



UNIVERSITÄT  
LEIPZIG

# Student Guide



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LEIPZIG



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LEIPZIG

**Imprint:**

Global and European Studies Institute

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**Welcome to Leipzig  
and the  
Global and European Studies Institute!**



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# W e l c o m e

**Dear students of the Global and European Studies Institute (GESI),**

We warmly welcome you to the historic city of Leipzig and to the Global and European Studies Institute.

Currently, you may have a number of questions concerning the initial days and weeks at the start of your year in Leipzig, questions such as: What should I expect? Where can I buy certain commodities? And what can I do, or see, in my spare time? Additionally, later into your stay, further questions may arise concerning such things as the grading system at Leipzig University.

In order to answer at least some of these questions that may arise, and thus help you enjoy your stay in Leipzig, we have collected some important “need to know” information, presented here in this brochure. We hope that it will be a useful resource and a great aid during your time here.

With all the best wishes for an enjoyable stay in lovely Leipzig,

*Your Global and European Studies Institute*



## I. General information about Germany

### 1. General Information

With 83.2 million inhabitants (as of September 2020), Germany has the largest population among the member states of the European Union. The capital and largest city of the country is Berlin. Germany is part of the Schengen Area and has been a member of the Eurozone since 1999. It is also a member of the United Nations, NATO, the G7, the G20, the OECD and the Council of Europe.

#### 1.1 Daylight saving time

As in the rest of Europe, Germany adopts the practice of daylight-saving time (summer time) to make the most of the daylight throughout the year. Summertime begins on the late March when the clocks are advanced by one hour at 2 am to 3 am. On the last Sunday in October the clocks are put back (from 3 am to 2 am).



### 2. Brief History since 1945

Germany surrendered on the 8<sup>th</sup> of May 1945 and the allied victors (the Soviet Union, USA, Great Britain and France) took control of Germany and divided the country into four zones of occupation. Under the auspices of France, Britain and the USA, the Federal Republic of Germany (FRG) was founded on 23<sup>rd</sup> May 1949 in the three western zones of occupation. The new FRG was a parliamentary democracy with a written constitution. In the Soviet zone, the German Democratic Republic (GDR) was founded on 7<sup>th</sup> October 1949. The constitution of the GDR was, on paper, a parliamentary democracy but the state was dominated by the monopoly of power held by the governing socialist/communist party, the SED. The defining symbol of the East-West conflict during the 1950s and 1960s was the Berlin Wall, which was erected in 1961. From August 1989, the flood of East German refugees to the west and the so-called “Monday Demonstrations” for democratic reform in East Germany culminated in the fall of the Berlin Wall on 9<sup>th</sup> November 1989. The first free elections in the GDR took place in March 1990. Monetary, Economic and Social Union was established between East and West Germany on the 2<sup>nd</sup> of July 1990 and, on the 3<sup>rd</sup> of October 1990, Germany was officially reunited.

*Source: German federal government's commissioner for migration, refugees and integration: A manual for Germany. [https://inst.uno.edu/exchange/Germany/handbuch\\_fuer\\_deutschland\\_de-en.pdf](https://inst.uno.edu/exchange/Germany/handbuch_fuer_deutschland_de-en.pdf)*

### 3. Religion

The most prevalent religions in Germany are the Protestant and Catholic faiths each with around 23 to 24 million members. Muslims make up the next largest denomination with

around 4 million members. In total there are more than 160 different religious communities in Germany.

## 4. National Public Holidays

Below is a list of annual public holidays. On these days, **shops, supermarkets, banks and the university will remain closed** while some service industries like cafés, bakeries, restaurants and cinemas may open.

The days of many holidays are different every year, check the exact dates on the website or on the internet: <https://www.bmi.bund.de/EN/topics/constitution/national-holidays/national-holidays-node.html>

## 5. Public transport

### 5.1 Trains

A travel pass for the whole of Germany is included in the price of your semester fee. **You can use public transport free of charge throughout Germany**, the **pass does not apply to long-distance trains** (IC or ICE) and FlixTrain private trains.

**Your Student-ID (Uni Card) will not work as a ticket!** In order to use public transport you **need to retrieve your digital Deutschland-Semesterticket** at the Leipziger verkehrsbetriebe (LVB). For further information check here: <https://www.studentenwerk-leipzig.de/en/mobility/semesterticket/>

### 5.2 Travelling by bus

Since the German bus network has been liberalized in 2013, many companies offer bus transfers to other big cities in Germany and Europe. Therefore, taking the bus presents a good alternative to travel by train. You may also check the following websites: <http://www.eurolines.de/en/home/>, <https://www.flixbus.com/>, and <http://www.fernbusse.de/buslinien/leipzig>.

### 5.3 Travelling by car



#### Regulations for cars and drivers

Cars have to be insured and registered before they can be driven on German roads by law. The car also has to have a technical inspection to prove that it is roadworthy. This is called the “” (<https://www.tuvsud.com/en> ). An emissions test called the “ASU” also has to be passed.

#### Driving Licence

Driving licences from other member states of the European Union are valid in Germany. All other licences including “International driving licences” are normally valid for six months only. Before the time elapses, it must be applied for a German licence at the appropriate authority, in this case the “Ordnungsamt”:



<https://english.leipzig.de/services-and-administration/bureaus-offices-and-other-facilities/resident-services-offices/>

Please make enquiries as early as possible on the validity of your licence at your local authorities!

### Car sharing

One of the cheapest possibility to move around within Germany are ridesharing schemes. For car sharing suppliers have a look at the following websites.

<https://www.blablacar.de/>, <http://www.fahrgemeinschaft.de>,  
<http://www.bessermitfahren.de/>, <https://www.cityflitzer.de/>, <https://www.teilauto.net/>,  
<https://www.sixt.de/share/carsharing/leipzig/>



## 6. Banks and Bank Accounts

Germany is still a cash-orientated country. Therefore, it is **always a good idea to have some cash with you**. Money can be withdrawn from bank branches, ATM-machines (fees may apply), and some banks also have an option to get cash at supermarkets.

### 6.1 Where to exchange money

An exchange office is located in the main station in Leipzig. Whilst the “Reise Bank” in the main station (ground floor) accepts all currencies, their rates are normally slightly higher than elsewhere. A number of banks also offer currency exchanges, but some may refuse to change certain currencies into Euro.

## 7. Insurance – helpful information



Please note that you need a valid health insurance for your studies in Germany for your enrolment at Leipzig University. This is valid **both for students who study physically in Germany and abroad**. Do you already have a foreign health insurance? You won't be physically studying at Leipzig University?

In the following, we will explain to you the procedure for each individual situation! It can be a bit confusing to begin with.

### Good to know: The German health insurance system

*Health insurance has been a legal requirement in Germany since 2009. In Germany, you can get health insurance from both public health insurance companies (statutory) and private health insurance companies. The Public Health Insurance System (Gesetzliche Krankenversicherung – GKV) is the country's predominant form of health coverage. Patients can choose public insurance providers freely. It's a **mandatory requirement for all residents and citizens**; only specific cases can opt out of it and be privately covered. The private health insurance system (Private Krankenversicherung – PKV) in Germany operates alongside the public health insurance system and provides an alternative option for healthcare coverage.*

*As a student, it is also mandatory to be health insured in Germany. If you have private health insurance as a student, you have to be exempted (“freed”) from public insurance. This is done through a bureaucratic process: You go to a public health insurance company and let them know*

*you intend to stray privately insured. They will then give you proof of exemption from compulsory health insurance.*

**Why do we explain this to you?** Because you might have to follow a similar procedure in order to proof Leipzig University that you have health insurance!

### **Next steps: answer the following questions!**



#### **Are you insured with a public German health insurance company?**

If you have public health insurance with a German health insurance company, please provide the following dates of Leipzig University to the insurance company: Betriebsnummer KK05456707 und Absendernummer H0002598

#### **Are you privately insured with a German health insurance company?**

If you have private health insurance with a German health insurance company, we need a valid certificate from your private health insurance company and a notice of exemption from compulsory health insurance as a student at a statutory health insurance company. (see above)

#### **Are you insured with a foreign statutory or private health insurance company?**

If you have statutory health insurance with a health insurance company in an EU, or EEA country, Switzerland, Bosnia and Herzegovina, Montenegro, North Macedonia, Serbia, Turkey, Tunisia or the United Kingdom, then you are already insured through your home country and **do not need to insure in Germany**. You can get benefits using your European Health Insurance Card (EHIC), Global Health Insurance Card (from the UK) or Eligibility (from a treaty country).

**However**, you need a **certificate from a statutory German health insurance company** (e.g. Techniker Krankenkasse, Barmer, DAK, AOK, ...) **that you are insured in your home country**.

**Note:** Even if you won't be physically studying at Leipzig University, you need to follow this procedure as Leipzig University is the overall coordinator for Arqus European Studies. You **apply** for this certificate **directly from a German statutory health insurance company**.

Please provide them with the following information:

- Copy of the EHIC / GHIC / insurance policy (front and back)
- Surname, First name(s)
- Date of birth
- Place of birth (city, country)
- Current address

- Following dates of Leipzig University: Betriebsnummer KK05456707 und Absendernummer H0002598

The health insurance provider will then check whether your existing foreign health insurance meets the insurance requirements in Germany.

If your health insurance is **accepted**, the health insurance provider will then send a notification to Leipzig University (**you do not need to send anything to us, it will be done automatically**).

If your health insurance is **not accepted**, the health insurance provider will inform you of this. In that case, you are obliged to take out insurance with a statutory health insurance fund.

The certificate can be issued by any statutory health insurance company. You can find an overview at <https://www.krankenkassen.de/gesetzliche-krankenkassen/krankenkassen-liste/>

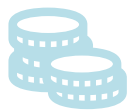
Please find more information about health insurance at our webpage: <http://www.uni-leipzig.de/+health-insurance>

**Please note that you cannot enrol without this digital notice of exemption from a health insurance provider. Luckily, you can manage to do it all online, and it should not take up much time.**

You find also information under:

<https://www.uni-leipzig.de/en/international/studying-at-leipzig-university/prospective-students/>  
(rubric: organising your stay/health insurance)

## 8. Shopping



### 8.1 Opening hours

Shops in Germany are tied to legally binding opening hours. Most shops open from Mondays to Saturdays between 10 am and 8 pm, some supermarkets between 6 am and 10 pm. Most shops do not close for lunch.

In Leipzig **all shops close on Sunday** except two supermarkets (REWE and Aldi between 12 am and 6 pm) located in Leipzig's main station. Bakeries are an exception to the Sunday opening rule and often open on Sunday mornings. Many petrol stations have very long opening hours, some even all day long. As petrol stations sell groceries, newspapers, alcohol and other articles of daily life alongside petrol and diesel, they are a good place to go when shops have already shut, however they charge considerably higher prices. The same is true for so called "Spätis" which you can find in most districts. They sell some basic groceries as well as alcohol and tobacco and are normally open until at least 10 pm and also open Sundays.

## 8.2 Deposit

Glass and other bottles or containers often have a deposit (“Pfand”), or they are reusable. The deposit is paid on these bottles when purchased and refunded when the empty bottles are returned to the shop or supermarket (a plastic bottle’s is normally 25 cents).



### ! Trash !

Germans take recycling seriously! There are different types of recycling bins (You find these bins in your apartment building)

**Blue bin** (blaue Tonne): For paper and cardboard. You can't use plastic bags for the blue bin.1 Flatten cardboard boxes before you recycle them.

**Yellow or orange bin** (Wertstofftonne): For plastic and metal containers, and containers with the Grüner Punkt logo.

**Brown bin** (Biomüll): For biodegradable goods. It's used to make biogas and compost.2 Don't use plastic or biodegradable bags, only paper bags.3

**Grey/Black bin** (Restmüll): Things that you can't sell, donate or recycle.

**Glass recycling bins** (Glasiglus): For glass containers that don't have a deposit (Pfand). In Berlin, you don't need to clean glass containers.4 If your building has no glass recycling bins, find them in your neighbourhood. There are 3 bin types:

- **for brown** glass
- **for green**, red and blue glass<sup>5</sup>
- **for transparent**/white glass


You can find more information on the individual cases here:  
<https://allaboutberlin.com/guides/sorting-trash-in-germany>

## How to Separate Trash Correctly

How-to-Germany.com



## 9. Letters, Parcels and Postage

The price for sending letters and parcels depends on size and weight of the item. The German term used for postage costs is “Porto”. **Stamps** are available at all post offices, at vending machines outside post offices and in some newsagents or tobacconists. 

The most central post-offices in Leipzig are located at the main-station at the basement on the side of the City Tunnel (Willy-Brandt-Platz 5), at the main post office in the Höfe Am Brühl (Brühl 8) as well as in the tobacco store (Petersstraße 36-44).

Further information about the prices for postcards, letters, etc. can be found here: <https://www.portokalkulator.de/portokalkulator/std>

The correct postcode is required to send a letter within Germany. All German postcodes are listed in the postcode directory, which is available at all post offices or online: <http://www.postdirekt.de/plzserver/PlzSearchServlet>.

**Particularly important letters** or documents can be sent by registered post (“Einschreiben”) whereby the recipient must sign for the letter as it is delivered. Letters sent by registered post can be sent from any post office.



There are multiple post companies. The biggest can be seen below:



## II. General information about Leipzig University

In 2009, the university celebrated its 600th anniversary and the establishment of the Global and European Studies Institute, which focuses on globalization and Europeanization studies.

### 1. Facilities

There are several locations of the university which you will visit during your stay:



#### Global and European Studies Institute

Emil-Fuchs-Straße 1

<http://gesi.sozphil.uni-leipzig.de/>

#### Hauptcampus (main campus):

Including the Hörsaalgebäude,  
the Seminargebäude,  
the campus library  
and the Mensa (canteen).  
Universitätsstraße 3



#### GWZ (Geisteswissenschaftliches Zentrum)

Building in which a lot of Social Science and  
Humanities departments are located  
Beethovenstraße 15

#### Collaborative Research Center 1199

“Processes of Spatialization  
under the Global Condition” (SFB 1199) and  
Research Center Global Dynamics (ReCentGlobe)  
Nikolaistraße 6-10

#### GWZO (Geisteswissenschaftliches Zentrum Geschichte und Kultur Ostmitteleuropas)

Leibniz Institute for the History and Culture of Eastern Europe Reichsstraße 4-6, 04109  
<https://www.leibniz-gwzo.de/de>



## 2. Libraries

Leipzig University has a complex library system open to its students and the general public. On the website <http://www.ub.uni-leipzig.de/> you will find detailed information about locations and opening hours of the different libraries as well as information about catalogues and search engines. During the GESI students' introductory week, a visit to the main building of the libraries is foreseen.

### 2.1 Universitätsbibliothek Albertina (UBL)

Beethovenstr. 6, located centre-south

<https://www.ub.uni-leipzig.de/standorte/bibliotheca-albertina/>

- Here you will find different areas of interest including political sciences, history, sociology, as well as philosophy, and also a special sector for Global Studies where you have direct access to the books.
- Some of the books are reference books ("Präsenz") and must remain in the library others can be borrowed ("ausleihbar"). The most important engine to search for literature and to order it, is the OPAC system: see <http://ubdbs.ub.uni-leipzig.de/libero/WebOpac.cls>
- It is possible to extend the borrowing period of a book online by using the "Member Service" on the website of the WebOPAC.
- Should you wish to borrow a book which is not accessible in the sections named above it is possible to order it from another library via "Fernleihe".



Source: <https://www.ub.uni-leipzig.de/standorte/bibliotheca-albertina/>

#### How to borrow a book at the UBL?

In order to lend a book at the machine, take the book you'd like to lend to the machine. Scan your card at the small black field, then place all media on the table (within the circle) and you should be done. But be careful, it is only possible to lend books that have no green markings on the back.

To login to the library network you'll need your "Bibl.-Nr." (to be found on the backside of your student card) and a password (normally it's your birthday: dd.mm.yyyy; so if your birthday is May 10<sup>th</sup> 1991 it would be: 10051991)

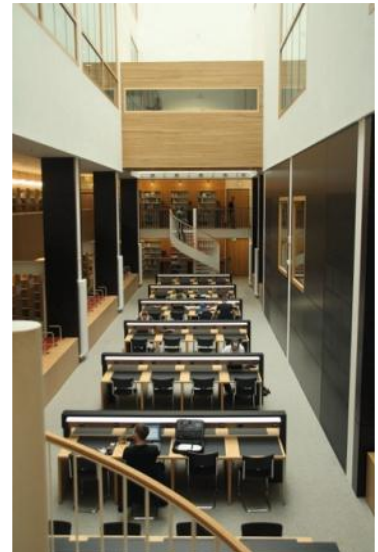
## 2.2 Campus Bibliothek

Universitätsstr. 3

<https://www.ub.uni-leipzig.de/standorte/campus-bibliothek/>

This branch of the library located at Augustusplatz is open 24hrs a day (even at the weekend and on national holidays, except on Christmas and New Year's) and provides access to the internet and literature about computer science, economics and business sciences, mathematics, communication and media sciences as well as a wealth of foundational works of different scientific areas including those relevant for Global Studies.

Source: <https://www.ub.uni-leipzig.de/standorte/campus-bibliothek/#>



## 2.3 Central Geographical Library at the IfL

Schongauerstr. 9

<https://leibniz-ifl.de/en/research/research-infrastructures/central-geographical-library/overview>

The Central Geographical Library (Geographische Zentralbibliothek, GZB) at the IfL is one of the largest specialist geographical libraries in Germany.

Source: <http://www.ifl-leipzig.de/en/library.html>

## 2.4 Library of the GWZO

Grimmaische Str. 13-15, Specks Hof Aufgang A

<https://www.leibniz-gwzo.de/de/transfer/bibliothek>

The Leibniz Institute for the History and Culture of Eastern Europe (GWZO) hosts one of the most important specialised libraries for East-Central Europe in Germany.

## 2.5 Deutsche Nationalbibliothek (German National Library)

Deutscher Platz 1

[https://www.dnb.de/DE/Home/home\\_node.html](https://www.dnb.de/DE/Home/home_node.html) <http://www.d-nb.de/>

- The Deutsche Nationalbibliothek (DNB) is **not part of the University**. However, it is very interesting to students both as an archive and library where all books published in German speaking countries since the beginning of the 20<sup>th</sup> century are held. It has its own website with a search engine: <https://portal.dnb.de/>
- The German National Library is a reference library, thus publications are only available for use in the reading rooms.
- Users must present a valid passport or ID card on enrolling with the DNB. It is possible to create a provisional user account in advance via online registration. Thereafter you will be allocated a unique user number for ordering items.
- Library use in the DNB is subject to charge

## 2.6 Library of the GRASSI Museum of Ethnology

Johannisplatz 5-11

<https://grassi-voelkerkunde.skd.museum/en/about-us/library/>



The main focus of the collection is on ethnographic/ethnologic documents and related fields such as African, American, Australian and Oceanian studies, Sinology, Tibetology as well as Mongolian and Oriental studies. The library acquires works from all fields with a focus on certain areas of research.

Source: [http://www.mvl-grassimuseum.de/index.php?id=39&no\\_cache=1&L=en&id=39](http://www.mvl-grassimuseum.de/index.php?id=39&no_cache=1&L=en&id=39)

### 3. Canteens and Cafeterias



As a student you have the possibility to eat at several of the university's canteens. These canteens offer a variety of dishes, salads and desserts at reasonable prices.

**Note: university canteens do not accept cash!** Thus you need to charge your student card with money which will be deducted at the Mensa. This can be done at special charging-machines in the entrance area of every canteen and in some cafeterias. The charging-machines only accept bank notes, therefore the minimum amount is 5€.

#### Cafeterias

You can also find several University cafeterias spread around the city that offer drinks and small snacks. The cafeterias also accept payment in cash as well as electronically from your student card. Check out the Mensen & Cafeterien and opening hours on the official website <https://www.studentenwerk-leipzig.de/mensen-cafeterien/>

### 4. Services for (international) students

#### 4.1 Studentenwerk (Student Services)

The Studentenwerk Leipzig is a public institution to promote the social, cultural and financial matters of students. It offers various services for students such as help in finding a job, advice should you have problems or conflict situations that impede your studies, legal help, and also psychological or social counselling.

For more information, please visit: <https://www.studentenwerk-leipzig.de/en/counselling-social-issues>

Contact :

<https://www.studentenwerk-leipzig.de/en>

Goethestraße 6

Phone: +49 341 96595; e-mail: [info@studentenwerk-leipzig.de](mailto:info@studentenwerk-leipzig.de)

### Consultations hours (with an appointment)

Monday	1pm – 3pm
Tuesday	10am – 12pm and 1pm – 3pm
Thursday	10am – 12pm and 1pm – 3pm
Friday	10am – 12pm

Students who want to exchange experiences etc. in a relaxed atmosphere may find workshops, meetings and events offered by the ‚Studentenwerk‘ interesting. Information can be found at: <https://www.studentenwerk-leipzig.de/kultur-internationales/veranstaltungen-fuer-internationale-studierende>

### Centre for Social Counselling

The Studentenwerk also runs a Center for social counselling and services.

Center for Social Services (CSS), Gutenbergplatz 4, 4. Etage, Room 402

e-mail: [sozialberatung@studentenwerk-leipzig.de](mailto:sozialberatung@studentenwerk-leipzig.de) Consultation is available in different forms. For information on in-person or telephone consultation as well as booking of appointments, please visit <https://www.studentenwerk-leipzig.de/en/counselling-social-issues/social-counselling>

### Psychological counselling – also available in English

In case you encounter during your studies any situations that requires the help of professional psychologists, please do not hesitate to get in contact with the psychological counselling service that is provided by the student service of Leipzig University: <https://www.studentenwerk-leipzig.de/en/counselling-social-issues/psychosocial-counselling>

It is absolutely necessary to arrange an appointment via phone: +49 341 / 97 18 848 or via an online booking tool on their website.

For information on all their different offers of consultation, please visit

<https://www.studentenwerk-leipzig.de/en/counselling-social-issues/psychosocial-counselling>

University Leipzig

ZLS

Prager Straße 38-40

Ground Floor

Room 145

Contact: [studierendenberatung@studentenwerk-leipzig.de](mailto:studierendenberatung@studentenwerk-leipzig.de)

## 4.2 Further support services for (international) students at Leipzig University

The Leipzig University runs also an office for equal opportunity measures. This office provides contacts for all general questions related to equal opportunity and requests:

<https://www.uni-leipzig.de/chancengleichheit/>

### Studying with child:

Studying at Leipzig university should be compatible with pregnancy and childcare. We support you with breastfeeding and nappy-changing rooms, a free family breakfast for students with children through to various childcare options - take advantage of the numerous opportunities for successful studies with a child.

Support provided by the Leipzig University:

<https://www.uni-leipzig.de/chancengleichheit/studium/studium-und-kind/>

### Further contacts:

Department for equality of opportunities, diversity and family of the Leipzig University: [chancengleichheit@uni-leipzig.de](mailto:chancengleichheit@uni-leipzig.de) and <https://www.facebook.com/cdfunileipzig>

### When Experiencing doubts or considering dropping out:

- In English: <https://www.uni-leipzig.de/en/studying/guidance-and-services/doubts-and-second-thoughts/>
- In German: <https://www.uni-leipzig.de/studium/beratungs-und-serviceangebote/zweifel-und-abbruchgedanken/>
- Student Service Centre – Goethestraße 3-5, 04103 Leipzig

## 5. Rechenzentrum (URZ)

The URZ (university computer centre) runs the data network of the university, provides access to the internet and offers various services for the users (e.g. students, lecturers and staff) at Leipzig University.

The staff of the URZ can help you with the:

- use of the university's e-mail account
- connection of computers to the data network of the university
- protection of the computers against viruses and other malware
- provision of software
- distribution of software handbooks
- access to the internet in the university's computer pools
- printing service

**Contact:**

If you have an IT-problem, you can use the online form at <https://www.urz.uni-leipzig.de/hilfe/servicedesk/> the service hotline +49 341 97 33333 or the Service Desk at Neues Augusteum 2. Etage, Room A250. For questions concerning WLAN see chapter [FAQ](#) in this Welcome Guide.

The contact persons for all problems with printing are: (+49 341 97-33333), [service@rz.uni-leipzig.de](mailto:service@rz.uni-leipzig.de)  
For further information see: [www.urz.uni-leipzig.de](http://www.urz.uni-leipzig.de)

**Further helpful information for international students**

**International Centre** (SI = Stabsstelle International) of the Universität Leipzig:  
<https://www.uni-leipzig.de/en/international/studying-at-leipzig-university/>

**Information for International Students** – Deutsches Studentenwerk:  
<http://www.internationale-studierende.de/en/home/>

### III. Studying at GESI

#### 1. Winter and summer term at Leipzig University

- **Winter semester dates:** 1st of October to 31st of March
  - Introductory course: end of September
  - Teaching period (winter semester): beginning of October - mid-February
- **Summer semester dates:** 1st of April to 30th of September
  - Teaching period (summer semester): beginning of April - second half of July

For the exact dates see:

<https://www.uni-leipzig.de/en/studying/current-students/academic-calendar/>

#### 2. Modules

**Note:** Only the courses listed for the respective modules can be chosen. It is not possible to replace the listed courses with courses from other modules or with courses offered within other programmes of the university. However, external modules may be attended as additional courses given that the teachers concerned accept your participation. Those courses may be registered on your final transcripts. For such external attendance to be verified, a certificate of attendance should be submitted to the GESI Office (namely Stephan Kaschner) punctually following the end of the module attended. You find a submission copy of the certificate on the following website: <https://moodle2.uni-leipzig.de/course/view.php?id=908>

**Note:** It is only possible to change courses once you have electronically registered in the first two weeks of the semester (via the campus management system “Tool”: <https://tool.uni-leipzig.de/>), since this electronic registration also registers you for the final examinations in the respective courses. Non-attendance at courses you are registered for will result in the non-awarding of ECTS for the respective semester.

**Required readings** for most of the courses are available on the “Moodle2” learning platform of Leipzig University: <https://moodle2.uni-leipzig.de/login/index.php>. The links to the respective courses in Moodle will be communicated to you by the lecturer of the respective course.



## GLOSSARY

“academic quarter” -- the 15-minute discrepancy between the defined start time for a lecture and the actual starting time

ALMAWEB — The name of the student information system at Leipzig University

AUDIMAX — (from Auditorium maximum) is the biggest lecture hall at a university

C.T.— (cum tempore, Latin for with time) – the lecture scheduled at a certain time starts 15 minutes later

GWZ — Located at Beethovenstraße 15, the Geisteswissenschaftliches Zentrum (GWZ) is home to the Faculty of Philology and the Faculty of Social Sciences and Philosophy

HSG — Hörsaalgebäude der Universität Leipzig/Leipzig University’s main lecture hall building

MODUL — A module is a set of related lectures and classes on a particular subject

MOODLE — Leipzig University’s e-learning platform

NC — Restricted admission

SHK — Studentische Hilfskraft/Student assistant

SQ — Key qualifications = courses taken outside of the student’s core and elective subject areas

S.T. — (sine tempore, Latin for without time) – the lecture will begin at the exact time

STURA — Leipzig University Student Council (often referred to as the StuRa)

SWS — The number of teaching hours per week (applies for example to classes and lectures.)

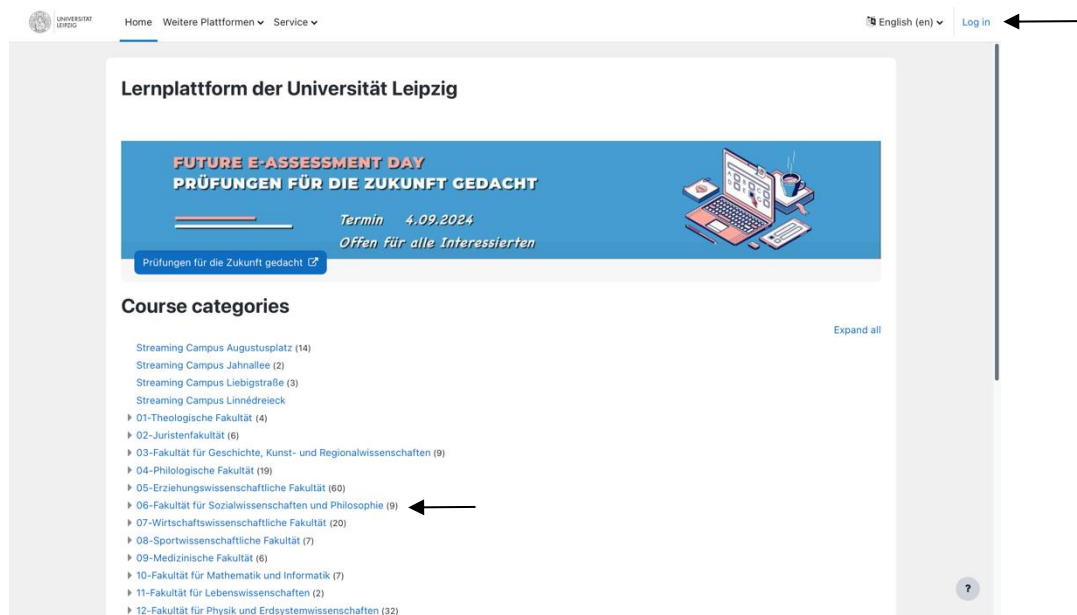
URZ — University computing centre

VPN —/Virtual private network that allows access to certain sites and services of the University

WHK — Wissenschaftliche Hilfskraft/Research assistant

### 3. Moodle2

At Leipzig University we use an internet platform called “Moodle2” to communicate seminar and lesson related topics to students and lecturers.



During enrolment onto the course you will be provided the login data which is necessary to use Moodle2.

After receipt of the username and password you will be required to complete the following steps:

1. Go to: <https://moodle2.uni-leipzig.de/> (your username is your university e-mail address with @studserv.uni-leipzig.de at the end).
2. At the top of this internet page you will find the option to change the language from German to the language of your preference
3. Click the *login*-button on the right side, then enter your login data (your university e-mail-address and a password of different symbols)
4. In the middle of the page you will now find a part which is called *Course Categories*, there you will have to choose the *Fakultät für Sozialwissenschaften und Philosophie*, it will lead you to the *Subcategories*, where you will find the *Global and European Studies Institute*
5. Here you should select *Master`s Courses → Global Studies – A European Perspective*
6. You will now be presented with the module selection and then course selection
7. Click the course of your choice, enter the password given to you by your professor and you will be registered.
8. Or you can simply search for courses (at the bottom of the screen).

Once you have registered for a course you can use the button on the left side of the start page, *My Moodle*, to view the courses you are already registered for. You will usually find your seminar readings ready to download on the pages of your courses. There is also the possibility to communicate with your fellow students or professors via e-mail or the forum.

## 4. The German grading scale

The grading system in Germany operates on a scale from 1,0 (very good) to 5,0 (failed). Differentiations can be applied with the use of decimal units.

Grade	Definition
1,0 - 1,5	Very good
1,6 - 2,5	Good
2,6 - 3,5	Satisfactory
3,6 - 4,0	Sufficient
5,0	Fail

## 5. Visa and residence permit regulations

Currently all students from a country other than an EU member-state country, Australia, Andorra, Brazil, El Salvador, Honduras, Canada, Israel, Japan, Monaco, New Zealand, United Kingdom, USA, South Korea and San Marino, are required to hold a visa to enter Germany. Thus, students should assure they enter Germany with a **visa for study purposes valid for 90 days** issued by a German Embassy or Consulate. Be sure that you make an appointment with a German Embassy or Consulate as early as possible. In some countries you can get an appointment only a month after you apply for it.

**For the visa the following items will be required:** a passport, proof of admission from the Leipzig University and proof of finance/ financial backing for the period of study in Leipzig.

However, visa regulations vary from country to country so please check the requirements specific to you in good time at the German embassy in your country. Remember, student visas expire after three months, thus students will need to change their student visa into a residence permit for the purpose of studying after their arrival in Germany.

**Note:** Information about the **electronic residence permit card** can be found here: [https://www.bamf.de/SharedDocs/Anlagen/EN/MigrationAufenthalt/ElektronischerAufenthalt/broschuere-eat-a4-en.pdf?\\_\\_blob=publicationFile&v=13](https://www.bamf.de/SharedDocs/Anlagen/EN/MigrationAufenthalt/ElektronischerAufenthalt/broschuere-eat-a4-en.pdf?__blob=publicationFile&v=13)

### 5.1 Regulations for Non-European citizens

For some general information about residence permit in Leipzig, see the links below:

<https://english.leipzig.de/youth-family-and-community/foreign-nationals-and-migrants/>

<https://english.leipzig.de/leisure-culture-and-tourism/tourism/tourist-information/>

<https://english.leipzig.de/construction-and-residence/residence/>

Students of Non-European countries will need to apply for a residence permit for the purpose of studying at the "Immigration Office ". To do so, send the below indicated documents via e-mail to the following address: [aar@leipzig.de](mailto:aar@leipzig.de). We recommend you do so, soon after you have arrived in Leipzig. In any case you shall post the documents at the **really latest 15 working days prior the current visa/residence permit expires.**



### **The following documents are needed:**

- Application form: Antrag auf Erteilung/Verlängerung einer befristeten Aufenthaltserlaubnis
- Form: Belehrung zum Antrag eines Aufenthaltstitels zum Studium
- Your passport and a copy of all pages that do contain your personal information and your visa for Germany
- A confirmation of your medical insurance
- A copy of the enrolment letter from the University of Leipzig (obtained in Leipzig)
- A copy of your rental agreement in Leipzig
- Declaration of financial situation:
- A blocked account with an amount of 934 Euro for each month you apply for a residence permit.
- (You will be allowed to withdraw only 934 Euro/month from this account. The blocked account can be closed in Leipzig. However, you will need to assure to have sufficient funding at the latest by the time you arrive in Leipzig OR a confirmation of a scholarship from a recognized sponsor institution.)
- OR confirmation of a scholarship (will be recognized if the sponsor institution is accredited in Germany or if the funding is provided by German public funds) OR someone living in Germany guarantees the Immigration Office in the form of an unrestricted statement of commitment and an irrevocable bank guarantee that they will bear the costs of living for you. The guarantee relates to travel costs, costs of accommodation, costs of treatment if you become ill, administration costs, etc. Further information is to be found under:  
[https://www.leipzig.de/buergerservice-und-verwaltung/aemter-und-behoerdengaenge/formulare/?tx\\_ewerkformsmanager\\_pi%5Buid%5D=423&tx\\_ewerkformsmanager\\_pi%5Baction%5D=download&tx\\_ewerkformsmanager\\_pi%5Bcontroller%5D=Form&cHash=ccf4452a97cf7135f5206de550b89f02](https://www.leipzig.de/buergerservice-und-verwaltung/aemter-und-behoerdengaenge/formulare/?tx_ewerkformsmanager_pi%5Buid%5D=423&tx_ewerkformsmanager_pi%5Baction%5D=download&tx_ewerkformsmanager_pi%5Bcontroller%5D=Form&cHash=ccf4452a97cf7135f5206de550b89f02)
- 100 Euro in cash (this fee might be waived in case you can provide a confirmation that you receive a scholarship from public sources e.g. from Erasmus, DAAD)

### **5.2 How and where do I apply for the extension of my residence title?**

Please be sure during your entire stay that you hold a valid visa or residence permit. Should your permit be about to expire during your studies be sure to apply approx. 6-8 weeks before the expiration for an extension to the Immigration office by submitting the same documents as listed under 9.1. The administration fee for an extension of the residence permit is 100,00 € and can be paid in cash or with EC card.

Sources:

<https://www.internationale-studierende.de/en/prepare-your-studies/entry-into-germany>

[http://www.gesetze-im-internet.de/aufenthg\\_2004/\\_16.html](http://www.gesetze-im-internet.de/aufenthg_2004/_16.html)

<https://www.anerkennung-in-deutschland.de/html/de/>

## IV. Frequently Asked Questions - FAQ

### 1. ...concerning the UniCard

#### What is UniCard for?

The UniCard is your student ID card at Leipzig University. Your UniCard is valid with an imprint for the current semester. **It is necessary to update this imprint at a validation terminal at the beginning of every term.** One validation terminal is to be found in the “Studierendenzentrum” (Goethestraße 6).

Other locations are listed here <https://www.uni-leipzig.de/en/studying/current-students/unicard#c391531>



Should you need to load money onto your account for copying services, you should use the *Aufladegeräte* in:

- Universitätsbibliothek (UB), Beethovenstraße 6, ground floor
- Rechtswissenschaften (UB), Burgstraße 27, second floor
- Sportwissenschaften (UB), Jahnalle 59, Haus 2, ground floor
- Campus-Bibliothek, Universitätsstraße 3, ground floor

Should you not wish to load your UniCard at the Aufladegeräte, there is also the option to load it directly from your bank account. For that, you will need to register once with the Student Service Centre (Goethestraße 6). Please bring your UniCard, your credit or EC card and some ID with you. You will get a password for the AutoLoad website, where you also have an overview over your expenses. After that, you can transfer money to your UniCard directly from your bank account and you don't need to carry any cash with you. For further information, you can visit this website: <https://www.studentenwerk-leipzig.de/mensen-cafeterien/autoload>.

Your library number is also indicated on the reverse of your UniCard which is required to borrow books in the various libraries of Leipzig University.

Source: <http://www.zv.uni-leipzig.de/studium/studienorganisation/unicard.html>

### 2. ...concerning university facilities and student services

#### How can I use the WIFI of the university?

Within the university it is possible to use the internet via WLAN. The university's network is called **eduroam** and it is available in nearly all university buildings.

In order to access the eduroam, please visit this website of the URZ, where they provide extensive information and a guide to set up the eduroam on various systems:

<https://www.urz.uni-leipzig.de/en/servicedesk-und-hilfe/hilfe-uebersicht/netz-und-zugang/help-wireless-lan-wlan-eduroam>

You can get help and advice concerning WIFI at the URZ in the campus library or at Bibliotheca Albertina. You can find the office hours online:

In German: <https://www.ub.uni-leipzig.de/service/wlan-vpn/>

In English: <https://www.ub.uni-leipzig.de/en/services/connect-from-on-and-off-campus/>

### How can I use the university's self-service portal Alma Web and what can I use it for?

You can find the university's self-service portal at: <https://almaweb.uni-leipzig.de/>. **The login and access data will be provided to you during the enrolment.**

**Please notice** that your login for this platform is the first part of your university e-mail address, without @studserv.uni-leipzig.de at the end.

On the self-service portal you can:

- Print your certificate of enrolment (Immatrikulationsbescheinigung)
- Change your address
- Manage your transaction numbers (iTAN)
- Check your grades and ECTS achieved at Leipzig University

### Where can I make copies, scans and print?

Copies and scans can be made with costs (<https://www.ub.uni-leipzig.de/en/services/copy-scan-print/>) in several locations at the university.

Copy machines can be found at many locations at the university. Your UniCard with sufficient money on the copying account is required to make copies. Only a small number of copiers accept coins.

Of course you can also make copies and scans at several copy-shops and internet cafés, (e.g. Sedruck Copy Shop, Beethovenstr. 23, <https://www.sedruck-leipzig.de/copyshop-beethovenstr-oeffnungszeiten-kontakt.html>).

### How can I charge my PC-account to print at the University?

Should you wish to print something at the university, you first need to charge your PC-account. **As your PC-account is not the same as the copying account but connected to your cafeteria account**, you can transfer money from your cafeteria account to your printing account with the help of the so-called charging machines.

### How can I enrol in language courses at Leipzig University?

Should you wish to do a language course in a foreign language which is not German, the language courses of the Language Institute (“Spracheninstitut”) at Leipzig University are highly recommended although they are with costs: <https://www.spracheninstitut-leipzig.de/>

Whereas the “Sprachenzentrum Leipzig” offers foreign language courses (held in German) free of charge: <https://www.sprachenzentrum.uni-leipzig.de/>

The online-registration for the winter term starts in September. We recommend registering as early as possible since some courses are often over-subscribed. For language courses in German see chapter [Language Courses](#).

### What should I do if I get ill during the semester?

If you get ill during the semester, please inform your lecturers as soon as possible (and preferably in advance of the respective courses you are going to miss). When visiting your doctor, ask for a certificate of illness (“Krankschreibung“) and present this document after your return and send also a copy to Stephan Kaschner: [gs@uni-leipzig.de](mailto:gs@uni-leipzig.de).

### Where do I get a new MDV public transport semester ticket?

Your UniCard is valid with an imprint for the current semester. It is necessary to update this imprint at a validation terminal at the beginning of every term. A travel pass for the whole of Germany is included in the price of your semester fee. **You can use public transport free of charge throughout Germany, the pass does not apply to long-distance trains** (IC or ICE) and FlixTrain private trains.

**Your Student-ID (Uni Card) will not work as a ticket!** In order to use public transport you **need to retrieve your digital Deutschland-Semesterticket** at the Leipziger Verkehrsbetriebe (LVB). For further information check here: <https://www.studentenwerk-leipzig.de/en/mobility/semesterticket/>

## 3. ...concerning re-registration and semester dates

### How and when do I re-register for the next term?

In order to re-register the semester enrolment fees (“Semesterbeitrag“) need to be paid. However, you should not forget to re-validate your Unicaard by the beginning of each term (1<sup>st</sup> October for winter term, 1<sup>st</sup> April for summer term) at one of the validation terminals.

#### 4. ...concerning university documents and their certification

##### Where can I get a proof of my enrolment at Leipzig University?

You can download and print confirmations of registration at the so called AlmaWeb, <https://almaweb.uni-leipzig.de/>. Such confirmations do not need to be signed.

##### Where can I get certified copies of a document?

Certifications can be made at any of the Bürgerämter in Leipzig. They are allowed to issue certified copies of documents presented in any language.

You can find out about their office hours and locations under:

<http://english.leipzig.de/services-and-administration/bureaus-offices-and-other-facilities/>

#### 5. ...concerning housing and every-day life

##### Where can I find offers for shared flats and how much do I have to pay for a room?

A very quick and easy way to find offers for shared flats is the online portal “WG Gesucht”: <http://www.wg-gesucht.de/>, <http://www.dsble.de/wohnen>, <http://www.studenten-wg.de/>. Facebook can also be very useful with finding a room.

##### Who do I need to notify in case I change my address?

Please inform:

- The Bürgeramt, when moving to another flat by filling in the following form and submitting it to one of the Bürgerämter: <https://www.leipzig.de/buergerservice-und-verwaltung/aemter-und-behoerdengaenge/formulare/formular/wohnung-an-ummelden-hinw/download>.
- Leipzig University by changing your address in “Almaweb”: <https://almaweb.uni-leipzig.de>. Your insurance company, your bank, your mobile provider and any company you have a contract with.

##### What is a private liability insurance (Haftpflichtversicherung) good for?

Even though there is no obligation to close a liability insurance, most Germans hold one because it covers for accidental damage to third party property which can climb up easily to some thousand Euro and may thus save people from getting indebted.

#### 6. ...concerning part-time jobs and internships

##### Career Service

You may also wish to visit the website of the Career Service:

<https://www.uni-leipzig.de/studium/career-service.html> where you can get advice on how to apply for a job, where to find a good job and many other helpful tips regarding jobs, internships, future perspectives etc.

Information on internships provided by the Leipzig Career Services for international students:

<https://www.uni-leipzig.de/studium/beratungs-und-serviceangebote/career-service/career-service-for-internationals/>

### How many hours per week may I work as a student?

#### a) EU students

For most of the EU-students, the same rules and regulations as for German students apply. If you want to work and earn money in Germany, you are normally liable to insurance deductions (health insurance, long term care insurance and unemployment insurance). However you do not have to pay this amount if your regular remuneration does not exceed 538€ per month as this is a so-called „geringfügig entlohnte Beschäftigung“.

Your regular monthly remuneration is calculated depending on the amount of months you work, which means: if you work 12 months per year, you are allowed to earn max. 6,456€. If you gain certain single payments every year (such as Christmas allowance) this amount will also be considered.

These general rules also apply for students, if they do not earn more than 538€ per month or have a temporary employment for not more than 2 months or 50 working days.

If you cannot meet the requirements for a “geringfügig entlohnte Beschäftigung”, your employer can check if you are exempt from the insurance deductions because of the so called “Werkstudentenprivilegien”. This “Werkstudentenprivileg” applies, if you are counted as an ordinary student. Your studies are seen as ordinary, if you do not work more than 20 hours per week during the lecture period (irrespective of the money you earn). If you then work more than 20 hours during semester break, within the same employment position, you are exempt from insurance deductions for this period as well (irrespective of the money you earn). Another possibility to work without liability to insurance deductions is a temporary employment for 2 months or 50 working days max. during the lecture period.

Students, who work more than 20 hours per week (within one or more employment positions) are seen as normal employees and not as students. They can only be exempt from insurance deductions if they do not earn more than 538€ (as stated above).

As well as insurance deductions, you will also have to pay income taxes. Students do not have any special status concerning these taxes. For further information have a look at: <http://www.zv.uni-leipzig.de/studium/studium-international/internationale-studierende.html> or at: [http://de.wikipedia.org/wiki/Lohnsteuer\\_%28Deutschland%29](http://de.wikipedia.org/wiki/Lohnsteuer_%28Deutschland%29),

#### b) Non-EU students

Other and stricter rules apply for international, non-EU students. You are allowed to work 120 days per year (or 240 days half-day). Please read the following advice from the German Student Union and the International Centre of the Leipzig University before you start working:

<https://www.internationale-studierende.de/en/prepare-your-studies/financing>

<https://www.uni-leipzig.de/studium/beratungs-und-serviceangebote/career-service/career-service-for-internationals/>

### **How to get a tax number (Steuernummer)?**

Some weeks after you have registered at the city of Leipzig, you will receive a letter with your tax number. In case you did not receive this letter/cannot find it anymore, you could inquire your tax number from the Bürgeramt.

Should you need a tax number for a self-employed business, you will need to fill in a form, which is to find on: <https://www.formulare-bfinv.de/> on the right side entitled: 'Vergabe einer UStd-ID'. Submit this form to the Leipzig Local Tax Office located in Wilhelm-Liebnecht-Platz in Leipzig. You find further information on this office under: <https://www.finanzamt.sachsen.de/leipzig1.html>

For general information on the tax income declaration, go to: <http://www.steuern.sachsen.de/>

### **How to get a social security number (Sozialversicherungsnummer)?**

If you are working in Germany – as mini-jobber, part-time worker or alike, you need a social security number. In order to get a social security pass you have apply at your health insurance. The social security pass is an important document and should be treated as an ID card.

You find further here:

[https://www.deutsche-rentenversicherung.de/DRV/DE/Experten/Arbeitgeber-und-Steuerberater/Meldeverfahren\\_nach\\_DEUEV/Meldung-nach-DEUV.html?https=1](https://www.deutsche-rentenversicherung.de/DRV/DE/Experten/Arbeitgeber-und-Steuerberater/Meldeverfahren_nach_DEUEV/Meldung-nach-DEUV.html?https=1)

### **Short-term financial emergency aid**

If you are a foreign student and getting into financial trouble the „HILFE FÜR AUSLÄNDISCHE STUDIERENDE IN LEIPZIG e. V.“ might be able to provide you with a single payment of up to 400€ at short notice. Please note that you will receive the money only in case of emergency and once. You will need to apply for the financial aid and the executive board of the association approves every case individually for eligibility.

If you want to apply for the financial support, please ask the commissioner for internationals at Leipzig University for advice concerning the application process. For more information, please visit: <http://www.uni-leipzig.de/hausle/wer-wir-sind.html>.

### **Contact**

Student Advisory Service: <https://www.uni-leipzig.de/en/studying/guidance-and-services/student-advisory-service>



## V. General information about the city of Leipzig

### 1. Public Transport in Leipzig

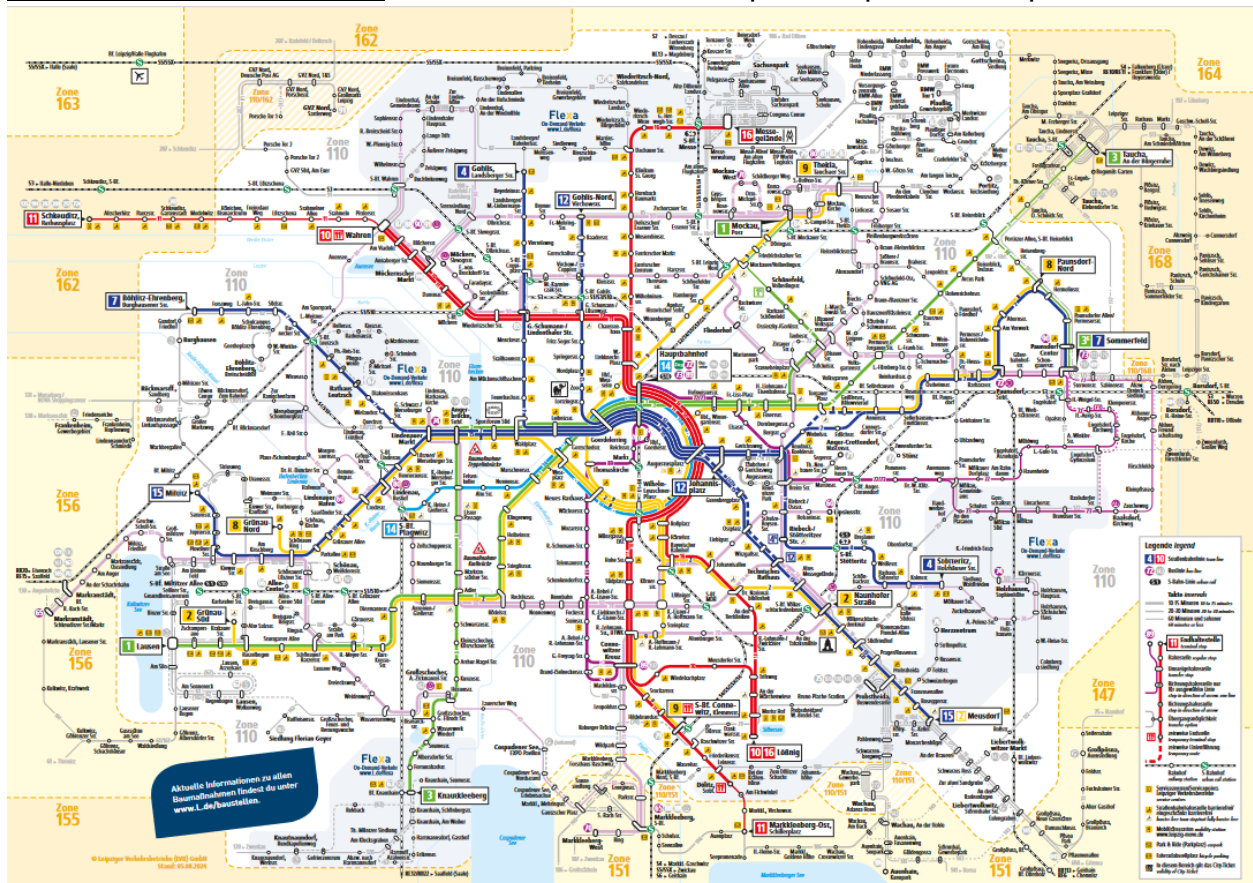
Leipzig has a very good public transportation system with trams and buses running every 10–15 min. during the day and also an extensive night service with special night buses (Nightliner) which run every 30 mins from 1am–5am. Most of the trams pass by the main station.

Should you have friends/family visiting you it is possible to buy tickets at an automatic ticket machine on many of the platforms or directly on the tram (in buses tickets can also be purchased from the bus driver). Please be aware that the machines in the trams only accept coins! If the ticket is bought at the platform make sure it is validated once getting on the tram/bus.

The price of each ticket is related to the distance travelled and is divided into zones. There are different tickets for the public transportation system for you to choose.

**Travelling without a ticket** is not permitted and **incurs a fine of 60€** in trams and buses if you are caught. **If you don't have your digital Deutschlandticket with you, this also applies to you!**

Further information about prices, timetables etc. can be found on the following website: [www.l.de/verkehrsbetriebe](http://www.l.de/verkehrsbetriebe) which also includes a map of the public transport network.





## 2. Emergency and Healthcare System

### Emergency Services

If you are in urgent need of medical attention at the weekend or during the night then you can go to the “Ambulanz” or “Notaufnahme” ward (Accident and Emergency) in hospitals or call a doctor. The addresses and telephone numbers of doctors can be found on the following website: <http://www.leipzig-sachsen.de/firmen/leipzig-aerzte-apotheken.html>.

#### In any case of emergency call:

- **Police:** 110
- **Fire brigade:** 112
- **Ambulance:** +49 341-19222

If you need to see a doctor for urgent reasons during the weekend or at night, we recommend you to go to the “Universitätsklinikum” located in Liebigstraße 20 or to the “Krankenhaus Diakonissenhaus” in Georg-Schwarz-Str. 49 that offer 24-hour service. Also in the North part of Leipzig, there is the hospital the St. Georg Krankenhaus, Delitzscher Straße 141. Should you need urgent medical treatment, please either take a taxi or ask someone to accompany you!

### 2.1 Doctors

In Germany, there are numerous types of doctors, from GPs to specialists such as eye specialists, dermatologists, and so on. Doctors have specific visiting hours when patients can seek advice. **It is always recommendable to make an appointment, as waiting times can be long.** If a doctor is needed urgently, it is not necessary to make an appointment. You can search for a doctor in Leipzig via the following websites: <http://www.chirurgie-portal.de/arztuche/aerzteverzeichnis-aerzte--leipzig.html>

**Note:** When going to a doctor/ambulance, do not forget to take your insurance card with you. In case you hold a German public insurance, you will not be charged any fees for basic medical treatment (the doctor may however offer you additional treatment which you would need to cover from own funds. If so, s/he will need to inform you about the respective costs in advance). In case you hold a medical insurance from another country (including other EU countries) or a private insurance, the doctor or ambulance might charge you for the treatment. If so, you would then need to ask your insurer for reimbursement.

#### English speaking doctors

You can find a list of doctors offering consultation in English or other languages under:

<https://leipglo.com/2023/03/04/english-speaking-doctors-leipzig/>

<http://english.leipzig.de/youth-family-and-community/medical-facilities-in-leipzig/>

## 2.2 Hospitals

All hospitals, with the exception of some private clinics, are open to all insured patients. Normally doctors transfer patients to a hospital. The health insurer normally directly covers the costs of hospital stays. However, patients need to contribute a per diem to the hospital bills themselves.

## 2.3 Pharmacies and Medicines

Medicines can often be bought in Germany at pharmacies (“Apotheken”) only. Most medicines require a prescription (“Rezept”) from a doctor. The prescription is taken to the pharmacy by the patient and the pharmacist issues the medicines. A nominal fee is paid for each drug depending on the cost of each medicine. Some painkillers, such as headache tablets, are available at pharmacies without a prescription. There is always at least one pharmacy open in every area day and night. This is called the “Notdienst”. You can find your Notdienst Apotheken here: (indicate the City or ZIP Code in the field on the top right position.): <https://www.aponet.de/apotheke/notdienstsuche>.



## 3. Living in Leipzig

### 3.1 Applying for a room in one of the halls of residence

The Studentenwerk Leipzig has more than 5,000 rooms in 16 residential areas at its disposal. Rooms are furnished and each type of accommodation includes furnished kitchens and sanitary facilities. In addition, you almost always have access to: washing machine rooms, fitness and other sports rooms, party kitchens, bicycle storage rooms, music practice rooms (not always) and internet access.

You can apply online for a room in one of the halls of residence. You will need a study permit or a certificate of enrolment for your application: <https://www.studentenwerk-leipzig.de/en/housing/online-application>. Rent includes furniture, internet, television, all running costs (including electricity). Please be aware that dorm contracts are normally closed for an entire year and it is only possible to terminate the contract earlier with an exmatriculation certificate (second year students) or by the date your second year university lectures start (first year students).

Source: <https://www.studentenwerk-leipzig.de/en/housing>,  
<https://www.studentenwerk-leipzig.de/en/housing/new-applicants>

### 3.2 Looking for Shared Flats

Useful websites for searching for shared flats are:

<http://www.wg-gesucht.de/>

<http://www.studenten-wg.de/>

Another possibility is to look for adverts placed on university campus notice boards, e.g.: [www.dsble.de/wohnen](http://www.dsble.de/wohnen)

### 3.3 Things to keep in mind before your moving

#### Rent and Deposit

Rent is the amount paid by the tenant to the landlord every month. This is the “Kaltmiete” (cold rent) plus the “extra costs” such as rubbish disposal, street and house cleaning costs, heating and water costs. All of these costs together are called the “Warmmiete” (warm rent).

**Electricity and telephone costs are normally paid directly by the tenants themselves.** Once a year the meters are read and the difference is either refunded by the respective utility company, or the extra costs must then be paid to them.

A deposit normally has to be paid by a tenant as a financial guarantee in case of damage to the apartment. The deposit is normally 1- or 2-months cold rent and is not permitted to be more than 3 times the net cold rent. The deposit has to be placed in a bank account with interest. The tenant receives the deposit plus interest after moving out of the apartment as long as this complies with the terms of the rent contract. The landlord is allowed to deduct money from the deposit to pay for any repairs to the apartment.

#### Water and Electricity

Water costs are determined individually depending on usage and the charges are levied with the rent.

**Each tenant must register with the local gas or Electricity Company.** The landlord, house management or the house caretaker can tell you who is responsible for supplying the gas and electricity and where you should register. The easiest thing to do is register with your local electricity supplier. However, you can also receive electricity from any electricity supplier registered in Germany or any other member state in the European Union. You may inform yourself about green energy options under: <https://www.biostromvergleich.de/vergleich>

The costs of central heating are also included in the overall rental costs however please be aware that you pay each month only a preliminary payment and that the final premium will be calculated on the basis of your actual consumption.

#### Rundfunkbeitrag (former GEZ)

The German law regulates a licence fee, which covers all services offered by public service broadcasting on all distribution channels. Within this framework every household (it does not depend on the number of devices you own) in Germany has to pay 18,36€ per month. It does not matter how many people live at one residence, therefore if you live in a shared flat, you only have to pay 18,36€ once for all of you.

The Rundfunkbeitrag administration receives their data from the local residents' registration office. Therefore, you will receive a letter concerning the payment which means that also non-German students will need to pay this fee.

You can find the forms to register and de-register at <https://www.rundfunkbeitrag.de/>. [https://www.rundfunkbeitrag.de/welcome/englisch/index\\_ger.html](https://www.rundfunkbeitrag.de/welcome/englisch/index_ger.html)



## Learning German and getting to know about German etiquette



## VI. Learning German and getting to know about German etiquette

### 1. Language Courses

If you want to improve your knowledge of German, you can choose from a variety of language courses. German classes will be offered (for free) through the Global and European Studies Institute. The course will take place once a week (1.5h). Registration will take place at the first day of the introductory days. Certificates can only be received with regular attendance.

Another possibility is a so-called “tandem course”. The course gives you the opportunity to meet up with a native German speaker who introduces you to his mother tongue, while you do the same vice versa. At the Leipzig University there is a special office for tandem courses, called “Tandem-Büro”:

<https://www.sprachenzentrum.uni-leipzig.de>

Commercial language schools also offer German language courses. The cheapest are usually offered by the “Volkshochschulen” (community college) <https://www.vhs-leipzig.de/programm/sprachen-verstaendigung.html> and other state subsidised bodies.

### 2. Everyday Language

#### Hello and Goodbye



→“Guten Morgen” – “Good Morning” is the most common form of greeting one another until around midday.

→“Guten Tag” – “Good Day” is used until roughly 6 pm. Many people also just use the simple “Hallo”.

→“Guten Abend” – “Good Evening” is said after 6 pm.

→“Gute Nacht” (Good Night) is said before going to bed.

→“Mahlzeit” is said to other colleagues at work at meal times. This combines a greeting and the wish that the respective colleagues enjoy their meal.

→“Auf Wiedersehen” – “Good Bye” is said when leaving. The short form is “Wiederseh´n”. The Italian word “Ciao”, as well as “Tschüss”, “Tschö” or “Tschüssi” can also be used to say goodbye.

#### “Du” and “Sie”

The most common way to address people is with the **formal** “”. This is used in public and at work. Even if neighbours or colleagues have known each other for a long time they often still use the polite form of the word “You” or “Sie”.

The **informal** “*you*” is “Du”. This is used among close friends and close colleagues and with children until around the age of 16. Schoolchildren and students also use the informal “Du”. The general rule of thumb is that the older person offers the use of the informal “Du” instead of “Sie”. At work the higher ranked member of staff may offer to use the “Du” form.

## “Bitte” and “Danke”, “Please” and “Thank You”

The word “Bitte” or “Please” is usually used when asking for something: “Können Sie mir bitte sagen, wie spät es ist?” (Can you tell me what time it is, please?), “Kann ich bitte die Zeitung haben?” (Can I have the newspaper, please?). The word is a sign of pleasantness and politeness.

When you pass something to another person you also usually say “Bitte sehr” or “Bitte schön” (“You’re welcome”).

“Danke schön” or “Danke sehr” or “Vielen Dank” – “Many Thanks”, “Thanks very much” etc. is the usual answer. If you are offered something to drink the word “Nein, Danke” means no thanks. You can say “Ja, bitte” or “Ja, gern” to say yes please.

## Telling the Time

Morning:

7:50 Uhr (7:50 am)

“Seven fifty a.m.” - “Sieben Uhr fünfzig”

“Ten to eight” – „Zehn vor Acht“



Evening:

19.50 Uhr (7:50 pm)

“Seven fifty p.m.”- „Neunzehn Uhr fünfzig“

“Ten to eight” – „Zehn vor Acht“

## 3. Useful words and sentences

**I don't speak German.**

Ich spreche kein Deutsch.

**You're welcome.**

Gern geschehen.

**Could you repeat that?**

Können Sie das bitte wiederholen?

**Excuse me / I'm sorry.**

Entschuldigung.

**Where is...?**

Wo ist...?

**Open**

Offen

**How do I get to...?**

Wie komme ich zu/nach...?

**Train station**

Bahnhof

**How much is this?**

Wieviel kostet das?

**University**

Universität

**Yes / No**

Ja / Nein

**What's the time?**

Wie spät ist es?

## 4. Do's and Don'ts

Please find in the following a collection of advice for Do's and Don'ts in Germany compiled from different websites. And here is also our own "don't" and "do" advice:

Don't take the following too seriously but do use those of them you find the most striking in conversation with other people from Germany or abroad in order to get to know what they think about it....

### 4.1 Do

#### Social Customs

- **Do arrive on time.** Punctuality is important in Germany. Do not arrive too early, either.
- **Do shake hands** with everyone upon entering a room, including children. A quick, firm handshake is traditional.
- **Do say your name at the beginning of a phone call**, even if it's followed by 'do you speak English?'
- **Do use a person's title and surname until invited to use their first name.** Say Herr (Mister) or Frau (Mrs.) and the person's title and surname. If the familiar 'you' (Du) is appropriate, they'll let you know.
- **Do wear formal clothing when going for business meetings.** Formal clothing is preferred by the Germans.
- **Do call your host if you expect to be more than fifteen minutes late.**
- **Do give your host a gift**, e.g. flowers, sweets or a bottle of wine. But don't give red roses unless you have romantic intentions. Also, do not give carnations (they symbolize mourning) or lilies or chrysanthemums (they are used at funerals). Yellow or tea roses are always well received.
- **Do open a gift when it is received.**
- Do feel free to have serious discussions in social settings – Germans like talking politics and philosophy.
- Do be aware of the fact that some women will bathe topless at the beach, and even full nudity is tolerated, but not seen as often outside of the nude beaches (nude beaches are labelled with "FKK." That stands for "Freikörperkultur" which means free body culture).
- **Do use toilet paper in the toilets.** Do flush toilet after every use. Ensure that toilet is clean before leaving a bathroom.
- Do ensure that the wash-basin is clean after a shave.
- Do leave the shoes near the shoe rack and then wear slippers in winter.

#### Table manners

- Do hold the fork in the left hand and knife in the right hand.
- Do close lips while eating.
- Do spit stone in a fruit into the hand and then put it into the small plate.
- Do cover the right hand with the left while using a toothpick.
- Do hit the ATM – cash rules in Germany and not all restaurants take credit cards.

- **Do leave a tip if you appreciated the service.** In Germany, service staff is always paid by the hour, but tipping is still considered polite. It is customary to leave a tip of 5-10% at a restaurant or pub if the service was good.
- Say Prost! (Cheers!) before you sip your beer – and look your drinking buddy in the eye when you say it.

## 4.2 Don't

### Social Customs

- **Don't be late** – everyone else will be on time.
- Don't stroll in the bike lane. You'll get bruised or yelled at (or both). It's marked red for a reason.
- Don't cross the road when red signal for pedestrians is "ON".
- Don't chew gum while talking to someone, as it is considered as bad manners in Germany.
- **Don't litter the streets with paper wrappers.** There are dustbins everywhere and you should throw the litter in these bins.
- **Don't ever, under any circumstances, show the "Nazi salute", shout "Heil Hitler", or show swastikas or other symbols of the Third Reich, even if you are kidding! Using these signs is a criminal offense and punishable up to five years imprisonment. Foreigners are not exempt from this, so don't do it.**

### Table manners

- Don't start eating before your host says 'Guten Appetit' (good appetite).
- Don't eat with your fingers. Only chicken can be eaten without using knife and fork.
- Don't put your elbows on the table while eating. Only your hands should be on the table.
- Don't drink yourself into a stumbling fool. We know the beer goes down easy, but public drunkenness is frowned upon.
- Don't make noise while eating.
- Don't smoke during lunch / dinner.
- Don't leave the dining table till all the persons at the table have completed eating.
- Don't cross knife and fork after completion of lunch / dinner, but place them at 45° and parallel to one another.



We hope that the information given in this booklet  
is helpful to you and wish you a pleasant stay in Leipzig!

Should you have any further questions or require any other information please do not  
hesitate to contact us.

With all the best wishes,  
Yours GESI-team