





Studying in Leipzig

2024/25



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**Studentenwerk
Leipzig →**

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 120).

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.

The basic principle of solidarity:

The semester fees for Studentenwerk Leipzig as well as the contribution to the Deutschland-Semesterticket are imposed according to the principle of solidarity. All students liable to contributions thus make their solidarity contribution every semester for the general possibility of making use of services offered – irrespective of whether and to what extent the individual student actually uses the offered services. As the entire community of all students makes this solidarity contribution, the services offered by Studentenwerk can be used for free or for a low fee.

In this way, the community of students benefits jointly and such students in particular who strongly depend on the services, e.g. students in social need with a lower budget, students with children, or impaired students.

STUDENTENWERK

The principle is that social support services are financed jointly by the community. The social idea and solidarity with members of the community who require social support are more important than the fair sharing of contributions and benefits in individual cases.




Our Fields of Work include:



- student restaurants ("mensas") & 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 Fine Arts Leipzig)
- HHL Leipzig Graduate School of Management
- Berufsakademie Sachsen / Staatliche Studienakademie Leipzig (University of Cooperative Education Saxony)
- IBA – Internationale Berufsakademie Leipzig (IBA International University of Cooperative Education Leipzig)

Managing Director: Dr. Andrea Diekhof

Chairperson of the Administrative Board: Dr. Jakob Heuschmidt,
Employee at Leipzig University

Contacts

Studentenwerk Leipzig | Anstalt des öffentlichen Rechts (public-law institution)

📍 Goethestraße 6

✉ Address: PF 10 09 28 | 04009 Leipzig

📞 0341-96 595

➔ info@studentenwerk-leipzig.de

📄 [studentenwerk-leipzig.de/en](https://www.studentenwerk-leipzig.de/en)

Managing Director: Dr. Andrea Diekhof

📞 0341-96 59 660

➔ diekhof@studentenwerk-leipzig.de

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➔ schraepel@studentenwerk-leipzig.de

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📞 0341-96 59 802

➔ schwarzenberg@studentenwerk-leipzig.de

Mensas + Cafeterias | Central Purchas: Uwe Kubaile

📞 0341-96 59 691

➔ kubaile@studentenwerk-leipzig.de

Department for Grants: Jevgeni Litvinov

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➔ winkler@studentenwerk-leipzig.de**Construction | Engineering:** Jörg Gaßner

☎ 0341-96 59 648

➔ gassner@studentenwerk-leipzig.de**Information Technology:** Susan Fabian

☎ 0341-96 59 638

➔ fabian@studentenwerk-leipzig.de**Deputy Managing Director | Internal Administration:**

Carolin Linke

☎ 0341-96 59 642

➔ linke@studentenwerk-leipzig.de**Communication | Marketing | Culture:** 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 in Studentenwerk Leipzig's student halls of residence. All students enrolled at the higher education institutions associated with Studentenwerk Leipzig (see page 9) can apply for a room in a student hall of residence. The size, the rent and the furnishings vary.

The redominant type of housing is shared flats with single rooms for two, three or up to six students. In addition, the residences have a limited number of single apartments.

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 compared with rents for accomodation on the city's housing market and the student halls are very close to public transport stops. There are also special rooms available for students with child(ren) and for students with disabilities.

All-Inclusive Rents

Studentenwerk Leipzig's student hall of residence rents are all-inclusive rents that include all utilities such as heating, water, electricity, domestic waste disposal, furnishings, partly cable / SAT television, internet access, use of common rooms and caretaker service on site.

There are no additional payments for utilities!

The security deposit amounts to 450 €.

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 a few unfurnished rooms are available for rent.


Each room has internet access as well as connectors for cable / SAT television (in some cases receivers are necessary). However, you have to pay the relevant license fee (Rundfunkbeitrag) yourself.


Laundry rooms (washing / drying for a small fee) and bicycle parking spaces are available in all student halls of residence. Most student halls also have community kitchen with oven, sports rooms, music rehearsal rooms and car parking spaces. Five of our halls have their own student club.


Studentenwerk Leipzig | Department Student Housing

 Goethestraße 6 | 3rd floor


 Address: PF 10 09 28 | 04009 Leipzig

 0341-96 59 880

 Fax 0341-96 59 819

 wohnen@studentenwerk-leipzig.de

Telephone office hours:

 Tue 1–4 pm | Thu 9–11 am + 1–3 pm | Fri 9–11 am

Office hours in person: After prior arrangement of an appointment

 studentenwerk-leipzig.de/en/housing

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 after receiving your acceptance letter.

You have to bring:

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



Our Student Halls of Residence

Wohnheim
Titaniaweg 7



Wohnheim
Gärtnerstraße 181



LAUSEN-
GRÜNAU



Wohnheim
Mannheimer Straße 5-7

ALTLINDENAU

LINDENAU

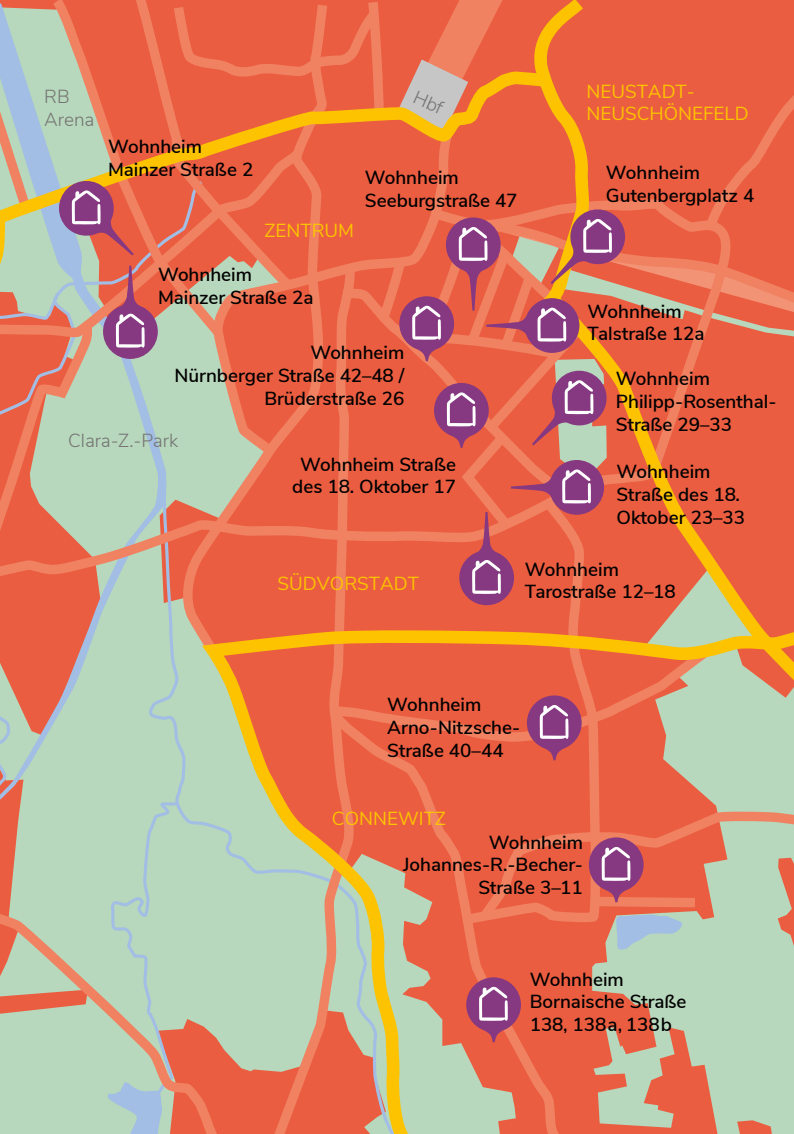
PLAGWITZ

KLEINZSCHÖCHER

Did you know that
all our halls of residence
are easily accessible by
public transport?



Studentenwerk
Leipzig



RB
Arena

Hbf

NEUSTADT-
NEUSCHÖNEFELD

Wohnheim
Mainzer Straße 2

Wohnheim
Seeburgstraße 47

Wohnheim
Gutenbergplatz 4

ZENTRUM

Wohnheim
Mainzer Straße 2a

Wohnheim
Talstraße 12a

Wohnheim
Nürnberger Straße 42-48 /
Brüderstraße 26

Wohnheim
Philipp-Rosenthal-
Straße 29-33

Clara-Z.-Park

Wohnheim Straße
des 18. Oktober 17

Wohnheim
Straße des 18.
Oktober 23-33

SÜDVORSTADT

Wohnheim
Tarostraße 12-18

Wohnheim
Arno-Nitzsche-
Straße 40-44


CONNEWITZ

Wohnheim
Johannes-R.-Becher-
Straße 3-11

Wohnheim
Bornaische Straße
138, 138a, 138b



Student Hall of Residence Spokespersons & Tutors



Our student hall of residence spokespersons and tutors, who are students themselves and live in our student halls, are always willing to listen to problems and questions. They also organize community activities and events and thus make sure people live together in harmony at our halls of residence. Each of our halls has one spokesperson who is a contact person for all students. You will find their names in the display cabinets in our halls.

Our tutors offer various events and services for international students (see page 88).

Contact: Beate Wolff

☎ wolff@studentenwerk-leipzig.de

Environmental Tutors




Studentenwerk Leipzig's environmental tutors provide our residents with advice on saving water and electricity and on waste separation. Studentenwerk Leipzig is relying on green electricity in its buildings and facilities – as a result, carbon dioxide 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

 facebook.com/StudentenOase

 instagram.com/StudentenOase


C4 e.V.

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

 de-de.facebook.com/C4Leipzig


 c4-leipzig.de

Destille e.V.


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

 destille.org

Eichamt E14

 Eichendorffstraße 14
HTWK Campus
04275 Leipzig

 www.studierenden.club

 Eichamt@studierenden.club



Leipziger Studentenkeller e.V. (StuK)

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

📄 stuk-leipzig.de

Schwemme e.V.

📍 Vetti-Studentenclub Leipzig e.V.
"Studentenclub Schwemme"
Str. des 18. Oktober 33
back entrance / basement 04103 Leipzig

📄 schwemme-leipzig.de

📄 [instagram.com/schwemme_geil/](https://www.instagram.com/schwemme_geil/)

Mensas + Cafeterias



Our Mensas



Studentenwerk Leipzig runs eight mensas and seven cafeterias in various university locations throughout Leipzig.

They 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 57)

During your stay in Leipzig, you will encounter the term “Mensa” frequently. It is the common term for university student restaurants or dining halls in Germany.

Almost all our facilities provide barrier-free access.

Sustainability is an important topic in our Mensas and Cafeterias: From packaging made of ecologically degradable materials to the use of green electricity, certified fish from sustainable sources as well as regional and seasonal products, we are constantly improving our services.

The employees in all of our canteens and cafeterias are open to suggestions and requests. Guests can give us feedback directly by ad-

dressing the Cafeteria or Mensa management or by sending their praise and criticism to us by e-mail.

Current opening hours of our Mensas and Cafeterias:

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

For the current Mensa menu:

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

Praise + Criticism:

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

- Information on the Children's Mensa card on page 57
- Information on the Freitisch voucher for students in financial need on page 42

The **Mensa am Park [1]** near the campus of Augustusplatz is the biggest mensa 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. 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. Two lunch options are offered on Saturdays. One of them is vegan. Mensa am Park is open from Monday to Thursday until 6:30 pm during the lecture period of the semester.



The **Mensa Peterssteinweg [2]** is a popular location south of the city centre. It has one historical refectory and two modern dining halls where you can select between four dishes and different salads.

The concept of **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 mensa 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 dishes.

At the **Mensa Academica [4]** at the so-called Lipsius-Bau 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. There is an extensive snack menu at the cafeteria. Like our other mensas, this is characterized by an inviting and friendly atmosphere.

Mensa am Medizincampus [5] is located on the premises of the Medical School (Medizinische Fakultät) at the University hospital (Universitätsklinikum). On garden level two dining halls and an outdoor area provide space for approx. 500 guests. With modern kitchen equipment about 1,400 meals are produced daily. They are offered in the free flow system which allows individual meal combinations.

Mensa An den Tierkliniken [6] (near the veterinary hospital) is located on the premises of the Faculty of Veterinary Science (Veterinärmedizinische Fakultät). Here, you have the choice between two to three dishes, one of them is always vegan. This mensa also offers pasta, salads and desserts.

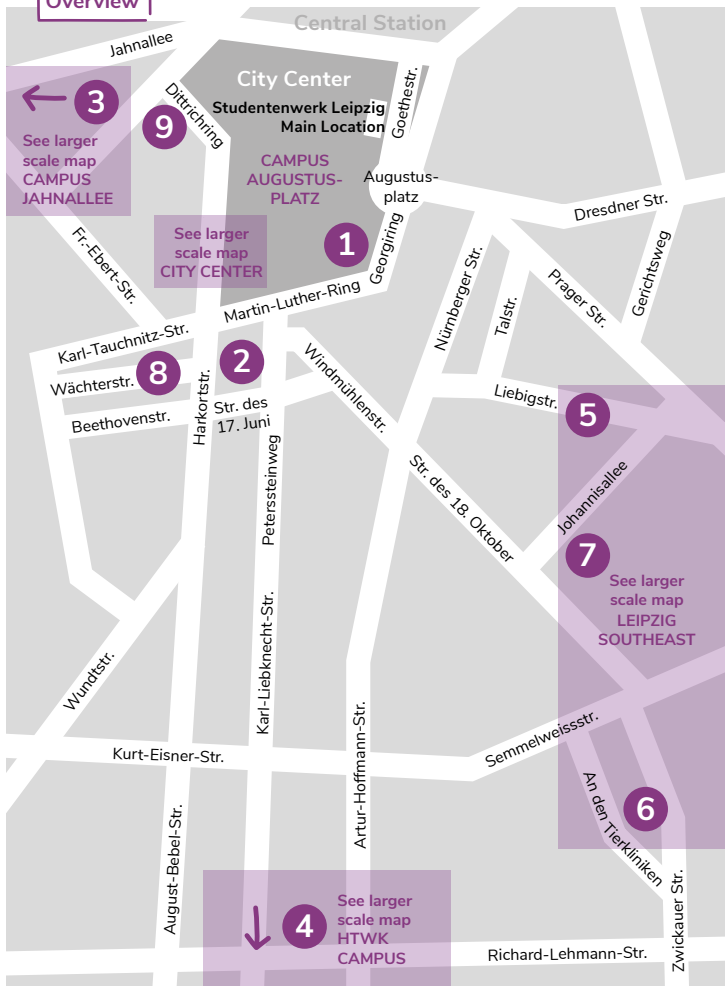
The **Mensaria am Botanischen Garten [7]** welcomes its guests in the bright and pleasant atmosphere of an orangery. It has recently been modernized and will only reopen in winter semester 2020/21. The menu includes hot meals, snacks, salads, cakes, desserts and smoothies. The focus is on fresh, seasonal food and wholesome, healthy dishes. There is room for around 140 guests in the Mensaria; the coffee bar, the small lounge area and the outdoor seating area invite you to stay.

Mensa Schönauer Straße offers students of the University of Cooperative Education a central location where they can enjoy their break in a quiet and relaxed atmosphere. They can choose between two lunches and a small Cafeteria selection.





Overview



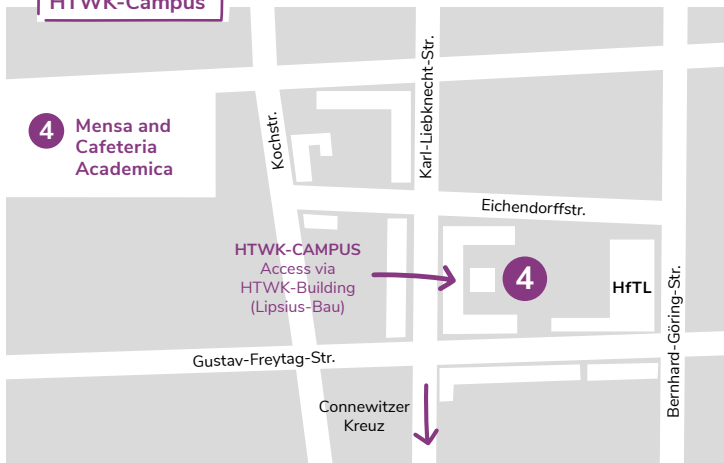




Campus Jahnallee



HTWK-Campus



South-East Leipzig



5 Mensa and Cafeteria am Medizincampus

6 Mensa and Cafeteria An den Tierkliniken

7 Mensaria am Botanischen Garten

Cashless Payment

Payment in all mensas and cafeterias is done cashless using the machine readable student ID card or Mensacard (Mensakarte). You can top up the cards with cash at the recharging terminals at the entrance of our mensas. If you do not own an electronic student ID card, go to the Studierenden Service Zentrum (SSZ, see page 68) to get a Mensacard for students and employees.

If you have lost your card, please contact the card issuing office immediately. (If you are using AutoLoad, you can block your card yourself via the online platform).

Both, mensa cards and university-specific cards (student cards) have a chip with the corresponding number for payment at the cash desks in the mensas and cafeterias and for recharging at the loading terminals. In case of loss the card can only be blocked and the remaining credit balance refunded with this chip number.

When looking for your chip number you can find the identification number printed directly on the mensa card. If you are using a student card the number can be found via the serial number of your student card. You should therefore make sure to take a note of these numbers in case you lose your card. If you do not have any of the numbers at hand, please contact the office issuing the respective card.

Simple payment with AutoLoad

As an alternative to recharging the card with cash, you can use AutoLoad to top up the Mensacard from your bank account conveniently and quickly at the cash points of the mensas and cafeterias. To be able to use AutoLoad, you need to give a SEPA direct debit mandate to Studentenwerk Leipzig beforehand. The recharging amount can be chosen optionally every time you top up the card.



Further information: ⓘ studentenwerk-leipzig.de/en/mensas-cafeterias/autoload

If you have any problems or questions regarding cashless payment in the refectories and cafeterias, you should contact the respective facility manager or send an e-mail to:

➔ kartenservice@studentenwerk-leipzig.de





Student Funding



Studying Using BAföG Funding

Amt für Ausbildungsförderung (Department for Grants)

📍 Goethestraße 6 | 1st floor

✉ Studentenwerk Leipzig | Anstalt des öffentlichen Rechts |
Amt für Ausbildungsförderung | PF 10 09 28 | 04009 Leipzig

📞 0341-96 595 (switchboard)

➔ bafoegamt@studentenwerk-leipzig.de

🕒 **Telephone consultation:** Wed 9–11 am

Personal office hours: Tue 1–4 pm and Thu 9–11 am

📄 [studentenwerk-leipzig.de/en/bafoeg-financing](https://www.studentenwerk-leipzig.de/en/bafoeg-financing)

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.

A consultation with **the Amt für Ausbildungsförderung (Department for Grants)** will be worth your while! Studentenwerk Leipzig decides in line with the BAföG on the applications of students of all universities and colleges in Leipzig. Studentenwerk Leipzig is responsible for.

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), during the office hours of the personal counselors not only students who are already enrolled, but anyone who is interested, can obtain relevant information. The department's 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.

On bafoeg-digital.de/ams/BAFOEG the application can be created, edited and submitted digitally by accessing the online tool with all the necessary data. All the necessary forms are combined in a simple and clear manner. The application can be sent in full electronically and the applicant receives automatic notification that the application has been received. This also applies to required proof or notification of changes such as address or bank details.


Advantages of BAföG Digital:

- Conveniently create, edit and digitally submit BAföG application online
- Self-explanatory and easy-to-understand online tool
- The application wizard provides step-by-step support when completing the application
- Upload function for required documents and evidence
- BAföG application can be saved as an interim status and processed at a later date.
- Processing status can be viewed at all times
- Registration possible with or without the new ID card
- Automatic transmission to the Department for Grants

- Changes to bank details, address, etc. can be easily communicated via the digital application wizard

BAföG for International Students



Students must meet certain personal requirements in order to receive financial benefits through BAföG. These include age and nationality. International students (i.e. all students with a nationality other than German) must meet certain requirements for this. Further details can be found under  studentenwerk-leipzig.de/en/bafoeg-financing:

EU-Citizens In order to fulfil the personal requirements of the BAföG, EU citizens have various options.

- Employment in Germany
- Right of permanent residence
- Substantive connection between studies and previous employment

International students who are not EU citizens might also qualify for BAföG benefits under certain conditions.

- Settlement permit
- Existence of a certain residence title, which must be proven by presenting the residence card. (In the case of certain residence titles, students might in addition be required to have resided in Germany for at least 15 months).

Please note: Students who reside in Germany with a residence permit according to §§ 16, 16a or 16b of the Residence Act only for the

purpose of studying, are not entitled to receive BAföG unless they also fulfil one of the above-mentioned requirements.

Important note

The personal requirements may possibly be based on other circumstances. Therefore, we recommend that you submit an application for financial assistance (BAföG) to the Department for Grants (Amt für Ausbildungsförderung) in any case, so that all prerequisites and possibilities can be examined.

Receiving BAföG Funding While Studying Abroad



Under certain conditions 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. In order to keep deadlines, you may also submit an incomplete application and hand in possibly lacking documents later. Missing documents/certificates will only affect the processing time, but not the funding period. Such applications for funding your studies abroad are processed by different Departments for Grants.

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 37).

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:

 [studentenwerk-leipzig.de/en/bafoeg-financing/
other-funding-options](https://studentenwerk-leipzig.de/en/bafoeg-financing/other-funding-options)

Financial Support Provided by Studentenwerk Leipzig



A financial hardship does not have to mean the end of your studies! Students facing a financial hardship that they are not responsible for can apply for financial support from the financial hardship fund of the Studentenwerk Leipzig by contacting the Social Counselling Service.

Besides the application for financial support you have the opportunity to apply for a Freitisch voucher redeemable at our Mensas



and Cafeterias. The guidelines of these two financial support measures do not preclude a parallel application or one application following the other.

After the application you are not on your own as well. We are looking forward to advise you on long-term financing possibilities for your studies and answer your questions concerning social and financial topics as well as questions of all other kind.

Please contact our Social Counselling Service team as soon as possible in order to prevent a deterioration of your financial situation. We are looking forward to help you! The best option for you is to book an appointment via the online appointment tool or to write an e-mail to sozialberatung@studentenwerk-leipzig.de.

[i studentenwerk-leipzig.de/en/bafog-finances/financial-support](https://studentenwerk-leipzig.de/en/bafog-finances/financial-support)

You find information on our Social Counselling service on page 53 or here:

[i studentenwerk-leipzig.de/en/counselling-social-issues/social-counselling](https://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). No job offer is older than three weeks.

All jobs offered can be found at the job portal of Studentenwerk Leipzig (studentenwerk-leipzig.de/en/bafoeg-financing/student-job-office). In order to register with the job portal, personal details and documents are required. The jobs are assigned only after the documents and details have been verified. 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 them of their own accord.

The employment contract is concluded between the student and the employer.

Student Job Office

Ute Otto and Ulrike Hentrich

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

📞 0176-196 59 -663 / -675

📧 jobvermittlung@studentenwerk-leipzig.de

Jobportal: studentenwerk-leipzig.de/en/bafoeg-financing/student-job-office

Contact details and opening hours:

studentenwerk-leipzig.de/en/bafoeg-financing/student-job-office



Financial aids + Insurances

Financial aids

Our Social Counseling Service offers information events on study financing and social benefits. More information can be found at: [① studentenwerk-leipzig.de/en/counselling-social-issues/social-counselling/events](https://studentenwerk-leipzig.de/en/counselling-social-issues/social-counselling/events)

Bürgergeld

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 (Bürgergeld). As the legal situation in this respect is very complicated, it is recommendable to obtain professional advice from the staff of the Studentenwerk Leip-

zig Social Counselling Office (Sozialberatung) prior to application for such benefits (for contact data see page 54).

Housing Benefits (Wohngeld)

In a few exceptional cases, a housing benefit can be applied for on the basis of § 16. To check whether you are entitled to a housing benefit, it is imperative that you contact the Social Counselling Service of Studentenwerk Leipzig.

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 general questions regarding the conditions for exemption refer to [① \[rundfunkbeitrag.de\]\(https://www.rundfunkbeitrag.de\)](https://www.rundfunkbeitrag.de) or make an inquiry with the Social Counselling Office (Sozialberatung – for contact data see page 54).

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): [📄 uksachsen.de/versicherung/unfallanzeige](https://uksachsen.de/versicherung/unfallanzeige)

Accident reports are to be sent to:

Leipzig University

Stabsstelle Umweltschutz und Arbeitssicherheit (Department for Environmental Protection and Occupational Safety)

📍 Ritterstraße 24 | room 304

or room 106 | 04109 Leipzig

📞 0341-97 30 360 / -365

Grit Selchow → grit.selchow@zv.uni-leipzig.de

Heike Schwesinger → heike.schwesinger@zv.uni-leipzig.de

Leipzig University of Applied Sciences (HTWK)

Steffen Schindhelm | Dezernat Technik

📍 Eichendorffstraße 2

✉️ PF 30 11 66 | 04251 Leipzig

📞 0341-30 76 64 55

→ steffen.schindhelm@htwk-leipzig.de

University of Music and Theatre

Sebastian Clever

Referat Studienangelegenheiten | Internationales
(Department for Student Affairs | International Students)

📍 Grassistraße 8 | 04107 Leipzig

📞 0341-21 44 501

➔ sebastian.clever@hmt-leipzig.de**Academy of Visual Arts Leipzig (HGB)**

Claudia Pöschel | SG Studienangelegenheiten

📍 Wächterstr. 11 | 04107 Leipzig

📞 0341-21 35 236

Berufsakademie Sachsen (University of Cooperative Education)

Allgemeine Verwaltung

📍 Schönauer Straße 113 a | 04207 Leipzig

📞 0341-42 74 33 40

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), since 2022, the certificate is digitally transmitted directly to the university.

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 spouses 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 (it pays off to compare the different statutory health insurance providers regarding their different premium rates). It ends at the end of the semester in which the student reaches the age of 30 – or, of course, when the student finishes their studies and leaves the recognised university.

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

Students who drop out of the student health insurance can continue to insure themselves with a statutory health insurance fund if they fulfill the relevant pre-insurance periods. If the age limit of 30

years is exceeded, students have the possibility – depending on the regulations of the respective health insurance company – to insure themselves until the final exam concluding their studies. The normal contribution for voluntary insurance must be paid.

Insurance for Employed Students

With regard to student employment the following distinctions apply:

520 € job (also “Minijob”, short-term employment)

(i. e. a minor employment limited to a maximum pay of 520 €)

- 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, more hours are possible during lecture-free periods
- 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 counselling 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, students who are already in their final stages to graduation and doctoral candidates. 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 55)
- students with a disability and/or chronic disease
(for further information see page 61)
- international students (for further information see page 83)
- 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.

We offer telephone consultation, open office hours without an appointment as well as numerous individual appointments after prior

arrangement. All social counsellors can welcome you to an initial counselling session dealing with topics of all kind, afterwards a subsequent appointment with the respectively specialised person from the team is possible.

Center for Social Services (CSS)

📍 Gutenbergplatz 4 | 4th floor

Studierenden Service Zentrum (SSZ)

📍 Goethestraße 3–5 | ground floor room 10

📞 0176-19 659 669 / -679 / -674

📧 sozialberatung@studentenwerk-leipzig.de

Counselling hours and appointment bookings:

Jana Kuppardt (Counselling in English and German available)

📞 0341-96 59 950

📧 kuppardt@studentenwerk-leipzig.de

📍 studentenwerk-leipzig.de/en/counselling-social-issues/social-counselling



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.

Social Counselling (Sozialberatung)

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

On the Studentenwerk Leipzig websites, our social counsellors provide information material for pregnant students and student parents for download: ① studentenwerk-leipzig.de/en/counselling-social-issues/studying-with-children

In addition, the social counselling service regularly offers events providing information and the possibility to network. In these events, advice on how to organise and financing your studies with a child is

given. The events are free of charge and open to all students of the Leipzig universities. Current dates and information on how to register at: [i studentenwerk-leipzig.de/en/counselling-social-issues/studying-with-children](https://studentenwerk-leipzig.de/en/counselling-social-issues/studying-with-children)

The Studentenwerk Leipzig and Leipzig University organize a family breakfast (Familienfrühstück) taking place at Mensa am Park. All prospective student parents and students with children from all Leipzig universities and their children are warmly invited. The dates for these events will be published on the website [i studentenwerk-leipzig.de/en/counselling-social-issues/studying-with-children/family-breakfast](https://studentenwerk-leipzig.de/en/counselling-social-issues/studying-with-children/family-breakfast).

StuFaz – Studentenwerk Leipzig's Student Family Center

In winter semester 2019/2020 Studentenwerk Leipzig's Student Family Center (StuFaz), located in Nürnberger Straße 42, has opened. StuFaz is a place to go to and a connecting point for student parents of all Leipzig universities and academies. Information events, workshops and guidance services are offered to student parents. Additionally, StuFaz is a place for student parents to play, rest, meet and study. Students are welcome to bring along their children, but childcare is not offered.

Latest news and opening hours are available at: [i studentenwerk-leipzig.de/en/news/student-family-center-stufaz-leipzig](https://studentenwerk-leipzig.de/en/news/student-family-center-stufaz-leipzig) or join our Facebook group “Studium mit Kind Leipzig” and you won't miss anything.

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 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 mensas 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 mensas, 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: [📄 studentenwerk-leipzig.de/en/counselling-social-issues/studying-with-children/offers-for-children-in-our-mensas-and-cafeterias](https://studentenwerk-leipzig.de/en/counselling-social-issues/studying-with-children/offers-for-children-in-our-mensas-and-cafeterias)

Studentenwerk Leipzig Childcare Facilities

Integrated Kindergarten "EinSteinchen"

Brüderstraße 14 | 04103 Leipzig

This kindergarten built by Studentenwerk Leipzig and offering places for 113 children from the age of six months is located near the campus of Augustusplatz. The entity responsible for this facility is the company FRÖBEL Bildung und Erziehung GmbH, implementing an open concept in close partnership with and involvement of the parents. The kindergarten focusing on sciences, education for sus-





tainable development and media education has a bilingual profile and 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: Ricky Pasch

✉ ricky.pasch@froebel-gruppe.de

📄 [studentenwerk-leipzig.de/en/counselling-social-issues/
studying-with-children/childcare-facilities](https://studentenwerk-leipzig.de/en/counselling-social-issues/studying-with-children/childcare-facilities)

Kindergarten “Am Gutenbergplatz”

Gutenbergplatz 4a | Center for Social Services

Studentenwerk Leipzig has another day-care center at Gutenbergplatz. This facility is run by FRÖBEL Bildung und Erziehung gGmbH. Here, an artistic creative concept applies.

The day nursery for children starting from an age of about 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

📄 [studentenwerk-leipzig.de/en/counselling-social-issues/
studying-with-children/childcare-facilities](https://studentenwerk-leipzig.de/en/counselling-social-issues/studying-with-children/childcare-facilities)

Further information on care services and registration at:

 [studentenwerk-leipzig.de/en/counselling-social-issues/
studying-with-children/childcare-facilities](https://studentenwerk-leipzig.de/en/counselling-social-issues/studying-with-children/childcare-facilities)


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). Students with impairment can also rent accessible rooms in the student halls of residence run by Studentenwerk Leipzig.

In addition, the Social Counseling Service regularly offers events to provide information and exchange experiences for students with a disability or chronic disease.

For further information refer to:  [studentenwerk-leipzig.de/en/
counselling-social-issues/studying-with-a-disability](https://studentenwerk-leipzig.de/en/counselling-social-issues/studying-with-a-disability)

Social Counselling (Sozialberatung)

see page 53

Commissioners for Students with Disabilities of the Different Universities and Academies

Leipzig University

Dr. Susanne Römer

Representative for students with disabilities and chronic illnesses

📍 Nikolaistraße 6–10 | room 3.51 | Strohsackpassage 3rd floor

📞 0341-97 30 149

✉ behbeauftragte@uni-leipzig.de

📄 uni-leipzig.de/+smb

Leipzig University of Applied Sciences (HTWK)

Christiane Rasch

Stabsstelle Diversity, Inklusion und Familiengerechte Hochschule | Beauftragte für Studierende mit Beeinträchtigungen

📍 Gustav-Freytag-Straße 43–45, room A 2.20

📞 0341-30 76 86 55

✉ christiane.rasch@htwk-leipzig.de

📄 htwk-leipzig.de/inklusion

University of Music and Theatre

Katharina Ruhe

Referat Studienangelegenheiten | Internationales (Department for Student Affairs / International Students)

📍 Grassistraße 8 | room 105

📞 0341-21 44 627

✉ katharina.ruhe@hmt-leipzig.de

Academy of Visual Arts Leipzig (HGB)

Katja Schwalenberg

📍 Wächterstraße 11 | room 1.15

📞 0341-21 35 161

📧 inklusion@hgb-leipzig.de

Studying as an International student



Counselling and support services

International students of all Leipzig universities as well as prospective students from abroad receive individual counselling on social, personal and economic issues at the Social Counselling Service. Individual counselling is free of charge, takes place in a protected setting and is available in English and German; upon request, there is also the possibility of translation into other languages and anonymous counselling

Social Counselling

Jana Kuppardt

Info see page 90

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 Psychotherapie) 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 universities and academies.

Individual Counselling

(with an appointment, 50 minutes)

In individual counselling sessions we offer support, among other things, when it comes to the following topics:


- personal as well as study-related burdens and problems
- difficulties because of mental disorders

Short consultation

Short consultation enables you to contact us rapidly. Appointments are assigned every Monday until 2 pm for the same week via our online appointment tool.

Telephone consultation

You can use telephone consultation without prior registration during the following office hours:

 **Opening hours:** Tue 1.30–2.30 pm (0341-97 18 848)
Thu 10–11 am (0176-196 59 665)

Group Counselling

Our group offers provide professional counselling, psychological support, lots of infos and the exchange of experiences with other students.



Studentenwerk Leipzig Psychosocial Counselling

All information on our website



Appointment tool: Arrange an appointment directly & easily



In case of questions or uncertainties contact us via:
① studierendenberatung@studentenwerk-leipzig.de

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 “Selbsthilfe-kontakt- und Informationsstelle SKIS” (self-help contact and information office) of the city of Leipzig.

- ① uni-leipzig.de/+psychologische-beratung
- ① stura.uni-leipzig.de/psychosoziale-beratung
- ① [stura.htwk-leipzig.de/beratung/studierendenrat/
psychosoziale-beratung](https://stura.htwk-leipzig.de/beratung/studierendenrat/psychosoziale-beratung)
- ① zls.uni-leipzig.de/psychologischeberatungsstelle.html
- ① leipzig.nightlines.eu
- ① leipzig.de/selbsthilfe
- ① geistreich.de

Legal Assistance

Legal Assistance for students is offered on behalf of Studentenwerk Leipzig and provided by the lawyer's office Sammler & Müller. If you want to receive legal assistance, presenting your student ID card is mandatory. The consultation is primarily provided via telephone, is free of charge and is financed by the semester fees as well as grants from the Free State of Saxony. Please visit: [i studentenwerk-leipzig.de/en/counselling-social-issues/legal-assistance](https://www.studentenwerk-leipzig.de/en/counselling-social-issues/legal-assistance) for more information before consulting the legal counselling service.

Counsellor-at-law Jens Müller of
Anwaltskanzlei Sammler & Müller
📍 Grassistraße 27 | 04107 Leipzig
🕒 **Office hours:** Tuesday 3–6 pm


Studentenwerk at the SSZ


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


- information on all the services Studentenwerk is offering
- issue, validation, and return of mensa cards, AutoLoad initialisation
- issue and return of provisional cards (Übergangskarte) for foreign students
- receipt of applications for cultural funding

Hans-Ullrich Wolscht

at the Studierenden Service Zentrum

 Goethestraße 3–5 | ground floor

 [studentenwerk-leipzig.de/en/counselling-social-issues/
studierenden-service-zentrum](https://studentenwerk-leipzig.de/en/counselling-social-issues/studierenden-service-zentrum)

 0341-96 59 850

 **Opening hours:** see website

Starting Your Career / Focus on Practical Application




Career Guidance Provided at the Agentur für Arbeit Leipzig


The career counsellors for pupils at secondary level II, students and graduates, and the Berufsinformationszentrum (BIZ – Career Information Centre) are located at the Agentur für Arbeit Leipzig.

Agentur für Arbeit Leipzig (Employment Agency)

Berufsberatung – Team 153

 Georg-Schumann-Str. 171–175 (Axis-Passage) | 04159 Leipzig

 0800-45 55 500 (free hotline)

 Leipzig.Studienberatung@arbeitsagentur.de

 arbeitsagentur.de/en/welcome

Services offered by the counsellors for graduate professions:

- career and course guidance
- 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

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 below)

➔ careerservice@uni-leipzig.de

🕒 Fr 10 am – 12 noon, with registration under

➔ Leipzig.Studienberatung@arbeitsagentur.de

📍 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 of Leipzig

Career Service of Leipzig University

Counseling for international students

📍 Goethestraße 3–5 | 1st floor | 04109 Leipzig

☎ 0341-97 30 044

➔ careerservice@uni-leipzig.de

📄 uni-leipzig.de/careerservice

📄 uni-leipzig.de/jobportal

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



Deutschland-Semesterticket



By means of the so-called “Deutschland-Semesterticket”, Studentenwerk Leipzig is making students mobile. This ticket allows students to use public transport throughout Germany within the area of validity of the Deutschlandticket. Students must retrieve their Deutschland-Semesterticket from Leipziger Verkehrsbetriebe (LVB). It is available either as a mobile phone ticket via LeipzigMOVE (i leipzig-move.de) or alternatively as a chip card at an LVB service centre.

Deutschland-Semesterticket is a collectively funded ticket; every student must pay the amount of 176,40 € (this is equivalent to 29,40 €/month) per semester (winter semester 2024/2025) for the semester ticket along with the Semesterbeitrag (a fee for social benefits payable every semester). You can find further information at: (i studentenwerk-leipzig.de/mobilitaet/semesterticket and (i l.de/verkehrsunternehmen/abos-tickets/studierende

Taking your own children with you

The Deutschland-Semesterticket does not include free travel for children over the age of 6. To take children with you, you need an additional ticket. You can purchase a separate “Taking children with you” module from the LVB zone 110 (Leipzig).

Taking bicycles with you

Attention, there are different regulations!

- Bicycles can be taken free of charge **on LVB trams and buses** from 7:30 pm to 6 am. Outside this time you need an extra ticket.
- **In the MDV network area**, bicycles can be taken free of charge on S-Bahn and local trains all day long.
- **In Germany outside the MDV area**, the regulations for bicycle transport may differ – the regulations of the respective transport company/network apply.

Further details can be found on the LVB website ⓘ www.l.de/verkehrsbetriebe/agb under the heading Tarif regulations for the Deutschlandticket (Tarifbestimmungen für das Deutschland-Ticket)

Exemption from payment and Reimbursement

Exemption from Payment + Reimbursement for disabled people

Severely disabled people who are entitled to free transportation in ÖPNV (local public transport) 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:

Abteilung Rechnungswesen / Controlling

(Accounting Department)

📍 Goethestraße 6 | room 215 | 04109 Leipzig

📞 0341-96 59 665

📧 semesterbeitrag@studentenwerk-leipzig.de

🕒 You can find the current **office hours** at:

📄 studentenwerk-leipzig.de/en/mobility/semesterticket

Pro-rata reimbursement of the fee paid for the Deutschland-Semesterticket upon disenrollment during the course of the ongoing semester

The Beitrag for the Deutschland-Semesterticket 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 this case, the corresponding application must be submitted in writing to Studentenwerk Leipzig using the relevant form sheet. The certificate of disenrollment must be enclosed in this application. When submitting the application for reimbursement, the student card must be presented to check the imprint (if no student card was issued, this must be communicated). After the imprint has been checked, further action may be required. Pro-rata reimbursement of the fee paid for the semester ticket can only ever be effected for each full month of the Deutschland-Semesterticket not being used.

Pro-rata reimbursement of the fee paid for the Deutschland-Semesterticket when beginning or continuing studies at another university

If students are taking up a new course of study or are continuing their studies at another university, the fee for the Deutschland-

Semesterticket can be reimbursed on a pro-rata basis. The application for reimbursement must be submitted to Studentenwerk Leipzig in writing using the relevant form sheet. The certificate of disenrollment and/or the confirmation of the waiver of admission to university issued by the respective university / academy as well as the certificate of enrolment of the new university must be enclosed in this application. When submitting the application for reimbursement, the student card of the respective university / academy in Leipzig must be presented to check the imprint (if no student card was issued, this must be communicated). After the imprint has been checked, further action may be necessary. 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 studentenwerk-leipzig.de/en/mobility/semesterticket](https://studentenwerk-leipzig.de/en/mobility/semesterticket)

Mobility Fund



Every student pays an amount of 2 € into the Mobility Fund (Mobilitätsfonds), along with their Semesterbeitrag. The services financed by the mobility fund can therefore be used by all students who are liable to pay the Semesterbeitrag. The valid student ID serves as proof of use (e.g. a bicycle self-help workshop). The Mobility Fund may be used to fund student projects / contributions for complementing the semester ticket, notably in order to support students using their bicycles regularly. Since the "Leipzig Model" was established, this fund has been used to finance bike racks at many of the city's

university locations, among other things. The use of the bicycle self-help workshops is also made possible by the fund.

Funds for student mobility projects are allocated upon written application within the framework of the available financial resources. 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/ Studierenderrat).

The decision about the allocation of funds lies with the Semesterticketausschuss (Semester Ticket Committee). Appeals against the Committee's decisions may be lodged with the Administrative Board within four weeks of notification. The Administrative Board will then make a new and final decision on this matter at its next regular meeting.

Submission of applications:

📍 Studentenwerk Leipzig | Semesterticketausschuss

✉ PF 10 09 28 | 04009 Leipzig

Do-it-yourself Bicycle Repair Shops

In our do-it-yourself repair shops students can repair their bikes for free. If needed free expert counselling is provided to students when repairing their bicycles. These do-it-yourself repair shops are being financed by the Mobility Fund. Every student paying the Semesterbeitrag to Studentenwerk Leipzig can make use of the repair shops. For this service you will have to present your student card containing the valid logo for the running semester. You can find further information at: [📍 studentenwerk-leipzig.de/en/mobility/bicyclists](https://studentenwerk-leipzig.de/en/mobility/bicyclists)

Repair shop Werkstatt des Villa e.V.

📍 Lessingstraße 7

☎ 0341-3552040

🌐 villa-leipzig.de/fahrrad-selbsthilfe-werkstatt

Do-It-Yourself Bicycle Repair Shop "Radgeber"

📍 Leplaystraße 5

☎ 0341-219 91 49

🌐 radgeber-leipzig.de

Do-It-Yourself Bicycle Repair Shop "RadSchlag"

📍 Schulze-Boysen-Straße 16 (corner Ostplatz)

☎ 0341-92790488

🌐 radschlag-leipzig.de

Bicycle repair stations

The bicycle repair stations are equipped with a variety of tools. They enable spontaneous, minor repairs that do not require a visit to a bicycle workshop, including an air pump for different types of tyres and tools for adjusting the saddle height, changing tyres or tightening loose bolts. Students from all Leipzig universities can use the repair station free of charge. It was financed by the mobility fund.

- 📍 on the HTWK campus (Gustav-Freytag-Straße/corner of Karl-Liebnecht-Straße between the Lipsius building and the HTWK university library)
- 📍 on the Augustusplatz campus on Universitätsstraße (Faculty of Economics at Leipzig University)



- 📍 on Jahnallee (in the inner courtyard)
- 📍 on Linnéstraße (Faculty of Physics at Leipzig University)

Further information at:

📄 studentenwerk-leipzig.de/en/mobility/bicyclists

LeipzigMOVE – Your App. Your way.

Students travel on the trams and buses of the Leipzig public transport system cashless and uncomplicated with the Deutschland-Semesterticket or the semester ticket. With the LVB **LeipzigMOVE** app, the Deutschland-Semesterticket is always with you and on display. And in addition they can easily use all sharing services in Leipzig. The **LeipzigMOVE** app does not only cover the entire public transport system in Leipzig and the surrounding area, but also bike, car sharing, e scooters and taxi. Students get travel information, booking and payment for all Leipzig transport services in one app.

Car and bike sharing as well as e scooters without additional contracts

Register once at no charge – use everything: Bus, train, bike and car sharing, e scooters and taxi. With **LeipzigMOVE** you can use car and bike sharing from DB Flinkster and nextbike as well as e scooters from TIER and voi without having to download 4 apps and creating 4 accounts. Just register in the app and start using the services immediately.

A free quota for bike sharing rides every month

All customers receive a free quota of 10 rides included in their **LeipzigMOVE** package every month. Up to four bikes at a time can be booked flexibly.

Your advantages with LeipzigMOVE

- LeipzigMOVE shows your route including all available means of transportation and prices – you can compare and choose your best MOVE.
- LeipzigMOVE handles everything for you: Planning trips, booking, cashless payment, reserving and opening vehicles. You save time and money benefiting from strong partners.
- A free quota for bike sharing free of charge every month.

For further information:

 leipzig-move.de



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?

Enter contract number 53266071 on europcar.de/EBE/module/render/geschaeftskunden to rent a car at reasonable Studis on Tour conditions.

- When picking up your car, please verify your student status (student card or certificate of enrolment, even preliminary).

* 12% discount on the best regular offer available to private customers.

International Issues + Culture



International Students



Points of Contact for International Students (also exchange students)

The first point of contact for international students (also exchange students) after arriving at their place of study and also during their studies is the **International Center (Stabsstelle Internationales)** of the respective university or academy.

For information about the International Center of Leipzig University, please, refer to page 103.

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 88) 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 their start at their new home (see page 88)
- Advice on all aspects of organising and financing your studies, working while studying, health insurance, studying with a residence permit, living in Leipzig, studying with child(ren) or studying with a disability or chronic illness from our Social Counselling Service (see page 53)
- individual counselling and group offers for difficulties concerning studies, personal conflict situations or psychological stress at our **Psychosocial Counselling** office (see page 64)



- placement of student jobs by our **job placement office** (see page 44)
- **Cultural funding** (see page 96)
- **International Meet Up** (see page 89)

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 have to register their place of residence at the Citizens' Registration Office. 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 english.leipzig.de/services-and-administration/bureaus-offices-and-other-facilities/resident-services-offices

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 90 days must apply for a residence permit (Aufenthaltserlaubnis). The residence permit is issued by the **Foreigners' Registration Office** (online application via ① leipzig.de/aufenthaltstitel-ausbildung).

Foreigners' Registration Office

📍 Prager Straße 128 | House B

📞 0341-12 33 310

🕒 To arrange an appointment go to:

📄 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 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. Since 1 January, 2022, there is a mandatory reporting procedure at all universities and colleges for statutory health insurances.



Nationals from EU countries may submit confirmation from a statutory health insurance company that functions as proof, that they are exempt from health insurance payments, exempt from compulsory insurance or not subject to compulsory insurance. For your enrolment you need an certificate that proves you are freed from mandatory health insurance. You can apply for it by contacting a German statutory health insurance. The latter will transmit a corresponding notification to the university. Without the digital exemption certificate from the health insurance you cannot be enrolled.

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 statutory 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. The exemption certificate has to be applied for here as well.

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 140 full working days or 280 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 53). If you are looking for a student job, you can make use of our job placement office (see page 44). More information under:

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

Services Offered for International Students

Approximately 14 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 information and support on the following topics: Questions about the residence permit in Germany, access to studies (orientation regarding study offers in Leipzig), communication with authorities, jobbing while studying, a leave semester, transition from studies to work, health insurance, examination of possible claims to social benefits, counselling and orientation in difficult life situations (e.g. doubts about studies or planned drop-out), counselling on financial

assistance with Studentenwerk Leipzig's hardship fund (to bridge a financial emergency), counselling on studying with a child, counselling on studying with a chronic disease and/or impairment.

Social Counsellor & Contact for International students from Leipzig's Universities:

(German/English) Jana Kuppardt

✉ sozialberatung@studentenwerk-leipzig.de

☎ 0176-19 65 96 73

More information on the **consultation hours**:

📄 studentenwerk-leipzig.de/en/counselling-social-issues/international-students

You will find further information on page 53 or under:

📄 studentenwerk-leipzig.de/en/counselling-social-issues/social-counselling or

📄 studentenwerk-leipzig.de/beratung-soziales/studium-international

Tutors for International Students

Our tutors are central contact persons for international students. They organize information events, tours and get-togethers. Students can furthermore make use of **the buddy program** which enables them to exchange themselves with other students on social, cultural, professional or language issues. The Tableware Exchange ("Geschirrbörse"), provides internationals with free of charge dishes and other kitchen accessories to borrow. The Tutors' Office and the Tableware Exchange are located in student hall of residence in Nürnberger Straße.

- ➔ tutoren@studentenwerk-leipzig.de
- ① studentenwerk-leipzig.de/en/housing/tutors-studentenwerk-leipzig

Information day for Refugees and International Prospective Students

An annual event organized by the Studentenwerk, the University of Applied Sciences, the University of Leipzig and other universities in Leipzig and the surrounding area with the aim of informing international and refugee prospective students about applying, starting their studies and financing their studies.

Contact: Jana Kuppardt

📞 0176-19 65 96 73

➔ internationales@studentenwerk-leipzig.de

① studentenwerk-leipzig.de/en/counselling-social-issues/international-students/info-day-for-refugee-and-international-prospective-students

International meet-up – Information for international students

In a relaxed atmosphere, international students can learn about the numerous services offered by the Studentenwerk, the universities, and various associations and initiatives. However, the exchange with other international students while enjoying snacks and drinks is also an important part of the event. Read more at:

① studentenwerk-leipzig.de/en/counselling-social-issues/international-students/international-meet-up

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. If you have any suggestions or if you are a member of an organisation for international students please refer to:

Contact: Jana Kuppardt

☎ 0176-19 65 96 73

✉ internationales@studentenwerk-leipzig.de

For more information visit:

📄 studentenwerk-leipzig.de/en/international-cooking

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


📄 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 | 04105 Leipzig

 0341-97 30 240

 Fax 0341-97 30 259


 stksachs@rz.uni-leipzig.de


 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 postgraduate 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 four binational master programs in DaF / DaZ, e.g. in collaboration with universities in Curitiba, Guadalajara, Cairo, or Hanoi.

Herder-Institut

 Beethovenstraße 15 | House 1 | 04107 Leipzig

 0341-97 37 505

 Fax 0341-97 39 204


 ulrike.kersting@uni-leipzig.de


 philol.uni-leipzig.de/herder-institut


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

interDaF is offering German language crash courses for levels A1 to C1 (2 months each) meant to prepare you for studying at university. Each level is completed with a test. German lessons in the group room are supplemented by additional offerings on a virtual learning platform for autonomous learning. Specially designed exam training courses prepare for the German Language Test for University Admission (DSH), for telc C1 college and for the TestDaF is possible. At levels A1 and A2, the intensive language courses are also offered as online courses. In addition to that, there are four- to six-week winter, summer and autumn courses. Furthermore interDaF in collaboration with the Graduate Academy Leipzig holds a language course specifically designed for academics of the university. Small student groups facilitate intensive work and competent, professional support. The language courses are complemented in an optimum way by exercises for phonetics, as well as culture-related information and activities.

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

 Lumumbastraße 4 | 04105 Leipzig

 0341-97 37 500

 interdaf@uni-leipzig.de

 interdaf.uni-leipzig.de


Leipzig Alumni International / LAI


This project ensures that international students and guest researchers can stay in touch with the university and their fellow students after graduation. Membership is free of charge. Members of the alumni network LAI receive the alumni magazine LUMAG once a year on request, information about the University of Leipzig and news from Leipzig, and are invited to participate in continuing education events.

 uni-leipzig.de/universitaet/alumni/leipzig-alumni-international

Leipzig University | International Center

Stabsstelle Internationales | Leipzig Alumni International

 0341-97 32 024

 lai@uni-leipzig.de

 uni-leipzig.de/universitaet/alumni/leipzig-alumni-international

Studying and Internships Abroad



Ways of Obtaining Information

Studying or doing an internship abroad offers you a unique opportunity to gain international experience and intercultural knowledge, to take advantage of new professional opportunities, to deepen a

foreign language – and to discover and develop yourself. If you want to study or do an internship abroad, it is advisable to include some time for the organization and to get informed well in advance. This also includes preparing for the language spoken in the country or the language of instruction. The international office or international center at your university will be happy to advise you on studying or doing an internship abroad. You will receive information on what kind of exchange opportunities are available at your university and how you can get financial support for your project.

The Erasmus+ program in particular offers a wide range of options for organizing and financially supporting a study-related stay abroad.

You will find further information under:

 uni-leipzig.de/en/international/study-and-internships-abroad

Important note: You are planning to study abroad? It is advisable to start planning your stay about one and a half to one year in advance. You can get advice and support from your International Office of your academy or university.




Cultural Funding




With the cultural funding the promotion of culture, student events and cultural projects can be financially 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, exhibitions, 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 dates of the meetings can be found online.

Contact: Tina Krenkel

 Goethestraße 6 | room 204 A

 0341-96 59 609

 kultur@studentenwerk-leipzig.de

Submission of applications for cultural funding:

📍 In Room 204 A and Studentenwerk at the SSZ,
Goethestraße 3–5 | ground floor

Or **via mail to:**

✉ Studentenwerk Leipzig | Kulturausschuss
PF 10 09 28 | 04009 Leipzig

For application forms and information refer to:

📄 [studentenwerk-leipzig.de/en/culture-events/
studentenwerk-leipzigs-cultural-funding](https://studentenwerk-leipzig.de/en/culture-events/studentenwerk-leipzigs-cultural-funding)



Leipzig's Universities and Academies



Leipzig University

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.

uni-leipzig.de

Studierenden Service Zentrum (SSZ)

The Studierenden Service Zentrum on ground floor of Goethestraße 3–5 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 Career Service, the International Centre, the Student Counselling (Zentrale Studienberatung), the Student Office (Studierendensekretariat), and Studentenwerk Leipzig.

You can find more information on SSZ under:

uni-leipzig.de/ssz

Student Counselling at Studierenden Service Zentrum

📍 Goethestraße 3–5 | 04109 Leipzig

📞 0341-97 32 044

➔ zsb@uni-leipzig.de

uni-leipzig.de/zsb

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:

① uni-leipzig.de/lehramtsberatung

Consultation in case of doubts and dropout thoughts:

① uni-leipzig.de/en/studying/guidance-and-services/study-success

In addition, you can get detailed information on Leipzig University, all offered disciplines of the University as well as on ① hochschulstart.de.

Student Center

Studierenden Service Zentrum (SSZ)

📍 Goethestraße 3–5 | 04109 Leipzig

- Consulting and processing of applications, admissions, enrolments, swaps of university place, change of courses, re-registrations, leaves of absence, de-registrations
- Advice with regard to all issues of organizing one's studies
- Information on payment of semester contribution and course-related fees

Postgraduate studies: 0341-97 32 026

📧 susanne.gebhardt@zv.uni-leipzig.de

Academic Affairs

📍 Goethestraße 3–5 | 2nd floor | 04109 Leipzig

🕒 Office hours upon appointment

Teaching degrees:

📍 2nd floor | room 2.03

📞 0341-97 32 006

Diploma, Master and Bachelor degrees as well as programmes with ecclesiastical exams or state examinations (except for teaching degrees):

📍 2nd floor | room 2.28

📞 0341-97 32 -007 / -017

Postgraduate and graduate studies and their support; Deutschlandstipendium (Scholarship for Germany):

📍 2nd floor | room 2.25

📞 0341-97 32 009

Head of the Central Examination Office for Teaching

Degrees:

📍 Beethovenstraße 15 | GWZ | 04107 Leipzig

2nd floor | room 2.03

📞 0341-97 32 063

🕒 **Office hours:** see website

Central examination office for teaching degrees:

Teaching degree for grammar schools

📍 House 5 | room H5 0.12

📞 0341-97 37 383

Teaching degree for secondary schools, teaching degree for vocational schools specialising in business and administration

📍 House 5 | room H5 0.13

📞 0341-97 37 478

Teaching degree for Special education, teaching degree for vocational schools, specialising in health and care

📍 House 2 | room H2 3.14

📞 0341-97 37 355

Teaching degree for primary schools

📍 House 4 | room H4 0.09

📞 0341-97 37 346

Scientific training for teachers

📍 House 5 | room H5 0.05

📞 0341-97 37 306

If you have specific questions about the examination system, please contact student or examination office responsible.

International Center (“Stabsstelle Internationales”)

📍 Goethestraße 3–5 | 04109 Leipzig

📞 0341-97 32 020

We advise international applicants and international students of our university by e-mail and during office hours by telephone as well as after booking an appointment via our system online and on-site: home.uni-leipzig.de/~termin-international/
For more information, please visit:

📍 uni-leipzig.de/international/kontakt-beratung

Contact and advice**Study and internship abroad****Current office hours:**

📍 uni-leipzig.de/+auslandsaufenthalt-kontakt

Consultation online or on site:

📍 uni-leipzig.de/+termin-international

➔ si.auslandsaufenthalte@uni-leipzig.de

Contact and advice**Exchange studies in Leipzig****Current office hours:**

📍 uni-leipzig.de/+kontakt-beratung-austauschstudium

Consultation online or on site:

📍 uni-leipzig.de/+termin-international

➔ incoming-exchange@uni-leipzig.de





Contact and advice for international applicants / students

Application & Students in the area of Studienkolleg, preparatory German course Bachelor, State Examination, Diploma, Master, Doctorate

📞 **Telephone consultation hours during the application phase:**

Mon 9–11 am + 15– 17 pm | Thu 9–11 am

📞 0341-97 32 -079 / -080

🌐 **Consultation online or on site:**

📍 uni-leipzig.de/+termin-international

Preparatory German courses:

📧 bewerbung.intstud@uni-leipzig.de

Refugees 📧 refugees.study@uni-leipzig.de

Student Council of Leipzig University (StuRa)

As the political representation of all students of the university, the Student_innenRat (StuRa) stands up for the rights and interests of students at all levels. During the office hours the StuRa's speakers team is at everyone's disposal in their office opposite the entrance of the Mensa am Park. All questions concerning the topics of studying, campus life, counselling, university organisation and university politics are very welcome.

📍 Neues Seminargebäude | S002

Universitätsstraße 1 | 04109 Leipzig

📞 0341-97 37 850

📧 gf@stura.uni-leipzig.de

📍 stura.uni-leipzig.de

📧 @StuRa_UL

📷 Instagram: @sturaunileipzig

🕒 **Consultation hours during the semester:**

Mon – Thu 10 am–6 pm, Fri 10 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

🔗 stura.uni-leipzig.de/ras

🕒 **Consultation hours:** Fri 10–11 am

Service

StuRa office in the “glass box”:

Support regarding questions of every kind

📍 Neues Seminargebäude | S 002

📞 0341-97 37 851

🕒 **Opening hours:** Mon – Thu 10 am–6 pm | Fri 10 am–3 pm

Campus-Service:

Technical equipment rental, telephone / fax service, advance ticket sales, group leader passes for youth hostels

📍 Neues Seminargebäude | S 004

📞 0341-97 37 855

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

Further counselling services

The StuRa is offering counselling services in different areas. The respectively current office hours can be found on the homepage, additionally individual appointments can be arranged via e-mail.

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

DGB Campus Office: ➔ DGBCampusOffice@stura.uni-leipzig.de

Living and renting: ➔ mieten@stura.uni-leipzig.de

Counselling Department for Equality and Lifestyle Policy:

➔ rgl@stura.uni-leipzig.de

Counselling Department for Inclusion:

➔ inklusion@stura.uni-leipzig.de

Teacher training advice: ➔ lehramt@staur.uni-leipzig.de

Academic Sports

Centre for Academic Sports

Coordination: Thomas Müller

📍 Jahnallee 59 | 04109 Leipzig | house 1 | room B 1301

📞 0341-97 30 323

📧 zfhsekr@uni-leipzig.de

🌐 hochschulsport-leipzig.de

Health Sport Centre

Student Preventive Behaviour and Health Management

📍 Am Elsterwehr 3

✉ post address: Jahnallee 59 | 04109 Leipzig

📞 0341-97 30 324

🌐 gesundheit.uni-leipzig.de

Leipzig University of Applied Sciences (HTWK)

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.

🌐 htwk-leipzig.de

Department of Academic Affairs

HTWK Leipzig | Department of Academic Affairs

📍 Visitors' Address:

Student Advisory Service/Student Office:

Eichendorffstraße 2

Central Examination Office:

Eichendorffstraße 14

✉ Mailing address: PF 30 11 66 | 04251 Leipzig

➔ studienberatung@htwk-leipzig.de and
study@htwk-leipzig.de

➔ zentrales.pruefungsamt@htwk-leipzig.de

🕒 **Office hours:**

Open office hours for visitors (without appointment):

Tue 9 am – 12 pm | 1 pm – 4 pm | Thu 9 am – 12 pm or
upon agreement

🌐 htwk-leipzig.de

Student Counselling: ☎ 0341-30 76 -65 12/ -61 56

Student Office: ☎ 0341-30 76 -65 04/ -65 05

International applicants: ☎ 0341-30 76 61 89

Foreign Student Office:

HTWK Leipzig | Dezernat Studienangelegenheiten |

International Student Services | Outgoing students

📍 Eichendorffstraße 2 | 1st floor | room 115

✉ Mailing address: PF 30 11 66 | 04251 Leipzig

☎ 0341-30 76 62 44

➔ outgoing@htwk-leipzig.de

🕒 **Office hours:**

Tue 9 am–12 pm + 1–4 pm | Thu 9 am–12 pm or upon
prior appointment

🌐 htwk-leipzig.de/international/outgoing-wege-ins-ausland

Student Council of HTWK Leipzig

Spokespersons: Christoph Schnell

📍 Gustav-Freytag-Str. 43–45 (Trefftz-Bau) | room TR 1.35

✉ Mailing address: PF 30 11 66 | 04251 Leipzig

☎ 0341-30 76 62 45

➔ sprecherinnen@stura.htwk-leipzig.de

📍 stura.htwk-leipzig.de

Academic Sports

Consultant: Peter 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)

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

📍 hmt-leipzig.de

Department of Academic Affairs / International Students

📍 Grassistraße 8 | 04107 Leipzig

☎ 0341-21 44 -620 / -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

📍 hmt-leipzig.de/en/home/mein-studium

Responsibilities: Study information, applications, general consultations, study organization, matters related to teaching, student affairs, examinations, international students

Consultant on foreign affairs: Birgit Reichelt

➔ birgit.reichelt@hmt-leipzig.de

Student Council of University of Music and Theatre

📍 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)

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 advanced Master study program in "Cultures of the Curatorial".

📄 hgb-leipzig.de

Department of Academic Affairs

📍 Wächterstraße 11 | ground floor | room 24 | 04107 Leipzig

☎ 0341-21 35 -144 / -236

Questions about studying:

➔ sg_studium@hgb-leipzig.de

Responsibilities: Counselling on study programmes, student matters, 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.

Current course offer and information:

📄 hgb-leipzig.de/abendakademie

📄 facebook.com/abendakademie.hgbleipzig

Student Council of the Academy of Visual Arts Leipzig

📍 Wächterstraße 11 | 04107 Leipzig

📧 studierendenrat@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

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.

🌐 hhl.de

Counselling Master of Science programmes (full-time)

Jana Vogel

📞 0341-98 51 611

✉️ jana.vogel@hhl.de

Counselling Master of Science programmes (part-time)

Julia Banitz

📞 0341-98 51 613

✉️ j.banitz@hhl.de

Counselling MBA-programmes (full-time)

Ellen Schönfeld

📞 0341-98 51 889

✉️ e.schoenfelder@hhl.de

Counselling Part-time MBA programmes**Stephanie Pleiss-Dietrich**

☎ 0341-98 51 730

➔ s.pleiss-dietrich@hhl.de

Counselling PhD programmes (Application possible at all times)**Mariah Littley**

☎ 0341-98 51 692

➔ m.littley@hhl.de

The range of courses is supplemented by HHL Executive Education, which offers executive education programs, both open and customized for companies.

Contact person for these programs:**Jana Näther**

☎ 0341-98 51 830

☎ Fax 0341-98 51 833

➔ jana.naether@hhl.de

University of Cooperative Education Saxony (BA)

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.

 ba-leipzig.de

Student Counselling

Real Estate Management:

 0341-42 74 34 41

Controlling / Finance and Tax Accountancy / Auditing:


 0341-42 74 34 40

Informatics:

 0341-42 74 34 42


Sustainable engineering for properties and facilities


 0341-42 74 33 42


 info.leipzig@ba-sachsen.de

Student Council Consultants

T. Brandt, N. Remenz

 Schönauer Straße 113 a | 04207 Leipzig

 0341-42 74 33 30 (registry)

 Fax 0341-42 74 33 31

 stura.leipzig@ba-sachsen.de

Academic Sports Consultant:

Prof. Dr. Christian Thöne

 christian.thoene@ba-sachsen.de

Please note: BAföG applications have to be send to:

 Landratsamt Erzgebirgskreis | Amt für Ausbildungsförderung

 Paulus-Jenisius-Straße 24 | 09456 Annaberg-Buchholz

International University of Cooperative Education Leipzig – IBA

The IBA | International University of Cooperative Education is Germany's largest state-recognised university of cooperative education. As a subsidiary of the F+U Group, an educational institution with over 40 years of experience in the educational sector, twelve locations throughout Germany, highly qualified teaching staff and professors, up-to-date content and a comprehensive network of professional partners, we are the ideal educational partner for a dual Bachelor's degree.

At IBA | Campus Leipzig, students can obtain a Bachelor of Arts degree in Social work & Management and Business Administration (in various disciplines) within three or three and a half years. In particular, students benefit from the "split week model" (two days a week students attend lectures and the remaining days are spent in their training company), which ideally combines theory and practice and prepares them well for their subsequent career start.

iba-leipzig.com

Student Counselling

📍 Markt 5–6 | 04109 Leipzig

📞 0341-14 91 90 90

📧 info@iba-leipzig.de

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





Regulations on the Semester fee by Studentenwerk Leipzig dated 18.04.2024

On the grounds of § 119 section 2 and § 118 section 3 of the Saxon Higher Education Act (Sächsisches Hochschulgesetz) as amended in the notification dated May 31, 2023 (SächsGVBl. [Saxon Law and Ordinance Gazette] page 329), last amended by the article 2 of the law dated January 31, 2024. (SächsGVBl. page 83), the Studentenwerk Leipzig Administrative Board has adopted the following Regulations on the Semester Fee (Semesterbeitrag) in accordance with § 120 section 3 clause 1 of the Saxon Higher Education Act.

§ 1 Obligation to pay the contribution

- (1) To cover the costs incurred by Studentenwerk Leipzig in the course of fulfilling the duties pursuant to § 1 of the Rules of Studentenwerk Leipzig, Studentenwerk Leipzig imposes the semester contribution. All students of those universities and academies associated with Studentenwerk Leipzig as well as students of any universities and educational institutions, that have corresponding agreements with Studentenwerk Leipzig, shall be obligated to pay the semester contribution.
- (2) The semester contribution shall be payable upon enrollment or renewal of enrollment. It shall be collected free of charge by the universities pursuant to § 119 section 2 clause 6 of the Saxon Higher Education Act (Sächsisches Hochschulgesetz). The universities and educational institutions shall communicate 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 80.00 € per semester. It is used as follows:

Fees for social services/fee for DSW (Deutsches Studentenwerk)	11,20 €
Contribution to finance the catering companies (Mensas and cafeterias)	68,80 €
<hr/>	
	80,00 €

- (2) An additional amount of 2 euros per student and semester will be due as a contribution to 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 Leipzig as the place of study for the duration of an entire semester 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 application form to Studentenwerk Leipzig and must be received by Studentenwerk at the latest on the last workday before the semester starts for which the exemption is requested. In case of studies abroad, an official confirmation of the stay from abroad 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 Leipzig 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 de-registration or withdrawal of enrolment of a student, 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 at the latest before the lecture period of the respective semester starts. The certificate of de-registration provided by the respective university or the confirmation issued by the university regarding the waiver of admission to university must be enclosed to said application form.

§ 4 Deutschland-Semesterticket

In addition to the contribution according to § 2, a contribution of 176.40 euros per student and semester is charged for a fully consolidated Deutschland-Semesterticket.

§ 5 Effective date

These regulations on the semester fee shall come into force with effect as of the winter semester 2024/25 after publication in the Saxon Official Gazette. At the same time, the fee regulations of 13 December 2023 shall cease to apply.

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. Further information on the solidarity principle can be found on our webpage [The Principle of Solidarity](#).

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

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

Exemption from payment of the semester fee 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 (Studierendensekretariat) 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 semester fee.

Application for Exemption from Payment of the Semester Fee

The decision concerning exemption from payment of the semester fee 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.

Furthermore, the application for exemption from payment of the semester fee must be accompanied by proof of leave of absence approved by the university/academy.

The application for exemption from payment of the semester fee must be submitted to Studentenwerk Leipzig in writing and separately for each semester using the relevant form sheet. The complete application including any proof of absence must be submitted to and received by Studentenwerk Leipzig no later than the

last working day before the beginning of the semester for which you apply the exemption. 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 duration 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 enrollment 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) Please note that even for lecture-free periods during your stay at the hosting university a proof of enrollment without any gaps must be submitted.

Please note that even for lecture-free periods during your stay at the hosting university a proof of enrollment without any gaps must be submitted.

2. for an internship abroad:

- internship contract or formal confirmation issued by the internship company specifying the exact period, the training objective, the supervisor and the time scope (e.g. number of hours)

3. for a domestic internship:

- internship contract or formal confirmation issued by the internship company specifying the exact period, the training objective, the supervisor and the time scope (e.g. number of hours) 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)

- if you rent an apartment or room in Leipzig, a proof of disuse is required (e.g. cancellation, subletting, etc.).

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)
- if you rent an apartment or room in Leipzig, a proof of disuse is required (e.g. cancellation, subletting, etc.).

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)
- if you rent an apartment or room in Leipzig, a proof of disuse is required (e.g. cancellation, subletting, etc.). 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 enrollment (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 semester fee have been approved (make sure to observe the deadlines for renewal of enrollment of your university/academy!). If an exemption cannot be granted, only timely payment of the semester fee including the fee for the semester ticket will complete the renewal of enrollment 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 (Studierendenrat) has assigned this task related to the exemption from payment of the Semesterbeitrag to Studentenwerk Leipzig.

Re-registration already done

If the exemption is approved only after the re-registration at the university or academy, refunding of the already paid semester fee must be applied for on a separate form and providing the necessary evidence (see information on application form) to Studentenwerk. A reimbursement for the contribution to the Deutschland-Semesterticket is only possible if the ticket has not been retrieved at the LVB.

Reimbursement of the semester fee case of disenrollment/ waiver of admission to university

Show details

Students disenrolling after enrolling or renewing their enrollment before the beginning of a semester or withdrawing their enrollment (waiver of admission to university) within the deadlines in place at the respective university / academy are, upon application, eligible for reimbursement of the semester fee paid by them for the respective semester.

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. When submitting the application for reimbursement, the student card must be presented to check the imprint (if no student card was issued, this must be communicated). After the imprint has been checked, further action may be required. Regarding submittal of the applications and deadlines § 3, Section 3, of the Studentenwerk Leipzig Beitragsordnung (regulations on the semester fee) must be observed. A reimbursement for the contribution to the Deutschland-Semesterticket is only possible if the ticket has not been retrieved at the LVB.

Please note that it is not possible to receive a pro rata refund of the semester fee if you exmatriculate during the ongoing semester. Until the winter semester 2023/24, the fee for the MDV semester ticket (valid until then) could be refunded pro rata for each unused full month if you exmatriculated during the current semester. This option is not available for the Deutschland-Semesterticket, which has been in force since summer semester 2024.

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

Application documents:

① studentenwerk-leipzig.de/en/exemption-payment-semester-fee-and-reimbursement

The documents must be directly submitted to:

Abt. Rechnungswesen / Controlling

📍 Goethestraße 6 | room 215 | 04109 Leipzig

☎ 0341-96 59 665

✉ semesterbeitrag@studentenwerk-leipzig.de

🕒 The current office hours can be found on our website (see link above).

Imprint

Publisher:

Studentenwerk Leipzig | Anstalt des öffentlichen Rechts
Goethestraße 6 | 04109 Leipzig

📄 studentenwerk-leipzig.de

📘 Studentenwerk Leipzig

📷 studentenwerkleipzig

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Editorial deadline: Juni 2024

Photos: Studentenwerk Leipzig, Swen Reichhold, Marco Johanning,
Christian Hüller, InsideCreativeHouse/stock.adobe.com,
Laurenz Kleinheider/unsplash.com, Julian Röntgen

Layout: die superpixel

Maps: Studentenwerk Leipzig

Print: pögedruck Leipzig; printed on 100% recycled paper

Leipzig 2024



Studentenwerk Leipzig is co-financed by tax money on the basis of the budget approved by the Saxon state parliament.