

# Guide for Incoming Exchange-Students

This guide was developed to help you – as a prospective or current student in the programs ERASMUS+ or LMUexchange – to find your way around our institute. Please also check the [institute-website](#), as well as our [international student website](#).

## 1. Who can apply?

You can only study at the Geschwister-Scholl-Institute of Political Science (GSI) if there is an agreement between the GSI and your home university - either through Erasmus+ or LMU exchange.

### Our Erasmus+ partners:

Ireland: University College Cork

UK: University of Bradford /- of Exeter /- of Birmingham

France: Université de la Sorbonne Nouvelle Paris III; Institut d'études politiques de Paris (Sciences Po) /- d'Aix-en-Provence /- de Toulouse

Italy: Università degli studi di Bologna Università /- degli studi di Trieste

Spain: Universidad de Granada /- de Santiago de Compostela

Denmark: Københavns Universitet

Czech Republic: Univerzita Karlova v Praze

Poland: Uniwersytet Warszawski

Lithuania: Vilniaus Universitetas

Norway: Universitetet i Bergen

Finland: Helsingin Yliopisto

Turkey: Bilgi Üniversitesi İstanbul

### Our LMUexchange partners:

USA: University of Georgia, Athens

Canada: University of British Columbia, Vancouver

Australia: University of New South Wales (UNSW), Sydney

Thailand: Thammasat University, Bangkok

China: Lingnan University, Hongkong

South Korea: Sungkyunkwan University, Seoul

## 2. How to apply

Your application must be submitted to your home university, which will then nominate its candidates for the exchange programs at LMU. If you are nominated, your home coordinator will send an email to the LMU International Office with the names and email addresses of the nominated students.

The International Office will contact all accepted students in the following weeks to inform them about further application procedures and questions regarding accommodation and language courses. The application form must be returned to the LMU International Office

by June 1 for the winter semester and by December 1 for the summer semester. An additional application to the GSI is not necessary.

### 3. How to complete your Learning Agreement

For your application you will have to submit a Learning Agreement, in which you lay out the type of courses you intend to take.

Important note: Since courses vary from semester to semester, you should only list the subfields in which you want to take courses. Our teaching is divided mainly into three subfields: Political Theory, Political Systems, and International Relations. To prepare the preliminary Learning Agreement ahead of your stay, please see the information given by the International Office of the LMU, as well as the information linked below.

[Information for the winter-term](#)

[Information for the summer-term](#)

!! Courses of all types account for 6 ECTS points each !!

Please note that your home university may require a certain number of total ECTS credits per semester. (e.g. 30 ECTS). As an Erasmus+/International student, you will always have to take some form of written exam, be it a final exam or a term paper. An oral presentation will never be sufficient to receive your ECTS points. It is also not possible to take only part of the exams for a course and receive a reduced number of ECTS. It will be the above number of ECTS per course.

### 4. How to get into a course taught in English

While Vorlesungen (lectures) and Grundkurse (basic courses) will mostly be held in German, we always offer a few courses and seminars in English. You can check on those once the course catalogue has been published (February for the summer term, July for the winter term).

Please note, however, that there is usually very high demand for places on courses taught in English and you will have to apply like any other student. Therefore, we cannot guarantee that you will get into such a course. For this reason, we require a B 2 level of German if you wish to study at our institute, so that you can attend courses taught in German (however, there are a few exceptions to this rule, please check with your home university).

### 5. What to do after your arrival

After arriving in Munich, you should do the following:

I. Check calendar: Find out the exact term dates.

II. Registration: Go to the university's International Office and register. The International Office will inform you about the deadline for registration.

III. Introductory meeting at the GSI: Approximately one week before the courses start, there

will be an introductory meeting for all new exchange students in the political science institute. Please make sure not to miss it: Not only do we provide essential information of all kinds, but this is also where course registration takes place!

You should also attend the meeting if you are an exchange student at another institute (e.g. sociology, economics) but wish to take classes at the GSI!

Check our [international student website](#) to find out when the next meeting takes place.

## 6. How to register for courses

You can only participate in courses for which you are registered. Unlike our regular students, Erasmus+/LMUexchange students do not register for courses through our online-registration system LSF.

Instead, we will register you for courses directly. We will do so during and immediately after the introductory meeting, this is why attendance is absolutely necessary! Normally, this meeting takes place one week before the beginning of the term.

All you need to do beforehand is to look through the course catalogue and decide which courses you would like to take. Please also think about alternative courses, in case your original choice is not feasible.

If you missed the introductory meeting, there is still a chance to enroll in courses that have not yet been completed (but only those). Please contact the Academic Coordinator (see contact information below). If you are interested in attending courses at other institutes, you will need to check with them about their registration procedures.

## 7. How to register for exams and get your grades

As an Erasmus/International student you do not need to register for exams. All you need to do is make sure that you are properly registered for your courses. You can check the courses you are registered for in your personal LSF account by clicking on "Schedules". Be sure to click "Save Schedule" before logging out.

Regarding your transcript of records, please note the following: Each student is solely responsible for ensuring that he/she receives his/her transcript of records at the end of his/her stay. Transcripts are not automatically initiated. To initiate the transcript process, log in to LSF and verify that all courses taken this semester have been correctly added to your schedule.

The grades and ECTS credits for each course will be added by the respective course instructor or by the faculty/department academic coordinators at the end of the semester. This can take up to 8 weeks after the end of the examination period.

## 8. What happens during the lecture period?

Week 3 of lecture period (approximately): If you have selected course types that you did not intend to take according to your original Learning Agreement, you may now submit a revised Learning Agreement. See your coordinator during office hours and get your revised Learning Agreement signed (you can also mail it in), then send it back to your home university.

Between Week 5 and 9 of lecture period: Regular students will register for exams. As exchange students you only need to make sure that you are enrolled in the courses you want to receive ECTS for. Exam registration happens automatically, see paragraph 7.

Week 14 of lecture period (approximately): Exam period (Vorlesungen and Grundkurse).

Three weeks after end of lecture period (approximately): Deadline for submission of term papers (in course types "Übungen", "Hauptseminare", and "Masterseminare").

Four weeks after end of lecture period (approximately): By now, most of the lecturers should have sent in your grades. Check your Transcript of Records online at LSF.

## 9. How to read your grades

Exams and papers are graded from 1 to 5, with 1 being the best grade and 5 being a failing grade. Each grade can be raised or lowered by 0.3 to give a more nuanced assessment. The grades can be converted into ECTS grades according to the following table:

### ECTS grade German grade

A 1,0 – 1,3

B 1,7 – 2,0

C 2,3 – 3,0

D 3,3 – 3,7

E 4,0

FX, F 5,0 „n.b.“ („nicht bestanden“ - failed)

Please note that the number of credit points per course is fixed. Hence you cannot obtain less credit points for only partial fulfillment of the course requirements. It is either full credit points or none.

## 10. Where to find literature

The political science library is located opposite the main entrance of the institute. It is called Fachbibliothek Englischer Garten and is part of [LMU's library system](#).

## 11. How to go online

There are several access points to computers and the Internet throughout LMU. At the GSI, you can access the Internet from desk computers in the library and in the computer room of the Institute of Communication Studies in the same building.

For access to the LMU's wireless check with the [university's IT-service](#).

## 12. Main contact at LMU/GSI

### I. Academic-Coordinator Political Science (responsible for all incoming students at the GSI)

[Benedikt Kastner, B.A.](#)

Geschwister-Scholl-Institut für Politische Wissenschaft  
Oettingenstr. 67  
80538 München  
Room 068 (ground level)  
Phone: +49 89 2180 9268  
Email: [international@gsi.lmu.de](mailto:international@gsi.lmu.de)

### II. International Office of the LMU (responsible for general exchange student matters such as registration, accommodation, language courses)

[LMU – International Office](#)

Postal address:  
Geschwister-Scholl-Platz 1  
80539 München

Address for visitors:  
Ludwigstr. 27 Room G 009 (ground floor)  
Phone: +49 89 2180 2799  
Fax: +49 89 2180 3136  
Email: [international@lmu.de](mailto:international@lmu.de)

## 13. How to get to the GSI

The institute is located at Oettingenstraße 67, 80538 München (close to “Englischer Garten” and “Chinesischer Turm”).

Public transport: bus services 54, 58, 68 and 154 (stop: Hirschauer Straße or Tivolistraße), tram line 17 (stop: Tivolistraße).

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Please note that we do not guarantee the accuracy of this information, as things may have changed since this document was last updated.