



UNIVERSITÄT
LEIPZIG

Student Guide

EMGS Leipzig



Global and European
Studies Institute

Imprint:
Global and European Studies Institute
Emil-Fuchs-Str. 1
04105 Leipzig
gesi@uni-leipzig.de
August 2019

Layout and Editors:
Lea Hapig, Lena Heinze and Konstanze Klemm



**Welcome to the
Historic City of Leipzig
and the
Global and European Studies Institute!**



Contents

I. General information about Germany	5
1. General Information	5
1.1 The German States	5
1.2 Climate.....	6
1.3 Daylight saving time	7
2. Brief History	7
3. Religion	8
4. National Public Holidays	8
5. Public transport.....	10
5.1 Trains.....	10
5.2 Travelling by bus	11
5.3 Travelling by car	12
6. Where to sleep while travelling in Germany	13
6.1 Hotels and Hostels	13
6.2 Couchsurfing	13
6.3 Airbnb	13
7. Banks and Bank Accounts	13
7.1 Bank Transfers	14
7.2 Where to exchange money	15
8. Insurance.....	15
9. Shopping in big cities.....	16
9.1 Opening hours	16
9.2 Exchanging Products.....	16
9.3 Deposit	16
9.4 Average Prices	17
9.5 Unpackaged Food	17
10. Letters, Parcels and Postage.....	17
11. Telephone and Internet.....	18
II. General information about Leipzig University	23
1. History	23
2. Facilities	24
3. Libraries.....	25
3.1 Universitätsbibliothek Albertina (UBL).....	25
3.2 Campus Bibliothek.....	27
3.3 Central Geographical Library at the IfL	27
3.4 Library of the GWZO	27
3.5 Deutsche Nationalbibliothek (German National Library)	27
3.6 Library of the GRASSI Museum of Ethnology	28
4. Canteens and Cafeterias	28
5. Studentenwerk (Student Services).....	31
5.1 Centre for Social Counselling	31
5.2 Psychological counselling – also available in English.....	32

5.3	Experiencing doubts or considering dropping out:	33
6.	Rechenzentrum (URZ).....	34
7.	BeBuddy! programme.....	34
8.	Nice to know	35
III.	Studying within the European Master Course in Global Studies	37
1.	Study Programme.....	37
2.	The study programme at Ghent, Leipzig, London, Roskilde, Vienna, Wroclaw	37
3.	Winter and summer term at Leipzig University	38
4.	Modules and examinations	39
5.	Moodle2.....	41
6.	Essays, footnotes and how to avoid plagiarism.....	42
7.	The German grading scale	42
8.	Writing (official) e-mails and letters	43
9.	Visa and residence permit regulations	43
9.1	Regulations for Non-European citizens.....	44
9.2	How and where do I apply for the extension of my residence title?	45
9.3	How to apply for a "Führungszeugnis" (criminal background check certificate).....	46
10.	Things to consider when you are about to leave Leipzig	46
11.	Important information regarding the residence permit for all non-EU students who spend their first year in Leipzig	48
12.	Considering doing your PhD in Germany?	49
IV.	Frequently Asked Questions - FAQ	51
1.	...concerning the UniCard.....	51
2.	...concerning university facilities and student services.....	52
3.	...concerning re-registration and semester dates.....	55
4.	...concerning university documents and their certification.....	55
5.	...concerning housing and every-day life	56
6.	...concerning part-time jobs and internships	59
	How to get a tax number (Steuernummer)?.....	64
	How to get a social security number (Sozialversicherungsnummer)?	64
	What about freelance activity?	64
	Who offers (soft) skill courses?.....	64
7.	...concerning scholarships and other opportunities to improve your financial situation before/while studying in Germany	67
V.	General information about the city of Leipzig	70
1.	History of the city (overview).....	70
2.	The districts in Leipzig	71
3.	Public Transport in Leipzig.....	74
4.	Emergency and Healthcare System.....	74
4.1	Doctors	75
4.2	Hospitals.....	75
4.3	Pharmacies and Medicines	76
5.	Shopping	76
5.1	Groceries	76
5.2	Clothes, underwear and socks	79
5.3	Drug stores and pharmacies	80

5.4	Bookstores and Multi Media Stores.....	80
5.5	Flea Markets.....	81
5.6	Shopping Malls.....	81
6.	Living in Leipzig.....	81
6.1	Applying for a room in one of the halls of residence.....	81
6.2	Looking for an Apartment.....	82
6.3	Looking for Shared Flats.....	82
6.4	Things to keep in mind before you move into an apartment or a shared flat.....	83
6.5	Where to rent cars, bicycles, etc.....	85
6.6	Where to repair your everyday items.....	86
7.	Spare-time activities.....	90
7.1	Theatres.....	90
7.2	Music (Classical).....	90
7.3	Bars and Pubs.....	91
7.4	Cinemas.....	91
7.5	Clubs.....	92
7.6	Festivals.....	92
7.7	LGBTQIA*-Life.....	93
7.8	Parks.....	93
7.9	Wildpark Connewitz.....	94
7.10	Zoo.....	94
7.11	Museums.....	94
7.12	Galleries.....	95
7.13	Religious institutions.....	96
7.14	Kanupark Markkleeberg.....	97
7.15	Kletterpark Leipzig.....	97
7.16	Further sights and places of interest.....	97
7.17	Around Leipzig: Lakes.....	98
7.18	Sports.....	98
7.19	Eating Out in Leipzig.....	100
7.20	Local News.....	102
8.	Leipzig for and with children.....	102
8.1	Family-friendly university.....	103
8.2	Babysitters, Tagesmütter (day nannies).....	103
8.3	Leipzig International School (LIS).....	104
VI.	Learning German and getting to know about German etiquette.....	106
1.	Language Courses.....	106
2.	Everyday Language.....	107
3.	Useful words and sentences.....	108
4.	Awful German, lovely Saxon.....	108
5.	Do's and Don'ts.....	109
5.1	Do.....	109
5.2	Don't.....	110
	For your notes:.....	111

Welcome

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

I 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.

The second chapter offers some information about living and studying in Germany in general. The third chapter provides some interesting information about Leipzig University, including a list of important locations and institutions within the university such as libraries, seminar buildings and cafeterias. The fourth and fifth chapters are dedicated to information related to your studies within the Master’s Course “Global Studies – A European Perspective”, the German grading system and frequently asked questions. Chapters six and seven deal with the topics of living in Leipzig, travelling within Germany including the use of public transport, as well as suggestions for free-time activities. The final two chapters provide you with other practical information you may need during your stay.

We put due diligence in setting-up this booklet, it might nevertheless happen that some information is outdated by the time this booklet is printed. Therefore, please note that all information is supplied without liability and all obligation is excluded due to faulty, incomplete or outdated information

Nevertheless, I hope that this booklet offers you many helpful and interesting recommendations to make your stay in Leipzig memorable and one that you will always look back on with great pleasure.

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

I. General information about Germany

1. General Information

Germany is bordered to the north by the North Sea, Denmark and the Baltic Sea; to the east by Poland and the Czech Republic; to the south by Austria and Switzerland; and to the west by France, Luxembourg, Belgium and the Netherlands. The territory of Germany covers 357,021km² and is influenced by a temperate seasonal climate. With 81.8 million inhabitants (as of September 2015), it has the largest population among the member states of the European Union. The capital and largest city of the country is Berlin. It is part of the Schengen Area and has been a member of the Eurozone since 1999. Germany is also a member of the United Nations, NATO, the G7, the G20, the OECD and the Council of Europe.



1.1 The German States

Source: http://www.statistikportal.de/Statistik-Portal/en/en_ib01_jahrtab1.asp

State of Germany	Capital	Area/km ²	Inhabitants
Baden-Württemberg	Stuttgart	35,751	10,879,600
Bayern (Eng. Bavaria)	München (Eng. Munich)	70,550	12,843,500
Berlin	Berlin	891	3,520,000
Brandenburg	Potsdam	29,482	2,484,800
Bremen	Bremen	404	671,500
Hamburg	Hamburg	755	1,787,408
Hessen (Eng. Hesse)	Wiesbaden	21,115	6,176,200
Mecklenburg-Vorpommern (Eng. Mecklenburg-Western-Pomerania)	Schwerin	23,189	1,612,300
Niedersachsen (Eng. Lower Saxony)	Hannover	47,635	7,926,600
Nordrhein-Westfalen (Eng. North Rhine-Westphalia)	Düsseldorf	34,088	17,865,500
Rheinland-Pfalz (Eng. Rhineland-Palatinate)	Mainz	19,854	4,052,800
Saarland	Saarbrücken	2,569	995,600
Sachsen (Eng. Saxony)	Dresden	18,420	4,084,851
Sachsen-Anhalt (Eng. Saxony-Anhalt)	Magdeburg	20,449	2,245,400
Schleswig-Holstein	Kiel	15,799	2,858,700
Thüringen (Eng. Thuringia)	Erfurt	16,172	2,170,700

Source: "Bevölkerungszahlen 2015 nach Bundesländern" (in German). Statistisches Bundesamt Deutschland. August 2016. Retrieved 05 September 2016

1.2 Climate

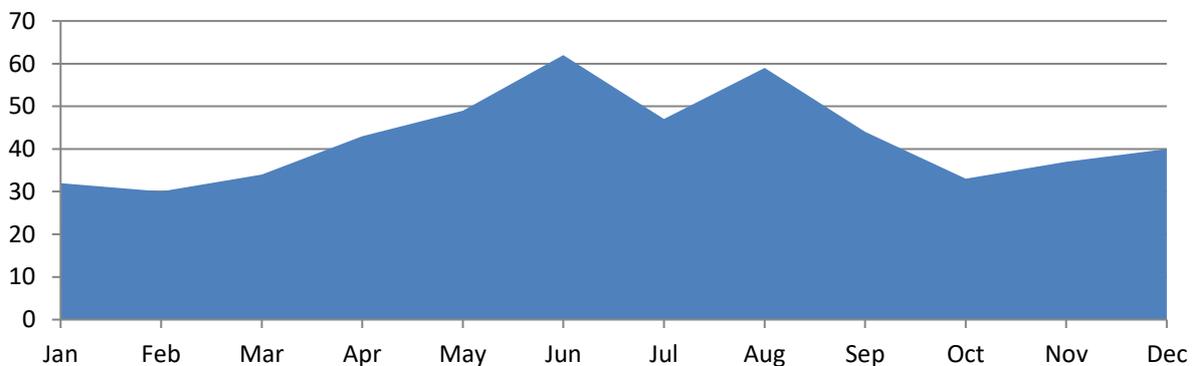
Although most of Germany lies relatively to the north and is nearer the Arctic Circle than the equator, the climate is moderate without extreme cold or hot spells. Most of Germany is situated in the moderately cool west-wind zone that brings damp westerly winds from the North Sea with it. The climate in the northwest and northern Germany is notably oceanic with rainfall all year round. The winters in this area are relatively mild and the summers comparatively cool. Eastern Germany has all the characteristics of a continental climate. There are often long cold periods in winter and the summers can be very warm and dry. Temperatures are at their highest in July and their lowest in January. Regional differences in temperature and rainfall are common. Due to the nature of the prevailing winds it often rains more to the west of the mountains in Germany than to the east. There are also pockets of comparatively warm areas nestled into protective zones between the highlands, one such region includes the lowlands along the Upper Rhine which enjoys a climate suitable for wine production.

Source: German federal government's commissioner for migration, refugees and integration: A manual for Germany: http://web.archive.org/web/20060209031509/www.handbuch-deutschland.de/pdf/handbuch_fuer_deutschland_de-en.pdf

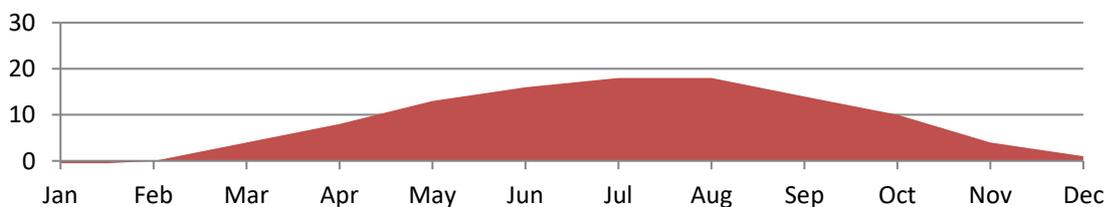
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Average Temperature [C°]	-1	0	4	8	13	16	18	18	14	10	4	1
Average Amount of Precipitation [mm]	32	30	34	43	49	62	47	59	44	33	37	40

Average values 1961-1990

Average Amount of Precipitation [mm] in Leipzig



Average Temperature [° C] in Leipzig



Based on: Mühr, Bernhard, 01. Juni 2007: <http://www.klimadiagramme.de/Deutschland/leipzig.html>

1.3 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. Summer time begins on the last Sunday in 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

From 768, Charlemagne or Charles the Great, extended the Frankish Empire and was the Emperor of the Holy Roman Empire from 800 to 814; an area which included what is now modern-day Germany. In 1871, Otto von Bismarck founded the German Empire and became its first chancellor, following the division of Germany into small individual states during the Congress of Vienna in 1814–1815. After the end of the First World War (1914–1918), the Empire was succeeded by the Weimar Republic, the first German democracy. Economic and political turmoil, and the lack of any real democratic will on the part of the elite class, led to the collapse of the Weimar Republic on 30th January 1933 when Adolf Hitler was appointed Chancellor of Germany. The National Socialist (Nazi) dictatorship that followed was responsible for genocide, the Holocaust and the Second World War (1939–1945). Germany surrendered on the 8th 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 23rd May 1949 in the three western zones of occupation. The new FRG was a parliamentary democracy with a written constitution known as the Basic Law (“Grundgesetz”). As the first federal chancellor, Konrad Adenauer had an enormous influence on the founding years of the FRG.



In the Soviet zone to the East, the German Democratic Republic (GDR) was founded on 7th 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. Willy Brandt’s and Walter Scheel’s government policy of “Ostpolitik” (encouraging closer relations with East Germany) in the 1970s finally brought East and West Germany closer together. The Soviet Union with “Glasnost” and “Perestroika” brought about political change, signalled the end of the Iron Curtain and brought about the downfall of the political system in East Germany in the late 1980s. 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 9th 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 2nd of July 1990 and, on the 3rd of October 1990, Germany was officially reunited.

*Source: German federal government’s commissioner for migration, refugees and integration: A manual for Germany.
http://www.raumplanung.tu-dortmund.de/rel/typo3/fileadmin/download/A_manual_for_germany.pdf*

3. Religion

“The freedom of faith, of conscience, and the freedom of religious and ideological beliefs are inviolable.” (Art. 4: 1 Basic Law)

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. Other faiths found in Germany are Orthodox Christians, Hindus, Buddhists and Baha'i. There are more than 160 different religious communities in Germany. The holy days of Muslim, Jewish and other minority religious groups, such as the Islamic Eid ul Fitr and Eid ul Adha or the Jewish Rosh Hashanah and Yom Kippur are no public holidays in Germany.



© U.S. government/gemeinfrei

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.

Public Holidays in Saxony during your stay in Leipzig:

Each year on 3 rd October:	Tag der deutschen Einheit (German Unification Day)
Each year on 31 st October:	Reformationstag (Reformation Day)
20 th November 2019:	Buß- und Betttag (Penance Day)
Each year on 24 th December:	Weihnachten (Christmas Eve)
Each year on 25 th December:	1. Weihnachtstag (Christmas Day)
Each year on 26 th December:	2. Weihnachtstag (Boxing Day)
Each year on 31 st December:	Silvester (New Year's Eve)
Each year on 1 st of January:	Neujahr (New Year)
10 th April 2020:	Karfreitag (Good Friday)
12 th April 2020 :	Ostersonntag (Easter Sunday)
13 th April 2020 :	Ostermontag (Easter Monday)
Each year on 1 st May:	Tag der Arbeit (Labour Day)
21 st May 2020:	Christi Himmelfahrt (Ascension Day)
31 st May 2020:	Pfingstsonntag (Whit Sunday)
01 st June 2020:	Pfingstmontag (Whit Monday)

New Year's Eve

The beginning of the New Year is celebrated on New Year's Eve (the night of December 31st to January 1st). Just as in many other countries, there are big New Year's Eve celebrations and at midnight there are fireworks to salute the New Year. January 1st (New Year's Day – "Neujahr") is a national public holiday.

Easter

Easter with Good Friday ("Karfreitag"), Easter Sunday ("Ostersonntag") and Easter Monday ("Ostermontag") are the most important festival in the Christian calendar in Germany. It is the oldest Christian festival and marks the death (crucifixion) and

resurrection of Jesus Christ on the third day after crucifixion (Easter Sunday). The crucifixion and resurrection are cornerstones of the Christian belief. Death is not seen as the end but as redemption. Easter is celebrated on the first Sunday after the spring full moon. Good Friday and Easter Monday are public holidays.

1st of May

1st May is a workers holiday, as in many other countries. The Confederation of German Trade Unions (DGB) organises demonstrations and political gatherings in numerous cities across Germany on the morning of the 1st of May. The evening before 1st May is the time for the traditional “Tanz in den Mai” (“Dance into May”) parties. This follows old traditions to celebrate the spring month of May. In some areas, Maypoles (“Maibäume”) are erected: an old tradition in which the Maypole symbolises the fertility of spring.

Ascension Day

“Ascension Day” is the 40th day after Easter and represents the ascension of Jesus to His Father in Heaven. Ascension Day is always on the Thursday nine days before Whitsun.

Whitsun

Whitsun or Pentecost (“Pfingsten”) is celebrated with Whit Sunday (“Pfingstsonntag”) and Whit Monday (“Pfingstmontag”). This is the 50th day after Easter and commemorates the descent of the Holy Ghost among the apostles of Jesus, which was the starting point of their missionary work. Whitsun can therefore be described as the birth of the church. Whit Monday is a public holiday.

3rd of October

3rd October marks the anniversary of the official reunification of East and West Germany in 1990. This national holiday is similar to “Independence Day” on 4th July in the US or “Bastille Day” on 14th July in France. In Germany, however, celebrations are somewhat more muted; there are no military parades, simply festivals and gatherings with political speeches in parliament and in many town halls.

Christmas

Christmas (“Weihnachten”) encompasses three days: 24th December (Christmas Eve, “der Heilige Abend”), 25th December (Christmas Day, “der erste Weihnachtsfeiertag”) the birthday of Jesus Christ, and 26th December (Boxing Day, “der zweite Weihnachtsfeiertag”). Before or after attending the church service on Christmas Eve, German families light the candles on their Christmas trees in readiness for the so-called “Bescherung”, the exchanging of gifts. Christmas carols are sung or played and the family members exchange presents. Children are told that Father Christmas or “Christkind” delivered the presents. On the first and second days of Christmas, many people attend church services and masses. The 25th and 26th of December are public holidays.



Regional Holidays

N.B.: The following holidays are only public holidays in the German federal states as indicated...

Epiphany

This is celebrated in **Bavaria**, **Baden-Wuerttemberg** and **Saxony-Anhalt**. Epiphany is a feast day to celebrate the birth and baptism of Jesus Christ. On this day children dress

as the Three Kings, or the Three Wise Men, and write the letters C + M + B above the doors of houses (“Hausweihe”). These signify “Christus mansionem benedicat” – “May Christ bless this house”.

Corpus Christi

The Feast of Corpus Christi (“Fronleichnam”) is a Catholic festival celebrated on the second Thursday after Whitsun. Corpus Christi means the Body of Christ and refers to the elements of the Eucharist. This is a public holiday in **Baden-Wuerttemberg, Bavaria, Hesse, North-Rhine Westphalia, Rhineland-Palatinate and Saarland; partly in Saxony and Thuringia.**



The Feast of the Assumption

The Feast of the Assumption is to celebrate Mary, the Mother of Jesus, being taken into Heaven by God, in body and soul. It takes place on 15th August in **Bavaria and Saarland.**

Reformation Day

Christians of the Protestant faith celebrate Reformation Day on 31st October. It is a public holiday in **Brandenburg, Mecklenburg-Western Pomerania, Saxony, Saxony-Anhalt and Thuringia.** The holiday commemorates the Reformation of the Church by Martin Luther in the 16th century, which created the formation of a new religious group, the Protestant-Lutheran Church.

All Saints Day

Saints, martyrs and the dead are honoured each year on 1st November when relatives decorate and visit the graves of the deceased. Catholics light candles, the “Seelenlicht”, which also glow on the following All Souls Day. This symbolises the “eternal light” that provides illumination for the dead. It is a public holiday in **Baden-Wuerttemberg, Bavaria, North-Rhine Westphalia, Rhineland- Palatinate and Saarland.**

Penance Day

Penance Day is celebrated on the Wednesday before the last Sunday in the Church year. The first protestant Penance Day was celebrated in 1532 in Strasbourg as a reaction against the Ottoman wars. It is only a public holiday in the state of **Saxony.**

Source: German federal government’s commissioner for migration, refugees and integration: A manual for Germany: http://www.raumplanung.tu-dortmund.de/rel/typo3/fileadmin/download/A_manual_for_germany.pdf

5. Public transport

5.1 Trains

During your time in Leipzig, you may want to take the opportunity to travel around Germany. By far the easiest and most comfortable way, but unfortunately also often the most expensive, is to go by train, unless you are able to take advantage of special offers. The German rail company, “Deutsche Bahn” (“DB”) operates trains over shorter (regional) and longer (interregional) distances. Deutsche Bahn has a complicated pricing system, but there are many ways to save money if used to full advantage. You will find information about trains, timetables, and prices on the following website: www.bahn.de. Tickets can be bought in every train-station at the service centre (in this case it will be charged a

service fee!) or at the automatic ticket machine. There is also the possibility to buy your ticket on the internet with your credit card on the above indicated website. It is advisable to arrange and purchase your ticket some weeks in advance allowing you to make savings of up to 50% off the normal ticket price.

If you think you may use the Deutsche Bahn regularly, it is a great idea to purchase a “BahnCard”. Depending on the type of “BahnCard” (25 or 50), you can make savings of 25% (in addition to the other reductions) or 50% off the original ticket price. However, be aware that you will need to cancel the contract at least 3 months prior to the date when the card expires otherwise your contract will be extended for one more year!! There are also other tickets available, especially for group travel. Tickets such as the “Weekend Ticket” (“Schönes-Wochenende-Ticket”), the “State Ticket” (“Länderticket”) allow up to five group members to travel on the regional and interregional trains within a given zone for an entire day. There is also the “Sachsen Ticket” which allows you to travel unlimited within the states of Saxony, Thuringia and Saxony-Anhalt at a discount for up to five people, and the “Quer-durchs-Land Ticket” which allows you to travel throughout Germany on regional trains for 44€ and each additional person sharing costing 8€ more. As a general rule, the regional trains (demarcated as RB or RE) are cheaper than the express trains (IC or ICE). Furthermore, monthly and yearly tickets (“Monatskarten” and “Jahreskarten”) are also available for frequently travelled routes. The “InterRail Ticket” allows young people (under the age of 27) to travel all over Europe starting at a price of 168€. You can find detailed information and current prices on these offers under <http://www.bahn.de/p/view/angebot/paesse/interrail/preise.shtml>.



This photo was taken in Paris by Sevim Varliklar and is licensed under a Creative Commons Attribution: <http://creativecommons.org/licenses/by-nc-sa/2.0/>

There is now also a new company called Flixbus which offers their service at relatively cheap prices, starting with 9,99 €. As it is still new, there aren't many cities that can be reached via Flixbus but their network is growing constantly and worth a look. You can find their website under <https://www.flixbus.de/>.

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 is at least as cheap as car sharing and presents a good alternative to travel by train. The website www.busliniensuche.de will list the prices and time offered by multiple bus companies, German Railway and Blablacar (car sharing) and you will find the best option for your travel. You may also check the following websites: <http://www.eurolines.de/en/home/>, <https://www.flixbus.com/>, <https://www.fahrtenfuchs.de/> and <http://www.fernbusse.de/buslinien/leipzig>.

There is also a website in English available, which gives a basic overview about different transportation options: <https://www.goeuro.com/>.

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 “TÜV”. 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”:

[http://www.leipzig.de/buergerservice-und-verwaltung/aemter-und-](http://www.leipzig.de/buergerservice-und-verwaltung/aemter-und-behoerdengaenge/aemtertermine-online/terminvereinbarung-fahrerlaubnisbehoerde/#)

[behoerdengaenge/aemtertermine-online/terminvereinbarung-fahrerlaubnisbehoerde/#](http://www.leipzig.de/buergerservice-und-verwaltung/aemtertermine-online/terminvereinbarung-fahrerlaubnisbehoerde/#)

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

Drink Driving

In Germany the legal blood alcohol limit is 0.5 per mil. when driving. One beer or a glass of wine is enough to reach (and exceed) this limit. Heavy fines are usually imposed and licences can often be withdrawn if you are caught with a higher blood alcohol level (as a result of a breath or blood test). If a driver is involved in an accident and found to be under the influence of alcohol, then, irrespective of who caused the accident, the driver with alcohol in his or her body is liable to be prosecuted, even with blood alcohol levels less than 0.5 per mil. This limit is applied to cyclists as well as motorists.

Highway Code

Germany has a Highway Code (set of rules for the road). Just as in the majority of countries in the world, red means stop and green means go. Here is a list of certain road rules in Germany.

All passengers must put on seat belts. Children under the age of 12 must sit in a child seat (“Kindersitz”) unless they are taller than 1.5 m. The speed limit within town and city boundaries is 50 km/h. Many residential areas and areas near schools and Kindergartens have a speed limit of 30 km/h (“verkehrsberuhigte Zone”). Cars are only allowed to drive at walking pace in especially signposted play streets (“Spielstraßen”). Outside city limits, on “country roads”, the limit is usually 100 km/h. If there are no signs restricting speed on motorways then drivers are advised to drive at the “recommended speed” of 130 km/h. People who do not abide by the Highway Code will often be fined and even lose their licence. Serious breaches of traffic rules are punished on a points system. These points are registered centrally in a database (called the “Flensburger Verkehrssünder-Datei”) in the northern Germany city of Flensburg. As soon as a specific number of points has been accumulated, the offender has their licence withdrawn and is forbidden from driving for a given period of time.

Car sharing

One of the cheapest possibility to move around within Germany are ridesharing schemes:

<https://www.blablacar.de/>,

<http://www.fahrgemeinschaft.de>,

<http://www.bessermitfahren.de/>.

These are websites where people offer to give you a lift in their car with you contributing to their fuel costs. Costs are usually calculated at 6 € per 100 km.

Normally it is a very safe scheme used by all sectors of society; however you might feel more comfortable travelling together with

some other friends/fellows. Besides the huge savings you can make, one further advantage is the possibility to get in contact with a lot of mostly German people with different social/professional backgrounds that you would normally not be able to talk to.



This photo was taken in Hamburg by Luis Guillermo Pineda Rodas and is licensed under a Creative Commons Attribution: <http://creativecommons.org/licenses/by-nc-sa/2.0/>

6. Where to sleep while travelling in Germany

6.1 Hotels and Hostels

Hotels are relatively expensive in Germany. The prices vary from city to city and are closely connected with the respective position of the hotel (central versus periphery of the city). Rather than to stay in a hotel in the city centre, we would recommend to book a hostel, often located near the main station, or to search for small guest houses in the suburbs. Another possibility is to join the Couchsurfing community and to explore cities or landscapes with the help of locals.

6.2 Couchsurfing

The idea of couch surfing is that someone offers a place to sleep for free e.g. on his/her couch. In order to find out about such offers you will need to register under:

<http://www.couchsurfing.org/>

Even though sleeping under a stranger's roof may sound odd to some people, it often turns out to be a way of making new friends and experiencing a city in a "non-touristic" manner. Couchsurfing is available not only in Germany but also in a lot of other countries around the world.

6.3 Airbnb

On Airbnb local hosts rent out private rooms or whole apartments. It gives you the opportunity to live like a local while travelling. Usually the standard of the facilities is very good and prices reasonable, depending on the city or area of the city. In order to use this offer you will need to register with your credit card on: www.airbnb.com and can then choose between a large number of offers.

7. Banks and Bank Accounts

There are numerous banks and savings banks ("Sparkassen") in Germany. Banks are private institutions. "Sparkassen" fall under the jurisdiction of local authorities. This is why they have names such as "Stadtsparkasse Köln", "Hamburger Sparkasse"; "Sparkasse

Dresden”, etc. Banks and “Sparkassen” offer different services at different prices and conditions. This means account charges and money transfer charges often vary.

The most common form of account in Germany, is a “Girokonto” (giro account), also known as a checking account or current account. Most banks require proof of residence (i.e. the residence permit) before an account can be opened. Most financial transactions are done using this type of account. Employers transfer wages to these accounts, whilst payments for rent, electricity, etc. are also made using these accounts.

Most banks offer an automatic credit limit (“Überziehungskredit”), which is an overdraft limit that can be withdrawn from a current account when it is in debit. It is also referred to as “Dispositonskredit”, or “Dispo” for short, and is normally related to your monthly income and the amount of savings you have. It enables you to temporarily increase cash flow by allowing you to spend more than you have in your current account (“das Konto überziehen” in German). Be aware however, that you will have to repay not just the amount overdrawn but also the comparatively high interest on this amount.

After opening a bank account, customers can receive an EC card (“EC-Karte”) with a corresponding PIN number (“Geheimnummer”). Cash can be withdrawn using this EC card and the number at cash machines (“Geldautomaten”) in Germany and across Europe. If money is withdrawn at a machine that is not part of the bank or Sparkasse where the account is held, a fee of up to 5 Euro per withdrawal is normally applied, thus check carefully before withdrawing cash. Many shops and petrol stations also allow you to pay for goods and services using the EC card in conjunction with the pin number or signature. You can also print bank account statements (“Kontoauszüge”) at machines in branches of your bank using the EC card. All transactions are listed on these statements.

You are permitted to bring any amount of money into Germany, however you should check with your country of origin to see if restrictions apply there.

There are a number of companies that issue credit cards in Germany. Your bank, Sparkasse or a consumer advice centre can advise you as to which credit card is best suited to you. Most credit card companies charge an annual fee for the use of the credit card. Some students reported that Advanzia Bank is issuing credit cards without fees, you can check at: <https://mastercard.gebuhrenfrei.com/>.

7.1 Bank Transfers

The term used in German language to define the transfer of money from one account to another is “Überweisung”. In order to complete a transfer you will need to fill out a special transfer form (“Überweisungformular”) on paper or on machines (“Überweisungsautomat”) at your bank or online if you wish to do online-banking. However, the paper form may cost you extra money, take longer and be harder to get access to, as those forms are getting old-fashioned. We would recommend to just use the “Überweisungsautomat” or, if you have access to it, online-banking.

You may want to setup a regular automatic transfer of money (for instance rent, electricity bills, etc.), such a reoccurring transfer is a “Dauerauftrag”. This transfer is automatically paid until the standing order is terminated.

The direct debit authorisation (“Einzugsermächtigung” or “Lastschrift”/“Lastschriftverfahren”) allows certain companies to deduct varying sums of money directly from your account and is a practical way of paying invoices such as telephone bills. Once

the company is given a written direct debit authorisation (“Einzugsermächtigung”) bills are deducted automatically from your account. You do normally not have to worry about misuse from legitimate companies as money deducted falsely from your account can be demanded back within a few weeks of the mistake occurring and the direct debit authorisation can be stopped at any time. It is, however, prudent to check your bank account statements and your bills regularly.

7.2 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.

8. Insurance

All students studying at the Leipzig University need to hold a valid health insurance that covers for treatment in Germany, otherwise enrolment will not be possible.

All Erasmus Mundus scholarship-holders are automatically covered by a private medical insurance. However, this insurance will cover for some medical treatment only (see the terms and conditions you received) and you will need to pay for medical visits first and be reimbursed afterwards, thus it might be recommended to close an additional contract for a national insurance. Please note that the decision needs to be taken during the enrolment and that it will be binding during your entire stay and you will thus not be able to cancel it before October 1st, 2019/2020!

All EU nationals could use their European Health Insurance Card (EHIC) or the form E 128 /E111 also in Germany. This covers for certain basic medical provisions but not all, especially those of a more unusual character. Information can be found under:

<http://ec.europa.eu/social/main.jsp?catId=559&langId=en>

For all the other students (not older than 30 years) we recommend to close a medical insurance contract with one of the insurance companies that will be present during the enrolment (namely AOK, Barmer and TK) but you can of course also close a contract with any other German insurance company. The monthly fee for students with most companies in Germany is around 85 Euro a month.

Please be aware that you will not be allowed to cancel this contract before October, 1st, 2020.

In case you plan to close the contract in Leipzig, we recommend arranging for travel insurance for the first days of your stay in Leipzig (thus the beginning of October).

Students older than 30 years will need to arrange for a private medical insurance.

Private health insurance from other countries MAY be recognised in Germany. However in most cases it covers for less treatment than a German state health insurance does. In case you would like to use your private medical insurance, you will need to ask your insurer to fill-in and sign the following document:

<https://www.uni->

[leipzig.de/fileadmin/ul/Dokumente/International/Studieren in Leipzig/Studium an der UL/Formular Krankenversicherungsschutz 2019.pdf](https://www.uni-leipzig.de/fileadmin/ul/Dokumente/International/Studieren_in_Leipzig/Studium_an_der_UL/Formular_Krankenversicherungsschutz_2019.pdf)

You find also information under:

<https://www.uni-leipzig.de/en/international/studying-at-leipzig-university/during-your-studies/getting-started/>

9. Shopping in big cities

9.1 Opening hours

Shops in Germany are tied to legally binding opening hours (“Öffnungszeiten”). Most shops open from Mondays to Saturdays between 9am and 8pm, some supermarkets between 6am and 10pm. Most shops do not close for lunch (they are open “durchgehend”).

In Leipzig virtually all shops close on Sunday except two supermarkets (REWE and Aldi between 12am and 6pm) located in Leipzig’s main station. Bakeries are also exceptions to the Sunday opening rule and often open on Sunday mornings. Cafés and cake shops are often open on Sunday afternoons. Many petrol stations have very long opening hours, some even around the clock. 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. (For shopping possibilities in Leipzig see chapter [Shopping](#))

9.2 Exchanging Products

Purchased non-grocery articles can normally be returned and exchanged if it hasn’t been used. The receipt of purchase (“Quittung” or “Kassenbon”) is however required in order to do this and it should also be exchanged within very few days of purchase. Swimwear, underwear and products reduced in price cannot normally be returned.

9.3 Deposit

Glass and other bottles or containers often have a deposit (“Pfand”), or they are reusable (“Mehrweg”). 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 “Pfand” is normally 25 cents). Beverage cans and plastic bottles displaying the sign to the right also have a deposit on them.



9.4 Average Prices

Prices in Germany (average prices in Euro in July 2018 , Leipzig)	
Product	Euro
Bread (1 kg)	1.50 – 3.50
Milk (1 l)	0.70 – 1.20
Butter	1.30 – 2.00
Cheese Gouda (1 kg)	5.00 – 8.00
Eggs (10)	2.00 – 4.00
Apple (1 kg)	1.50 – 3.00
Banana (1 kg)	1.50 – 2.50
Tomatoes (1 kg)	1.50 – 2.50
Milk Chocolate (1 bar)	1.00
Beer (0,5 l - Shop)	0.70 – 1,00
Cinema ticket	7.00 – 11.00
Women haircut and styling	30.00 – 80.00
Cappuccino	2.00 – 4.00
Kebab	3.00 – 4.00
Asia noodles with vegetables	3.00 – 3.50
Beer (0,5 l – Pub)	3.00 – 4.00
Cigarettes (1 pack)	7.00
Süddeutsche (Daily Newspaper)	2.90 – 3.60

9.5 Unpackaged Food

There are (already) two unpackaged food-stores in Leipzig, one in Schleußig and one in Südvorstadt:

- Einfach Unverpackt Schleußig: Könnertitzstraße 95, 04229 Leipzig (Ecke Oeserstraße)
- Einfach Unverpackt Südvorstadt: Kochstraße 6, 04275 Leipzig

By bringing own containers to buy groceries at the “einfach unverpackt” shops in Leipzig you can reduce your waste of disposable packaging to zero. Besides their unpackaged concept they mostly sell regional and organic foods.

You can find more information here: <https://www.einfach-unverpackt.de/>

10. 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 (“Briefmarken”) 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 on Brühl

(Brühl 8) as well as in the basement floor of Karstadt in the tobacco store (Petersstraße 33-35).

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

The correct postcode (“Postleitzahl”) is required to send a letter within Germany. All German postcodes are listed in the postcode directory (“Postleitzahlenbuch”), which is available at all post offices or online:

<http://www.postdirekt.de/plzserver/PlzSearchServlet>.

The “Deutsche Post” is the postal company most commonly used by private customers in Germany. There are, however, other companies that also deliver letters and parcels. A list of these companies can be found in the Yellow Pages (“Gelbe Seiten”) phone directory under “Kurierdienst”, or “Paketdienst”:

<http://www.gelbeseiten.de/paketdienst/s1/relevanz/branche-11245>.

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.

If you want to send big parcels or packages (e.g. when you are moving to your second year study place and you cannot take your entire luggage with you in the plane or train) the services of DHL (<http://www.dhl.de/en.html>) or GLS (<https://gls-group.eu/DE/en/home>) are recommended. DHL operates out of the Deutsche Post offices while GLS uses the many “Paket Shops”, which you can find here: <https://gls-group.eu/DE/en/depot-parcelshop-search>. Alternatively, you can also use the services of Hermes. They are quite widespread all over Europe and charge for the parcel’s weight, not size. To find a Hermes shop nearest to you, go to their website and enter your postcode: <https://www.myhermes.de/paketshop/>.

11. Telephone and Internet

There are as elsewhere two ways to make phone calls in Germany: By using a landline (“Festnetz”) or by using a mobile phone (“Handy”). In order to have a landline number or a mobile phone number it is necessary to register with the chosen phone company. Below, you find a list of different phone companies:

- Telekom
http://www.telekom.de/is-bin/INTERSHOP.enfinity/WFS/EKI-TELEKOM-Site/de_DE/-/EUR/ViewCategoryTheme-Start?KeywordPath=katalog%2Ffuer-privatkunden%2Ffestnetz-und-dsl
- O2
<https://www.o2online.de/dsl-und-festnetz/>
- Vodafone
<https://zuhauseplus.vodafone.de/internet-telefon/>
- 1x1
http://dsl.1und1.de/?__reuse=1341685018117

A number of websites compare the different rates and services of the phone companies, one such comparison website can be found at <https://www.bester-telefonanbieter.de/telefonanbieter-preisvergleich.html>.

The following website offers information on various providers that are available in Saxony: <https://www.dsl-stadt.de/sachsen/#internetanbieter-in-sachsen>

Most supermarkets sell SIM cards and offer cheaper rates than the established companies.

Connection Costs

There are a number of offers to choose from depending on the individual needs of each customer. The best and most cost-effective offers can be found at consumer advice centres or on the Internet (www.billiger-surfen.de). There is such a vast range of “telephone rates” in Germany it is often described as a “rates jungle” (“Tarifdschungel”). The website www.billiger-telefonieren.de gives an overview of rates and conditions. The biggest (but usually the most expensive) German telephone company is “Deutsche Telekom”.

Telephone calls to the rest of the world

For making calls to a foreign country please remember to use the international dialling code. First the digits 00 must be dialled, followed by the country code, then the local dialling code (without the initial 0) and finally the number itself. International country codes can be found at: <http://www.vorwahl.de/international.html>.

There are numerous telephone shops in Germany that offer the possibility of placing world-wide phone calls at reasonable rates. One example in Leipzig is the internet cafe at Brühl 64. There you can also buy special phone cards for foreign calls, which can be used from any telephone. Regardless of whether you use telephone shops, telephone cards or the call-by-call system, always first check the cost per minute of making calls and be sure to check if there is a one-off connection fee.

Mobile Phones

Mobile phones in Germany are referred to as “Handys”. A number of service providers exist each offering different prices, phones and conditions. Sometimes contracts cannot be terminated at short notice (which is true also for landlines) but run for 12 or 24 months. Consumers also have the possibility of buying “prepaid telephone cards”. These cards can then be used to make phone calls as long as there is credit on the card on a “pay as you go” basis. No contract fee is charged using this system but call costs are often considerably higher.

Choosing the right contract can be difficult because there are so many offers. A comparison of recent prepaid offers and different contracts can be found at: <http://www.simtarife.de/> and <http://www.handy-vertragsvergleich.de/mobilfunknetz/>
Note: some offers are exclusive to online customers. Several multimedia stores in the city offer both prepaid cards and contracts along with a handset.

We recommend going to a multimedia store (e.g. Media Markt, Saturn, etc.) and asking for further information.

One of the cheapest pre-paid sim-card option seems to be “Aldi talk”, which you can purchase in the supermarket named “Aldi”.

Please be aware that since July 1, 2017, SIM cards need to be registered and verified before you can use them. You will need to provide proof of your identity either in a post office (please remember to bring your passport for that) or via video chat. Further information on the process should be included with the SIM card you buy. You can find an example (Aldi talk) here: <https://www.alditalk.de/registrieren>.

Skype

Since it is normally rather costly to call your friends and relatives in your home country, we recommend setting up a Skype account which allows you to communicate with them for free - provided they set up an account as well.

An account can be set up under: www.skype.com/.

Directory Enquires

The websites www.telefonbuch.de and <http://www.dasoertliche.de/> provide phone numbers of both public and private individuals and institutions.

How GS students experience Germany



Although this is my second year in Germany, before I arrived I used to have a prejudice about German people. Maybe it was political because I am Turkish. However, everything was upside down when I came to Leipzig. In Leipzig, compared to other cities of Germany, there are relatively few Turkish people. I have to admit that I have met barely 3-4 Turkish people in my 7 months so far.

Anyway, let us go back to my "2nd day" experience in Leipzig. As I am someone who likes adventure, discovery and unknown places, I took a map and decided to have a day trip to IKEA, as all the "ausländerinnen" do in their first week. However, they usually do it as groups; Knowing nothing and no-one in Leipzig I embarked on this journey alone. It also had something to do with that I came a little bit earlier than the expected arrival of EMGS people here in order to get to know cool places before

their arrival, maybe to help them for their settling in.

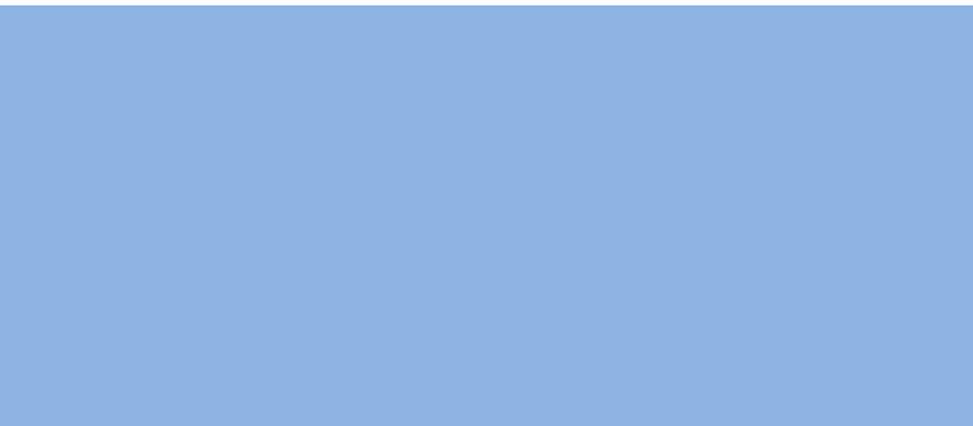
Since I did not have a "Decke" or a "Kopfkissen" in my dorm, and could not sleep without them, I was forced to go to IKEA. I was afraid that things would be expensive in city centre. I woke up early, I didn't have any bedding of course! It was a cloudy day. I found the bus stop and took the bus to IKEA, (I think number 131, very essential information!) I arrived there, it was all very easy, but getting back, that was a different matter! I was prepared. I had checked the "Fahrplan" that was hung at the stop and with confidence and relief completed an epic shopping trip of 4 hours. When I left the store with two big bags, each weighing 10 kgs I walked to the bus stop. I arrived, checked the time and I thought that the bus was late. Remember though that this is Germany: buses, trams and trains are never ever late. Here is the country of "pünktlichkeit"... Then, of course, it started to rain...I, of course, had no umbrella and the stop had no shelter. I was waiting hopelessly for some miracle to happen. Suddenly, I saw a 55-60 year old lady walking towards me with an umbrella. (I know sounds like a biblical story but still true...) She came, checked the time and said to me in German that the bus would not come. That meant I had missed the last one though it was still scheduled... (This is other thing about the German schedules. Buses are never late. They either arrive or sometimes, they just do not show up. And you never understand why) Thank God, I knew a bit German to survive daily life. I asked her, what I should do, because it was getting darker and I was a foreigner that had just arrived in Leipzig 24 hours ago. She told me to walk to the "Haltestelle" which was in front of a big shopping centre: Nova Eventis. Of course I said, I do not know where this place is. She offered to walk with me there since she also had to take a bus. Then she saw that I have two big bags and helped me to carry one of them. She also shared her umbrella with me. I was very grateful to her. On the way to this bus stop, we talked a lot about her, her visit to Turkey and she was very friendly, always smiling. I could not believe this was a "German Woman". Imagine the stereotype I had had before I arrived!! I still feel embarrassed to have had this stereotype in my mind when I think of that event.

Then we took the same bus together. She had to get off before me, I thanked her a lot. And guess what... She gave some candles that she had bought for her house to me as a gift!!! And added "this is a welcome present from me for your new room. Good luck with your study in Leipzig!"

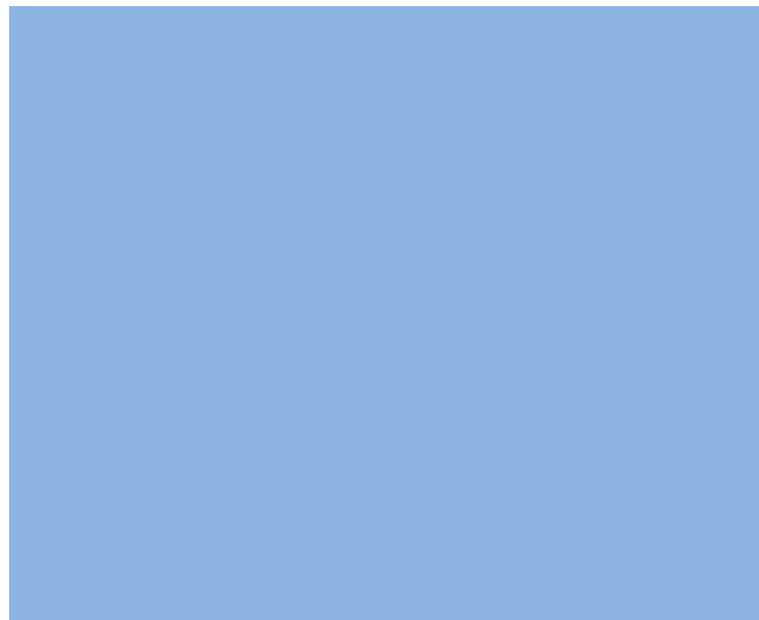
I will never forget that woman who helped me at that moment when there was no single person at the bus stop. When you go to IKEA, you will see, it is not the kind of place to go to ask people "help me, how can I get?" But this woman came, helped and even carried my stuff to the bus stop, and then gave me a little present...

Who says Germans are cold? They are unfriendly? No way...Let us get rid of other's perspectives and experiences. Let us have our "own" experience before believing in something. Reality is in our eyes, not others'...

Sevim Varliklar
2011-2013



Leipzig University



II. General information about Leipzig University

1. History

Welcome to Leipzig University, founded in 1409 making it the second oldest university in Germany with continued teaching!

The Alma Mater Lipsiensis has attracted world-wide known scholars in each century of its more than 600 year history, such as Christian Thomasius, Johann Christoph Gottsched, Christian Fürchtegott Gellert, Wilhelm Wundt, Wilhelm Ostwald, Paul Flechsig, Theodor Litt, Ernst Bloch and Werner Heisenberg. Famous people who studied here included Ulrich von Hutten, Thomas Müntzer, Gottfried Wilhelm Leibniz, Gotthold Ephraim Lessing, Johann Wolfgang Goethe, Johann Gottlieb Fichte, Robert Schumann, Richard Wagner, Friedrich Nietzsche and not to forget Angela Merkel, the current chancellor of Germany!

In 1682, professors of Leipzig University edited and published the first German scientific journal (*Acta Eruditorum*). This led to Leipzig being recognised as the centre of German journalism.

Although the faculty of medicine and applied sciences was enlarged in the 19th century, Leipzig continued to focus on the humanistic sector. At the turn to the 20th century Leipzig University established itself to be the leading German university with almost 30,000 enrolled students (10% of whom were international students).

During the Third Reich and World War II academic life at Leipzig University suffered harsh losses and many professors and students were persecuted, arrested or died on the front lines. After the war only 16 of the 103 buildings of the University remained undamaged.

In 1946, Leipzig University was re-opened, and only seven years later its name was changed to “Karl-Marx-Universität” as a sign of the commitments of the new SED-led regime; the first time in German history that a university was named by the state. In 1968, the undamaged historic university church St. Pauli was demolished to make room for new socialistic buildings. Twenty years later, many students and professors of Leipzig University joined the famous Monday-demonstrations in Leipzig, which were part of the peaceful revolution in 1989.

After the re-unification of Germany, Leipzig University returned to its old policies, which were used to determine the academic life here in Leipzig. The first free election of the rector's office took place in 1991. One of the first decisions was related to the name of the university itself and it was changed once again to ‘Universität Leipzig – Alma Mater Lipsienis’. By 1994 fourteen faculties had been formed and some of which had not previously existed. These fourteen faculties encompass a wider range of academic disciplines than most newly formed establishments, and focus increasingly on interdisciplinary cooperation between the faculties in both teaching and research. Furthermore, several institutes are part of Leipzig University, such as the Research Academy for PhD-programmes, languages centres, various museums, specialized libraries and archives. At the same time various research centres are affiliated to the University.

The year of the 600th anniversary of the university was celebrated in 2009 with the re-opening of the campus in the city centre of Leipzig.

The same year the Global and European Studies Institute (GESI) officially came into existence. It is devoted to graduate teaching and research in the field of Globalisation and Europeanization. It works at the cross-roads of several disciplines and aims at an analytical interpretation of the global condition in which we live. The GESI is hosted at the Faculty of Social Sciences and Philosophy but has a cross-faculty character. Annually it

organises numerous international workshops and colloquia, and publishes several academic journals and book series (e.g. *Comparativ* and *connections*). The three Master courses offered at the GESI: “European Studies” since 2005 “Global Studies - a European perspective” (since 2005) and “Global Studies with an emphasis on peace and security” (since 2012) got expanded in 2018 by a further Master course in “European Studies” with a special focus on Eastern Europe global. All courses attract students from all over the world. Global Studies students will have the chance to meet students from all of these programmes during their studies in Leipzig.



2. 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 (lecture building), the Seminargebäude (Seminar building), the Universitätsbibliothek (campus library) and the Mensa (university canteen). Universitätsstraße 3



GWZ (Geisteswissenschaftliches Zentrum)

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



Collaborative Research Centre 1199

Processes of Spatialization
under the Global Condition

Collaborative Research Center 1199
“Processes of Spatialization
under the Global Condition” (SFB 1199) and
Centre for Area Studies (CAS)

Nikolaistraße 6-10

<http://research.uni-leipzig.de/~sfb1199/welcome/>

<http://www.uni-leipzig.de/cas>



GWZO (Geisteswissenschaftliches Zentrum Geschichte und Kultur Ostmitteleuropas)

The Humanities Centre for the
History and Culture of East-Central Europe
Grimmaische Str. 13-15, Specks Hof Aufgang A
<http://www.uni-leipzig.de/gwzo/>

all photos by Carolin Riepenau, Lea Hapig and Bianca Spieß

3. Libraries

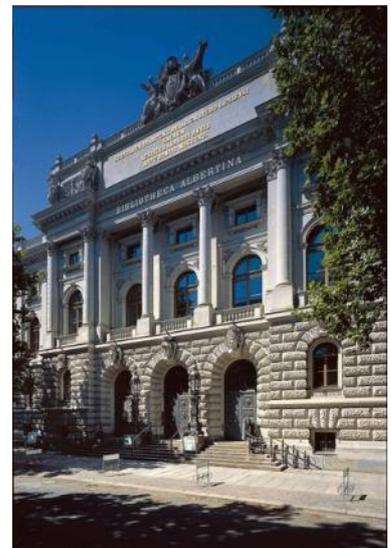
Leipzig University has a complex library system open to its students and the general public. On the website <http://www.ub.uni-leipzig.de/> you will find detailed information about locations and opening hours of the different libraries as well as information about catalogues and search engines. During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

3.1 Universitätsbibliothek Albertina (UBL)

Beethovenstr. 6

<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.
- The opening hours of the library are: Mondays to Saturdays 8 am to 12 pm and Sundays 12 am to 8pm.
- 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://ubdb.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".
- There are several computers with internet access within the library as well as Wi-Fi connection via your own computer. You will be able to use the Wi-Fi with the log-in data you'll receive from the university prior to the beginning of the semester.
- Should you encounter any problems using the library, a service point is located in the section for German language and literature studies, see:
- <https://www.ub.uni-leipzig.de/standorte/bibliotheca-albertina/orientierung/>



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

Fernleihe

- Books and other media that are not accessible in the university libraries or other public libraries in Leipzig can be ordered by the UBL from a library in another city.
- Should you wish to have a book (article, or other media) ordered, then you can use this online-form <https://fernleihe.boss.bsz-bw.de/>
- For every book or article you wish to order, you need a valid transaction number (TAN), which you can purchase for 1.50€ at the lending counter in the UBL. Every “Fernleihe” must be paid for, even if the book cannot be delivered. If copies (with a volume of more than 20 pages) are delivered, you must also pay the costs for the copies. In general, the delivering library decides on the total costs, but you can state your maximum-budget concerning this order in the online-form.
- The time of delivery varies from library to library but generally takes 2–4 weeks. Should you require a book or article urgently, it is possible to order it via an express-delivery-service. This service also incurs a charge. For further information see: <http://www.subito-doc.de/index.php?>
- All orders will be delivered to the UBL, Beethovenstr. 6. The delivering library determines the length of time the book can be borrowed for and whether the possibility to prolong this period of time will be permitted. Normally the period is one month (excluding time taken for the book-transfer).

How to borrow a book at the UBL?

There are two possibilities to lend a book: at a counter or at a machine. The big libraries like the “Campusbibliothek” and the “Albertina” provide, aside from counters, lending-machines. But some smaller libraries just have one counter. On this page you’ll find detailed information how to lend books (in German):

in German: <https://www.ub.uni-leipzig.de/service/medien-nutzen/>

in English: <https://www.ub.uni-leipzig.de/en/services/access-and-use-of-books-and-items/>

The easiest way to lend a book is the machine. Just 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 10th 1991 it would be: 10051991

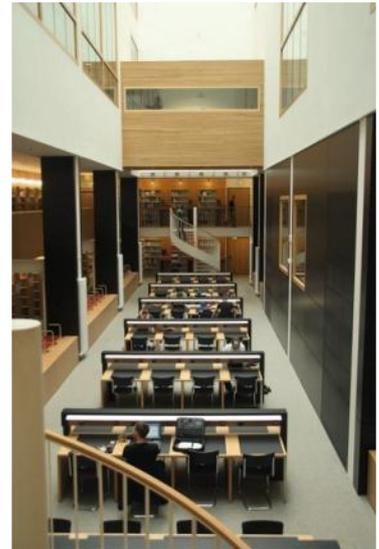
3.2 Campus Bibliothek

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.
- You can access the library from the main hall in the "Hörsaalgebäude" from Monday to Friday 7am to 10pm and Saturday 7 am to 2 pm. Outside these times the library is accessible via "Nachtzugang" at Augustusplatz (next to Panorama Tower)
- It is possible to access various scientific search engines, like JSTOR, and different journal data bases in all libraries.

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



3.3 Central Geographical Library at the IfL

Schongauerstr. 9

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

- The Central Geographical Library (Geographische Zentralbibliothek, GZB) at the IfL is one of the largest specialist geographical libraries in Germany.
- Its main emphasis is literature on human geography, augmented by physical geography and related disciplines such as planning, regional history and cartography.
- The GZB has a collection of around 4,000 books published before 1850, some of them very valuable. An important part of the collection are the 50,000 maps as well as statistical materials.

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

3.4 Library of the GWZO

Grimmaische Str. 13-15, Specks Hof Ausgang A

[http://research.uni-](http://research.uni-leipzig.de/gwzo/index.php?option=com_content&view=article&id=675&Itemid=1683)

[leipzig.de/gwzo/index.php?option=com_content&view=article&id=675&Itemid=1683](http://research.uni-leipzig.de/gwzo/index.php?option=com_content&view=article&id=675&Itemid=1683)

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.

3.5 Deutsche Nationalbibliothek (German National Library)

Deutscher Platz 1

in German: <http://www.d-nb.de/>

in English: https://www.dnb.de/EN/Home/home_node.html

- 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 20th 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. As the collections are held in storage areas not accessible to the public, users must first consult the catalogue and find the entry of the desired publication, enter personal data and activate the order button. After ordering a book, the desired publication will be made available from the delivery counter.
- 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 (annual pass: 42€, monthly pass: 18€, day-pass valid until closing time the following day: 6€).

3.6 Library of the GRASSI Museum of Ethnology

Johannisplatz 5-11

<https://www.mvl-grassimuseum.de/das-museum/bibliothek/>

- The Museum's library was opened in 1874 and has, since then, become one of Germany's most important specialized libraries of its kind.
- Its present inventory of more than 275,000 media units in many languages is supplemented by special collections from libraries of notable scholars.
- 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.
- If you are interested in a free guided tour through the library, please contact Heike Ochmann (Heike.Ochmann@ses.museum or +49 341 97 31942).

Source: http://www.mvl-grassimuseum.de/index.php?id=39&no_cache=1&L=en&id=39

4. Canteens and Cafeterias



As a student you have the possibility to eat at several of the university's canteens (Mensen). These canteens offer a variety of dishes, salads and desserts at reasonable prices (between 1.90€ - 3.50€). For an overview of the dishes offered in the various university canteens, see:

<http://www.studentenwerk-leipzig.de/speiseplan/>

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€. Once you have charged your card, you can pay with it in all university canteens and cafeterias in Leipzig.

Canteens and Cafeterias

Besides the “Mensen” 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.

Mensa am Park

Universitätsstraße 5, 04109 Leipzig

Lunch available from: Mon-Thu
10.45am - 7.30pm, Fri and Sat
10.45am - 2pm

Cafeteria:

Universitätsstraße 5, 04109 Leipzig

Opening hours: Mon-Thu 8am -
5:30pm, Fri 8am - 4pm

Bistro:

Universitätsstraße 5, 04109 Leipzig

Opening hours: Mon 7am - 4pm, Fri
7am - 2pm.



Mensa am Elsterbecken

Marschnerstraße 29c, 04109
Leipzig

Opening hours: Mon-Fri 11am –
2pm.

Cafeteria:

Marschnerstraße 29c, 04109
Leipzig

Opening hours: Mon-Thu 9am –
6pm, Fri 9pm –4pm

Bistro/ Kaffeeinsel:

Marschnerstraße 29c, 04109
Leipzig

Opening hours: Mon-Fri 11pm –
2am

Mensa Tierklinik

An den Tierkliniken 5, 04103 Leipzig

Opening hours: Mon-Fri 11am –2pm

Lunch available from: Mon-Fri 11 am –
2pm

Cafeteria:

An den Tierkliniken 5, 04103 Leipzig

Opening hours: Mon-Thu 7.30am –
2:15pm, Fri 7.30am – 2pm

Mensaria Liebigstraße

Stephanstraße 9 A1, 04103 Leipzig

Opening hours: Mon-Fri 9am –
2pm

Lunch available from: 11am - 2pm

Mensa Peterssteinweg

Eingang über Straße des 17.Juni 2a,
04107 Leipzig

Opening hours: Mon-Fri 11am – 2pm

Cafeteria:

Eingang über Straße des 17.Juni 2a,
04107 Leipzig

Opening hours: Mon-Fri 8am – 2pm



Mensa Academica

Karl-Liebknecht-Str. 145, 04277 Leipzig

Opening hours: Mon-Fri 11am – 2pm

Cafeteria:

Karl-Liebnecht-Straße 145, 04277 Leipzig

Opening hours: Mon-Thu 8:30am – 4:30pm, Fri 8:30am - 3pm

Cafeteria im Musikviertel

Beethovenstraße 15, 04107 Leipzig

Opening hours: Mon-Thu 9am – 6pm,
Fri 9am - 3pm



Cafeteria Philipp-Rosenthal-Straße

Philipp-Rosenthal-Straße 33, 04103 Leipzig

Opening hours: Mon-Fri 9:30am - 2pm
Lunch available: Mon-Fri 11am - 1:30pm

Mensa Schönauer Straße

Schönauer Straße 113 a, 04207 Leipzig

Opening hours: Mon-Fri 8:30am – 3:45pm

Lunch available from: Mon-Fri 11:00am - 2pm



Source: <http://www.studentenwerk-leipzig.de/mensen-und-cafeterien/einrichtungen>

5. Studentenwerk (Student Services)

5.1 Centre for Social Counselling

The Studentenwerk Leipzig is a public institution to promote the social, cultural and economic 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, information on the different societies on campus, legal help, and also psychological or social counselling.

For more information, please visit: <http://www.studentenwerk-leipzig.de/beratung/>

The Studentenwerk offers various courses (such as: “How to relax in assessment situations”), gives you advice on how to finance your studies and funds several cultural activities and events. Besides this, the Studentenwerk runs the canteens and cafeterias, the student clubs and the residential accommodations. For an overview of all services see:

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

Contact

Ute Otto

Goethestraße 6 / ground floor of the Studenten Service Zentrum (SSZ)

Phone: +49 341 / 96 59 850; e-mail: ssz@studentenwerk-leipzig.de

Monday	12am – 3pm
Tuesday	9am – 5pm
Wednesday	12am – 3pm
Thursday	9am – 5pm
Friday	9am – 12am

Regina Engelhardt (for social counselling)

Goethestraße 6 / Studenten Service Zentrum (bottom right side)

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

e-mail: sozialberatung@studentenwerk-leipzig.de

Consultation hours in the CSS

Tuesday 1.30 – 2.30 pm

Thursday 9.00 – 11.00 am

Consultation hours in the SSZ

Tuesday 9.00 – 11.00 am / 1.00 – 5.00 pm

Thursday 9.00 – 11.00 am / 1.00 3.00 pm

5.2 Psychological counselling – also available in English

- <https://www.studentenwerk-leipzig.de/beratung/psychosoziale-beratung>
- Center for Social Service – Gutenbergplatz 4, 04103 Leipzig
- Semmelweisstraße 10, 04103 Leipzig
(in the clinic for psychosomatic medicine and psychotherapy, opposite to Russian Church)

It is absolutely necessary to arrange an appointment via phone: +49 341 / 97 18 848

General counselling hours: Monday to Thursday 9.00 am – 5.00 pm

The Student Service Centre is also offering a first individual psychological consultation. The individual counselling is free of charge and confidential.

University Leipzig
ZLS
Prager Straße 38-40
Ground Floor
Room 145

For more information, please visit: <http://www.uni-leipzig.de/~zls/annettammer-wies.html>

Contact: annett.ammer-wies@uni-leipzig.de

Mrs. Ammer-Wies is mainly responsible for students of educational sciences but is also offering her service to other students.

Support for International Students at Leipzig University

The UL office for equal opportunity measures provides contacts and addresses for all general questions and requests and for getting to know whom to contact in specific cases:

<http://www.gleichstellung.uni-leipzig.de/>

There are offers for international students seeking support in difficult situations and /or looking for a tutor.

KONTAKT



Jana Kuppardt

Sozialberatung
Sozialberaterin & Ansprechpartnerin für
internationale Studierende



sozialberatung@studentenwerk-leipzig.de



+49 1761 9659 673



Tutoren für internationale Studierende

www.tutoren-leipzig.de
facebook: Tutoren Studentenwerk Leipzig



tutoren@studentenwerk-leipzig.de



SPRECHZEITEN

Dienstag 13.00-15.00 Uhr

Donnerstag 13.00-15.00 Uhr

For students with social, psychological or other kinds of personal problems, there is the opportunity to get help from professionals. Consultations and coaching are offered in German and English, they are for free. See the list of contacts and updated news/events here: <https://www.studentenwerk-leipzig.de/psychosoziale-beratung>

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

5.3 Experiencing doubts or considering dropping out:

- In English: <https://www.uni-leipzig.de/en/studium/guidance-and-services/doubts-and-second-thoughts/>
- In German: <https://www.uni-leipzig.de/studium/beratungs-und-serviceangebote/zweifel-und-abbruchgedanken/>
- Student Service Centre, desk 2 room 737/38 – Goethestraße 6, 04103 Leipzig

General counselling hours: Thursday 9.00 am – 12.00 pm and by appointment.

Contact: Anne Kränkel: anne.kraenkel@zv.uni-leipzig.de or +49 341 97-31990

6. 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
- identification of SPAM (sent via e-mail)
- 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/service-desk/> 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
For further information see: www.urz.uni-leipzig.de

7. BeBuddy! programme

The Leipzig University has set-up a so-called BeBuddy! Programme. Through the programme a German student may help you to orientate yourself at the university, in your daily academic life and in the city.

The programme offers intercultural experience, new (international) friends and the possibility to improve your foreign language skills. Moreover you can find support about course enrolment, academic writing and help with authorities.

If you are interested and want to apply the programme you can register here: <https://www.sozphil.uni-leipzig.de/cm/en/international/studium-international/be-buddy-programme-register/>

Various events are taken place as part of the BeBuddy! programme:

<https://www.sozphil.uni-leipzig.de/cm/en/blog/category/bebuddy-veranstaltung/>

You can find further information here: <https://www.sozphil.uni-leipzig.de/cm/en/international/studium-international/bebuddy-int-students>

8. Nice to know

Important, interesting and helpful websites

Living and studying

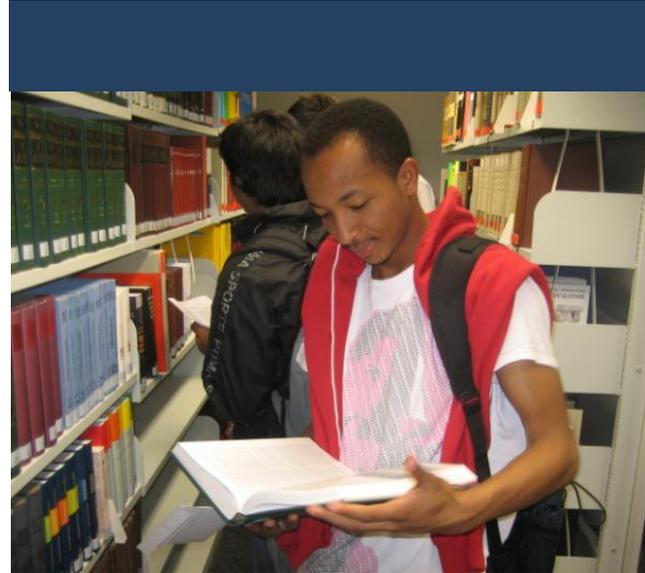
- International Centre (AAA) of the Universität Leipzig:
<https://www.uni-leipzig.de/en/international/studying-at-leipzig-university/>
- Information for International Students – Deutsches Studentenwerk:
<http://www.internationale-studierende.de/en/home/>

Leipzig and Leipzig University

- Map of Leipzig:
<http://www.leipzig-sachsen.de/leipzig-stadtplan/>
- Facts and figures about Leipzig University:
https://www.uni-leipzig.de/fileadmin/ul/Dokumente/Universitaet/Profil/Zahlen_und_Fakten/2017_jahresbericht.pdf
- Kreuzer Online – City magazine with calendar of events:
<http://www.kreuzer-leipzig.de/>
- Leipziger Volkszeitung online (Daily Newspaper):
<http://www.lvz-online.de/>



Studying EMGS



III. Studying within the European Master Course in Global Studies

1. Study Programme

The European Master in Global Studies is a two years Master programme and is divided into four phases (two winter and two summer terms, but some of the partner institutions cut and call them differently). The programme has a modular structure according to the European Credit Transfer and Accumulation System (ECTS), as initiated by the Bologna Process. It is made up of 120 credits (30 credits each term), which is according to the ECTS regulations equivalent to a study workload of 900 hours per semester, i.e. 1,800 hours a year. You can find more information about ECTS at:

http://ec.europa.eu/education/resources/european-credit-transfer-accumulation-system_en



2. The study programme at Ghent, Leipzig, London, Roskilde, Vienna, Wroclaw

According to the emphasis upon certain fields within the participating universities and its already existing Master programmes, which the MA in 'Global Studies: a European

Perspective' draws upon, students can specialise in the following particular areas of globalisation research:

- at **Ghent University** on world history and political economy of global capitalism, global governance and global justice, combined with specific foci on Europe as a global actor, conflict and development in a globalising world, and area studies of Africa, the Middle East, Asia and Latin America
- at the **Leipzig University** on comparative analysis of global entanglements both historically and in contemporary settings, focusing on Eastern Europe, Western Europe, East Asia, sub-Saharan Africa, Northern Africa and the Middle East, Latin America and Northern America;
- at the **London School of Economics** on the economic and social history and analysis of economic globalisation since 1400;



© Roskilde University

- at the **Roskilde University** on global political economy and global governance, political culture and civil society;

- at the **University of Vienna** on the study of international organisations, global history from the year 1500 onwards, as well as area-related analysis of East Asia, sub-Saharan Africa, Central Europe and Latin America;

- at the **University of Wrocław** on the analysis of transformation processes in Central and Eastern Europe, sub-Saharan Africa, security issues, inter-regional cooperation and

economics, communications and the media.

All modules comprise history, cultural, area studies, social or political based approaches upon historical and contemporary patterns of globalisation and different societal responses, towards these processes.

3. Winter and summer term at Leipzig University

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

For the exact dates see:

<https://www.uni-leipzig.de/en/studium/im-studium/academic-calendar/>



4. Modules and examinations

As described above, the Master's course 'Global Studies – A European Perspective' consists of courses offered at the London School of Economics and Political Sciences, Leipzig University, the Roskilde University, the University of Vienna and the University of Wrocław. The following information refers to the Global Studies syllabus at the Leipzig University only:

First year students must attend the following modules in their first semester in Leipzig:

Module 06-008-GS-710: Global History

Module 06-008-GS-720: International Studies

Module 06-008-GS-730: Methods for the Study of Globalisation

Additionally, students will also attend a winter school of the Erasmus Mundus Global Studies consortium held at one of the five universities (details to follow).

And in the second semester they are required to choose two of the following four area studies modules and the compulsory Module 06-008-GS-850:

Module 06-008-GS-810: Regions in Globalisation Processes: Africa and the Near East I

Module 06-008-GS-820: Regions in Globalisation Processes: The Americas I

Module 06-008-GS-830: Regions in Globalisation Processes: Asia and the Middle East I

Module 06-008-GS-840: Regions in Globalisation Processes: Europe I

Module 06-008-GS-850: Global Studies Colloquium and Summer School

Second year students are required to attend two of the following four area studies modules in their first semester and the compulsory Module 04-GST 950:

Module 06-008-GS-910: Regions in Globalisation Processes: Africa & the Near East II

Module 06-008-GS-920: Regions in Globalisation Processes: The Americas II

Module 06-008-GS-930: Regions in Globalisation Processes: Asia & the Middle East II

Module 06-008-GS-940: Regions in Globalisation Processes: Europe II

Module 06-008-GS-950: Academic Writing and Research Skills

It is not possible to mix seminars across modules, students are required to study complete modules comprising a selection of two seminars each. The module "06-008-GS-950: Academic Writing and Research Skills" consists of a research internship and a seminar on the writing of the master thesis. You may conduct your research internship within one of the research projects of GESI or its partner institutions. It is a requirement of the intern to write an "internship report" comprising 2,500 words in order to successfully complete the module and thereby receive the ECTS allocated.

If you have already completed an internship during this master's course, you can apply for its recognition as equivalent to the research internship and, in case of a positive decision, submit an internship report.

In their second semester, second year students are required to attend two modules (one seminar each) and the compulsory Module 06-008-GS-1030 Colloquium II, in which the topics of the master theses will be presented:

Module 06-008-GS-1010: World Orders under the Global Condition

Module 06-008-GS-1020: Cultural Transfers under the Global Condition

Module 06-008-GS-1030: Global Studies Colloquium II

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. In order 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 “AlmaWeb”), 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.

The main examination form within the Master’s course ‘Global Studies – A European Perspective’ is by essay. All the essays must be sent electronically in .pdf format both to the respective lecturers and to: **gs_shk@uni-leipzig.de**.

There are guidelines for layout, content presentation and obligatory elements of academic essays you may find on the following website:

<http://www.uni-leipzig.de/~gesi/masters/globalstudies/requirements/>

Other examination forms include the internship report (3,500 words) for research internships, project work (for the Module 06-008-GS-730 “Methods for the Study of Globalization”) and presentations for the Module GS-06-008-1030 “Global Studies Colloquium II”.

Examination regulations

Information concerning examination regulations are compiled in the “Prüfungsordnung”, which can be found on our website:

https://amb.uni-leipzig.de/?kat_id=117. An English translation of the Examination Regulations can be accessed with your Login on the internet platform Moodle2 (see chapter 5):

<https://moodle2.uni-leipzig.de/mod/resource/view.php?id=26371>.

Additional information and annotations to the examination regulations or other study related arrangements (decisions of the Consortium with regard to the forms of examination, decisions of the examination advisory board of the Leipzig University and/or of the Global Studies lecturers meetings, etc.) will be communicated via e-mail from the account **gs@uni-leipzig.de**. It is therefore very important that every student reads the e-mails from the office in good time, with the due attention and follows the respective instructions very carefully. Should you require additional information in this respect, have a particular situation which is not explained in detail in the respective e-mails and/or need clarification about points in the examination regulations that are important for you, please feel free to visit Stephan Kaschner during his consultation hours (Room 3.14, in the Global and European Studies Institute), please see the following website for office hours: <http://gesi.sozphil.uni-leipzig.de/masters/globalstudies/office-hours/>

Citavi is a reference management software. It supports students and faculty in all stages of their research and assists in the process of writing a scientific article, book, or term paper. With Citavi you can search for literature in databases and catalogues, organize references and citations, prepare reference lists, and create to-do-lists.

Source: <https://www.fh-frankfurt.de/?id=5877>

Free Licence for Students and Scientists at Leipzig University! In co-operation with the University's computer centre (URZ) and the Research Academy Leipzig, we are offering a campus licence for the desktop reference management software Citavi. The programme is available free of charge for students and employees of Leipzig University.

Source: <https://www.ub.uni-leipzig.de/recherche/literaturverwaltung/>

Installation Guide. (1) Download Citavi (for Windows only) and install: Citavi Free Download. (2) Go to webpage: www.citavi.com/uni-leipzig and order a licence key for Citavi pro. You will receive an email containing the licence key. Notice: Make sure you are using your official Leipzig University e-mail address for this purpose! (3) Activate your copy of Citavi with the licence key. You will receive detailed descriptions along with the licence key. The licence is valid for one year, but can be extended after expiration as long as you are a student or an employee of Leipzig University.

Source: <https://www.ub.uni-leipzig.de/recherche/literaturverwaltung/>

Quick-start guide: www.citavi.com/service/en/docs/Citavi_4_Getting_Started.pdf

5. Moodle2

At Leipzig University we use an internet platform called “Moodle2” to communicate seminar and lesson related topics to students and lectors. Here is a quick introduction to how to get started:

The screenshot shows the Moodle2 interface for Leipzig University. At the top, there is a navigation bar with links like 'Home', 'My Moodle', 'Faculties', 'Help', 'Terms of Use', and 'Privacy'. Below this is the 'UNIVERSITÄT LEIPZIG' logo and the 'unimoodle' branding. The main content area is divided into three columns. The left column contains a 'Navigation' menu with options like 'Autoren: Hilfekurs', 'Autoren: Kurs beantragen', etc. The middle column lists 'Course categories' for various faculties, including 'Erziehungswissenschaftliche Fakultät', 'Fakultät für Biowissenschaften, Pharmazie und Psychologie', and 'Fakultät für Sozialwissenschaften und Philosophie'. The right column features a 'Login' box with the text 'You are not logged in. (Login)' and a black arrow pointing to it. Below the login box are social media icons for Facebook, Twitter, and Email, and a 'Studierendenbefragung 2013' banner. At the bottom, there is a search bar for courses.

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.

6. Essays, footnotes and how to avoid plagiarism

Within the Master's Course you will have to write a number of essays. These essays must meet pre-defined criteria regarding style, format and content, so please take time to look at this style sheet, before you start writing:

<http://www.uni-leipzig.de/~gesi/masters/globalstudies/requirements/> .

Quotations and the related footnoting are very important to attribute where an idea originates from and to distinguish from your ideas. There are different rules how to present footnotes but the basic principles are always the same: they have to make sure that the author, the title, the place and date of publication and the concrete location of the quote (page) can be undoubtedly identified. Your lecturer may invite you to use the one or the other style manual for references but in all the cases it is your responsibility to make sure that your essay contains all the necessary academic references and that their presentation is coherent throughout the essay.

This is especially important since more and more attention is paid to correct academic behaviour and especially to avoid plagiarism as a particular form of violation of codes of academic conduct. Accepting any kind of plagiarism would undermine basic pillars of the academic system, not least trust and respect in the intellectual work and merit of others.

7. 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 - 1,3	Very good
1,7 - 2,3	Good
2,7 - 3,3	Satisfactory
3,7 - 4,0	Sufficient

5,0

Fail

8. Writing (official) e-mails and letters

In Germany formal guidelines exist for writing e-mails and letters to lecturers and official executives which we would advise you to follow so as not to inadvertently offend.

- a) E-mails and letters usually start with a salutation, approaching the respective person by using his/her last name, e.g.: “Dear Mr. / Ms. XX” (“Sehr geehrter Herr/ Sehr geehrte Frau XX”). In the German language it is also common to mention the title of the person, e.g. “Sehr geehrter Herr/ Sehr geehrte Frau Professor XX”.
- b) During the e-mail/letter the formal “you”, translated as “Sie/Ihnen” should be used. It is common to write those personal forms beginning with a capital letter.
- c) There is also a set of formal ending to an e-mail/letter. Phrases such as “With best regards” or “Yours sincerely” would be translated as “Mit freundlichen Grüßen” or “Herzliche Grüße”.
- d) Finally, it is recommended to sign the e-mail or letter with your full name.

If you are familiar with the person you are writing to, or if the recipient is a friend, the guidelines are less restrictive and the way of communicating is a little bit more intimate. For example, if you used “Dear Sarah” instead of “Dear Ms. Müller” this would translate to “Liebe Sarah” and “Sehr geehrte Frau Müller” respectively. To end your informal letter/ e-mail, use “Viele Grüße” or “Liebe Grüße” or “Beste Grüße” to translate the English “best”.

9. 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, USA, South Korea and San Marino and Switzerland, 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 example, in Russia).

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 (for which we will apply together during the introductory week in Leipzig). With regards to this the following regulation for Non-European citizens apply. (Students from countries of the European Union, the European Economic Area or from Switzerland will not need to apply for a resident permit or register with the immigration office.)

9.1 Regulations for Non-European citizens

Students of Non-European countries will need to apply for a residence permit for the purpose of studying at the “Immigration Office (Ausländerbehörde)”. For the application of the residence permit you will need:

- a duly completed application form (to be found under: https://www.leipzig.de/buergerservice-und-verwaltung/aemter-und-behoerdengaenge/formulare/?tx_ewerkformsmanager_pi%5Buid%5D=241&tx_ewerkformsmanager_pi%5Baction%5D=download&tx_ewerkformsmanager_pi%5Bcontroller%5D=Form&cHash=29de2b059653c632063a2936030db007)
- Copy of Passport (all pages that do contain your personal information or any visa/stamp)
- a certificate of enrolment from the university (to be issued during the enrolment)
- a copy of a rental agreement
- a proof of financing of 10,236 Euro a year or 853 Euro for each month you will need a residence permit
- biometric passport pictures
- a valid health insurance (can be taken out in Leipzig)
- 110 Euro (administration fee) payable at the Immigration Office (“Ausländerbehörde”) – we recommend to pay cash

Proof of financing can be shown in different ways:

- At least 10,236 Euro (for one year) can be paid into an account in Germany (called “Sperrkonto”), with the proviso that no more than 853 Euro can be withdrawn monthly. The account can be established after your arrival in Leipzig.

Note: Under no circumstances is it allowed to withdraw more than 853 Euro a month from the “Sperrkonto” even if you withdrew less than the monthly amount in previous months. Should you need to withdraw the money you saved in previous months a request from the Immigration Office for official permission to exceed the 853 Euro limit is required.

- Someone living in Germany guarantees the Immigration Office in the form of an unrestricted statement of commitment (Verpflichtungserklärung) 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
- A 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

Note: An administration fee for the residence permit to the amount of 110 Euro is payable to the Immigration Office (“Ausländerbehörde”). The residence permit is normally valid for one year. Holders of scholarships from German public funds (e.g. from DAAD) receive the residence permit free of charge.

9.2 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 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.

Note: After graduating, the possibility exists for students having studied in Leipzig in their second year to apply for an extension to your residence permit for another 18 months in order to search for a job or PhD-position. (Students who studied in their first year in Leipzig are normally granted a residence permit for 6 months only, see also information on “things to consider when you are about to leave Leipzig”). During this period you are also allowed to work for either 90 days in a full-time or 180 days in a part-time position. Regardless of whether you decide to work or not, you must still be able to prove the ability to support yourself financially during that 1.5 year.

For the application for the extension of your residence permit after your graduation, you will need:

- A duly completed application form to be found under https://www.leipzig.de/buergerservice-und-verwaltung/aemter-und-behoerdengaenge/formulare/?tx_ewerkformsmanager_pi%5Buid%5D=241&tx_ewerkformsmanager_pi%5Baction%5D=download&tx_ewerkformsmanager_pi%5Bcontroller%5D=Form&cHash=29de2b059653c632063a2936030db007
- Confirmation that you have successfully completed your studies (which will be issued on request by Stephan Kaschner or Konstanze Klemm after all assignments have been submitted)
- A copy of your valid passport (pages that contain your personal information as well as information on residence permit)
- A copy of your rental agreement
- Proof of sufficient funding (either 853 Euro for each month you apply for an extension on a “Sperrkonto” OR a financial declaration “Verpflichtungserklärung” of a German person that confirms that s/he will cover for your stay in Leipzig, see also: 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
→ for more information see chapter 9.1.
- A biometrical photo
- Confirmation of health insurance
- An extension up to 3 months costs 65 Euro; for more than 3 months 80 Euro

These documents must be submitted to the Ausländerbehörde (Technisches Rathaus, Pragerstr. 128, Eingang B1). For information on office hours please check:

<http://www.leipzig.de/buergerservice-und-verwaltung/aemter-und-behoerdengaenge/behoerden-und-dienstleistungen/dienststelle/auslaenderrecht-3221/>

The immigration office wants all visitors to arrange beforehand for an appointment. In order to do so, please fill in the form provided under:

<https://www.leipzig.de/buergerservice-und-verwaltung/aemter-und-behoerdengaenge/aemtertermine-online/vorsprachetermin-auslaenderbehoerde/formular-vorsprachetermin-fuer-die-auslaenderbehoerde/>

For students who plan to stay in Germany after Graduation we also recommend the following website for further information:

<https://www.make-it-in-germany.com/en/>

Sources:

http://www.internationale-studierende.de/en/prepare_your_studies/entry_into_germany/residence_permit/

http://www.gesetze-im-internet.de/aufenthg_2004/_16.html

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

9.3 How to apply for a “Führungszeugnis” (criminal background check certificate)

In some countries, e.g. Austria, students having studied in Leipzig in their first year might need a criminal background check certificate (“Führungszeugnis”) in order to apply for internships or the extension of their residence permit after their graduation. You can find information on the relevant regulations in Austria on the following website:

<https://www.help.gv.at/Portal.Node/hlpd/public/content/30/Seite.3000201.html>.

Information on how to get a criminal background certificate in Germany, can be found here: https://www.bundesjustizamt.de/EN/Topics/citizen_services/BZR/BZR_node.html. Please note that when applying for the certificate you should still be registered in Leipzig since otherwise you cannot apply for the police certificate via the city of Leipzig.



How GS students experience Wrocław:

A lot of people are nervous about going to Wrocław. A number of stereotypes persist about Poland and post-Communist Europe, but I can say our entire year was positively surprising. We found the University, its professors and staff to be supportive and adaptive to our problems. Any issues we had were quickly addressed and you can be sure Wrocław doesn't make the same mistake twice. On top of that, Wrocław is an amazing city with a great history. It's a place you can be confident to learn new things both inside and outside the lecture hall.

Matthew John Przybylek
2010-2012
Wrocław, Leipzig

10. Things to consider when you are about to leave Leipzig

Cancel your medical insurance

Please be sure that you cancel your medical insurance before you leave Germany. Normally the insurer will request a confirmation of deregistration (“exmatriculation”), which all students having studied in their second year in Leipzig and having thus completed the EMGS programme in Leipzig can receive from the International office (Goethestr. 6, Mrs. Otto) once all their assignments have been submitted. Since issuing

such a certificate can take some days we advise you to contact Mrs. Otto first via e-mail (Martina.Otto@zv.uni-leipzig.de) to ask her to issue the document and then pick it up in person when it is ready. German students can receive the “Exmatrikulationsbescheid” from the “Studentensekretariat” also in Goethestraße 6, (e.g. Frau Rodegast: Nicole.Rodegast@zv.uni-leipzig.de).

Students having studied in their first year in Leipzig and who will move on to their second years university cannot be deregistered (“exmatriculated”) from Leipzig University, however Konstanze Klemm can provide you with a letter stating that you have completed your studies in Leipzig should the insurer request it.

Be sure to ask your insurer to provide you with a cancellation confirmation of your medical insurance since the document might be needed at your second year university.

When cancelling the insurance please be sure that you hold further insurance that will cover in case you fall ill between moving from university to university or countries.

Deregister from the City of Leipzig

When you leave Leipzig and move to another country, you are supposed to deregister from the city of Leipzig at any of the “Bürgerämter”. You can find information on their locations under

<https://amt24.sachsen.de/> or <https://www.leipzig.de/buergerservice-und-verwaltung/aemter-und-behoerdengaenge/behoerden-und-dienstleistungen/dienststelle/buergeraemter-1070/>. The form you will need to submit is the following one:

http://www.leipzig.de/buergerservice-und-verwaltung/aemter-und-behoerdengaenge/formulare/?tx_ewerkformsmanager_pi%5Buid%5D=313&tx_ewerkformsmanager_pi%5Baction%5D=download&tx_ewerkformsmanager_pi%5Bcontroller%5D=Form&cHash=c9efd0cc5fb37c94eabc7130f36055d6. You can either hand it personally to one of the Bürgerämter or send it via the postal service.

In case you stay in Germany you get automatically de-registered from the Bürgeramt once you register at your new city.

Cancelation of contracts/account

Don't forget to cancel any contracts related to your stay in Leipzig (mobile, fitness club, BahnCard etc.). Please keep in mind that most contracts need to be cancelled at least three months in advance.

Please check also with the student dorms when your contract ends. First year students whose second university studies start before the end of the contract date may cancel their contract by the date the second university studies begin (for which the dorm will need a confirmation from the second university). Second year students may cancel their contract with a help of an exmatriculation certificate (see also the information provided under “cancel your medical insurance”). In any case you should inform the student dorms at least 2-3 months prior to your envisaged move-out of the dorms.

Also, remember to close your bank account if you do not want to keep it. There have been cases in which a bank account has charged the student for failing to close the account despite having left the country.

Please do also not forget to cancel your blocked account. In order to be allowed to do so, the bank might request an authorization from the immigration office (see below).

Unlock the blocked account (“Sperrkonto”)

To close your blocked account and transfer the balance to another account, the bank normally requires a document from the local German immigration office responsible for issuing your residence permit, which contents the deblocking of your account. Be advised that a visa refusal, deregistration or a border crossing certificate is not acceptable for many banks. Depending on which bank, you might also need to hand in a closing order (e.g. Deutsche Bank https://www.deutsche-bank.de/pfb/data/docs/pk-kredit_finanzierung-db_international_closing_order.pdf).

Cancel Rundfunkbeitrag

You may do so with the help of the following form:

https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden/index_ger.html which you will need to post (or fax) to them.

Return student ID and books to the library and returned deposit for accommodation

There is the possibility to return your student ID (ground floor in Goethestr. 6) and have a 10 Euro deposit refunded, however the ID will be still valid until the end of September and might be helpful in getting reduced fares and entrance prices.

Please do not forget to return all books to the library and to apply for having the deposit for your accommodation refunded.

11. Important information regarding the residence permit for all non-EU students who spend their first year in Leipzig

Non-EU students who studied in their first year in Leipzig and plan to return to Germany after Graduation should make sure to apply for an extension of their residence permit for Leipzig until the end of their studies in the EMGS programme (thus end of September 2020) BEFORE they leave Leipzig.

It is furthermore very important that these students give a notice to the immigration office in Leipzig and inform the contact person at the immigration office about the absence and their will to return to Leipzig after having completed the programme in person BEFORE they leave Leipzig and BEFORE they deregister from the city of Leipzig. Please ask the respected officer to grant you a re-entry permit (in German: Verlängerung der Wiedereinreisefrist nach § 51 Abs. 1 Nr. 7 AufenthG).

This notification will increase the likeliness of getting issued a residence permit for job hunting purposes (in bureaucratic German: Aufenthaltserlaubnis zur Arbeitsplatzsuche gemäß § 16,5 AufenthG) after the completion of studies.

This permit is normally issued for 18 months provided that you can prove that you have finances of currently 853 Euro (e.g. in form of a blocked account) for each month you would like to get issued a residence permit.

In case you do not find a job which relates to your qualification/PhD within these 18 months it will not be possible to prolong this residence permit.

In case students miss to do so and/or are not granted the (extension) of the residence permit (and/or re-entry permit), you will need to apply at the second year study place for a visa for entering Germany.

Also in this case your residence permit for the second European study place still needs to be valid. This visa is normally granted for six months only and it is not possible to prolong it.

Please be aware that once you have found a full-time position which relates to your qualification/PhD position you will need to apply promptly for a residence permit (and thus transfer the visa or residence permit for job hunting purposes) at the immigration office where you will take residence.

Note: Usually your residence permit will automatically expire at the latest within 6 months after you have left Germany even in case a longer validity is indicated. However we in any case very strongly advise you to please check your individual case with the immigration office.

12. Considering doing your PhD in Germany?

For general information about doing a doctorate in Germany please read: <http://www.research-in-germany.org/en>

If you want to further extend your expertise and gain a doctorate in Global or Area Studies, we highly recommend you to check the website of the “Graduate School Global and Area Studies”: <http://home.uni-leipzig.de/~gsgas/>

How GS alumni experienced the programme



It was my first time in Europe, a journey that I had never dreamed of and a journey that has shaped and changed my life forever. As a fresh graduate from the Royal University of Phnom Penh, Cambodia in history, I had only been able to learn about Europe through textbooks. And even as I left firm land at the Viennese Airport, the European continent was still so far away and difficult to perceive as its image from the textbooks was too big to grasp. As in my imagination, Europe was such a rich place to learn about its society, culture, politics and education system.

The first year in Vienna taught me a great deal not just about Europe, the Americas, Africa and Asia through classroom discussions, research, and conferences but also about Viennese people,

Austrian history, culture and education. It was really the moment I could feel that the world is such a small place to get to know and the place in which there are many things that could transcend the territorial borders that divide the modern nation-states. It was globalisation that has brought society closer to one another and it is the globalisation that brought me to Vienna to study its history, process, and effects.

The second year in Wroclaw, the city of Poland, that was striving to show its potential and attractiveness gave me opportunity to delve into the contemporary European Economic and political system that emerged from the great war and is still evolving. It was a chance to learn first-hand about the difference between the two cities in Europe in terms of their development and ways of life of people. What is undeniably similar between the two universities is that I received a very warm and friendly welcome by the people in charge of the programme and readymade assistance whenever problems arrived, be it administrative or personal. I will never forget how important such experience is to my current career. It is an experience that has gotten me close to the current globalizing world and thus it prepared me to be part of it. Since my return, I have been involved in human rights advocacy, environmental campaigns, rural development and policy and academic research on democratic governance. I miss the universities, friends, and professors there already and eagerly look forward to coming back.

Sreang Chheat
2005-2007
Vienna, Wroclaw

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 (“Validierungsstation”) at the beginning of the summer term. The validation terminals are to be found in GWZ (Beethovenstraße 15) and in the “Studierendenzentrum” (Goethestraße 6). For more information on that see section 3 of this chapter.



After the semester based enrolment and public transport fee (which will be covered from your tuition fees) has been transferred, the imprint on your UniCard allows you automatically to use the local public transport not only in Leipzig but in the whole MDV area free of charge for the entire semester.

(<https://www.mdv.de/site/uploads/tarifzonenplan.pdf>)

There are two accounts on the UniCard: One for the cafeteria (“Mensa”) and one for copying services. You can charge and add money to your accounts in cash with bank notes only, therefore the minimum top-up is 5 Euro. Your UniCard can be topped-up at special charging-machines, “Aufladegeräte”, in the entrance area of every canteen and in some cafeterias as well. Once you have charged your card, you can pay with it in all university canteens and cafeterias in Leipzig.

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

Here you will also find copiers and scanners.

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. Should your UniCard run out of money while you are paying for your food, a sum of money (which you can set during the registration) will be loaded onto your card automatically. 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.

After your deregistration (Exmatrikulation), the UniCard will lose its function as a student identity card. You can return your UniCard and apply for the refund of the 10 Euro deposit.

However, this is not compulsory. See also chapter Cancelation of contracts/account of this guide.

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

What do I do if I lose my Uni-Card?

If you lose your UniCard you need to inform the Servicepoint (Goethestr. 6; ssz@studentenwerk-leipzig.de) immediately. You will then receive a new UniCard and a refund of the money you had on your old card.

You also need to contact the library immediately in order to block your library account: ausleihe@ub.uni-leipzig.de. In case someone finds your card and returns it to the Studentenwerk you will be informed via e-mail.

For further information, please see here: <https://www.uni-leipzig.de/en/studium/im-studium/unicard/>.

2. ...concerning university facilities and student services

How can I use the WLAN 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.

Students can use the WLAN with their studserv-mail-identification, which you will receive during enrolment.

For authentication you need: **username**@studserv.uni-leipzig.de and your **password**.

In general you should have your system software up-to-date and you should have an updated driver for your "WLAN-card" installed.

To use the network you need a 'client'. The URZ suggests the use of the "Windows-Client SecureW2". For further information and installation guides for different system softwares see <https://www.urz.uni-leipzig.de/hilfe/anleitungen-a-z/wlan-einrichtung/>. There are several installer languages available.

You can get help and advice concerning WLAN (in German or English) at the URZ in the campus library, ground floor at the "Nachttheke", or at Bibliotheca Albertina, second floor, east wing. 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/>

Please note: If you spend your first year at Leipzig University, you will be able to access the university's electronical resources of Leipzig University library also in your second year.

Please note furthermore that the eduroam may be available in other universities as well and that to you would have access with your Leipzig account to the respective WLAN.

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 (TAN)
- Check your grades and ECTS achieved at Leipzig University

What to do if I lose the TAN list for my university account?

Should you lose your TAN list, please ask Mrs. Otto from the International Office to issue a new one to you. For her office hours and contact details, please see:

<https://intranet.uni-leipzig.de/zentralverwaltung/akademische-verwaltung/akademisches-auslandsamt/aaa-team.html>.

If you are a German student, please ask the Studenten Service Zentrum that is also to be found in Goethestraße 6 for help: <https://www.uni-leipzig.de/studium/beratungs-und-serviceangebote/studenten-service-zentrum-ssz/>.

What do I do if I lose the password for my student e-mail account?

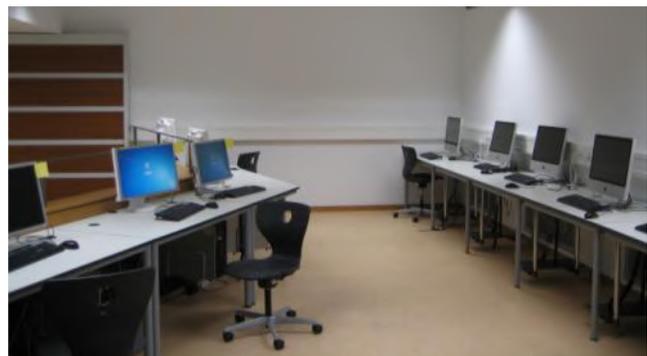
If you have lost your original password, which was given to you during your enrolment, you can request it at the Student Service Centre or at the Servicedesk at Neues Augusteum 2. OG room A250, or you can write an email with your “Matrikelnummer” (student number that you find e.g. on your student ID) and your Login to servicedesk@uni-leipzig.de. For more information see: <https://www.urz.uni-leipzig.de/dienste/uni-login/passwort-hinweise/hinweise-fuer-studierende/>.

Where can I make copies, scans etc.?

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

Copies

Copy machines can be found at many locations at the university (e.g. GESI, Emil-Fuchs-Str. 1, 4th floor; main campus, lecture building; Institut für Wirtschaftsinformatik; campus library; Bibliotheca Albertina; GWZ). Your UniCard with sufficient money on the copying account is required to make copies. Only a small number of copiers accept coins. For more information on that see section 1 of this chapter.



Scanning

- Library of Arts, Dittrichring 18-20
This PC provides several scanning facilities into Adobe Photoshop, Adobe InDesign
- Library of Law, Burgstr. 27
- Bibliotheca Albertina, Beethovenstr. 6
- Campus library, Universitätsstr. 3

Of course you can also make copies and scans at several copy-shops and internet cafés, (e.g. Printy, Ritterstr. 5, <http://www.printy-leipzig.de/>; or Sedruck Copy Shop, Beethovenstr. 23, <http://www.sedruck-filiale.de/sedruck-leipzig-3.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 (“Umbuchungsautomaten”). These are to be found in several PC-Pools with printing stations, e.g. at:

- Neues Augusteum (A252)
- Seminargebäude, ground floor (room S 04) (only during teaching periods)
- GWZ, Beethovenstraße 15, first floor (PC-Pool)
- Erzieh. Fakultät, Dittrichring 5-7, entrance area

To charge this account you have to enter the name of your students-login (e.g. soz09etf) then you can transfer money from your cafeteria account to the PC-account. It is not possible to insert banknotes or coins directly. The costs for printing will be charged automatically from your account while printing.

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: <http://www.uni-leipzig.de/~sprachen/en/>.

Whereas the “Sprachenzentrum Leipzig” offers foreign language courses (held in German) free of charge: <http://www.sprachenzentrum.uni-leipzig.de/hi.site.postext.start-en.html?PHPSESSID=huc7plotq9l3na3eds5ms7kv2tu6kn52>.

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](#).

Please ensure that the language courses do not collide with your obligatory courses of the Global Studies programme.



This photo was taken by Luis Guillermo Pineda Rodas and is licensed under a Creative Commons Attribution: <http://creativecommons.org/licenses/by-nc-sa/2.0/>.

How can I get in contact with other students from my home country?

If you are looking for contacts to other international students in Leipzig or you need help and advice, try one of the many International Students Organisations in Leipzig, such as WILMA (Willkommensinitiative für in Leipzig mitstudierende Ausländer: <http://www.wilma.uni-leipzig.de/1/news/>).

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.

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

The semester based enrolment fees (which will be covered from your tuition fees) include also a fee for the use of the public transport. This so called MDV semester ticket enables you to use the local public transport system (S-Bahn/Commuter Rail, U-Bahn/metro, Tram, bus) in the area of the MDV (Mitteldeutscher Verkehrsbund). After the validation of your UniCard each semester at one of the validation terminals it shows an imprint which indicates that the semester fees have been paid and therefore entitles you to use the public transport.

Your semester ticket for the winter term is valid from October 1st to March 31st and for the summer term from April 1st to September 30th. Don't forget to re-validate your UniCard beforehand (see section “How do I re-register for the next term”).

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

Where do I get information about semester dates?

See chapter [winter and summer term](#) or visit the EMGS website: <http://www.uni-leipzig.de/~gesi/joint-projects/emgs/guide/holidays/>.

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

In order to re-register semester enrolment fees (“Semesterbeitrag”) need to be paid. This fee is covered by your tuition fees and transferred to the University by the GESI. Thus you do not need to concern yourself with it directly.

However, you should not forget to re-validate your Unicaard by April 1st (which is the official start of the summer term) at one of the validation terminals (“Validierungs-station”). Validation terminals are to be found in:

- Goethestr. 6, entrance area
- Faculty of Chemistry and Mineralogy: Johannisallee 29
- Neubau Geisteswissenschaftliche Zentrum (GWZ): Beethovenstr. 15
- Neues Augusteum, entrance area

Insert the UniCard only when the green arrow button is flashing, as indicated on the machine. The terminal takes in the UniCard, imprints it, and returns it after about 15 seconds. The imprint contains information about the period of validity and your ticket for the public transport in the MDV.

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, <http://www.zv.uni-leipzig.de/studium/almaweb.html>. Such confirmations do not need to

be signed as the validity of the document can be proven to the addressee via a special verification number, which is stated on the document.

Should any issues arise please contact Mrs. Otto from the International Office, Goethestr. 6. For her office hours and contact details, please see:

<https://intranet.uni-leipzig.de/zentralverwaltung/akademische-verwaltung/akademisches-auslandsamt/aaa-team.html>

If you are a German student please ask the Studenten Service Zentrum (SSZ) that is also to be found in Goethestraße 6 for help: <https://www.uni-leipzig.de/studium/beratungs-und-serviceangebote/studenten-service-zentrum-ssz/>.

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/>

However, in case you need a certified translation, you will need to check for a “vereidigte Übersetzer”, who is able to translate the documents into German/English etc. Information can be found here: <http://www.justiz-dolmetscher.de/suche.jsp>.

Should you need an apostille/ super legalisation of a document (e.g. of your diploma or some other important document) you should contact:

Landesdirektion Leipzig
Referat 23
Braustraße 2
04107 Leipzig

Telefon: +49 341/977-0
Fax: +49 341/977-11

For more information please visit:

http://www.lids.sachsen.de/soziales/index.asp?ID=5589&art_param=512.

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” (Shared flat wanted): <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. There are several groups entitled WG or Wohnung in Leipzig. The rent for a room in Leipzig differs according district and the size of the room. Prices per month vary from 180 to 320€. For detailed information about shared and other flats see chapter 6, [Living in Leipzig](#).

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:
- http://www.leipzig.de/buergerservice-und-verwaltung/aemter-und-behoerdengaenge/formulare/?tx_ewerkformsmanager_pi%5Buid%5D=227&tx_ewer

kformsmanager_pi%5Baction%5D=download&tx_ewerkformsmanager_pi%5Bcontroller%5D=Form. You can find out about their office hours and locations under: <http://www.leipzig.de/de/buerger/service/wegweiser/buergeramt/uebers/>.

- If you hold an electronic residence card, please also inform the Immigration Office about your change of address.
You can find out about their office hours and how to get there under: http://www.leipzig.de/de/buerger/service/wegweiser/bww/aemter/index.asp?url=http://notes.leipzig.de/Leipzig/de/REDwegweiser_cms.nsf/pcwdocid/AC29F396AA8C44FCC1256ACB0035A43A?OpenDocument
- 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.

How much money do I need per month for living and studying in Leipzig?

Leipzig is quite a cheap city compared to other cities in Germany, which makes it especially popular among students. As a benchmark, you will need approximately 650€ per month to live in Leipzig, of course this will vary depending on your personal lifestyle. Remember: If you need a visa, then proof of sufficient funding for your living is required at the moment you want to apply for the visa in your home country.

Your monthly costs in Leipzig are made up of the following components:

- Rent for your flat/room: approx. 180 – 320€
- Additional costs (electricity, phone/internet): approx. 25€
- Health insurance: approx. 85€
- Study material (such as copies, books etc.): approx. 20-50€
- Food, clothes, other spending: approx. 250-350€



This photo was taken by Luis Guillermo Pineda Rodas and is licensed under a Creative Commons Attribution: <http://creativecommons.org/licenses/by-nc-sa/2.0/>.

Additionally, costs may occur for a deposit for your flat/room, a bicycle, furniture, dishes etc. Therefore, you should have in mind that starting to study in Leipzig might bring you additional costs.

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.

In case you would like to close a liability insurance, you should calculate some 70 Euro per year for it.

In case you hold a liability insurance from your home country, you should check if it also covers for damage caused in Germany, or more broadly, Europe.

You can find some (first) information on an official website of the German government: <https://www.make-it-in-germany.com/en/living-in-germany/insurance/private-liability/#c24082>

Where can I send a fax?

You can send a fax in most of the internet cafés in Leipzig (for example CopyHouse, Universitätsstraße 18, vis-à-vis the main campus). Prices vary from 1–2€ per page. In urgent cases you may contact the Global Studies Office (Konstanze Klemm) who will try to help you in this matter.

Where can I get the following items ...?

Dishes, pots and pans?

The easiest and cheapest place to buy dishes, pots and pans in the city centre is to go to “Mäc Geiz” in Petersstraße 36-44 or Karl-Liebknecht-Str. 15, also “Xenos” on the ground floor of the Petersbogen (between Peterstraße and Burgplatz) offer cheaply priced products. For better quality (and of course higher prices) go to Galeria Kaufhof (Neumarkt 1) or Karstadt (Neumarkt 30) in the city centre.

The Studentenwerk of the Leipzig University collects used dishes in order to allocate them for no charge to international students renting a room in the student dorms. The opening hours of the „Café der fünf Kontinente“(dorm Straße des 18. Oktober 33), where you can collect such dishes are Mondays from 5pm-7pm and Wednesdays from 5pm - 7pm.

(see also: <http://www.tutoren-leipzig.de/geschirrboerse>)

Other dorms also have this option: for example, there is also a room with used dishes you can take for free in the dorm on Mannheimer Str. 5-7. To get the room's keys, you have to contact the student representative of this dorm.

Free your stuff:

<https://www.facebook.com/groups/363436857105599/>

<https://www.free-your-stuff.com/de/leipzig>

Verschenkemarkt Leipzig der Stadtreinigung Leipzig: <https://www.verschenkemarkt-leipzig.de/>

These online and free of charge marketplaces offer the possibility to give away things as well as to receive gifts from others. It follows the mind-set that there are always things which aren't any longer used but could be needed by someone. This concept of sharing should not only bring joy but reduce waste.

Pillows and a duvet?

You can buy reasonably priced pillows and covers from “MFO Matratzen” (<https://www.mfo-matratzen.de/>) or at “Matratzen Concord” (<https://www.matratzen-concord.de/filialen/>). Bigger department stores in the city centre such as Karstadt (Neumarkt 30) or Galeria Kaufhof (Neumarkt 1) etc. sell these products as well, but for a higher price.

Furniture?

Pillows and covers, dishes, pots and pans, furniture and many, many more items can also be bought from “IKEA”, a furniture department store in the suburbs of Leipzig.

How to get there: With your own car, it takes approximately 20 minutes from Leipzig city centre to IKEA, which is located directly at the motorway exit A9 “Leipzig West”. Parking facilities are free of charge.

If you want to go there by public transport, you can take the bus 131, which starts at Leipzig main station and takes approximately 30 minutes (bus stop: Nova Eventis).

For timetables see: <http://www.lvb.de/fahrplan>. For opening hours and a map have a look at: http://www.ikea.com/de/de/store/halle_leipzig/store_info.

Another good inexpensive option with offers spanning clothing, cutlery, bedding, food, stationery, household goods, small electric appliances, etc. is “Woolworth supermarket”. Address: Ludwigsburger Straße 9, in Leipzig-Grünau, or on Hainstraße 6, right next to the marketplace in the city center.

Furthermore, you can find furniture and dishes in second hand stores. There are several smaller second hand stores in the western part of Leipzig e.g. at Lindenauer Markt 5 or on Georg-Schwarz-Straße. In Gießereistraße 16, there is also a shop which gives away things for free (“Laden für umsonst”, which means “Shop for free”) Check the opening hours under <https://www.oeffnungszeitenbuch.de/filiale/Leipzig-Umsonstladen%2520Leipzig-524429N.html> since they are often changing. Popular websites for second-hand goods are Ebay Kleinanzeigen (<http://kleinanzeigen.ebay.de/anzeigen/stadt/leipzig/>), which works as a “local Ebay” and Das Schwarze Brett (<http://www.dsble.de/in/leipzig>) where you can find many cheap products.

A biometric photo?

You can get biometric passport sized photos in every photo shop, for example at “Studioline Photography”, Burgplatz 2, 04109 Leipzig. The nearest photo shop to the GESI is Foto Rechnitz, Eutritzscher Straße 7, 04105 Leipzig. If you are in a hurry, even some photo booths (for example at the main station or at the “Bürgeramt”, provide this option, however, sometimes the photos taken at the booths might be not accepted by all authorities due to their sometimes poorer quality.

Where can I do sports and fitness activities besides sports courses at university?

See chapter 7, Sports.

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

How and where can I find a job?

Jobvermittlung

Specific jobs for students can be found at: <http://www.studentenwerk-leipzig.de/service/studentenjobs>. Go to: Service→Studentenjobs→aktuelle Jobangebote. These jobs are immediately available, but you must go personally to the “Jobvermittlung” (Goethestr. 6) to get one of them. Your student ID and passport/identity card are necessary for application.

Contact

Susann Pianski-Lehmann
Goethestraße 6 / flight of stairs on the right side of the building
Tel: +49 341 / 96 59 630
E-Mail: jobvermittlung@studentenwerk-leipzig.de

Opening hours of the “Jobvermittlung”	
Monday	9am - 1pm
Tuesday	2 - 5pm
Wednesday	1 - 4pm
Friday	8am – 11am

Das Schwarze Brett

“Das Schwarze Brett” is a portal, where you can read and place adverts for free. In the column “Jobs” jobs, internships and short-time positions are offered by companies and private people. “Das Schwarze Brett” is maintained by students, it is however open for public use. For job adverts go to: <http://dsble.de/> →Anzeigen lesen→Jobs.

For further information and job opportunities, you can also have a look at: <http://www.stura.uni-leipzig.de/service/jobvermittlung/> or <http://www.stellenanzeigen.de/>.

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/en/studium/guidance-and-services/career-service/career-service-for-internationals/>

As to read on their website there are two different kinds of internship, voluntary and mandatory. For the later no restrictions with regard to the hours you are allowed to work are applied.

If necessary Stephan Kaschner: gs@uni-leipzig.de can issue a document to you which confirms that in the EMGS programme a mandatory internship is foreseen.

The following companies often look for students as waiters for several events, but be aware that payment is relatively low:

<http://www.leipziger-messe.de/karriere/aushilfen/>, <http://loewensicherheit.de/start.html>, <http://www.punktum-pu.de/>. And as always: ask your fellow students from the (Global Studies and Others) – word of mouth is very powerful!

Freiwilligen-Agentur (Agency for voluntary work)

In Leipzig, you also have the opportunity to gain work experience and do some charity by working in honorary projects. Under the following link: http://www.freiwilligen-agentur-leipzig.de/index.php?cf_session=c1bad488d52f644b2523e76d2851d02a you will find more information on current projects and participating companies.

Start with a Friend (Tandem partnerships with refugees)

Start with a friend is a charitable organization founded in Berlin. They support local refugees by pairing them with locals into “tandem partnerships” to help them with the new challenges they are facing in Germany because they believe that integration can only work if people get a chance to play an active role in society. If you are interested in becoming a tandem partner yourself, you can sign up via their website: <https://en.startwithafriend.de/>.

Work and internship experiences of GS students

Furthermore, we at GESI have also setup two GoogleDocs, where GS students can list the institutions where they have worked or completed an internship. If you are interested in how former students experienced working life or get information on the application procedure for the respective companies, you can contact them via E-Mail.

If you have completed an internship and/or worked in an interesting institution, please add your details to the lists:

- Work opportunities:
https://docs.google.com/spreadsheet/ccc?key=0Ah4hHvn1SL0NdEpZeFgtVkwWnFUSzJHMk5USIY3cnc&hl=en_US#gid=0
- Internship experiences:
https://docs.google.com/spreadsheet/ccc?key=0Ah4hHvn1SL0NdEhvVjRHafAtaFo0WII0bmhhYzJRUK&hl=en_US#gid=0
- Some useful links for job search:
<http://gesinesjobtipps.de/>
<https://www.joe-list.de/chancen-neueste-beitraege/> (esp. for Russian speakers)
<https://www.epojobs.de/index.php/component/tags/tag/berlin>
<https://www.tbd.community/en/jobs>
<https://www.stiftungen.org/jobs.html>
<https://www.interamt.de/koop/app/stellensuche>
- Websites of political foundations and other institutions:
<https://www.stiftungen.org/de/stiftungen/zahlen-und-daten/liste-der-groessten-stiftungen.html#tab210>
- Some famous fellowship, trusteeship programmes:

Research Fellowship Programme for OSCE:

<http://www.edu-active.com/fellowship/2014/apr/08/research-fellowship-programme-osce-countries-copen.html>

OECD Young Professionals Programme:

<http://www.oecd.org/careers/young-professionals-programme/>

Blue Book Traineeship:

https://ec.europa.eu/stages/home_en

How to become a student assistant?

Student assistants and student research assistants are common jobs in German universities but they are only rarely to be found on the internet. If you want to work as a student assistant, it is recommended to go to different departments and to look for advertisements at their message boards/websites or to ask for vacancies directly in the respective department.

How should an application look like?

For general information about structure and integral parts of a job application in Germany please visit:

http://www.online-bewerbung.org/bewerbung_pdf/Application_Germany.pdf.

In addition, the Career Service of Leipzig University offers personal help with writing applications during their consultation hours on Mondays (10:00 am–1:00 pm) and Tuesdays until Thursdays/Wednesdays (10:00 am–5:00 pm) or during fixed

appointments: <http://www.uni-leipzig.de/studium/career-service/angebote-fuer-studierende/beratung-im-career-service.html>

How should a motivation letter look like?

Thanks to an alumni student of the GESI here are some tips based on her individual experiences in the German job market:

*... Political foundations and international organizations might get over 100 applications for one position. I got a job at a NGO and for that position they received around 500 applications. **You need to be authentic.** I always say the reader should feel your motivation while reading your cover letter. Do not only list there what you have done so far or which skills you have, but **tell them how you could use your knowledge, specific experience or skills for the project you're applying for.***

*For example, it could be **"Living and studying in that region allowed me to establish both personal and professional contacts which I believe will be valuable for the project for ..."***

*Another example could be **"my extensive experience in facilitation of projects in the field of non-formal education would allow me to fully utilize my facilitation skills in the work with young people in the project"**, etc....*

Never start a cover letter "I am A B from C...."

*The first two lines are very important. They should make the employer want to read it further. In the **first paragraph** I have always stated **what I am bringing to the project** (organization) and how I could benefit from that work (in terms of professional development).*

For example, "My decision to apply for this position is driven by my strong interest in democratic transformational processes in post-Soviet space and by my confidence that my regional knowledge combined with my educational background and skillset makes me a valuable asset to your team. I am confident that attaining this responsible career opportunity I can fully utilize my skills making a significant contribution to the success of the project, while growing as a professional in the field." (taken from one of her motivation letters).

Syuzanna Galstyan (2014-2016)

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

Rules and regulations change from time to time, so we would recommend you to have a look on the internet concerning the topic "geringfügig entlohnte Beschäftigung" should you plan to start a job or to ask your employer about the contract, the payment and the relevant legal regulations before signing it. Don't forget that your main occupation is to study. So you should also ask yourself which job is compatible with your studies?

At the time of publication, this information was correct but it is your responsibility to double check for the most update developments.

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 450€ 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. 5,400€. 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 450€ 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 450€ (as stated above). You are also seen as normal employee if you work more than 26 weeks (182 calendar days) per year. An exception from these rules is the annuity insurance: if you earn less than 450€ per month, you are exempt from this insurance, but if you are an ordinary student that earns more than 450€ per month, you have to pay it.

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, <https://www.abgabenrechner.de/>

Note: In the past years, EU students needed to register with the immigration office in order to be allowed to work in Germany on part time during their studies and to obtain a so called “Freizügigkeitsbescheinigung”. This regulation got abandoned at the beginning of 2013. Should someone require a Freizügigkeitsbescheinigung, please point the person to the following document:

<http://www.zuwanderung.sachsen.de/download/Zuwanderung/InformationzumWegfallderFreizuegigkeitsbescheinigung.pdf>

b) Non-EU students

Other and stricter rules apply for international, non-EU students. Since 2012, 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:

http://www.internationale-studierende.de/en/prepare_your_studies/financing/jobbing/
<https://www.uni-leipzig.de/en/studium/guidance-and-services/career-service/career-service-for-internationals/>

However there is one exception: academic or student assistant. As long as your studies are not impaired by this work, it can be carried out for an unlimited period of time.

Note: If you wish to work as an academic or student assistant the Aliens Department has still to be informed!

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.

You find information on addresses and opening hours of the Bürgeramt under: <http://english.leipzig.de/services-and-administration/bureaus-offices-and-other-facilities/resident-services-offices/>

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-Liebknecht-Platz in Leipzig. You find further information on this office under: <http://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 ('Sozialversicherungsnummer'). In order to get a social security pass ('Sozialversicherungsausweis') you have apply at your health insurance. Probably you can get some information from your current employer. The registration has to be done when starting at the first-time employment.

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

What about freelance activity?

“Concerning a freelance activity: Students from non-EU countries studying at German universities can also become self-employed during their studies. For this they must apply for the license for self-employment according to § 21 Abs. 6 AufenthG. However, they may only exercise their self-employment to an extent that does not jeopardize the achievement of their goals during their studies. The respective foreigner’s office will have to decide about the authorization.”

Who offers (soft) skill courses?

The Career Service of the Leipzig University offers a wide range of career-related advice and soft skill courses. You find the offers under:

<https://www.zv.uni-leipzig.de/studium/career-service/angebote-fuer-studierende.html>

In case you plan to start an own business after your studies the offers of the so called SMILE (Self-Management Initiative Leipzig) Initiative might be of interest for you.

You find their offers under:

<https://www.smile.uni-leipzig.de/veranstaltungen/>

Also the Volkshochschule Leipzig offers a range of career skill related courses

You find their offers under:

<https://www.vhs-leipzig.de/programm/beruf-karriere.html>

The IT Services of the Leipzig University offers software courses (e.g. excel, office and spss). You find their offers under:

<https://www.urz.uni-leipzig.de/weiterbildung/>

How GS students experience the programme



How GS students experience Leipzig:

The University and City of Leipzig are the centre of Global Studies. The University offers a phenomenal resource base and profound study of global history, which makes it a great place to study the discipline. The city also proved to be a great place. As a second year in Leipzig, I would have to say it's one of the best places to write the thesis for two reasons. The first reason is that it's very easy to be serious about academics, with great professors, an impressive library and formative knowledge on the global studies discipline. The second reason is that it's also easy to relax here. Writing a master thesis is no easy task, and many people forget to take breaks to let everything mull over. Going for a bike ride or swimming in the lake are good distractions. Leipzig, in short, is great.

(Matthew John Przybylek, 2010-2012, Wroclaw, Leipzig)



The EMGS programme is an amazing opportunity. It gives you the chance to really experience different cultures. This is achieved not only through the travel possibilities and the cultures of where you live, but also through the friends you meet on the programme who come from all over the world. This practical experience of different cultures is then applied in the classroom where you discuss matters that concern the whole world and get a diverse set of solutions. Ultimately the EMGS programme is unparalleled in terms of the knowledge it provides, the friends you meet and the fun you have!

(Charlotte Buchanan, 2011-2013, Vienna, Roskilde)



'The world is a book, and those who do not travel read only one page'. Apart from being one of the truest quotations I have ever read, it best represents what I have been experiencing so far withing the EMG's program. I strongly encourage those who feel there is something different out there, those who think that academic excellence is achievable at many levels and through many ways, to enrol in this unique program, progressively shaped, that makes you reformulate your thoughts in a different pace, and – to some extent – allows you to belong to a first class of students that has the right tools to recognise the diversity of cultures, economies, identities and societies in which all of us are submerged, without losing the critical approach needed to analyse what currently matters in a global scale.

(Albert Garrich Alabarce, 2011-2013, Roskilde, Leipzig)

The list of positives goes on and on for EMGS, but what stands out the most is its flexibility; the ability to choose between five consortia and six universities abroad, to take courses from the whole field of social science, to write about anything pertaining to the diverse field of global studies, While also spending some time to travel and make friends that will last a life time. I never imagined a situation with such a high level of academics AND freedom. This program is a canvas which allows one to paint their own experiences, perceptions, and aspirations.

(Kurt Hirrlinger, 2010-2012, Leipzig, Vienna)



The Global Studies program has become an indispensable experience in my life in both academic and personal matters. The quite diverse courses I took being a student of Universities of Leipzig and Vienna shaped and changed the way I treat the processes happening in the world nowadays. I would say that in a way the program taught me to be more open-minded and challenge most things I am being exposed to.

Nevertheless, it seems to me that the most valuable part of the Global Studies program is its people. Studying together with students from all over the world is a unique opportunity not only to make friends for life, but also learn a lot starting from handling cultural differences to understanding mind-sets, which are different from your own. I can't imagine where else one can get a similar experience. Moreover I tend to believe that concentration of very devoted and passionate teaching and administration stuff, as well as friendly student colleagues is not a coincidence, but already a tradition.

(Ekaterina Belukova, 2010-2012, Leipzig, Vienna)



7. ...concerning scholarships and other opportunities to improve your financial situation before/while studying in Germany

Scholarships

We have compiled a list with links to all institutions we know of that award scholarships to students. The list is to be found under:

<http://www.uni-leipzig.de/~gesi/joint-projects/emgs/fees/>

The list is regularly updated. However, it does of course not represent all scholarship opportunities available worldwide to study within the EMGS programme. Therefore, we kindly advise you to also do your own investigations into grants, such as those offered by your home country for studying abroad and if you are successful please let us know so we can expand our database for future students. Applicants for scholarships should consider that competition is high and the process is often time-consuming since it is a multi-level decision process.

Students not receiving an Erasmus Mundus scholarship and studying at the universities of Ghent, Roskilde, Vienna or Wroclaw in their second year can apply for an Erasmus+ grant that is at minimum 360 € a month for the second year within the programme. The maximum funding duration is ten months. Further information will be provided by your local co-ordinator at the end of your first year. Please see also the following website for information on Erasmus+ funding for internships abroad: <https://www.uni-leipzig.de/en/international/contact-and-advice/#c22149>

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

Dr. Birgit Jänichen (Commissioner for internationals at Leipzig University)

Goethestraße 6, 04109 Leipzig

E-Mail: jaenich@rz.uni-leipzig.de

Martina Otto, (Advisory Service for Foreign Students)

Goethestraße 6, 04109 Leipzig

E-Mail: motto@zv.uni-leipzig.de

“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





City of Leipzig



V. General information about the city of Leipzig

A lot of useful information as well as facts and figures on Leipzig can be found at the official website of the city of Leipzig: <http://www.leipzig.de/>

The tourist information also offers a lot of brochures and books about Leipzig as well as souvenirs. It is located on Katharinenstraße 8.

1. History of the city (overview)

Leipzig, the city that is today home to some 590,000 inhabitants, has a long and very rich history. The following are just a selection of some of the most important milestones of the city's history:

- Slavic settlers were the first to found Leipzig in 7th-9th century
- Around 1165, Margrave Otto the Rich granted Leipzig its city charter and market rights.
- In 1212, the Augustinian Canons St Thomas was founded.
- In 1409, Leipzig University was established.
- In 1519, Disputation between Martin Luther and Dr. Johann Eck at Pleissenburg Castle took place.
- In 1632, King Gustavus II Adolphus of Sweden was killed in a battle in Lützen (near Leipzig).
- In 1650, the world's first daily newspaper was published in Leipzig.
- Johann Sebastian Bach worked from 1723-1750 as the towns musical director and choirmaster of St Thomas' Church in Leipzig.
- Johann Wolfgang Goethe studied at the Leipzig University from 1765 to 1768.
- In 1813, the Battle of the Nations was fought in Leipzig which forced Napoleon to retreat with his troops back out of Germany. Exactly one hundred years later, 1913 the monument of the battle of nations was inaugurated to commemorate this event (The Völkerschlachtdenkmal).
- 1835-47: Felix Mendelssohn Bartholdy worked in Leipzig as the conductor of the Gewandhaus Orchestra.
- In 1846, the Saxon Academy of Sciences in Leipzig was founded. It is still operating and is located in the city centre (in Karl-Tauchnitz-Str. 1).
- 1902-15: the Central Station was constructed.
- In 1911, Leipzig Airport was opened.
- In 1933 Nazi rulers stage the Reichstag Arson Trial at the Supreme Court in Leipzig. The trial was following the Reichstag fire one month after Hitler had been sworn in as Chancellor. The fire was used as evidence by the Nazi Party that communists were plotting against the German government.
- In 1938 "The Night of Broken Glass" marks the beginning of the end for more than 13,000 Jewish Residents in the city.



- On 4th December 1943, Leipzig suffered its most severe air raids.
- In 1945, US troops arrived in the city on 18th April; on 2nd July the Americans handed over control to the Soviet army.
- In 1968 the University Church in the central Karl Marx Platz square, now Augustusplatz, is demolished.
- In 1989, Prayers for Peace were held at St Nicolas Church. The Monday Demonstrations, which travelled along Leipzig's inner Ring Road after the prayers, brought about the peaceful reunification of Germany.
- In 2009, Leipzig University celebrated its 600-year anniversary and the opening of the new campus.

Source: <http://english.leipzig.de/services-and-administration/history/>

Journey through time

The Leipzig University established an app, which enables you to experience the "Friedliche Revolution" of 1989 via your smart phone or tablet. At 25 different places throughout the city, you will be able to watch historical material around the peaceful revolution. The app "Zeitfenster" is available at: www.zeitfenster.uni-leipzig.de.

Another interesting and worthwhile app is the "Leipziger Notenspur". This initiative aims to bring life to Leipzig's music tradition. They created individual discovery tours through which one can explore the city's unique musical treasures by foot or by bike. Find more information and the routes on their website: <https://notenspur-leipzig.de/en/>.

2. The districts in Leipzig

Leipzig has 10 "Stadtbezirke" (urban districts) and 63 Ortsteile (quarters). Each of them has different qualities and offers different possibilities for living, going out, shopping or relaxing. Find out which quarter you like the most by visiting them and discovering them for yourself! Here are our recommendations:

0 Stadtbezirk Mitte

- 00 Zentrum
- 01 Zentrum-Ost
- 02 Zentrum-Südost
- 03 Zentrum-Süd
- 04 Zentrum-West
- 05 Zentrum-Nordwest
- 06 Zentrum-Nord

The Stadtbezirk Mitte is situated directly in the centre of Leipzig and offers a number of possibilities for shopping and going out. The main station is located here as well as the university. Flats and rooms are not as cheap as in other quarters, but it is comfortable and nice to live.

1 Stadtbezirk Nordost

The Stadtbezirk Nordost offers comparatively cheap flats, but you have to travel quite a long way to get to the city centre from there.

- 10 Schönefeld-Abtnaundorf
- 11 Schönefeld-Ost
- 12 Mockau-Süd
- 13 Mockau-Nord
- 14 Thekla
- 15 Plaußig-Portitz

2 Stadtbezirk Ost

- 20 Neustadt-Neuschönefeld

- 21 Volkmarsdorf
- 22 Anger-Crottendorf
- 23 Sellerhausen-Stünz
- 24 Paunsdorf
- 25 Heiterblick
- 26 Mölkau
- 27 Engelsdorf
- 28 Baalsdorf
- 29 Althen-Kleinpösna

The Stadtbezirk Ost offers a lot of low-priced flats and rooms, but the quarters such as Paunsdorf, Engelsdorf or Baalsdorf are quite far away from the city centre.

A lot of students live in the Stadtbezirk Südost, especially in Reudnitz, a quarter that offers (still comparatively) low priced flats and rooms. The “Reudnitzer” brewery is also located here, so you should like the smell of beer and specifically malt if you want to live there!

3 Stadtbezirk Südost

- 30 Reudnitz-Thonberg
- 31 Stötteritz
- 32 Probstheida
- 33 Meusdorf
- 34 Liebertwolkwitz
- 35 Holzhausen

4 Stadtbezirk Süd

- 40 Südvorstadt
- 41 Connewitz
- 42 Marienbrunn
- 43 Lößnig
- 44 Dölitz-Dösen

The Stadtbezirk Süd is also very popular among students; a lot of them want to live in the quarter “Südvorstadt” that offers a lot of cafés, bars, shops and restaurants. The Südvorstadt’s popularity has seen flat rises in recent years. Connewitz is famous for its “alternative” culture.

A good place to live are the quarters of Schleußig and Plagwitz, close to the Clara Zetkin Park. Schleußig offers a cosy and calm atmosphere, but flats are rather expensive.

5 Stadtbezirk Südwest

- 50 Schleußig
- 51 Plagwitz
- 52 Kleinzschocher
- 53 Großzschocher
- 54 Knautkleeberg-Knauthain
- 55 Hartmannsdorf-Knautnaundorf

6 Stadtbezirk West

- 60 Schönau
- 61 Grünau-Ost
- 62 Grünau-Mitte
- 63 Grünau-Siedlung
- 64 Lausen-Grünau
- 65 Grünau-Nord
- 66 Miltitz

The Stadtbezirk West is characterized by its “Plattenbauten” (prefabricated high-rise buildings). It is not everyone’s cup of tea, but the lovely “Kulkwitzer See” (Kulkwitzer lake) is very close by.

7 Stadtbezirk Alt-West

- 70 Lindenau
- 71 Altlindenau
- 72 Neulindenau
- 73 Leutzsch
- 74 Böhlitz-Ehrenberg
- 75 Burghausen-Rückmarsdorf

Lindenau offers comparatively low-priced flats and rooms. If you like it a little bit “alternative” and “ramshackle”, this is the right place for you to live.

The Stadtbezirk Nordwest is quite far away from the city centre and normally only very few students choose to live there. However, we recommend this district for long walks in the countryside such as to the “Auensee”.

8 Stadtbezirk Nordwest

- 80 Möckern
- 81 Wahren
- 82 Lützschena-Stahmeln
- 83 Lindenthal

9 Stadtbezirk Nord

- 90 Gohlis-Süd
- 91 Gohlis-Mitte
- 92 Gohlis-Nord
- 93 Eutritzsch
- 94 Seehausen
- 95 Wiederitzsch

The quarter of Gohlis-Süd is quite popular for living there because of its wonderful old buildings; however, the flats are quite expensive and thus you may find only few students with a residence here.



Source: http://de.wikipedia.org/wiki/Liste_der_Ortsteile_Leipzigs

3. 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.

With your student ID, you can use public transport in and around Leipzig for free. 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 (“Entwerten”) once getting on the tram/bus.

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

- **Kurzstrecke: 1.90€** (This ticket is valid for a maximum of four stations.)
- Kurzstrecke – 4-Fahrtenkarte: 7.60€ (This ticket is valid for a maximum of four stations, but you can use it for four single rides on the tram, there are therefore four sections which are to be validated.)
- Einzelfahrt: 2.70€ (This ticket is valid for one hour. You can change the tram/bus wherever you want or need to within these 60 minutes of the tickets validity)
- Einzelfahrt – 4-Fahrtenkarte: 10.80€ (Works the same way as Kurzstrecke – 4-Fahrtenkarte, only that you can travel 60 minutes on four different occasions.)
- Tageskarte: 7.60€ (This ticket is valid for 24 hours from the moment of validation. You can use it for all types of transport in Leipzig (tram, bus, night bus).)
- Tageskarte for 2 (11.40€), 3 (15.20€), 4 (19€) and 5 (22.80€) people.
- Wochenkarte: 27.30€ (This ticket is valid for seven days. You can use it for all types of transport in Leipzig (tram, bus, night bus).)
- Monatskarte: 78.90€ (This ticket is valid for a whole month. It can be used it for all types of transport in Leipzig (tram, bus, night bus).)
- Extrakarte: 1.90€ (You have to purchase this ticket, when you are travelling with a bike, bulky pieces of luggage or furniture or a huge dog.)

Note: Prices correct at the time of publication

Travelling without a ticket (“Schwarzfahren”) is not permitted and incurs a fine of 60€ in trams and buses if you are caught.

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



4. 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 (eastern part of Leipzig, trams no. 2, 9, 16; tram stop: “Bayerischer Bahnhof” or tram no. 15; tram stop “Ostplatz”) or to the “Krankenhaus Diakonissenhaus” in Georg-Schwarz-Str. 49 (in the western part of Leipzig, trams no. 7: tram stop: “Diakonissenhaus), that offer 24-hour service. Also in the North part of Leipzig, there is the hospital the St. Georg Krankenhaus, Delitzscher Straße 141, tram no. 16, tram stop “Klinikum St. Georg”. Should you need urgent medical treatment, please either take a taxi or ask someone to accompany you! You could order a taxi e.g. via the following phone number +49 341-4884.

4.1 Doctors

In Germany, there are numerous types of doctors, from GPs (“Allgemeinmediziner”) to specialists (“Fachärzte”) such as eye specialists, dermatologists, and so on. Most people have a GP as their “family doctor” (“Hausarzt”). This doctor transfers people to specialists if necessary. In certain cases, you can visit a specialist without consulting your family doctor first. 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. The names and addresses of doctors can be found in the local telephone directory. The Yellow Pages (“Gelbe Seiten”, www.gelbeseiten.de) list specialists. You can search for a doctor in Leipzig via the following websites:

<http://www.chirurgie-portal.de/arztsuche/aerzteverzeichnis-aerzte--leipzig.html>

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

4.2 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.

4.3 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.): <http://www.aponet.de/>.



5. Shopping

Leipzig offers a vast amount and wide variety of supermarkets and shopping facilities. Most shops in the city centre open from Mondays to Saturdays between 9am and 8pm, some supermarkets between 6am and 10pm. Most of the shops (except smaller ones in the suburbs) do not close for lunch. Virtually all shops are closed on public holidays (for public holidays see also chapter National Public Holidays). In Leipzig virtually all shops close on Sundays except two supermarkets (REWE and Aldi between 1pm and 6pm) located in Leipzig's main station. Bakeries are also exceptions to the Sunday opening rule and often open on Sunday mornings. Cafés and cake shops are often open on Sunday afternoons. Many petrol stations have very long opening hours, some even around the clock. 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 closed, however they charge considerably higher prices.

Depending on your needs and wishes, you can choose from a variety of different shops:

5.1 Groceries

Groceries are sold at different prices in different supermarkets, grocery stores or markets. There are small to medium-sized grocery stores in nearly every neighbourhood.

Supermarkets

There is a wider variety of goods on offer at the bigger supermarket chains. Many supermarkets have foreign specialities from the Mediterranean, Asia or Latin America. One peculiarity at the fruit and vegetables section in some supermarkets confuses foreigners at first: In order to save personnel costs, the customer often has to pick out the products themselves and weigh it on the scales, printing the barcode to be scanned later. Here is how to do it: each type of product is collected individually and placed in a separate plastic bag (provided in the supermarket) dividing different fruits and vegetables. The number of the fruit or vegetable is written on the sign of each item. This number is keyed into the scales while the product is on the scales and a small barcode sticker with the price is printed. This is stuck on the bag and paid for at the cash desk. It should also be noted that not all fruit and vegetables have to be weighed. Sometimes the price is written per item. If this is the case then “Stück” is written in front of the produce. If the price is written in kilos or grams, the product must be weighted. In other supermarkets the fruits will be weighed at the cash desk.

Here is a list of supermarkets in Leipzig:

- Netto (a cheap option): as the following one to be found all across the city, for example at Inselstraße 4 or Ranstädter Steinweg 20.
- Aldi (a cheap option): for example in the shopping centre in the main station, this one opens on Sundays as well.
- Lidl (a cheap option): for example in the shopping centre Petersbogen (Petersstraße 36/44).
- REWE (a more expensive option): for example in the shopping centre in the main station, this one opens on Sundays as well, or at Straße des 18. Oktober/Tarostraße 2.
- Kaufland is very large and offers a broad variety of goods: for example in Dresdner Straße 78-80; Georg-Schumann-Straße 105-109; Kiewer Straße 30.
- HIT-Markt (rather expensive), Straße des 18. Oktober Nr. 44.
- Karstadt Gourmet & Feinkost (expensive option): It is part of the shop Karstadt. Here you can buy more exquisite, gourmet food. Location: Peterstr. 33.
- Kaufhof Galeria Gourmet (expensive option): It is part of the shop Kaufhof. Here you can buy more exquisite, gourmet food. Location: Neumarkt.
- Mekong Asia Supermarkt. Location: Ritterstraße 44-48.
- Asian Gourmet. Location: Hainstraße 20-24.
- Russian food store: Lenta Location: Hermelinstraße 2, Leipzig-Paunsdorf; "Samowar" on Windmühlenstraße 22/26 (near Bayrischer Bahnhof); "Kolobok" on Breite Straße 22 (Reudnitz) or "Russische Spezialitäten" on Zschochersche Straße 44.
- Turkish food store Kompass Helal Basar, Eisenbahnstr. 83
- Arabic food store: Casablanca Markt. Location: Karl-Heine-Straße 47.
- Eisenbahnstraße in general offers a huge variety of international food stores (specialising in Asian, Turkish or Russian groceries).

Furthermore, there are two supermarkets in Leipzig which sell food that is about to exceed the best-before date for extra cheap prices. One of these supermarkets is in the eastern part of the city (Eisenbahnstraße 82) and other in the west (Lützner Straße 70).

You can find more information about those supermarkets on the following website:

<http://www.im-angebot.com/index.php/filialen>

Weekly Markets

The weekly markets are very popular in Germany for purchasing fruit, vegetables, fish, meat and poultry. They normally take place once a week, often on Fridays or Saturdays, and usually take place outdoors on large squares. The times and location of the markets are advertised in local newspapers. Before closing, products are often sold at cheaper prices or bulk discount is offered because the traders want to get rid of their products. In Leipzig, the market in the city centre at Marktplatz is held every Tuesday and Friday from 9am until (about) 5pm. On Saturdays the “Verbrauchermarkt” is held from 7 am to approx. 3:30 pm at the Sportforum (tram stop: Sportforum), where you can and will for sure also buy a lot of fruits and vegetables for very cheap price. If you go there when they are about to close you can get the products even cheaper and may also bargain. You can find an overview of the weekly markets in Leipzig under:



<http://www.leipzig.de/de/buerger/freizeit/maerkte/wochen/innenstadt/>

Butcher Shops

These shops specialise in meat products and are known as “Fleischerei” in some regions. They are also referred to as “Metzgerei”. You can find them all over the city and a butcher is also included in most supermarkets. There are several places, especially on Eisenbahnstraße, where you can buy halal meat such as Kompass Helal Basar in Eisenbahnstr. 83.

Bakeries

Bakeries sell bread, bread rolls and sweet pastries. There is no other country in the world with such a wide range of breads and bread rolls as Germany. There are a total of 300 different varieties in the various regions of Germany. In many areas special breads are baked on special occasions (for instance “Easter Bread” (“Osterbrot”) or “Wedding Bread” (“Hochzeitsbrot”), which is baked to bring the wedding couple luck.

In Leipzig you find among others the following bakeries, most of them are chains:

- Backwerk (self-service bakery, cheap option): for example Grimmaische Straße/Ritterstraße.
- Bäckerei & Konditorei Göbecke (a bit priced but with very tasty products): Hans-Poeche-Str. 13
- Bäckerei Lukas: for example Grimmaische Straße/Ritterstraße and Neumarkt 30.
- Wendl Bäckerei: for example Karl-Liebknecht-Straße 13a, Bornaische Straße 30, Lindenthaler Straße 44, Könnertitzstraße 53.
- Bäckerei Seidel (SlowBaking-Bäckerei): Karl-Heine-Straße 40

Confectioneries

Elaborate, lavish cakes, sweets and pastries are made at special confectioneries (“Konditoreien”) across the country.

Kiosks

Kiosks are often open late into the evening every day of the week. They sell newspapers, drinks, sweets and cigarettes as well as milk, coffee and bread. Kiosks have different names in different regions, like “Trinkhalle” or “Büdchen”. In Leipzig they are called “Spätverkauf” or “Späti” and hold the specific that they are often open longer hours than regular supermarkets (e.g. until 10 pm during weekdays and sometimes also on Sundays). Here are some “Spätis”: Südplatzspäti on Schenkendorfstraße 20, Lothar’s Eck on Alfred-Kästner-Straße 34, Team Späti62 on Merseburger Straße 15 or Speisekammer on Holbeinstraße 19. For more Spätis near you, take a look at this list: <http://www.urbanite.net/de/leipzig/artikel/spaetverkauf-leipzig>.

Organic Food Shops

There are many special organic food shops in Germany specialising in “organically grown” produce. They are often called “Naturkostladen” and are also popularly referred to as “Bio-Laden” or “Öko-Laden”. Here you can buy groceries and products that are free of synthetic pesticides and fertilisers and which are carefully processed. Meat comes from animals “that are raised environmentally conscious”. However, “organic food produce” is also now commonly available in “normal” shops and supermarkets. The most important quality control symbols are “Naturland” or “Bioland”. These “stamps of approval” guarantee the products’ origin and quality. However, not all products that use “Bio” in their name were really produced according to the strict organic guidelines but often they are all quite expensive. Here is a list of different Organic Food Shops in Leipzig:

- Schleußig: Speisekammer, Hohlbeinstraße 19
- Plagwitz: Kostbar, Karl-Heine Straße 77
- Lindenau: Schwarzwurzel, Georg-Schwarz-Straße 65
- City centre: Macis, Markgrafenstraße 10; Vitalia (shopping center main station); denn’s (shopping center Höfe am Brühl)
- Südvorstadt: Fairkost, Karl-Liebknecht-Straße 30-32 as well as Bio Mare 2, Karl-Liebkecht-Straße 27

5.2 Clothes, underwear and socks

Especially in the winter time it can get really cold in Leipzig. Therefore we would recommend to buy a winter jacket and warm pairs of socks early enough. Relatively cheap stores for clothing are H&M, C&A and KIK and Primark. At Primark they also sell things for home like duvets, pillows, towels...A little bit more expensive are Zara, Vero Moda and Promod. Clothes from different (designer) brands can be bought at Breuninger or Peek & Cloppenburg (P&C) as well as Karstadt and many others to be found in the city centre. Please take into consideration that cheap prices can be the result of unfair or environmentally harmful production conditions. If you would like to buy environmentally sustainable and fairly produced clothes, you can find several fair trade shops in Leipzig. For example:



- Grünschnabel – Eco & Fairtrade Fashion, Nikolaistr. 20
- little kiwi, Helmholtzstr. 27
- Weltladen, Burgstraße 1

- Weltladen, Bornaische Straße 18

If you prefer to buy second hand clothes you can find several shops in Leipzig for example:

- Kleidung & Acc. Secondhand
Bolero Leipzig Kleidung & Acc. - Roßplatz 13, Leipzig
- Kleidung & Acc. Secondhand
Hilde Brandt Leipzig Kleidung & Acc. - Könnertstraße 18, Leipzig
- Kleidung & Acc. Secondhand
Mrs. Hippie Leipzig Kleidung & Acc. - Karl-Liebnecht-Straße 36, Leipzig
- Kleidung & Acc. Secondhand
Oxfam Shop Leipzig Kleidung & Acc. - Hainstr 11, Leipzig
- Kleidung & Acc. Secondhand
Garderobe West Second Hand - Merserburger Straße 31
- Kleidung & Acc. Secondhand
KAZIMIR Second Hand und Handgemachtes – Merserburger Straße 33

5.3 drug stores & pharmacies

Drug stores ("Drogerien") sell articles of personal and household hygiene, such as shower gel, washing powder and toothbrushes, as well as cleaning articles such as sponges, washing-up liquid and clothes pegs. Cosmetics, groceries for diabetics and certain non-prescription pharmaceutical products such as herbal remedies can also be purchased there.

In the city center you find for example the following drugstores and pharmacies:

- DM (Drugstore): for example Grimmaische Straße/Universitätsstraße or Hainstraße. Here you can buy shampoo, soaps, and similar products.
- Rossmann: for example on Hainstraße, similar products like in DM
- Romanus Apotheke (pharmacy): Katharinenstraße 23.
- Adler Apotheke (pharmacy): Hainstr. 9.
- Petersbogen Apotheke (pharmacy): shopping centre Petersbogen (Petersstraße 36/44).
- Löwen Apotheke (pharmacy): Brühl 52/corner Nikolaistraße.
- Karstadt Apotheke (pharmacy): Karstadt, Peterstr. 33.
- Central-Apotheke (pharmacy): Grimmaische Straße 16. Here you can get a 10% student discount if you show your student ID.

Note: In these *Apotheken* (pharmacies) you can buy medicine, should you become ill. On Sundays an emergency pharmacy is always open. See: 4.3 Pharmacies and Medicine

5.4 Bookstores and Multi Media Stores

Bookstores

Major bookstores are Lehmanns (Grimmaische Str. 10) and Hugendubel (Petersstraße 12) in the City Centre. We also recommend checking out the smaller bookstores in the neighborhood. One recommendation in this regard is the Connewitzer Verlagsbuchhandlung (Specks Hof, Schuhmachergäßchen 4) as they offer a good range of English Books in the first floor. Here you can find more information about the

Connewitzer Verlagsbuchhandlung (in German only): <http://www.cvb-leipzig.de/english-books/>

Multi Media Stores

- Saturn: Promenaden Hauptbahnhof (main station), Willy-Brand Platz 5 and Ludwigsburgerstr. 9 (in the western part of Leipzig).
- Conrad: Neumarkt 20.
- Media Markt: shopping centre Brühl 1 and Paunsdorfer Allee 1 (in the eastern part of Leipzig).

5.5 Flea Markets

- Trödelmarkt am Agragelände: agra-Gelände, 04279 Leipzig.
- Haus- und Trödelmarkt in Halle und Außengelände: 04316 Leipzig.
- Nachtflohmarkt Leipzig Kohlrabizirkus.
- Flohmarkt Westpaket: Karl-Heine-Straße, Leipzig-Plagwitz.
- Flohmarkt in der Feinkost, Karl-Liebknecht-Str. 36.

Note: You can find more information (including the opening hours) about these markets under: <http://www.westbesuch.com/> and <http://veranstaltungen.meinestadt.de/leipzig/maerkte/flohmarkt-troedelmarkt>

5.6 Shopping Malls

- Promenaden Hauptbahnhof, main station
- Höfe am Brühl, address: Brühl 1, 04109 Leipzig, tram: 1, 3, 4, 7, 9, 12, 14, 15
- Paunsdorf Center, address: Paunsdorfer Allee 04329 Leipzig, tram: 3E, 7
- Allee Center, address: Ludwigsburger Str. 04209 Leipzig, tram: 8, 15

6. Living in Leipzig

6.1 Applying for a room in one of the halls of residence

The Studentenwerk Leipzig has more than 5,000 rooms in 14 residential areas at its disposal. The student halls of residence vary greatly in terms of size, location in Leipzig, and in part the level of comfort offered. The most common type of accommodation is a flat share for several students, in their own rooms, who share a kitchen and bathroom. In addition to these there is a limited number of single apartments (one-room apartments) available as well as larger flat shares. 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. **Note:** To connect to the Internet on a Wohnheim of the Studentenwerk Leipzig, you will need a Cat-5 cable with RJ45 connectors, which you can purchase in Cyberport at Neumarkt 29.

You can apply online for a room in one of the halls of residence. Simply set up a user account and follow the instructions. You will need a study permit or a certificate of enrolment for your application: <https://www.studentenwerk-leipzig.de/en/housing/online-application>. Almost 15 per cent of students in Leipzig live in halls of residence, with approximately 30 per cent of them coming from abroad. Most rents range between 180 and 425€ - depending on the type of accommodation, room amenities and the location of

the halls. 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). Please see in this regard also the information provided in the sub-chapter “Things to consider when you are about to leave Leipzig”.

The illustrated dorm dictionary “idormdict” may also be useful for your search:
<http://idormdict.de/?lang=en>

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

6.2 Looking for an Apartment

Many of the local newspapers list flats for rent. These lists often come out in the weekend issues (Saturdays). You can find these offers in the classifieds section (“Kleinanzeigen”) and in the property section (“Immobilienteil”). This has flats to rent (“Vermietungen”) and flats to buy (“Wohnangebote”). There is either a telephone number that you can call or a “Chiffre” number. In this case a letter must be sent to the newspaper quoting the “Chiffre” number. The newspaper will then forward the letter to the respective person advertising the flat. Most newspapers also have Internet websites. You can check flat offers and place adverts at any time on the Internet.

There are a number of special abbreviations used in adverts that describe the apartments on offer. Here are some of the most used terms:

- “2 ZKB” means 2 rooms, kitchen, bathroom
- “2 ZKBB” means 2 rooms, kitchen, bathroom, balcony
- “EG” means Ground floor
- “2. OG” means second floor
- “DG” means roof or loft apartment
- “VH” means front of the house
- “HH” means back of the house
- “qm” means square metre and describes the size of the apartment.
- “KM” means “Kaltmiete” (cold rent; i.e. rent without heating costs)
- “NK” means “Nebenkosten” (ancillary costs); these are extra costs for rubbish disposal, street and house cleaning costs as well as heating and water costs
- “WM” means “Warmmiete” (warm rent; this is the cold rent plus the “NK” ancillary costs)
- “WBS” means “Wohnberechtigungsschein”; this is a certificate that allows you to live in certain cheaper apartments

6.3 Looking for Shared Flats

If you do not want to rent an apartment on your own but to share one, there is also the possibility of renting a furnished room in a flat with other people. The term used to describe shared flats is “Wohngemeinschaften” or “WG”. Often you will see the term “WG Zimmer”, which means a room in an apartment with other people. Unlike in many other countries, many flats do not come furnished and lodgers are expected to bring with them furniture, which presents difficulties if only planning a limited stay. Many “WGs” require you to find a replacement lodger for your room when leaving.

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.: <http://www.dsble.de/wohnen>

Many students who leave the city for a limited period of time sublet their rooms or apartments. This means that the flats or rooms are rented without a contract being signed with the actual landlord. The contract is merely signed with the tenant (“Untermietvertrag”).

When signing a contract please ensure that you understand what is written in the rental agreement (e.g. duration of agreement, costs, bills etc.)

Note: If you are looking for a shared flat your prospective flat mates might invite you for an interview in order to get to know if you would get on with one another.

6.4 Things to keep in mind before you move into an apartment or a shared flat

Rent and Deposit

Rent (“Miete”) is the amount paid by the tenant (“Mieter”) to the landlord (“Vermieter”) 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). Some of the additional costs are dependent on personal usage such as heating and water costs. The others depend on the size of the apartment. Electricity and telephone costs are normally paid directly by the tenants themselves. The ancillary costs and the costs for gas and electricity are paid monthly at a predetermined fixed rate. 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 (“Kautiion”) 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.

Please check also for how long the rental agreement is closed and if it is possible to move out before the contract expires.

Moving Flat

If you move into a new apartment, even if it is in the same town, you must register in one of the so called Bürgerämter normally within 14 days after the move. An overview of the Bürgerämter and their office hours in Leipzig is to be found under:

<http://www.leipzig.de/de/buerger/service/wegweiser/buergeramt/uebers/>

During the EMGS introductory programme you will be assisted in the registration.

However if you move afterwards to a new address, please inform the Bürgeramt about it. Please be aware that it is also possible to inform the postal service and have mail redirected to your new apartment. This is called a “Nachsendeantrag”. All post will be redirected to your new apartment for a period of six months or one year. However, you will have to pay for this service. It is nevertheless generally recommended to inform your

correspondents, e.g. authorities, health insurance, etc., as soon as possible. You can arrange for the service to redirect your mail at any post office.

When the time in Leipzig has come to an end and you want to go leave for your second year study place (or just to another flat or wherever) you could hire a moving company. However there are lots of cheaper alternatives of delivery companies like the “Post” (“DHL”), “GLS”, “UPS”, “Hermes” or “FedEx”.

If you have an EU driver’s license or an international driving license you can rent a truck from the most known carsharing websites like “teilAuto”, “Hertz”, “Europcar” or “Avis”. Some companies offer that you can rent the car in Leipzig and return it at your new city, which might save you time and also money.

House Caretaker and House Rules

In houses with a number of tenants, there is often a house caretaker (“Hausmeister”) and house management (“Hausverwaltung”). The house caretaker and house management are responsible for organisational measures and repairs within the house and the apartments.

In larger apartment blocks with numerous tenants there is normally a set of house rules (“Hausordnung”). Certain problems associated with living together in a joint house are addressed in the house rules, for example, allocating who is responsible for cleaning the stairs (which are called “Hausflur” or “Treppenhaus” in German) on which days, or laying down the times when residents must be quiet within the house, which is normally after 10pm.

If there is no house caretaker then the residents are legally bound to remove snow and ice from in front of their house during winter. This is generally stated in the rental contract. As the tenants are responsible for removing snow and ice they are therefore also liable for all injuries incurred if they fail to meet their obligations. In some regions the streets also have to be swept once a week.

Water, Electricity and Rubbish

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. There are often major price differences depending on which company supplies your electricity. You can also choose which kind of electricity you want: environmentally friendly electricity or nuclear. You may inform yourself about green energy options under: <http://www.biostromvergleich.de/oekostrom-leipzig> or <https://www.stromvergleich-leipzig.de/oekostrom.html>.

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. Single storey heating, coal heating, gas and oil heating are charged separately. The tenant is responsible for payment and ensuring that his supplies are adequate.

Environmental constraints mean that it is common in Germany to divide rubbish into different groups and not throw it all into the same bin. There are normally several different bins in each apartment block. Paper, glass and packaging are often collected separately. You can recognise the paper container by its blue colour. Plastic packaging is often

labelled with the so-called “Grüner Punkt”, a symbol showing that it can be recycled (in yellow container, “Gelber Sack/Gelbe Tonne”). The same applies for food waste (“Biomüll”) that can be turned into compost (in brown container). Finally, there is “Restmüll” (all other types of rubbish) that do not fall into the other categories (in black container, “Schwarze Tonne”). This other rubbish, the “Restmüll”, is regularly collected, as is the packaging placed in the yellow container (“Gelber Sack”) and the paper, cardboard and glass. However, there are exceptions; certain types of rubbish, the so-called “Werkstoffe”, must be handed in to special depots. All types of rubbish that contain poisons or chemicals, such as fridges and paints, have to be taken to special depots as they cannot be put in the regular rubbish bins. They are referred to as “Sondermüll”. These special depots are run by the local refuse disposal companies. Batteries also fall into this category. They can often be disposed of in supermarkets or specialised electrical goods stores.

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 17.50€ 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 17.50€ once for all of you. However, this is only the case if the shared flat is separated from a public corridor or stairwell by a door and only those living in the flat have a key for the door.

The Rundfunkbeitrag administration receives their data from the local residents' registration office. Therefore you will receive a letter concerning the payment of the Rundfunkbeitrag 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/>. For more detailed information visit:

https://www.rundfunkbeitrag.de/welcome/englisch/index_ger.html

6.5 Where to rent cars, bicycles, etc.

In case you prefer to rent a car or bicycle you can check the following offers:

- Europe car (car rental): Lützner Straße 179 2, 04179 Leipzig and Sachsenseite 3, 04103 Leipzig:
<http://www.europcar.de/>
- Hertz (car rental): Willy Brandt Platz 5, c/o Deutsche Bahn Reisezentrum/ticket office Leipzig, <http://www.hertz.de/>
- Avis (car rental): Ludwig Erhard Str. 53, Im Listbogen, 04103 Leipzig, <http://www.avis.de/default.aspx>
- Buchbinder (car rental): Kuchengartenstr. 3 / Ecke Ludwig-Erhardt-Str., 04315 Leipzig, <http://www.buchbinder.de/>
- Teilauto: this is an organisation to share cars, further information: <http://www.teilauto.net/>
- Lucky Bike: Alte Messe 1, this store sells second hand bikes on the first Saturday of every month. Demand here is high so get there as early as the shop opens, <http://www.lucky-bike.de/>
- Fahrradmarkt Leipzig: Several times a year the Fahrradmarkt-Leipzig takes place at the media city Leipzig in the Altenburger Straße 9. On these websites you can find detailed information and check for the next date: <https://www.fahrradmarkt-leipzig.de/ueber-uns/> and <https://www.facebook.com/fahrradmarkt-leipzig/>

- Radfahren-in Leipzig: On this website you can find detailed information about bike stores, repair services and cycling tours all around the city
<http://www.urbanite.net/de/leipzig/artikel/uebersicht-leipziger-fahrradlaeden>
- Should you need to rent a van (e.g. when you are about to move from one apartment to another), you can get a discount with your student ID at most of the car rental companies

If you'd like to buy a bike you can go into bike shops like Little John Bikes (Martin-Luther-Ring 3-5); Lucky Bike (Hans-Poeche-Str. 23-25) or Rücktritt (Grünewaldstraße 13). There is also a cheap alternative: the bike-auction by the lost property office. It doesn't take place regularly, so please check

<https://english.leipzig.de/services-and-administration/public-order-and-security/leipzigs-lost-property-office/> for the next date.

Or you can go to Secondhand-Bike-Fair in the Alte Messe (Prager Str. 200). It takes place every first Saturday in the month.

You can also use public bike rental service "nextbike". International students of Leipzig University may use a nextbike the first 30 minutes for free. Every further 30 minutes cost 1.00€ and you pay 9.00€ max. for 24 hours. To register, please bring your student ID and your identity card/passport to the LVB-tower across the Hauptbahnhof (main-station). You can find further information here: <https://www.studentenwerk-leipzig.de/service/mobil-leipzig>

6.6 Where to repair your everyday items

- **Café kaputt:** You can repair your everyday items, i. e. your clothes, technical equipment, furnitures etc., at the repairingcafé. It is an educational project and offers you help in various sectors for repairing everyday stuff.

OPENING HOURS:

- **Craftwork:** Tuesdays 6.00pm – 8.00pm
- **Technical equipment:** Tuesdays 4.00pm – 6.00pm
Wednesdays 4.00pm – 8.00pm
- **Clothes:** Thursdays 4.00pm – 6.00pm

All opening hours are open to everyone and in order that everyone can join the Café kaputt it is financed on donations.

There are volunteer helps for support during repairing and the different tools are available for community use.

CONTACT: Merseburgerstraße 102, 04177 Leipzig

You can find more information here <https://reparieren-in-leipzig.de/> or on facebook <https://www.facebook.com/CafeKaputt/>.

There is also the possibility to ask in advance by e-mail about the possibility of repairing certain items: cafekaputt@lebenlernenleipzig.de

- **Further repair options:**
There exist further repair facilities which are located all over the city. You can find an overview here: <https://reparieren-in-leipzig.de/reparaturmoglichkeiten-in-leipzig/>
- **Do-It-Yourself Bicycle Repair Shops:** There are there three do-it-yourself repair shops where students can repair their bikes for free:
 - Repair shop Fahrradselbsthilfewerkstatt “Radgeber”:
Leplaystraße 5, 04103 Leipzig
Office hours: Monday to Friday 10.00 am – 7.00 pm
Contact: +49 341 2199149 or post@radgeber-leipzig.de
 - Repair shop Fahrradselbsthilfewerkstatt “RadSchlag”:
Schulze-Boysen-Str. 16 – Ecke Mühlstraße, 04317 Leipzig
Office hours: Monday to Friday 10.00 am – 7.00 pm
 - Repair shop Werkstatt des Villa e.V.:
Lessingstraße 7, 04109 Leipzig
Office hours: Monday to Friday 04.00 pm – 7.00 pm
Contact: +49 341 35 52 040 or hauszentrale@villa-leipzig.de

If needed free expert counselling is provided to students when repairing their bicycles. For this service you will have to present your student card containing the “SB” or “MDV” logo for the running semester.



This photo was taken on the Fockeberg by Jin Wang and is licensed under a Creative Commons Attribution: <http://creativecommons.org/licenses/by-nc-sa/2.0/>

How GS students experience the study programme

After I had received the letter of acceptance from the Global and European Studies Institute in Leipzig, I started asking myself: is Global Studies the right programme to choose? Is it really worth trading familiarity and continuity for uncertainty and change? Two years later, writing my final master thesis in Vienna, it has become clear that the answer to both questions is 'yes' – not only in my case, but in general. I would like to take this opportunity to explain to potential future EMGS students why I consider the programme so highly recommendable.



Without doubt the experiences people have during two years of Global Studies vary enormously. However, some characteristics of the “Global Studies Experience” can be generalised.

Firstly, the programme enhances people's sensitivity for other cultures. I don't mean this in the sense of “learning to live with difference”; rather, Global Studies can show you that if you don't just travel a country for a few weeks, but actually live there for a few months, many things that seem very different in the beginning may not be so different after all.

Secondly, even though it is always stressful in the first weeks, having to adapt to different social and institutional settings rather often makes you turn this challenge into a skill. This skill will remain with you, no matter which professional environment you choose for the future.

Thirdly, and most importantly, the EMGS Experience equips students with a unique awareness of diversity of ideas. It is one thing to know about differing theories and methodologies; it is quite another thing to actually experience the influence of varying conceptualizations of the world. The MA Global Studies enables students to be exposed to various, sometimes even conflicting world views, and to observe what milieus are likely to be associated with which philosophical outlook.

The cosmopolitan (multi-) experience which people participating in the Global Studies programme make does not make them unbiased, but maybe a little less dogmatic and a little more open to diverse opinions than students who spend five years at just one institution, with only one dominant perspective. In my view, this awareness of diversity of ideas constitutes the strongest advantage of EMGS students.

Furthermore, the programme is characterized by an extremely caring and helpful administration that provides constant support throughout your stays at the different universities. These aspects make Global Studies the ideal master's course for everybody who aims at combining great personal experiences with unique academic opportunities.

*Felix Müller
2010-2012
London, Dalhousie, Vienna*



This photo was taken by Luis Guillermo Pineda Rodas and is licensed under a Creative Commons Attribution.



Spare-time activities



7. Spare-time activities

Leipzig has a very rich cultural scene that offers a lot of spare-time activities for every taste, so we are sure you will not get bored during your stay.

An online calendar of daily activities is to be found under: <https://www.leipzig-im.de/> or <http://www.kreuzer-leipzig.de/>.

The website Hidden Leipzig (http://www.verborgenes-leipzig.de/en/Home_110.html) gives you a list of interesting and helpful tips for spare-time activities in Leipzig.

For spare-time activities with an academic background (open lectures, workshops etc.) make sure to check the GESI news website, where those are listed regularly: <http://gesi.sozphil.uni-leipzig.de/masters/globalstudies/>.

In most of the pubs and bars you will also find flyers announcing events in Leipzig as well as the Frizz and Blitz (both magazines are free) that list cultural events. Below you will find a list of locations of several types:

7.1 Theatres

Mostly in German language only

- Academixer (Cabaret) Kupfergasse 2
<http://www.academixer.com/>
- Musikalische Komödie Dreilindenstraße 30
<http://www.oper-leipzig.de/de/musikalische-komoedie>
- LOFFT (off- theatre Leipzig) Spinnereistraße 7, Halle 7
<http://www.lofft.de/web/index.php>
- Schauspiel Leipzig - Centraltheater Bosestraße 1
<http://www.schauspiel-leipzig.de/>
- Leipziger Pfeffermühle (Cabaret) Katharinenstraße 17
<http://www.kabarett-leipziger-pfeffermuehle.de/>
- Neues Schauspiel Lützner Straße 29
<http://www.neues-schauspiel-leipzig.de/>
- Schaubühne Lindenfels Karl-Heine-Straße 50
<http://www.schaubuehne.com/>

7.2 Music (Classical)

- Gewandhaus (philharmonics) Augustusplatz 8
<http://www.gewandhaus.de/spielplan/>
- Oper (Opera-House) Augustusplatz 12
<http://www.oper-leipzig.de/>
- Thomanerchor (Thomaskirche) Martin-Luther-Ring
<http://www.thomanerchor.de/de/54/p1/veranstaltungen.html>
- University of Music and Theatre »Felix Mendelssohn Bartholdy« Leipzig
This school offers various classical events at a very cheap price or even for free because it is mostly their students performing. Final project presentations have usually free admission. Make sure to check their events from time to time:
<https://www.hmt-leipzig.de/en/hmt/veranstaltungen>.

7.3 Bars and Pubs

- The streets and areas around Karl-Liebnecht-Straße (city district Südvorstadt and Connewitz) and Karl-Heine-Straße (district Plagwitz/Western part), Gottschedstraße (Western Centre), Eisenbahnstraße (Volkmarshdorf) and Barfußgäßchen (Centre) are lined with bars, pubs, and cafés.



Source: <http://www.fona.de/de/5890>.

7.4 Cinemas

Most films are dubbed, but in some more alternative cinemas (Programm kino) you can find original films with German subtitles (OV-Version)

- Cineding (Programm kino), Karl-Heine-Straße 83
<http://www.cineding-leipzig.de/>
- CineStar (in the building Petersbogen), Petersstr. 44
<http://www.cinestar.de/de/kino/leipzig-cinestar/>
- Cinémathèque in der naTo (Programm kino), Karl-Liebnecht-Str. 48
<http://www.nato-leipzig.de/programm/aktueller-monat/>
- Freilichtkino auf der Pferderennbahn, Im Clara-Park (only during summer
http://www.ikdb.de/kinos/leipzig/freilichtkino_pferderennbahn_leipzig.html
- LuRu Kino in der alten Spinnerei, Spinnereistr. 7, Further information:
<http://www.luru-kino.de/>
- PassageKinos (Programm kino), Hainstr. 19a
<http://www.passage-kinos.de/>
- Prager Frühling (Programm kino), Bernhard-Görling-Str. 152
<http://www.kinobar-leipzig.de/cgi-bin/index.pl>
- Regina Palast, Dresdner Str. 56
<http://leipzig.cineprog.net/>
- Schaubühne Lindenfels (Programm kino), Karl-Heine-Str. 50
<http://www.schaubuehne.com/>
- Schauburg, Antonienstr. 21
<http://www.schauburg-leipzig.de/>
- Sommerkino auf der Feinkost (Programm kino, only during summer), Karl-Liebnecht-Str. 36
<http://www.kinobar-leipzig.de/sommerkino/>
- UT Connewitz (Programm kino), Wolfgang-Heinze-Str. 12a
http://www.utconnewitz.de/index.php?article_id=1&category=FILM
- Wissenschaftskino Leipzig (Science Cinema, only few events per year), Grimmaische Str. 6: <http://www.leipzig.de/wirtschaft-und-wissenschaft/wissenschaft-fuer-alle/wissenschaftskino/>

7.5 Clubs

There are many clubs in Leipzig, see for example a list of cultural venues under: <http://kreuzer-leipzig.de/adressen/>. Some clubs might open only for special events or change their locations...The most known ones are:

- Moritzbastei (Centre): Universitätsstraße 9
- Havanna Tanzclub (Centre): Große Fleischergasse 19
- Absturz (Südvorstadt): Karl-Liebknecht-Straße 36
- Distillery (Südvorstadt) : Kurt-Eisner-Straße 108
- Ilse Erika (Südvorstadt): Bernhard-Göring-Straße 152
- Volkshaus (Südvorstadt): Karl-Liebknecht-Straße 30-32
- Conne Island (Connewitz): Koburger Straße 3
- Werk 2 (Connewitz): Kochstraße 132
- Institut für Zukunft (Südvorstadt): An den Tierkliniken 38-40
- Alte Damenhandschuhfabrik (Plagwitz): Klingenstrasse 20
- Elipamanoke (Plagwitz): Markranstädter Straße 4
- Haus Auensee (Wahren): Gustav-Esche-Straße 4
- Nachtcafé (Centre): Petersstraße 39/41
- Club L1 (Centre): Markt 17
- Club Velvet (Centre): Körnerstraße 68
- STUK (Centre/Südost): Nürnberger Straße 42
- Twenty One (Centre): Gottschedstraße 2
- Täubchenthal (Plagwitz): Wachsmuthstraße 1
- mjut (Centre Ost): Lagerhofstraße 2



If you like electronic music, check this website: <http://www.frohfroh.de/>

This photo was taken by Sevim Varliklar and is licensed under a Creative Commons Attribution: <http://creativecommons.org/licenses/by-nc-sa/2.0/>.

7.6 Festivals

Music

Rock am Kuhteich, in May (open air; Punk, Rock, Ska, Folk)

<http://www.rock-am-kuhteich.de/anfahrt>

acapella, in May (indoor; Acapella)

<http://www.a-cappella-festival.de/index.php/en/>

Wave Gothic Treffen (the biggest in the world), in May (Gothic, Metal, Electro, Neofolk, EBM)

<http://www.wave-gotik-treffen.de/>

Kosmonaut, in June (open air; Indie, Electro, Hip Hop)

<http://www.kosmonaut-festival.de/>

Bach Fest, in June (Classical)

<http://www.bachfestleipzig.de/en/bachfest>

Klassik airleben, in June (Classical, open air-concerts of the Gewandhausorchester)

<https://www.gewandhausorchester.de/hoehepunkte-201819/klassikairleben/>

TH!NK, in July (open air; Electro)

<http://www.think-festival.de/>

Ancient Trance Festival, in August (open air, festival for worldmusic)

<https://ancient-trance.de/de>

Film

DOK, in October (Documentary)

<http://www.dok-leipzig.de/home/?lang=en&>

Lateinamerikanische Filmtage, in October (Latin American films)

<http://lateinamerikanische-tage.de/>

Französische Filmtage, in November (French films)

<http://www.franzoesische-filmtage.de/>

Italienische Filmtage, in December (Italien films)

<https://passage-kinos.de/cinema-italia>

Kurzsuchtig, in April (short movie festival)

<http://kurzsuechtig.de/>

GlobalE, between July and November, (political, globalization-critical films), **free entry**

Art

Spinnerei Rundgang, in January, May, September (art)

<http://www.spinnerei.de/events.html>

HGB Rundgang, in February (art)

<https://www.hgb-leipzig.de/index.php?a=aktuell&js=2>

f/stop, in June (Photography)

<https://de-de.facebook.com/FSTOPLeipzig>

7.7 LGBTQIA*-Life

Leipzig offers a large variety of locations for LGBTQIA* people. You can find information on venues and events under:

[http://www.dailyxtratrans.com/germany/saxony/leipzig?AspxAutoDetectCookieSupport=](http://www.dailyxtratrans.com/germany/saxony/leipzig?AspxAutoDetectCookieSupport=1)

[1](http://www.patroc.de/leipzig/)

<http://www.patroc.de/leipzig/>

<http://stura.uni-leipzig.de/gleichstellung-lebensweisenpolitik>

7.8 Parks

Leipzig is an extremely green city since huge parts of it are covered with parks and gardens. Thus, especially in the summer, you can enjoy the greenery by taking a nice walk and relax on a bench or on the grass. Just 500 metres from the GESI is the Rosental Park where you can also find the so-called “Zoo window” which gives a nice view on some of the zoo animals. The following parks are worth a visit:

- | | |
|----------------------|---------------------------|
| • Bretschneider-Park | Grüner Weg |
| • Botanischer Garten | Linnéstraße 1 |
| • Clara-Zetkin-Park | Martin-Luther-Ring |
| • Palmengarten | Lützner Straße |
| • Friedenspark | Prager Str. |
| • Lene-Voigt-Park | Gerichtsweg/Riebeckstraße |
| • Mariannenpark | Rohrteichstraße |

We also recommend that you to have a walk to the “Fockeberg“, a small “mountain” made of the rubble after WWII that is located in the Southern part of Leipzig and from which you are offered a beautiful view over Leipzig. It is accessible from Fockestraße.

Gardens

If you have a “grünen Daumen”, meaning you like working in the garden, there are some initiatives in Leipzig that make it possible to enjoy a garden even in the city. You can grow your own vegetables and fruits, help out with garden work, buy the organic food, or just enjoy cake and co, sitting under a tree in the garden in summer:

<http://annalinde-leipzig.de/>, <http://www.querbeet-leipzig.de/>,
<http://www.nachbarschaftsgaerten.de/>, <https://de-de.facebook.com/pages/Zum-Wilden-Heinz/139992709534579>.



This photo was taken at Friedenspark by Jin Wang and is licensed under a Creative Commons Attribution: <http://creativecommons.org/licenses/by-nc-sa/2.0/>.

7.9 Wildpark Connewitz

In this part of Leipzig you can watch the local animals. It is certainly worth an evening's visit and also offers a playground for children. There is no entrance fee – but donations are welcome. There are also vending machines with food for the animals. If you visit in the winter, do not miss a cup of tea in the Blockhaus. In order to reach the park take tram 9 to Markkleeberg-West (terminus) and get out at the station “Wildpark”. For further information please visit: <http://www.wildparkverein-leipzig.de/>

7.10 Zoo

Accessible by Tram 12, just a two-minute-walk from the GESI. Although quite expensive to enter, it is a modern zoo where you can expect to see many interesting animals. For further information please visit: <http://www.zoo-leipzig.de/>

7.11 Museums

Museums in Germany are usually closed on Mondays and some have one day in the week/month with free entry. You can find further information about the times of entry, prices, etc. on the internet. Also, look out for “Museumsnacht” which is one night a year where all the museums are open late into the night.

- Antikenmuseum (Museum of the Ancient World): Nikolaikirchhof 2
<http://www.uni-leipzig.de/antik/index.php?id=9>
- Bach-Museum im Bach-Archiv (Museum of Johann S. Bach): Thomaskirchhof 15/16
<http://www.bachmuseumleipzig.de/de/bach-museum>
Free entry every first Tuesday of a month.
- Botanischer Garten (Botanical garden): Linnéstraße 1
http://www.uni-leipzig.de/bota/info/default_i.php

- Galerie für Zeitgenössische Kunst (Gallery of Contemporary Arts): Karl-Tauchnitz-Straße 11
<http://www.gfzk.de/>
Free entry every Wednesday
 - Grassimuseum: Johannisplatz 5-11
Museum für angewandte Kunst (Museum of applied arts)
Museum für Völkerkunde (Ethnographical Museum)
Museum für Musikinstrumente (Museum of Musical Instruments)
<http://www.grassimuseum.de/>
Free entry every first Wednesday of a month.
 - Naturkundemuseum: Lortzingstraße 3
<http://naturkundemuseum.leipzig.de/>
Free entry every last Sunday of a month.
 - Museum der bildenden Künste (Museum of Fine Arts): Katharinenstr. 10
<http://www.mdbk.de/>
Free entry every first Wednesday of a month.
 - Museum „Runden Ecke“ (Museum on GDR's intelligence service "Stasi"): Dittrichring 24
<http://www.runde-ecke-leipzig.de/cms/>
Free entry all days.
 - Museum für Druckkunst: Nonnenstraße 38
<https://www.druckkunst-museum.de/de/>
 - Schumann-Haus (Museum of Robert Schumann): Inselstraße 18
<http://www.schumann-verein.de/>
 - Mendelssohn-Haus (Museum of Felix Mendelssohn Bartholdy): Goldschmidtstraße 12
<https://www.mendelssohn-stiftung.de/museum/>
 - Zeitgeschichtliches Forum: Grimmaische Straße 6
<http://www.hdg.de/leipzig/>
Free entry all days in the permanent exhibition.
-
- Stadtgeschichtliches Museum Leipzig: Altes Rathaus (Old City Hall)
<http://www.stadtgeschichtliches-museum-leipzig.de/>
Free entry every first Wednesday of a month.
 - Archiv Bürgerbewegung (archive of the civic movement): Katharinenstraße 11
<http://www.archiv-buergerbewegung.de/>
 - Schillerhaus (Schillerhouse): Menckestraße 42
<http://www.leipzig-gohlis.de/schillerhaus/>
Free entry every first Wednesday of the month.
 - Völkerschlachtdenkmal (Monument of the Battle of Nations): Prager Straße 212
<https://www.stadtgeschichtliches-museum-leipzig.de/besuch/unsere-haeuser/voelkerschlachtdenkmal-forum-1813/>

7.12 Galleries

Leipzig has a very rich art scene. A lot of young artists come from all over the world to Leipzig to study at the Academy of Visual Arts Leipzig (Hochschule für Grafik und Buchkunst, HGB). These students are eager to show their work to an audience and therefore you can find a lot of small exhibitions and alternative art projects which claim their place in Leipzig's unoccupied off-spaces. These projects are often unfunded and

only announced on facebook or with flyers/postcards at pubs and galleries, so keep your eyes and ears open.

Especially interesting for people looking for artists from their own home country is the Leipzig International Art Programme (LIA) which invites young artists from different nations to Leipzig, gives them a working space, and exhibits their work at the end of their stay: <https://liap.eu/index.php/de/>.

You don't want to miss going to the "Alte Baumwollspinnerei", <http://www.spinnerei.de/home-95.html>. It's a closed cotton mill industrial complex from the 19th Century which opened its space in the 90ies for the cultural scene. Today there are galleries, studios, small workshops, guest apartments, a library, shops, a cinema and a café. Best time to pay the "Spinnerei" a visit is during a work show, called "Spinnerei Rundgang" - it's a huge happening where all kind of people come together. Here is a list of galleries, some of them you can find on the "Spinnerei" area:

Galerie Schwind (Gohlis) Springer Straße 5
 Kunstraum E (Volkmarshaus) Eisenbahnstraße 109
 Galerie Irrgang (Centre) Dittrichring 6
 Galerie Kub (Südvorstadt) Kantstraße 18
 Potemka (Plagwitz) Aurelienstraße 41
 Galerie Eigen+Art (Plagwitz) Spinnereistraße 7
 Maerzgalerie (Plagwitz) Spinnereistraße 7
 Galerie Kleindienst (Plagwitz) Spinnereistraße 7
 B2 (Plagwitz) Spinnereistraße 7
 Halle 14 (Plagwitz) Spinnereistraße 7
 D21 (Lindenau) Demmeringstraße 21
 Galerie Hoch+Partner (Lindenau) Lütznerstraße 91



7.13 Religious institutions

Most people in Leipzig are either atheists or Protestants. Church services for Catholics normally take place on Saturday at 6pm or Sundays at 8am or 9.30am. Church services for Protestants normally take place on Sundays at 9:30am or 11:15am. But there are exceptions, in Nikolaikirche for example, at 5pm; for further general information please see: <http://www.kirche-leipzig.de/> and <http://www.propstei-leipzig.de/seiten/start>.

A small Chinese church is located in Jacobstraße 17.

A Russian-orthodox church is located in Philipp-Rosenthal-Straße 51A. Phone: +49 341-8781453.

A Jewish synagogue is located in Löhrrstraße 10 (close to the GESI).

There are several mosques in Leipzig. You can get an overview on: <http://www.leipzig.de/jugend-familie-und-soziales/auslaender-und-migranten/migration-und-integration/interkulturelles-leipzig/religioese-gemeinschaften/#c49632>.

The Vietnamese-Buddhist Community is located in Torgauer Straße 51. Phone: +49 341-2346230.

Leipzig English Church at Scharnhorststraße 29, <http://www.leipzig-english-church.de/>.



7.14 Kanupark Markkleeberg

In this park you can go rafting, kayaking and canoeing.

For further information please visit: <http://www.kanupark-markkleeberg.com/>

In order to get there take tram 15 (to Meusdorf) stop: Probstheida, and then take the bus 141 (to Borna), the stop is: Auenhain, Kanupark

7.15 Kletterpark Leipzig

Am Albrechtshainer See 1 Kletterpark is an outdoor activities high-ropes park where you can take part in high-rope courses, <http://www.kletterwald-leipzig.de/>.

To get there take the tram 15 to Meusdorf, and get off at the station Meusdorf, there you take the bus 171 to Naunhof, the stop is Albrechtshain/Dorfstraße. From there walk 10 minutes to get to the Kletterwald.

7.16 Further sights and places of interest

“Völkerschlachtdenkmal” (Monument to the Battle of the Nations)

Also known as the Monument to the Battle of the Nations, the impressive temple monument rises 91 metres into the sky on a site close to where Napoleon’s command post stood during the Battle of Leipzig in 1813. 364 steps lead to a viewing platform which gives phenomenal views of Leipzig and the surrounding area.

The impressive monument complex with the integrated Forum 1813 museum covers four hectares and gives spectacular insights into the events of the Battle of Leipzig and its aftermath.

Source: http://www.stadtgeschichtliches-museum-leipzig.de/site_english/voelkerschlachtdenkmal/index.php



This photo was taken by Luis Guillermo Pineda Rodas and is licensed under a Creative Commons Attribution: <http://creativecommons.org/licenses/by-nc-sa/2.0/>

Botanischer Garten der Universität

The botanical garden of Leipzig University is worth a visit. It consists of a “scent and touch garden” and a garden for medical plants as well as several green houses. The botanical garden is situated in Linnéstraße 1, next to the Friedenspark in the Eastern part of the city centre. The entry for the garden is free however for entry to the greenhouse a fee of 3.00€ is charged for students.

Source: http://www.uni-leipzig.de/bota/info/default_i.php

Mädlerpassage

The “Mädlerpassage” is a huge area with impressive architecture in the city centre of Leipzig. On your way through the Mädlerpassage you will pass striking shop fronts and the six entrances to the upper floors. The stairways to the former exhibition areas, which were partly rebuilt as offices during the 1997 reconstruction work, are also architecturally remarkable. The Portals A, B and D are all framed by cherubs holding coats of arms and

flanked by vases, following the classicism style. The rotunda is 12 metres in diameter and is about 15 metres high with a glass cupola. There is a Glockenspiel made of Meissener porcelain, which was installed in 1970 above the exit to Petersstraße (newly installed in 1997). Today various classical or folk melodies are played on the hour. Besides that, the “Mädlerpassage” also hosts Auerbach’s Cellar, which is a famous historic restaurant founded in 1525.

For more information on the history and the architecture of the building, see source: <http://www.maedlerpassage.de/en/history/>

Gohliser Schlößchen

The chateau of Gohlis counts as a small treasure of the Saxonian cultural history. It was built in 1756 in the Rococo style and restored in 1998. Today it can be booked for weddings, congresses and other events.

Source: <http://www.gohliser-schloss.de/html/>

7.17 Around Leipzig: Lakes

Leipzig’s great hotspots in the summer are the lakes that surround the city and where you can take a relaxing swim and feel as if you were on holiday. What is more they are accessible via public transport and have excellent water quality. All have a variety of restaurants or kiosks where you can purchase refreshments.

- Cospudener See (locals also call it “Cossi” or “Costa Cospuda”): take tram 9 to Markkleeberg-West (terminus) and from there it is a short walk
- Kulkwitzer See (“Kulki”, also offers the possibility to do water skiing): take tram 8 or 15 to Miltitz (terminus) and get off at Plovdiver Str., walk along Lützner Straße to get to the lake
- Markkleeberger See: take tram 11 to Markkleeberg-Ost (terminus) and from there it is a short walk

7.18 Sports

There are a lot of possibilities to do sports in Leipzig and several institutions offer courses such as basketball, aerobics, yoga or swimming. The best and cheapest possibility for students to attend sports courses is to register with the sports centre at the Leipzig University. You can register on the internet for the courses you wish to attend before the semester starts (i.e. in March for the summer term and in September for the winter term). All you need is your name, e-mail-address and student number (“Matrikelnummer”). The fee varies between 20 – 40 Euros per semester; some of the courses are free of charge. There is always a high demand for the courses and therefore courses are quickly booked. Thus assure that you register on the day, if not the hours following, when registration opens. You find information under: <http://www.hochschulsport-leipzig.de/>

How to book a sports course at the Leipzig University?

1. Click “Programm und Buchung”, there you’ll find different options, click “buchen” and you will see this term’s programme. You’ll find all the courses that are offered in an alphabetic order.
2. By clicking the course, e.g. “Irish dance”, you will enter the page which contains the course’s details. There you will be able to see date, time, place and price of the course and if you can still apply for it. This is indicated by the button at the end

of the scheme (“Buchung”). If it is green and says “buchen” there are still some places available in the course, if it is orange there are two possibilities: You can join a waiting list or it is already fully booked. By clicking the abbreviation of the place (see “Ort”) you will see the exact location of it on a map of Leipzig.

3. If you want to book the course, click the green button saying “buchen” or enter the waiting list by clicking on the orange one.
4. After that you will have to fill in a form with your details and then click the button “verbindliche Anmeldung” at the end of the page.
5. Then the bank account will appear to which you will have to transfer the attendance fee. There is no other way to pay for the courses.
6. You will receive a confirmation of your course registration, print it and keep it. They will ask for it the first time you go to attend your course.

You can only apply for a maximum of two courses. However, after the start of the sports classes there is the possibility to apply for any other available places => “Restplätze” (the procedure is the same as above)

Should you have got any questions, you will have by clicking on “Über ZFH” - “Mitarbeiter/Zuständigkeiten” the possibility to contact the person being in charge.

If you do not want to go to the Uni-Sport or the respective courses are fully booked, these websites may be helpful for you as well:

- Volkshochschule Leipzig (Adult education centre): <https://www.vhs-leipzig.de/programm/gesundheit-ernaehrung.html>
- Stadtsportbund Leipzig e. V.: <http://www.ssb-leipzig.de/>, and also: <http://www.sportinleipzig.de>
- SC DHfK Leipzig e. V.: <http://www.scdhfk.de/>

But be aware that the sport courses must not collide with your EMGS programme courses, and that the language of instruction is German.

Swimming Facilities

Leipzig offers you a variety of indoor and outdoor swimming facilities. The following indoor swimming pools do exist:

Sportbad "An der Elster"

Antonienstraße 8
04229 Leipzig

Grünauer Welle

Stuttgarter Allee 7
04209 Leipzig

Schwimmhalle Mitte

Kirschbergstraße 84
04155 Leipzig



Schwimmhalle Nord

Kleiststraße 54
04157 Leipzig

**Schwimmhalle Süd**

Tarostraße 10
04109 Leipzig

**Schwimmhalle West**

Hans-Driesch-Straße 52a
04179 Leipzig

Schwimmhalle Südost

Kolmstraße 35
04299 Leipzig

**Schwimmhalle Nordost**

Schönefelder Allee 26
04347 Leipzig

Sachsentherme

Paunsdorf - Center
Schongauer Straße 19
04329 Leipzig

For information on entry fees as well as opening hours, please visit:

- <http://www.sportbaeder-leipzig.de/>
- www.sachsen-therme.de

Sport facilities for free use you'll find in the many parks in Leipzig. For instance you can play football, basketball and table tennis in the Friedenspark and table tennis, football and beachvolleyball in Lene-Voigt-Park. There are also sport facilities in the student dorm in Johannes-R.-Becher-Straße.

Photos Source: <http://www.sportbaeder-leipzig.de/>

7.19 Eating Out in Leipzig

Restaurants

There are many restaurants with German cuisine in Leipzig and also a great and growing number of restaurants offering international delights. These restaurants suit all price classes. The following websites offer an overview of restaurants:

- <http://kreuzer-leipzig.de/restaurantfinder/>
- <http://prinz.de/leipzig/locations/kategorie/gastro/restaurants>
- <http://www.lonelyplanet.com/germany/saxony/leipzig/restaurants>
- http://www.tripadvisor.co.uk/Restaurants-g187400-Leipzig_Saxony.html

The by far worldwide most known German restaurant in Leipzig is „Auerbachs Keller Leipzig“, Grimmaische Strasse 2-4, 04109 Leipzig: <http://www.auerbachs-keller-leipzig.de/>, which was mentioned in Goethe's Faust.

In case you are vegetarian, vegan, there is a growing number of restaurants serving this kind of food. For example:

- Zest, a vegan restaurant in Bornaische Straße 54, 04277Leipzig: www.zest-leipzig.de/
- Symbiose in Karl-Liebknecht-Str. 112: <https://www.symbiose-leipzig.de/home/english-summary/>
- Vleischerei in Zschochersche Str. 23: <http://vleischerei.de/speisekarte/>

Or search this website for other options:

<http://www.urbanite.net/de/leipzig/artikel/veganes-leipzig-kleiner-vegan-guide>

Fast Food

Fried sausage (“Bratwurst”) with French fries, ketchup and mayonnaise was Germany’s number one fast food dish for decades. This has now been replaced by the “Döner Kebab”. There is almost no town in Germany that does not have kebab meat that rotates on a spit, and is sliced and served with vegetables in Turkish bread. It is also available as a vegetarian or vegan option. Apart from the “Döner”, the “Bratwurst” sausage and French fries, the Italian “pizza” has also become a national fast food dish in Germany. With just a telephone call, a variety of pizza delivery services (“Pizzaservice”) in Leipzig deliver pizzas and other international dishes straight to your home. For example on <http://www.lieferheld.de/> you can look for delivery services close to your location.

Voküs (Volksküchen – soup kitchen)

Another possibility to eat out in Leipzig is to visit one of the Voküs. Voküs or Volksküchen are places where food is offered for free or for a very low price. In Leipzig Voküs are often connected with leftist associations or projects and they usually offer vegetarian or vegan food. Here is a list of some of the Leipziger Voküs:

- B12, Braustraße 20: Tuesday at 8 pm, vegan food
- Libelle, Kolonnadenstraße 19: Saturday at 8pm, mostly vegan food
- Plaque, Industriestraße 101: Tuesday, Wednesday, Thursday and Sunday at 8pm, vegan
- Casablanca, Josephstraße 12: Monday 7pm, vegan
- Das Japanische Haus, Eisenbahnstraße 113b, Thursdays and Saturdays 8pm

Cafes

Cafes offer delicious cakes and biscuits and sometimes a variety of snacks and small dishes. Of course you can find a lot of them in Leipzig:

- Corso (not open on Sunday): Brüderstraße 6
- Grundmann (with Art Deco interior): August-Bebel-Straße 2
- Riquet (with Art nouveau interior): Schuhmachergäßchen 1
- Mørtelwerk (a bit outside of the centre of the city, but a very nice place next to a river; Tram 8, 15 for Miltitz – Saarländerstraße): Am Kanal 28
- Around the Karl-Liebkecht-Straße (south), Karl-Heine-Straße (west) and the market place (Centre) you will find a lot of cafes and bars.

Cafes with free WLAN (wifi)

- Café Cantona (Centre): Windmühlenstraße 29
- Cook it (Centre): Gottschedstraße 4

- Spizz (Centre): Markt 9
- Telegraph (Centre): Dittrichring 18-20
- Coffee Culture (Centre): Brühl 54
- Fela (South): Karl-Liebknecht-Straße 92
- Schaubühne Lindenfels (West): Karl-Heine-Straße 50
- Cafe Westen (West): Demmeringstraße 32
- Shredderei Café (West): Lützner Straße 91
- Starbucks (centre): Main station, Grimmaische Straße 14

Tipping

Although service is included in the price in Germany, it is also common to give a tip. The size of the tip depends on the friendliness, quality and service. In general, 10 per cent of the total bill is the common standard if everything was to your complete satisfaction.

7.20 Local News

Can be found in the regional Newspaper “Leipziger Volkszeitung” or in the Leipzig magazine “Kreuzer”. As for the TV there is the local LeipzigFernsehen and the regional broadcasting MDR.

And on these websites:

<http://www.l-iz.de/>

<http://www.lvz-online.de/>

<http://kreuzer-leipzig.de/>

<http://www.mdr.de/sachsen/leipzig/index.html>

The Leipzig Glocal

The Leipzig Glocal is a Leipzig-based, English-language webzine, started by Global Studies Alumni Ana Ribeiro. It provides a platform where local and global viewpoints can intersect, mingle and complement each other via various forms of creative expression. It is giving a channel to a local and international audience who'd like to know more about Leipzig or share their experiences. The site also features listings of movies, events and jobs in the Leipzig area that may be of interest to the international community. EMGS students are kindly invited to contribute by giving suggestions or by writing for guest columns on diverse topics, such as travel, arts and culture, music, movies, dating, literature, politics, and history. It is accessible via: <http://leipglo.com>

8. Leipzig for and with children

Leipzig has a lot to offer for children and parents - city forest, city parks, lakes, lots of cultural events, a good public transport system, low rents and an overall young and vivid atmosphere.

Plagwitz and Schleußig are the most popular residential neighbourhoods for young parents, since they are close to the park and a lot of cultural and family-friendly events

are organized in this area. The public playground at Karl-Heine-Platz (located in Plagwitz) is a good place to meet other young parents and to get contacts of recommendable childcare: It can be helpful to ask other people with children in the age of yours, people are very open and will let you know whether they know nannies that have free space for more children.

If you are looking for other young parents in Leipzig, and recommendation for child-friendly restaurants, events, public playgrounds and so on you can visit the homepage of the Studentische Eltern Leipzig e.V.: <http://wwwstud.uni-leipzig.de/~kinderle/wp/>.

If you are in need of children clothes, try the “Mütterzentrum” in the Walter-Heinze-Straße (Plagwitz) <http://www.muetterzentrum-leipzig.de/>, it has a second hand shop for children clothes and also offers information to child-related things. There are more second hand shops for kids all over the city.

Leipzig has a lot of attractions that will fascinate your children, therefore EMGS parents recommended the “Leipzig Pass”, because of its discounts for public transport, the Zoo, city library, swimming pools, theatre and much more. Check if you are eligible for the pass and which documents are needed for application here <http://www.leipzig.de/jugend-familie-und-soziales/soziale-hilfen/leipzig-pass/>.

8.1 Family-friendly university

Leipzig University is eager to help both employees and students to balance their career or studies with their family duties: <http://www.gleichstellung.uni-leipzig.de/familienservice/familienservice-der-universitaet-leipzig/>.

The Leipzig Student Services (Studentenwerk) also provides advice for students with children. The social counsellor informs and supports parents with regard to applications, financial support or looking for suitable child care. For instance they are offering a special child bonus, special dormitories for young parents and their children and a child card, which entitles children to warm meals in canteens of the Studentenwerk. Most of the canteens have children’s play corners, high chairs and the possibility to warm up baby bottles or infant foods. For more details see: <https://www.studentenwerk-leipzig.de/en/counselling-social-issues/studying-with-children>. You can find the Student Service Centre at Goethestraße 6 / Studentenwerk, Sozialberatung for the office hours please check out: <http://www.studentenwerk-leipzig.de/beratung/sozialberatung>. In addition the Student Union social counselling service is also offering advice and support. You can contact them via mail sozialberatung@stura.uni-leipzig.de (also see website: <http://stura.uni-leipzig.de/sozial-beratung>) or at the StuRa office at Neues Seminargebäude, room 001.

For more general information on studying with children go to <http://www.studentenkind.de/>
<http://www.stud.uni-leipzig.de/~kinderle/wp/>
<http://www.mawista.com/blog/mit-kind-im-ausland-studieren/>

8.2 Babysitters, Tagesmütter (day nannies)...

In case you need someone to take care of your child, while studying or doing research we recommend approaching the following:

<http://www.familienfreunde.de/baseportal/FKU&Bundesland==13&Landkreis==1327&Ort~=Leipzig&Kategorie==99&Stadtbezirk==&Ortsteil>

<http://www.leipzig.de/kinderbetreuung/>

<http://kleinanzeigen.meinestadt.de/leipzig/haus-familie/kinderwelt/babysitting>

<https://www.betreut.de/>

<https://www.meinkitaplatz-leipzig.de/>

<http://www.rockzipfel-leipzig.de/>

Leipzig University also provides own facilities for the children of its young parents:

<http://www.gleichstellung.uni-leipzig.de/familienservice/kinderbetreuung/>

For example, in Leipzig Student Services childcare centre (“Kinderladen”) children from the age of eight weeks to six years are looked after for one semester. The “Kinderladen” is situated in the Nürnberger Straße 42 hall of residence.

Moreover there is the Kindergarten called “EinSteinchen” in the Brüderstraße 14.

As sponsors of free youth welfare, the Studentenwerk Leipzig runs the “Villa Unifraz” child day care centre in the Bornaische Straße 138 hall of residence, which accommodates mainly students with children.

Send your applications for admission as soon as possible to the facility. You can find the form here:

<http://www.studentenwerk-leipzig.de/beratung/kinderbetreuungsangebote>.

8.3 Leipzig International School (LIS)

The language of instruction is English, although there is the possibility that your child can participate in language classes to learn English as a second language. There are the following three levels:

- Pre-School: 3-6 years
- Primary School: Grade 1 to 5
- Secondary School: Grade 6 to 12

Further information about admission and enrolment procedures, fees, etc. can be found on their internet page: <http://www.intschool-leipzig.com/>



Learning German and getting to know about German etiquette



This photo was taken by Luis Guillermo Pineda Rodas and is licensed under a Creative Commons Attribution

VI. Learning German and getting to know about German etiquette

1. Language Courses

Knowledge of German helps in everyday life and work. For those that do not speak the language, a small dictionary with the most important words and phrases is a great help. Comprehensive dictionaries and textbooks, CD's and cassettes are available in most good bookstores.

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":

<http://www.uni-leipzig.de/sprachenzentrum/hi.site.postext.tandem-buero.html>

For further information see also on German language courses, please see:

<https://home.uni-leipzig.de/sprachen/sprachen/deutsch/756-deutsch/>

<https://www.uni-leipzig.de/en/international/studying-at-leipzig-university/prospective-students/preparing-for-your-studies/#c4057>

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.

You might also have a look at "Learning German with the Deutsche Welle" (B2-C1)

Top-Thema: Current topics

<http://www.dw.de/deutsch-lernen/top-thema/s-8030> (with audio)

Landeskunde: Saxon dialect

<http://www.dw.de/deutsch-lernen/s%C3%A4chsische/s-12468>

Alltagsdeutsch: Single in-depth topics

<http://www.dw.de/deutsch-lernen/alltagsdeutsch/s-9214> (with audio)

Sprachbar: Explanations of news, idioms and grammar

<http://www.dw.de/deutsch-lernen/sprachbar/s-9011> (with audio)

Wort der Woche: In-depth explanations of single words

<http://www.dw.de/deutsch-lernen/wort-der-woche/s-9031> (with audio)

Media Center: Live and recorded TV and radio programs

<http://www.dw.com/de/media-center/s-100813> (with audio and video)

If you want to approach the German language in a more fun way, the following essay of Mark Twain is recommended: <http://blog.rw-3.com/blog/2011/12/the-awful-german-language>

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 6pm. Many people also just use the simple “Hallo”.

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

→“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.

In Bavaria, Baden-Württemberg and parts of Rhineland Palatinate people greet one another with “Grüss Gott” and “Servus” at any time of the day and with “Pfiat di Gott” or “Ade” when they are saying goodbye. In the coastal regions of northern Germany in East and North Frisia, people also say “Moin”, and “Moin, Moin”.

“Du” and “Sie”

The most common way to address people is with the formal “Sie”. 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.

Could you repeat that?
Können Sie das bitte wiederholen?

Where is...?
Wo ist...?

How do I get to...?
Wie komme ich zu/nach...?

How much is this?
Wieviel kostet das?

Yes / No
Ja / Nein

You're welcome.
Gern geschehen.

Excuse me / I'm sorry.
Entschuldigung.

Open
Offen

Train station
Bahnhof

University
Universität

What's the time?
Wie spät ist es?

4. Awful German, lovely Saxon

“Some German words are so long that they have a perspective. Observe Freundschaftsbezeugungen. Dilettantenaufdringlichkeiten. Stadtverordnetenversammlungen.”
- Mark Twain -

For all lovers of the German language – and for those yet to come – we highly recommend Mark Twain's satire “The Awful German Language”. Whilst in Leipzig, one should make oneself comfortable with the lovely Saxon Dialect. Here is a dictionary German - Saxon: <http://www.sachsenwelt.de/sachsen/mundart/woerterbuch-a.html>.



This photo was taken by Luis Guillermo Pineda Rodas and is licensed under a Creative Commons Attribution: <http://creativecommons.org/licenses/by-nc-sa/2.0/>.

5. 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....

5.1 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 clean bath tub and dry the surrounding area immediately after a bath.
- Do ensure that the wash-basin is clean after a shave.
- Do keep clothes, shoes and other articles in the room tidily.
- Do leave the shoes near the shoe rack or in the bathroom 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.

5.2 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 wait to be seated if you are going to a German restaurant. It is not that common to share tables with a stranger, however possible if there is no free table left.
- Don't dig into that Sauerkraut 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.

For more information visit:

- <http://www.german-way.com/travel-and-tourism/germany-for-tourists/dining-out-in-germany/dining-etiquette-in-germany/>
- <http://www.young-germany.de/topic/live/settle-in-adjust/a-guide-to-german-etiquette>

For your notes:

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