



LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

INTERNATIONALE ANGELEGENHEITEN
INTERNATIONAL OFFICE



TRANSCRIPT OF RECORDS FOR EXCHANGE STUDENTS AT LMU MUNICH

After completion of the study program at LMU all exchange students will receive a transcript of records in which all grades and ECTS credits are listed. The transcript will not be issued automatically. Each exchange student is responsible for initiating his/her transcript process.

The procedure varies depending on which faculty/department you are studying at:

1. **Transcript issued by the faculty / department**
courses taken predominantly in the following subject:
 - Law
 - Medicine
2. **Transcript generated via LSF**
courses taken in all other disciplines

If you have taken a combination of courses from both of the above groups you will receive two transcripts of records.

ISSUED BY THE FACULTY

Transcripts for Law and Medicine

The Transcript of Records will be issued by the faculty. Please contact your study manager well in advance:

Law	Ms. Brigitte Haustein Veterinärstr. 5, Room 309 +49 (0) 89 / 2180 – 2722 erasmus@jura.uni-muenchen.de
Medicine	See MeCuM International → Transcript of Records

GENERATED VIA LSF

Transcript for courses in all other areas

Students of the following disciplines can generate their transcript via LSF:

- Bioinformatics
- Biology
- Business Studies
- Chemistry, Pharmacy
- Cultural Studies
- Dentistry
- Earth Sciences
- Economics
- History and the Arts
- Informatics / Media Informatics
- Language and Literature Studies
- Mathematics and Statistics
- Media Informatics
- Philosophy and Religious Studies
- Physics
- Psychology and Educational Sciences
- Social Sciences
- Theology
- Veterinary Medicine

NECESSARY STEPS

1. Compile your timetable.
2. Lecturers and/or study managers enter your grades and ECTS credits into LSF.
3. Generate a transcript or records.

On the next pages, these steps to will be described in detail.

1 HOW TO CREATE YOUR TIMETABLE

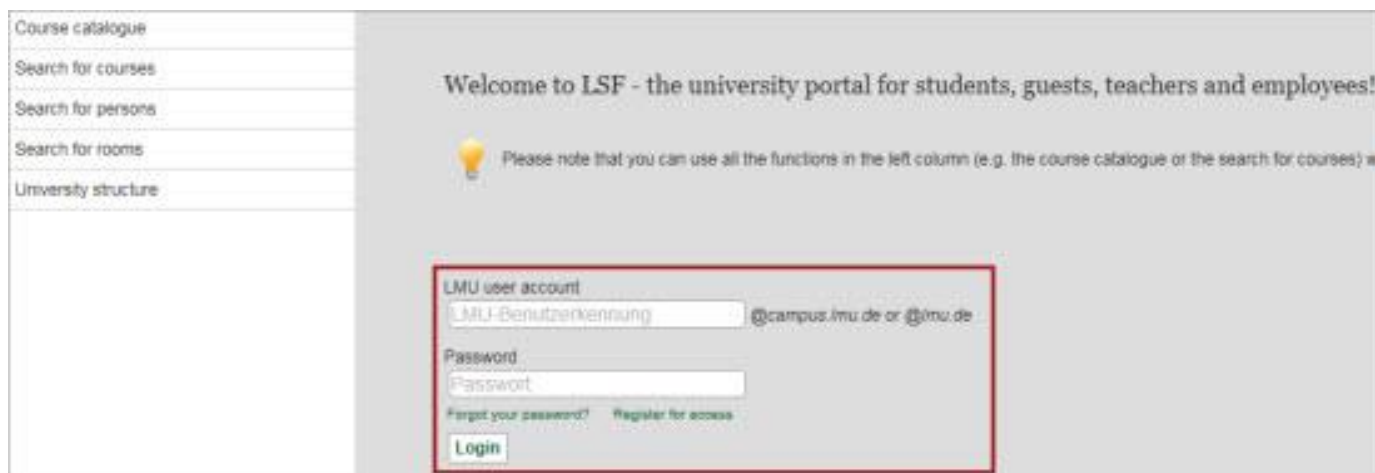
Creating your timetable via LSF is the basis for your transcript or records. You should compile your timetable after you have chosen which courses you are taking, i.e. after the first couple of weeks of the semester.

If you stay for two semesters, you need to compile your timetable for each semester.

1.1 LOGGING ON TO LSF

Change the language by clicking **English version** in the top right-hand corner.

Log in at www.lsf.lmu.de with your LMU user account (usually firstname.lastname).



You will then see the page below. Exchange students have to create a transcript (“Notenspiegel”) by creating a **timetable** (“Stundenplan”) in the first place; to do so, click on the function **Schedules**.



1.2 CHOOSE THE CURRENT SEMESTER

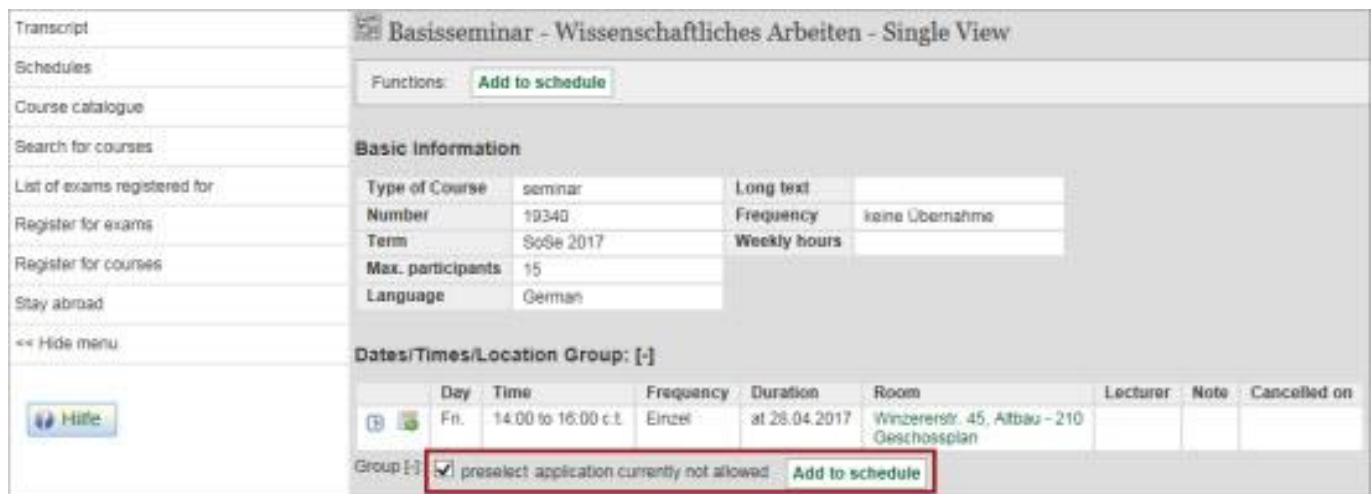
Click in the top right-hand corner and select the **semester** in which you are taking courses.



The screenshot shows the top navigation bar of the LMU LSF website. In the top right corner, there is a dropdown menu for the semester, currently set to 'Sommersemester 2017'. Below the navigation bar, there is a sidebar on the left with a menu of options: 'Transcript', 'Schedules', 'Course catalogue', 'Search for courses', 'List of exams registered for', 'Register for exams', 'Register for courses', and 'Stay abroad'. The main content area is titled 'My Functions' and contains two sections: 'My contacts' with a link to 'Programmstudien Biologie' and 'When to register for courses' with a link to 'Programmstudien Biologie'. To the right, there is a 'News aus dem Bereich Studium' section with several news items.

1.3 SELECT YOUR COURSES

In the function **Search for courses** you can search for and select your courses. At a chosen course tick **preselect** and click on **Add to schedule**.



The screenshot shows the 'Basisseminar - Wissenschaftliches Arbeiten - Single View' page. The page has a sidebar on the left with a menu of options: 'Transcript', 'Schedules', 'Course catalogue', 'Search for courses', 'List of exams registered for', 'Register for exams', 'Register for courses', and 'Stay abroad'. The main content area is titled 'Basisseminar - Wissenschaftliches Arbeiten - Single View' and contains a 'Functions' section with an 'Add to schedule' button. Below this is a 'Basic Information' section with a table of course details:

Basic Information			
Type of Course	seminar	Long text	
Number	19340	Frequency	keine Übernahme
Term	SoSe 2017	Weekly hours	
Max. participants	15		
Language	German		

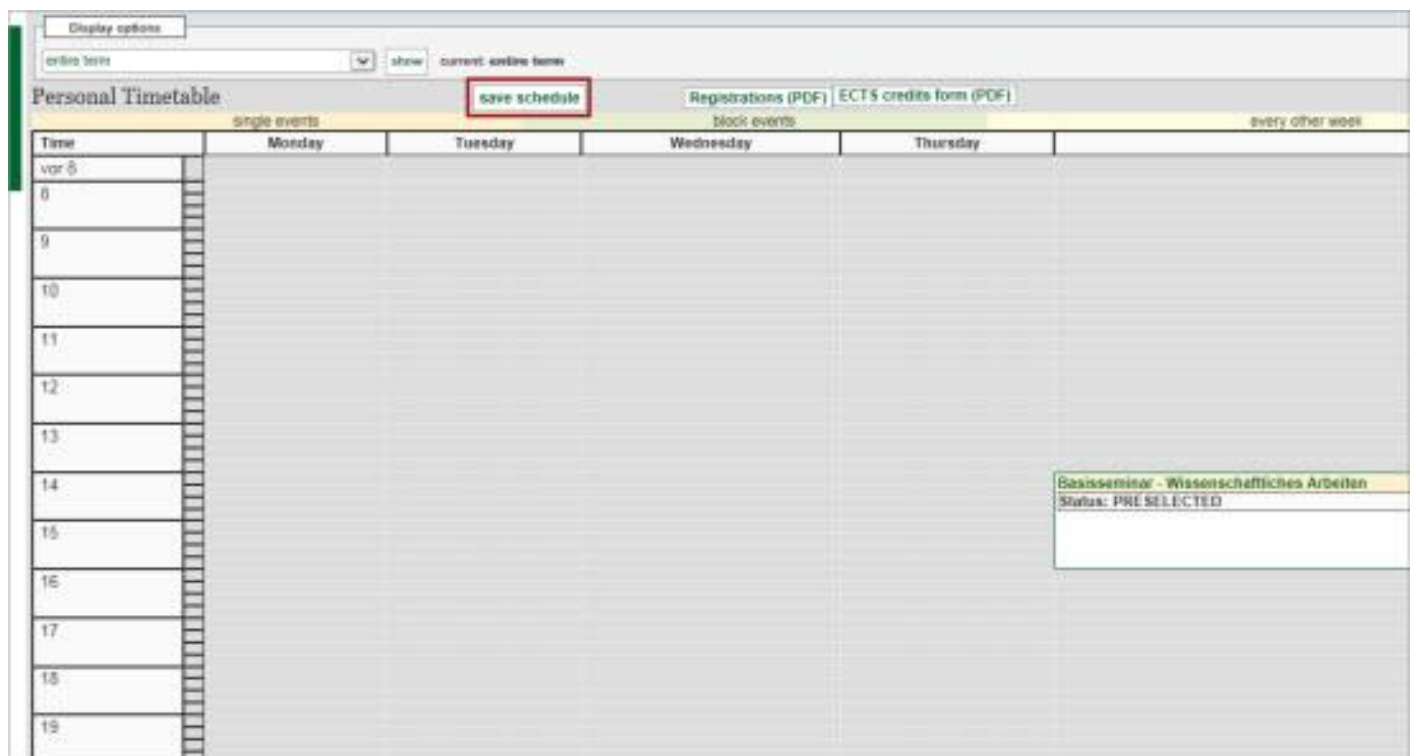
Below the table is a 'Dates/Times/Location Group: [-]' section with a table of course instances:

Day	Time	Frequency	Duration	Room	Lecturer	Note	Cancelled on
Fr.	14:00 to 16:00 c.t.	Einzel	at 28.04.2017	Winzererstr. 45, Altbau - 210 Geschossplan			

At the bottom of the page, there is a 'Group [-]' section with a checkbox for 'preselect application currently not allowed' and an 'Add to schedule' button. The checkbox is checked, and the 'Add to schedule' button is highlighted with a red box.

The window with your timetable will then open automatically. Please click on **Save schedule** before continuing to add your next course via the function **Search for courses**.

! It is very important to save your timetable every time you enter a new course.



1.4 GERMAN LANGUAGE COURSES

You have attended a German course in March or September or during the semester at **IUCM** (International University Club München), **DKFA** (Deutschkurse bei der Universität München) or **DUO** (Deutsch-Uni Online)?

The courses with your grades and ECTS points will be automatically added to your transcript at the end of the semester at the latest.

1.5 COURSES WHICH RUN OVER TWO SEMESTERS

It is important that you enter all the courses from the first semester (see above). For the second semester, start again with step 1.1 and create a timetable. Please do not forget to save all entries! In the function **Schedules** you can view all the preselected courses per semester.

1.6 YOU ARE NOT TAKING ANY COURSES AT LMU

If you have **not taken any courses** during your stay at LMU but have, for example, been doing research for your final dissertation/project or have been doing an internship in a laboratory and you need a transcript, please come to the International Office and bring some form of confirmation of your activities from your **academic supervisor**. A transcript will then be issued without specifying grades and ECTS credits.

2 LECTURERS AND/OR STUDY MANAGERS ENTER YOUR GRADES AND ECTS CREDITS INTO LSF

Based on the schedule you compiled, the **lecturers** of the courses you pre-selected (and/or registered for) enter grades and ECTS credits into LSF, which will then appear on your transcript of records. Grades and credits can also be entered by study managers (instead of the lecturers themselves), depending on the organisational structures of the respective faculty or department.

3 GENERATE A TRANSCRIPT OF RECORDS

To have an overview of your current achievements, you can generate a transcript of records (in the form of a PDF document) which lists all the courses you pre-selected (and/or registered for) including grades and ECTS credits.

To do so, click on the function **Transcript** and subsequently the **PDF symbol**.



You can then open and/or save this document which contains information about the semester, maximally available and awarded ECTS credits, grade and status for every exam you have taken.

Please note: the transcript you have generated is valid without any stamp or signature. Should you need a **stamped and/or signed version**, please contact the **International Office**.

If you study Business Studies or Economics, please contact the following persons:

Business Studies Munich School of Management
Ludwigstraße 28, Room 07a
Tel.: +49 (0) 89 / 2180 – 3902
Ms. Lilli Heininger: heininger@lmu.de

Economics ISC – Information and Service Center der
Wirtschaftswissenschaftlichen Fakultäten
Ludwigstr. 28, Room 020
Ms. Rebecca Lühlf: incoming-exchange@econ.lmu.de