



LUDWIG-  
MAXIMILIANS-  
UNIVERSITÄT  
MÜNCHEN

Department of Sociology  
International Exchange Coordination



# GUIDE FOR EXCHANGE STUDENTS

DEPARTMENT OF SOCIOLOGY AT LUDWIG-MAXIMILIANS-UNIVERSITÄT MÜNCHEN

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# INTRODUCTION

If you are interested in studying at the Department of Sociology (IfS) at Ludwig-Maximilians-Universität (LMU) München for one or two semesters or if you are already an exchange student at IfS, this guide will help you find your way around. There is a list of steps you need to take before and after your arrival at LMU to be able to successfully apply as an exchange student and to prepare, study and complete your courses here in Munich.

## Institutional information



Google Maps: <https://goo.gl/maps/mzibHFM4T6K2>

<b>Name of the institution</b>	Ludwig-Maximilians-Universität, Department of Sociology (IfS)
<b>Erasmus Code</b>	D MUNCHEN01
<b>Address</b>	Konradstr. 6, 80801 München
<b>Institutional website</b>	<a href="http://www.soziologie.uni-muenchen.de">http://www.soziologie.uni-muenchen.de</a>
<b>Website international affairs</b>	<a href="http://www.soziologie.uni-muenchen.de/international">www.soziologie.uni-muenchen.de/international</a> (German) <a href="http://www.en.soziologie.uni-muenchen.de/study/exchange/index.html">http://www.en.soziologie.uni-muenchen.de/study/exchange/index.html</a> (English)

## Whom to contact

Organisational body at LMU	IfS	International Office at LMU	IfS
<b>Contact person</b>	Tanja Kreetz, M.A.	See <a href="#">contact site</a>	<b>Course lecturers</b>
<b>Role and responsibility</b>	<b>Departmental Exchange/ Erasmus Coordinator</b>	<b>Incoming student advisors</b>	<b>For all course-specific questions</b>
	<b>Will support you with:</b> <ul style="list-style-type: none"> <li>Academic and subject-specific questions</li> </ul>	<b>Will support you with:</b> <ul style="list-style-type: none"> <li>General and administrative support concerning your stay at LMU</li> </ul>	<b>Will support you with:</b> <ul style="list-style-type: none"> <li>Questions about the course contents and</li> </ul>

Organisational body at LMU	IfS	International Office at LMU	IfS
	<ul style="list-style-type: none"> <li>• Course application</li> <li>• Signing Learning Agreement</li> <li>• Questions about English-taught courses in sociology</li> <li>• All other questions concerning your stay at IfS</li> </ul>	<ul style="list-style-type: none"> <li>• Questions regarding the LMU application procedure</li> <li>• Info about accommodation, intercultural training, language courses and leisure activities</li> <li>• Registration at LMU</li> <li>• Welcome Day for exchange students</li> <li>• Signing your confirmation of stay</li> </ul>	<p>requirements</p> <ul style="list-style-type: none"> <li>• Type and timing of examination</li> </ul>
<b>Contact details</b>	<p>Konradstr. 6 (<a href="#">room 001</a>) 80801 München</p> <p>T: +49-(0)89-2180-1302 E: <a href="mailto:tanja.kreetz@lmu.de">tanja.kreetz@lmu.de</a></p> <p><b>Consultation hours:</b> Tue 11 am – 12 pm Thu 2 pm – 3 pm (find occasional <a href="#">alternative hours here</a>)</p>	<p>Ludwigstr. 27 (<a href="#">room G005</a> for Erasmus+, <a href="#">room G007</a> for LMUexchange)</p> <p>T.: +49 (0)89 2180 2799 E: <a href="mailto:erasmus-incoming@lmu.de">erasmus-incoming@lmu.de</a> and <a href="mailto:lmexchange-incoming@lmu.de">lmexchange-incoming@lmu.de</a></p>	<p>Find <a href="#">contact details here</a>. Lecturers will normally offer regular consultation hours (announced on the website). Some are open others will require previous email request.</p>

## List of abbreviation

<b>ECTS</b>	European Credit Transfer System
<b>IfS</b>	Institut für Soziologie = Department of Sociology
<b>LMU</b>	Ludwig-Maximilians-Universität
<b>LSF</b>	Lehre Studium Forschung = Teaching Studies Research

## Links – LMU International Office

- [Exchange Students from Partner Universities \(Erasmus, LMUexchange\)](#)
- [LMU International Office](#)
- [Download list](#)
- [Welcome Day for Erasmus+ and LMUexchange students](#)
- [FAQs for Incoming Students](#)
- [Language Preparation and Orientation](#)
- [Living in Munich](#)
- [Requirements, Application, Admission](#)
- [Arrival checklist](#)
- [Student life at LMU](#)

## Downloads

- [Study with us – International Student Exchange at LMU Munich](#)
- [Handbook for Exchange Students](#)

# BEFORE COMING TO LMU MUNICH

## STEP 1 Check if you are eligible

To be able to be accepted as an exchange student, your home university must have a **student exchange agreement with LMU** – either under Erasmus+ or LMUexchange. As these agreements are set at institutional level, you need to check if your university has a cooperation agreement with our Department of Sociology or with another faculty or institute of LMU. Clarify with your exchange coordinator at your home university if we cooperate and if you are eligible. You can also check on our [partner exchange platform MoveOn](#).

Please note that we do not accept any free movers. You cannot apply at LMU if your university does not have a student exchange agreement with LMU.

You can come to our department if you have a **study background in sociology**, particularly if you study sociology as a major or a minor or if you have been taking sociology courses in the context of an interdisciplinary study programme at your home university. Incoming students with no former knowledge in sociology will only be able to apply for basic courses at our department.

Check if you meet our **language requirements**. To be able to study at our department, you must have a level of **B2 for German and B2 for English**, depending on your choice of courses (see [read](#) here for further details). Please also check with your home university to ensure that you meet their language requirements for outgoing students as you need to be selected by your home university in the first place.

## STEP 2 Submit your application at your home university

The application procedure for exchange students is divided into two parts. First, you apply at your home university as you can only apply at LMU once your application is accepted. Consult your home university in terms of the specific application and selection procedures for outgoing students, visit its website, attend info events if applicable, and make sure you submit your complete application documents in time.

## STEP 3 Let your home university nominate you and receive your LMU info package

Once you have been nominated by your home university (you will not be able to apply at LMU if your home university has not nominated you! Ask your home coordinator in case of any doubts), our International Office will email you a detailed info package with instructions about your next steps to apply and to organise your stay at LMU. Regularly check your inbox for new messages, including your spam folder, in order not to miss any essential information regarding your planned stay at LMU.

## STEP 4 Submit your application at LMU

Details about how and by when you need to apply and which documents you need to submit can also be found at the [website of our International Office](#).

Don't hand in any additional application documents at the Department of Sociology as the application procedure for incoming exchange students is run at central level (through the International Office); submitting your application package at our International Office in time will therefore suffice.

The **deadlines** for submitting your application at LMU are:

- **May 15** for studying at LMU in the **winter semester** or for a **full academic year**
- **November 15** for studying at LMU in the **summer semester**

Your application will comprise different documents, among others a **Learning Agreement**, in which you will have to fill in the type of courses you intend to take at IfS (and potentially at another LMU faculty/institute if you take courses in another subject as well).

As the courses at our department vary from semester to semester and our course catalogue will only be published in August and March respectively, you can take the course catalogue of the past or current year as a reference point when filling in your Learning Agreement. It is likely that a similar type of course will be offered in your exchange semester, but in any case, make sure you update your Learning Agreement once you know for sure which courses you will take, see [STEP 5 Change your Learning Agreement](#) below.

All courses (German and English) offered at the Department of Sociology are listed in the electronic [course catalogue LFS](#) providing detailed information about each course (e.g. title, contents, requirements, time, location, type of examination, cycle of studies such as Bachelor or Master). If you are seeking English-taught courses, select "English" for language of instruction. For further details, see [STEP 6 Choose courses at LMU](#).

## STEP 5 Prepare your stay in Munich

Our International Office provides information and assistance on various issues concerning your stay in Munich, from accommodation and health insurance to language, cultural and leisure activities. Find further details on [this website](#).

### Check the academic calendars of your home and host universities and take measures in case of overlapping semester times

There are two sorts of periods: semester periods and course/lecture periods (excluding semester breaks in which students normally write their course papers for seminars and tutorials).

Semester	Start Date (Registration, Welcome Days etc.)	Lecture Start Date	Lecture End Date	End of Semester (doing research, writing papers etc.)
Winter	1st October	Mid-October	Mid-February	End of March
Summer	1st April	Mid-April	Mid-July	End of September

Lecture periods in the upcoming semesters:

Semester	First day of lectures	Last day of lectures
Winter Semester 2017/18	16 October, 2017	10 February, 2018
Summer Semester 2018	9 April, 2018	14 July, 2018
Winter Semester 2018/19	15 October, 2018	9 February, 2019
Summer Semester 2019	23 April, 2019	27 July, 2019
Winter Semester 2019/20	14 October, 2019	7 February, 2020
Summer Semester 2020	20 April, 2020	24 July, 2020
Winter Semester 2020/21	12 October, 2020	5 February, 2021

The Winter Semester consists of 15 weeks of lectures, the Summer Semester of 14 weeks. There are no lectures on public holidays, on the Tuesdays following Easter Monday and Whit Monday, or on Maundy Thursday. The Christmas break begins on 24 December and lectures resume on 7 January.

In case of overlapping semester periods, for instance if the winter semester at LMU is still ongoing while the next (summer) semester at your home university has already started, it is important to discuss this issue with your departmental exchange coordinators (home university and LMU) and to find a good solution.

## STEP 6 Choose courses at LMU

All courses can be found electronically at [LSF](#).

Find info about the faculty/department where the courses you are interested in will be offered by scrolling down after having selected a course in the online course catalogue LSF and selecting e.g. “Faculty of Social Sciences”/”Sociology” for sociology courses. As a sociology student coming to IfS you can apply for any courses that interest you, provided you fill the language and study requirements ([STEP 1 Check if you are eligible](#)).

Generally, you should attend courses according to your study level (courses at Bachelor level as a Bachelor student and courses at Master level as a Master student). In exceptional cases it is possible to take Master courses also as a Bachelor student but you must be able to demonstrate that you have sufficient knowledge in the topics discussed in the course. You will find the study level of a course in question when selecting the course in our portal and scrolling down to the point “Course catalogue”.

Discuss with the coordinator of your home university which courses from the LMU course catalogue you may take and which will be recognised after having completed your courses at LMU.

At our department we advise you to select a good mix of courses comprising lectures (Vorlesungen), seminars (Seminare) and tutorials (Übungen) allowing you to spread your work throughout the semester. Examinations are differently structured and take place at different points of time (please find further details under [STEP 9 Take your exams and gain credits](#)).

**Types of courses** at IfS and characteristics:

Course type	Characteristics
Vorlesungen (lectures)	<ul style="list-style-type: none"> <li>• General introduction to a subfield or specific topic</li> <li>• Approx. 400 to 600 participants</li> <li>• Input-oriented course form, discussions are the exception</li> <li>• Assessment mostly through written exam at the end of the course period</li> <li>• Regular attendance highly recommended but not mandatory</li> <li>• Written exam at the end of the course period</li> <li>• Often accompanied by tutorials for thematic revision and exam preparation</li> </ul>
Tutorials and seminars (Übungen & Seminare)	<ul style="list-style-type: none"> <li>• In-depth investigation of specific sociological topics</li> <li>• 30-40 students</li> <li>• Regular attendance mandatory</li> <li>• Active student course participation necessary (discussions, presentations)</li> <li>• Assessment through active course participation (presentation), approx. 15-pages papers and/or written tests throughout the semester (discuss time and contents of your concrete contributions with your lecturer)</li> </ul>

### English-taught courses

While lectures (Vorlesungen) are always held in German, you will be able to take a number of tutorials (Übungen) and seminars (Seminare) in English each semester, enough to obtain up to 30 ECTS.

### Amount of ECTS and courses recommended per semester

Make sure you meet the ECTS requirements of your home university in terms of ECTS acquisition since your home university will be in charge of approving your courses upon your return (this varies from university to university but is generally around 20 to 30). To be on the safe side, contact your home coordinator and discuss ECTS requirements in time, prior to your course enrollment and commitment.

Generally, we allow incoming students to take up to 30 ECTS at our department, which corresponds to the full workload for students at LMU. If you also study at another LMU institute, ensure not to exceed the total amount of 30 ECTS for your LMU semester. At our department the full study load of 30 ECTS corresponds to four to five courses; taking more courses might endanger the success of your study outcomes.

If you wish to complement your course schedule with language or cultural courses, this is of course possible and encouraged by Erasmus+ and LMUexchange and you will be able to gain additional credits (as part of your study load). Please note that in most cases these extra courses cannot be recognised in your core subjects but there are exceptions. Your home coordinator will be happy to inform you about the details of course recognition regulations at your home university.

### Number of ECTS per course

The amount of ECTS credits you can obtain at IfS depends on the type of courses you take. There is no flexibility in terms of ECTS acquisition, either you gain the full amount of credits or no credits at all (see info under [STEP 9 Take your exams and gain credits](#)). Depending on the course types you can normally gain from 3 to 9 ECTS at IfS. For details on specific courses, visit LSF, select the course under consideration and find the ECTS on the course programme site.

## STEP 7 Apply for courses at LMU

Applying for courses is mandatory (except for lectures (Vorlesungen) which you may just attend without former notification. If you do not apply for courses, you will not be able to participate as course places are mostly limited and courses will probably already be full in the first week of the semester. Students from other institutes intending to participate in courses at IfS, must apply as well.

The complete course catalogue can be found on [LSF](#).

For sociology courses, you can't register online (some institutes at LMU will let you register via LSF but this is not the case for sociology). What you need to do is email a list to your [departmental exchange coordinator](#) comprising your course wishes (deadline: mid-September for the winter semester and mid-March for the summer semester). The exact deadlines for each semester will be communicated to you via mail. Don't forget to mention how many ECTS you will need to gain in sociology in the semester in question and ensure to list more courses than the ones you factually need because it is possible that some of your course wishes will be rejected as the maximum capacities for the course will already have been exceeded. Your coordinator will check and confirm place availability. You will then receive a confirmation email listing the courses you have been registered for in LSF. Unfortunately, we cannot guarantee you a place in all your selected courses. In

case we cannot offer you a course, we will make an alternative offer to ensure you will be able to meet the ECTS requirements of your home university.

If you sent us your sociology course wishes after the course application deadline, you will in some cases be asked to visit the first session of the course in case someone else may have dropped out. This cannot be offered for all courses however, and not all lecturers accept inviting non-inscribed students. Therefore, make sure you don't attend the courses without green light from your exchange coordinator.

### **Applying for courses at an additional Faculty/Department**

Exchange students can in most cases choose courses from other departments but this is limited and depends on the specific exchange contract. In most cases, at least 50% of your courses must be taken at the institute where you are enrolled in and the exchange agreement is held. Ask your coordinator for further details.

If you wish to take courses at two different institutes or faculties at LMU, make sure you visit their website for incoming students and contact the departmental exchange/Erasmus+ coordinators to request information about the course application procedure. As mentioned above, different LMU institutes/faculties have different enrollment procedures, so in some cases you may be asked to register for courses online on LSF, in others you need to communicate your course wishes to your exchange coordinator.

Please note that in most cases you won't be able to participate in courses at other departments if you can't demonstrate that you have previous knowledge in the field of studies.



# AFTER HAVING ARRIVED IN MUNICH

## STEP 1 Take part in preparatory courses (in case of interest)

You will have been informed by our International Office about LMU's services and offers for international incoming students including welcome and intercultural seminars, language courses and leisure activities. Find detailed information on [this website](#).

## STEP 2 Register at LMU, check the course dates and create your calendar

Prior to your arrival you will have received an info mail and a date for registration stating your registration number, which is required for your course enrollment. Go to the university's International Office and register. Registration will take place in the first few days of October for the winter semester and the first few days of April for the summer semester, i.e. approximately one week before the start of the course period.

Make sure you pass on your LMU registration number (Matrikelnummer) to your [IfS exchange coordinator](#) who will then enroll you for the sociology courses confirmed to you.

You will also receive your campus mail address and identification ([prename.surname@campus.lmu.de](mailto:prename.surname@campus.lmu.de)) which you will need to log in to different LMU systems. Log in frequently or forward messages arriving at your LMU mail address to your private account as this is the core address LMU representatives will use when contacting you.

As soon as you have paid your administrative cost contributions and the costs for the semester ticket you will receive your student passport and your certificate of registration. After registration you can get a [semester ticket](#) for public transportation.

Make sure you check and write down the exact course dates indicated on LSF (day and time of the week, start and end of the course) to ensure a smooth start to the semester.

## STEP 3 Attend our Welcome Events

Our **International Office** will host a **Welcome Day for exchange students** which usually takes place one week before the start of the lecture period. Find out more information about the contents and the exact date on the [Website of the International Office](#). You will also be informed via email in due time before the date.

There will be additional welcome and introductory events at departmental level. IfS will invite all new incoming sociology students to such a 2-hour **event at the Department of Sociology**. The event will take place approximately a week before the start of the course period. Make sure you attend the meeting as otherwise you will miss essential information on our services, procedures and requirements crucial for a successful stay at IfS. You can also meet fellow exchange students and a number of LMU students (former exchange students) and have the chance to exchange contact details and save the dates for upcoming social events for sociology students. Attend our welcome event also if hosted by another institute (e.g. political sciences) but intend to take at least one course at IfS.

## **STEP 4      Ensure you attend the first course sessions**

Don't miss the first course sessions as they will provide indispensable information about the course contents, requirements and deadlines. Also, if you aim to take exams to gain credits, you will have to commit yourself to group work (presentations) and a set theme and date most likely already in the first course session. If you fail to attend the first session, your course place will be given to somebody else and you won't be able to participate in the course.

Courses start in the first semester week. Check on LSF for exceptions. Attend your courses in time. If a course starts at c.t. ("cum tempore"), it means 15 minutes after the indicated hour, s.t. ("sine tempore") means it will at the exact time.

## **STEP 5      Change your Learning Agreement (if applicable)**

If you have chosen courses you did not initially plan according to your **Learning Agreement** e.g. if you need to drop courses due to overlapping course times or you did not get a place in the course of your choice, you need to modify your Learning Agreement. There is a particular part of the Learning Agreement (Part 2 "During Mobility") devoted to documenting changes. After your host and home universities signed Part 2 of your Learning Agreement, submit the document to the International Office of your home university.

Only fill in this document in case of course changes; if you study according to plan, there is no need to submit Part 2.

## **STEP 6      Attend your courses during the semester**

Be sure not to miss your classes (except for lectures where your presence is voluntary (however, maximum learning benefits can only be reached by regular attendance). In case of seminars and tutorials, you should not miss more than two classes in the entire semester. If you miss more you will have to hand in a doctor's certificate attesting your illness. If you cannot attend class more than twice, it is essential that you inform your lecturer as soon as possible (by email) and explain your situation.

If you would like to drop out of a course, you need to inform your course lecturer and your [exchange coordinator at IfS](#).

## **STEP 7      Register for exams to be able to gain credits**

Again, for exchange students at IfS this can't be done online via LSF. Just inform the lecturers of your courses that you will take the exam. Contact your departmental exchange coordinator if you are unsure about the registration procedures at other departments where you potentially take courses.

If your home university requires your Transcript of Records by a specific date, inform the lecturer as well as your [departmental exchange coordinator](#) and we will see what we can do for you to meet your home university's requirements.

When you submit your exam or paper, indicate that you are an exchange student in which case your limited foreign language skills in comparison to native speakers will be taken into account. If you attend German-taught courses and wish to submit your work in English, seek permission from your lecturers. Please note that this option will not be provided in –German-taught lectures as there are standard exam procedures that do not foresee changing exam languages.

## STEP 8 Extend your initially planned stay at LMU (if applicable)

The maximum exchange period allowed at LMU is one full academic year. Thus, if you have been nominated for the first (winter) semester and you wish to stay for the whole academic year, this is possible if your home university approves (ask your home coordinator for the course extension deadline and seek approval by email). Get in touch with your exchange coordinators of the LMU faculties/institutes too and inform our International Office.

## STEP 9 Take your exams and gain credits

Examination periods at LMU essentially depend on the type of courses you are taking and on the form of the exam. Having attended the first course sessions, you will have been duly informed of the specific exam requirements in each course.

Generally speaking, the requirements of the different course types offered at our department are as follows:

Course type	Type of exam	Examination date
Lecture (Vorlesung)	<b>End-of-term exam</b>	End of course period (normally February for the winter semester and July for the summer semester).
Seminars (Seminar)	<b>Presentation &amp; term paper</b> (Hausarbeit, approx. 12-15 pages)	During course period, dates communicated by lecturer Usually submitted up to one month after the start of the semester break (mid-March for the winter term and mid-September for the summer term). Deadlines set by course lecturer.
	<b>AND practical tasks</b> (Übungsaufgaben)	Several questions on course work and literature during the semester; detailed info provided in the first course session
Tutorial (Übung)	<b>Presentation &amp; term paper</b> (Hausarbeit, approx. 12-15 pages)	During course period, dates communicated by lecturer Usually submitted up to one month after the start of the semester break (until mid-March for the winter term and mid-September for the summer term). Deadlines set by course lecturer.
	<b>OR practical tasks</b> (Übungsaufgaben)	Several questions on course work and literature during the semester; detailed info provided in first course session

The number of credit points per course is fixed (for details on the number of ECTS you can get at IfS see [STEP 6 Choose courses at LMU](#) → Number of ECTS per course).

You cannot obtain less credit points for only partial fulfillment of the course requirements. It is either full credit points or no credits at all. In the same context, you cannot gain more credits if the number of ECTS provided per course is lower than the number of credits you need to take home. Your university will be aware of potential differences between your home and hosting universities' credit allocation and will take this into consideration when approving your courses.

To do so, your home university will use a grading transfer system to make sure the grades obtained at LMU are duly transferred into your home university's grading system. Ask your home coordinator for further details.

## STEP 10 Re-enroll for the second semester (if applicable)

As you are enrolled for only one semester at a time, it is important that you re-enroll for the second semester if you are planning to stay for a full year. Find further information on reenrolling for the second semester on the [website of our International Office](#) in charge of the administrative aspects regarding your stay at LMU.

## STEP 11 Plan your departure

Ensure that you get everything done at LMU before you will depart to your home country. Your home university will have informed you about the documents you need to hand in. Our International Office will be happy to provide you with your LMU Certification of Stay.

## STEP 12 Get your Transcript of Records, read your grades

Once you have completed your study programme at LMU, you will be able to obtain your transcript of records in which all of your courses, grades and ECTS credits will be listed. Transcripts are not issued automatically. You are responsible for initiating the transcript process yourself. This [LSF website](#) will lead you through all the steps you need to take to be able to get your transcript.

What you will need to do is to **compile your course timetable on LSF** (if you haven't done so, the lecturers won't be able to insert your grades on LSF and your transcript will not be ready). When creating your schedule, save your timetable every time you enter a new course as otherwise information might get lost. Based on your schedule, the lecturers of your courses will enter your grades and ECTS into LSF, which will then appear on your Transcript of Records.

By September and March respectively, you should have received most of your course grades. Regularly check on LSF to see if all grades have been inserted on LSF. It is helpful for your own orientation to find out about the grading period for each course you take. Lecturers will normally inform you in the first course session so you will be able to create your individual LMU grading schedule and estimate when the transcript is ready to download.

If your home university needs your transcript earlier than the expected date of issuing, contact both your exchange coordinator at home and at IfS to find a solution.

Exams and papers are marked with grades from 1 to 5, with 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 and 0.4, respectively.

In tutorials and seminars the overall course grade will be calculated from the arithmetic mean of the partial course performances (e.g. presentation and term paper).

IfS grade	Corresponds to
1.0	"very good", excellent performance
1.3	
1.7	
2.0	"good", good performance, essentially exceeding the average requirements
2.3	
2.7	
3.0	"satisfactory", corresponding to the average requirements
3.3	
3.7	"fair", in spite of several flaws, the performance is still sufficient to meet the course requirements
4.0	
5.0	„failed“ ("n.b. = nicht bestanden), performance does not meet the requirements due to considerable flaws

**Last updated:** November 2017 – Please be aware that we do not guarantee the accuracy of this information as changes may have occurred since this document was last updated.