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Nota bene:

The information provided has been verified at the time of publication of this brochure. We apologise for any subsequent inaccuracies.

Dear ERASMUS student,

We are pleased that you have decided to study at the Ludwig-Maximilians University in Munich under the auspices of the ERASMUS Programme and welcome you most warmly.

This information brochure is designed to help you plan your stay and guide you through your arrival and first days in Munich. Please read the information carefully.

The staff of the International Office wishes you an interesting and successful time studying and above all lots of fun in Munich.

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1. Ludwig-Maximilians University

1.1 1000 Semesters of the LMU: A short history of the University

The history of the University of Munich begins in 1472. By order of the Pope, Duke Ludwig the Wealthy founded the LMU, the first Bavarian university. It was not,

Figureheads of the NS-Resistance: the brother and sister Scholl 1943



however, situated in Munich but in Ingolstadt. By the sixteenth century, totally in keeping with the German Counter-Reformation, the LMU had advanced to a centre of knowledge under Johannes Eck, who was renowned as a vehement Luther adversary

After a 25year Intermezzo in Landshut Ludwig I, a great promoter of science and art, brought the LMU to Munich in 1826. The

University progressively increased in size. In 1865 the Natural Sciences became an independent section of the Faculty of Science. In 1913 the Veterinary Medical School became a faculty of the University. At that time the LMU had 5000 students. Although the LMU was in the grip of Nazi hands during the Third Reich a small group under Professor Kurt Huber offered active resistance: the "Weiße Rose". The pamphlets of the "Weiße Rose" can be seen on the ground in front of the main building.

Thanks to numerous scientists and researchers such as Paul Anselm Feuerbach, Friedrich Schelling, Wilhelm Conrad Röntgen, Werner Carl Heisenberg and Stan Nadolny who taught here, the University is considered one of the most renowned in the German speaking area. The list of famous students includes, among others, Konrad Adenauer, Bertold Brecht, Walter Benjamin, the brother and sister Scholl, Konrad Lorenz, Ernst von Siemens and Max Planck. With its high standing the student population increased. In the sixties there was a veritable rush for the University which exponentially multiplied the number of registered students. In 1999 just under 70,000 students were registered at the LMU.

Today the LMU, with its 44,000 students (of whom 61% are female and 14% come from abroad), 800 professors and 3000 members of academic staff, is still one of the largest universities in Germany. For teaching and research the University library and its affiliated libraries provide over 2 million books and journals. The choice of courses ranges from A for Assyriology to Z for Zoology. A total of 200 subjects and subject combinations are available at the LMU, more than at any other German university. As a result of this growth, faculties and institutes have been gradually moved to the perimeter of town, mainly to Garching and Großhadern. In the meantime the 18 faculties are spread over 100 addresses in and around Munich.

1.2 The Faculties of the LMU

The Faculty of Roman Catholic Theology

The Faculty of Protestant Theology

The Faculty of Law

The Faculty of Business Administration

The Faculty of Economics

The Faculty of Medicine

The Faculty of Veterinary Medicine

The Faculty for History and the Arts

The Faculty of Philosophy, Philosophy of Science and Religious Science

The Faculty of Psychology and Educational Sciences

The Faculty for the Study of Culture

The Faculty for Languages and Literatures

The Faculty of Sociology and Political Science

The Faculty of Mathematics, Computer Science and Statistics

The Faculty of Physics

The Faculty of Chemistry and Pharmacy

The Faculty of Biology

The Faculty of Geosciences

1.3 The Erasmus-Programme of the LMU

The SOCRATES/ ERASMUS-Programme is based on bilateral agreements between the LMU and partner universities. Both universities must have been granted the ERASMUS University Charta by the European Commission

â On the Internet at: <http://europa.eu.int/comm/education/erasmus.html>

The LMU currently has over 210 ERASMUS partner universities in the countries of the European Union, the European Economic Area (Norway, Iceland, and Liechtenstein) as well as Bulgaria, Romania and Turkey. There is a special agreement with Switzerland.

During 2004/05 around 450 Munich students participated in an ERASMUS exchange programme abroad. In return approximately 370 foreign ERASMUS students were registered at the LMU.

2. The International Office of the LMU

The International Office is responsible for counselling foreign students. Here you can obtain information about studying at the LMU, find out about special courses for foreign students, leisure activities, language courses, be issued with various letters of confirmation and find out about all issues concerning foreign guest students.



The International Office is located at Ludwigstraße 27, U-Bahn lines U-3 and U-6, station *Universität*. You will find our office in the hallway to the left after entering the red-brick building.

ERASMUS Coordinators:
Jean Schleiss, Andrea Blei

Postal address
Geschwister-Scholl-Platz 1
D 80539 Munich

Telephone
+49 89 2180-3807
Fax
+49 89 2180-3136

Internet
<http://www.uni-muenchen.de/auslandsamt>

Email
Student-exchange@lmu.de

Office hours
Tuesday, 09.00-11.30 hours
Wednesday, 13.00-15.00 hours

3. First steps at the LMU

3.1 General points

ERASMUS students are registered as “programme-students” and are admitted for a period limited to a maximum of two semesters. Should you want to continue your studies in Munich after that period, you must make a new application to be admitted as a regular student and pass the German language proficiency examination (see the chapter on language courses).

During their limited period of matriculation, ERASMUS students are exempt from taking the compulsory language proficiency examination. We nevertheless recommend that you have sufficient knowledge of the German language before

coming to Munich, as most lectures and seminars at the University are conducted in German. If you are not able to follow the courses, you will not get credits or certificates. It is therefore important that you improve your German language skills before you come to Germany in order to make your stay in Munich as successful as possible.

3.2 Admission

All students, including ERASMUS students, have to apply for admission to the LMU. The SOCRATES/ERASMUS Co-ordination Office of the LMU will send you the application form.

Please send your completed SOCRATES/ERASMUS Student Application Form before the relevant date to the:

International Office
Ludwig-Maximilians University Munich
SOCRATES/ERASMUS Co-ordination
Geschwister-Scholl-Platz 1
D-80539 Munich

Documents required

- the completed application form
- a letter confirming your ERASMUS status
- a passport photo

Closing dates for applications:

July 15 for the following winter semester

January 15 for the following summer semester

As a rule the International Office will send you official notification of your admission (Zulassungsbescheid) directly after processing your application.

3.3 Matriculation (Registration)

If you want to study at a German university, you have to be matriculated there.

Matriculation for the winter semester usually takes place in October, for the summer semester in April. (The exact dates will be contained in your notification of admission).

- To matriculate, you have to go there in person; it is not possible to send someone else.
- You can only matriculate if you have all the documents you need with you.

Documents required for registration

- £ Notification of admission (Zulassungsbescheid)
- £ Letter confirming your ERASMUS status
- £ Proof of health insurance (see "health insurance")

- £ The receipt that you have paid the *Studentenwerksbeitrag* (Student Services Organisation fee/social fee) of 35 €
 - â There is no charge if you pay this sum at the *Universitätskasse* (official university cash office), Leopoldstr. 3, 1st floor, between 08.00-11.00 hours. If you pay it in at a bank or a post office (where a charge is made), make sure that the receipt contains a dated *Annahme-Stempel* (paying-in stamp).
- £ a valid passport or identity card

â You will be informed about the exact location of the registration office in the notification of admission or directly by the International Office of the LMU.

When you matriculate at the LMU, you will be given a provisional student identity card and two copies of the provisional proof of matriculation, which will remain valid until you receive the proper documents.

About 1-2 weeks after registration the official student documents will be sent to you.

3.4 Re-registering for the second semester

As you are only registered for one semester at a time, it is very important that you re-register before the deadline which you will find in your student papers. You will also find a paying-in slip/giro transfer form for currently 35€ among your student papers. After this transaction is carried out at your bank you will be automatically re-registered for the second semester.

â If you do not re-register, you will be automatically ex-matriculated for the next semester!

4. Legal requirements

4.1 Entry requirements

- For EU, EEA (Iceland, Liechtenstein, Norway) and Swiss students

For entry a valid passport or identity card is sufficient. Students from Eastern European EU-countries still require unofficial proof that they have the financial means to cover their stay in Germany.

- For students from other countries

You must apply for a visa at the German Embassy or at a German Consulate in your home country before entering Germany. Please contact the German Embassy in your home country for detailed information.

Please note that the visa must be issued for the correct purpose of the stay. A

Required documents:

- A valid passport
- Notification of admission by the University
- Proof that you have the financial means to cover the period of your stay in Germany, at present approx. 583 € a month (further information is available at the German Embassy/Consulate).

tourist visa or a so-called „Schengen visa“ is not enough. It is not possible to change the type of visa after entering Germany. If you intend to enter Germany more than once (e.g. after going home for Christmas and/or the New Year), we recommend that you get a „multiple entry visa“. Visas issued by Germany authorities abroad are valid for a maximum of three months and are then prolonged by the *Ausländerbehörde* (Foreigners' Department) in Germany in the form of a Residence Permit. It is essential to check how many days your entry visa is valid for.

4.2 Registering your address

Within a week of arriving in Germany ERASMUS students must register their new address in Germany at the relevant *Einwohnermeldeamt* (residents' registration office).

Similarly, the *Einwohnermeldeamt* must be informed of changes of address within a week.

Please do not forget, shortly before the end of your stay in Germany, to inform the *Einwohnermeldeamt* on the green *Abmeldung* form that you plan to leave the country. You can do this in person or in writing.

You can obtain the relevant forms for registering your new address, any change of address, or your departure from Germany at your local *Einwohnermeldeamt*.

**Required forms for
registering your
address**

- A completed form for registering your address
- A valid passport (Non-EU-Citizens) or identity card (EU/EEA-Citizens/Switzerland)
- Entry visa (if necessary)
- Your tenancy agreement

The relevant authority in Munich is:

Kreisverwaltungsreferat (KVR)- Einwohnermeldeamt -
Ruppertstr. 19, 80337 Munich
Ground floor

Underground lines U3 oder U6, nearest station is
Poccistraße

Tel. 089/ 233-23155, -23156, -23157

Opening hours: Monday and Friday, 08.00-12.00 hours

If you do not live in Munich, please go to your local
administrative department (*Gemeindeverwaltung*).

4.3 Applying for a residence permit

All foreign students (including EU-students) who wish to stay in Germany for longer than three months must be in possession of a valid residence permit.

This is issued by the Foreigner's Department (*Ausländerbehörde*)
(auslaenderbehoerde.kvr@muenchen.de)

If you live in Munich	If you live out of Munich
<p>Kreisverwaltungsreferat (KVR) – Amt für Ausländerangelegenheiten Ruppertstraße 19 80337 Munich</p> <p><u>Special counter for foreign students with surname A-K</u> Room 1040, Tel.: 089 / 233 - 23 079 or – 22 894</p> <p><u>Special counter for foreign students with surname L-Z</u> Room 1041, Tel.: 089 / 233 – 23047 or - 23 193</p>	<p>Landratsamt München</p> <p>Mariahilfplatz 17 81547 Munich</p> <p>or at your local administrative department (<i>Gemeindeverwaltung</i>)</p>

For students from EU/EEA countries (Iceland, Liechtenstein and Norway) and Switzerland	For students from other countries
You must have applied for a residence permit three months after your arrival at the latest.	You must have applied for a residence permit at the latest on the last day your entry visa is valid.
<p><u>Required documents:</u></p> <ul style="list-style-type: none"> • The completed form „Antrag auf Erteilung der Aufenthaltsgenehmigung“ (available in the foreigner's department) • Passport/identity card • 2 passport photos • Proof of matriculation at the LMU • Proof that you have adequate * health insurance cover (confirmation from the German state health insurance scheme (<i>gesetzliche Krankenkasse</i>). * ⚠ see chapter on health insurance. • Proof that you have registered your address (copy that you received from the Residents' Registration Office (<i>Einwohnermeldeamt</i>)). • Proof that you have the financial means to cover the period of your stay (at least 583 € a month) for example by means of an informal declaration by your parents or other relatives or proof of grant or scholarship award. • <u>Students who require a visa</u> need, for example, a certified declaration from someone who undertakes to support you or proof of that you have sufficient assets of your own 	<p><u>Required documents:</u></p> <ul style="list-style-type: none"> • The completed form „Antrag auf Erteilung der Aufenthaltsgenehmigung“ (available in the foreigner's department) • A valid passport • Visa • 1 passport photo • Proof of matriculation at the LMU • Proof that you have adequate * health insurance cover (confirmation from the German state health insurance scheme (<i>gesetzliche Krankenkasse</i>). * ⚠ see chapter on health insurance. • Residence permit fee: 40 - 51€ ; extension fee: 20 - 25 € • Proof that you have registered your address (copy that you received from the Residents' Registration Office (<i>Einwohnermeldeamt</i>)). • Proof that you have the financial means to cover the period of your stay (at least 583 € a month) for example, a certified declaration from someone who undertakes to support you or proof that you have sufficient assets of your own. <p>Important: If you do not yet have all the necessary documents you should still go to the foreigner's department with those you have. You will then be issued with a provisional certificate stating that you have applied for a residence permit. The residence permit is normally issued for a year and two years for EU-citizens. It can be extended for one or two years at the most on condition that the aim of your stay in Germany has not yet been reached but will be in the foreseeable future (§ 28, Abs.2, AusR); Extensions have to be applied for in good time (before the last day the residence permit is valid).</p> <p>The residence permit is issued in accordance with the aim of your stay (in your case for your studies and for a specific study course). The residence permit is no longer valid when this goal is achieved or interrupted.</p>

4.4 Employment



Students from non-EU countries and from the new EU-countries are permitted to work in Germany for a maximum of 90 full days or 180 part-time days (4 hours a day at the most) per annum. A foreigner's permit issued by the foreigner's department is required (§ 9 Abs. 7 AEVO). Should this period be exceeded an employment permit must be obtained from the employment exchange (*Arbeitsamt*). Exceptions can only be made on an individual basis in the case of an acute temporary emergency situation or if other special reasons are given. This is not, however, an entitlement.

EU-students, as a general rule, are permitted to work for an unlimited period (in accordance with the usual student regulations). A work permit is not required.

Generally it is difficult to find student jobs. The "Studenten-Service" (the employment exchange of the "Arbeitsamt München für Studenten") places students in jobs of several weeks duration but also provides short-time occasional work (Schnelldienst).

Studenten-Service des Arbeitsamtes
Tumblinger Straße 21
80337 Munich
(Underground lines: U 3/ U 6 – nearest station: Goetheplatz)

Short term placements: Tel. (089) 530980-30
Long term placements: Tel. (089) 53098033 or -36

The following documents are required: confirmation of registration, a passport or identity card and a passport photo

The Student Services Organisation ("Studentenwerk") runs its own job placement agency together with the company "[Die Job-Börse](#)", and can be found in the cafeteria of the Ludwig-Maximilians University. The "Job-Börse" finds practical placements, working students' jobs, secondary jobs and permanent positions for students and graduates. This service is free of charge. For a small fee firms can thus fill their vacant positions.

In the cafeteria of the Ludwig-Maximilians University
Leopoldstraße 13a
80802 Munich
Tel.: (089) 27 31 25 70
Fax: (089) 27 31 25 71
Opening hours: Mo. - Fr. 11.00 - 14.00 hours
Office hours: Mo. - Fr. 09.00 - 19.00 hours
Also during the semester vacations
Internet: www.die-job-boerse.de

At the LMU students can also work as student assistants in research projects or can work in institutes or in administration. Vacant posts are displayed on notice boards in the individual institutes or administrative offices. The same rules as above apply for positions as a student assistant.

If you wish to apply for an academic position at a Chair during the semester, you will have to present the following documents to the KVR:

- Personal letter of motivation
- the Intermediate Diploma or course certificates respectively
- A letter from the Chair confirming the type and duration of the position as well as the number of hours per week.
- Proof of financial means since the last extension of the residence permit.

4.5 Health Insurance



In Germany all students who are not yet 30 years old and haven't exceeded their 14th semester must have health and social security cover. They must prove that they have adequate health insurance and social security cover in order to matriculate at a German university. In practice that means that you have to obtain a document confirming that you have adequate insurance cover (important: students who are over 30 must obtain a certificate, issued by a German health insurance company, freeing them from the mandatory health insurance fees (Bestätigung über die Befreiung)).

The insurance cover must include:

- Both medical and dental treatment
 - Medications, bandages, medical aids
 - Hospitalisation
 - Medical treatment during rehabilitation
 - Medical treatment during pregnancy and birth
-
1. Students from countries of the European Union (EU) should obtain the European Health Insurance Card (EHIC) from the relevant health authority in their home country. This card should be presented to a German state insurance company (e.g. TK, AOK, DAK; Barmer etc.) A document will then be issued which states that you are freed from the mandatory health insurance fees. This document must be presented at matriculation. The German state health insurance company will be responsible for you during your stay and will cover you on terms almost identical to those of German students. If you have to visit a doctor you must take your EHIC with you to your appointment. The doctor will bill the health insurance company to have the costs reimbursed.

2. Students originating from non-EU countries with which Germany has a social insurance treaty (Iceland, former Yugoslavian states, Norway, Switzerland and Turkey) must also present a certificate entitling them to German health insurance coverage. Students are then freed from the mandatory health insurance fees as described above. All other students who are insured in their home country can apply to be freed from the mandatory health insurance costs. Note: This arrangement is valid for the whole study period and cannot be retracted. We do not recommend this as most other countries do not offer the same insurance cover as is the case in Germany. Students must apply for a waiver to the state health insurance office at their place of residence or study. These students are therefore not insured with a German health insurance company. In the case of illness they must then initially pay for all their medical bills, which can be very high, and then apply for reimbursement from their home insurance company (it is advisable to obtain exact information about how to do this before leaving your home country). In addition, the Foreigners' Department require proof that the home insurance company will fully reimburse or recognise the costs incurred in Germany.
3. Students who are not insured in their home country must take out an insurance policy at the company of their choice. Costs: a student insurance policy is 53.59 € per month (health insurance=45.67€, social security=7.92€). Insurers charge the same monthly payment rates. It is, however, advisable to compare the services and payment options offered by different companies. Some companies require payment for a whole semester in advance. Other companies require monthly payments by direct debit. Student must have a valid health insurance policy at the latest on the day of matriculation.
4. Addresses of health insurance companies can be found in the Munich Yellow Pages (Gelbe Seiten) Three examples are listed below:
 - TK
Leopoldstr.13 A (in the cafeteria building), Tel.: (089) 3402 9488
 - KKH
Sonnenstr. 1, Tel. (089) 559802-0
 - AOK Munich
Maistr. 32-37, Tel. (089) 5444-2471, -1540, -2731

4.6 Personal Liability Insurance

We recommend that you take out a personal liability insurance policy that is valid in Germany. This can be done in your home country or at a German insurance company.

5. Living in Munich



5.1 General Information about the accommodation situation in Munich

As in other German university towns, it is not easy to find accommodation in Munich, but it is by no means hopeless. The majority of the approx. 100,000 students in Munich are not originally from the city and therefore require accommodation. As a rule the accommodation situation is especially precarious at the beginning of the winter semester in October and November. Rooms in private accommodation can cost 350€ on average. Rooms in student residences cost between 125€ and 250€. The most important prerequisite for finding a room is **patience**. Should you not initially find the ideal solution, you should accept the most reasonable offer and look around for something better at your leisure.

The rental prices advertised are usually for the basic rent, i.e. costs for electricity, water heating and refuse removal are extra. Extra costs are, on the contrary, often included in the price of furnished rooms. Look out for the terms “Warmmiete” or “warm” (extra costs included) and “Kaltmiete” or “kalt” (extra costs not included). Ask about extra costs when looking for accommodation.

Accommodation advertisement abbreviations

5ZKDB: 5 rooms with kitchen and bathroom

400 €+ NK: 400€ basic rent plus extras

KM: basic rent

Wfl.: living area (in m²)

G-WC: separate toilet

OG: Upper floor

TG: underground garage

In Germany you can rent empty, partially furnished and furnished accommodation. Empty flats are really empty: there is no furniture, soft furnishings and fittings etc. Partly furnished and furnished accommodation has at least some furniture, sometimes even some kitchen furniture and fittings. Flats are, however, seldom rented furnished, whereas private rooms and student residences are.

Accommodation abbreviations

Beware: For flats advertised by estate agents who add the letters IMM or RDM to their names, you can expect to pay a fee of up to two months rent.

If telephone numbers are given you can call the landlord or estate agent directly. You should call as early as possible (from 7.30 hours) to arrange a viewing appointment. In many advertisements only box numbers are given. If that is the case you have to write to the newspaper quoting the box number.

5.2 Accommodation Assistance offered by the International Office

The accommodation situation in Munich has been extremely bad for the last few years. The Student Services Organisation in Munich (*Studentenwerk München*) has available only a very limited number of places in student hostels (mostly single and double rooms, some apartments) for students who are coming to Munich as part of a bilateral contract (but not for ERASMUS free-mover students). Therefore it is not possible to get accommodation in a student hostel for all ERASMUS-students. So those, who do not get a room there, will have to look for private accommodation themselves. The International Office of the LMU can not give an accommodation guarantee!

The monthly rent for these rooms ranges from 125 € to 250 €. You will be expected to pay a deposit of approx 200€. The deposit will be returned to you at the end of your stay on condition that you leave your accommodation in good order. As the monthly rent will be debited from your bank account, please open an account in Munich shortly after your arrival (see "Opening a Bank Account")

The International Office for can only place students in student accommodation at the beginning of the winter semester (commencement of rental period is October 1) and at the beginning of the summer semester (commencement of rental period is April 1). It is not possible to place students during the semester.

The room reservation form must reach the International Office
before 15 July for a room in the following winter semester, or
before 15 January for a room in the following summer semester.

The International Office of the LMU will send you an application form for accommodation (*Antrag auf Zimmerreservierung*) together with the forms for admission to the University.

Signing and sending in this application form commits you to accepting the accommodation reserved for you on the agreed date.

Important: Please note that special requests for rooms (single or double rooms, location, price) cannot be taken into consideration.

You will receive a written reply to your application from the Student Services Organisation (*Studentenwerk*) in good time. The International office has absolutely no influence on the decisions they make. It is not possible to exchange the room allocated to you for another. If you are not happy about the accommodation the *Studentenwerk* has provided for you, you will have no choice but to find an alternative privately.

5.3 Short stay accommodation

If you cannot occupy the room you have reserved immediately after your arrival in Munich, (if you arrive during the night, for example, or at the weekend, on a public holiday, or when the students hostel administration is closed) we recommend that you spend the night at a **youth hostel** (for a maximum of three nights; a youth hostel membership card is necessary), at a **young people's boarding-house**, or at a **young people's hotel**.

Youth hostel Munich - Neuhausen	Youth hostel Munich - Thalkirchen	For you
Wendl-Dietrich-Str. 20, 80634 Munich Tel.: (089) 131156 Fax: (089) 1678745	Miesingstr. 4, 81379 Munich Tel.: (089) 7236560 Fax: (089) 7242567	Hirtenstr. 18, 80335 Munich, Tel.: (089) 5521660, Fax: (089) 5521666
(20,10 €/night)	(20,10 €/night)	12 bedded room: 16,50 € single room: 33,50 € without breakfast
jhmuenchen@djh- bayern.de		info@the4you.de

You can find more information about accommodation at:

http://www.iz.hr.tu-muenchen.de/beratung/wrv/index_de.tuml

Please book well in advance! A list of hotels and guest houses in Munich can be found at:

Fremdenverkehrsamt München, 80313 Munich,

Tel.: (089) 2330333, Fax: (089) 2330233

<http://www.muenchen-tourist.de/deutsch/zimmeressen/muenchen-zimmeressen-einleitung.htm>

5.4 Private Accommodation

All those students who do not want or do not get accommodation in a student hostel are advised to arrive in Munich well before the start of their course of studies in order to look for private accommodation. (Rooms cost between 200 € and 400 € a month.) Unfortunately, the SOCRATES / ERASMUS Co-ordination Office **cannot** help you look for private accommodation, but we can give you some useful addresses to help you in your search.



Newspapers

Advertisements offering accommodation appear in the following newspapers:

- Kurz & Fündig on Tuesday and Friday
- Abendzeitung (AZ) on Saturday
- Süddeutsche Zeitung (SZ) on Wednesday and Friday or on the Internet (www.sueddeutsche.de à links „Immobilien und Mietmarkt“)

â It is best to buy the paper the previous evening and phone advertisers immediately.

Accommodation Services

Mitwohnbörse

Georgenstr. 45, 80799 Munich

Tel. (089) 2720666 or 19445, Fax (089) 2712019

Office hours: Monday- Friday 9.00 - 13.00, 14.00 - 18.00

This organisation arranges rooms in flat-shares (service charges).

Apartment Bureau in the Student Village (*Appartement-Börse der Studentenstadt Freimann*)

Christoph-Probst-Str. 12/ Room 016, 80805 Munich

Tel.: (089) 3243288

Office hours: Mon., Tues., Thurs., Fri. 18.00 - 20.00; Wed. 17.30 - 21.30

Accommodation is usually limited to four months, but extensions are possible.

There is often a waiting list.

Apartment Bureau in the Student Village Oberwiesenfeld (Olympic Village)

(*Appartement-Börse des Studentenviertels Oberwiesenfeld Mietbörse*)

Helene-Mayer-Ring 9, 80909 Munich

Tel.: (089) 35713526; Fax.: (089) 35713524

Office hours: Monday- Thursday 18.00 - 19.00

Telephone enquiries: Monday and Thursday 19.00 - 20.00

Accommodation is usually limited to four months, but extensions are possible.

There is often a waiting list.

Homepage of the Studentenwerk: www.studentenwerk.mhn.de

link => wohnen => Wohnraumvermittlung online

Notice boards (*Schwarze Bretter*)

Private notices (small advertisements) from people offering or looking for accommodation can be found in the:

- Students' canteen (*Mensa*) of the LMU, Leopoldstr. 13a
- Students' canteen (*Mensa*) of the TU, Arcisstr. 17
- Student Services Organisation (*Studentenwerk*), Leopoldstr. 15

Private accommodation can also be arranged by the:

- Evangelische Studentengemeinde (Protestant Students' Community)

Friedrichstr. 25, 80801 Munich

Tel.: (089) 33997239 Fax: (089) 33997239

Office hours: Monday from 10-12.00 hours, Tuesday from 12.30-14.30 hours,

Thursday from 13.30-15.30 hours and Friday from 11.30-14.00 hours.

6. Finances

Living in Munich is very expensive. With approximately 700-750 €, including accommodation costs, ensure you have plenty for your stay in Munich.

We recommend that you open a bank account here as your monthly rent will be debited from your account.

Check that the bank you choose exempts students from bank charges (most banks do this) and that it does not charge extra for using the automatic cash dispenser

With a valid student identity card, students have access to price reductions for public transport, cultural events (e.g. theatre, concerts, museums, student cafeterias etc...).

7. Studying at the LMU

7.1 The Lecture Periods

The academic year is divided up into two semesters (terms):

The winter semester (WS): 1.10. - 31.03.

The summer semester (SS): 1.04. - 30.09.

Classes take place from:

- | | |
|---------------------------|--------------------------|
| • winter semester 2004/05 | 18.10.2004 to 12.02.2005 |
| • summer semester 2005 | 11.04.2005 to 16.07.2005 |
| • winter semester 2005/06 | 17.10.2005 to 11.02.2006 |
| • summer semester 2006 | 24.04.2006 to 29.07.2006 |

During the periods when no classes take place - the so-called vacations (March & April and August to October) - students are expected to write their term papers and theses and to prepare for examinations.

During the Christmas and New Year holidays (24 December - 6 January) much of the University is shut and no classes take place.

7.2 The Catalogue of Courses

A comprehensive list of all lectures, seminars and courses and the addresses of all offices and staff can be found in the University of Munich Course Catalogue (*Vorlesungsverzeichnis*), which is published prior to each semester. The catalogue (a green book of approx. 500 pages) can be purchased a few weeks before the beginning of term in book stores around the University. In addition there are

brochures describing specific academic departments, staff responsibilities, and office hours, with annotated course listings. These brochures (kommentiertes Vorlesungsverzeichnis) are available for purchase at most local bookstores from the end of the previous semester (from March or August respectively).

The course catalogue can also be found on the Internet at:

<http://webinfo.campus.lmu.de>

The course information of many faculties is also available on the faculty homepages and can be found by following the links to the institutes at www.uni-muenchen.de.

You should also regularly consult the notice boards located near the secretariat or library of each department or institute. Here course listings, sign-up sheets and other important notices are posted.

7.3 Registration for Classes

Some lecturers expect you to register for their classes (*Proseminar, Seminar, Übungen*) before the beginning of term and limit the number of participants.

It is therefore important to go shortly after your arrival in Munich to the institutes at which you wish to take courses. At the secretariat, the institute library or on the notice boards you will find important information about introductory courses, general academic guidelines, academic courses of study and above all about place and deadlines for class registration.

Visit your ERASMUS supervisor as soon as you can.

7.4 Recognition of Courses/ Grades

The German scale of grades is from 1 to 5:

- 1 = very good
- 2 = good
- 3 = satisfactory
- 4 = sufficient
- 5 = unsatisfactory

Not all courses are graded. Lectures are completely non-graded, other courses are graded *pass/fail* or simply *attended*. If you need to have grades for the courses you take in order to receive credit for the courses from your home university, speak with your professors early in the semester to see if it will be possible to get numerical grades for the courses.

In courses issuing grade certificates you must obtain the appropriate blank course certificate forms from the local university stationary shop "*Unibedarf*" located behind the main university building in the Amalienstraße or in the institute's secretariat. You will fill out your personal information and then hand in the *Schein*

together with your final course paper or examination to your professor. You may either include a self-addressed, stamped envelope or pick up the *Schein* from the office of your professor.

If a course is graded with 4 or above then you have passed. For graded courses you will receive a course certificate (*Schein*) or a computer print out (e.g. from the Faculty of Business Administration) listing the grades and credit earned per semester

There are various types of courses. Lectures are usually large scale events with more general topics. Attendance is not taken and lectures are generally completely non-graded, i.e. course certificates (*Scheine*) are not issued. Courses are not always graded. Courses can be graded *pass/fail* or simply *attended*. If you need to have grades for the courses you take in order to receive credit for the courses from your home university, speak with your professors early in the semester to see if it will be possible to get numerical grades for the courses.

Seminar courses are smaller (20-50 participants) and more interactive. Attendance is usually taken. In addition you are usually expected to do a take home examination (approx. 20 pages), a seminar paper or a written examination in order to have the course recognised.

7.5 ECTS – Transcript of Records

The LMU has not yet fully implemented ECTS. The following departments are currently using the system: American Studies, Biology, Business Administration, Economics, Education English, Geography, German, Law and Physics. In other departments like Theatre Studies and History the introduction of ECTS is being prepared. It is not yet possible to have ECTS credits awarded for all courses at the LMU. Learning Agreements are signed by the ERASMUS co-ordinators at faculty level. Should you require a transcript of record before your departure this can be issued either by your ERASMUS co-ordinator or, if you have been following courses in several faculties, by the International Office.

7.6 Language Courses

Intensive-Orientation Course before the Start of Term

In October the International University Club Munich (IUC) in association with the International Office of the LMU organises a two-week introductory course (a total of c. 50 hours). The course comprises information about study at the LMU, a short language course, help with administrative problems (matriculation), as well as an extensive cultural programme (museums, theatre, excursions). To cover the cost of this course a charge of 180 € is made, payable when you arrive in Munich (a reduction will be made for ERASMUS students). Course information and application forms can be found at: www.iucm.de.

Please return completed application forms to:

IUC
International Office
Ludwig-Maximilians-Universität
Geschwister-Scholl-Platz 1
D-80539 Munich
Fax: +49 89 36104933
Email: contact@iucm.de

Semester Accompanying Language Courses

As a rule the IUC offers subsidized courses for ERASMUS students during the winter and summer semesters. Courses for beginners and intermediates are offered in the evenings.

Additionally the Department for German, Comparative Literature and Nordic Studies offers courses for ERASMUS students. The Institute of German as a Foreign Language offers a course for learning the language for academic purposes. Dates of courses can be found in the catalogue of courses. Generally the University of Munich does not offer language courses for foreign students.

The following private institutes offer German language courses (the list is not exhaustive):

- Deutschkurse für Ausländer bei der Universität München *
Adelheidstr. 13b, 80798 Munich, Tel.: (089) 2712642; Fax.: (089) 7211936
E-mail: Deutschkurse@extern.lrz-muenchen.de
Students registered at the LMU can claim a reduction of 33% on the course fees (at present 404 € instead of 605 € for a two-month course).
- Goethe-Institut *
Helene-Weber-Allee 1, 80604 Munich, Tel.: (089) 15921-200
- Volkshochschule München - Sprachenabteilung
Kellerstr. 6, 81611 Munich, Tel.: (089) 48006-150, -155

*At these institutes you can obtain a language certificate recognised by the LMU if you want to be admitted as a regular student.

You can find the addresses of other language schools in the *Yellow Pages* of the telephone directory.

Alternatively you can apply directly for the orientation course via the Internet: www.iucm.de, E-mail: contact@iucm.de

7.7 The Brochure “Studieren in München” (studying in Munich)

This guide, issued annually by the Student Services Organisation in Munich (*Studentenwerk München*), contains more than 200 pages of information designed to make your life as a student in Munich easier. It covers a broad range of topics, including studies, libraries, accommodation, financial aid, work, public transport, student food services, health insurance, clubs, organisations and activities, culture, entertainment, sport and travel. It is available free of charge at the start of each semester in the University, at the *Studentenwerk München*, Leopoldstr. 15, or at the International Office of the LMU.

8. Other Facilities of the LMU

8.1 The University Library (UBM)

(Ludwigstraße 27, ground floor)

Since the University Library Munich has introduced an EDP supported lending system, the only way to order and reserve books, extend the loan period, and check the books you have borrowed is on the self-service system of the OPAC (Online Public Access Catalogue) terminals (see below).

For this you need a library users card, which is issued to students of the LMU at the library information counter („Bibliotheksauskunft“) on production of a valid students card (or the provisional card you get when you register).

This library users card also allows you to borrow books from the Bavarian State Library (*Bayerische Staatsbibliothek*). Here you will find everything you need for your studies in Germany. Information can be found on the Internet at: <http://www.bsb-muenchen.de/>.

Bayerische Staatsbibliothek
Ludwigstraße 16, 80539 Munich
U3/U6, underground station Universität
Telephone: (089) 28638-0

At the beginning of each semester guided tours of the library (*Bibliotheksführungen*) are offered: information can be found on notice boards or is available in the library.

Many institutes at the LMU also have libraries of their own: <http://www.ub.uni-muenchen.de/bibliothekssystem.htm>. More information can be found on the Internet at the homepages of the relevant institutes.

OPAC

The OPAC (Online Public Access Catalogue) of the University Library Munich (Universitätsbibliothek München - UBM) can be used for literature research either

- via the OPAC terminals available in the UBM, or
- via the Internet: www.ubopac.uni-muenchen.de.

The UBM-OPAC only contains the books and periodicals available in the UBM, which are also listed in the microfiche catalogues.

Courses explaining the use of the OPAC system, the Internet, etc., are offered regularly. Details are available at the library information counter (*Bibliotheksauskunft*).

8.2 Sport at the University

The Universities of Munich sports centre offers all members (students and employees) a comprehensive range of sports, from badminton, oriental dance and diving to climbing and canoe-polo. Details are published twice a year in the brochure *Hochschulsport* (Sport at the University). The summer programme, covering the summer semester and the following summer/autumn holidays, is published at the end of February, and the winter programme, covering the winter semester and the following spring holidays, at the end of July. They are available at the International Office of the LMU.

ZHS im Olympiapark,
Connollystr. 32, 80809 Munich,
Tel.: (089) 35491-1
Internet: www.zhs-muenchen.de



8.3 Student Canteens and Cafeterias

The Student Services Organisation (*Studentenwerk*) runs eight student canteens and several small cafeterias offering students at the Universities in Munich and Garching several different reasonably priced menus at lunch-time.

The main canteen is in Leopoldstr. 13a. During the semester it is open from Monday to Thursday from 11.00-14.00 hours and on Friday from 11.00-13.45 hours. The menu plan for the month can be found on the Internet at: <http://www.studentenwerk.mhn.de/mensa/index-de.html>

The addresses of the other canteens and cafeterias can be found in the brochure „Studieren in München“.



8.4 Munich ERASMUS-Students Association (MESA)

Here ERASMUS students, who are spending a year at the LMU, and German students who have studied abroad under the auspices of ERASMUS meet MESA who will be glad to provide you with support and assistance during the first few months of your stay in Munich.

Information about this initiative is available at: www.lmu-mesa.org

Each semester a big welcoming party takes place and many interesting excursions are offered by MESA

Email: info@lmu-mesa.org

MESA - Sprachduo

Sprachduo is a venture of MESA to arrange and support language contacts between German and international students in Munich. A detailed description of the programme and the application procedure is available at: <http://sprachduo.de>.

8.5 International University Club (IUC)

The IUC organises a *jour fixe* (*Stammtisch*) with German and foreign students every Thursday in the Kellerkneipe of the ESG (Friedrichstraße 25, underground station: Giselastraße).

Special events and excursions are organised throughout the semester. Further information is available at: contact@iucm.de

8.6 Counselling at the University

Are you having problems at the University? The Student Services Organisation (*Studentenwerk*) has a psychotherapy and psycho-social counselling service. Here you can be helped free of charge with problems with your studies (concentration problems, examination anxiety, fear of authority etc.), partner and relationship conflicts, problems in finding a partner, coping with separation etc., isolation and problems making contacts, separation problems (breaking with family ties and new orientation), depression, angst, psychosomatic problems, eating disorders, neurosis, addiction, integration problems of foreign students and special problems of the physically disabled (and their families).

Address

Psychosoziale und Psychotherapeutische Beratungsstelle
Studentenwerk München
Leopoldstraße 15/IV. floor
80802 Munich
Telephone: (089) 38196-215

Appointments can be made

Mon –Thurs from 9.00-11.30 hours
Wed. from 13.45-16.45 hours
Thurs. from 14.00-16.15 hours
Fri. from 9.00-11.00 hours
Leopoldstraße 15
80802 Munich

Equally the Roman Catholic and Protestant Student Community of the LMU offer counselling for students.

Contact at the Roman Catholic Student Community (KHG):

Andrea Eickmeier
Dipl. Theologin
KHG-Leo 11, R. 205
Tel. (089) 38 103-149
EMail: eickmeier@khg.uni-muenchen.de

<http://www.khg.uni-muenchen.de/>

Contact at the Protestant Student Community (ESG):

Dr. Peter Marinkovic
Hochschulpfarrer
ESG Friedrichstr. 25
Tel. (089) 33 99 72 34
EMail marinkovic@extern.lrz-muenchen.de

<http://www.esg.uni-muenchen.de>

8.7 Studying with a Disability

The University of Munich offers disabled Erasmus students some services to help them to master the problems of day-to-day university life. All information (e.g.: contacts, personal counselling service, plans of the University, experience reports) are available on the Internet. From the webpage of the LMU (www.lmu.de) just click on the link „barriere-frei-studieren“.

9. Arriving in Munich and Public Transport

9.1 Arriving by Plane

The suburban train Airport Lines S8 and the S1 go directly to the centre of Munich. We recommend you buy a blue strip ticket from the ticket machine. For a single journey from the airport into the city you have to stamp eight strips.

9.2 Arriving by Rail

From Munich Main Station there are many ways of getting to destinations in Munich by public transport (the underground lines 1, 2, 4 and 5 or all suburban trains). The shortest way to the University is with the underground lines U4 or U5 to Odeonsplatz. Change to the lines U3 or U6. Get off at the station *Universität*. The journey takes about 10 minutes. For further information consult the MVV network map.

9.3 Public Transport (MVG)

The Munich Public Transport System (MVG) provides reduced rate monthly passes (Ausbildungstarif II) for all properly registered students of public universities using the suburban trains, the underground, the tram and busses.

Required documents for the travel pass

- A completed application form (blue)
- A passport photo
- A registration ID with MVG sign

Zentrale Zeitkartenstelle im MVG,
Poccistr. 1, 80336 Munich, (U 3/6, Bus 31)
Mon. to Fri. 8.00-18.00 hours

If you live outside of the city ask at your local train station about where to obtain a monthly travel pass. Application forms can be obtained at the University, at all suburban train ticket offices, at the MVV ticket desk and at numerous shops selling travel tickets. Information about the various combination possibilities between network and zone tickets and about prices can be obtained from the MVV..

Check-List

What to do before departure?

- £ Apply for an entry visa if necessary
- £ Check how long your passport/identity card is still valid for.
- £ Get confirmation from the university in your home country that you are an ERASMUS student
- £ Complete and return the admission form to the LMU, keeping to the application deadlines
- £ Keep to the deadlines for applying for a room to the Office of International Affairs of the LMU
- £ Get confirmation of your health insurance from your health insurance company
- £ Get proof that you have sufficient financial means for your period abroad
- £ Possibly take out a personal liability insurance policy
- £ Have a number of passport photos made

What to do after arrival in Munich?

- £ Pay the student services organisation fee of 35€ (*Studentenwerksbeitrag*)
- £ Go to the health insurance authority in Munich
- £ Matriculate at the International Office
- £ Register your address in Munich within a week of your arrival
- £ Apply for a residence permit (if necessary)
- £ Open a bank account
- £ Get a reduced rate monthly travel pass from the MVV
- £ Register for classes at the faculties/institutes

What to do before returning home?

- £ Collect your course certificates and examination results from the relevant faculty or institute!!!
- £ Inform the Einwohnermeldeamt (in person or in writing) that you are