



INTERNATIONAL RELATIONS CENTER

## FAQs for exchange students at Munich School of Management

### **Q: Where do I find information about courses?**

A: Please check our [website](#)-> f.e. course list

The modulehandbook is also online: [Bachelor](#)  
[Master](#)

If you need syllabi please get back to your counselor at the IRC

### **Q: How does course registration for Business modules work?**

A: In general, **lectures** do not need a registration. Students just show up in the first lesson and sign in to the moodle course where offered (not always).

**Seminars** always require application. Please check the respective course descriptions on our department's website, if registration or application is necessary and how to do it. Exam registration (open in December/May) is absolutely mandatory also for exchange students!

### **Q: Is it possible to attend classes at other departments? How does registration for modules from other departments work?**

A: Yes, it is possible. However, if you are enrolled in Business Administration, Business courses should add up to at least 60% of your schedule. As to registration, please check with the professor or Erasmus coordinator of the department concerned, if there might be any restrictions or specific registration processes.

### **Q: How can I edit my schedule online?**

A: Once you have enrolled and received your login (campus.lmu.de-email-address and password), you can login to the online course catalogue [LSF](#) and edit your schedule.

### **Q: When and where do I have to submit my final Learning Agreement (part "during the mobility")?**

A: If necessary, you can adjust your Learning Agreement after your arrival in Munich. Your final course choice should be set up latest during the first week(s) of lectures. Please hand in your final Learning Agreement within the first 2 to 3 weeks after the start of term (either via an upload to the Dashboard/ EWP or via e-mail to [heininger@lmu.de](mailto:heininger@lmu.de), depending on the commitment of your homeuniversity.)

### **Q: I have a question on housing, health insurance, my enrolment, the residence permit or my German language course. Whom should I address?**

A: Please download the handbook for exchange students [here](#) or get in touch with LMU's International Office. You can find all contact data [here](#).

**Q: When do lectures end, and is there an examination period?**A: For semester dates, please see [here](#). The end of lectures is followed by a 2-weeks examination period.

**Q: How do I find out the dates and rooms of the exams?**

A: Most exam dates are to be found in the Klausurmasterplan (= exam dates overview) which is available for download on the website of the BWL Information and Service Center (ISC) already at the end of the previous semester. A room plan will be available for download round about one week before the examination period starts.

All other exam dates will be announced in the course description on the department's website.

**Q: Exams at LMU take place when the following semester at home has already started. Is it possible to prepone exams at LMU?**

A: No, it is not possible.

**Q: How can I find out my exam results?**

A: Exchange students can check their exam results online in the LSF (lefthandside). In case a grade is missing even though your classmates received them for that very exam please get back to me with your matriculation number and the title of the exam.

**Q: Is it possible to re-take exams?**

A: There are no extra dates for re-sits within the same semester. LMU students re-take their exams at the next regular exam date, which is one semester or one year later. This means, exchange students would have to come back to Munich to re-take their failed exams. However, some exams are exempted from this possibility. If you consider to re-take an exam, please get in touch with [irc@som.lmu.de](mailto:irc@som.lmu.de).

**Q: How do I get my transcript of records at the end of my stay?**

A: Your transcript of records will be issued on demand only. At the end of your stay, please download it from the LSF or let us know that you need a signed version ([irc@som.lmu.de](mailto:irc@som.lmu.de)).

**Q: How long does it take to get my transcript of records?**

A: Transcripts can only be issued when all grades are available. Considering the great number of students at the Business department, grading can take several weeks. While the IRC tries to issue transcripts as soon as all your exams are graded, we have no influence on the grading process itself. Please note: The more exams you are going to take at different departments (Economics excluded), the longer it will take to issue the transcript.

**Q: Where can I find details about the grading system?**

A: Please check [the grading scheme](#) for more information.