

# Studying in Leipzig

## 2022/23

english version



Studentenwerk  
Leipzig

# AutoLoad

## Cashless payment in our Mensas & Cafeterias

At the cash desks of the Mensas & Cafeterias of the Studentenwerk Leipzig, our guests can top up their Mensa card with credit directly from their bank account.\*

### The advantages

- no queuing at the loading terminals
- fast loading directly at the cash desk
- convenient and secure handling

\* Valid for students and university employees of the seven Leipzig academies and universities in the area of responsibility of the Studentenwerk Leipzig.

### More Info:

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



# Studying in Leipzig






## 2022/23



In view of the uncertainties surrounding the future course of the pandemic, we cannot guarantee the validity of the service offers and opening hours as described in this booklet. For the most up-to-date information, please refer to the respective websites.



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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 semester ticket 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.

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 Visual 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:** Dominik Schwarz,  
Student 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](http://studentenwerk-leipzig.de)

### Managing Director: Dr. Andrea Diekhof

📞 0341-96 59 660

📧 diekhof@studentenwerk-leipzig.de

### Deputy Managing Director | Accounting | Controlling:

Grit Schräpel

📞 0341-96 59 665

📧 schraepel@studentenwerk-leipzig.de

### Student Housing: Monika Schwarzenberg

📞 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

📞 0341-96 595

📧 litvinov@studentenwerk-leipzig.de

### Human Resource: Stefan Koßmann

📞 0341-96 59 656

📧 kossmann@studentenwerk-leipzig.de

### Social Services: Julia Winkler

📞 0341-96 59 942

📧 winkler@studentenwerk-leipzig.de

### Construction | Engineering | General Administration:

Jörg Gaßner

📞 0341-96 59 648

📧 gassner@studentenwerk-leipzig.de

### Information Technology: Martin Mieth

📞 0341-96 59 635

📧 mieth@studentenwerk-leipzig.de

### Deputy Managing Director | Internal Auditing | Business Organization | Administrative and Contract

Law: 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, 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 300 €.

## Equipment

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

Each room has internet access as well as connectors for cable / SAT television. 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](mailto:wohnen@studentenwerk-leipzig.de)

#### Telephone office hours:

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

🌐 [studentenwerk-leipzig.de/wohnen](http://studentenwerk-leipzig.de/wohnen)

### Housing Service office Goethestraße 6 | 3rd floor

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

### Housing Service office Straße des 18. Oktober 23 | room 109

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

### Housing Service office Straße des 18. Oktober 23 | room 209

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



## Renting a Room at a Student Hall of Residence

You can apply to Studentenwerk Leipzig for a room at a student hall of residence online immediately 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)
- two passport photographs
- your ID card or passport



## 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 your online tenant account and in the display cabinets in our halls. Our tutors offer various events and services for international students (see page 90).

**Contact: Beate Wolff**

✉ [wolff@studentenwerk-leipzig.de](mailto: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](mailto: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/](https://facebook.com/StudentenOase/)

### C4 e.V.

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

📄 [de-de.facebook.com/C4Leipzig](https://de-de.facebook.com/C4Leipzig)

### Destille e.V.

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

📄 [destille.org](https://destille.org)

### Leipziger Studentenkeller e.V. (StuK)

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

📄 [stuk-leipzig.de](https://stuk-leipzig.de)

### Schwemme e.V.

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

📄 [schwemme-leipzig.de](https://schwemme-leipzig.de)



# Mensas + Cafeterias



## Our Mensas

Studentenwerk Leipzig runs eight mensas and ten 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 56)

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.

**All our facilities provide barrier-free access.**

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 meat-free. Mensa am Park is open from Monday to Thursday until 7:30 pm during the lecture period of the semester.

The **Mensa Peterssteinweg [2]** is a popular location south of the city centre. It has two modern dining halls, but you can also eat your lunch in a nice historical refectory, selecting between four dishes and different salads. What is special about this mensa is that we offer “mensaVital” dishes here, prepared with lean meat or fish, fresh vegetables and herbs in a low-fat and vitamin-preserving way. Sustainability is an important topic in our mensas and cafeterias: Packaging made of biodegradable materials, certified fish from sustainable fishery, the use of green electricity and the use of regional and seasonal products – we are constantly developing our services further.

Mensa Peterssteinweg is our cutting-edge sustainability Mensa where we test many new things for the first time.

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, grill and pizza dishes.



At the **Mensa Academica** [4] at the so-called Lipsiusbau of HTWK Leipzig, situated at Karl-Liebnecht-Straße, customers can also freely put together their own meals, help themselves at the pasta counter, and choose among the salad and dessert dishes. This mensa also offers "mensaVital" 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) and 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 without meat; 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, some of which can be assembled by the students themselves in various variations. There is room for around 140 guests

in the Mensaria; the coffee bar, small lounge areas and an 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.

**Sustainability** is an important topic in our Mensas and Cafeterias: From packaging made of ecologically degradable materials to certified fish from sustainable sources, the use of green electricity, and the use of regional and seasonal products, we are constantly improving our services. The Mensa Peterssteinweg is our sustainability pioneer, where many new ideas for a more sustainable offer are being tested for the first time.

The employees in all of our canteens and cafeterias are open to suggestions and requests. Guests can give us feedback directly by addressing the Cafeteria or Mensa management or by or send their praise and criticism to s by e-mail. There are also feedback cards that are available everywhere in our Mensas and Cafeterias.

**Current opening hours of our Mensas and Cafeterias:**

📍 [studentenwerk-leipzig.de/en/student-restaurants-cafeterias/our-student-restaurants-cafeterias](https://studentenwerk-leipzig.de/en/student-restaurants-cafeterias/our-student-restaurants-cafeterias)

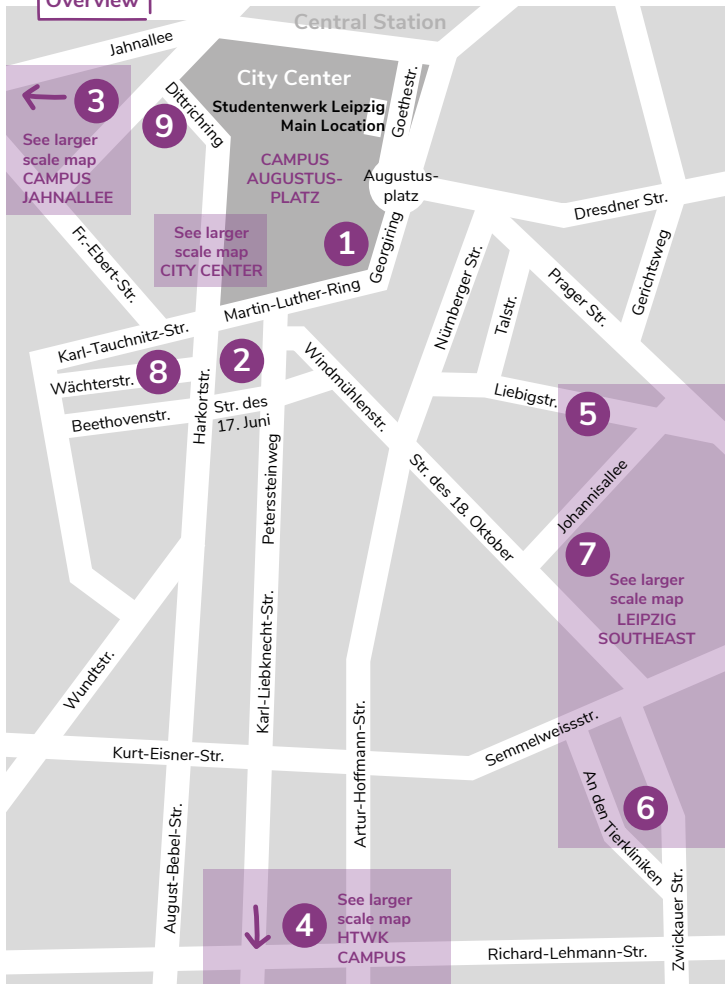
**For the current Mensa menu:**

📍 [studentenwerk-leipzig.de/en/mensa-menu](https://studentenwerk-leipzig.de/en/mensa-menu)

**Praise + Criticism:**

✉ [lob-und-kritik@studentenwerk-leipzig.de](mailto:lob-und-kritik@studentenwerk-leipzig.de)

Overview



City Center



3  
See larger scale map  
CAMPUS  
JAHNALLEE

See larger scale map  
CITY CENTER

4  
See larger scale map  
HTWK  
CAMPUS

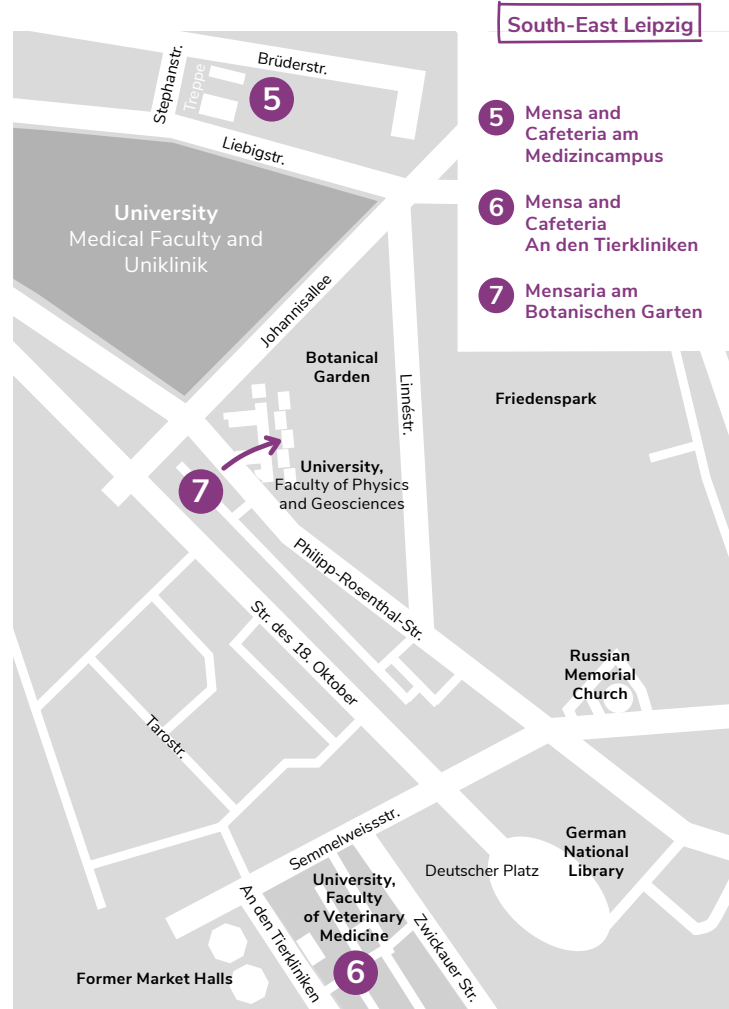
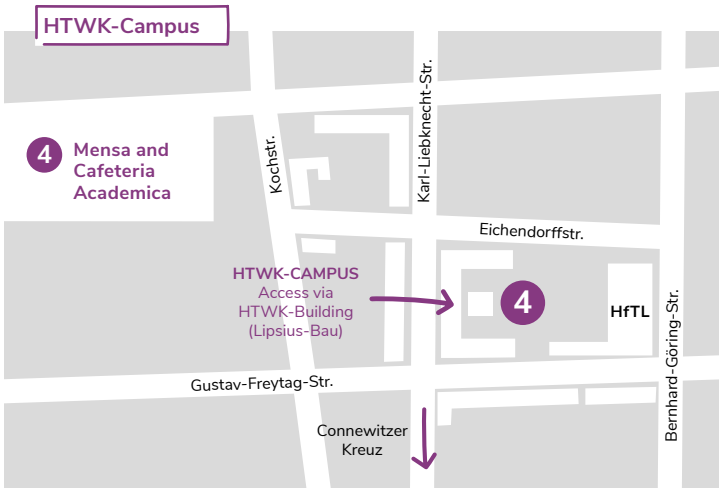
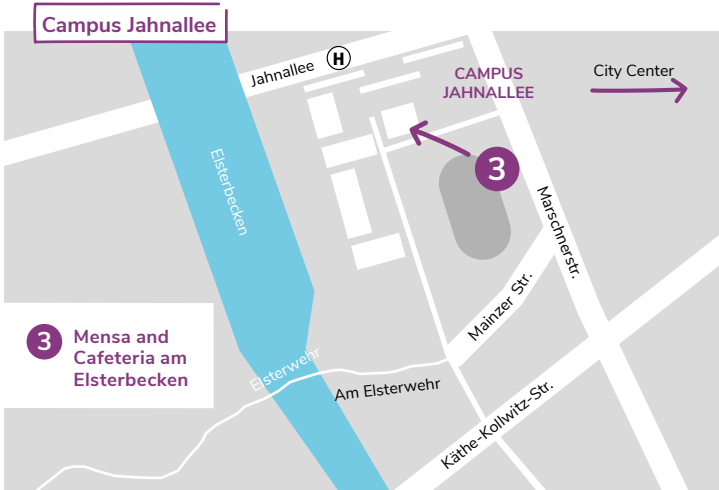
See larger scale map  
LEIPZIG  
SOUTHEAST

1 Mensa and Cafeteria am Park hosting the Bistro am Park

2 Mensa and Cafeteria Peterssteinweg

8 Cafeteria im Musikviertel

9 Cafeteria Dittrichring





## 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 69) 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

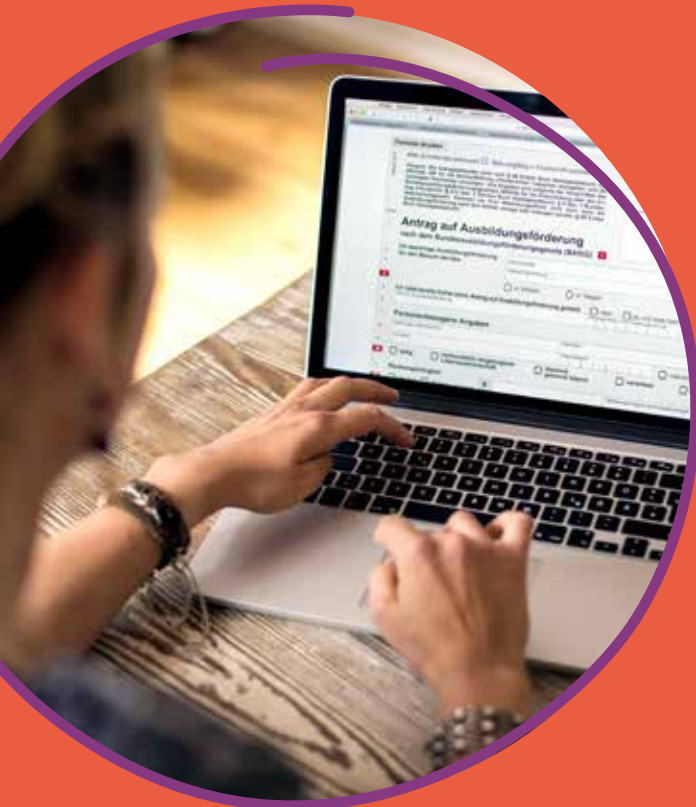
As an alternative to recharging the card with cash, you can use AutoLoad to top up the Mensacard from your bank account conveniently and quickly at the cash points of the mensas and cafeterias. To be able to use AutoLoad, you need to give a SEPA direct debit mandate to Studentenwerk Leipzig beforehand. The recharging amount can be chosen optionally every time you top up the card. You need to sign up to AutoLoad once at the SSZ at Goethestraße 3–5.

① [studentenwerk-leipzig.de/autoload](https://studentenwerk-leipzig.de/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](mailto:kartenservice@studentenwerk-leipzig.de)





# Student Funding



## Studying Using BAföG Funding

### Amt für Ausbildungsförderung (Department for Grants)

- 📍 Goethestraße 6 | 1st + 2nd floor
- ✉️ Studentenwerk Leipzig | Anstalt des öffentlichen Rechts | Amt für Ausbildungsförderung | PF 10 09 28 | 04009 Leipzig
- ☎️ 0341-96 595 (switchboard)
- ✉️ [bafoegamt@studentenwerk-leipzig.de](mailto:bafoegamt@studentenwerk-leipzig.de)
- 📞 **Telephone consultation:** Tue 1–5 pm | Thu 9–11 am
- Personal consultation:** on previous telephone agreement
- 🌐 [studentenwerk-leipzig.de/bafoeg](http://studentenwerk-leipzig.de/bafoeg)

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](https://www.bafoeg-digital.de), 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 proofs.

#### Advantages of BAföG Digital:

- Conveniently create, edit and digitally submit BAföG application online
- Self-explanatory and easy-to-understand online tool
- step-by-step application wizard
- 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

## 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/bafoeg-finanzierung](https://www.studentenwerk-leipzig.de/bafoeg-finanzierung):

**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 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. 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:

① [studentenwerk-leipzig.de/en/other-funding-options](https://studentenwerk-leipzig.de/en/other-funding-options)

## Financial Support Provided by Studentenwerk Leipzig

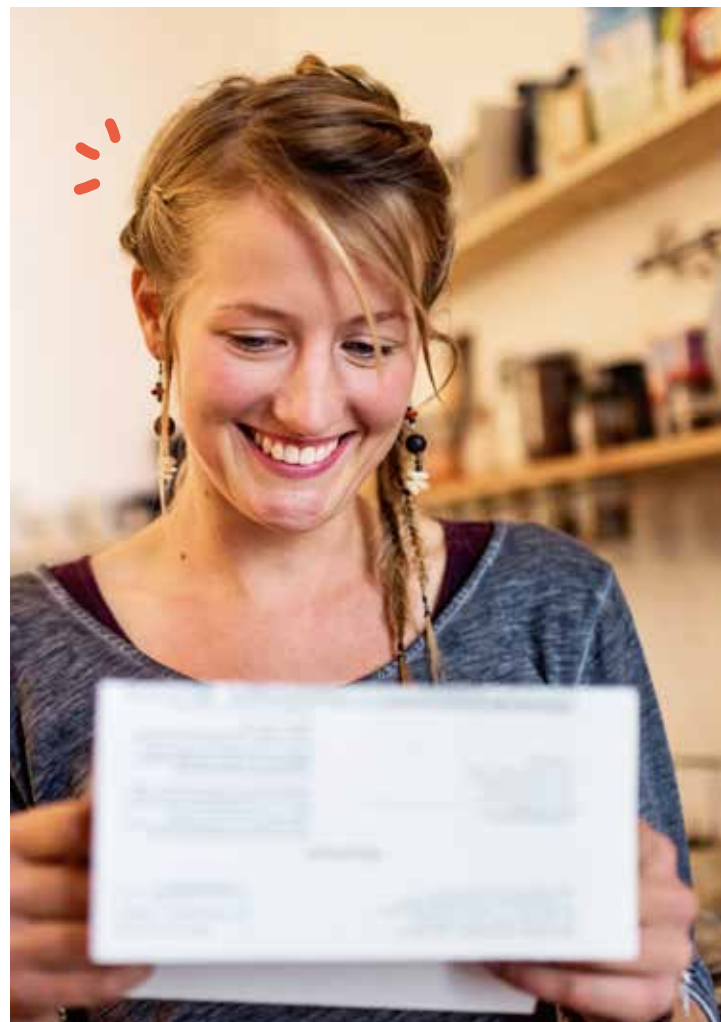
Students in need, who are enrolled at one of the universities for which Studentenwerk Leipzig is responsible, in financial emergencies through no fault of their own, can be helped by granting short-term loans. To every student concerned, we recommend contacting the Social Counseling Service of Studentenwerk in advance.

For more information on how financial aid is awarded, visit:

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

You can also get support and individual advice at the social counselling service:

① [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).

All jobs offered can be found at the job portal of Studentenwerk Leipzig ([📍 studentenwerk-leipzig.de/en/student-job-office](https://studentenwerk-leipzig.de/en/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 infor-

mation 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

Susann Pianski-Lehmann

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

📞 0341-96 59 630

✉️ [jobvermittlung@studentenwerk-leipzig.de](mailto:jobvermittlung@studentenwerk-leipzig.de)

Jobportal: [📍 studentenwerk-leipzig.de](https://studentenwerk-leipzig.de)

### Contact details and opening hours:

📍 [studentenwerk-leipzig.de/jobvermittlung](https://studentenwerk-leipzig.de/jobvermittlung)



## Financial aids + Insurances

### Financial aids

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

### Arbeitslosengeld II

In very rare cases, among other things depending on the individual person's residence permit, foreign students, too, may have a claim

to receive unemployment benefits (Arbeitslosengeld). As the legal situation in this respect is very complicated, it is recommendable to obtain professional advice from the staff of the Studentenwerk Leipzig Social Counselling Office (Sozialberatung) prior to application for such benefits (for contact data see page 53).

### 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 [🌐 rundfunkbeitrag.de](https://www.rundfunkbeitrag.de) or make an inquiry with the Social Counselling Office (Sozialberatung – for contact data see page 53).

### 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 univer-

sity 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://www.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](mailto:grit.selchow@zv.uni-leipzig.de)

Heike Schwesinger 📧 [heike.schwesinger@zv.uni-leipzig.de](mailto: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

Inka Daubner-Mensching  
 Referat Studienangelegenheiten | Internationales  
 (Department for Student Affairs | International Students)  
 📍 Grassistraße 8 | 04107 Leipzig  
 ☎ 0341-21 44 620  
 📧 inka.daubner-mensching@hmt-leipzig.de

### Academy of Visual Arts Leipzig (HGB)

Claudia Pöschel | SG Studienangelegenheiten  
 📍 Wächterstr. 11 | 04107 Leipzig  
 ☎ 0341-21 35 236

### University of Cooperative Education Saxony (BA)

Allgemeine Verwaltung  
 📍 Schönauer Straße 113 a | 04207 Leipzig  
 ☎ 0341-42 74 33 40

### Recreational Accident Insurance

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

For further information, contact:

### Studentenwerk Leipzig

Kevin Kornfeld | Legal Advisor  
 (Administrative and Contract Law)  
 📍 Goethestraße 6 | Room 231  
 ☎ 0341-96 59 645  
 📧 kornfeld@studentenwerk-leipzig.de

**Accidents have to be reported immediately to Studentenwerk Leipzig!**

### Health Insurance

Every prospective or actual student must provide university with an insurance certificate prior to enrolment. This certificate is issued by the statutory health insurance company (gesetzliche Krankenkasse), from 2022, the certificate will be 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 their 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:

#### 450 € job (“Minijob”)

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

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

#### student job (working student)

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

#### short-term employment

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

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

# Counselling Services



Studying places high demands on students, everyday student life might turn out to be a big challenge. You are not alone during difficult times in your life; Studentenwerk offers you free 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 and students who are already in their final stages to graduation. We offer individual and competent counselling regarding any open questions on how to organize and finance your studies (including student jobs), how to deal with changing living conditions, and how to tackle social or financial challenges. We specifically advise and support:

- pregnant students and students with child(ren)  
(for further information see page 55)
- students with a disability and/or chronic disease  
(for further information see page 62)
- 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 open office hours without prior appointment and also individual consultations by appointment. After a general initial consultation, a follow-up appointment with the respective specialized person from our team is possible.

**Center for Social Services (CSS)**

📍 Gutenbergplatz 4 | 4th floor

**Studierenden Service Zentrum (SSZ)**

📍 Goethestraße 3–5 | ground floor room 10

☎ 0341-96 59 -941/ -943/ -950

✉ 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](https://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.

On the Studentenwerk Leipzig websites, our social counsellors provide information material for pregnant students and student parents for download: 🔗 [studentenwerk-leipzig.de/en/counselling-social-issues/studying-with-children](https://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: 🔗 [studentenwerk-leipzig.de/beratung-soziales/study-with-child/student-family-centre-stufaz](https://studentenwerk-leipzig.de/beratung-soziales/study-with-child/student-family-centre-stufaz)

Twice a year 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 our websites.

**Social Counselling (Sozialberatung)**

Jana Kuppardt  
see page 53

**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: ① [studentenwerk-leipzig.de/beratungsoziales/studium-mit-kind/studentisches-familienzentrum-stufaz](http://studentenwerk-leipzig.de/beratungsoziales/studium-mit-kind/studentisches-familienzentrum-stufaz) 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 Studen-

tenwerk 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: ① [studentenwerk-leipzig.de/beratung-soziales/studium-mit-kind/mit-kindern-mensen-und-cafeterias](http://studentenwerk-leipzig.de/beratung-soziales/studium-mit-kind/mit-kindern-mensen-und-cafeterias)

**Studentenwerk Leipzig Childcare Facilities**

**Studentenwerk Leipzig “Kinderladen”**

on the upper floor of Mensa am Park

Here children of students who are not on leave and without childcare may be looked after on an hourly basis from the end of the maternity leave period until starting school. (for a maximum period of 1 semester for 3 days a week and 4 hours a day).

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

- 📍 Universitätsstraße 5 | 04109 Leipzig
- ☎ 0341-97 37 915 oder 01761-96 59 676
- ✉ kinderladen@studentenwerk-leipzig.de
- 🕒 **Opening hours:** Mon – Thu 8 am – 6 pm | Fri 8 am – 4 pm
- ① [studentenwerk-leipzig.de/beratung-soziales/studium-mit-kind/kinderbetreuung/kinderladen](http://studentenwerk-leipzig.de/beratung-soziales/studium-mit-kind/kinderbetreuung/kinderladen)



### Day Care Centre Kita "Villa Unifratz"

Student hall of residence at Bornaische Straße 138

Our offers in our day care center with nursery, which is located in the middle of the nature and has its own garden, can be especially adapted to the individual daily routine of students. The childcare offer is designed for children from the age of 1 until they start school; there are 30 places. The vicinity to the Student Hall of residence in the same building provides a childcare offer in walking distance. At [📍 studentenwerk-leipzig.de/en/counselling-social-issues/studying-with-children](https://studentenwerk-leipzig.de/en/counselling-social-issues/studying-with-children) you will find information on the registration process.

**Manager:** Kerstin Schäfer

✉ villa@studentenwerk-leipzig.de

📍 [studentenwerk-leipzig.de/beratung-soziales/studium-mit-kind/kinderbetreuung](https://studentenwerk-leipzig.de/beratung-soziales/studium-mit-kind/kinderbetreuung)

### 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 until school enrolment is located near the campus of Augustusplatz.

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

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

**Manager:** Ricky Pasch

✉ ricky.pasch@froebel-gruppe.de

📍 [studentenwerk-leipzig.de/beratung-soziales/studium-mit-kind/kinderbetreuung](https://studentenwerk-leipzig.de/beratung-soziales/studium-mit-kind/kinderbetreuung)

### 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/beratung-soziales/studium-mit-kind/kinderbetreuung](https://studentenwerk-leipzig.de/beratung-soziales/studium-mit-kind/kinderbetreuung)

Further information on care services and registration at:

📍 [studentenwerk-leipzig.de/beratung-soziales/studium-mit-kind/kinderbetreuung](https://studentenwerk-leipzig.de/beratung-soziales/studium-mit-kind/kinderbetreuung)

## 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)

Aike Dägling

see page 53

### Commissioners for Students with Disabilities of the Different Universities and Academies

#### Leipzig University

Prof. Dr. Heike Tiemann

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

☎ 0341-97 30 149

✉ behbeauftragte@uni-leipzig.de

📄 [uni-leipzig.de/+smb](https://uni-leipzig.de/+smb)

#### Leipzig University of Applied Sciences (HTWK)

Christiane Rasch

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

Beeinträchtigungen

📍 Eichendorffstraße 2

☎ 0341-30 76 86 55

✉ [christiane.rasch@htwk-leipzig.de](mailto:christiane.rasch@htwk-leipzig.de)

📄 [htwk-leipzig.de/inklusion](https://htwk-leipzig.de/inklusion)

#### University of Music and Theatre

Inka Daubner-Mensching

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

📍 Grassistraße 8 | room 107

☎ 0341-21 44 620

✉ [inka.daubner-mensching@hmt-leipzig.de](mailto:inka.daubner-mensching@hmt-leipzig.de)

#### Academy of Visual Arts Leipzig (HGB)

Katja Schwalenberg

📍 Wächterstraße 11 | room 1.15

☎ 0341-21 35 161

✉ [inklusion@hgb-leipzig.de](mailto: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. Indi-

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 89

**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

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

### Group Counselling

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

- for example, in workshops on how to better deal with exam anxiety and reduce procrastination, among other things

You will find all the current information regarding our services as well as the different counselling locations and procedures under: [① studentenwerk-leipzig.de/en/counselling-social-issues/psychosocial-counselling](https://studentenwerk-leipzig.de/en/counselling-social-issues/psychosocial-counselling)

For information on our group offers, visit: [① studentenwerk-leipzig.de/en/online-workshops-effectively-organizing-your-studies-home](https://studentenwerk-leipzig.de/en/online-workshops-effectively-organizing-your-studies-home)

**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](https://uni-leipzig.de/+psychologische-beratung)

① [stura.uni-leipzig.de/psychosoziale-beratung](https://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](https://zls.uni-leipzig.de/psychologischeberatungsstelle.html)

① [leipzig.nightlines.eu](https://leipzig.nightlines.eu)

① [leipzig.de/selbsthilfe](https://leipzig.de/selbsthilfe)

① [geistreich.de](https://geistreich.de)



## Legal Assistance / Legal Advice

### 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 can be provided by telephone or in person, is free of charge and is financed by the semester fees. Please visit: [📍 studentenwerk-leipzig.de/beratung-soziales/rechtsberatung](https://studentenwerk-leipzig.de/beratung-soziales/rechtsberatung) 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 4–6 pm

### Legal Advice

Students may also obtain brief legal information regarding any problems arising from their individual living conditions directly at Studentenwerk Leipzig. Detailed legal advice and assistance, however, is not provided here.

Kevin Kornfeld  
📍 Goethestraße 6 | room 231  
📞 0341-96 59 645  
✉ kornfeld@studentenwerk-leipzig.de  
📍 [studentenwerk-leipzig.de/beratung-soziales/rechtsberatung](https://studentenwerk-leipzig.de/beratung-soziales/rechtsberatung)  
🕒 **Consultation hours:** Tue 9–11:30 am + 1–5 pm |  
Thu 9–11 am + 1–3 pm | Fri 9 am – 12 noon

## Studentenwerk at the SSZ

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

- information on all the services Studentenwerk is offering
- issue, validation, and return of mensa cards, AutoLoad agreement
- 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/beratung-soziales/studierenden-service-zentrum](https://studentenwerk-leipzig.de/beratung-soziales/studierenden-service-zentrum)  
📞 0341-96 59 850  
🕒 **Opening hours:** see website

## Starting Your Career / Focus an 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](https://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 page 71)

✉ careerservice@uni-leipzig.de

🕒 Fr 10 am – 12 noon, with registration under

✉ Leipzig.Studienberatung@arbeitsagentur.de

📍 at the HTWK Leipzig

Karl-Liebnecht-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](https://uni-leipzig.de/careerservice)🌐 [uni-leipzig.de/jobportal](https://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



## MDV Semester Ticket

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

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

Regulation for the extension of the MDV area: Since 2019, the MDV area has been extended to include the train routes of the districts of Anhalt-Bitterfeld, Wittenberg and the city of Dessau-Roßlau. However, this extension is **not** included in the Semesterticket. To travel in the extended MDV area, you will need to purchase a valid ticket from the MDV at the last stop in the old MDV area. You can find further information at [📍 mdv-nord.de](https://www.mdv-nord.de).

MDV semester ticket is a collectively funded ticket; every student must pay the amount of 156 € per semester (academic year of 2022/23) for the MDV semester ticket along with the Semesterbeitrag (a fee for social benefits payable every semester).

Under the section “Beförderungsbestimmungen und Tarifbestimmungen” (information about MDV fares) under [mdv.de/tickets](https://mdv.de/tickets) MDV is offering the latest information on fare conditions regarding the MDV ticket for your reference.

## Exemption from payment and Pro-rata 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/semesterticket](https://studentenwerk-leipzig.de/semesterticket)

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

The Beitrag for the MDV semester ticket may be reimbursed on a pro-rata basis if the date of disenrollment is a date within the ongoing semester. In this case, the corresponding application must be submitted in writing to Studentenwerk Leipzig using the relevant form sheet. In 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 semester ticket not being used.

### Pro-rata reimbursement of the fee paid for the MDV semester ticket 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 MDV semester ticket 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: [📄 studentenwerk-leipzig.de/semesterticket](https://studentenwerk-leipzig.de/semesterticket)

## Transport of a Bicycle

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

## Mobility Fund

Every student pays an amount of 1.50 € into the Mobility Fund (Mobilitätsfonds), along with their Semesterbeitrag. The Mobility Fund may be used to fund student projects / contributions for comple-

menting the semester ticket, notably in order to support students going However, the collection of the mobility fund will be temporarily suspended for the winter semester 2022/23.

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 Semester-ticketausschuss (Semester Ticket Committee).

### Submission of applications for further Mobility Fund projects:

- 📍 Studentenwerk Leipzig | Semesterticketausschuss
- ✉️ PF 10 09 28 | 04009 Leipzig

### Do-it-yourself Bicycle Repair Shops

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

Every student paying the Semesterbeitrag to Studentenwerk Leipzig can make use of these facilities. For that purpose, you have to present your current student ID card.

### Repair shop Werkstatt des Villa e.V.

- 📍 Lessingstraße 7
- 🕒 **Opening hours:** Mon – Thu 4–7 pm  
(except on public holidays)

### Do-It-Yourself Bicycle Repair Shop “Radgeber”

📍 Leplaystraße 5

🕒 **Opening hours:** Mon – Fri 12 noon – 6 pm  
(except on public holidays)

### Do-It-Yourself Bicycle Repair Shop “RadSchlag”

📍 Schulze-Boysen-Straße 16 (corner Ostplatz)

🕒 **Business hours:** Mon – Fr 10 am – 6 pm | Sat 10 am – 2 pm  
(except on public holidays)

### LeipzigMOVE – Your App. Your way.

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

### Car and bike sharing without additional contracts

Register once at no charge – use everything: Bus, train, bike sharing, car sharing and taxi. With **LeipzigMOVE** you can use car and bike sharing from DB Flinkster and nextbike without having to sign contracts directly with the companies. You can register directly in the app and start using the services immediately.

### A free quota for bike sharing rides every month

All customers receive a free quota 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](https://leipzig-move.de)



### Studis on Tour – rental cars for Leipzig

Studis on Tour is a collaboration of Studentenwerk Leipzig and Europacar 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](https://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 and Studying Abroad

### Points of Contact for International Students

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

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

**Studentwerk 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 Studentwerk Leipzig halls of residence provided by tutors (see page 88) and hall of residence spokespeople (see page 21)
- a **Buddy program** 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 90)
- 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 65)

- placement of student jobs by our **job placement office** (see page 45)
- **Cultural funding** (see page 98)
- Events for international students, e. g. the International Café or

### 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](https://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**.

#### Foreigners' Registration Office

📍 Prager Straße 128 | House B

📞 0341-12 33 310

🕒 To arrange an appointment go to:

📍 [leipzig.de/auslaenderbehoerde](https://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. 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.

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.

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

### Working a Job while Studying

International students in possession of a residence permit for studying purposes (§16 of the German Residence Act (Aufenthaltsgesetz)) are usually only allowed to work 120 full working days or 240 half-day working days per year. If you have any questions concerning working a side job during your studies, please contact the Social Counselling office (see page 53). If you are looking for a student job, you can make use of our job placement office (see page 45). More information under:

① [jugend.dgb.de/studium/beratung/students-at-work](https://jugend.dgb.de/studium/beratung/students-at-work)

### Services Offered for International Students

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

### Studentenwerk Leipzig Social Counselling

The Studentenwerk Leipzig Social Counselling office (Sozialberatung) is an important contact point. Here you will receive 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 for International Students at the Academy of Fine Arts Leipzig (HGB)

Franziska Hüß

✉ [sozialberatung@studentenwerk-leipzig.de](mailto:sozialberatung@studentenwerk-leipzig.de)

☎ +49 176 19 65 96 67

### Social Counsellor & Contact for International Students from Leipzig's Universities (without HGB):

(German/English) Jana Kuppardt

✉ [sozialberatung@studentenwerk-leipzig.de](mailto:sozialberatung@studentenwerk-leipzig.de)

☎ +49 176 19 65 96 73

More information on the **consultation hours**:

📍 [studentenwerk-leipzig.de/beratung-soziales/studium-international](https://studentenwerk-leipzig.de/beratung-soziales/studium-international)

You will find further information on page 53 or under:

📍 [studentenwerk-leipzig.de/en/counselling-social-issues/social-counselling](https://studentenwerk-leipzig.de/en/counselling-social-issues/social-counselling) or 📍 [studentenwerk-leipzig.de/beratung-soziales/studium-international](https://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** (one-on-one assistance for international students). 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](mailto:tutoren@studentenwerk-leipzig.de)

📍 [studentenwerk-leipzig.de/tutorinnen-des-studentenwerks-leipzig](https://studentenwerk-leipzig.de/tutorinnen-des-studentenwerks-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

☎ +49 176 19 65 96 73

✉ [internationales@studentenwerk-leipzig.de](mailto:internationales@studentenwerk-leipzig.de)

📍 [studentenwerk-leipzig.de/studieren-leipzig-und-umgebung](https://studentenwerk-leipzig.de/studieren-leipzig-und-umgebung)

### International Café – 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:

📍 [studentenwerk-leipzig.de/en/international-cafe](https://studentenwerk-leipzig.de/en/international-cafe)

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

☎ +49 176 19 65 96 73

✉ internationales@studentenwerk-leipzig.de

### Round Table For International Students

The regular Round Table is open to international students from all Leipzig universities to get in touch and exchange ideas. The content of the meetings can be adapted by the participants according to their needs. It is organized by counsellors of the Social Counselling and Psychosocial Counselling.

**Contact:** Jana Kuppardt

☎ +49 176 19 65 96 73

✉ internationales@studentenwerk-leipzig.de

📍 [studentenwerk-leipzig.de/studieren-leipzig-und-umgebung](https://studentenwerk-leipzig.de/studieren-leipzig-und-umgebung)

For more information visit:

📍 [studentenwerk-leipzig.de/en/international-cooking](https://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](https://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](https://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 five binational master



programs in DaF/DaZ, e.g. in collaboration with universities in Curitiba, Guadalajara, Cairo, Stellenbosch, or Hanoi.

### Herder-Institut

📍 Beethovenstraße 15 | House 1 | 04107 Leipzig

☎ 0341-97 37 505

📠 Fax 0341-97 39 204

✉ [ulrike.kersting@uni-leipzig.de](mailto:ulrike.kersting@uni-leipzig.de)

🌐 [herder.philol.uni-leipzig.de](http://herder.philol.uni-leipzig.de)

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

interDaF is offering 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. Preparation for the German Language Test for University Admission (DSH) and for the TestDaF is possible. At levels A1 and A2, these courses are also conducted as online courses. In addition to that, there are summer and autumn courses (4–6 weeks). Furthermore interDaF in collaboration with the Research Academy Leipzig holds a language course specifically designed for international academics of the university.

Small student groups facilitate intensive work and competent, professional support. The language courses are complemented in an optimum way by phonetics, regional and cultural studies and cultural activities.

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

📍 Lumumbastraße 4 | 04105 Leipzig

☎ 0341-97 37 500

✉ [interdaf@uni-leipzig.de](mailto:interdaf@uni-leipzig.de)

🌐 [interdaf.uni-leipzig.de](http://interdaf.uni-leipzig.de)

### Leipzig Alumni International/LAI

This project ensures that international students 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/international/internationales-profil/leipzig-alumni-international](http://uni-leipzig.de/international/internationales-profil/leipzig-alumni-international)

### Leipzig University | International Center

Stabsstelle Internationales | Leipzig Alumni International

☎ 0341-97 32 024

✉ [lai@uni-leipzig.de](mailto:lai@uni-leipzig.de)

🌐 [uni-leipzig.de](http://uni-leipzig.de) ▶ University ▶ Alumni

## 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 kinds 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:

- ① [uni-leipzig.de/en/international/study-and-internships-abroad](https://uni-leipzig.de/en/international/study-and-internships-abroad)
- ① [eu.daad.de/infos-fuer-einzelpersonen/foerderung-fuer-studierende-und-graduierte/de](https://eu.daad.de/infos-fuer-einzelpersonen/foerderung-fuer-studierende-und-graduierte/de)

**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

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

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

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

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

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

**Contact:** Elisabeth Lorenz

📍 Goethestraße 6 | room 206

☎ 0341-96 59 620

✉ kultur@studentenwerk-leipzig.de

### Submission of applications for cultural funding:

📍 In Room 206 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/cultural-funding](https://studentenwerk-leipzig.de/en/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](http://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 and your way around at Leipzig University. The SSZ bundles the information and counselling offers of the Student Counselling (Zentrale Studienberatung), the Student Office (Studentensekretariat) and Studentenwerk Leipzig.

You can find more information on SSZ under:

📍 [uni-leipzig.de/ssz](http://uni-leipzig.de/ssz)

### Student Counselling at Studierenden Service Zentrum

📍 Goethestraße 3–5 | 04109 Leipzig

☎ 0341-97 32 044

✉ [ssz-studienberatung@uni-leipzig.de](mailto:ssz-studienberatung@uni-leipzig.de)

📍 [uni-leipzig.de/zsb](http://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:

📍 [uni-leipzig.de/+lehramt-sprechstunde](https://uni-leipzig.de/+lehramt-sprechstunde)

#### Consultation in case of doubts and dropout thoughts:

📍 [uni-leipzig.de/studienzweifel](https://uni-leipzig.de/studienzweifel)

In addition, you can get detailed information on Leipzig University, all offered disciplines of the University as well as on 📍 [hochschulstart.de](https://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](mailto: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 2.27

📞 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

📍 House 5 | room H5 0.13  
☎ 0341-97 37 478

##### Teaching degree for special education

📍 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/](https://home.uni-leipzig.de/~termin-international/)  
For more information, please visit:

🕒 [uni-leipzig.de/international/kontakt-beratung](https://uni-leipzig.de/international/kontakt-beratung)

#### Contact and advice

##### Study and internship abroad

###### Current office hours:

🕒 [uni-leipzig.de/+auslandsaufenthalt-kontakt](https://uni-leipzig.de/+auslandsaufenthalt-kontakt)

###### Consultation online or on site:

🕒 [uni-leipzig.de/+termin-international](https://uni-leipzig.de/+termin-international)

📧 [si.auslandsaufenthalte@uni-leipzig.de](mailto:si.auslandsaufenthalte@uni-leipzig.de)

#### Contact and advice

##### Exchange studies in Leipzig

###### Current office hours:

🕒 [uni-leipzig.de/+kontakt-beratung-austauschstudium](https://uni-leipzig.de/+kontakt-beratung-austauschstudium)

###### Consultation online or on site:

🕒 [uni-leipzig.de/+termin-international](https://uni-leipzig.de/+termin-international)

📧 [incoming-exchange@uni-leipzig.de](mailto:incoming-exchange@uni-leipzig.de)







### Contact and advice for international applicants / students

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

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

Mon 9–11 am + 15–17 pm | Thu 9–11 am

☎ +49 341-97 32 -079/ -080

🌐 **Consultation online or on site:**

📍 [uni-leipzig.de/+termin-international](https://uni-leipzig.de/+termin-international)

**Studies in Leipzig:** 🌐 [uni-leipzig.de/en/international/studying-at-leipzig-university](https://uni-leipzig.de/en/international/studying-at-leipzig-university)

**German courses for refugees:** 📧 [refugees.study@uni-leipzig.de](mailto:refugees.study@uni-leipzig.de)

**Doubts during studies:** 📧 [indoubt@uni-leipzig.de](mailto:indoubt@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. The StuRa is a contact and advice center as well as a place to participate for good study conditions and diverse student life.

📍 Neues Seminargebäude

Universitätsstraße 1 | 04109 Leipzig

☎ 0341-97 37 850

☎ Fax 0341-97 37 859

📧 [info@stura.uni-leipzig.de](mailto:info@stura.uni-leipzig.de)

📍 [stura.uni-leipzig.de](https://stura.uni-leipzig.de)

📍 [facebook.com/StuRaUniLeipzig](https://facebook.com/StuRaUniLeipzig)

🐦 Twitter: @StuRa\_UL

📷 Instagram: @sturaunileipzig

🕒 **Consultation hours during the semester:**

Mon–Thu 11 am–6 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](mailto:ras@stura.uni-leipzig.de)

📍 [stura.uni-leipzig.de/ras](https://stura.uni-leipzig.de/ras)

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

### Service

**Service office:**

BAföG advice and much more, job placement,

📍 Neues Seminargebäude | S 011

☎ 0341-97 37 85

🕒 **Opening hours:** Mon + Tue + Thu 10 am–1 pm |

2 pm–4 pm | Fri. 10 am–1 pm | Wed. by phone or by appointment from 10:30 am–4:30 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 offered by the student council**

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

**Social Counselling:** 📧 sozialberatung@stura.uni-leipzig.de

**Legal Counselling:** 📧 rb@stura.uni-leipzig.de

**BAföG Counselling + Job exchange:**

📧 bafoeg@stura.uni-leipzig.de

**Psychosocial Counselling:** 📧 ps.b@stura.uni-leipzig.de

**DGB Campus Office:** 📧 DGBCampusOffice@dgb.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](https://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](https://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](https://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
- 🕒 **Office hours:**  
**Open office hours for visitors (without appointment):**  
 Tue 9 am – 12 pm | 1 pm – 4 pm | Thu 9 am – 12 pm  
**Office hours by appointment with the respective administrator (in person, via Zoom or by telephone):**  
 Mon 1 pm – 4 pm | Wed 1 pm – 4 pm | Thu 1 pm – 5 pm
- 🌐 [htwk-leipzig.de](http://htwk-leipzig.de)

**Student Counselling:** ☎ 0341-30 76 -65 12/ -61 56  
**Student Office:** ☎ 0341-30 76 -65 04/ -65 05  
**International Student Services:** ☎ 0341-30 76 61 89

#### Foreign Student Office:

- HTWK Leipzig | Dezernat Studienangelegenheiten | International Student Services**
- 📍 Eichendorffstraße 2 | 1st floor | room 115
- ✉ Mailing address: PF 30 11 66 | 04251 Leipzig
- ☎ 0341-30 76 62 44
- ✉ international@htwk-leipzig.de
- 🕒 **Office hours:**  
 Tue 9:30 – 11:30 am + 1–3 pm | Thu 9:30 – 11:30 am  
 or upon prior appointment
- 🌐 [htwk-leipzig.de/international](http://htwk-leipzig.de/international)

#### Student Council of HTWK Leipzig

- Spokespersons: Michel Manthey**
- 📍 Geutebrück-Bau | Karl-Liebknecht-Straße 132 | room 101

- ✉ Mailing address: PF 30 11 66 | 04251 Leipzig
- ☎ 0341-30 76 62 45
- ✉ sprecherinnen@stura.htwk-leipzig.de
- 🌐 [stura.htwk-leipzig.de](http://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](http://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](http://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](http://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](mailto: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](mailto: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](http://hgb-leipzig.de/abendakademie)

📍 [facebook.com/abendakademie.hgbleipzig](https://facebook.com/abendakademie.hgbleipzig)

**Student Council of the Academy of Visual Arts Leipzig**

📍 Wächterstraße 11 | 04107 Leipzig

📧 [studierendenrat@hgb-leipzig.de](mailto:studierendenrat@hgb-leipzig.de)

**Consultant for international students: Maximilian Steinborn**

📧 [maxstein@hgb-leipzig.de](mailto: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](http://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)

**Stine Täubert**

📞 0341-98 51 613

✉️ stine.taeubert@hhl.de

#### Counselling MBA-programmes (full-time)

**Ellen Schönfeld**

📞 0341-98 51 889

✉️ e.schoenfelder@hhl.de

#### Counselling Part-time MBA programmes

**Petra Spanka**

📞 0341-98 51 730

✉️ petra.spanka@hhl.de

#### Counselling PhD programmes (Application possible at all times)

**Vera Götz**

📞 0341-98 51 692

✉️ vera.goetz@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](http://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

#### Information Technology Engineering:

📞 0341-42 74 33 42

✉️ [info@ba-leipzig.de](mailto:info@ba-leipzig.de)

### Student Council Consultants

#### Jonas Sachs, Jannes Uhlemann

📍 Schönauer Straße 113 a | 04207 Leipzig

📞 0341-42 74 33 30 (registry)

📠 Fax 0341-42 74 33 31

✉️ [stura@ba-leipzig.de](mailto:stura@ba-leipzig.de)

### Academic Sports Consultant:

#### Prof. Dr. Christian Thöne

✉️ [christian.thoene@ba-leipzig.de](mailto:christian.thoene@ba-leipzig.de)

Please note: BAföG applications have to be send to:

📍 Landratsamt Erzgebirgskreis | Amt für Ausbildungsförderung

✉️ Paulus-Jenisius-Straße 24 | 09456 Annaberg-Buchholz

## 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 Pedagogy & 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](http://iba-leipzig.com)

### Student Counselling

📍 Markt 5-6 | 04109 Leipzig

📞 0341-14 91 90 90

✉️ [info@iba-leipzig.de](mailto:info@iba-leipzig.de)

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





## Regulations on the Semester fee by Studentenwerk Leipzig dated 30.05.2022

On the grounds of § 110 section 2 and § 109 section 3 of the law on the autonomy of universities in the Free State of Saxony (Sächsisches Hochschulfreiheitsgesetz) as amended in the notification dated January 15, 2013 (SächsGVBl. [Saxon Law and Ordinance Gazette] page 3), last amended by article 2 of the law dated September 30, 2021 (SächsGVBl. page 1122), the Studentenwerk Leipzig Administrative Board has adopted the following Regulations on the Semester Fee (Semesterbeitrag) in accordance with § 111 section 3 clause 1 of the law on the autonomy of universities in the Free State of Saxony:

### § 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 § 110 section 2 clause 6 of the law on the autonomy of universities in the Free State of Saxony (Sächsisches Hochschulfreiheitsgesetz). 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 €
	<b>80,00 €</b>

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

winter semester 2022 / 23 and summer semester 2023 a contribution at the amount of	165,00 €
in winter semester 2023 / 24 and summer semester 2024 a contribution at the amount of	175,00 €

The additional levying of a contribution to the Mobility Fund at the amount of 1.50 EUR will be temporarily suspended for the period from winter semester 2021 / 22 up to and including summer semester 2024.

### § 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 Effective date

These regulations on the semester fee shall enter into effect as of the winter semester 2022/23 following the publication in the Official Journal of the State of Saxony (Sächsisches Amtsblatt). At the same time, the regulations on the semester fee dated Oktober 15, 2020 shall cease to be effective.

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

## Exemption from Payment of the Semesterbeitrag and Reimbursement

The semester fee is a solidary contribution to the financing of social support services of Studentenwerk Leipzig that is independent on the actual use of the services by any enrolled students of our universities and academies. 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, reimbursement of the semester fee in case of disenrollment/waiver of admission to university, or reimbursement of the MDV semester ticket fee on a pro-rata basis. There is also a special regulation concerning the semester ticket for severely disabled students.

### Exemption from payment of the 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. Leave of absence and exemption from payment of the semester fee may both be solicited at the same time with the relevant competent office.

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 6 month period of the respective semester, without any gaps (such period being determined by the semester term of the respectively relevant university or academy in Leipzig!). Such confirmation of absence must include the exact start and end dates of your absence from Leipzig. If there is more than one reason of absence during one semester, the respective confirmations of absence must cover the entire semester term without any gaps.

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

#### 1. in case of studying abroad:

- certificate of 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 Mobility Fund and the basic rate for the semester ticket and/or the amount payable for the MDV 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.

### 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.

Concerning the pro-rata reimbursement of the fee paid for the MDV semester ticket in case of disenrollment during the ongoing semester or when beginning/continuation studies at another university and the special regulation concerning the semester ticket for severely disabled people read page 74.

**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](https://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](mailto:semesterbeitrag@studentenwerk-leipzig.de)

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

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@ studentenwerkleipzig

### Editors:

Hans-Ullrich Wolscht, Tina Krenkel, Céline Kabanda  
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campus

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More information and online application:  
[studentenwerk-leipzig.de/en/housing](https://studentenwerk-leipzig.de/en/housing)





## Do-it-your- self Bicycle Repair Shops

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### RadSchlag

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