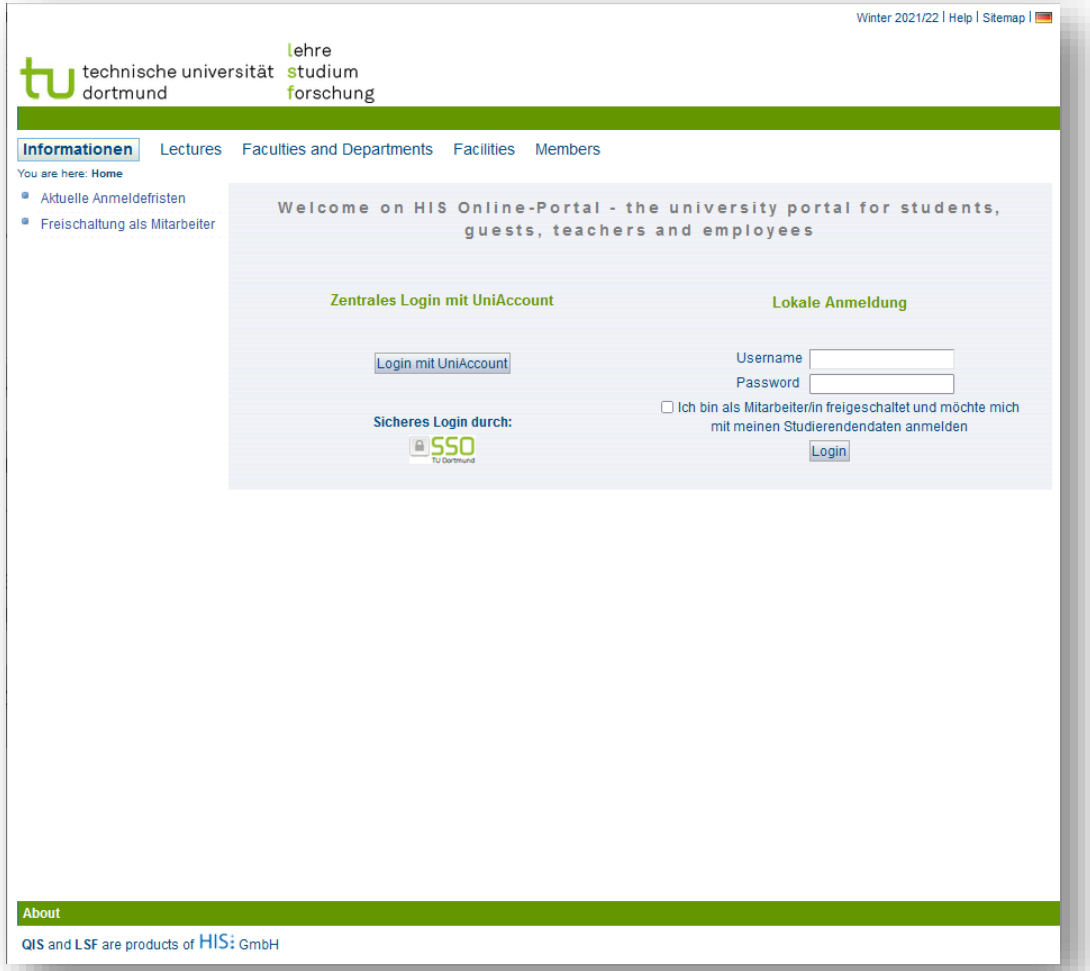
Guide to putting together your study schedule

©Estée Janssens/ Unsplash

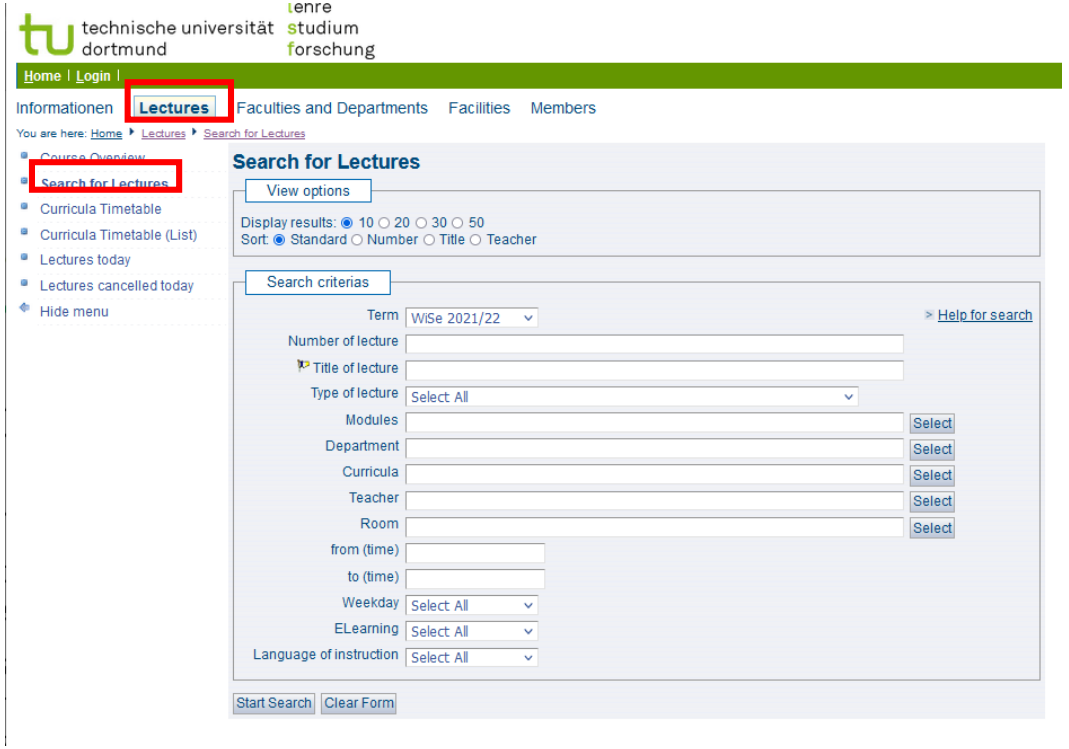
When and where are my course being held?

- There are different ways to find out about when and where courses are taking place.
- The first is to go via TU Dortmund University's course catalogue – the lsf www.lsf.tu-dortmund.de
- In the upper right corner, you can select the semester you want to check courses for and the language. Note: while the lsf has been translated, much of the courses are listed in German.
- You can sign in to the lsf using your tu-dortmund login (the same as you use for your email account). It is possible to use the lsf without logging in.



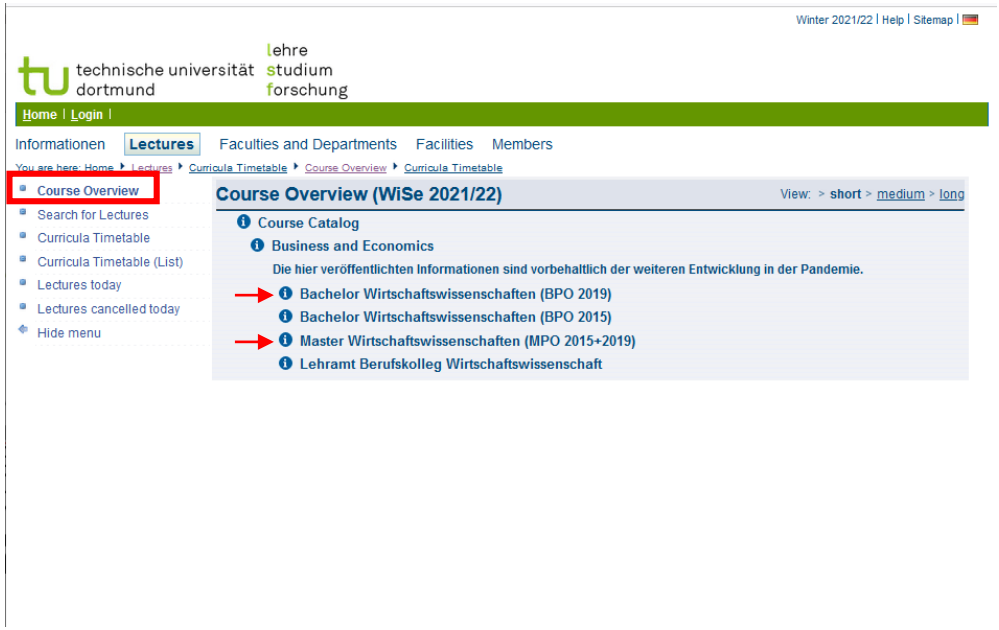
Using the LSF to Find Courses

- Select “Lectures” and then “Search for lectures”.
- You can enter the title of the lecture in the search mask. Careful: if the title does not match exactly, courses from other departments may also be found. The more closely you match the title of the course, the better the results (for example, enter Human Resources, rather than just Human). You can also limit the search to the correct department (Business and Economics).



Searching via Course Overview

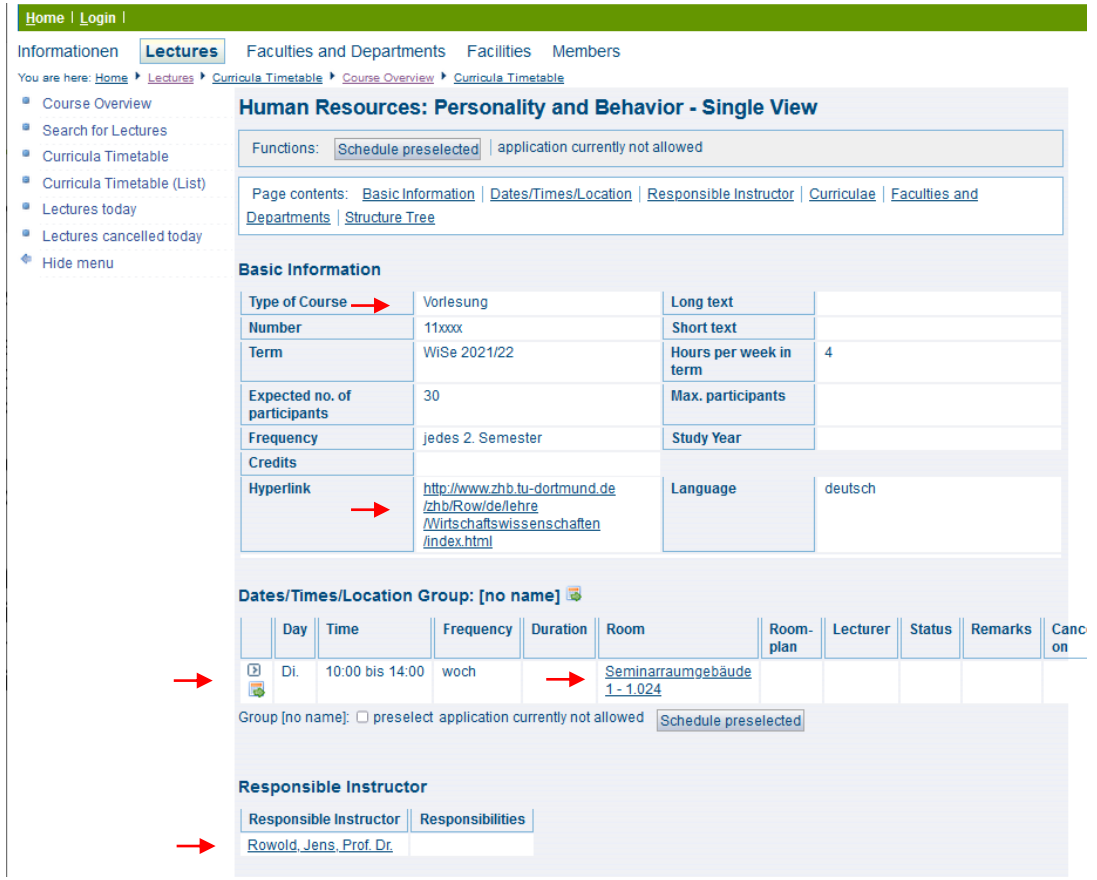
- Alternatively, you can search over Course Overview
- Select Business and Economics, and then either “Bachelor Wirtschaftswissenschaften (BPO 2019)” or “Master Wirtschaftswissenschaften (BPO 2015-2019)”.
- From here, the list will be in German. For bachelor courses, go to module 8a-d to find the courses held in English.
- For master courses, it is a little more difficult. You will have to check the individual specializations for the correct research and teaching area. Contact your buddy or Departmental Erasmus Coordinator if you need help.



Course Information Available in the LSF

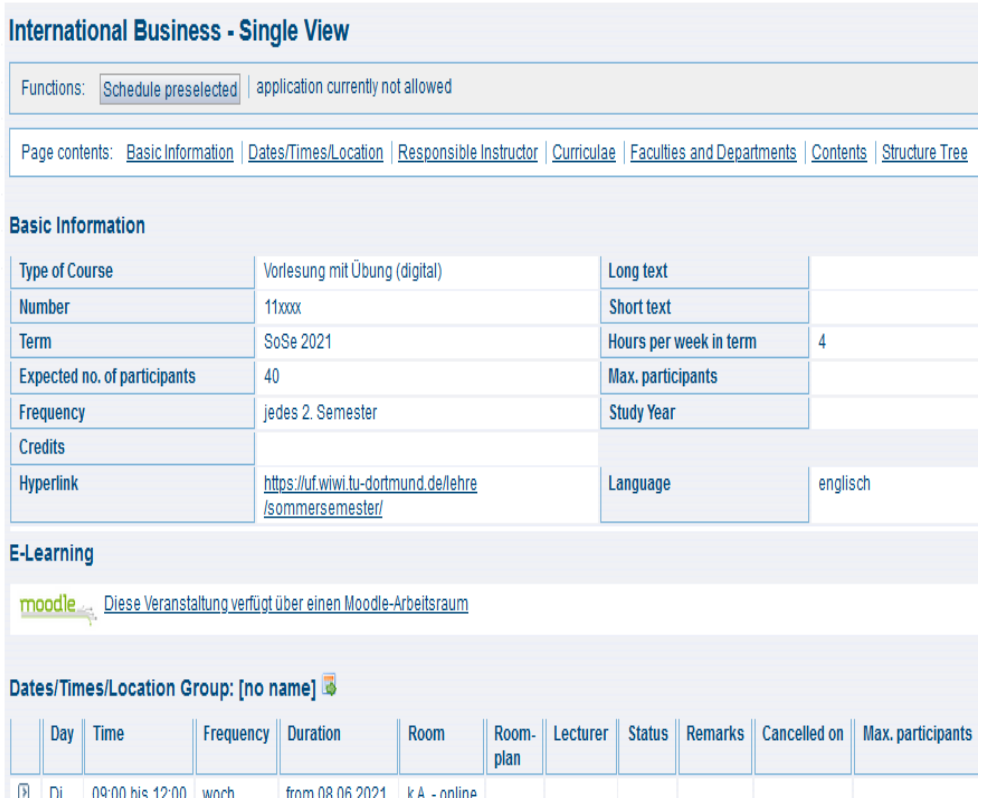
- Once you selected the course you are looking for you will get an overview with information on:
- The type of lecture
- Hyperlink to webpage
- Time and place of lecture
- Lecturer.

Sometimes you are also given a link to a moodle room – an online learning system where you can find important course materials.



Course Information Available in the LSF-2

- If there is a moodle room, you can follow that link to sign up for the course.
- If the lecture is being held in-person, you do not need to sign up for it. You simply go to the lecture hall for the first lecture.
- If the lecture is held digitally, there will generally be a moodle room to sign up for.
- If there is no moodle room and/ or no information about the location, you will need to check the website of the relevant professorship. You can also contact your buddy or Departmental Erasmus Coordinator for help.



International Business - Single View

Functions: Schedule preselected | application currently not allowed

Page contents: Basic Information | Dates/Times/Location | Responsible Instructor | Curriculae | Faculties and Departments | Contents | Structure Tree

Basic Information

Type of Course	Vorlesung mit Übung (digital)	Long text	
Number	11xxxx	Short text	
Term	SoSe 2021	Hours per week in term	4
Expected no. of participants	40	Max. participants	
Frequency	jedes 2. Semester	Study Year	
Credits			
Hyperlink	https://uf.wiwi.tu-dortmund.de/lehre/sommersemester/	Language	englisch

E-Learning

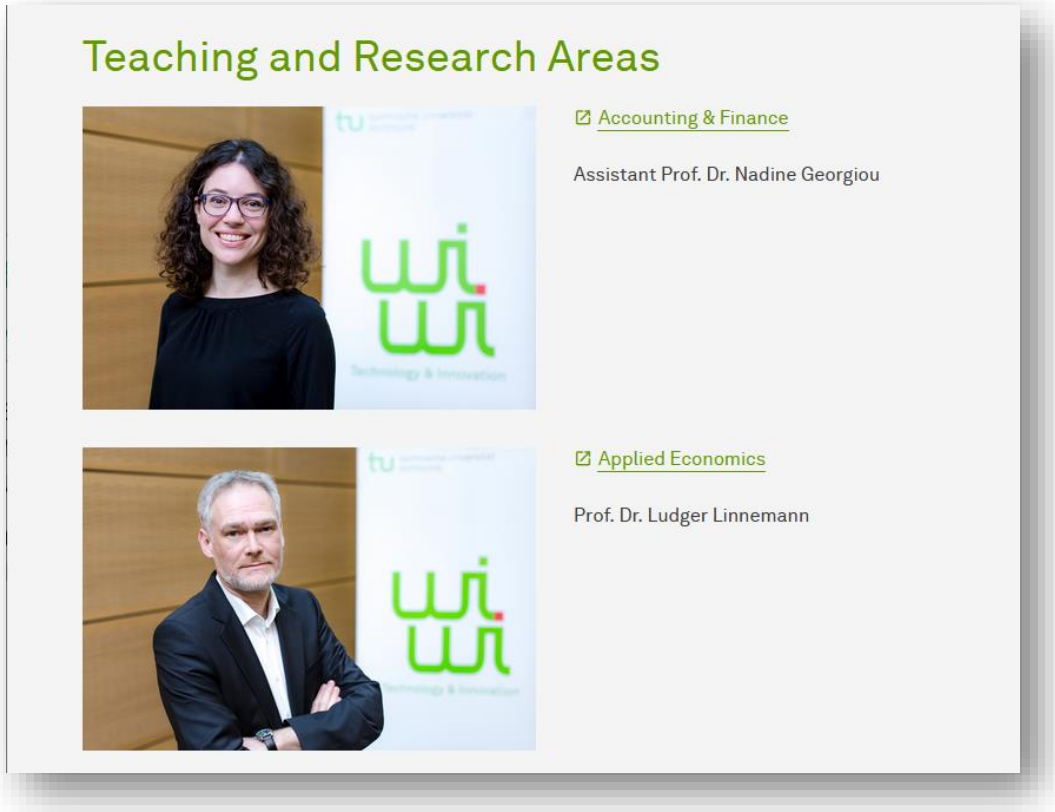
moodle Diese Veranstaltung verfügt über einen Moodle-Arbeitsraum

Dates/Times/Location Group: [no name]

	Day	Time	Frequency	Duration	Room	Room-plan	Lecturer	Status	Remarks	Cancelled on	Max. participants
	Di	09:00 bis 12:00	woch	from 08.06.2021	k.A. - online						

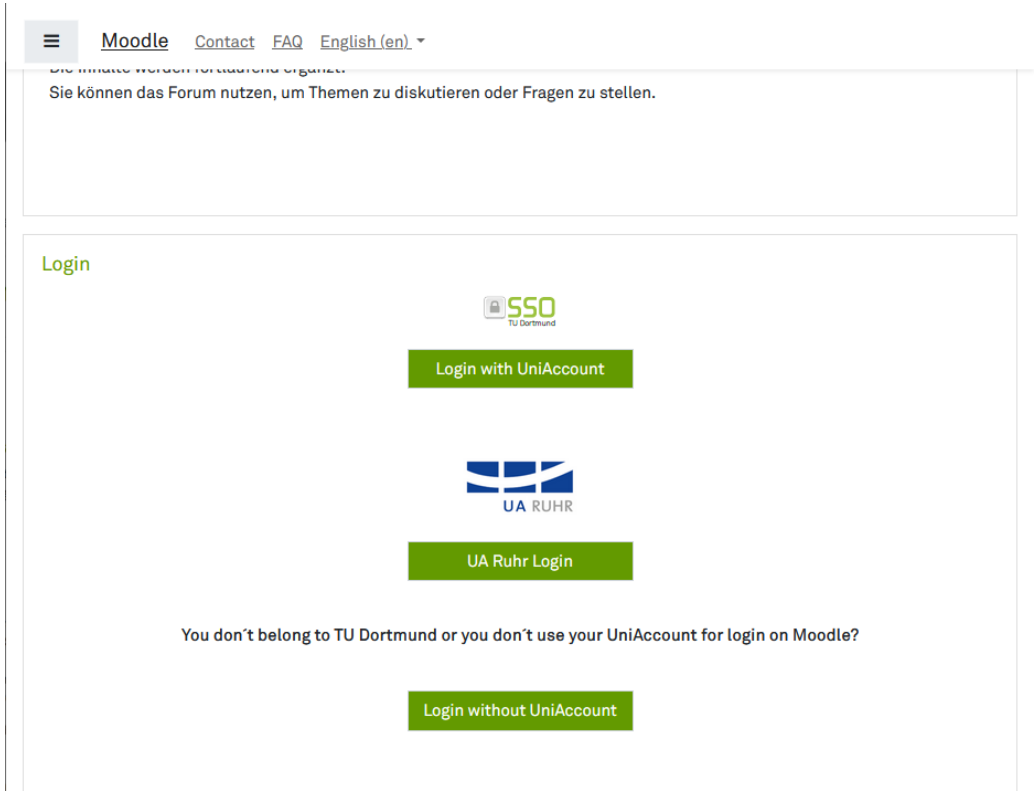
Checking Websites of Teaching Areas

- As well as going via the lsf, you can also check the webpages of the teaching and research areas. Most have an English website (EN button on the right side or flag in the upper right corner).
- On these pages you will find information on when and where the lectures will take place and on how to sign up to the moodle room. In most cases, the moodle rooms are self-sign up, although some require a code or you may need to contact the lecturer first.



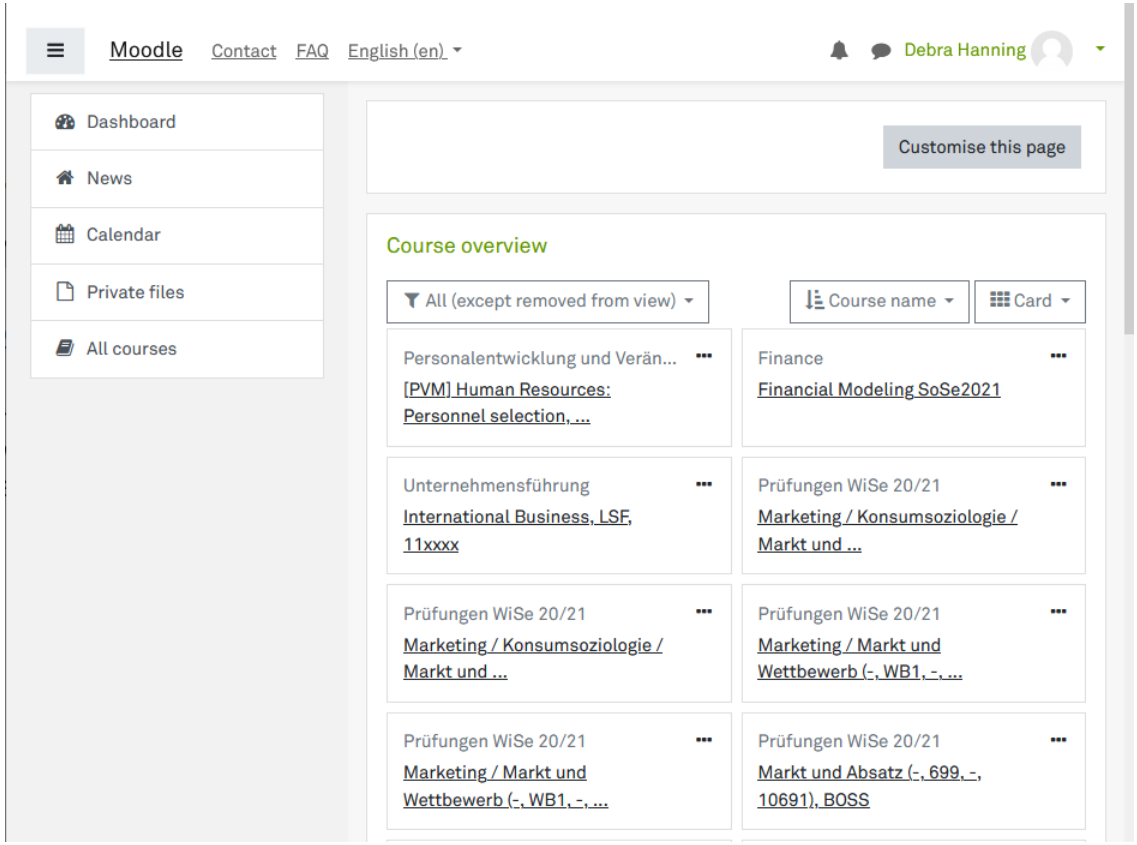
Using Moodle

- Finally, you can also directly check moodle to sign up to a moodle room.
- You can change the language from German to English – while the menu and buttons will be translated, some content will still be German.
- Here, you will find course materials, link to online lectures (if applicable) and news for the course. You will also be included in an email list for the course.



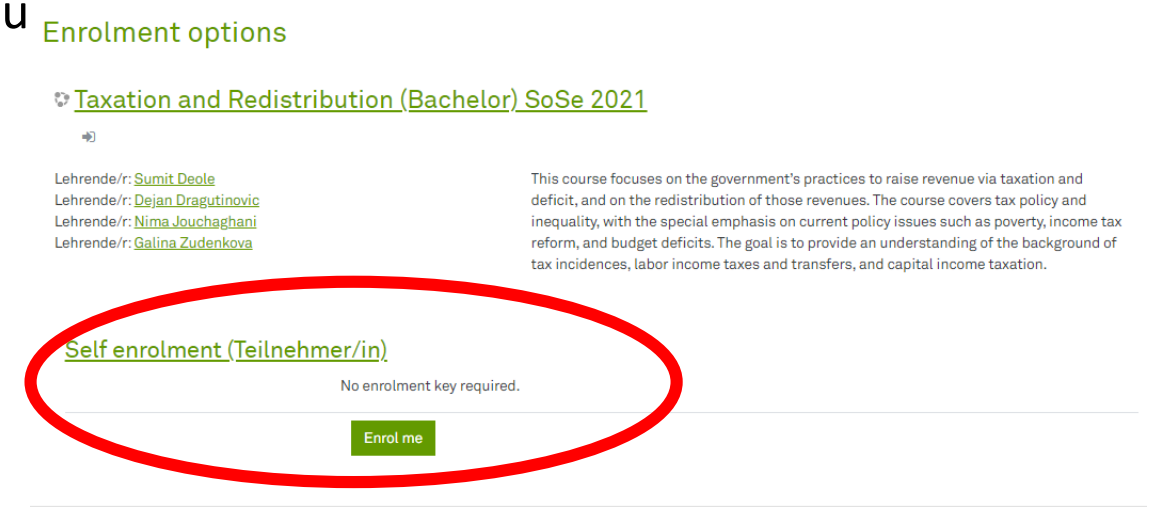
Using Moodle

- Under “Dashboard” you will find all the courses you have signed up for.
- Under “All courses” you can search for courses you wish to sign up for.
- Select the correct semester (WiSe for winter semester, SoSe for summer semester).



Enrolling in Courses Using Moodle

- Many moodle rooms involve self-enrolment – you simply click on “enrol me”.
- Sometimes you are given a key by a lecturer and then enter that.



Questions?

- The department uses a buddy-mentoring system to help incoming exchange students orient themselves and set up their schedules.
- Please do not hesitate to ask your buddy for help.
- You can also check with your Departmental Erasmus Coordinator:
  - Dr. Debra Hanning
  - erasmus.wiwi@tu-dortmund.de

©Estée Janssens/ Unsplash