

# Guide to putting together your study schedule



# 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 Isf [www.lsf.tu-dortmund.de](http://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 Isf has been translated, much of the courses are listed in German.
- You can sign in to the Isf using your tu-dortmund login (the same as you use for your email account). It is possible to use the Isf without logging in.

The screenshot shows the login page of the HIS Online-Portal. At the top left is the TU Dortmund logo and navigation links for 'lehre', 'studium', and 'forschung'. A green navigation bar contains 'Informationen', 'Lectures', 'Faculties and Departments', 'Facilities', and 'Members'. Below this, a 'You are here: Home' breadcrumb is shown with links for 'Aktuelle Anmeldefristen' and 'Freischaltung als Mitarbeiter'. The main content area features a welcome message: 'Welcome on HIS Online-Portal - the university portal for students, guests, teachers and employees'. It offers two login options: 'Zentrales Login mit UniAccount' with a 'Login mit UniAccount' button, and 'Lokale Anmeldung' with 'Username' and 'Password' input fields and a 'Login' button. A checkbox option is present: 'Ich bin als Mitarbeiter/in freigeschaltet und möchte mich mit meinen Studierendendaten anmelden'. A 'Sicheres Login durch: SSO TU Dortmund' logo is also visible. The footer includes an 'About' link and the text 'QIS and LSF are products of HIS: GmbH'.

# Using the LSF to Find Courses

- Select “Lectures” and then “Search for lectures”.
- Select the correct semester (WiSe -> winter semester, SoSe -> summer semester).
- You do not need to be logged into the system for this.
- You can search for the title if you know the course you are looking for. Try to use the title as accurately as possible.
- Alternatively, you can try the following:
  - Department: Select “Faculty of Business and Economics” and click on “commit choice, all branches” – see next slide.
  - Language of instruction: English

Home | Login

Informationen **Lectures** Faculties and Departments Facilities Members

You are here: Home > Lectures > Search for Lectures

- Course Overview
- **Search for Lectures**
- Curricula Timetable
- Curricula Timetable (List)
- Lectures today
- Lectures cancelled today
- ◆ Hide menu

### Search for Lectures

View options

Display results:  10  20  30  50  
Sort:  Standard  Number  Title  Teacher

Search criterias

Term: WiSe 2024/25 [Help for search](#)

Number of lecture:

Title of lecture:

Type of lecture:

Modules:  [Select](#)

Department:  [Select](#)

Curricula:  [Select](#)

Teacher:  [Select](#)

Room:  [Select](#)

from (time):

to (time):

Weekday:

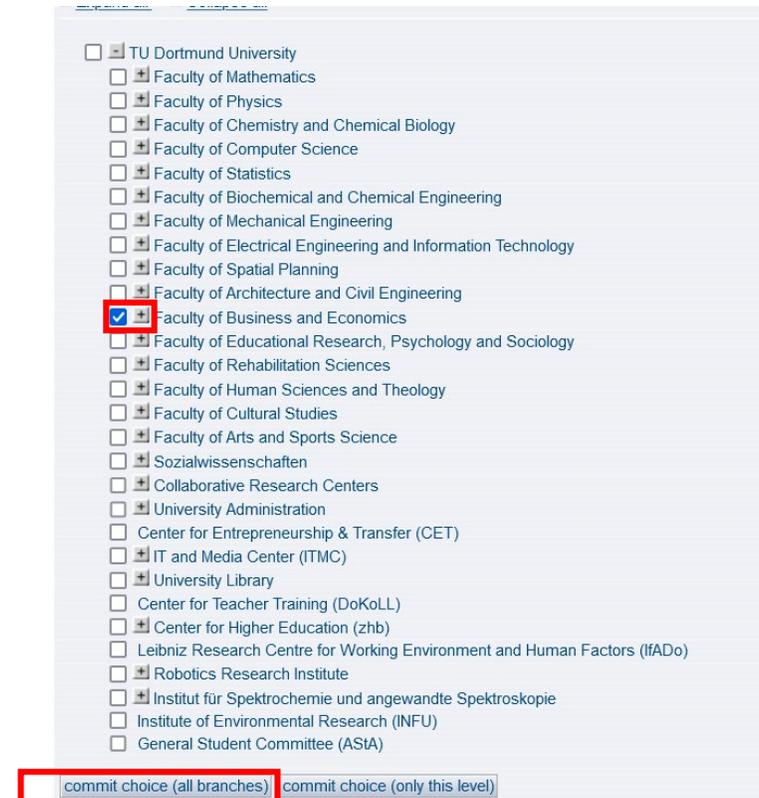
ELearning:

Language of instruction:

[Start Search](#) [Clear Form](#)

# Using the LSF to Find Courses

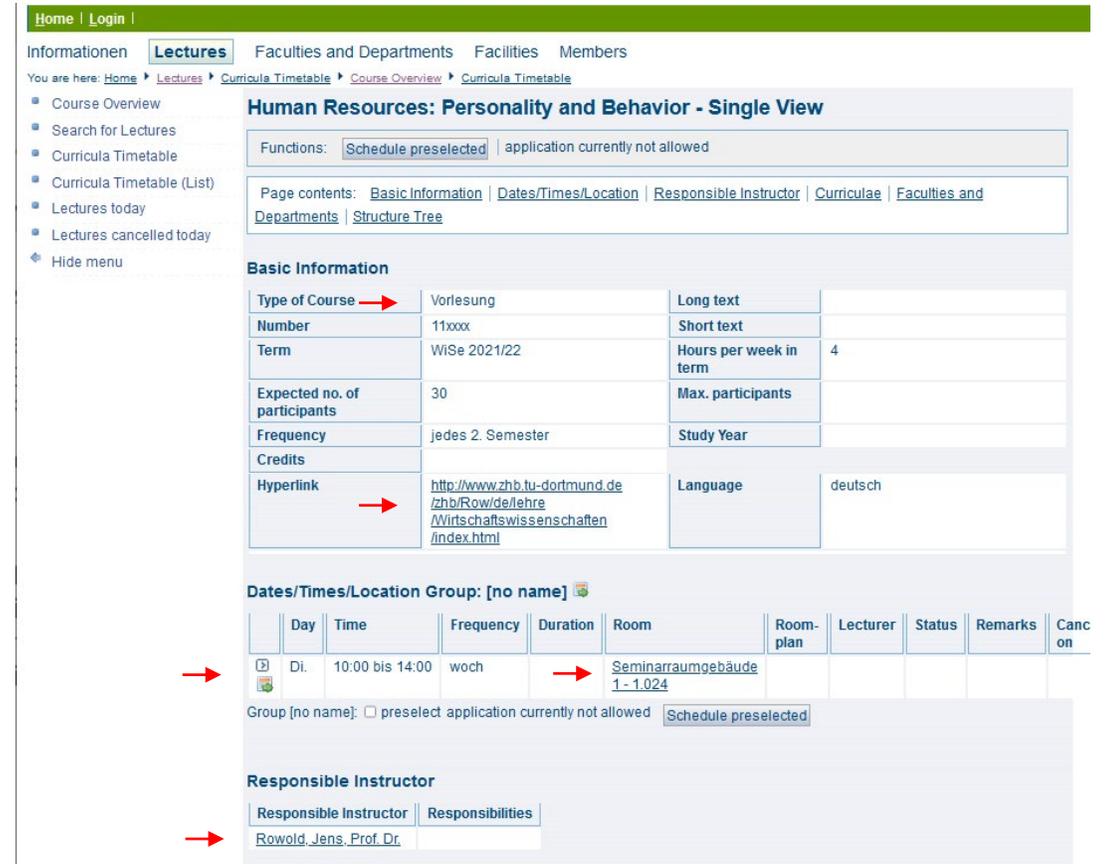
- Alternatively, you can try the following:
  - Department: Select “Faculty of Business and Economics” and click on “commit choice, all branches” – see next slide.
  - Language of instruction: English
  - This will give you an overview of the courses held in English at our department.
- Please note: 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.”
- For most lecture/Excercises you register only for the exam. For seminars, and some lectures with limited spaces, you apply before hand. You can check on the page of each course if applications are required. These are linked here: <https://wiwi.tu-dortmund.de/en/international/international-students/incoming-exchange-students/before-your-stay/>



# 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.



The screenshot shows the LSF interface for a course. The main content area is titled "Human Resources: Personality and Behavior - Single View". It includes a navigation menu on the left with options like "Course Overview", "Search for Lectures", and "Curricula Timetable". The main content is divided into several sections:

- Functions:** A dropdown menu showing "Schedule preselected" and a note "application currently not allowed".
- Page contents:** A list of links including "Basic Information", "Dates/Times/Location", "Responsible Instructor", "Curriculae", "Faculties and Departments", and "Structure Tree".
- Basic Information:** A table with the following data:
 

Type of Course	Vorlesung	Long text	
Number	11xxxx	Short text	
Term	WiSe 2021/22	Hours per week in term	4
Expected no. of participants	30	Max. participants	
Frequency	jedes 2. Semester	Study Year	
Credits			
Hyperlink	<a href="http://www.zhb.tu-dortmund.de/zhb/Row/de/lehre/Wirtschaftswissenschaften/index.html">http://www.zhb.tu-dortmund.de/zhb/Row/de/lehre/Wirtschaftswissenschaften/index.html</a>	Language	deutsch
- Dates/Times/Location Group: [no name]:** A table with columns: Day, Time, Frequency, Duration, Room, Room-plan, Lecturer, Status, Remarks, Canc on.
 

	Day	Time	Frequency	Duration	Room	Room-plan	Lecturer	Status	Remarks	Canc on
<input type="checkbox"/>	Di.	10:00 bis 14:00	woch		Seminarraumgebäude 1 - 1.024					
- Responsible Instructor:** A table with columns: Responsible Instructor, Responsibilities.
 

<input type="checkbox"/>	Rowold, Jens, Prof. Dr.	
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# 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	<a href="https://uf.wiwi.tu-dortmund.de/lehre/sommersemester/">https://uf.wiwi.tu-dortmund.de/lehre/sommersemester/</a>	Language	englisch

**E-Learning**

 [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
(1)	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 Isf, 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.

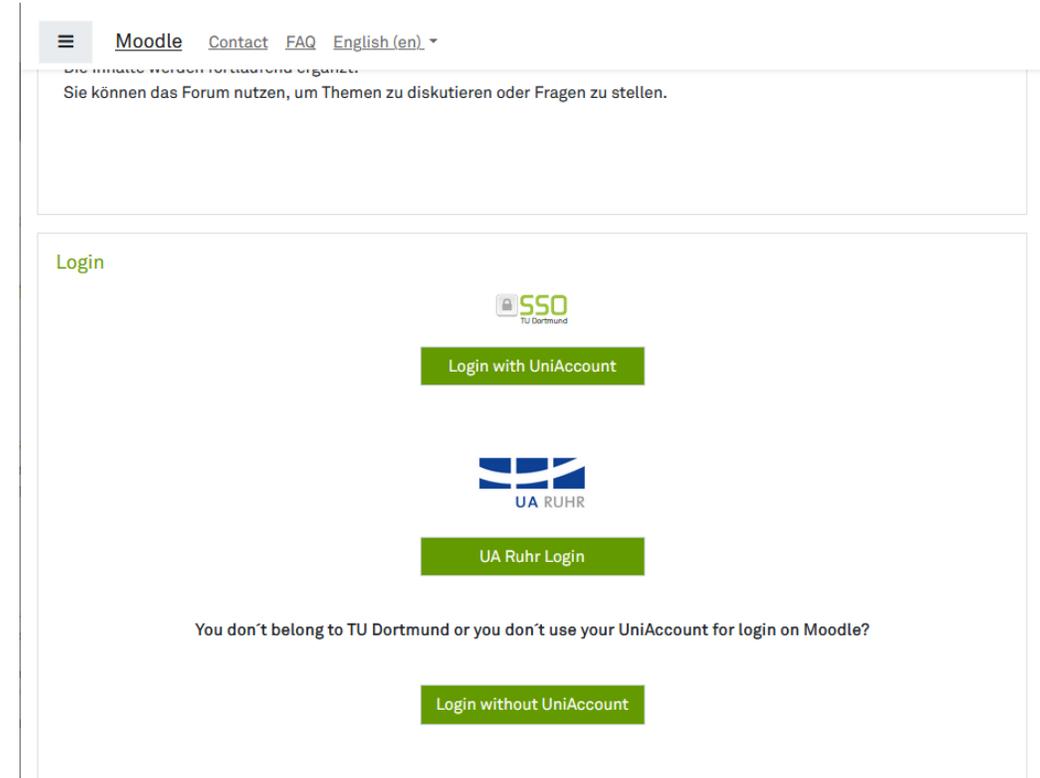
Teaching and Research Areas

[Accounting & Finance](#)  
Assistant Prof. Dr. Nadine Georgiou

[Applied Economics](#)  
Prof. Dr. Ludger Linnemann

# Using Moodle

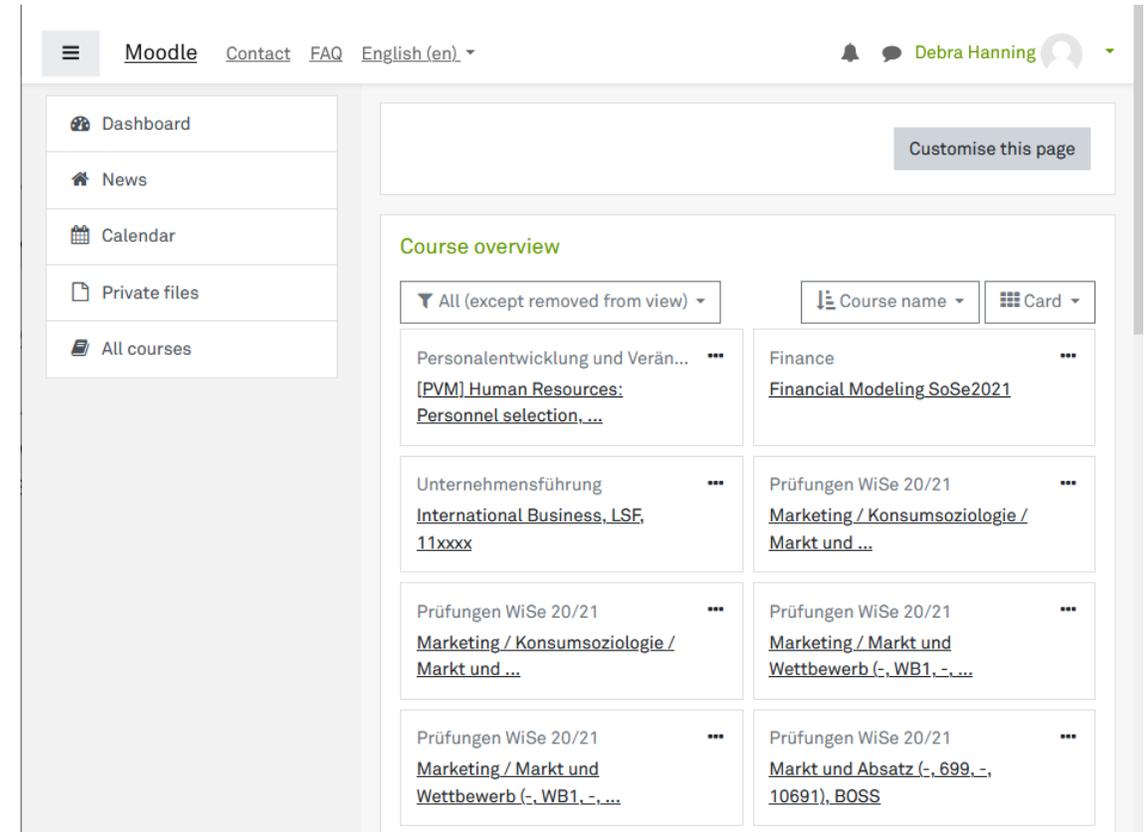
- Finally, you can also directly check [moodle](#) to sign up to a moodle room.
- You can change the language from German to English – while the menu and buttons will be translated, some content will still be German.
- Here, you will find course materials, link to online lectures (if applicable) and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



The screenshot shows the Moodle login interface. At the top, there is a navigation bar with links for 'Moodle', 'Contact', 'FAQ', and 'English (en)'. Below this, a message states: 'Sie müssen zuerst registriert sein. Sie können das Forum nutzen, um Themen zu diskutieren oder Fragen zu stellen.' The main content area is titled 'Login' and features three primary login options: 'Login with UniAccount' (accompanied by the SSO TU Dortmund logo), 'UA Ruhr Login' (accompanied by the UA RUHR logo), and 'Login without UniAccount'. A note at the bottom asks: 'You don't belong to TU Dortmund or you don't use your UniAccount for login on Moodle?'.

# 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).



The screenshot displays the Moodle user interface. At the top, there is a navigation bar with 'Moodle', 'Contact', 'FAQ', and 'English(en)'. A user profile for 'Debra Hanning' is visible in the top right corner. On the left side, a sidebar menu contains links for 'Dashboard', 'News', 'Calendar', 'Private files', and 'All courses'. The main content area is titled 'Course overview' and features a dropdown menu set to 'All (except removed from view)'. Below this, there are two columns of course cards. Each card displays the course name and a three-dot menu icon. The courses listed include 'Personalentwicklung und Verän...', 'Finance', 'Unternehmensführung', 'Prüfungen WiSe 20/21', 'Marketing / Konsumsoziologie / Markt und ...', and 'Prüfungen WiSe 20/21'.

# 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.

## Enrolment options

### [Taxation and Redistribution \(Bachelor\) SoSe 2021](#)



Lehrende/r: [Sumit Deole](#)  
Lehrende/r: [Dejan Dragutinovic](#)  
Lehrende/r: [Nima Jouchaghani](#)  
Lehrende/r: [Galina Zudenkova](#)

This course focuses on the government's practices to raise revenue via taxation and deficit, and on the redistribution of those revenues. The course covers tax policy and inequality, with the special emphasis on current policy issues such as poverty, income tax reform, and budget deficits. The goal is to provide an understanding of the background of tax incidences, labor income taxes and transfers, and capital income taxation.

### [Self enrolment \(Teilnehmer/in\)](#)

No enrolment key required.

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](mailto:erasmus.wiwi@tu-dortmund.de)

