

## Institutional Data SHEET

(updated 14 April 2020)

### INSTITUTIONAL INFORMATION

Institution	Leipzig University - D LEIPZIG01
General website	<a href="http://www.uni-leipzig.de">www.uni-leipzig.de</a>
Information about coronavirus and its impact on university operations	<a href="https://www.uni-leipzig.de/en/university/service/information-about-coronavirus">https://www.uni-leipzig.de/en/university/service/information-about-coronavirus</a>
Website for credit mobility	<a href="https://www.uni-leipzig.de/en/international/">https://www.uni-leipzig.de/en/international/</a>
International Centre - <b>Address</b>	Leipzig University - International Centre Postal: 04081 Leipzig, Germany Offices: Goethestr. 6, 04109 Leipzig, Germany fax: +49 341 97 32049
<b>Home Office</b>	All personal consultation office hours are suspended until further notice (approximately till 31 May 2020). Instead, the International Centre is offering advice and support via e-mail only.  Further Information of the International Office is available here: <a href="https://www.uni-leipzig.de/en/international/contact-and-advice/">https://www.uni-leipzig.de/en/international/contact-and-advice/</a>
International Centre - <b>Director</b>	Dr. Svend Poller phone: +49 341 97 32020 e-mail: <a href="mailto:aaa@uni-leipzig.de">aaa@uni-leipzig.de</a>
International Centre <b>Project Manager and contact for Inter-Institutional Agreements</b>	Anne Vorpapel phone: + 49 341 97 32031 e-mail: <a href="mailto:anne.vorpapel@zv.uni-leipzig.de">anne.vorpapel@zv.uni-leipzig.de</a> <a href="mailto:erasmus.agreements@zv.uni-leipzig.de">erasmus.agreements@zv.uni-leipzig.de</a>
International Centre <b>Erasmus+ KA107 Project Coordinator</b>	Veronika Amelie Kaiser phone: + 49 341 97 32040 e-mail: <a href="mailto:erasmus-international@zv.uni-leipzig.de">erasmus-international@zv.uni-leipzig.de</a>
International Centre <b>Contact for incoming students (except Erasmus+ KA103)</b>	Jane Moros phone: + 49 341 97 32032 e-mail: <a href="mailto:jane.moros@zv.uni-leipzig.de">jane.moros@zv.uni-leipzig.de</a>
International Centre <b>Contact for incoming students (E+ KA103) NOT for Learning Agreements</b>	Franziska Hübner phone: + 49 341 97 32023 e-mail: <a href="mailto:incoming-exchange@zv.uni-leipzig.de">incoming-exchange@zv.uni-leipzig.de</a>
International Centre <b>Contact for outgoing students (E+ KA103)</b>	Ines Remer/ Friederike Fuchs phone: + 49 341 97 32022/ 32076 e-mail: <a href="mailto:erasmus.studium@zv.uni-leipzig.de">erasmus.studium@zv.uni-leipzig.de</a>
<b>Departmental coordinators &amp; responsible persons for Learning Agreements</b>	Via database - <a href="https://unileipzig.moveon4.de/publisher/1/deu">https://unileipzig.moveon4.de/publisher/1/deu</a> -> Choose your home country ("Land") and institution ("Partnerhochschule") -> Click on search ("Suchen") -> Click on "Austauschplätze" above the map -> Find your study field in row 2 ("Fach"), the last line will list the departmental contact responsible for your field ("Fachkoordinator UL")

## DATES AND DEADLINES

Academic calendar	<b>Winter Semester: 01 October – 31 March</b> (1st week-enrolment, 2 <sup>nd</sup> week-introduction, 3rd week-start of classes) <b>Summer Semester: 01 April – 30 September</b> (1st week-enrolment and introduction, 2nd week-classes start)	
Academic calendar for current semester	<a href="https://www.uni-leipzig.de/en/studying/current-students/academic-calendar/">https://www.uni-leipzig.de/en/studying/current-students/academic-calendar/</a> details available for lecture and exam periods	
<b>Recommended nomination deadline of exchange students</b>		
For Winter Semester	Erasmus+ KA103 mobility	Erasmus+ worldwide KA107 mobility
	recommended until 15 June	recommended until 31 May
<b>(subject to postponement for winter semester 2020 if requested)</b>		
For Summer Semester	Erasmus+ KA103 mobility	Erasmus+ worldwide KA107 mobility
	recommended until 15 Dec	recommended until 15 Nov
<b>Application deadlines for nominated exchange students</b>		
For Winter Semester	Erasmus+ KA103 mobility	Erasmus+ worldwide KA107 mobility
	30 June	15 June
<b>(subject to postponement for winter semester 2020 if requested)</b>		
For Summer Semester	Erasmus+ KA103 mobility	Erasmus+ worldwide KA107 mobility
	15 Jan	1 Dec
<b>Transferring exchange periods to the next academic year</b>		
<b>Information</b>	Leipzig University is accepting students up to the number set in the inter-institutional agreements. However, exceeding these numbers is possible for the academic year 2020/21 after a mandatory approval by departments in question.	

## INFORMATION FOR INCOMING STUDENTS

Requirements for becoming an exchange student	<a href="https://www.uni-leipzig.de/en/international/exchange-students-at-leipzig-university/before-you-arrive/">https://www.uni-leipzig.de/en/international/exchange-students-at-leipzig-university/before-you-arrive/</a>
Course catalogues	<a href="https://almaweb.uni-leipzig.de/vvz">https://almaweb.uni-leipzig.de/vvz</a>
Courses of Study and study guides	<a href="https://www.uni-leipzig.de/en/studying/prospective-students/courses-of-study/">https://www.uni-leipzig.de/en/studying/prospective-students/courses-of-study/</a>
German language acquisition courses	<p><a href="https://www.uni-leipzig.de/en/international/exchange-students-at-leipzig-university/before-you-arrive/">https://www.uni-leipzig.de/en/international/exchange-students-at-leipzig-university/before-you-arrive/</a>                      -&gt; Learning German</p> <p>The <b>Preparatory German Language and Orientation Course</b> starts three weeks prior to each semester. Instructions, interactive tasks, exploring university related issues, cultural events, field trips and more, will be given and undertaken in GERMAN with a prior minimum level of B1.                      Costs (subject to change): approx. 120 EUR</p>
Required language skills in language of instruction (predominantly in German and English)	Regulations set in the inter-institutional Agreements. B1 (CEFR) generally required, B2 (CEFR) if not required then strongly recommended
	<p>Due to the current situation, we are accepting different types of language certificates that prove the level of the predominant language</p>

	of instruction: International certificates (TOEFL, IELTS, DELE, OLS etc.), university exams, certificates issued by a University Language centre, statements by university professors.
Information during the exchange stay	<a href="https://www.uni-leipzig.de/en/international/exchange-students-at-leipzig-university/during-your-stay/">https://www.uni-leipzig.de/en/international/exchange-students-at-leipzig-university/during-your-stay/</a>
Transcript of Records procedure	Please advise the students to contact the departmental coordinator (see above) for further information.

## ACADEMIC SYSTEM

<b>Summer Semester 2020</b>	
<b>Start of courses VIRTUALLY</b>	<b>6 April 2020</b>
<b>Resume of face-to-face teaching</b>	<b>Estimated – 4 May 2020 (If travel restriction still does not allow foreign students to be present, we strive to provide a virtually continued semester.)</b>
<b>Contact teacher-student</b>	<b>After the online enrolment, students need to register in classes. Please contact your departmental coordinator as informed with the letter of admission beforehand.  Teachers will be in contact with the attending students in the class via e-mail. For this correspondence each student has received a university e-mail address. Students need to ensure to check this account regularly but at least once a day.</b>
<b>Bachelor Degree</b>	
Years of study (full time course load):	3 years (6 semesters)
Minimum credits per semester:	30 credits
Minimum credits per academic year:	60 credits
<b>Master Degree</b>	
Years of study (full time course load):	2 years (4 semesters)
Minimum credits per semester:	30 credits
Minimum credits per academic year:	60 credits
<b>Work load and credits according to the European Credit Transfer System/ ECTS</b>	
1 ECTS–credit	equals 25-30 study hours (including self-study & contact hours)
<b>Semester</b>	
Weeks per semester	26 to 27 weeks total number
Regular teaching schedule	17 weeks of regular teaching schedule
Examination period	2 – 3 weeks
Self-study period/ lecture-free time	6 – 7 weeks

## LOCAL GRADING SYSTEM

Local Grade	Grade Definition	Definition der Note
1.0 – 1.5	Very good	Sehr gut
1.6 – 2.5	Good	Gut
2.6 – 3.5	Satisfactory	Befriedigend
3.6 – 4.0	Sufficient	Ausreichend
4.0 < ...	Failed	Unzureichend

## COSTS

Cost of living	<p>About 650,- EUR per month</p> <p><b><i>These figures are only estimated and may vary from student to student!</i></b></p> <p>Rent for apartment/room per month: around 200 EUR - 400 EUR</p> <p>Health insurance per month: around 80 EUR</p> <p>Study materials: around 50 EUR</p> <p>Food, clothing, miscellaneous requirements per month: around 250 EUR</p>
Semester fee (This is not a tuition fee. You receive a versatile Student ID – such as library, cafeteria, copy stations - and semester ticket for public transport)	<p>Semester fee (due each semester): 225,00 EUR (may vary)</p> <p>Student ID “UniCard” deposit (due once): 10,- EUR</p> <p><b><a href="https://www.uni-leipzig.de/en/studying/current-students/re-enrolment-and-semester-fee/">https://www.uni-leipzig.de/en/studying/current-students/re-enrolment-and-semester-fee/</a></b></p>

## FINANCIAL SUPPORT

Erasmus+ Scholarship international credit mobility for foreign students (INCOMING E+ KA107 ICM only)	<p><b>Force majeure regulations due to the outbreak of COVID 19 virus apply.</b> If students or staff had to cancel their stay, they can apply for reimbursement of already incurred costs if these costs cannot be reimbursed differently. The decline of sought reimbursement needs to be proven. We are preparing a form to use for handing in these claims to Leipzig University and send the form to the individual student as soon as possible.</p> <p>In case a student started the period abroad and had to return prior to the end of study, the grant can be provided if</p> <ul style="list-style-type: none"> <li>– costs still incur or are ongoing despite the departure</li> <li>– classes can be followed online and the learning goals can be met</li> <li>– plans exist to return to Leipzig and successfully finish the semester under the condition that students have started classes virtually.</li> </ul>
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## HEALTH, INSURANCE, VISA and HOUSING

Health and insurance	<a href="https://www.uni-leipzig.de/en/international/exchange-students-at-leipzig-university/before-you-arrive/#collapse14978">https://www.uni-leipzig.de/en/international/exchange-students-at-leipzig-university/before-you-arrive/#collapse14978</a>
Visa	<a href="https://www.uni-leipzig.de/en/international/exchange-students-at-leipzig-university/before-you-arrive/#collapse14967">https://www.uni-leipzig.de/en/international/exchange-students-at-leipzig-university/before-you-arrive/#collapse14967</a>
Accommodation	<p>Pre-arranged housing is not offered by the university but a wide range of reasonably-priced apartments and rooms can be found in Leipzig.</p> <p><a href="https://www.uni-leipzig.de/en/international/exchange-students-at-leipzig-university/before-you-arrive/#collapse15008">https://www.uni-leipzig.de/en/international/exchange-students-at-leipzig-university/before-you-arrive/#collapse15008</a></p>
Corona-related information for student accommodation via the Studentenwerk Leipzig (an independently working organization offering services to all universities)	<p><a href="https://www.studentenwerk-leipzig.de/en/news/coronavirus-effects-offers-studentenwerk-leipzig">https://www.studentenwerk-leipzig.de/en/news/coronavirus-effects-offers-studentenwerk-leipzig</a></p> <p>In case reserved rooms for the summer semester 2020 need to be canceled students need to contact Studentenwerk Leipzig directly in order to withdraw from a preliminary contract.</p> <p>If contracts will have to be cancelled since students are not coming back for a second semester they need to contact Studentenwerk</p>

	<p>Leipzig directly and individually arrange for their personal belongings and the conditions for cancellation.</p> <p>The international Centre may be of support with communication but is not in charge of these accommodations.</p>
Student accommodation via the Studentenwerk Leipzig	<p>Studentenwerk Leipzig rents fully-furnished rooms to students of Leipzig University. Please, check their website for detailed information on rents and application procedures, etc.:</p> <p><b><a href="http://www.studentenwerk-leipzig.de/en/housing">http://www.studentenwerk-leipzig.de/en/housing</a></b></p>

#### MOBILITY FOR EVERYBODY

Information for people with disabilities	<p>Please, visit the link below for further information and feel free to contact us.</p> <p><b><a href="https://www.uni-leipzig.de/en/studying/guidance-and-services/studying-in-special-circumstances/studying-with-disabilities/">https://www.uni-leipzig.de/en/studying/guidance-and-services/studying-in-special-circumstances/studying-with-disabilities/</a></b></p>
Information for parents	<p>To gain further information on child care services, please visit:</p> <p><a href="http://www.gleichstellung.uni-leipzig.de/familienservice/kinderbetreuung/">http://www.gleichstellung.uni-leipzig.de/familienservice/kinderbetreuung/</a></p> <p><b><a href="http://www.gleichstellung.uni-leipzig.de/familienservice/familie/">http://www.gleichstellung.uni-leipzig.de/familienservice/familie/</a></b>  <i>(English Website will be provided soon.)</i></p> <p>The website offers a wide range of information on different options of care. Make sure to check for benefits that are made available to you as studying parent!</p>

If any specific information is needed feel free to contact the responsible person.