

Erasmus at LMU

Welcome to your stay at LMU Munich!





Contacts at LMU



Erasmus coordinator

During your stay Dr Kelnberger will help you if any problems arise. You will receive his contact details with your letter of acceptance.

Official ERASMUS -email: erasmus-incoming@anglistik.uni-muenchen.de

Dr Kelnberger's LMU-email:
christian.kelnberger@anglistik.uni-muenchen.de

ERASMUS Zoom hours: 9 a.m.-11 a.m. (There will be a Zoom meeting every other week to answer all your questions)

To register for the office hour, please send an email to Dr Kelnberger at least 24h before the day of the office hour. State what you would like to discuss and you will be notified whether the office hour will happen via email, telephone or online via Zoom-Invitation.



International Office

The International Office is responsible for most of the topics in and around ERASMUS. They will help you with any problems you might have.

email: erasmus-incoming@lmu.de

Website:

<https://www.lmu.de/en/study/important-contacts/international-office/index.html>

Coordinator German Department:

Claudia Agne: c.agne@lmu.de





LMU online



Campus ID and Campus Mail

Campus ID

- ▶ The Campus ID is used for many online services provided by the university and its partners
- ▶ You should have received information on how to get a Campus ID with your immatriculation
- ▶ If you do not have a Campus ID yet, please contact the IT-Servicedesk via the contact form at <https://www.it-servicedesk.uni-muenchen.de/anfrage/index.html>

Campus Mail

- ▶ Please use your Campus Mail to correspond with teachers and other LMU officials. Teachers are not allowed to answer mails sent from private accounts because of data protection issues.



LMU LUDWIG-MAXIMILIANS-UNIVERSITÄT MÜNCHEN LMU-PORTAL MAILBOX

www.lmu.de | [LMU-Portal Start](#) | [Benutzerkonto](#)

[Neue Nachricht](#) | [Aktualisieren](#) | [Papierkorb leeren](#) | [Adressbuch](#) | [Hilfe](#)

Ordnerliste

- Posteingang 0(0)
- Papierkorb 0(0)
- Gesendet 67(0)
- Entwürfe 0(0)
- Spam 0(0)
- Junk 0(0)
- Mathe Crashkurs 7(0)

Ordnerverwaltung

- Neuer Ordner
- Ordner umbenennen
- Ordner leeren
- Ordner löschen
- Ordner als ZIP-Datei archivieren

Einstellungen

- Absendername
- Signaturen
- Weiterleitung

Nachrichten

Keine Nachrichten gefunden

Zeige Einträge pro Seite.

LMU Mail Tip

- ▶ You can forward your emails from your LMU Mail mailbox to a private mailbox by clicking „Weiterleitung“ in at the bottom of the page.
- ▶ In some email programs, such as Outlook or Gmail, you can edit the sender, which allows you to answer directly form a private account with your Campus Mail adress





LSF

- ▶ The course catalogue for Erasmus students can be found at <https://lsf.verwaltung.uni-muenchen.de/qisserver/rds?state=wtree&search=1&trex=step&root120211=1%7C476224%7C473189%7C467542&P.vx=kurz>
- ▶ If you want to take courses that are not in the catalogue, you can find them by clicking on „Vorlesungsverzeichnis“
- ▶ Please note that you are only guaranteed a spot in courses from the Erasmus catalogue



Zoom

- ▶ You can log into Zoom with your LMU Campus ID and password via this link: <https://lmu-munich.zoom.us>
- ▶ If you have problems signing in, please contact the IT-Servicedesk via the contact form at <https://www.it-servicedesk.uni-muenchen.de/anfrage/index.html>



LMU Library

- ▶ OPAC: an online catalogue of all books and papers available at <https://www.ub.uni-muenchen.de/suchen/online-katalog/index.html>

- ▶ E-Medien-login: can be accessed with your Campus ID. It contains online versions of a lot of books the library provides.

<https://login.emedien.ub.uni-muenchen.de/login>

<https://www.ub.uni-muenchen.de/e-medien-der-ub/index.html>

- ▶ The LMUcard functions as a library card if you want to borrow books from the library



Useful Links

- ▶ International Student Guide:
<https://www.lmu.de/en/workspace-for-students/international-student-guide/index.html>
- ▶ Information for Erasmus+ Students:
<https://www.lmu.de/en/study/all-degrees-and-programs/programs-for-international-visiting-students/erasmus-and-lmuexchange/index.html>
- ▶ Studying with a disability:
<https://www.lmu.de/en/workspace-for-students/student-support-services/studying-with-a-disability/index.html>
- ▶ Student accomodation:
<https://www.studentenwerk-muenchen.de/en/student-accommodation/>





Courses and Exams



Erasmus course catalogue and ECTS

- ▶ **How many courses do I need to take?**

As a guideline full-time LMU Students would aim to achieve a semester workload of 30 ECTS. However, your home university will advise you on the number of credit points you are expected to achieve.

- ▶ **Which courses can I take at LMU?**

All the courses for Erasmus students are listed on LSF. <https://lsf.verwaltung.uni-muenchen.de/qisserver/rds?state=wtree&search=1&trex=step&root120211=1%7C476224%7C473189%7C467542&P.vx=kurz>

- ▶ **If you want to take courses that are not in the Erasmus catalogue, you will not be guaranteed a spot. Please contact the teacher of the course to see if they have room for you.**



Learning agreements

Ideally you have your Learning Agreement (LA) completed and signed by your Home University.

If courses are not yet available on LSF before the time of departure, the LA needs to be changed and signed by Dr. Arendholz upon arrival during the first weeks of the semester. If you have courses from other subjects on your LA (e.g. Spanish or Economics courses), you also need a signature from the respective coordinator.



Registering for courses

To register for a course please contact the individual lecturer and ask for a place in their course. If they still have room for you, they will enter your name in the LSF participation list.



Exams

- ▶ **What kind of exams will I have to take?**

That depends on the course and on the teacher. Please ask the respective teacher of every course about the exam.

- ▶ **How do I register for exams?**

Incoming students are automatically registered for exams when being entered to a course on LSF by the teacher.





More Admin



Transcript of records

- ▶ Your results (grades and ECTS points) will be entered into LSF by the individual lecturers.
- ▶ You can then generate your own Transcript of Records, which will be signed and sealed electronically.
- ▶ If you need a real signature and a real stamp or even need this document to be sent (in a sealed envelope) to your home university, the International Office can help you.

At the end of their stay, Erasmus students need to get a Transcript of Records as well as a Certificate of Stay available at the International Office.



COVID 19

- ▶ There is no reliable information available yet regarding the winter semester 21/22.
- ▶ It is possible right now to access the libraries by registering online beforehand. You can register here: <https://reservierung.ub.uni-muenchen.de/index.php>
- ▶ The LMU buildings are largely inaccessible right now, you can, however, access the central library hall via Ludwigstr. 27 if you have ordered books online.





Q&A

You now have time to ask any remaining questions.

