YOUR WAY TO LEIPZIG

A Guide for Exchange Students
CONTENTS

Welcome 3
The City of Leipzig 4
The University of Leipzig 6
Step by Step to the University of Leipzig 9
Getting Started as a Student 17
Student Life 19
Glossary 22
Contact Information 24
DEAR EXCHANGE STUDENTS,

I am glad that you have chosen the University of Leipzig for your exchange stay abroad. You have made a good choice, for not only is Leipzig one of the most dynamic cities in Europe, it also offers an exciting and inspiring environment for your studies.

This guide is designed to help you organise your exchange stay abroad in Leipzig. It outlines the most important points to consider during your stay. In addition, it provides many internet addresses in order to obtain full and up-to-date information at any time.

I wish you a successful and enriching time studying at the University of Leipzig.

Prof. Dr. iur. Franz Häuser
Rector
THE CITY OF LEIPZIG

Leipzig is after the city of Berlin the second most populated city in the New Laender of Germany with around 500,000 inhabitants. It is situated in the Free State of Saxony in the East of Germany. The city is part of a thriving economic region, largely due to the fact that branches of the BMW Group, Porsche AG and Deutsche Post World Net DHL are located here. In the course of 840 years of its history, Leipzig developed to an important centre for finance, trade fairs, commerce, books and media. At the same time it has remained a young and vibrant city. With seven institutions of higher education and approximately 40,000 students and with numerous cultural venues like the opera house, theatres, cinemas and museums, Leipzig deserves to be regarded as a place where academic life and culture are of equal importance. Famous persons lived and worked in Leipzig such as Johann Wolfgang von Goethe, Johann Sebastian Bach and Gottfried Wilhelm Leibniz. This line of famous scholars is continued by the present German Chancellor, Angela Merkel, who graduated from the University of Leipzig receiving a degree in Physics. In recent history, Leipzig was put to the centre of interest since the peaceful revolution of 1989 in Germany began here and eventually led to the fall of the Berlin Wall. Today the city shows itself to be a charming, student-friendly metropolis located in the heart of Germany. Placed in the centre of a modern transport junction, Leipzig is easily accessible by motorway, rail and air. More information about Leipzig can be found on the following web pages:
http://www.leipzig.de/
... attracts students from all over Germany and the world. Being the second-oldest university in Germany, the ALMA MATER LIPSIENSIS is renown for innovation, interdisciplinary study and research, and academic variety. As a traditionally comprehensive university, it unites a wide range of academic disciplines (14 faculties), e.g. the humanities, social sciences, natural sciences and medicine. True to the motto A Tradition of Crossing Boundaries, the University is proud of its extensive and successful international relations. At the University of Leipzig almost 30,000 students are enrolled. 2,600 foreign students from around 140 countries are present in lectures and seminars, and help the University to create an educational institution that extends beyond the boundaries of nationality to be a European institution.

According to the standards of a European institution of higher education, the degree courses are divided into a three-tier system. A three-year undergraduate degree programme aims to qualify students for their professional future. The two-year master degree programme equips
students with specific methodological knowledge which enables them to apply for a possible innovative research project within the framework of a three-year doctorate programme.

The study is structured in a sequence of semesters. Classes are organised as thematic packages, called “modules”. Modules consist i.e. of lectures, practical classes, seminars, practical training or project work. The modules are completed with examinations tailored to the module focus. For each successfully completed module students gain, as a rule, 10 credits. In addition to the scientific knowledge acquired, students also accumulate key qualifications, such as methodological or soft skills. Academic schedules comprise courses from an interdisciplinary module catalogue from which students should aim to acquire 30 credits per semester corresponding to European Credit Transfer and Accumulation System/ ECTS.

More information about the University of Leipzig can be found under: http://www.uni-leipzig.de/
STEP BY STEP TO THE UNIVERSITY OF LEIPZIG

Step 1: Collecting Information

You can apply under the bilateral agreement which has been concluded between the University of Leipzig and your home institution. These agreements are listed in the database Komplexes Informationssystem für Studierende/KISS (Complex Information System for Students). Click on your home university in the drop-down menu and the search result will provide the list of subject areas in which the University of Leipzig co-operates with your home institution.

Please also check KISS for the opportunity to discover Leipzig students who have studied at your home university. Get in touch via e-mail and many of them will gladly answer your questions about living and studying in Leipzig. Again click on your home university and receive the relevant student reports including the internet request form.

Please visit our database KISS at:
http://www.uni-leipzig.de/kiss/incoming.php

Academic course programmes can be found in the semester course catalogues via the following link:
http://service.uni-leipzig.de/vvz/

At Leipzig University, exchange students are eligible to participate in the preparatory Sprach- und Orientierungskurs (Language and Orientation Course). All the relevant information about the course and the course fee can be found at:
(→ Sprach- und Orientierungskurs)

interDaF e.V. at the Herder Institute of the University of Leipzig offers German language courses at different levels of proficiency. Information about the courses available, costs and schedule can be found at:
http://www.uni-leipzig.de/interdaf/

The Deutsche Akademische Austauschdienst/ DAAD (German Academic Exchange Service) provides further information about German courses on the following page:
http://www.daad.de/deutschland/deutsch-lernen/02940.en.html
Step 2: Applying at your home university

The necessary academic qualification, application deadlines and possible financial support are stipulated by your home university. Please ask for initial information there and apply first at your home university.

If your application is successful, your university’s nomination must officially be sent to the University of Leipzig. You will then receive the relevant information how to apply for enrolment to the University of Leipzig.

In case an ECTS-Studienvereinbarung (ECTS Learning Agreement) is required at your home institution please contact the departmental co-ordinator at your home institution.
Step 3: Applying for registration to the University of Leipzig

For this application you fill in an online-form Antrag auf Immatrikulation (Application for Registration) and print it out. The printed version should be signed by yourself and the institutional co-ordinator at your home institution. Please submit it together with the other requested documents. A complete application comprises:

- Antrag auf Immatrikulation (Application for Registration) including the option Anmeldung zum Sprach- und Orientierungskurs (Application for Participation in the Language and Orientation Course)
  http://www.dup.uni-leipzig.de/~moveon/move/moveonline/incoming
- Nachweis der Deutschkenntnisse für Bewerber in Austauschprogrammen (German Language Certificate for Applicants in Exchange Programmes)
  http://www.zv.uni-leipzig.de/studium/studium-international/teilstudium-an-der-ul/bewerbung.html
- Bestätigung des Krankenversicherungsschutzes (Confirmation of Health Insurance Cover)
  http://www.zv.uni-leipzig.de/studium/studium-international/teilstudium-an-der-ul/bewerbung.html

Please observe the following deadlines for your application:
July 15th (to start in the following winter semester)
January 15th (to start in the following summer semester)

Send your complete application documents to the address below:

Universität Leipzig
Akademisches Auslandsamt (International Centre)
Goethestraße 6
04109 Leipzig
Deutschland

All application forms and detailed information about the application procedure are provided at:
http://www.uni-leipzig.de/erasmus/in
Step 4: Receiving your Zulassungsbescheid (Letter of Admission)

If your application to the University of Leipzig is successful, the Zulassungsbescheid will be sent to your home address beginning of August (for the winter semester) or beginning of February (for the summer semester) respectively. You have to present the Zulassungsbescheid at the University of Leipzig in order to become enrolled.

The Zulassungsbescheid will also be the prerequisite for a visa application if necessary.

Visa requirements and application procedures can be found at:

Comprehensive information and visa application forms can be found on the pages of the Federal Foreign Office:
Step 5: Organising an accommodation

Help and advice on accommodation in Leipzig can be found at:

The Studentenwerk Leipzig (Leipzig Student Union) lets furnished accommodation to students of the University of Leipzig. To rent a room submit the Bewerbung um Aufnahme in eine Studentenwohnanlage (Application for a place in the halls of the Studentenwerk) in time. The document and further information are available at:
http://www.studentenwerk-leipzig.de/wohnen

The International Centre will help you to find a room in a flat shared with other students. Please submit the Formblatt zum Antrag auf Unterbringung (Application form for accommodation). The form can be accessed via the following link:
(WG-Vermittlung durch das Akademische Auslandsamt)
Step 6: Arrange the Academic Schedule

At the University of Leipzig, the study programme is organised in modules which consist of thematically related classes. You need to register for the modules prior to the beginning of classes. In order to find out about the module registration procedure please contact the co-ordinator who is responsible at your department. KISS lists under your home institution the applicable co-ordinators at the University of Leipzig and their contact details.

http://www.uni-leipzig.de/kiss/incoming.php

The semester course catalogue of all faculties and institutes can be accessed from August or February respectively for the following semester using this internet address:

http://service.uni-leipzig.de/vvz/

There are links to all faculties and institutes at the University of Leipzig on the following page:

http://www.zv.uni-leipzig.de/uni-stadt/universitaet/fakultaeten.html
Step 7: Getting Enrolled at the University of Leipzig

Before the academic classes start in Leipzig, please come to the International Centre in order to get enrolled. The exact period for enrollment will be indicated in your Zulassungsbescheid. For enrollment you will need:

- Zulassungsbescheid from the University of Leipzig
- Bestätigung der Krankenversicherung which is valid in Germany
- Your passport (if necessary with a valid student visa)
- 6 passport photographs

The comprehensive guide to enrollment can be found at the following internet address:
http://www.zv.uni-leipzig.de/studium/studium-international/allgemeine-informationen/zu-beginn-des-studiums/immatrikulation.html

You will receive your student ID, the Uni-Card, after you have paid the Semesterbeitrag (semester fee).

For information about the semester fee please visit:
http://www.zv.uni-leipzig.de/studium/studium-international/allgemeine-informationen/waehrend-des-studiums/semesterbeitrag-international.html
GETTING STARTED AS A STUDENT

The Beginning of Your Semester

The Sprach- und Orientierungskurs takes place about three weeks before the semester starts. A confirmation that you have been accepted for the course will be sent out together with the Zulassungsbescheid.

You can find more information about the Sprach- und Orientierungskurs at:
(→ Sprach- und Orientierungskurs)

The winter semester begins in early October and the summer semester in early April. Please check the exact day and time when classes begin at your specific institute.

Links to all institutes and faculties can be found on the following page:
http://www.zv.uni-leipzig.de/uni-stadt/universitaet/fakultaeten.html
Halfway Through

If you are studying for a whole academic year at the University of Leipzig, you will need to confirm the second semester. You do this by paying a second semester fee prior to the next semester. The deadlines for the necessary semester confirmation can be found via the following link:
http://www.zv.uni-leipzig.de/studium/studium-international/allgemeine-informationen/waehrend-des-studiums/rueckmeldung-international.html

At the End of Your Semester or Year

Please ensure that you are removed from the university register in the International Centre at the end of your exchange study period in Leipzig. To do this you have to present your student ID. Before you are removed from registration please also inform the Bürgeramt (City Authorities) and the University Library that you are leaving.

The Antrag auf Exmatrikulation (Document for the Removal from Registration) can be found at:
http://www.zv.uni-leipzig.de/studium/studium-international/allgemeine-informationen/am-ende-des-studiums/exmatrikulation-international.html

After you have completed your stay in Leipzig, the network Leipzig Alumni International/LAI invites you to stay in touch with the ALMA MATER LIPSIIENSIS. To do this, you can join LAI free of charge by becoming a member.

Information about a membership within the network LAI can be found at:
http://www.uni-leipzig.de/international/alumni
Becoming immersed in Leipzig student’s life means getting to know life off campus and making new friends. WILMA, the Willkommens-Initiative für in Leipzig mitstudierende Ausländer (Welcome Initiative for foreign co-students), is happy to support you. For further information on the activities of WILMA please visit the following page: http://www.wilma-leipzig.de/

In addition, the Studentenwerk Leipzig also aims to facilitate your start in Leipzig. Check out their online-Buddy-Programme. This online-tool connects Leipzig students to foreign students in order to give a helping hand to each other and for you to settle in: http://www.studentenwerk-leipzig.de/buddy/

A list of further international student organisations can be found at: http://www.zv.uni-leipzig.de/studium/studium-international/allgemeine-informationen/waehrend-des-studiums/serviceangebote-fuer-internationale-studierende.html (→ Internationale Studentische Organisationen)

The University of Leipzig hosts a great variety of student groups and organisations you can join to make your leisure time even more worthwhile.
For those who enjoy an affinity for the athletic side of life you can choose from around 400 sports courses offered by the Zentrum für Hochschulsport (University Sports Centre). Course placements are in high demand. The start for the initial course registration takes place prior to your academic course registration. Therefore find out in good time about the course offer and when to register at: http://www.hochschulsport-leipzig.de/

Those who want to put their musical talents to the test you will have to make a difficult choice for there are plenty University Music ensembles. Most of them rehearse weekly and concerts for the public are frequently given.

The Universitätschor Leipzig (University Choir Leipzig) presents itself on this web page: http://www.uni-leipzig.de/unichor/

Information about the Universitätsorchester (University Orchestra) can be found at: http://db.uni-leipzig.de/orchester/

Leipzig has much more to offer. An overview of the city’s countless associations can be found on the pages of the StudentInnenRat (Student Organisation): http://www.stura.uni-leipzig.de/stura-cms/arbeitssgruppen.html and also on the site hosted by the City of Leipzig: http://www.leipzig.de/de/buerger/service/vereine/
... stands for European Credit Transfer and Accumulation System. It was introduced across Europe so that courses completed abroad could be documented in a uniform manner, and it is also used at the University of Leipzig. Under the binding Learning Agreement you agree on the modules which you wish to study. This agreement must be signed by yourself, your co-ordinator at your home institution and at the University of Leipzig. The Transcript of Records lists the classes which you have attended during your exchange period and the marks accomplished. It must be signed by the University of Leipzig. Students should acquire a total of 30 ECTS credits per semester. Detailed information about ECTS can be found on the pages of the German Rectors’ Conference: http://www.hrk.de/de/service_fuer_hochschulmitglieder/154.php

Semesterbeitrag (Semester Fee)
At the beginning of the semester all students pay a fee to the University. This money benefits Studentenwerk and StudentInnenRat, and it also contains the basic sum for the Semester Ticket. Students who do not pay the semester fee will be automatically removed from registration. Current information at:
http://www.zv.uni-leipzig.de/studium/studium-international/allgemeine-informationen/waehrend-des-studiums/semesterbeitrag-international.html

**Semester Ticket**
The Semester Ticket is a 6-months-fare ticket for public transport in Leipzig and it entitles Leipzig students in higher education to use buses and trams in the city during the semester. More exact details are available from the Studentenwerk Leipzig at: http://www.studentenwerk-leipzig.de/SER/d-mobil.html#semtick

**UniCard**
The UniCard is the student ID at the University of Leipzig and has a number of functions. The holder can use it to pay the semester fee at the university terminals, to use the University Library, to make photocopies on university photocopiers, to print papers at the University Computer Centre, to print Studienbescheinigungen (Certificates of Enrolment), and to make cash-free payments in the University Dining Halls.

More information at:
http://www.zv.uni-leipzig.de/studium/studienorganisation/unicard.html

**Vorlesungsverzeichnis (Semester Course Catalogue)**
This catalogue lists all courses which a given institute or faculty offers during the current semester.

All course catalogues of the University of Leipzig can be accessed at the following address:
http://service.uni-leipzig.de/vvz/

**Zulassungsbescheid (Letter of Admission)**
The Zulassungsbescheid is a written document which confirms to applicants that they are eligible to take up their studies at the University of Leipzig. Foreign applicants receive this notice from the International Centre and must present it to apply for a student visa and to enrol at the University of Leipzig.
INTERESTED IN EXCHANGE PROGRAMMES AT THE UNIVERSITY OF LEIPZIG?

We are here to support you.

Office hours during lecture period
Tuesday 9 to 11 a.m. and 1 to 5 p.m.
Thursday 1 to 3 p.m.
Friday 9 to 11 a.m.

Office hours during examination period and semester break
Tuesday 1 to 5 p.m.
Friday 9 to 12 a.m.

Support for incoming students in EU Programmes
Christiane Schmidt
Telephone: +49 341 97-32023
cschmidt@uni-leipzig.de

Office hours
Tuesday 1 to 5 p.m.
(appointment requested)

International Centre
Goethesstraße 6
04109 Leipzig
Telephone: +49 341 97-32020
Fax: +49 341 97-32049
aaa@uni-leipzig.de
http://www.uni-leipzig.de/international