



LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

GESCHWISTER-SCHOLL-INSTITUT
FÜR POLITIKWISSENSCHAFT



Guide for Political Science Exchange-Students

This guide will help you – as a prospective or current ERASMUS+ or LMU Exchange-student – to find your way around our institute.

Please also check our [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 University of Exeter University of Birmingham
France:	Université de la Sorbonne Nouvelle Paris III IEP de Paris (Sciences Po) IEP d'Aix-en-Provence IEP de Toulouse
Italy:	Università degli Studi di Bologna Università degli studi di Trieste
Spain:	Universidad de Granada Universidad 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 LMU Exchange partners:

USA:	Georgetown University, Washington D.C.
Canada:	University of British Columbia, Vancouver
Mexico:	Benemérita Universidad Autónoma de Puebla (BUAP), Puebla
Ecuador:	Universidad San Francisco de Quito, Quito
Chile:	Pontificia Universidad Católica de Chile, Santiago de Chile
Australia:	University of New South Wales (UNSW), Sydney
Thailand:	Thammasat University, Bangkok
China:	Lingnan University, Hongkong
South Korea:	Sungkyunkwan University, Seoul

Please enquire with your home university.

2. How to apply

Your application needs to be submitted to your home university, which then nominates its candidates for the Exchange-programmes. If you have been nominated, your home coordinator will send an email with the names and email-addresses of the nominated students to LMU's [International Office](#).

The International Office will get in touch with all accepted students during the following weeks and inform them about further application procedures and questions concerning accommodation and language courses. You have to return the application form to the International Office of the LMU by June 1st for the winter term, by December 1st for the summer term. There is no need for any additional application at the GSI.

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: As the courses vary from semester to semester, you should only name which type of course you wish to take in which subfield. You should not at this stage research the "Vorlesungsverzeichnis" (course catalogue) for specific courses, because it is unlikely that these courses will be offered when you are here. The Vorlesungsverzeichnis will only be published in July (for the winter term) and February (for the summer term).

Our teaching is divided into three subfields: Political Theory, Political Systems, and International Relations. In each subfield we offer four types of courses:

Vorlesungen (lectures) provide a general introduction to a subfield or specific topic. While our regular German students do not take an exam in their Vorlesungen, Exchange students can take a final exam in order to obtain their ECTS-points. For details, please check with your professor directly once the Vorlesung has started.

Grundkurse (basic courses) give a general overview of a field, but go more into detail than Vorlesungen. Students are expected to do a lot of reading, participate in class-discussions and to give an oral presentation. Final exams are normally held in the last week of the term.

Wissenschaftliches Arbeiten (research techniques): This is an Übung which cuts across subfields. If you do not know how to write term papers, you should absolutely attend this course.

Übungen and **Hauptseminare** (seminars and advanced seminars) delve more deeply into specific issues in the three subfields. Reading-loads are considerable and you will be expected to participate in discussions and give an oral presentation. To obtain your ECTS-points, you will have to write a term paper (typically 10-12 pages).

Masterseminare (advanced seminars *for Master students only!*) can only be chosen by graduate students. You will have to read a lot, prepare a presentation and write a term paper (12-15 pages).

Courses of all types account for **6 ECTS points** each.

When choosing your courses, please keep in mind that your home university may require a specific number of total ECTS-points per term (e.g. 30 ECTS).

Please note that 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 suffice to receive your ECTS-points. Also, it is not possible to do only part of the exams to be taken in a course and then receive a reduced number of ECTS. It will be the above number of ECTS per course - or nothing!

Here is an example of how your Learning Agreement should look like when sent to us:

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 you with 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) 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/LMU-exchange 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 you should absolutely go there!* Normally, this meeting takes place one week before the beginning of the term.

All you need do to 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 get into courses which are not yet complete (but only into those). Click here to find out about registration for [leftover places](#).

If you want to follow courses at other institutes, you have to check there to find out about their registration procedures.

7. How to register for exams and get your grades

As an Erasmus/International student you do not have to register for exams. All you need to do is make sure you have been properly registered for your courses. You can check the courses you have been registered for in your personal LSF account by clicking on „schedules“. Make sure to click „save schedule“ before logout.

As to your Transcript of records, please note the following: Every student is solely responsible for ensuring that he/she receives his/her transcript of records at the end of the stay. Transcript of records will not be initiated automatically. To initiate the transcript process, login on LSF and double check that all the courses taken this semester have been correctly added to your timetable: www.lsf.lmu.de. For detailed instructions please refer to the downloadable document on: http://www.en.uni-muenchen.de/students/exchange/incomings/austausch_engl/studying/transcript_of_records/index.html

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. How to get access to the GSI-Intranet

In order to get access to course material you need to enter the institute's intranet. Here is how you can get access to it.

Go to the intranet-website: <http://intranet.gsi.uni-muenchen.de/>

Next, go to "Studenten -> Dokumente (DocuCip)"

Now you will be asked for your "Benutzername" and "Passwort". Confusingly, you have to enter your "Matrikelnummer" as your "Benutzername" and your last name as your "Passwort". Please make sure to spell the first letter of your name in capital letters.

Once logged in, you have access to course material. Find out to which "Lehrstuhl" your "Dozent/Dozentin" belongs, as his/her course can be found in the respective Lehrstuhl-Folder.

9. What happens during the lecture period?

Here is an overview of what you should keep in mind during the lecture period:

Week 1 of lecture period: Go to the courses you have been assigned to.

Week 3 of lecture period (approximately): If you have chosen course types you did not intend to take according to your original Learning Agreement you may now submit a modified Learning Agreement. See your coordinator ([Nicolas Lippert](#) / [Lars Colschen](#) for LMU exchange, [Rainer Hülse](#) for Erasmus+) during office hours and get your modified Learning Agreement signed. Please bring a *printed version* of your updated Learning Agreement. You can then send it back to your home university.

Between Week 5 and 9 of lecture period: Register online for your exams as described in 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.

10. How to read your grades

Exams and papers are marked with grades from 1 to 5 the best grade being 1 and 5 indicating failure. In order to get a more differentiated evaluation, each grade can be raised and lowered by 0,3. The grades can be transferred into ECTS grades according to the following table:

<u>ECTS grade</u>	<u>German grade</u>
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 at all.

11. Where to find literature

The political science library is located opposite the main entrance of the institute. It is called [Bibliothek der Institute am Englischen Garten](#) and is part of [LMU's library system](#).

12. How to go online

There are several access points to computers and the internet throughout the LMU. [Check here](#) for a list of such places. At the GSI you can access computers and the internet either in the library in the computer room of the institute of communication studies (which is located in the same building). For access to the LMU's wireless check with the university's IT-service.

13. Whom to contact

I. ERASMUS-Coordinator Political Science

(responsible for all Incoming Erasmus+ students at the GSI)

[Dr. Rainer Hülse](#)

Geschwister-Scholl-Institut für Politische Wissenschaft
Oettingenstr. 67
80538 München
Room H 1.04 (first floor)
Phone: +49 89 2180 9054
Fax: +49 89 2180 9017
Email: rainer.huelsse@lmu.de

II. LMU Exchange Coordinator Political Science

(responsible for all LMU Exchange students at the GSI)

[Nicolas Lippert, M.A.](#) / [Dr. Lars Colschen](#)

Geschwister-Scholl-Institut für Politische Wissenschaft
Oettingenstr. 67
80538 München
Room 064 (ground floor)
Phone: +49 89 2180 9011
Fax: +49 89 2180 9012
Email: nicolas.lippert@gsi.uni-muenchen.de
lars.colschen@gsi.uni-muenchen.de

III. Studienbüro Political Science

(responsible for your Transcript of Records)

[Studienbüro](#)

Geschwister-Scholl-Institut für Politische Wissenschaft
Oettingenstr. 67
80538 München
Room 066 (Ground Floor)
Phone: +49 89 2180 9106
Fax: +49 89 2180 9012
Email: studentensekretariat@gsi.uni-muenchen.de

IV. 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: studentenaustausch@verwaltung.uni-muenchen.de

14. 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 and 154 (stop: Hirschauer Straße), tram line 18 (stop: Tivolistraße).

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Please be aware that we do not guarantee the accuracy of this information as things may have changed since this document has last been updated.