

Guide to putting together your study schedule



When and where are my course being held?

There are different Options for putting together your study plan.

- Option 1: Using overview on department page for international students.
- Option 2: TU Dortmund University's course catalogue – [the lsf](#).
- Option 3: Checking Websites of Teaching Areas



© Aliona Kardash/TU Dortmund

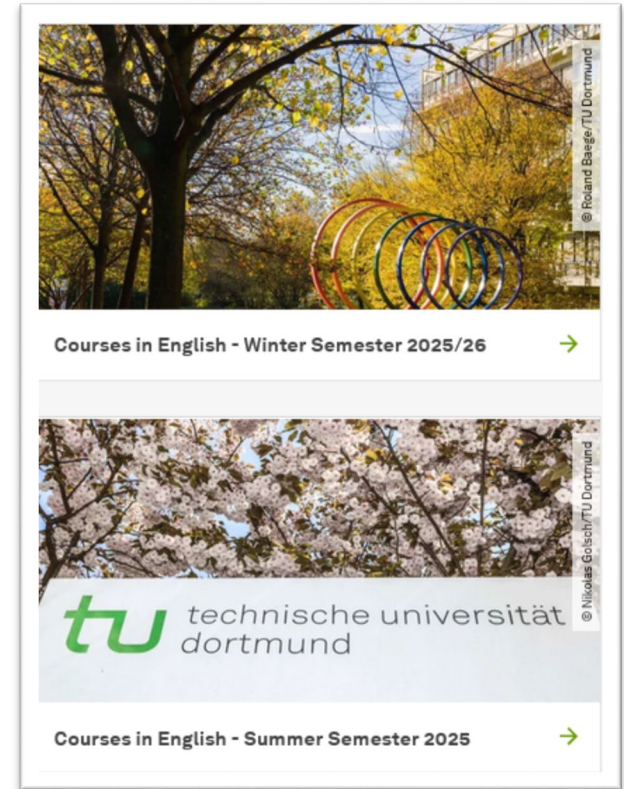
Using the Department Website

On [our website](#) you can find a list of all courses offered in English under

International – International Students – Incoming Exchange Students – Before your stay.

There you will find an overview of all available course at undergraduate and graduate level. The dates and times are also listed.

Please note that these can change and it is important to check again before the start of lectures.



Using the LSF to Find Courses- 1

The LSF is the online course catalog of TU Dortmund University.

- You can sign in to the lsf using your tu-dortmund login (the same as for your email account). It is also possible to use the lsf without logging in.
- In the upper right corner, you can select the semester you want to check courses for and the language.



The screenshot shows the LSF login page. At the top, the TU Dortmund logo is on the left, and 'lehre studium forschung' is on the right. Below the logo, there's a navigation bar with 'informationen', 'Veranstaltungen', 'Einrichtungen', 'Räume und Gebäude', and 'Personen'. The main content area has a heading 'HERZLICH WILLKOMMEN BEI LSF - DEM HOCHSCHULPORTAL FÜR ANGEHÖRIGE DER TU DORTMUND'. Below this, there's a section for 'Lokale Anmeldung' with input fields for 'Anmeldena' and 'Passwort'. A checkbox option is present: 'Ich bin als Mitarbeiterin freigeschaltet und möchte mich mit meinen Studiendaten anmelden'. A blue 'Anmelden' button is at the bottom right of the login section.



[Link to the lsf](#)
(online course overview)

Using the LSF to Find Courses- 2

- Select “Lectures” and then “Search for lectures”.
- Select the correct semester (WiSe -> winter semester, SoSe -> summer semester).
- You can search for the title if you know the course you are looking for. Try to use the title as accurately as possible.

The screenshot displays the LSF (Lecture Search Function) interface. At the top, there are navigation tabs: 'Informationen', 'Lectures' (selected), 'Faculties and Departments', 'Facilities', and 'Members'. Below these, a breadcrumb trail reads 'you are here: Home > Lectures > Search for Lectures'. A left sidebar contains a menu with options: 'Course Overview', 'Search for Lectures' (highlighted), 'Curricula Timetable', 'Curricula Timetable (List)', 'Lectures today', 'Lectures cancelled today', and 'Hide menu'. The main content area is titled 'Search for Lectures' and includes a 'View options' button. Below this, there are settings for 'Display results' (radio buttons for 10, 20, 30, 50) and 'Sort' (radio buttons for Standard, Number, Title, Teacher). A 'Search criteria' section contains various input fields: 'Term' (a dropdown menu set to 'WiSe 2024/25'), 'Number of lecture' (a text input), 'Title of lecture' (a text input with a magnifying glass icon), 'Type of lecture' (a dropdown menu set to 'Select All'), 'Modules' (a text input with a 'Select' button), 'Department' (a text input with a 'Select' button), 'Curricula' (a text input with a 'Select' button), 'Teacher' (a text input with a 'Select' button), 'Room' (a text input with a 'Select' button), 'from (time)' (a text input), 'to (time)' (a text input), 'Weekday' (a dropdown menu set to 'Select All'), 'ELearning' (a dropdown menu set to 'Select All'), and 'Language of instruction' (a dropdown menu set to 'Select All'). At the bottom of the form are two buttons: 'Start Search' and 'Clear Form'.

Using the LSF to Find Courses -3





Alternatively, you can try the following:

- Lectures > Search for Lectures
- Department: Select “Faculty of Business and Economics” and click on “commit choice, all branches”.
- Language of instruction: English
- This will give you an overview of the courses held in English at our department.

Your Selection:

[> Expand all](#) [> Collapse all](#)

☐  TU Dortmund University

- ☐  Faculty of Mathematics
- ☐  Faculty of Physics
- ☐  Faculty of Chemistry and Chemical Biology
- ☐  Faculty of Computer Science
- ☐  Faculty of Statistics
- ☐  Faculty of Biochemical and Chemical Engineering
- ☐  Faculty of Mechanical Engineering
- ☐  Faculty of Electrical Engineering and Information Technology
- ☐  Faculty of Spatial Planning
- ☐  Faculty of Architecture and Civil Engineering
- ☐  Faculty of Business and Economics
- ☐  Faculty of Educational Research, Psychology and Sociology
- ☐  Faculty of Rehabilitation Sciences

Using the LSF to Find Courses - 4

- Please note: you do not register for courses using the LSF, so do not worry if that function is disabled or you read “application currently not allowed”.
- Any changes to the course times will be updated in the lsf, so it can be a good idea to check here before the start of the semester.

Search for Lectures		
24 hits: Language of instruction: englisch Semester: WiSe Department: Wirtschaftswissenschaften		
View: > short > <u>medium</u> > long		
Lect.-No.	Lecture	Type
093015	<u>Academic Writing</u> - 1 SWS - Costard	Übung
11xxxx	<u>Digital Business</u> - 4 SWS - Wiesche , Konopka	Vorlesung mit Übung
11xxxx	<u>Digital Innovation</u> - 4 SWS - Wiesche	Seminar
11xxxx	<u>Dynamic Macroeconomics</u> - 4 SWS - Jung	Vorlesung mit Übung
11xxxx	<u>Economic Analysis of Law</u> - 4 SWS - Zudenkova , Maxara	Vorlesung mit Übung

Course Information Available in the LSF -1

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.

Digital Business - Single View

Functions: [Schedule preselected](#) | [Handle applications](#) | [Edit](#) | [T](#)



Page contents: [Basic Information](#) | [Dates/Times/Location](#) | [Responses](#) | [Curriculae](#) | [Faculties and Departments](#) | [Structure Tree](#)

Basic Information

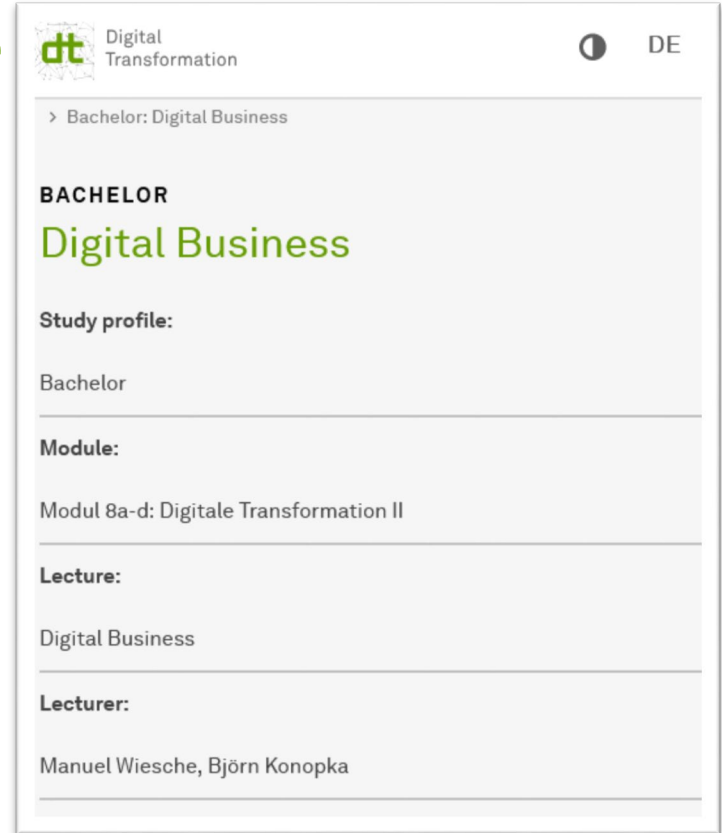
Type of Course	Vorlesung mit Übung	Long text	
Number	11xxxx	Short text	
Term	WiSe 2025/26	Hours per week in term	4
Expected no. of participants	50	Max. participants	
Frequency	jedes 2. Semester	Study Year	
Credits			
Hyperlink	https://dt.wiwi.tu-dortmund.de/lehre/lehveranstaltungen/	Language	englisch

Course Information Available in the LSF -2

In most cases, there is a link to the professorship given in the lsf (under Hyperlink).

We recommend also checking details on the page of the professorship giving the course. There you can find information on moodle rooms, course content and whether there is a need for registration.

General rule: all seminars require application. Some lectures with limited spaces also require application. This will be made clear on the page of the professorship.



The screenshot shows a web page for 'Digital Transformation' with a navigation bar at the top. Below the navigation bar, there is a breadcrumb trail '> Bachelor: Digital Business'. The main content area is titled 'BACHELOR Digital Business' in green. Below this, there are four sections: 'Study profile:' with the value 'Bachelor', 'Module:' with the value 'Modul 8a-d: Digitale Transformation II', 'Lecture:' with the value 'Digital Business', and 'Lecturer:' with the value 'Manuel Wiesche, Björn Konopka'.

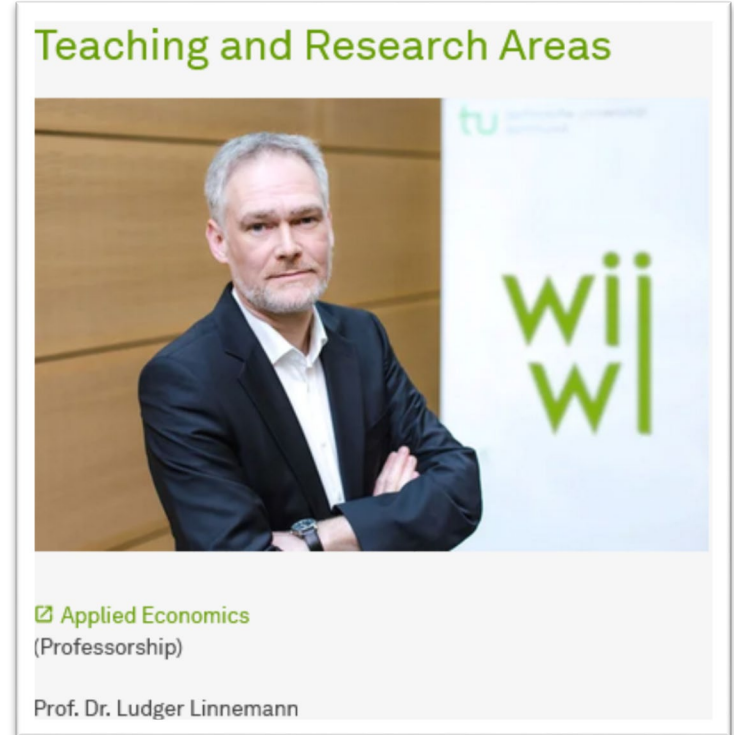
Section	Value
Study profile:	Bachelor
Module:	Modul 8a-d: Digitale Transformation II
Lecture:	Digital Business
Lecturer:	Manuel Wiesche, Björn Konopka

Checking Websites of Teaching Areas

You can find an overview of our professorships on [our website](#) under department, professorships.

On these pages you will find information on when and where the lectures will take place. The pages are usually updated a few weeks before the begin of the new semester.

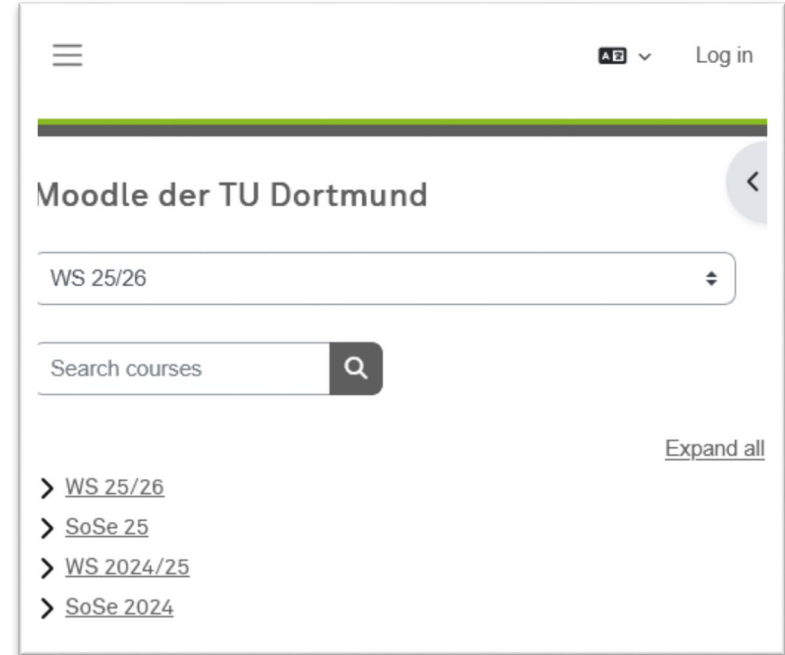
If moodle rooms are used, you will find the link there also. In most cases, they are self-sign up, although some require a code or you may need to contact the lecturer first.



Using Moodle - 1

If a course uses a moodle room, you will find course materials there. Members of a moodle room are also part of an email list, and lecturers may send you information using this.

You can log-in using your tu-dortmund.de email address and password.



Using Moodle - 2

- 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.

International Management WS 25/26

Enrolment options

[International Management WS 25/26](#) 🔑

[Importierter Kurs aus dem LSF](#)

Das Einschreibungspasswort wird im Rahmen der ersten Vorlesung bekannt gegeben.

Lehrende:r: [Lorenz Graf-Vlachy](#)

Lehrende:r: [Matthias Hendrik Schinnen](#)

☒ **Self enrolment (Teilnehmer:in)**

Enrolment key

Enrol me

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