

This guide should help you to find courses for your semester/study year at MUL on the university's platform MUonline.

Please be aware of the following:

- A list with courses open to exchange students is available on our homepage. Please use the course list of the last year in case there is no up-to-date list available yet.
- Please note that some courses have **prerequisites**.
- Courses are subject to change (time, location) and might be cancelled.
- Incoming short-term BSc level students are allowed to take MSc level classes, if they have completed min **90 ECTS** in their BSc studies.
- Courses that are part of an '**Universitätslehrgang**' (ULG= 'University Training Course') **are NOT open to exchange students!**
- While searching courses make sure to avoid overlapping of classes – as an exchange student you can choose from different departments, which can make overlapping more likely.

- 1) You can log in to MUonline via the MUL homepage: <https://www.unileoben.ac.at/> and enter MUonline with a click on the icon in the upper right corner

The screenshot shows the official website of Montan Universität Leoben. At the top right, there is a navigation bar with icons for MU, MU ONLINE, and a search bar. Below the navigation bar, there is a large banner image of a classical building with trees in front. Overlaid on the banner is a large blue watermark with the university's logo and name. Below the banner, there is a news headline: "LEOBENER STUDENTENTEAM NIMMT AN NASA-CHALLENGE TEIL". Underneath the headline, there is a calendar for May with three entries: "AUSWIRKUNGEN DER CORONAKRISIE AUF DEN UMWELTSCHUTZ ONLINE" on May 7, "WEBINAR „ANLAGENBEWERTUNG – EINFACH, EFFIZIENT, UNTERNEHMENS SPEZIFISCHE“" on May 8, and "ONLINE INFO-TAG FÜR STUDIENINTERESSIERTE" on May 8. To the right of the calendar, there are four smaller images labeled "STUDIUM", "FORSCHUNG", and "NEUIGKEITEN". At the bottom of the page, there is a footer menu with links for STUDIERENDE, STUDIENINTERESSIERTE, INTERNATIONALES, WEITERBILDUNG, WISSENSCHAFT, UNTERNEHMEN, MITARbeiter, and ALUMNI. The footer also includes links for VORANMELDUNG ZUM STUDIUM, DELTA AKADEMIE, BIBLIOTHEK, INSTITUTE, STUDIENRICHTUNGEN, and STUDIENBEITRAG on the left, and AUSSENINSTITUT, INTERNATIONALE STUDIERENDE, SPRACHEN, BILDUNG & KULTUR, USI, and OH on the right. The footer features the university's seal and logos for TU Austria and OMV Excellence Master Scholarship. The date "DONNERSTAG, 7. MAI 2020, 15.8°C" is also present.

-MONTANUNIVERSITAET LEOBEN
How to search for courses in **m ONLINE**



2) Change to English (EN) in the upper right corner and **continue without login**

The screenshot shows the homepage of the Montan Universität Leoben's m ONLINE system. At the top right, there is a language selection bar with "DE" and "EN". A red arrow points to the "EN" button. Below the language bar, there is a "Log In" form with fields for "User name" and "Password", and a "Log In" button. To the right of the form, a red arrow points to a "Continue without login" button.

3) Select the button “courses”

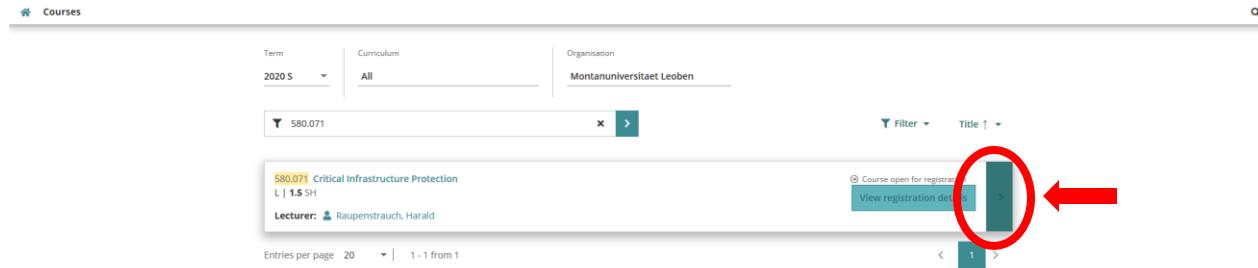
The screenshot shows the "All applications" page. There is a grid of icons representing different services. One icon, labeled "Courses", is highlighted with a red circle and has a large red arrow pointing upwards towards it, indicating it should be selected.

4) Write the course’s code or name (information found on the course list) into the search field. **Don’t forget to choose the correct semester** (if the next winter semester is not yet available choose the previous one)

The screenshot shows the "Courses" search results page. At the top, there are filters for "Term" (set to "2020 S"), "Curriculum" (set to "All"), and "Organisation" (set to "Montanuniversitaet Leoben"). Below these, there is a search input field containing "580.71" with a red arrow pointing to it. The main area displays a list of courses:

Course Details	Status
600.195 Activity Based Costing L 1 SH Lecturer: Topic, Milan	Registration expired View registration details
641.552 Advanced English Communication in Engineering SE 2 SH Lecturer: Welsh, Dominic	Registration expired View registration details
590.021 Advanced Geothermal Drilling and Completion EE 2 SH	Registration expired

- 5) To see the description of the course click on the “>” on the right side (view more information)

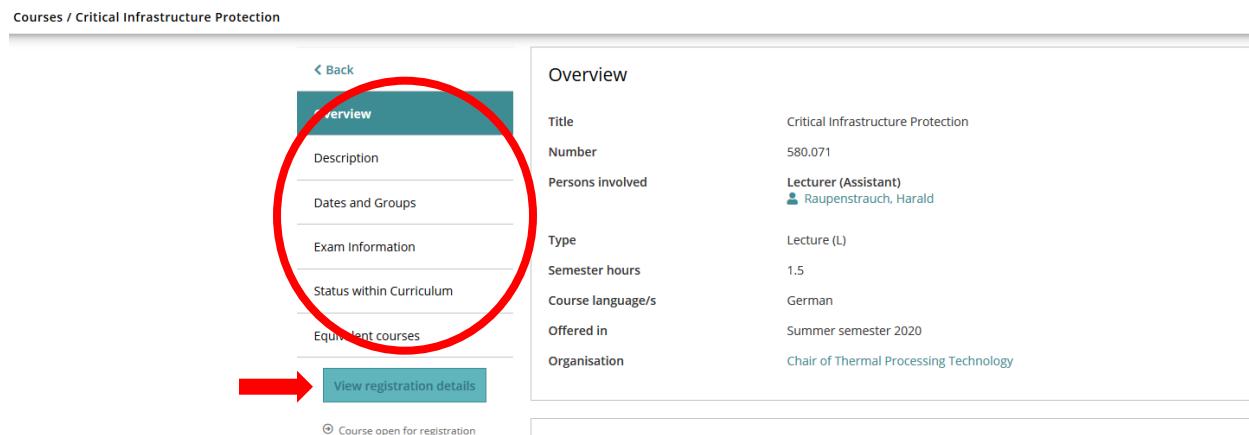


The screenshot shows a search result for the course 'Critical Infrastructure Protection' (580.071). The course details include: Title: Critical Infrastructure Protection, L: 1.5 SH, Lecturer: Raupenstrauch, Harald. A red arrow points to the 'View registration details' button on the right side of the card.

- 6) In **OVERVIEW**, you will find the information about the course language, type of course etc.
In **DESCRIPTION**, you will find information about the courses content
In **DATES AND GROUPS**, you can see the different dates and number of groups of the course

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- 7) If the course is suitable for you, click on **VIEW REGISTRATION DETAILS**



This screenshot shows the detailed view of the course 'Critical Infrastructure Protection'. On the left, a sidebar menu lists 'Overview', 'Description', 'Dates and Groups', 'Exam Information', 'Status within Curriculum', and 'Equivalent courses'. A red circle highlights the 'Description' link. A red arrow points from the 'View registration details' button at the bottom of the sidebar to the main content area. The main content area displays the course overview with fields like Title, Number, Persons involved, Type, Semester hours, Course language/s, Offered in, and Organisation. A note at the bottom states 'Course open for registration'.

SIGNING UP FOR COURSES IS ONLY POSSIBLE IF YOU HAVE A STUDENT ID NUMBER (WHICH YOU WILL RECEIVE AFTER YOUR REGISTRATION IS COMPLETE)

- 8) **SIGNING UP FOR COURSES:** If the button (No.pos.) is green , the registration for this course is still open; if it is red  the registration period is over.
If you click on the **watch** button  (Time location) you can see a complete list of the course dates/time/location for each group (if there are more groups) for the whole semester



This screenshot shows the 'Participants administration - Group list' page for the course '580.071 205 1.5SH L Critical Infrastructure Protection'. It lists a single group named 'Standardgruppe'. The 'No.pos.' column contains a red circle with a white 'T' icon, indicating the registration period is over. Two red arrows point down to this column. Other columns include Max.part (Grp.), Curr. part.(Dr.), WL, Registration from / to, Deregistration to, Ranking system, Anmeldung, Grp. requ., Ex. prereq., Change. studies, only for study programmes, and Lecturer [appr.SST|Sum SST of cs. group].

If you have any difficulties or questions, please do not hesitate to contact your incoming coordinator at MIRO