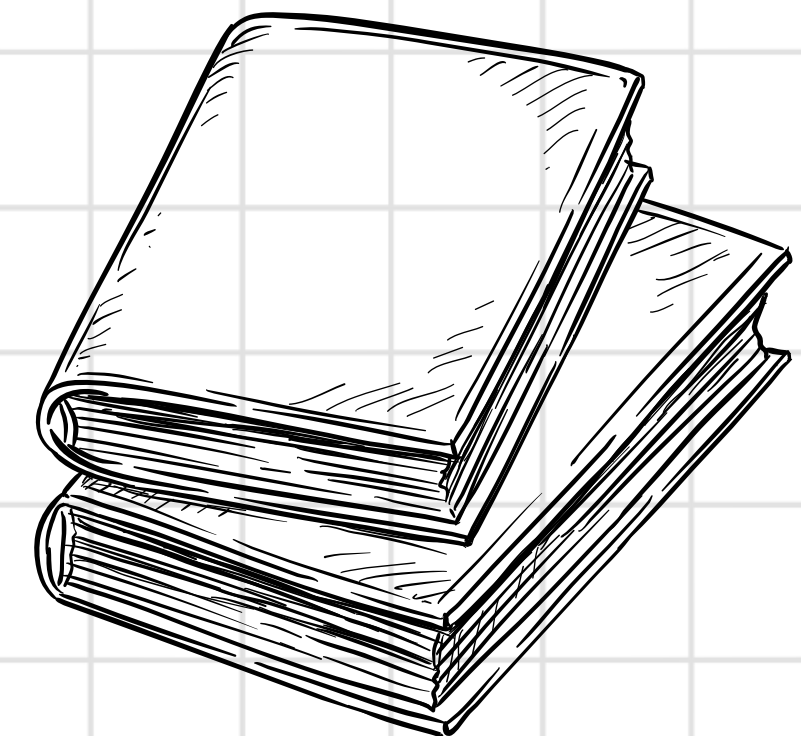
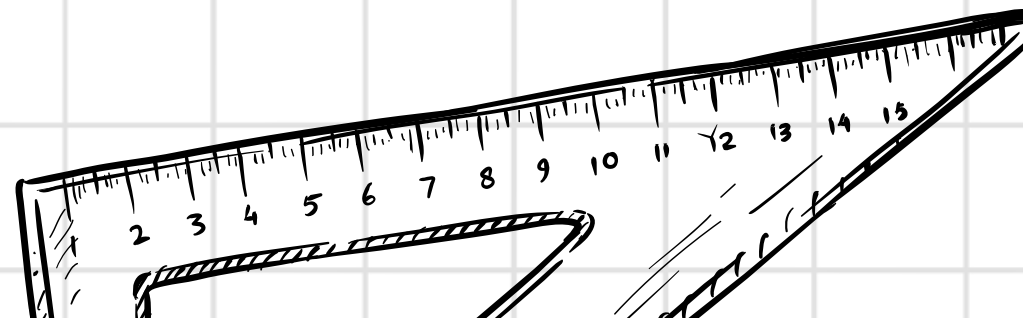
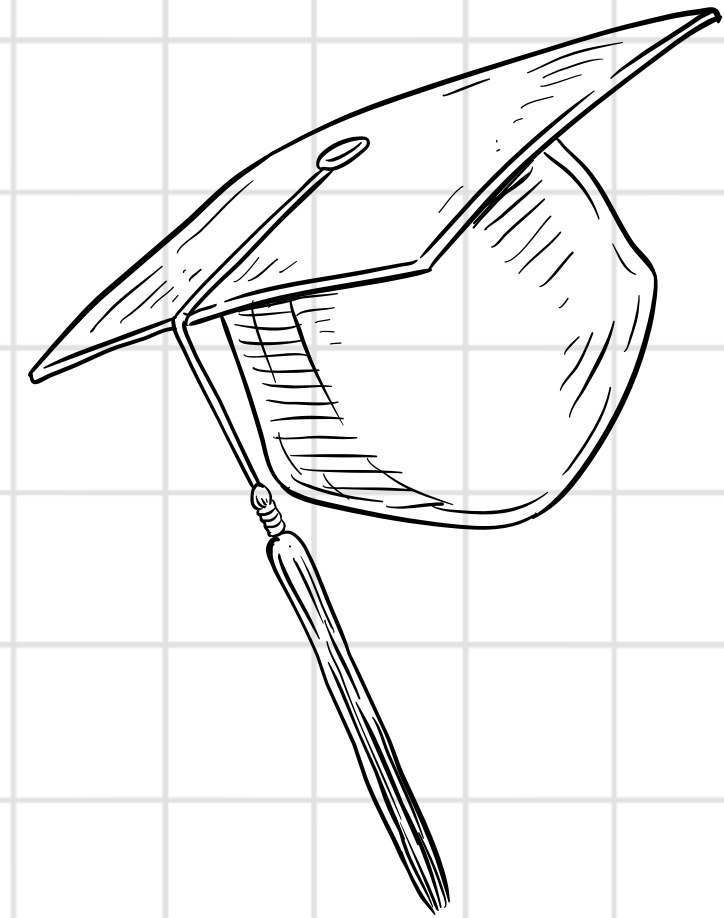
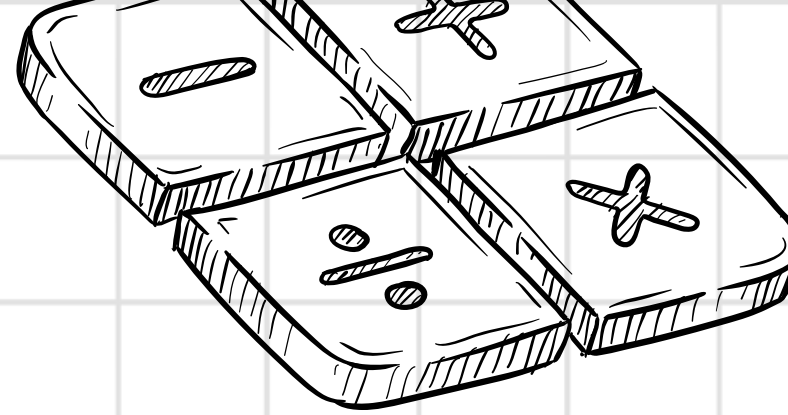
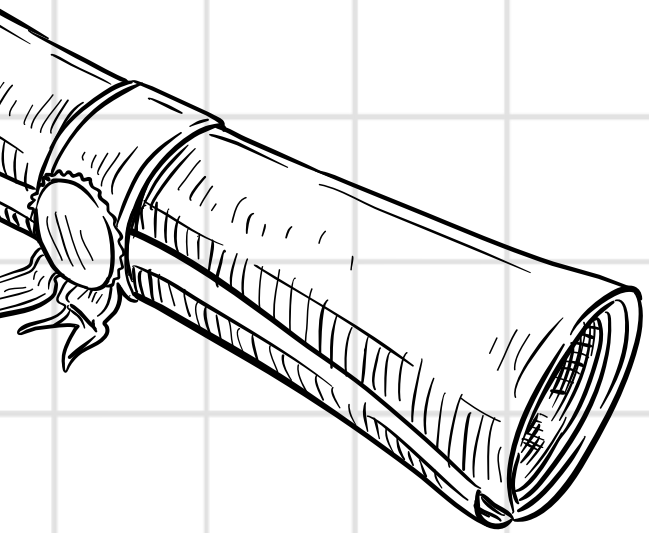


How to...

for Incomings at the department of
Mechanical Engineering



Learning Agreement



If you have not yet prepared and submitted your Learning Agreement (LA), please do so as soon as possible.

We strongly prefer that you submit it through the online portal.

Alternatively, you may send the Learning Agreement to us by email as a PDF.

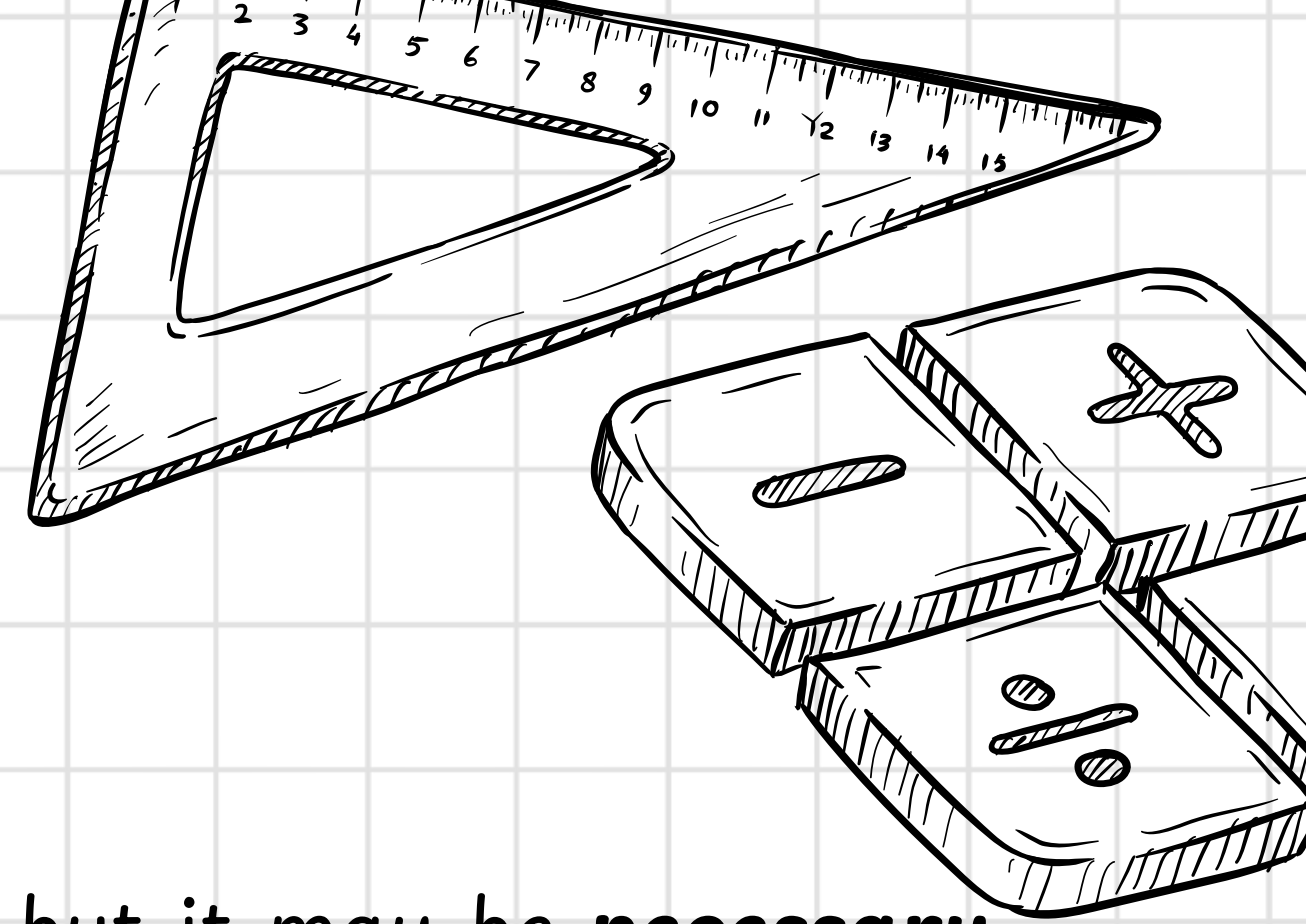
Changes to the Learning Agreement are generally accepted until:

Winter semester: mid-October

Summer semester: mid-April

After these deadlines, requests will need to be considered on an individual basis. Once we have reviewed and accepted your LA, we will return the signed document to you by email.

Registration for classes



You **do not have to register for open lectures**, but it may be **necessary for seminars** with a limited number of participants.

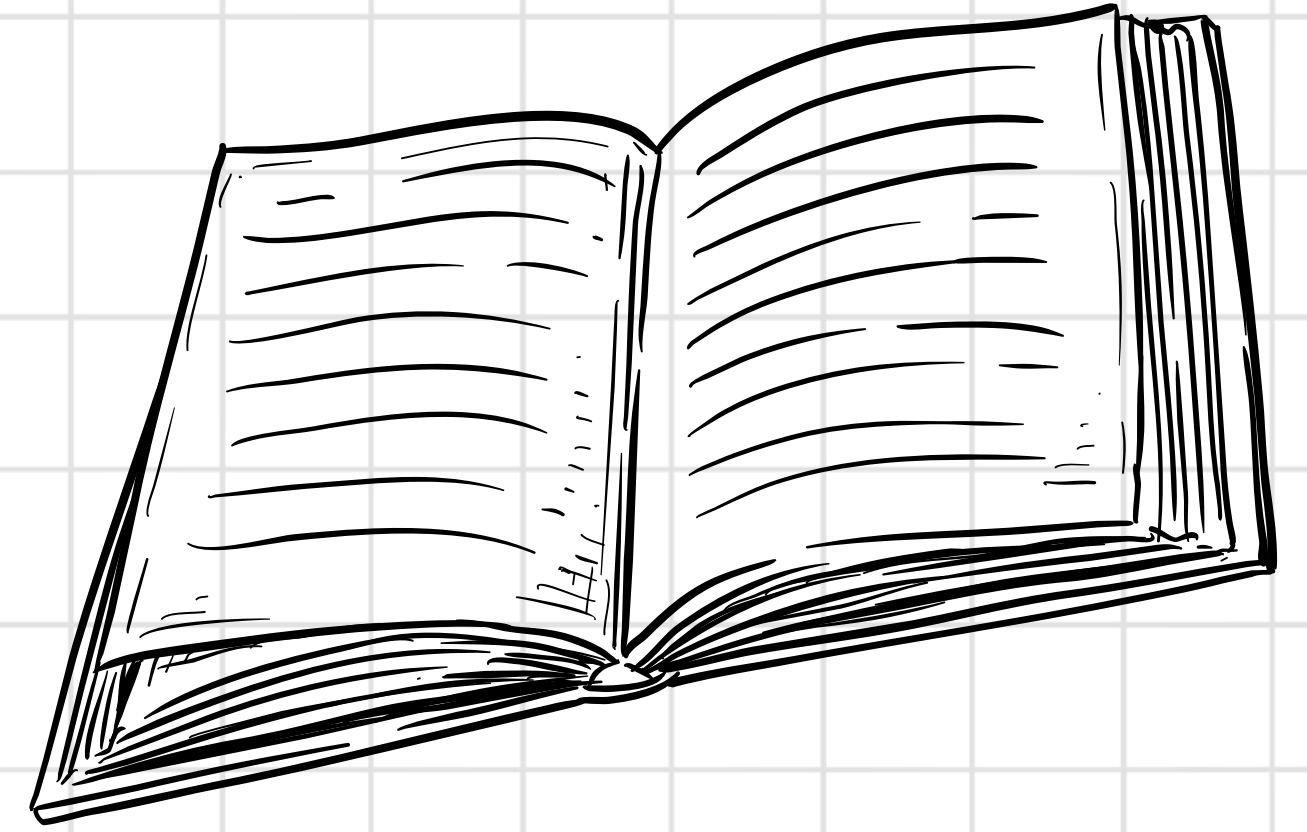
If the maximum number of accepted participants is under 100, please **contact the responsible instructor** via e-mail to get advice on the registration process or get information on the website of the specific department (recommended).

Please let them know that you are an **ERASMUS student** and from the Department of Mechanical Engineering!

The corresponding web links are normally to be found on the course pages in the **LSF-system**.



Registration for exams



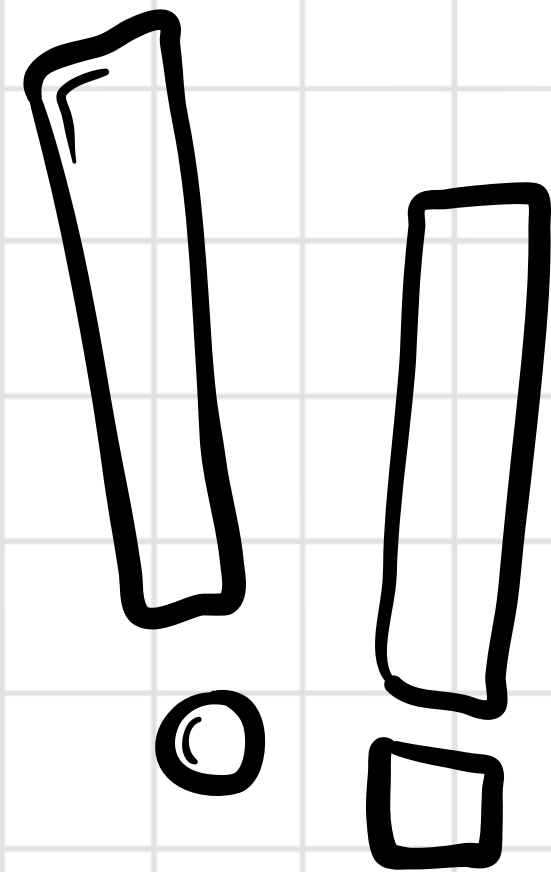
Although you do not have to register for all classes, you take, **you have to register for the exams.** Normally it is enough to **send an e-mail** to the course instructor stating your name, your studentnumber, the name of the class and the exam date.

If you want to register for **exams at the Department of Mechanical Engineering**, please do so **two weeks prior to the exam.** Please **clarify** with the course instructor the **registration deadlines** in case you are taking **classes from other departments.**

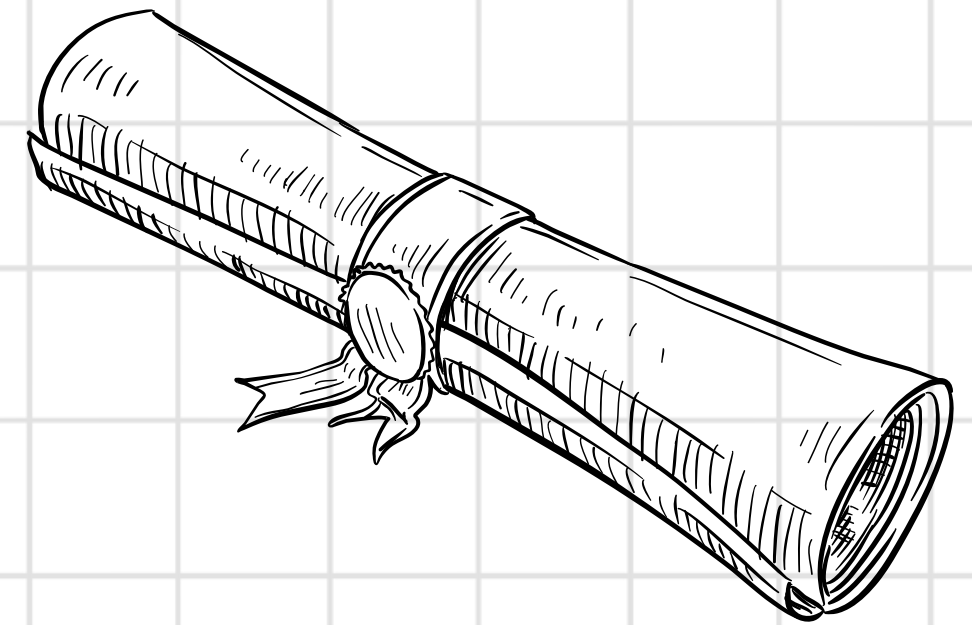
Economics Courses

If you want to **take courses** of the Department of Economic and Social Sciences, please let us know and **we will register you** there.

In order to register for an exam, **please fill out the document** on the following website: <https://wiwi.tu-dortmund.de/en/international/international-students/incoming-exchange-students/exams/> **three weeks prior to the exam(s).**



Transcript of Records



In order to be able to issue your Transcripts of Records at the end of your stay, we need the **certificates of all of your exams/classes**.

Please **ask your class instructors to send the results to us** (via e-mail or in paper). It is your responsibility to make sure we receive them.

Please also keep your **Learning Agreement up to date**. Only the classes, which are included in your Learning Agreement will appear on your Transcript of Records.

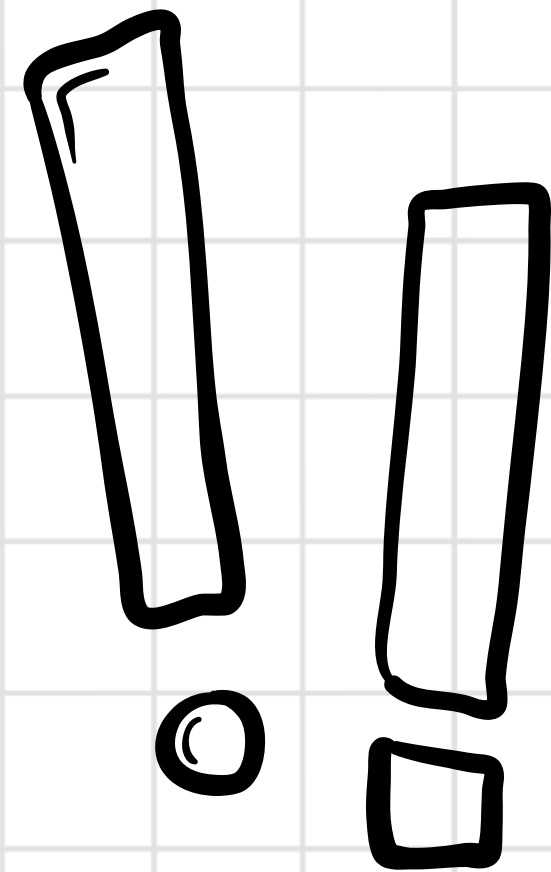
Please **provide us with your latest Learning Agreement** via e-mail as well at the end of your semester at TU Dortmund University.

EXCEPTIONS

Not all of the exams are in English. If an exam is held in German, you can kindly ask your lecturer if it is possible to make an exception for you.

It can also be possible to find an alternative option for you, e.g. a project, a paper, an oral exam etc.

This also applies if you are not able to take the exam because of your departure, an internship etc. Always talk to your instructor about these matters in time in order to avoid complications. They are not obliged to offer individual examinations.



further information

Useful links:

International Office: <https://international.tu-dortmund.de/en/incomings/exchange-students/>

ESN: <https://dortmund.esn-germany.de/>

Department of Mechanical Engineering:

<https://mb.tu-dortmund.de/en/international/incomings/>

Sport Activities: <https://hsp.tu-dortmund.de/en/>

Useful tips:

- Download TU Dortmund University App for navigating, menu information, ...
- Approach your buddies!
- Attend events offered by the International Office!

Contact

If you have any questions, please contact

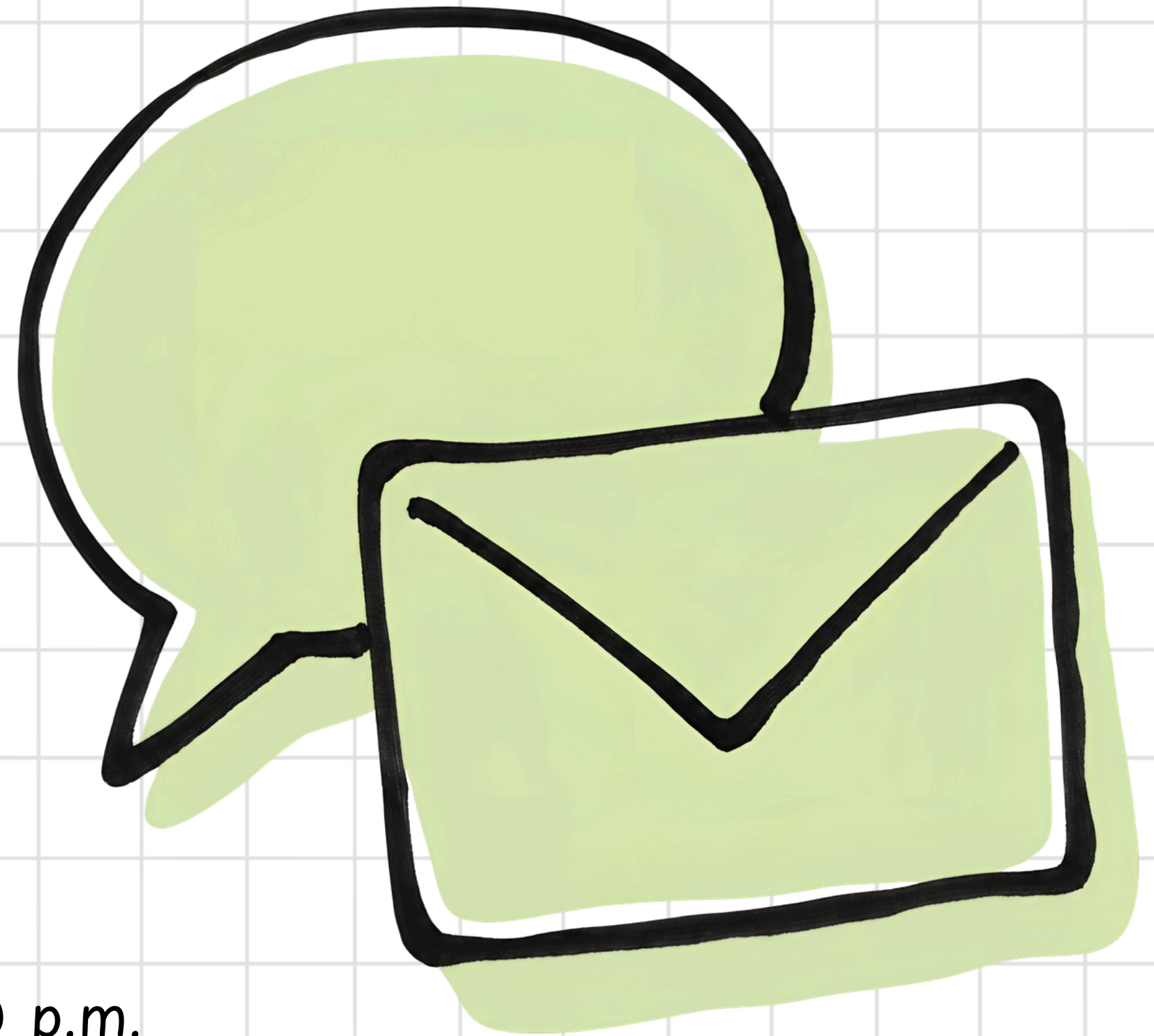
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Office Hours: Tuesdays, from 11:30 to 12:30 p.m.





Enjoy your
stay!



Fakultät
Maschinenbau



