

Guide for International students at the History Department of LMU

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1. Before your arrival

1.1 Application

After being nominated by your home university, LMU's International Office will send you the information you need to apply. The online application itself is also handled by the International Office. You'll be asked to provide the completed application form, your transcript of records, your learning agreement, a certificate of language competence and a copy of your ID or passport.

Further information on the application process: <https://www.lmu.de/en/study/all-degrees-and-programs/programs-for-international-visiting-students/erasmus-and-lmuexchange/how-to-apply/>

1.2 Learning Agreement

The learning agreement is an agreement between your home university and LMU. It sets out your study program for the semester(s) abroad and is signed by all three parties (the coordinator of your home university, the coordinator of LMU and yourself).

For further information on creating your learning agreement: <https://www.lmu.de/en/study/all-degrees-and-programs/programs-for-international-visiting-students/erasmus-and-lmuexchange/how-to-apply/>

1.3 Enrolment

After you've been accepted, you can enrol through the International Office. Enrolment for the winter semester takes place in September/October, for the summer semester in March/April. (<https://www.lmu.de/en/study/all-degrees-and-programs/programs-for-international-visiting-students/erasmus-and-lmuexchange/registration-of-exchange-students/>)

After your registration, you need to pay the semester fee to receive your Student-ID and will receive further information from the International Office.

A timeline for international exchange students: <https://www.lmu.de/en/study/all-degrees-and-programs/programs-for-international-visiting-students/erasmus-and-lmuexchange/timeline-for-exchange-students.html>

1.4 Informational events at the beginning of the semester

In the beginning of the semester the International Office as well as the History Department holds introductory meetings for international students. Here you

receive important information regarding the organization of your stay abroad and your studies at LMU. You will be informed about the dates of these meetings via e-mail.

https://www.geschichte.uni-muenchen.de/studium/studieneinfuehrungen/erasmus_incomings/index.html

2. Basics of studying

2.1 Courses

2.1.1 Tutorial for international students

The tutorial for international students is given by a student from Munich. It is designed to help you navigate the German university system. Among other things, you will learn about the requirements of the different courses and exams and receive advice for your stay at LMU. The voluntary course is designed to facilitate your studies in Munich, but you cannot earn ECTS in this course. You can find the tutorial in the LSF course catalogue, but you don't need to register.

2.1.2 Bachelor

Lectures (Vorlesungen) (3 ECTS, 2 hours per week)

Exam: written (or oral) exam

Lectures are well suited for international students. Most students from Munich don't have to take an exam in the lectures, as they are part of a larger module. Therefore, you should let your instructors know at the beginning of the semester if you need an exam/grade. Your instructor will then discuss the further details with you.

Exercise courses (Übungen) (3 ECTS or 6 ECTS, 2 hours per week)

Possible exams: written (or oral) exam AND/OR oral presentation AND/OR essay

Exercise courses are smaller courses (15-20 participants) with seminar character. They are characterized by student participation and (often) student presentations. There are various types of exercise courses that focus on different things, such as working with sources or discussing historical theories and methods.

You have the option to earn six instead of three ECTS in the exercise courses. In this case, you have to take two exams instead of just one (usually an oral presentation and an essay). Please discuss this with your instructors at the beginning of the semester.

Advanced Seminars (Vertiefungskurse) (12 ECTS, 3 hours per week)

Exam: oral presentations (20 – 30 minutes) AND term paper (“Hausarbeit”) (40.000 – 60.000 characters)

You can choose advanced seminars in the three epochs of ancient, medieval or modern and contemporary history. Since you earn 12 ECTS here, these courses are more work intensive. Advanced Seminars are graded with an oral presentation and a term paper (“Hausarbeit”), which is a multi-page, independent research paper.

Whether it makes sense for you to attend advanced seminars depends on your phase of study and your level of German.

Basic Seminars (Basiskurse) (9 ECTS, 3 hours per week)

Exam: oral presentations (20-30 minutes) AND term paper (“Hausarbeit”) (30.000 - 50.000 characters)

Basic seminars are aimed at students who have just started their studies. They are therefore less suitable for you and are often reserved for regular students. Basic seminars can only be attended in exceptional cases.

2.1.3 Master

Exercise courses (Übungen) (6 ECTS or 3 ECTS depending on the type, 2 – 4 hours per week)

Possible exams: written (or oral) exam OR oral presentation OR essay

Exercise courses have seminar character. You can choose between different types of courses from the historical faculty's offer or from a joint humanities offer.

Advanced Seminars (Aufbaukurse) (12 ECTS, 3 hours per week)

Exam: oral presentations (30 – 45 Minutes) AND term paper (“Hausarbeit”) (50.000 – 70.000 characters)

For the advanced seminars, you can choose from various epochs and disciplines, such as medieval history or global history. Since you earn 12 ECTS in these seminars, the workload is higher than in the exercise courses.

2.2 Course Selection

You can find the current course catalogue online (<https://lsf.verwaltung.uni-muenchen.de/>). Winter semester courses are usually posted in July, the summer semester courses in February. To enrol in courses, you should contact the individual instructors by email. You don't

participate in the regular enrolment process but are enrolled directly by the instructors. That is why most courses have extra spots reserved for international students.

LSF (Lehre Studium Forschung) (<https://lsf.verwaltung.uni-muenchen.de>)

- Course catalogue
- Creation of your timetable + exam registration
- Download of your transcript of records

3. Exams

3.1 Exam registration

To register for exams, simply enter the corresponding courses in your LSF timetable. To do so, tick the box "vormerken" on the courses page in the LSF course catalogue (<https://lsf.verwaltung.uni-muenchen.de/gisserver/rds?state=user&type=0>).

The regular registration period for exams is not relevant for you (Please note: this applies only for the History Department!)

3.2 ECTS-Points

Like at other European universities, the courses are assigned ECTS points. These are not grades, but a quantitative measure that indicates the workload. One ECTS point corresponds to 30 hours. This workload includes attendance in the course, but also preparation, writing term papers, preparing presentations etc. A look at the ECTS to be earned shows that a large part of the work happens independently outside the course, especially in seminars.

3.3 Grading

The German grade scale ranges from 1 (very good) to 5 (failed). These grades can be increased or decreased by 0.3. This results in the following grade scale:

1.0 – 1.3 – 1.7 – 2.0 – 2.3 – 2.7 – 3.0 – 3.3 – 3.7 – 4.0 – 5.0 (failed)

If multiple exams are taken in the course, the average of the individual grades is calculated.

You can ask your home university how these grades are converted into the grading system of your home country.

3.4 Recognition and Transcript of Records

The recognition is handled by your home university and is fixed by the learning agreement. You should therefore approve any changes to your learning agreement with both LMU and your home university.

You can access your Transcript of Records as a PDF document at the end of the semester via LSF (in the folder "Notenspiegel"/" Transcript").

4. The Campus

4.1 The University

The various faculties of LMU are spread throughout the city. The History Department ("Historisches Seminar") is located at Schellingstraße 12. This building is called "Historicum". Most history courses take place there or in the buildings in the immediate neighbourhood.

Tip:

With the "LMU Raumfinder", you can search for buildings and rooms.
(<https://www.lmu.de/raumfinder/#/>)

4.2 Libraries

The university library consists of the central library in the main building (Geschwister-Scholl-Platz 1) and many specialised libraries belonging to the various faculties. Since the books in the central library are stored in a stockroom, they must be ordered through the library catalogue (<https://opac.ub.lmu.de/>) and can be picked up a few days later.

The library for history and archaeology is located in the same building as the seminar rooms (Schellingstraße 12). You can use books there or borrow them to take them home. During exam periods the library often gets very crowded, but as a faculty member, you have the option to reserve a workplace. You can find the link to the reservation portal on the University Library's homepage (<https://www.ub.uni-muenchen.de/index.html>). You also have access to all other specialized libraries.

Across from the university's main building is the Bavarian State Library (Bayerische Staatsbibliothek) (Ludwigstraße 16). With your LMU Card, you can also borrow books here. To do so you have to preorder the books through the online catalogue of the State Library.
(<https://www.bsb-muenchen.de/>)

5. Contacts/ Advice for international students

5.1 International Office

- ➔ Administrative and organizational Matters (e.g. enrolment at LMU, extension of stay, ...)

Website: <https://www.lmu.de/de/studium/wichtige-kontakte/international-office/index.html>

5.2 Academic coordinator Dr. Daniel Mollenhauer

- ➔ Academic matters (e.g. course selection, recognition, ...)

Website:

<https://www.geschichte.uni-muenchen.de/personen/geschaeftsstelle/mollenhauer/index.html>

5.3 Studierendenwerk

- ➔ Advice on all topics related to studying (e.g. study financing, psychotherapeutic counselling, counselling for students with disabilities, ...) and consultation especially for international students (e.g. settling in a foreign country, dealing with German authorities, ...)

Website: <https://www.studierendenwerk-muenchen-oberbayern.de/beratungsnetzwerk/>

5.4 Your instructors

If you have questions about the course content or the specific requirements, please contact the instructor of that course. It is also recommended to discuss your research projects, such as oral presentations or term papers, in advance with your lecturer. You can find the office hours of your instructors on the faculty website. Sometimes you have to schedule an appointment in advance.

Tip:

At German universities "Professor" refers to the academic title. Since not all lecturers are professors, they are not addressed as such. You can generally address all your instructors as "Mr./Ms. + Last Name". Especially in writing you can also add the academic title.

Students address their lecturers with the formal "Sie" and are themselves also addressed with the formal "Sie" by their lecturers.

6. Tips

6.1 Lecture periods

In the winter semester, lectures begin in mid-October and end in early February. During the summer semester, classes run from mid-April to mid-July.

Christmas holidays are from December 24th to January 6th. There are also no lectures from the Thursday before Easter till the Tuesday after Easter. All public holidays are also off.

Public holidays in Bavaria: <https://www.stmi.bayern.de/staat-und-verfassung/feiertage/>

Lecture periods at LMU: <https://www.lmu.de/en/workspace-for-students/abc-study-guide/lecture-periods/>

Exams often take place after the end of the lectures. Additionally, you probably need part of the semester break to write your term papers and essays. Keep this in mind when planning your return back home or your vacation.

6.2 Timetable

Most classes start 15 minutes later and end 15 minutes earlier than indicated in the timetable. This "academic quarter" gives you enough time to go from one classroom to the next. The two letters after the indicated time show when exactly the course begins.

- s.t. ("sine tempore"): The course starts exactly at the specified time (e.g.: 10:00 - 12:00 s.t. = course starts at 10:00 and ends at 12:00)
- c.t. ("cum tempore"): The course starts 15 minutes later than indicated and ends 15 minutes earlier (e.g.: 10:00 - 12:00 c.t. = course starts at 10:15 and ends at 11:45)

6.3 Student life

6.3.1 Fachschaft (student representation)

The "Fachschaft" (<https://www.fachschaft.geschichte.uni-muenchen.de/index.html>) is the student representation of history students at LMU. It can be a point of contact for questions or problems you might not want to discuss with your instructors. Additionally, the "Fachschaft" organizes movie nights, quizzes, game nights, and parties. At these events, you can easily get in touch with students from Munich.

6.3.2 For international students

The **Buddy Program** (<https://www.lmu.de/de/studium/studienangebot/angebote-fuer-internationale-gast-und-austauschstudierende/erasmus-und-lmuexchange/lmu-buddy->

[program/](#)) connects exchange students and students from Munich. If you would like to participate in the program, you can indicate this in your application for admission or later via e-mail. You will then be matched with a student from Munich who can help you with administrative matters and navigating the university and the city.

The **ESN** (Erasmus Student Network) (<https://mesa.esn-germany.de/>) organizes various events and day trips for international students throughout the semester.

6.3.3 Sports and culture

LMU collaborates with several **cultural institutions**, such as the Gärtnerplatztheater or the State Opera, where students (like in many other theatres) benefit from discounts. Additionally the "LMU Infodienst" informs about special offers and discounts via e-mail.

Cultural partners: <https://www.lmu.de/de/workspace-fuer-studierende/studieren-und-leben/erstsemesterbegrueessung/kultur/>

Those who want to get involved at the university can do so in one of the numerous **student associations**. (<https://www.lmu.de/de/workspace-fuer-studierende/studieren-und-leben/studentische-initiativen/>)

The "Zentraler Hochschulsport München" (ZHS) offers all students in Munich a wide range of **sports** classes at fair prices. (<https://www.lmu.de/de/workspace-fuer-studierende/studieren-und-leben/sport/>)