

1. How do I draw up a timetable?

The first step is to reserve the courses and lectures or clinical internships.

- Log in to LSF
Log in on www.lsf.lmu.de using your LMU user ID (first name.surname).



- Select semester

At the top right, click on Semester and select the semester for which you wish to reserve courses.

- Select courses and lectures
You can select your courses in the menu items *Vorlesungsverzeichnis – Medizinische Fakultät – 7. Austauschprogramme Humanmedizin*.



Activate the selected course by ticking the box *vormerken* and click on *markierte Termine vormerken*.

Endokrinologisches System - Einzelansicht

Funktionen: **markierte Termine vormerken**

Grunddaten

Veranstaltungsart	n/a	Langtext	
Veranstaltungsnummer	M23/1_II	Rhythmus	keine Übernahme
Semester	SoSe 2021	SWS	
Max. Teilnehmer/-Innen		Veranstaltungstyp	
Sprache	Deutsch		

Termine:

Tag	Zeit	Rhythmus	Dauer	Raum	Lehrperson	Bemerkung	fällt aus am
Di	00:00 bis 01:00 c.t.	Einzel	am 04.05.2021			please check OpenCampus for the exact date	

vormerken **markierte Termine vormerken**

Zuordnung zu Einrichtungen

Medizinische Fakultät

Zu dieser Veranstaltung gehören

Nr.	Beschreibung	SWS
7M1311	Blockvorlesung Endokrinologisches System	
7M1312	Bedside Teaching Endokrinologisches System	
7M1313	Seminar Endokrinologisches System	
7M1316	E-Learning Endokrinologisches System	

After that, the window to your timetable will open automatically. Please click on *Plan speichern*. Select the next course from the *Vorlesungsverzeichnis*.

It is important that you save the timetable again each time you have selected a course. The times shown are only placeholders and do not correspond to the actual times.

Semesteransicht

Plan speichern **Belegdaten - nur aktive (PDF)**

Blockveranstaltung

Dienstag

Endokrinologisches System

Status: VORGEMERKT

- Deleting courses and lectures

In order to remove a course from your timetable after you have reserved it, click on the grey "x" in the course status bar.

- Clinical internships

So that the internships you take at the LMU Hospital can be recorded in the Transcript, please reserve one course for each subject/section in the corresponding category in the timetable; in the case of MeCuM Elective and PY Elective, please enter them in the chronological order in which they are to be taken.

In addition, evidence must be sent for each subject, depending on your home university's crediting requirements, with total hours, grade and ECTS points where applicable, by e-mail to transcript@med.lmu.de, so that the precise data can be recorded.

For this purpose, please use only the template "[Certificate of completion of a clinical internship](#)" and have it confirmed by the hospital.

- German courses

You will find German courses via the *Vorlesungsverzeichnis* function under the item *Fakultätsübergreifende Veranstaltungen*.

- Click on *Vorlesungsverzeichnis* in the navigation bar on the left and select *Fakultätsübergreifende Veranstaltungen – Internationale Angelegenheiten – Deutschkurse*.

- If you have signed on for a preparatory German course at the IUCM in March or September, or for German courses at Munich University or Deutsch-Uni Online (DUO), select the pre-semester course according to your language level.
- If you sign on for a German course during the semester, select the in-semester course.

Please note that the grades and ECTS points for German courses are entered in LSF by the language institutes directly, not by the Office of the Dean of the Medical Faculty.

2. Entering of grades and ECTS points by the Office of the Dean of the Medical Faculty

The Dean's Office is notified of the grades by the Module up to 4 weeks after the examinations. In the time between when the course is reserved in LSF and the grades and ECTS points are entered by the Dean's Office, the status is shown as PEN (pending).

- **Mobilities for a full year**

The academic achievements have to be recorded immediately after the end of lectures in each exchange semester. To ensure this, it is necessary that you reserve twice for mobilities for a full year: in February for the Winter Semester and in August for the Summer Semester. The Dean's Office enters the examination grades in LSF accordingly as soon as they are received.

Grades for the past semester cannot be recorded in the Transcript retroactively if they have not been reserved in advance. Since clinical electives can only be taken out of term time, they are only entered in the next round of certifications.

- **Repeat examinations**

If you have not passed an examination, you can take the repeat examination for the semester concerned if you wish. Please ask the Module Secretariats concerned for the dates and sign up for the examination there.

So that the result can be entered in LSF, please inform the International Office by e-mail to transcript@med.lmu.de that you are taking a repeat examination.

After the end of the exchange, no more examinations can be taken at LMU. Clinical electives that you arrange yourself can also only be taken as long as you have your student status.

As a matter of principle, it is not possible to repeat examinations which have been passed in order to improve the grade.

3. Downloading the Transcript of Records

You will be informed by e-mail as soon as your final Transcript is available for downloading in LSF.

When the time comes, click on the menu item *Notenspiegel* on the landing page and then on the PDF button in order to generate your Transcript.



The document generated in this way (which you can open and save) contains the result in the LMU grading system for every course you reserved. The grades are converted by your home university.

All courses/clinical internships assigned by the Dean's Office must be listed in the Transcript, even if the examination is not passed.

Please note:

This Transcript bears an electronic seal and is **valid without a signature**.

Exchange students are themselves responsible for downloading their final Transcript and forwarding it to their home university.

For all questions relating to the Transcript, please contact the International Office for Medicine, using only the e-mail address: transcript@med.lmu.de