodle.

On Moodle and Alma, our faculty can be found under **5 - Philosophische Fakultät > Allgemeine Sprachwissenschaft / Computerlinguistik.**

In the Winter Semester, classes in our department begin in the SECOND week of the semester, but in the Summer Semester, they generally begin the first week. However, it varies by professor so be sure to take note of what day they begin in the intro session.

In order to get credit for a course, you will need to enroll in Alma for the exam. This takes place towards the end of the semester. Wherever you choose to enroll determines where your

course will appear on your transcript and cannot (usually) be changed later, so it is important to choose wisely. Hopefully this guide will help you understand how to apply your courses in a way that works for you.

Alma

Viewing your transcript

To view your current transcript, navigate to **My Studies > My Achievements**

From here, you will be able to view a PDF in German or in English of your transcript.

When you open your transcript, there will be a column “Form”. If you see an H in this column, that means you submitted a term paper for this course. That is important for completing the requirement of 3 term papers prior to writing your Master’s thesis.

The “Status” column will remain “PV” (in progress) until your professor submits a grade. If you see a course on the transcript with this value, you have successfully enrolled in the exam on Alma, and can patiently wait for your grade.



Transcript of Records

Student's name: [REDACTED]
 Date and place of birth: [REDACTED]
 Sex: [REDACTED]
 (Target) degree: Master
 Degree course: Computational Linguistics
 Student ID number: [REDACTED]
 Sending institution: University of Tübingen

Examination/Course	Semester	Examiner	Form	Grade	Status	CP
Master						
Computational Linguistics Major, PO-Version 2016						
Studienbegleitende Leistungen M.A. Computerlinguistik						PV
Computerlinguistischer Kernbereich: Orientierung	WiSe 2020/21				BE	15
Data Collection on the Web	WiSe 2020/21	Chen	L		BE	6
Hauptseminar (9 CP): Author Profiling	WiSe 2020/21	Dickinson	H		BE	9
Auflagen: Statistical Language Processing; Grammar Formalisms; Statistics	SoSe 2021				BE	15
Computerlinguistischer Kernbereich: Vertiefung	SoSe 2021				PV	
Hauptseminar (3 CP): Comparing query languages: XQuery, SQL, and query languages for graph databases	WiSe 2020/21	Trippel	L		BE	3
Hauptseminar (3 CP): NLP without a readymade annotated data set	WiSe 2020/21		L		BE	3
Ergänzungsbereich: Interdisziplinärer Kontext	SoSe 2021				PV	
Vorlesung: Introduction to Second Language Acquisition	WiSe 2020/21	Meurers			BE	
Seminar/Vorlesung (6 CP): Discriminative Linguistics	SoSe 2021	Ramscar			BE	6
Computerlinguistischer Kernbereich: Profilierung	WiSe 2021/22				PV	
Auswahl Hauptseminar (unbenotet), gesamt 6 CP	SoSe 2021				BE	6
Hauptseminar (6 CP): Computational linguistic analysis of discourse and argumentation	SoSe 2021	Meurers	L		BE	6
Auswahl Hauptseminar (benotet), gesamt 9 CP	WiSe 2021/22				PV	
Wahlpflichtbereich Ergänzung 3	WiSe 2021/22				PV	
Ergänzungsbereich: Vertiefung Interdisziplinarität	WiSe 2021/22				PV	
Seminar/Vorlesung (3 CP): Language in Space	WiSe 2021/22	Jäger			BE	3
globales Überlaufkonto						
Pro- oder Hauptseminar (6 CP)	WiSe 2020/21	Baayen	K		BE	6

Signing up for exams

Rather than enrolling in courses on Alma at the beginning of the semester, we enroll in an “exam” on Alma towards the end of the semester. The terminology makes it confusing, but you need to do this step to receive credit for your class, regardless of if you actually have an exam to take. This step is very important, because it determines where your credits will be applied on your transcript and can usually not be changed later.

In Alma, navigate to **My Studies > Planner of Studies with Module Plan**.

You will see either a calendar-looking screen or an accordion folder list of modules. If you see the calendar view, click in the top left corner where it says “Show Examination Regulations”. If you are on the correct screen, it will say “Show Module Plan”.

Each of these green puzzle piece icons represents an MA module that needs to be completed. The names do not translate to English even when your Alma is set to English, so it can be a little confusing. Here is how they match up to the different modules:

MA-01	2000 - Computerlinguistischer Kernbereich: Orientierung
MA-02	2500 - Ergänzungsbereich: Grundlagen
MA-03	3000 - Computerlinguistischer Kernbereich: Vertiefung
MA-04	3500 - Ergänzungsbereich: Interdisziplinärer Kontext
MA-05	4000 - Computerlinguistischer Kernbereich: Profilierung
MA-06a	4500 - Ergänzungsbereich: Praxis
MA-06b	5000 - Ergänzungsbereich: Vertiefung Interdisziplinarität
MA-07	8000 - Abschlussmodul

MA06 is split into two parts because you can optionally participate in an internship as a MA student. Unlike for bachelor's students, this is not a requirement. So in total, you will take 15 CP for MA-06, which can come from either 06a (an internship) or 06b (regular classes).

TIP: Some modules (MA-01 and MA-05) require that the 15 credits come from one 6CP and one 9CP course. So if you are taking such courses, I would recommend you apply them to where they fit most perfectly. For instance, if you are taking a 6CP core course, do not apply it to MA-03 unless you have already fulfilled the required 6CP courses in MA-01 and MA-05.

When you select the + sign next to one of the green puzzle pieces, you will see something like this:

Structure of examination regulations - All subject related semesters		Actions	Status
88 162 - - H 2016 - PO M.A. Computerlinguistik / Computational Linguistics			
- 9055 - Studienbegleitende Leistungen M.A. Computerlinguistik - 90.0 CP			Your actual status: coursework registered Term of the examination: wt 2021
- 2000 - Computerlinguistischer Kernbereich: Orientierung - compulsory - 15.0 CP			Your actual status: passed Term of the examination: wt 2020
+ 2010 - Hauptseminar (6 CP) - compulsory - 6.0 CP (1 of 4)		Apply	Your actual status: passed Term of the examination: wt 2020
+ 2020 - Hauptseminar (9 CP) - compulsory - 9.0 CP (1 of 5)		Apply	Your actual status: passed Term of the examination: wt 2020

Notice the silver and gold stars next to the options. Silver means the course will be **UNGRADED** on your transcript. Gold means the course will be **GRADED**.

There are also different numbers of CP for each option. Be sure you are choosing the option that matches the CP you plan to earn for the course.

Select "Apply" where you plan to apply a course on your transcript.

From there you should be able to find your course in the list and enroll. In the case where you cannot find your course, talk to the professor after making sure you are looking in the correct module. Remember: core courses can be applied to supplementary modules, but the reverse is not true. Therefore, I also recommend you do not apply any core courses to supplementary modules unless you have already completed your core requirements, otherwise you may wind up with problems later on.