

STUDYING IN LEIPZIG 2017/18



STUDENTENWERK
LEIPZIG

Food at student prices at our **student restaurants** and **cafeterias**

AFFORDABLE
AND
NEAR CAMPUS



Leipzig students can have their meals at student prices at **all** of the 6 student restaurants and 10 cafeterias situated at various university locations!

- vegetarian & vegan or fish & meat
- smoothies, burgers, wraps, pasta, pizza and more
- cold beverages, coffee & tea originating from fair trade

More information, menus and opening hours:
studentenwerk-leipzig.de/en/student-restaurants-cafeterias



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IN LEIPZIG

2017/18



STUDENTENWERK
LEIPZIG

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STUDENTENWERK LEIPZIG

is a service provider with a social mission. We are providing economic and social services for students in order to make sure that you succeed in your studies!

As a solidarity contribution to finance the service offers for students by Studentenwerk Leipzig, every student pays a semester fee to the Studentenwerk. The amount and use are stated in the regulations on the semester contribution (see page 126).

Studentenwerk Leipzig also receives subsidies provided by the Free State of Saxony. The majority of the Studentenwerk Leipzig financing is paid by revenues generated from student restaurants, cafeterias and student halls of residence.

OUR FIELDS OF WORK INCLUDE:

- ✎ student restaurants & cafeterias
- ✎ student halls of residence
- ✎ student funding (BAföG)
- ✎ counselling services
- ✎ services for students studying under special circumstances
- ✎ various other services

WE ARE RESPONSIBLE FOR STUDENTS OF THE UNIVERSITIES AND ACADEMIES LISTED BELOW:

- ✍ Universität Leipzig (Leipzig University)
- ✍ Hochschule für Technik, Wirtschaft und Kultur Leipzig (Leipzig University of Applied Sciences)
- ✍ Hochschule für Musik und Theater “Felix Mendelssohn Bartholdy” Leipzig (University of Music and Theatre Leipzig)
- ✍ Hochschule für Grafik und Buchkunst Leipzig (Academy of Visual Arts Leipzig)
- ✍ HHL Leipzig Graduate School of Management
- ✍ Hochschule für Telekommunikation Leipzig (University of Applied Sciences for Telecommunications Leipzig)
- ✍ Berufsakademie Sachsen / Staatliche Studienakademie Leipzig (University of Cooperative Education Saxony)
- ✍ DPFA Hochschule Sachsen (DPFA University of Applied Sciences Saxony)
- ✍ IBA – Internationale Berufsakademie Leipzig (IBA International University of Cooperative Education Leipzig)

Managing Director: **Dr. Andrea Diekhof**

Chairman of the Administrative Board: **Michael Naber**, student, Leipzig University

CONTACTS

Studentenwerk Leipzig

Anstalt des öffentlichen Rechts (public-law institution)

☐ Goethestraße 6 | Address: PF 10 09 28 / 04009 Leipzig

▷ 0341 - 9 65 95 | info@studentenwerk-leipzig.de

① www.studentenwerk-leipzig.de



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Public Relations / Marketing / Culture / International Issues	Michael Mohr 0341 - 96 59 646 mohr@studentenwerk-leipzig.de



STUDENT HALLS OF RESIDENCE

THE STUDENTENWERK HALLS OF RESIDENCE

There are approximately 5,200 rooms for students at the Studentenwerk student halls of residence. All students enrolled at the higher education institutions associated with Studentenwerk Leipzig (see page 11) can apply for a room in a student hall of residence. All of our student halls of residence have been renovated and vary in size, location throughout the city, and partly also in the living comfort offered.

The predominant type of housing are shared flats for two up to six students consisting of single rooms. In addition to this, a limited number of single apartments are available.

Living at a student hall of residence offers many advantages: it is easy to make contact with other students, the all-inclusive rents are reasonably priced, and the different schools and study facilities are very easily accessible by means of public transport. There are also special rooms available for students with child(ren) and for students with disabilities.

ALL-INCLUSIVE RENTS

Studentenwerk rents are all-inclusive rents that include all additional costs such as heating, water, electricity, domestic waste disposal, furniture, cable / SAT television, Internet access incl. around-the-clock usage (currently 80 GB), use of common rooms, and costs for a janitor on site.

There are no back payments of operating costs!

The security deposit amounts to 300 €.

EQUIPMENT

The rooms are furnished with a bed, desk, chair, wardrobe (partly with top box), and shelving. At the student hall of residence Studentenwohnheim Mainzer Straße 2a you can also rent unfurnished rooms.

Each room has Internet access as well as connectors for cable / SAT television (approx. 30 programmes included). You have to pay the relevant broadcast receiving license (Rundfunkbeitrag) by yourself.

Laundry rooms and bicycle parking spaces are available in all student halls of residence. Shared party kitchens, sports rooms, music rehearsal rooms, and car parking spaces are available in almost all student halls of residence. Student clubs are located at five halls of residence.

Studentenwerk Leipzig / Abteilung Wohnservice / Internationales / IT
(Department for Housing / International Concerns / IT)

⊞ Goethestraße 6 / 3rd floor | Address: PF 10 09 28 / 04009 Leipzig

▷ 0341 - 96 59 880 | Fax 0341 - 96 59 819

wohnen@studentenwerk-leipzig.de

① www.studentenwerk-leipzig.de/en/housing

⌚ **Office hours for consultation and renting:**

Tue 1–5 pm | Thu 9–11 am + 1–3 pm | Fri 9–11 am

Housing Service office **Goethestraße 6 / 3rd floor:**

- ↘ Mainzer Straße 2 and 2a
- ↘ Nürnberger Straße 42–48 / Brüderstraße 26
- ↘ Talstraße 12 a
- ↘ Seeburgstraße 47
- ↘ Mannheimer Straße 5–7
- ↘ Gärtnerstraße 181
- ↘ Titaniaweg 7
- ↘ Bornaische Straße 138, 138 a, b
- ↘ Gutenbergplatz 4
- ↘ Straße des 18. Oktober 17

Housing Service office **Straße des 18. Oktober 23 / room 109:**

- ↘ Johannes-R.-Becher-Straße 3–11
- ↘ Arno-Nitzsche-Straße 40–44
- ↘ Philipp-Rosenthal-Straße 29–33

Housing Service office **Straße des 18. Oktober 23 / room 209:**

- ↘ Straße des 18. Oktober 23–33
- ↘ Tarostraße 12–18





RENTING A ROOM AT A STUDENT HALL OF RESIDENCE

You can apply to Studentenwerk Leipzig for a room at a student hall of residence online immediately upon receipt of your acceptance letter. The tenancy agreement will then be signed at the office of your competent official in charge of the Housing department (SachbearbeiterIn Wohnen) (see table page 17). To this effect, you will need the following items:

- ✂ your current certificate of enrolment / acceptance letter (for presentation)
- ✂ IBAN / BIC of a German bank account for payment of rent and security deposit (direct debit)
- ✂ two passport photographs
- ✂ your identification card or passport

HALL OF RESIDENCE SPOKESPEOPLE

Our residence hall spokespersons and tutors, who are students themselves and live at the student halls of residence, are always willing to listen to your problems and questions, organize community activities and events and thus make sure people live together in harmony at the halls of residence. You will find the names of the residence hall spokespersons in your online tenant account and the display cabinets of the student hall of residence. The tutors offer various events and services for foreign students.

Contact: **Beate Wolff** ▷ wolff@studentenwerk-leipzig.de

ENVIRONMENTAL TUTORS

The Studentenwerk Leipzig environmental tutors provide the residents of our student halls of residence with advice for saving water and electricity and tips concerning waste separation. International students, who are often accustomed to other methods of waste separation and other climatic conditions, may well benefit from the advice and suggestions provided by the Studentenwerk Leipzig environmental tutors. Studentenwerk Leipzig is relying on green electricity in its buildings and facilities – as a result, CO² emissions for just one shared flat can thus be reduced by up to 2 tons per year!

Contact: Beate Wolff ▷ wolff@studentenwerk-leipzig.de



STUDENT CLUBS LOCATED AT THE STUDENTENWERK HALLS OF RESIDENCE

Club 57 UG. "Oase" e.V.

🏠 Student hall of residence | Mannheimer Straße 5-7 / basement

C 4 e.V.

🏠 Student hall of residence | Johannes-R.-Becher-Straße 5
basement / back entrance

① www.c4-leipzig.de

Destille e.V.

🏠 Student hall of residence | Philipp-Rosenthal-Straße 31
basement / back entrance

① www.destille.org

Leipziger Studentenkeller e.V. (StuK)

🏠 Student hall of residence | Nürnberger Straße 42 / at the
corner of Brüderstraße

① www.stuk-leipzig.de

Schwemme e.V.

🏠 Student hall of residence | Straße des 18. Oktober 33
basement / back entrance

① www.schwemme-leipzig.de





Mensa am Park

Uni
Fahrrad
Garage

Carlsplatz

STUDENT RESTAURANTS + CAFETERIAS

OUR STUDENT RESTAURANTS

Studentenwerk Leipzig runs six student restaurants and ten cafeterias in various university locations throughout Leipzig.

Our student restaurants and cafeterias offer a large range of tasty, good value meals: daily-changing dishes, pasta with various sauces, grilled dishes or dishes prepared in a wok, vegan and vegetarian food, salads, and desserts. Furthermore, the cafeterias offer good breakfast and snack deals, and in the afternoon you are welcome to come in and enjoy a piece of cake and a latte macchiato. Children (1–10 years old) of students of Leipzig's nine universities and academies can get one free warm meal per day and per child at the student restaurants run by Studentenwerk Leipzig. (see page 66)

All our facilities provide barrier-free access.

The student restaurant **Mensa am Park [1]** near the campus of Augustusplatz is the biggest student restaurant of Studentenwerk Leipzig. Here we offer a diverse range of food where you yourself can put together your own dish from various components. Various main components such as fish or meat can be combined with different side dishes, and at the so-called “Pastarondell” you can select between different types of pasta and different pasta sauces that are arranged in a sort of circle. There is also a “quick dish” (“Schneller Teller”) for people in a hurry offered as a full meal complete with main and side dishes. Furthermore, there are dishes prepared in a wok or on the grill, vegetarian and vegan meals as well as fresh salads, pizza, smoothies, various desserts, and beverages. The student restaurant is also open on Saturdays at lunchtime, and from Monday to Thursday non-stop until 7.30 p.m. during the lecture period of the semester.

The student restaurant **Mensa Peterssteinweg [2]** is a popular location south of the city centre. It has two modern dining halls, but you can also eat your lunch in a nice historical refectory, selecting between four dishes and different salads. What is special about this student restaurant is that we offer “mensaVital” dishes here, prepared with lean meat or fish, fresh vegetables and herbs in a low-fat and vitamin-preserving way. Moreover, its general theme has been “sustainability” since 2015.

The concept of the student restaurant **Mensa am Elsterbecken [3]** (situated at the basin of the river Elster) on the campus of Jahnallee is based on the one of the Mensa am Park. The

student restaurant remodelled in 2011 is particularly bright and friendly thanks to its generously sized windows on the upper floor. At the generously dimensioned serving area, components can be taken freely thus allowing a maximum of combination and selection that is further complemented by a pasta counter as well as by wok, grill and pizza dishes.

At the **Mensa Academica [4]** at the so-called Lipsiusbau of HTWK Leipzig, situated at Karl-Liebknecht-Straße, customers can also freely put together their own meals, help themselves at the pasta counter, and choose among the salad and dessert dishes. This student restaurant also offers “mensaVital” dishes. There is an extensive snack menu at the cafeteria. Like our other student restaurants, this is characterized by an inviting and friendly atmosphere.

The student restaurant **Mensaria Liebigstraße [5]** is located on the premises of the Medical School (Medizinische Fakultät) and the University hospital (Universitätsklinikum). There is an interim student restaurant directly next door in order to bridge the time of the remodelling of the old building into a complex consisting of a library, a teaching clinic and the new student restaurant. There is space for 150 customers at the interim dining hall, with the choice between two different dishes. The menu is further complemented by a selection of salads and desserts.

The student restaurant **Mensa An den Tierkliniken [6]** (near the veterinary hospital) is located in a newly constructed building on the premises of the Faculty of Veterinary Science (Veterinär-

medizinische Fakultät). Here, you have the choice between two dishes, one of them without meat; this student restaurant also offers salads and desserts.

The employees of all of the Studentenwerk student restaurants and cafeterias are always open to suggestions and requests. Customers can pass on any praise or criticism either directly to the respective student restaurant or cafeteria management or via E-mail. Furthermore, there are feedback cards available in all of the student restaurants and cafeterias.

For the current Mensa menu:

① www.studentenwerk-leipzig.de/en/mensa-menu

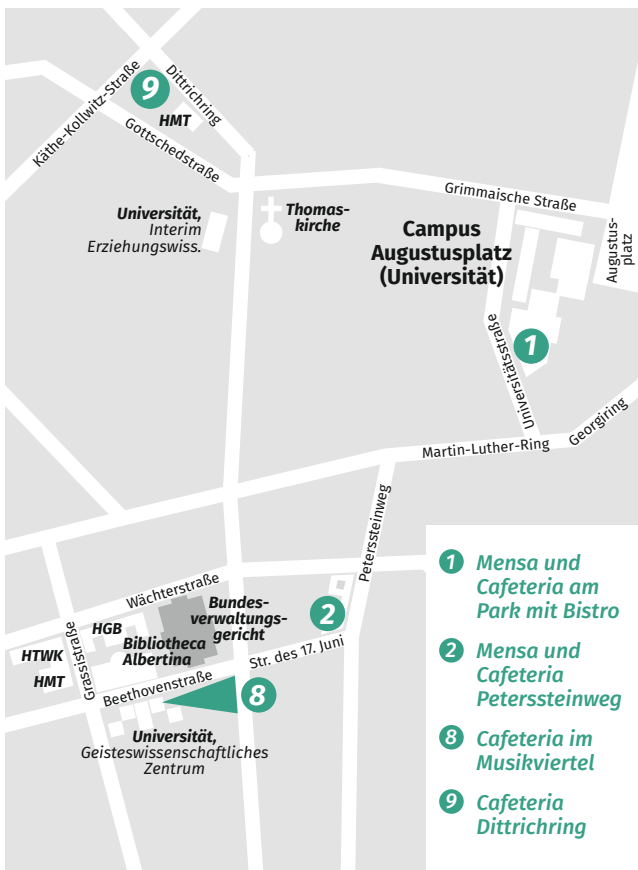
Praise + Criticism:

▷ lob-und-kritik@studentenwerk-leipzig.de

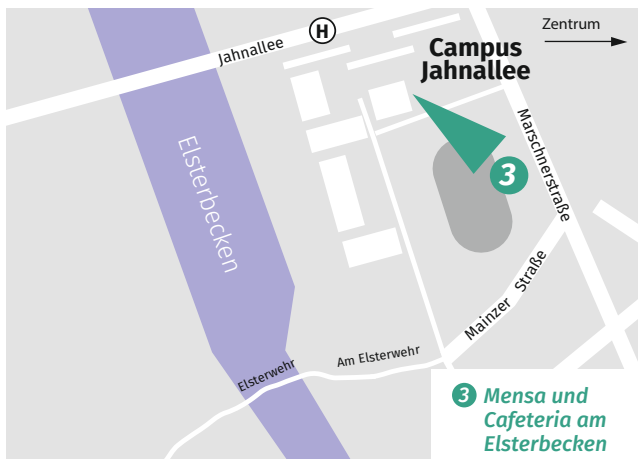


OVERVIEW

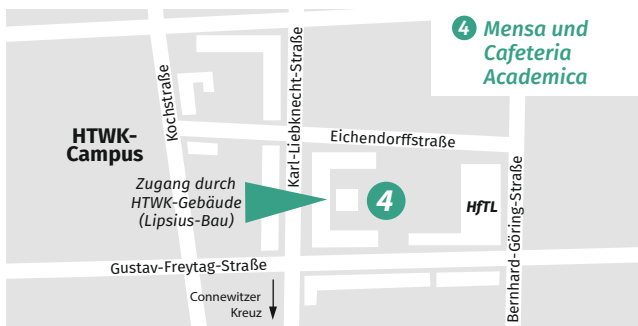


CITY CENTER

CAMPUS JAHNALLEE



HTWK-CAMPUS



SOUTH-EAST LEIPZIG

OPENING HOURS OF THE STUDENT RESTAURANTS AND CAFETERIAS DURING THE LECTURE PERIOD

[1] Mensa am Park | Universitätsstraße 5 / 04109 Leipzig

Cafeteria	Mon–Thu 8 am–5.30 pm Fri 8 am–4 pm
student restaurant	Mon–Thu 10.45 am–7.30 pm
	Fri 10.45 am–2 pm Sat 11 am–2 pm
Bistro	Mon–Thu 7 am–4 pm Fri 7 am–2 pm

[2] Mensa Peterssteinweg | Str. des 17. Juni 2 a / 04107 Leipzig

Cafeteria	Mon–Fri 8 am–2 pm
Lunch	Mon–Fri 11 am–2 pm

[3] Mensa am Elsterbecken | Marschnerstraße 29 c / 04109 Leipzig (Campus Jahnallee)

student restaurant	Mon–Fri 11 am–2 pm
Coffee Isle, dining hall 1st floor	Mon–Fri 9 am–2 pm
Cafeteria	Mon–Fri 9 am–6 pm

[4] Mensa Academica | Karl-Liebknecht-Straße 145 / 04277 Leipzig

Cafeteria	Mon–Thu 8.30 am–4.30 pm
	Fri 8.30 am–3 pm
Lunch	Mon–Fri 11 am–2 pm

[5] Mensaria Liebigstraße 25 / 04103 Leipzig

Cafeteria	Mon–Fri 9 am–2 pm
Lunch	Mon–Fri 11 am–2 pm

[6] Mensa An den Tierkliniken 5 / 04103 Leipzig

Cafeteria	Mon–Thu 7.30 am–2.15 pm Fri 7.30 am–2 pm
Lunch	Mon–Fri 11 am–2 pm

[7] Cafeteria Philipp-Rosenthal-Straße 33 / 04103 Leipzig

Cafeteria	Mon–Fri 8.30 am–2 pm
Lunch	Mon–Fri 11 am–1.30 pm

[8] Cafeteria im Musikviertel | Beethovenstr. 15 / 04107 Leipzig

Cafeteria	Mon–Thu 9 am–6 pm Fri 10 am–3 pm
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[9] Cafeteria Dittrichring 21 / 04109 Leipzig

Cafeteria	Mon–Thu 8 am–6 pm Fri 8 am–3 pm
Lunch	Mon–Fri 11.30 am–1.30 pm

Cafeteria Schöner Straße 113 a / 04207 Leipzig

Cafeteria	Mon–Fri 8.30 am–3.45 pm
Lunch	Mon–Fri 11 am–2 pm

In coordination with the respective schedules for the academic year, the opening hours of these facilities may change, they will be adjusted according to current demand.

In this regard, please, take note of our notices and our publications in the Internet under:

① www.studentenwerk-leipzig.de/en/student-restaurants-cafeterias

CASHLESS PAYMENT

Payment in all student restaurant is done cashless using a Mensacard (Mensakarte), Unicard, HHL-Card, BA-Card, HfTL-Card or HTWK-Card. These cards have to be topped up at the recharging terminal by means of 5 / 10 / 20 / 50 € worth of cash. Recharging terminals are available in all student restaurants. The maximum amount for topping up is 108 €. At the cafeterias, topping up is possible at the cash register starting from an amount of 5 €.

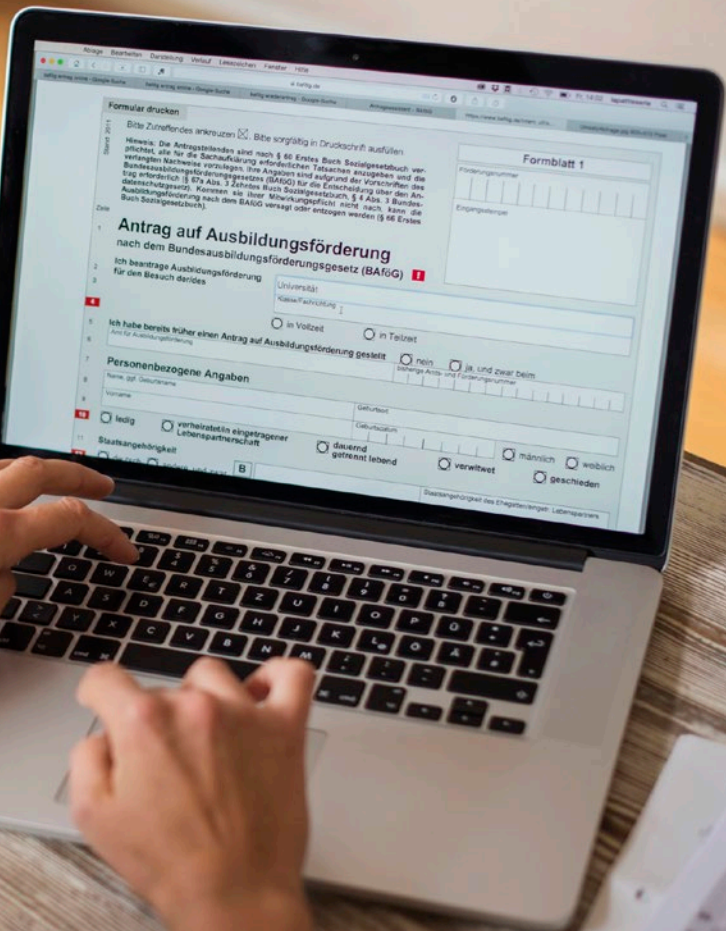
If you do not have an electronic student card, you will receive a Mensacard for students (Mensakarte für Studenten) at the Studentenwerk at the SSZ (see page 76), employees of Leipzig University, HGB and HMT will receive a Mensacard for staff (Mensakarte für Bedienstete). Eligibility to receive this card has to be verified by presenting a valid student or service card, respectively; these will also have to be presented in order to extend the validity period of your Mensacard at the SSZ after the card's expiry. When the cards are first issued, name and birth date (and the identification number of University employees, as the case may be) will be registered.

For any issues or queries concerning cashless payment at the student restaurants and cafeterias you should contact the manager of the respective facility or write an E-mail to Gerald Hoffmann: ► g.hoffmann@studentenwerk-leipzig.de

Please note: The Geldbörse (a partition on your card meant for paying at the student restaurants only) has a separate number only visible during payment transactions on the displays of the cash registers and recharging terminals. It is imperative that you write down this number because card number and Geldbörse number are not identical! If you lose your card, it is only possible to disable the card and reimburse the remaining balance if you can state the respective Geldbörse numbers! Therefore – definitely write down those numbers!







STUDENT FUNDING

STUDYING USING BAFÖG FUNDING

Amt für Ausbildungsförderung (Department for Grants)

△ Goethestraße 6 / 1st + 2nd floor

Address: Studentenwerk Leipzig / Anstalt des öffentlichen Rechts
Amt für Ausbildungsförderung / PF 10 09 28 / 04009 Leipzig

▷ 0341 - 9 65 95 (switchboard)

bafoegamt@studentenwerk-leipzig.de

① www.studentenwerk-leipzig.de/en/bafoeg-financing

⊖ **Office hours:**

Tue 1–5 pm | Thu 9–11 am

or following prior appointment via telephone.

Outside these office hours, the BAföG Service office will be open.

BAföG-Service

△ Goethestraße 6 | SSZ (Student Service Center)

⊖ **Office hours:** Mon + Wed 12 noon–3 pm | Tue 9–11.30 am

Thu 1–4 pm | Fri 9 am–12 noon

Funding in accordance with the German Federal Education and Training Assistance Act (Bundesausbildungsförderungsgesetz “BAföG”, a German law concerning the promotion of education) is meant to enable young people to receive education and training corresponding to their skills and interests. It is granted whenever a student’s financial means for that purpose are insufficient and education or training becomes eligible for funding. There are a lot more students who would be eligible to receive BAföG funding than those who are currently actually submitting an application for such funding.

Foreign students in possession of a valid residence permit as well as people with an approved asylum status may also apply for funding in accordance with the Bundesausbildungsförderungsgesetz (BAföG), provided certain requirements are met; these can be found under § 8 of the Bundesausbildungsförderungsgesetz (BAföG).

A consultation with **the Amt für Ausbildungsförderung (Department for Grants)** will be worth your while! Studentenwerk Leipzig is responsible for supporting and funding the education of the students of Leipzig’s universities and academies in accordance with BAföG.

If you consider studying, you will also want to know how to provide financial security regarding your studies. At the Department for Grants (Amt für Ausbildungsförderung), not only students who are already enrolled, but anyone who is interested, can obtain relevant information. The department’s em-

employees give advice on matters such as educational funding in accordance with BAföG (for instance, preliminary calculations can be made), other options to be used in addition to BAföG funding and information on other social service institutions students can turn to.

Furthermore, at the **BAföG Service** office you can: collect form sheets and pre-printed forms, hand in applications, hand in further documents needed, get assistance when filling out applications.

RECEIVING BAFÖG FUNDING WHILE STUDYING ABROAD

Students may receive educational funding while studying abroad. According to BAföG (German Federal Education and Training Assistance Act), funding for studies abroad will be granted if

- ✍ such studies are considered conducive at this stage in a student's career and if the studies carried out abroad could at least in part be counted as credits towards the studies carried out at home;
- ✍ education and training are carried out at an acknowledged institution of higher education (all across the world)
- ✍ as part of the cross-border collaboration between a German and a foreign educational institution, successive and interrelated courses pertaining to a unitary education and training are alternately provided by the German and the foreign educational institution.

Studying at a university or academy within the EU and in Switzerland can be funded until completion of the course of study. If the education or training is then continued in Germany without having been completed, a maximum of 1 year will be exempt from counting towards the regular period of study (Regelstudienzeit). Students having no claim to services in accordance with BAföG within Germany due to their parents' high income, might, in case of studying abroad, possibly receive BaföG funding for studying abroad (Auslandsbafög) due to additional higher overseas allowances and reimbursement of travel expenses.

Applications for funding when studying abroad should be submitted at least 6 months prior to the start of the education or training abroad to the Department for Grants (Amt für Ausbildungsförderung) responsible for the respective country abroad, as processing these applications is very time-consuming. Such applications for funding your studies abroad are processed by different Departments for Grants.

You will find further information on which department is responsible in which case under:

① www.studentenwerke.de + www.bafög.de

DEUTSCHES STUDENTENWERK LOAN FUND

Resources from the Deutsches Studentenwerk Loan Fund (Darlehensfonds des Deutschen Studentenwerkes) can be used as an interim financial aid for funding completion of your studies. It is required that the economic hardship, for which proof has to be given, cannot be improved by any other private or public institution or by any other measure.

Applicants must be “needy” (bedürftig) in the sense of BAföG. Resources from the Fund may be paid for a maximum period of 12 months. In order to make use of such loan, a guarantor has to be provided. Repayment into the Fund must be started 6 months following the termination of education or training. For further information contact the department Amt für Ausbildungsförderung where you can also submit your application (see page 40).

SCHOLARSHIPS

Financing studies by means of scholarships is another possible option, with the benefit that you do not have to repay the money later. Here you can find specific information:

① www.studentenwerk-leipzig.de/en/other-funding-options

FINANCIAL SUPPORT PROVIDED BY STUDENTENWERK LEIPZIG

Students in need, who are enrolled at one of the universities for which Studentenwerk Leipzig is responsible, in financial emergencies through no fault of their own, can be helped quickly and unbureaucratically by granting short-term loans.

Here you can find the regulations for this Financial Support:

① [*www.studentenwerk-leipzig.de/en/bafog-finances/financial-support*](http://www.studentenwerk-leipzig.de/en/bafog-finances/financial-support)

You can also get support at the social counselling service:

① [*www.studentenwerk-leipzig.de/en/counselling-social-issues/social-counselling*](http://www.studentenwerk-leipzig.de/en/counselling-social-issues/social-counselling)

STUDENT JOB OFFICE

Studying can be financed by means of various resources. There are many students who earn part of their livelihood by means of their own income. Studentenwerk Leipzig would like to support you in looking for a part-time job and is therefore offering a job placement service already in existence since 1991. Here we help students to find part-time jobs of all kinds. This service is free of charge, both for students as well as for employers (companies and individuals).

All jobs offered can be found at the job portal of Studentenwerk Leipzig (jobvermittlung.studentenwerk-leipzig.de). In order to register with the job portal, personal details and documents are required. However, potential jobs will only be passed on after presenting yourself in person at the job placement centre. For this purpose, authentication by means of your identity card or valid passport will be required. Further information about the vacant position will also be provided. After having decided on a job, the candidates interested in the job will receive the employer's contact details and will have to get in touch with him or her of their own accord.

Student job office

Susann Pianski-Lehmann and Gudrun Stohl

📍 Goethestraße 6 / outside staircase on the right next to the main entrance

▷ 0341 - 96 59 630

jobvermittlung@studentenwerk-leipzig.de

① www.studentenwerk-leipzig.de/en/student-job-office

Jobportal: ① <https://jobvermittlung.studentenwerk-leipzig.de>

⌚ **Opening hours:**

Mon 9 am–1 pm | Tue 2–5 pm | Wed 1–4 pm | Fri 8–11 am



FINANCIAL AIDS + INSURANCES

Financial aids

Arbeitslosengeld II (“Hartz IV”) and Wohngeld

In very rare cases, among other things depending on the individual person's residence permit, foreign students, too, may have a claim to receive unemployment benefits (Arbeitslosengeld) or housing benefits (Wohngeld). As the legal situation in this respect is very complicated, it is recommendable to obtain professional advice from the staff of the Studentenwerk Leipzig Social Counselling Office (Sozialberatung) prior to application for such benefits (for contact data see page 60).

Exemption from Payment of Broadcast Receiving Licence Fees (Rundfunkbeitrag)

Under certain conditions, students can also be exempt from paying these licence fees, for instance if they receive BAföG funding or social security benefits in accordance with SGB II (German Social Code). Exemption from payment can only be effected upon application (by mail) to: ARD, ZDF, Deutschlandradio Beitragsservice, 50656 Köln. For further information regarding the conditions for exemption refer to ⓘ www.rundfunkbeitrag.de or make an inquiry with the Social Counselling Office (Sozialberatung – for contact data see page 60).

Insurances

Statutory Accident Insurance

The statutory accident insurance for students is meant for accidents incurred in casual connection with attendance of an institution of higher education. This also includes participation in university sports, special functions, trips abroad and field trips, provided they have been declared to be university events and are managed by university teaching staff. Furthermore, any accidents occurring while on the direct way to and from higher education institutions are insured. This insurance cover is free of charge. The statutory accident insurance provider is Unfallkasse Sachsen, having its place of business in Meissen, Germany. Immediately after an accident, a “D-Arzt” (Durchgangsarzt, a medical specialist responsible for accidents at work and work-related accidents; available at any emergency centre) is to be consulted, and you have to inform your university or academy. Accidents have to be reported if you are on sick leave following the accident, and also if you only received medical treatment as a result of the accident (without being on sick leave), thus incurring costs. Accident report forms are available under (among others):

① www.unfallkassesachsen.de/service/unfallanzeige/

Accident reports are to be sent to:**Leipzig University**

Frau Dr. Klöß ▷ Nicola.Kloess@zv.uni-leipzig.de

Frau Bock ▷ Anette.Bock@zv.uni-leipzig.de

🏠 Büro für Umweltschutz und Arbeitssicherheit (Office for Environmental Protection and Occupational Safety)

Ritterstraße 24 / room 305 or room 303 / 04109 Leipzig

▷ 0341 - 97 30 360 / -30 363

Leipzig University of Applied Sciences (HTWK)

Herr Schindhelm | Dezernat Technik

🏠 Eichendorffstraße 2

Address: PF 30 11 66 / 04251 Leipzig

▷ 0341 - 30 76 64 01

University of Music and Theatre**“Felix Mendelssohn Bartholdy” (HMT)**

Dr. Ute Fries | Referat Studienangelegenheiten / IT-Dienste

🏠 Grassistraße 8

▷ 0341 - 21 44 620 | ute.fries@hmt-leipzig.de

Academy of Visual Arts Leipzig (HGB)

Claudia Weber | SG Studienangelegenheiten

🏠 Wächterstraße 11

▷ 0341 - 21 35 144 oder 21 35 251

University of Applied Sciences for Telecommunication (HfTL)

Jutta Barthold | ☞ Gustav-Freytag-Straße 43–45

▷ 0341 - 30 62 330

University of Cooperative Education Saxony (BA)

☞ Allgemeine Verwaltung | Schönauer Straße 113 a

Recreational Accident Insurance

Studentenwerk Leipzig has contracted a group insurance for students of the universities and academies falling under the purview of Studentenwerk Leipzig, taking effect as of April 1st 1993, financed via the Semesterbeitrag. This insurance is a worldwide recreational accident insurance (Freizeit-Unfallversicherung), solely covering accidents occurring outside university and not directly on the way to or from university.

For further information, contact:

Studentenwerk Leipzig

Sylvia Groffik

Verwaltungs- und Vertragsrecht (Administrative and Contract Law)

☞ Goethestraße 6 / room 227

▷ 0341 - 96 59 811

Accidents have to be reported immediately to Studentenwerk Leipzig!

Health Insurance

Every prospective or actual student must provide university with an insurance certificate prior to enrolment. This certificate is issued by the statutory health insurance company (gesetzliche Krankenkasse).

Students choosing to have private health insurance must obtain exemption from compulsory student health insurance right from the beginning. This decision is binding for the entire study period.

Family Health Insurance

Getting family health insurance without paying one's own insurance premium is possible if the student's parents or his/her spouse have statutory health insurance. As soon as one of the parents has private health insurance, a family health insurance is only possible in exceptional cases.

Getting family insurance via your parents is only possible until the age of 25. In some circumstances this period may be extended for students who have completed their military or alternative civilian service (Wehrdienst or Zivildienst). If the student's total income exceeds a certain limit, getting family health insurance is not possible. In this respect, different kinds of income are to be considered. For further information contact your health insurance provider.

Student Health Insurance

Students who are not eligible to have family health insurance must obtain student health insurance (as of January 1st 2015, it pays off to compare the different statutory health insurance





providers regarding their different premium rates). Student health insurance expires after the end of the semester during which the final exam has been passed, during which the 14th semester of the same course of study (Fachsemester) is completed or during which the student reaches the age of 30, as the case may be.

In exceptional cases, student health insurance may be prolonged by a period of time during which studying was not possible or only possible to a limited extent, given there is adequate proof of that fact. Further information can be obtained from health insurance providers and at the social counselling.

Options after Expiry of Student Health Insurance

Anyone who cannot obtain student health insurance anymore may obtain continued insurance with a statutory health insurance provider, if the relevant previous insurance periods have been completed. If they study longer than 14 semesters in one course of study or if the age limit of 30 is exceeded, students shall have the opportunity to obtain insurance at a reduced insurance premium until the final exam completing their studies. However, this shall only apply for a maximum period of 6 months. After such period, the normal premium for optional insurance will have to be paid.

Insurance for Employed Students

With regard to student employment the following distinctions apply:

450 € job ("Minijob") (i. e. a minor employment limited to a maximum pay of 450 €)

- ✍ exempt from paying insurance regarding health, unemployment and nursing care insurance
- ✍ subject to compulsory insurance regarding pension insurance (exemption possible upon application)

student job (working student)

- ✍ max. 20 hrs / week, full-time possible during semester break
- ✍ exempt from paying insurance regarding health, unemployment and nursing care insurance
- ✍ subject to compulsory insurance regarding pension insurance

short-term employment

- ✍ 70 calendar days / year or 3 continuous months
- ✍ fully exempt from social insurance

It is recommendable to obtain further information from your respective health insurance company as there may be different provisions in individual cases. The social counselling service provides you with general information on student jobs.





COUNSELLING SERVICES

Studying places high demands on students, everyday student life might turn out to be a big challenge. You are not alone during difficult times in your life; Studentenwerk offers you free help and support.

SOCIAL COUNSELLING

The Studentenwerk Leipzig Social Counselling (Sozialberatung) is a contact point for both, students of all of Leipzig's universities and academies as well as prospective students and students who are already in their final stages to graduation. We offer individual and competent counselling regarding any open questions on how to organize and finance your studies (including student jobs), how to deal with changing living conditions, and how to tackle social or financial challenges. We specifically advise and support:

- ✍ pregnant students and students with child(ren)
(for further information see page 61)
- ✍ students with a disability or chronic disease
(for further information see page 68)
- ✍ international students (for further information see page 90)
- ✍ students who have come to suffer social hardships through no fault of their own.

Our social counsellors offer **individual, free of charge and, if requested, also anonymous counselling**; they are, of course, bound to secrecy.

You can either make an appointment in the internet or come by during open office hours without prior appointment.

Center for Social Services (CSS)

📍 Gutenbergplatz 4 | 4th floor

Student Service Centre (SSZ)

📍 Goethestraße 6 | ground floor

on Wednesdays also at HTWK university

📞 **Counselling hours:**

① www.studentenwerk-leipzig.de/en/counselling-social-issues/social-counselling

▷ 0341 - 9659 -950

Contact person for international students: Jana Kuppardt

▷ kuppardt@studentenwerk-leipzig.de (Counselling in English and German available)

STUDYING WITH CHILD(REN)

Social Counselling for Students with Child(ren)

Studentenwerk Leipzig is offering special services for (future) student parents in order to make sure that they succeed in their studies.

The Studentenwerk Leipzig **Social Counselling (Sozialberatung)** is the central point of contact for future student parents and for students with child(ren); here, they can get advice on any and all questions concerning studying and everyday life with child(ren). They can be shown tailored financing options and provided with suggestions on how to organize their studies while taking care of their child(ren). Our social counsellors dispose of a large network in Leipzig, so you can also get information on options for childcare or other counselling services offered in Leipzig.

On the Studentenwerk Leipzig websites, our social counsellors provide **information material** for pregnant students and student parents for **download**:

① www.studentenwerk-leipzig.de/en/counselling-social-issues/studying-with-children

Twice a year Studentenwerk Leipzig and Leipzig University organize a **family breakfast (Familienfrühstück)** taking place at the student restaurant Mensa am Park. Student couples with child(ren) as well as single-parent students studying at any of Leipzig's universities and academies are invited to attend along with their child(ren). The dates for these events will be published on our websites.

Contact:

Social Counselling (Sozialberatung) | Jana Kuppardt

▷ see page 61

Studentenwerk Leipzig Childcare Facilities

Informationen gibt es unter:

① www.studentenwerk-leipzig.de/en/childcare-facilities

Studentenwerk Leipzig “Kinderladen”

Here, children of students starting from the end of the maternity period until the first day of school are taken care of on an hourly basis (for a maximum period of 1 semester for 3 days a week and 4 hours a day).

Sign-up is done via E-mail, either in the beginning of July for the winter semester, or in the beginning of January for the summer semester.

Mensa am Park

△ Universitätsstraße 5 / upper floor

▷ 0341 - 97 37 915 or 01761 - 96 59 676

kinderladen@studentenwerk-leipzig.de

Ⓢ **Opening hours:** Mon–Thu 8 am–6 pm | Fri 8 am–4 pm

Day Care Centre Kita “Villa Unifratz”

Student hall of residence at Bornaische Straße 138

It is primarily students with child(ren) who are living in this hall of residence. Childcare is provided in the same house, featuring a garden and surrounded by greenery, and can thus be adjusted to the students' individual daily schedule. The childcare offered caters to children starting from 1 year of age until school enrolment; there is a maximum of 30 places.

If you are interested, please contact:

the manager of the childcare facility *Kerstin Schäfer*

▷ 0341 - 33 83 488 | villa@studentenwerk-leipzig.de

the official in charge of the Housing Department

(Sachbearbeiterin für Wohnen) *Lucie Schumacher*

⬢ Goethestraße 6 / 3rd floor / room 303

▷ 0341 - 96 59 880

On the website ⓘ www.studentenwerk-leipzig.de you will find a form for a non-binding request for admission to the day care centre.



Integrated Kindergarten “EinSteinchen”

Brüderstraße 14

This kindergarten built by Studentenwerk Leipzig and offering places for 113 children from the age of six months until school enrolment is located near the campus of Augustusplatz.

The entity responsible for this facility is the company Fröbel Sachsen gGmbH, implementing an open concept in close partnership with and involvement of the parents. This primarily science-oriented kindergarten also offers themed rooms for playing and discovering on a surface of approx. 700 sqm.

Kindergarten places are primarily allocated to children of all students attending the universities and academies associated with Studentenwerk Leipzig.

Manager Annett Gräber

▷ 0341 - 24 63 93 74 | graeber@froebel-gruppe.de

Kindergarten “Am Gutenbergplatz”

Gutenbergplatz 4 / Center for Social Services

Studentenwerk Leipzig had another day-care centre built at Gutenbergplatz, close to the city centre. This facility is run by FRÖBEL Sachsen gGmbH. Here, an artistic creative concept is applied.

The day nursery for children starting from an age of 6 months is offering places for 45 children, and at the kindergarten section 90 children of the ages between 3 and 6 years can be taken care of. This facility is located at the newly built Center for Social Services run by Studentenwerk Leipzig.

Places here are primarily allocated to children of all students attending the universities and academies associated with Studentenwerk Leipzig.

Manager Tilo Berger ▷ berger@froebel-gruppe.de

① www.studentenwerk-leipzig.de/en/childcare-facilities

Children's Mensa Card and Children's Meals

Studentenwerk Leipzig supports students with child(ren) by means of a children's Mensa card (Mensa-Kinderkarte). This card entitles children of students of Leipzig's nine universities and academies, starting from the 1st birthday until reaching the age of 10, to receive one free warm meal per day and per child at the student restaurants run by Studentenwerk Leipzig. As a prerequisite for using the children's Mensa card, simultaneously one meal or at least two side dishes or a salad dish have to be purchased for one of the parents. Important note: In all its student restaurants, Studentenwerk Leipzig is providing special children's plates (Kinderteller), which are mandatory to be used for the meals of your children.

You can obtain the children's Mensa card at the Studentenwerk Leipzig Social Counselling Office.

For further information about the children's Mensa card and the children's meal refer to:

① www.studentenwerk-leipzig.de/en/counselling-social-issues/studying-with-children

Studentische Eltern Leipzig e.V.

This student parent initiative, which in 2009 was changed from the working group "AG Studentische Eltern" (AG) into a registered association (e.V.), is offering numerous services for students with child(ren) of all of Leipzig's universities and academies. In addition to counselling services in case of issues with your studies, the focus is on establishing a network among students who are parents.

▷ verein@studentische-eltern.de

① www.studentische-eltern.de

The so-called **Zappelkiste** situated at Nürnberger Straße 42, is a childcare initiative of the registered association Studentische Eltern e.V.:

- ↘ computer workstations with childcare organized by parents among each other
- ↘ meeting, exchanging views, counselling and playing with and among student parents & children

- ✍ relaxing, refueling your energy (nursing and relaxation rooms, kitchen)
- ✍ your own assistance is always welcome

⌚ **Opening hours:** Mon–Fri 9 am–6 pm
(or longer, given prior notification)
➤ zappelkiste@studentische-eltern.de
① www.studentische-eltern.de

STUDYING WITH A DISABILITY OR CHRONIC DISEASE

Counselling and Support Services

Students with disabilities or chronic diseases can seek advice regarding study-related issues, in particular in terms of finance or organization, at the Social Counselling (Sozialberatung). They have the option of being assisted in everyday student life by volunteers. In addition to that, rented laptops are available, if needed. Students with impairment can also rent accessible rooms in the student halls of residence run by Studentenwerk Leipzig.

For further information refer to:

① www.studentenwerk-leipzig.de/en/counselling-social-issues/studying-with-a-disability

Commissioners for Students with Disabilities of the Different Universities and Academies

Leipzig University

Annett Ammer-Wies | ☐ Dittrichring 5-7 | room 005

▷ 0341 - 97 30 482 | behbeauftragt@uni-leipzig.de

① www.uni-leipzig.de/+smb

Leipzig University of Applied Sciences (HTWK)

Christiane Rasch | Stabstelle Diversity / Inklusion und Familien-gerechte Hochschule

☐ Eichendorffstraße 2

▷ 0341 - 30 76 86 55 | christianerasch@htwk-leipzig.de

University of Music and Theatre

“Felix Mendelssohn Bartholdy” (HMT)

Dr. Ute Fries | Referat Studienangelegenheiten / IT-Dienste
(Department for Student Affairs / IT Services)

☐ Grassistraße 8

▷ 0341 - 21 44 620 | ute.fries@hmt-leipzig.de

Academy of Visual Arts Leipzig (HGB)

Bernd Schulz | ☐ Wächterstraße 11

▷ 0351 - 46 77 339 | baschulz@slub-dresden.de

University of Applied Sciences for Telecommunication (HfTL)

Dipl.-Ing (FH) Anke Olsen | ☐ Gustav-Freytag-Straße 43-45

▷ 0341 - 30 62 270





STUDENTENWERK LEIPZIG PSYCHOSOCIAL COUNSELLING

Studying itself as well as student life may involve great demands and challenges. It is therefore not abnormal that one has difficulties studying, personal conflicts, or is mentally stressed.

Whether you ...

- ✍ doubt that you chose the right field of study
- ✍ are afraid of examination
- ✍ have stress or self-doubt
- ✍ tend to postpone things
- ✍ have problems finishing your studies
- ✍ fight with your partner
- ✍ have difficulties finding friends
- ✍ suffer from depressive moods
- ✍ have fears / inhibitions
- ✍ experienced violence or sexual assault
- ✍ have problems with alcohol or drugs
- ✍ have problems because of mental disorders

... or are stressed by other issues, you can contact us at any time and will be given professional advice and individual support in solving your personal problems!

Psychosocial counselling offered by Studentenwerk Leipzig is done in cooperation with the Leipzig University's Medical School (Medizinische Fakultät), represented by the Clinic and Polyclinic for Psychosomatic Medicine and Psychotherapy (Klinik und Poliklinik für Psychosomatische Medizin und Psy-

chotherapie) of Leipzig University Hospital (Universitätsklinikum Leipzig). As a result, we not only provide a high standard of counselling, but also good access to the latest therapeutic developments. Studentenwerk Leipzig, counsellors and students work closely together in regularly evaluating the quality of our counselling services and adjusting it to student needs. This counselling service is free of charge and can be used by the students of all of Leipzig's nine universities and academies.

Individual Counselling

In case of personal conflict or crisis situations or if you are experiencing difficulties impeding the continuation of your studies (such as working disorders, procrastination and test anxiety), if you have other study-related problems, and in case of personal problems (e.g. relationship problems, depressed moods, lack of self-esteem), you can make use of individual counselling with prior appointment or come by during open office hours.

Group Counselling

Here you can get expert advice and psychological support and benefit from the helpful exchange of experiences with other students in:

- closed groups, e.g. regarding test anxiety, working disorders / procrastination and stress during your studies

- ✍ Open groups and workshops on various topics, e.g. difficulties when graduating and for international students.

You will find all the current information regarding our services as well as the different counselling locations and procedures under:

① www.studentenwerk-leipzig.de/en/counselling-social-issues/psychosocial-counselling

Please note:

In addition to Studentenwerk Leipzig, the Student Councils (StudentInnenRäte), too, are offering counselling for students dealing with psychologically problematic situations. Late at night, students of all the universities and academies also have the opportunity to talk about their worries via telephone calling the so-called Nightline. You can get a great deal of information on self-help and support groups at the Selbsthilfekontakt- und Informationsstelle (SKIS; a self-help contact and information office) of the city of Leipzig.

-
- ✍ www.uni-leipzig.de/+psychologische-beratung
 - ✍ <http://stura.uni-leipzig.de/psychosoziale-beratung>
 - ✍ www.stura.htwk-leipzig.de/de/studierendenrat/service/psychosoziale-hilfen/
 - ✍ www.zls.uni-leipzig.de/psychologischeberatungsstelle.html
 - ✍ <http://leipzig.nightlines.eu/>
 - ✍ www.leipzig.de/selbsthilfe/
 - ✍ www.geistreich.de

LEGAL ASSISTANCE / LEGAL ADVICE

Legal Assistance

Legal assistance for students is provided on behalf of Studentenwerk Leipzig and is being financed by the Semesterbeitrag (a fee for social benefits).

Lawyer's office Anwaltskanzlei Eva Poppe

📍 Hainstraße 20-24

☎ 0341 - 21 13 747 oder 0341 - 96 00 232

🕒 **Consultation hours:** Tue 4-6 pm

Legal Advice

Students may also obtain brief legal information regarding any problems arising from their individual living conditions directly at Studentenwerk Leipzig. This information cannot be given via telephone or in writing. Detailed legal advice and assistance, however, is not provided here.

Sylvia Groffik

📍 Goethestraße 6 / room 227

☎ 0341 - 96 59 811 | groffik@studentenwerk-leipzig.de

🕒 **Consultation hours:**

Tue 9-11.30 am + 1-5 pm | Thu 9-11 am + 1-3 pm | Fri 9 am-12 noon

STUDENTENWERK AT THE SSZ

The following services and information are available at the office of the Studentenwerk at the SSZ (Student Service Centre; Studentenwerk im SSZ):

- ✍ information on all the services Studentenwerk is offering
- ✍ sale of the ISiC
- ✍ issue and return of student restaurant cards (Mensakarte), validation
- ✍ issue and return of provisional cards (Übergangskarte) for foreign students
- ✍ receipt of applications for cultural funding
- ✍ certification of copies of the BAföG-Bescheid (the notification on whether or not you will receive BAföG funding) for Rundfunkbeitrag (the fee collection centre collecting the broadcast receiving license imposed in Germany) and the like

Ute Otto | ☞ Goethestraße 6 / ground floor
at the Studenten Service Zentrum (SSZ)

▷ 0341 - 96 59 850

🕒 **Opening hours:**

Mon + Wed 12 noon–3 pm | Tue + Thu 9 am–5 pm | Fri 9 am–12 noon

STARTING YOUR CAREER / FOCUS ON PRACTICAL APPLICATION

Career Guidance Provided at the Agentur für Arbeit Leipzig

The counsellors for graduate professions – a contact point for high-school graduates, specialized secondary school students, university students and university graduates – the **Berufsinformationszentrum (BIZ – Career Information Centre)** and the **Stelleninformationsservice (SIS – Job Information Centre)** are located at

Agentur für Arbeit Leipzig (Employment Agency)

⬢ Georg-Schumann-Straße 171–175 (Axis-Passage)

▷ *Appointment: 0800 - 4 55 55 00 (free hotline)*

⌚ **Opening hours:** Mon–Fri 8 am–12 noon | Tue 8 am–6 pm

① *www.arbeitsagentur.de*

⌚ **BIZ and SIS Opening hours:**

Mon + Wed + Thu 8 am–4 pm | Tue 8 am–6 pm | Fri 8 am–12 noon

Services offered by the counsellors for graduate professions:

- ✍ career and course guidance for high-school graduates, specialized secondary school students, university students and university graduates
- ✍ individual counselling for students in terms of organizing their studies closely oriented to the labour market

- ✍ events for career orientation regarding employment areas for university graduates / finding professional goals

The events schedule is published once per semester and is available on site at the universities or academies. It can also be found on the homepage of the employment agency under:

① www.arbeitsagentur.de/leipzig/Veranstaltungen

In case you don't have sufficient knowledge of the German language, you should take along somebody who can assist you in communicating with the counsellors.

Additional:

Counselling for students and university graduates

⏏ at the Career Service of Leipzig University (see page 79)

⌚ **without appointment:** Tue + Wed 10 am–12 noon

⌚ **with appointment:** Tue + Wed 1–4 pm

⏏ at the HTWK Leipzig

Karl-Liebknecht-Straße 132 / Geutebrück-Bau / G113

⌚ Thu 10 am–3 pm (only with appointment)

▷ career.office@htwk-leipzig.de

Career Guidance at the university Leipzig

Career Service of Leipzig University

Counseling for international students

📍 Nikolaistraße 6–10 / 3rd floor

Susanne Wagner

▷ 0341 - 97 30 044 | careerservice@uni-leipzig.de

① www.uni-leipzig.de/careerservice + www.uni-leipzig.de/jobportal

🕒 Service hours:

Mon 10 am–1 pm | Tue–Thu 10 am–3 pm

The Career Service of Leipzig University serves as contact for all questions regarding starting your career and focusing on practical application during your studies. Free counselling, qualification and information services will prepare you early on for the transition from student life to the working environment, offer orientation and open up new perspectives for your individual career. Moreover, by building networks with potential employers, an important link between studying and professional practice is created. In doing so, you will get the opportunity to make new contacts already during your studies, to acquire career-relevant experiences and to gain an insight into different occupational areas.



MOBILITY

MDV-VOLLTICKET

By means of the so-called “**MDV-Vollticket**”, Studentenwerk Leipzig is making students mobile. This ticket allows students to use all buses and trains operated by MDV (Mitteldeutscher Verkehrsverbund – Central German Transportation Association) around the clock for one semester. Your valid student card containing the MDV logo also serves as your ticket.

The area covered by MDV services comprises an area of 120 kilometers going from east to west and of 80 kilometers from north to south, including the whole region around Leipzig and Halle. In addition to urban public transportation provided in Leipzig and Halle, seven commuter train lines, numerous regional train and express lines as well as approximately 500 bus lines are at your disposal.

MDV-Vollticket is a collectively funded ticket; every student must pay the amount of 121 € per semester (academic year of 2017 / 18) for the MDV-Vollticket along with the Semesterbeitrag (a fee for social benefits payable every semester).

Under the section “Informationen zum MDV-Tarif” (information about MDV fares) under ① www.mdv.de/service/downloads/ MDV is offering the latest information on fare conditions regarding the MDV ticket for your reference.

EXEMPTION FROM PAYMENT + PRO-RATA REIMBURSEMENT

Exemption from Payment for disabled people

Severely disabled people who are entitled to free transportation in local public transport (ÖPNV) in accordance with Sozialgesetzbuch SGB IX (German Social Code) (in possession of the supplementary sheet containing a relevant stamp of validity) and provide adequate proof thereof are exempt from payment. For this purpose, the severe disability pass and the supplementary sheet containing a relevant stamp of validity (Beiblatt mit Wertmarke) and your student card must be presented to Studentenwerk Leipzig for each semester to:

Uta Niedenführ | Abteilung Rechnungswesen (Accounting Department)

📍 Goethestraße 6 / room 215

📧 niedenfuehr@studentenwerk-leipzig.de

🕒 **Office hours:**

Tue 9–11.30 am + 1–5 pm | Thu 9–11 am + 1–3 pm | Fri 9 am–12 noon

Pro-rata reimbursement of the fee paid for the MDV semester ticket upon disenrollment during the course of the ongoing semester

The Beitrag for the MDV semester ticket may be reimbursed on a pro-rata basis if the date of disenrollment is a date within

the ongoing semester. In this case, the corresponding application must be submitted in writing to Studentenwerk Leipzig using the relevant form sheet. In addition to such application, you must also produce the disenrollment certificate (Exmatrikulationsbescheinigung) of your university or academy as well as your student card. Pro-rata reimbursement of the fee paid for the semester ticket can only ever be effected for each full month of the semester ticket not being used.

The application must be submitted to Studentenwerk Leipzig using the relevant form sheet:

① www.studentenwerk-leipzig.de/en/semesterticket

TRANSPORT OF A BICYCLE

Students in possession of a valid student card may take along their bicycle free of charge in LVB buses und trams on a daily basis (also on weekends and public holidays), but only between 7 pm and 5 am, provided there is enough space to do so. **During the day between 5 am and 7 pm you will need an extra ticket for taking along your bicycle in the LVB buses and trams.** However, you should always use this service in a considerate and respectful way and not insist on it at all cost. Should there ever not be enough space for taking along your bicycle, we suggest to maybe just wait for the next tram ...

In the local trains in the entire area covered by MDV it is allowed to take along your bicycle free of charge at any time of the day.

MOBILITY FUND

Every student pays an amount of 1.50 € into the Mobility Fund (Mobilitätsfonds), along with his or her Semesterbeitrag. The Mobility Fund may be used to fund student projects / contributions for complementing the semester ticket, notably in order to support students going by bicycle.

All students of the associated universities and academies may file applications to this end. As a general rule, the benefit of any such solicited projects is to be affirmed by the relevant competent student department representatives and / or student council [Fachschaftsrat / Studentenrat].

The decision about the allocation of funds lies with the Semesterticketausschuss (STA – Semester Ticket Committee).

Submission of applications for further Mobility Fund projects:

△ Studentenwerk Leipzig | Semesterticketausschuss
PF 10 09 28 / 04009 Leipzig

Do-it-yourself Bicycle Repair Shops

The Mobility Fund is, among other things, used to fund two do-it-yourself repair shops for students. They offer expert assistance by staff on site when repairing your bicycle.

Every student paying the Semesterbeitrag to Studentenwerk Leipzig can make use of these facilities. For that purpose, you have to present your student card containing an up-to-date MDV logo!

Repair shop Werkstatt des Villa e.V.

📍 Lessingstraße 7

🕒 **Opening hours:**

Mon–Thu 4–7 pm (except on public holidays)

Repair shop Fahrradselbsthilfewerkstatt "Die Radgeber"

📍 Leplaystraße 5

🕒 **Opening hours:**

Mon–Fri 10 am–7 pm (except on public holidays)

"Leipzig mobil" for students

By means of Leipzig mobil, students who own a valid MDV-Volticket can make use of the car sharing and bike sharing services offered by Leipziger Verkehrsbetriebe.

Car and bike sharing with no need for additional contracts

"Leipzig mobil" provides for the use of car and bike sharing services offered by Teilauto and Nextbike, without needing to conclude direct agreements with both companies. LVB is the only contract partner of the "Leipzig mobil" user – the effect being more flexibility and less bureaucracy.

Low basic fee

Students can simply buy “Leipzig mobil” in addition to their valid MDV-Vollticket. The reduced basic fee for the full service package is only 1 € per month. The contract duration is six months minimum; the contract can be terminated at a month notice afterwards.

Attractive daily and weekly rates for car sharing

“Leipzig mobil” includes favorable daily and weekly car sharing terms. A car in the “Mini” category for instance costs only 45 € for full 24 hours, including 100 kilometers, and only 55 € on weekends and bank holidays.

Ten hours of bike sharing included every month

All “Leipzig mobil” customer get ten hours of bike sharing to use flexibly at no extra charge every month.

Advantages of “Leipzig mobil”

- ✎ All details and bookings in one app
- ✎ Flexible because of short contract duration
- ✎ One monthly bill for all services
- ✎ Mobility stations: all options in one central place

For further information: ① www.l.de/verkehrsbetriebe/pro-dukte/leipzig-mobil oder www.studentenwerk-leipzig.de/semesterticket

Studis on Tour – rental cars for Leipzig

Studis on Tour is a collaboration of Studentenwerk Leipzig and Europcar Autovermietung GmbH to provide students with favorable terms to rent cars or trucks – all over Germany! For example, there is a one-way offer for your move to Leipzig without any additional charges.

How can I rent a Studis on Tour car?

- ✎ Please register in person at the SSZ or one of the Europcar branch offices in Leipzig or write an e-mail to:
 - ▷ studentenwerk@europcar.com.
- ✎ You will then receive a contract number. Use this contract number to log on to ⓘ www.europcar.de/EBE/module/render/geschaeftskunden and book your Studis on Tour rental car.
- ✎ When picking up your car, please verify your student status (student card or certificate of enrolment, even preliminary).





INTERNATIONAL ISSUES + CULTURE

INTERNATIONAL STUDENTS AND STUDYING ABROAD

Points of Contact for International Students

The first point of contact for international students after arriving at their place of study and also during their studies is **the International Center (Akademische Auslandsamt)** of the respective university or academy. For information about the International Center of Leipzig University, please, refer to page 110.

Studentenwerk Leipzig is providing comprehensive care and assistance to international students. We are offering:

- ✎ affordable, furnished rooms at our student halls of residence near campus
- ✎ special assistance at the Studentenwerk Leipzig halls of residence provided by tutors (see page 95) and hall of residence spokespeople (see page 20)
- ✎ a **Buddy programme** where a student already living in Leipzig becomes a sort of mentor to a foreign student thus facilitating his or her start at their new home (see page 95)
- ✎ counselling relating to issues concerning studies, financing, studying with children, studying with

impairment or chronic disease and family at our **Social Counselling office** (see page 60)

- ✍ individual counselling and group meetings in case of difficulties in studying and psychological problems at our **Psychosocial Counselling office** (see page 72)
- ✍ placement of student jobs by our **job placement office** (see page 46)
- ✍ events and **cultural funding** (see page 102)
- ✍ Events for international students, e.g. the **International Café** (see page 96)

Citizens' Registration Office and Foreigners' Registration Office

Every international student originating from a non-EU country must register with one of the Citizens' Registration Offices (Bürgeramt) and with the Foreigners' Registration Office (Ausländerbehörde). Students from EU countries who will only be staying in Germany for up to 3 months only have to go to the **Citizens' Registration Office** in order to register their place of residence. You should take along your passport, your certificate of enrolment, passport photographs, cash, your landlord's confirmation of residence and your tenancy agreement for all visits to the authorities.

Citizens' Registration Offices of the city of Leipzig:

① www.leipzig.de/buergerservice-und-verwaltung

Note: When they are leaving Germany again, all students must deregister with the Citizens' Registration Office!

All students originating from non-EU countries staying in Germany for a period of more than 3 months must apply for a residence permit (Aufenthaltserlaubnis). The residence permit is issued by **the Foreigners' Registration Office**.

Foreigners' Registration Office | ☐ Prager Straße 128 / House B

▷ 0341 - 12 33 310

To arrange an appointment go to:

① www.leipzig.de/auslaenderbehoerde

You need to bring along the following items:

- ✍ passport containing your valid applicant's visa (Bewerbervisum) and / or visa for studying purposes (Visum für Studienzwecke) respectively
- ✍ your certificate of enrolment
- ✍ proof of financial resources for your studies covering at least 1 year
- ✍ proof of health insurance
- ✍ passport photograph (biometric)
- ✍ at least 110 € worth of cash

The social counselling can help you with this procedure.

Insurances for International Students

In the Federal Republic of Germany, health insurance is mandatory for students. Compulsory health insurance is possible for international students as of the first semester. However, they are not subject to compulsory insurance during language classes, even if they are enrolled at a university. At the same time, foreign students are excluded from the obligation to take out insurance, if they are entitled to allowance in kind on the basis of supranational and interstate law. If admission to statutory health insurance is not possible, the student will have to obtain private health insurance. You are only allowed to enrol at university if you can present proof of health insurance.

Citizens of EU countries and of some countries that have entered into relevant intergovernmental agreements may claim health insurance services in the Federal Republic of Germany without having insurance here as a student themselves. This opportunity exists, if you have statutory health insurance in your home country due to your own insurance or due to being insured as a family member. For this purpose, your health insurance provider in your home country must certify your claim to health insurance services by means of a form sheet or a European Health Insurance Card (EHIC). After arrival in the Federal Republic of Germany, you have to take this form sheet to a local health insurance company. There, you will receive a German health insurance certificate, if needed. Medical treatment in Germany is granted upon presentation of your EHIC card or the corresponding form sheet. Furthermore, it

is recommended to obtain third-party liability insurance. This insurance helps in case of damages caused to other persons, objects or the like, by your own fault.

Working a Job while Studying

International students in possession of a residence permit for studying purposes (§16 of the German Residence Act (Aufenthaltsgesetz)) are usually only allowed to work 120 full working days or 240 half-day working days per year. If you have any questions concerning working a side job during your studies, please contact the Social Counselling office (see page 60). If you are looking for a student job, you can make use of our job placement office (see page 46).

More information under:

① www.jugend.dgb.de/studium/beratung/students-at-work

Services Offered for International Students

Approximately 10 percent of Leipzig's students and more than 44 percent of the students living in a hall of residence are foreigners. It is sometimes harder for international students to start their studies in Germany and to succeed in their studies. Therefore, there are special points of contact and special services designated for international students.

Studentenwerk Leipzig Social Counselling

The Studentenwerk Leipzig Social Counselling office (Sozialberatung) is an important contact point. Here you will receive diverse information, for instance regarding financing your studies or working during studies or concerning other services offered in Leipzig.

You will find further information on page 60 or under:

① www.studentenwerk-leipzig.de/en/counselling-social-issues/social-counselling

Tutors for International Students

There are tutors for all international students, especially for student hall residents, assigned on a central basis. Within the scope of this programme, we provide, among other things, detailed information online. We offer numerous events, a **“Buddy programme”** (one-on-one assistance for foreign students) and a **“Geschirrbörse”** providing free table- and kitchenware. Every student hall of residence has a residence hall spokesperson, who is the contact and lives at the respective hall of residence.

The Tutors’ Office and the **“Geschirrbörse”** (events, Internet access) are located at the student hall of residence at Straße des 18. Oktober 33 on the ground floor.

▷ tutoren@studentenwerk-leipzig.de

① www.tutoren-leipzig.de

International Café – Information for international students

The International Café takes place at Mensa Peterssteinweg once every semester for international students to obtain information about various offers concerning studies and living in Leipzig.

Another way for international students to get useful information is an information evening that takes place once a month at Stuk-Café (Nürnberger Straße 42). The event is hosted by tutors of Studentenwerk Leipzig who will provide support to the international students and help with problems and worries surrounding their studies. Dates, times and the main topics will be published on the website of Studentenwerk Leipzig. Studentenwerk Leipzig strives to advance its program for international students. At the moment we are working on establishing an international cooking event. Thus ideas for new events are very welcome. If you have any suggestions or if you are a member of an organisation for international students please refer to:

Ellen Fischer

▷ 0341 - 96 59 664 | fischer@studentenwerk-leipzig.de

WILMA — Welcoming Initiative for Foreign Students studying in Leipzig

This student initiative is meant to help international students, especially exchange students (Erasmus etc.), to have an easier time of finding their way around at university and in Leipzig during their stay and of making contact with German students.

▷ wilma-leipzig@web.de | ⓘ www.wilma-leipzig.de

International PhD Students Initiative of the University of Leipzig

The Initiative offers the PhD students various cultural, social and scientific activities.

▷ dokinfo@rz.uni-leipzig.de

① www.home.uni-leipzig.de/initiative

Studienkolleg Sachsen

At the Studienkolleg Sachsen, young adults, who have a foreign certificate of education and a conditional admission, are prepared for studying at a Saxon university or college. They offer preparatory classes free of charge leading to the qualifying examination (FSP) as well as classes subject to charges leading to the German language university entrance exam for foreign students (DSH). FSP and DSH can be taken after external preparations as well. The Studienkolleg Sachsen furthermore offers a propaedeutic course and German class accompanying the studies as well as a key qualification module for foreign students from all faculties of Leipzig University.

Studienkolleg Sachsen

□ Lumumbastraße 4

▷ 0341 - 97 30 240 | Fax 0341 - 97 30 259 | stksachs@rz.uni-leipzig.de

① www.uni-leipzig.de/stksachs/

Herder-Institut

The Herder Institute is one of the most renowned and long-established institutions in the German-speaking countries in the field of research and teaching of German as a foreign and

second language (DaF/DaZ). They offer a Bachelor and post-graduate Master program in “German as a foreign and second language”. Particularly motivated and qualified graduates in the subjects of German as a foreign language, German as a second language, and German language and literature studies as well as related degree programs are given the possibility to attend one of the five binational master programs in DaF/DaZ, e.g. in collaboration with universities in Curitiba, Guadalajara, Cairo, Stellenbosch, or Hanoi.

Herder-Institut

□ Beethovenstraße 15 / House 1

▷ 0341 - 97 37 505 | Fax 0341 - 97 39 204

ulrike.kersting@uni-leipzig.de

① www.herder.philol.uni-leipzig.de

interDaF e.V. at Herder-Institut of Leipzig University

interDaF is offering language crash courses (2 months) for levels A1 to C1 meant to prepare you for studying at university and ending with a test or exam, as the case may be. In addition to that, there are winter and summer courses (4–6 weeks) as well as a language course specifically designed for foreign academics of the university. Small student groups facilitate intensive work and competent, professional support. The language courses are complemented in an optimum way by phonetics, regional and cultural studies and cultural activities. Preparation for the German Language Examination for Admission to University and for the TestDaF exam (an advanced language examination for German as a foreign language) is also possible.

interDaF e.V. at Herder-Institut of Leipzig University

📍 Lumumbastraße 4

📞 0341 - 97 37 500 | interdaf@uni-leipzig.de

🌐 www.interdaf.uni-leipzig.de

Leipzig Alumni International

This project allows international students to stay in touch with Leipzig University and with their fellow students after the end of their stay in Leipzig; membership is free of charge. Members will receive a newsletter once a year containing information about Leipzig University and about other alumni.

Leipzig University / International Center (Akademisches Auslandsamt)

Leipzig Alumni International | 📍 Ritterstraße 12 / room 407

📞 0341 - 97 32 024 | lai@uni-leipzig.de

🌐 www.uni-leipzig.de/ → Studium → Alumni

Studying and Internships Abroad***Ways of Obtaining Information***

In view of the global labour market it is recommendable to study abroad for one or two semesters. If you want to study abroad, you should make sure to gather detailed information beforehand. You should speak the language of the host country or the language of instruction used at the host university; frequently, you will need to take exams regarding your language skills before starting your studies abroad. For general

information on studying abroad and for information regarding the options for participation in different EU programmes and other exchange programmes, it is best to contact the International Center (Akademisches Auslandsamt) of the respective university or academy or the German Academic Exchange Service (Deutscher Akademischer Austauschdienst – DAAD).

The International Centers of the universities or academies provide information and advice regarding issues concerning studying abroad in general, EU programmes, the award of scholarships, and options for an internship abroad.

Each year, **the German Academic Exchange Service (DAAD)** publishes the brochure “Studium, Forschung, Lehre im Ausland. Förderungsmöglichkeiten für Deutsche” (Studying, Researching and Training Abroad. Funding Options for German Citizens), which is available at the relevant International Center.

You will find further information under:

① www.uni-leipzig.de/→Auslandsaufenthalt + www.daad.de

Important note: If you intend to study abroad, you should try to get a scholarship at least one year in advance and improve your language skills in due time.



International Student Card (ISIC)

By contract with the company Reisedienst Deutscher Studentenschaften GmbH, Studentenwerk Leipzig is authorized to sell the international student card (ISIC). The ISIC is available to students, trainees attending school full-time, and pupils age 12 and up. It is valid for one year from the date of issue. The card allows students to get benefits and special discounts on flight, bus, train, and ferry tickets, accommodations, guided tours, at museums, restaurants, and events. For more information, please visit the website ⓘ www.isic.de.

The international student card is sold by the Studentenwerk at SSZ (see page 76) .

Please bring:

- ✍ your student card
- ✍ a personal document (ID card, passport, or driver's license)
- ✍ a passport picture
- ✍ and 15 €

PROMOTION OF CULTURE

Using the funds provided for the promotion of culture, student events and cultural projects can be supported using the motto "Made by Students for Students" ("Von Studenten für Studenten").

Today's students' cultural life in Leipzig would not be the same without this source of funding. Studentenwerk Leipzig is providing funding for theatre productions, film shootings, concerts, book readings and much more.

Cultural funding is being financed by means of the Semesterbeitrag (fee for social benefits to be paid each semester). The Culture Committee (Kulturausschuss) is charged with the task of realizing cultural funding, being responsible for implementing the Studentenwerk Leipzig guidelines for cultural funding. Normally, the Committee is meeting once a month in order to decide on any applications for cultural funding.

The guidelines for cultural funding (Kulturförderrichtlinien) and the relevant application forms are published on the Studentenwerk Leipzig website; here, you will also find a manual containing details regarding submitting such applications, accounting and the most important deadlines.

If you have any questions concerning cultural funding, we will be pleased to advise you, also in English. Please schedule an appointment by e-mail for this purpose.

Contact: *Angela Hölzel*

☐ Goethestraße 6 / room 206 | ▷ 0341 - 96 59 620

Submission of applications for cultural funding:

Angela Hölzel and Studentenwerk at the SSZ

☐ Goethestraße 6 / ground floor

For application forms and information refer to:

① www.studentenwerk-leipzig.de/en/cultural-funding





LEIPZIG'S UNIVERSITIES AND ACADEMIES

LEIPZIG UNIVERSITY

① www.uni-leipzig.de

Leipzig University is the second largest university in the Free State of Saxony and offers a broad range of disciplines. Founded in 1409, it is the second oldest university in Germany educating students without interruption. Students from 150 countries as well as internationally compatible bachelor and master programmes prove the growing internationalisation of Leipzig University.

Student Service Centre (SSZ)

The Student Service Centre on ground floor of Goethestraße 6 is a central information point of Leipzig University for all students and all prospective students. Here you will find staff of different institutions that can answer your questions about your studies and help you to find your way around at Leipzig University. The SSZ bundles the information and counselling offers of the Student Counselling (Zentrale Studienberatung), the Student Office (Studentensekretariat) and Studentenwerk Leipzig.

You can find more information on SSZ under:

① www.uni-leipzig.de/ssz

Student Counselling at Student Service Centre

📍 Goethestraße 6

▷ 0341 - 97 32 044 | ssz-studienberatung@uni-leipzig.de

① www.uni-leipzig.de/zsb

🕒 **Telephone consultation hours:**

Mon 8–9 am + 3–4 pm | Wed 8–9 am + 3–4 pm | Fri 8–9 am

🕒 **Opening hours:**

Mon + Wed 12 noon–3 pm | Tue + Thu 9 am–5 pm

Fri 9 am–12 noon

The Student Counselling offers various possibilities of information and assistance for applicants for a place at university, candidates for a second degree, applicants without university-entrance diploma (Abitur) and all other interested persons. This concerns especially counselling on:

- ✍ the preparation of studies, the start of studies, change, interruption and graduation in a course of studies
- ✍ study opportunities, structure of studies, graduation, admission requirements (e.g. foreign language requirements), application, study conditions, overview on the contents of the studies
- ✍ application details for programmes with restricted admission
- ✍ progression of studies

Special questions on teaching degrees:

🕒 **Opening hours:**

Mon 1–3 pm | Tue 1–4 pm | Wed 12 noon–3 pm | Thu 1–3 pm
(You will have to make an appointment via E-mail beforehand!)

Further information:

① www.uni-leipzig.de/+lehramt-sprechstunde

Special problems in the teaching degree program:

Consultation in case of doubts and dropout thoughts

🕒 Thu 9–12 am

① www.uni-leipzig.de/+zweifel-im-studium

In addition, you can get detailed information on Leipzig University, all offered disciplines of the University as well as on “hochschulstart.de”.

Student Center

📍 Goethestraße 6 / ground floor, 4th, 5th + 7th floor
04109 Leipzig

🕒 **Opening hours:** Mon + Wed 12 noon–3 pm
Tue + Thu 9 am–5 pm | Fri 9 am–12 noon

↪ *application, admission, enrolment, exchange of study place (Studienplatztausch), change of study programme, re-enrolment, leave of absence, removal from register of students*

- ✍ *coordination of the administration of exams (Prüfungsverwaltung):*
 ◻ 7th floor / room 718 | ▷ 0341 - 97 320 18
- ✍ *Postgraduate studies:*
 ◻ 7th floor / rooms 741/742 | ▷ 0341 - 97 320 26

Academic Affairs

- ◻ Goethestraße 6 / 4th, 6th + 7th floor / 04109 Leipzig
- ⌚ **Office hours upon appointment**
- ✍ *Teaching degrees:*
 ◻ 4th floor / room 405 | ▷ 0341 - 97 320 06
- ✍ *Diploma, Master and Bachelor degrees as well as programmes with ecclesiastical exams or state examinations (except for teaching degrees):*
 ◻ 7th floor / rooms 705/706 | 6th floor / room 619
 ▷ 0341 - 97 320 63 / 0341 - 97 320 07
- ✍ *Postgraduate and graduate studies and their support; Deutschlandstipendium (Scholarship for Germany):*
 ◻ 7th floor / rooms 705/706 | ▷ 0341 - 97 320 09

For specific questions about examination modalities, please, contact your dedicated examination office.

International Center

📍 Goethestraße 6 / 04109 Leipzig

▷ 0341 - 97 320 20

🕒 **Office hours:** Tue 9–11 am + 1–5 pm | Thu 1–3 pm | Fri 9–11 am

🕒 **Office hours during the semester break:**

Tue 1–5 pm | Fri 9 am–12 noon

↘ *EU-Programmes:*

4th floor / room 403 | ▷ 0341 - 97 320 -23 /-22

↘ *University contacts:*

4th floor / room 434 | ▷ 0341 - 97 320 32

↘ *ERASMUS internship:*

4th floor / room 433 | 0341 - 97 320 67

Contact and consultation for international applicants/students

↘ *Application, admission*

Bachelor/state examination/Diplom/Studienkolleg

🕒 Tue 9–11 am + 1–5 pm | 📍 room 432

🕒 Thu 1–3 pm | 📍 SSZ / desk 6

🕒 Fri 9–11 am | 📍 room 402

↘ *Application, admission, assistance*

Master/doctorate

🕒 Tue 1–5 pm | 📍 room 402

🕒 Thu 1–3 pm | 📍 SSZ / desk 6

🕒 Fri 9–11 am | 📍 room 402

↘ *International student support*

🕒 Tue 9–11 am + 1–5 pm | 🏠 room 430

🕒 Thu 1–3 pm | 🏠 SSZ / desk 6

🕒 Fri 9–11 am | 🏠 room. 402

↘ *Telephone service during the application phase at:*

🕒 Mon 9–11 am + 3–5 pm | Thu 9–11 am

➤ +49 341 - 97 320 79 / +49 341 - 97 320 80

Student Council of Leipzig University (StuRa)

🏠 Neues Seminargebäude | Universitätsstraße 1 / 04109 Leipzig

➤ 0341 - 97 37 850 | Fax 0341 - 97 37 859

info@stura.uni-leipzig.de

① www.stura.uni-leipzig.de

🕒 **Consultation hours during the semester:**

Mon–Thu 10 am–6 pm | Fri 10 am–4 pm

🕒 **Consultation hours during the semester break:**

Mon–Fri 11 am–3 pm

Counselling for foreign students

Within the Student Council of Leipzig University (StuRa) the Foreign Students Unit (RAS) represents the interests of all international students and PhD candidates of Leipzig University.

The RAS collaborates with the International Center (Akademisches Auslandsamt), Studentenwerk Leipzig and the University's Commissioners for Foreign Students. The coordinators are the point of contact for all official bodies, e.g. the Foreigners' Registration Office or other authorities of the City of Leipzig.

🏠 Neues Seminargebäude | Universitätsstraße 1 / 04109 Leipzig

▷ 0341 - 97 37 -857 /-863

ras@stura.uni-leipzig.de

① www.stura.uni-leipzig.de/ras

🕒 **Consultation hours:**

Mon 11 am–1 pm + 6–8 pm | Tue 6–8 pm | Wed + Thu 3–5 pm

Service

Service office

Job placement, youth hostel card, counselling on BAföG etc.

🏠 Neues Seminargebäude / room S 011

▷ 0341 - 97 37 851

🕒 **Opening hours:** Mon–Fri 10 am–1 pm | Mon–Wed 2–4.45 pm

Campus-Service

car-sharing/flat-sharing services, renting technological equipment, international telephone / fax service, identity cards (e.g. international student I.D.), ticket sales

🏠 Neues Seminargebäude / room S 004

▷ 0341 - 97 37 855

🕒 **Opening hours:** Mon–Thu 10 am–5 pm | Fri 10 am–3 pm

Further counselling services offered by the student council

The StuRa is offering further counselling services in the following areas. You can find office hours on the Internet or you can also make an appointment via E-mail.

AREA	▷ CONTACT
Social Counselling	sozialberatung@stura.uni-leipzig.de
Legal Counselling	rb@stura.uni-leipzig.de
BAföG Counselling + Job exchange	bafog@stura.uni-leipzig.de
Psychosocial Counselling	ps.b@stura.uni-leipzig.de
students@work	studentsatwork.leipzig@dgb.de

Academic Sports

Centre for Academic Sports | N. N.

🏠 Jahnallee 59 / 04109 Leipzig / house 1 / room T 107

▷ 0341 - 97 30 320 | zfhsekr@uni-leipzig.de

① www.hochschulsport-leipzig.de

LEIPZIG UNIVERSITY OF APPLIED SCIENCES (HTWK)

① www.htwk-leipzig.de

Distinguished university for applied sciences such as engineering, computer science, economics as well as social and cultural studies. This venerable university offers its students an innovative and forward-looking education. Elaborate extension and development on the campus help to constantly improve modernise the working and studying conditions.

Department of Academic Affairs

HTWK Leipzig / Department of Academic Affairs

⬢ Eichendorffstr. 2 | Mailing address: PF 30 11 66 / 04251 Leipzig

⬢ studienangelegenheiten@htwk-leipzig.de

① www.htwk-leipzig.de

🕒 **Office hours:**

1.10.–31.1. + 1.4.–30.6.

Mon 1–3 pm | Tue 1–5 pm

Thu 9.30–11.30 am + 1–3 pm | Fri 9–11 am

1.2.–31.3. + 1.7.–30.9.

Tue 1–5 pm | Thu 9.30–11.30 am

↘ *Student Counselling:* ⬢ 0341 - 30 76 -65 12/ -61 56

↘ *Student Office:* ⬢ 0341 - 30 76 -65 04/ -65 05

↘ *International degree seeking students:* ⬢ 0341 - 30 76 62 98

Foreign Student Office

🏠 Karl-Liebknecht-Straße 132 / 1st floor / room G 110

Mailing address: PF 30 11 66 / 04251 Leipzig

▷ 0341 - 30 76 -66 37/ -62 44 | internationales@htwk-leipzig.de

① www.htwk-leipzig.de/de/internationales/

🕒 **Office hours:** Tue 9.30–11.30 am + 1–3 pm | Thu 9.30–11.30 am
or upon prior appointment

Student Council of HTWK Leipzig

Spokespersons: *Martin Fuhrmann, Nico Zech*

🏠 Karl-Liebknecht-Straße 132 / room 101

Mailing address: PF 30 11 66 / 04251 Leipzig

▷ 0341 - 30 76 62 45 | Fax 0341 - 30 76 70 52

sprecher@stura.htwk-leipzig.de

① www.stura.htwk-leipzig.de

Academic Sports

Consultant: *Herr Pausch*

🏠 Sporthalle Arno-Nitzsche-Straße 29 / 04277 Leipzig

▷ 0341 - 30 26 820 | peter.pausch@htwk-leipzig.de

UNIVERSITY OF MUSIC AND THEATRE
"FELIX MENDELSSOHN BARTHOLDY" LEIPZIG (HMT)

① www.hmt-leipzig.de

One of the leading and most venerable art schools in Europe offering degrees in music and theatre.

Department of Academic Affairs / IT Services

🏠 Grassstraße 8 / 04107 Leipzig

▷ 0341 - 21 44 -620/ -621/ -622/ -623/ -625

🕒 **Office hours:**

Mon + Thu 1.30–3.30 pm | Tue 9.30 am–12 noon + 1.30–3 pm

Fri 9.30 am–12 noon

Responsibilities:

Information on studying, applications, counselling on studies in general, student affairs, teaching programmes, auditing, organization of studies, international degree seeking students

Consultant on foreign affairs:

Birgit Reichelt ▷ birgit.reichelt@hmt-leipzig.de

Student Council of University of Music and Theatre “Felix Mendelssohn Bartholdy” Leipzig (HMT)

- ⬡ Dittrichring 21 / room 3.01 / 04107 Leipzig
- ▷ 0341 - 21 44 763 | studierendenrat@hmt-leipzig.de

Academic Sports

Consultant: *Andreas Kühnel*

- ⬡ Dittrichring 21 / room 3.35 a
- ▷ andreas.kuehnel@hmt-leipzig.de

ACADEMY OF FINE ARTS LEIPZIG (HGB)

① www.hgb-leipzig.de

The Academy of Fine Arts in Leipzig has been on the highest level of education in arts and design for more than 250 years. The degree programs offered comprise the Diplom programs in book art/graphic design, photography, painting/graphic arts, media art, the master class (postgraduate program for artists) as well as the Master study program in “Cultures of the Curatorial”.

Department of Academic Affairs

🏠 Wächterstraße 11 / ground floor / room 24 / 04107 Leipzig
 ▶ 0341 - 21 35 -144/ -251

🕒 **Office hours:** Mon 9.30 am–12.30 pm | Tue–Thu 1.30–3.30 pm

Responsibilities:

Counselling on study programmes, students office, examination matters

HGB Foreign Student Office

Consultant: *Frances Kind*

🏠 Wächterstraße 11 / room 25
 ▶ 0341 - 21 35 155 | aaa@hgb-leipzig.de

Evening Classes

The HGB evening classes provide everyone who is interested and aged 16 or older with the opportunity of developing their creative abilities. In addition, people who are interested in studying at the academy are prepared for the qualifying examination. Students of the master classes at the HGB support the participants as course instructors.

① www.hgb-leipzig.de/abendakademie

① www.facebook.com/abendakademie.hgbleipzig

Student Council of the Academy of Visual Arts Leipzig

△ Wächterstraße 11 | ▷ stura@hgb-leipzig.de

Consultant for international students:

Maximilian Steinborn ▷ maxstein@hgb-leipzig.de

Academic Sports

Consultant: *Jean Drache*

△ Wächterstraße 11 / room 1.46a / 04107 Leipzig

▷ 0341 - 21 35 268 | drache@hgb-leipzig.de

HHL LEIPZIG GRADUATE SCHOOL OF MANAGEMENT

① www.hhl.de

Founded in 1898 and re-established in 1992, today's HHL is a privately funded university offering management training in degrees like Master of Science (M.Sc.) and Master of Business Administration in General Management (MBA) and entitled to grant doctoral and habilitation degrees.

Manager International Relations

Friederike Solga

▷ 0341 - 98 57 45 | friederike.solga@hhl.de

UNIVERSITY OF APPLIED SCIENCES FOR TELECOMMUNICATION LEIPZIG (HfTL)

① www.hft-leipzig.de

The Hochschule für Telekommunikation Leipzig (HfTL) is a university privately owned by Deutsche Telekom. With academic training in full-time, part-time, and co-operative Bachelor and

Master degree programmes, HfTL stands for teaching and research in the field of information and communication technologies and is the only German university with this specialised profile. The accredited Bachelor and Master programmes stand for modern and practical education. Partnerships with universities abroad enable students to varied experience in foreign countries.

Student Counselling

University and Examination Office | *Dipl.-Ing (FH) Anke Olsen*

⬢ Gustav-Freytag-Straße 43–45 / 04277 Leipzig

▷ 0341 - 30 62 123 | Fax 0341 - 30 62 275

service@htf-leipzig.de

① www.hft-leipzig.de

Student Council of the HfTL

⬢ Gustav-Freytag-Straße 43–45 / 04277 Leipzig

▷ 0341 - 30 62 447 | stura@htf-leipzig.de

① www.stura.hftl.de

Academic Sports

Counselling for Academic Sports at the Student Council:

▷ 0341 - 30 62 447

UNIVERSITY OF COOPERATIVE EDUCATION SAXONY (BA)

① www.ba-leipzig.de

The University of Cooperative Education Saxony combines theory and practice in dual study programmes. As an alternative to the traditional university education, sound expert knowledge and practical decision-making and responsibility are imparted within six semesters. Each semester consists of one half at the academy (theory) and one half at the company (practice). The state-owned university of cooperative education combines modern content with a practical approach and the Bachelor degree with professional qualification.

Student Counselling

▷ info@ba-leipzig.de

✎ *Real Estate Management:*

▷ 0341 - 42 743 441

✎ *Bank Management Tax Accountancy / Auditing:*

▷ 0341 - 42 743 440

✎ *Informatics:*

▷ 0341 - 42 743 442

✎ *Information Technology Engineering:*

▷ 0341 - 42 743 342

Student Council

Consultants: *Sarah Klaue, Mathias Gilg*

⬡ Schönaauer Straße 113 a / 04207 Leipzig

▷ 0341 - 42 743 330 (registry) | Fax 0341 - 42 743 331

stura@ba-leipzig.de

Academic Sports

Consultant: *Dr. Christian Thöne*

▷ christian.thoene@ba-leipzig.de

Please note: BAföG applications have to be send to:

⬡ Landratsamt Erzgebirgskreis / Amt für Ausbildungsförderung
Paulus-Jenisius-Straße 24 / 09456 Annaberg-Buchholz

UNIVERSITY OF APPLIED SCIENCES SAXONY (DPFA)

① www.dpfa-hs.de

The DPFA Hochschule Sachsen (university of applied sciences) located in Leipzig was founded in 2012. It is a privately funded institution recognised by the state and offers the degree programme “Pedagogy in childhood”.

DPFA Hochschule Sachsen

run and sponsored by DPFA Schulen gemeinnützige GmbH

⬢ Mahlmannstraße 1–3 / 04107 Leipzig

▷ 0375 - 27 007 -0 | Fax 0375 - 27 007 -42 | info@dpfa-hs.de

Student Counselling

Consultant: *Dennis Krauthausen*

▷ 0152 - 56 07 89 92 | studienberatung@dpfa-hs.de

INTERNATIONAL UNIVERSITY OF COOPERATIVE EDUCATION LEIPZIG (IBA)

① www.internationale-ba.com

The International University of Cooperative Education (IBA) owned by the F+U Unternehmensgruppe GmbH in Leipzig offers a study and education model in collaboration with small and medium-sized companies. In shared weeks, the students attend lectures at the IBA on two days and work the remaining week at the training company, so that theory and practice complement one another. Thus, they lay the foundations for an optimal career entry after graduation. They offer degree programmes in Business Administration (various specialisations) and Social Pedagogy & Management, where you can achieve the Bachelor of Arts within three years or three and a half years.

Student Counselling

- ⬢ Nordstraße 3-15 / 04105 Leipzig
- ▷ 0341 - 14 91 90 90 | info@iba-leipzig.de

Information meetings: every second Wednesday of the month

Please note: BAföG applications have to be send to Studierendenwerk Darmstadt!

REGULATIONS ON THE SEMESTER CONTRIBUTION BY STUDENTENWERK LEIPZIG

dated January 28, 2016

On the grounds of § 110 para 2 and § 109 para 3 of the Act on the autonomy of universities in the Free State of Saxony (Sächsisches Hochschulfreiheitsgesetz – SächsHSFG) as amended in the notification dated January 15, 2013 (SächsGVBl. [Saxon Law and Ordinance Gazette] page 3), modified by Article 11 of the act dated April 29, 2015 (SächsGVBl. [Saxon Law and Ordinance Gazette] page 349), the Studentenwerk Leipzig Board of Directors has adopted the following regulations on the semester contribution (Semesterbeitrag):

§ 1 Obligation to pay the contribution

- (1) To cover the costs incurred by Studentenwerk Leipzig in the course of fulfilling the obligations according to § 1 of the Studentenwerk Leipzig Regulations, Studentenwerk imposes the semester contribution. All students of the universities and academies associated with Studentenwerk Leipzig as well as students of any universities and educational institutions with which corresponding agreements exist shall be obligated to pay the semester contribution.
- (2) The semester contribution shall be payable upon enrolment or renewal of enrolment. It shall be collected free of charge by the universities and academies according to § 110 para 2 clause 6 of Act on the autonomy of universities in the Free State of Saxony (Sächsisches Hochschulfreiheitsgesetz – SächsHSFG). The universities and educational institutions shall give notice about the payment procedure.
If a student is enrolled at more than one of the universities and / or educational institutions mentioned above, the semester contribution shall be payable only once.

§ 2 Calculation and appropriation

- (1) The contribution shall amount to 75.00 € per semester. It shall be used as follows:

Fees for social services/ fee for DSW (Deutsche Studentenwerke)	11.20 €
Contribution to finance the catering companies (student restaurants and cafeterias)	63.80 €
<hr/>	
	75.00 €

- (2) Students of Universität Leipzig (Leipzig University), Hochschule für Technik, Wirtschaft und Kultur Leipzig (Leipzig University of Applied Sciences), Hochschule für Telekommunikation Leipzig (University of Applied Sciences for Telecommunications Leipzig), Berufsakademie Sachsen – Staatliche Studienakademie Leipzig (University of Cooperative Education Saxony), IBA Leipzig Internationale Berufsakademie (IBA International University of Cooperative Education Leipzig) run by F&U Unternehmensgruppe gGmbH, Hochschule für Musik und Theater Leipzig (University of Music and Theatre Leipzig), Hochschule für Grafik und Buchkunst Leipzig (Leipzig Academy of Visual Arts), Handelshochschule Leipzig (Leipzig Graduate School of Management), and of DPFA Hochschule Sachsen – Studienzentrum Leipzig (University of Applied Sciences Saxony) shall pay the following additional amounts for a collectively funded MDV semester ticket (MDV – Central German Transportation Association):

in winter semester 2016 / 17 and summer semester 2017 an amount of	117,00 €
in winter semester 2017 / 18 and summer semester 2018 an amount of	121,00 €
in winter semester 2018 / 19 and summer semester 2019 an amount of	125,00 €

An additional amount of 1.50 € shall be charged for the Mobility Fund.

§ 3 Waiver of payment, exemption

- (1) Payment of the semester contribution may not be waived, reduced or deferred.
- (2) Students on leave of absence who can prove that they are absent from the Leipzig as the place of study for six months and who therefore will not make use of the Studentenwerk services during that semester may be exempted from their obligation to pay the semester contribution upon request. Such request shall be submitted in writing on the provided form to Studentenwerk Leipzig and must be received by Studentenwerk on the last workday before the semester starts for which the exemption is requested at the latest. In case of studies abroad, an official confirmation from abroad of the studies must be enclosed to the request. The same shall apply for any absence from Leipzig as the place of study while staying in Germany. In case of approval, Studentenwerk shall issue a written confirmation to the applicant and inform the respective educational institution of such exemption from the obligation to pay the semester contribution.
- (3) In case of disenrollment or withdrawal of enrolment, Studentenwerk Leipzig may reimburse the semester contribution upon request. Applications for reimbursement shall be made in writing on the provided application form and must be received by Studentenwerk Leipzig before the lecture period of the respective semester starts at the latest. The certificate of disenrollment provided by the respective university and / or confirmation issued by the university regarding the waiver of admission to university, as the case may be, must be enclosed to said application form.

§ 4 Effective date

These regulations on the semester contribution shall enter into effect as of the winter semester 2016 / 17 following the publication in the Official Journal of the State of Saxony (Sächsisches Amtsblatt). Simultaneously, the regulations on the semester contribution dated April 11, 2015 shall cease to be effective.

Please note: The German version is valid. English versions are not binding.

EXEMPTION FROM PAYMENT OF THE SEMESTERBEITRAG AND REIMBURSEMENT

The semester fee is a solidary contribution to the financing of social support services of Studentenwerk Leipzig that is independent on the actual use of the services by any enrolled students of our universities and academies.

On application and given certain requirements, students are eligible for exemption from payment of the Semesterbeitrag, reimbursement of the Semesterbeitrag in case of disenrollment / waiver of admission to university, or reimbursement of the MDV semester ticket fee on a pro-rata basis. There is also a special regulation concerning the semester ticket for severely disabled students.

Exemption from payment of the Semesterbeitrag in case of leave of absence and absence from the study location of Leipzig

Exemption from payment of the Semesterbeitrag requires you to be granted leave of absence by your university or academy (sabbatical semester) and to provide evidence of your absence from the study location of Leipzig during the entire semester.

Leave of absence granted by your university or academy

Any questions regarding a leave of absence may only be answered at the University's registrar's office (Studentensekretariat) or by the university or academy employees responsible for study matters, as the case may be. A leave of absence granted by university or academy does not automatically entail the exemption from payment of the Semesterbeitrag.

Application for Exemption from Payment of the Semesterbeitrag

The decision concerning exemption from payment of the Semesterbeitrag lies with Studentenwerk Leipzig. Proof of absence from the study location of Leipzig during the entire semester is a decisive factor for the exemption from payment. Leave of absence and exemption from payment of the Semesterbeitrag may both be solicited at the same time with the relevant competent office.

The application for exemption from payment of the Semesterbeitrag must be submitted to Studentenwerk Leipzig in writing and separately for each semester using the relevant form sheet (applications to be found under Documents for Download at the end of this page). The complete application including any proof of absence must be submitted to and received by Studentenwerk Leipzig no later than four weeks prior to the end of the previous semester. Regarding submittal of applications and deadlines, § 3, Section 2, of the Studentenwerk Leipzig Beitragsordnung must be observed.

When submitting such application, absence from Leipzig must be verified by means of an official confirmation of absence, i.e. the activity tying you to a place other than Leipzig must be fully documented for the entire 6 month period of the respective semester, without any gaps (such period being determined by the semester term of the respectively relevant university or academy in Leipzig!). Such confirmation of absence must include the exact start and end dates of your absence from Leipzig. If there is more than one reason of absence during one semester, the respective confirmations of absence must cover the entire semester term without any gaps.

The following documents may, among others, serve as confirmation of absence:

1. in case of studying abroad:

- ✎ certificate of enrolment at the hosting university, or
- ✎ binding commitment issued by the hosting university regarding the allocation of a place of study (e.g. letter of acceptance, pre-registration or other similar documents), or
- ✎ ERASMUS Learning Agreement (signed and stamped by the hosting university)

2. for an internship abroad:

- ✎ internship contract or formal confirmation issued by the internship company specifying the exact period, the training objective, and the supervisor

3. for a domestic internship:

- ✎ internship contract or formal confirmation issued by the internship company specifying the exact period, the training objective, and the supervisor and

- ✧ confirmation of residence at the place of internship outside of Leipzig (e.g. a copy of your ID card, official proof of residence, valid tenancy agreement)
4. in case of illness:
- ✧ doctor's certificate stating that you will not be able to pursue your studies during the entire semester and
 - ✧ confirmation of residence outside of Leipzig (e.g. a copy of your ID card, official proof of residence, valid tenancy agreement)
5. in case of pregnancy and / or parental leave:
- ✧ doctor's certificate or maternity log and / or
 - ✧ the child's birth certificate and
 - ✧ confirmation of residence outside of Leipzig (e.g. a copy of your ID card, official proof of residence, valid tenancy agreement)

Confirmation of absence must always be up-to-date and valid for the respective semester and issued by the external institution to which you are bound during your sabbatical semester (e.g. by the foreign university or academy, the internship company, or in case of illness by the attending doctor).

Such confirmation must be an official confirmation given by said external institution, i.e. such document must unequivocally indicate the institution by which it is being issued, meaning it must be written on the authority's or department's or company's own stationery and bear a signature with the title of the responsible employee and the authority's or department's or company's own stamp. Therefore, E-mails written by said external institution may not be accepted as official confirmation of absence!

Renewal of Enrolment

Renewal of enrolment (Rückmeldung) in case of a leave of absence is only complete if the application for leave of absence and the application for exemption from payment of the Semesterbeitrag have been approved (make sure to observe the deadlines for renewal of enrolment of your university / academy!). If an exemption cannot be granted, only timely payment of the Semesterbeitrag including the fee for the Mobility Fund and the basic rate for the semester ticket and / or the amount payable for the MDV ticket will complete the renewal of enrolment at your university or academy.

Please note: The decision concerning exemption from payment of the Beitrag for Student Council members lies with those Student Council members themselves. The Leipzig University Student Council (Student_innenRat) has assigned this task related to the exemption from payment of the Semesterbeitrag to Studentenwerk Leipzig.

**Reimbursement of the Semesterbeitrag in case of disenrollment /
Withdrawal of (preliminary) matriculation / waiver of admission to university**

Students disenrolling after enrolling or renewing their enrolment before the beginning of a semester or withdrawing their enrolment (waiver of admission to university) within the deadlines in place at the respective university / academy are, upon application, eligible for reimbursement of the Semesterbeitrag paid by them for the respective semester. This applies also to cases in which the university/college withdraws the (preliminary) matriculation.

This application must be submitted to Studentenwerk Leipzig in writing using the relevant form sheet (applications for reimbursement to be found under Documents for Download at the end of this page) and must be received by Studentenwerk Leipzig no later than prior to the beginning of the lecture period of the semester for which reimbursement is solicited. The certificate of disenrollment and / or the confirmation of the waiver of admission to university issued by the respective university / academy must be enclosed in this application. In the case of disenrollment, you also have to present your student card when submitting the application. Regarding submittal of the applications and deadlines § 3, Section 3, of the Studentenwerk Leipzig Beitragsordnung (regulations on the semester contribution) must be observed.

Concerning the pro-rata reimbursement of the fee paid for the MDV semester ticket in case of disenrollment during the ongoing semester and the special regulation concerning the semester ticket for severely disabled people read page 81.

Please note: The German version is valid. English versions are not binding.

Application documents:

① [www.studentenwerk-leipzig.de/en/
exemption-payment-semesterbeitrag-and-reimbursementmay](http://www.studentenwerk-leipzig.de/en/exemption-payment-semesterbeitrag-and-reimbursementmay)

The documents must be directly submitted to:

Uta Niedenführ

△ Goethestraße 6 / room 215 / 04109 Leipzig
▷ (0341) 96 59 665 | niedenfuehr@studentenwerk-leipzig.de

⌚ **Office hours:**

Tue 9–11.30 am + 1–5 pm | Thu 9–11 am + 1–3 pm | Fri 9 am–12 noon



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Studentenwerk Leipzig is offering:

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- shared flats and single apartments
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More information and online application:
studentenwerk-leipzig.de/en/housing





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Gutenbergplatz 2-4

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Find more information on:
studentenwerk-leipzig.de/en

