

# Information for Exchange Students

## 2016 / 2017



**Full Legal Name of University**

Hochschule für Technik, Wirtschaft und Kultur Leipzig  
Leipzig University of Applied Sciences

**University Address**

Karl-Liebknecht-Straße 132 · 04277 Leipzig, Germany

**President**

Prof. Dr. Gesine Grande

**Website**

[www.htwk-leipzig.de/en](http://www.htwk-leipzig.de/en)

**ERASMUS Code**

D LEIPZIG02

**ECHE Number**

29936 - EPP - 1 - 2014 - 1 - DE - EPPKA3 - ECHE



Prof. Dr. Gesine Grande, Rectorin

## Academic Calendar

**Winter Semester 2016 / 2017**

**1 October 2016 – 31 March 2017**

Lecture period: 10 October 2016 – 28 January 2017

Examination period: 30 January 2017 – 18 February 2017 & 20 March 2017 – 25 March 2017

**Introduction course for exchange students: 19 September 2016 – 7 October 2016**

**Summer Semester 2017**

**1 April 2017 – 30 September 2017**

Lecture period: 3 April 2017 – 8 July 2017

Examination period: 10 July 2017 – 29 July 2017 & 25 September 2017 – 30 September 2017

**Introduction course for exchange students: 13 March 2017 – 31 March 2017**

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### Application Process

Exchange students from our partner universities, who wish to study at HTWK Leipzig for one or two semesters, need to be nominated by the International Office of their home university for exchange studies at HTWK Leipzig. Additionally, please submit a formal paper application to the International Office (Akademisches Auslandsamt) at HTWK Leipzig including the following documents:

#### Application Documents

1. **Application for admission to non-degree studies** (Download)
2. **Learning Agreement** – programme of study
3. **Transcript of Records** – proof of academic achievements, copy of Bachelor Diploma (Master students only)
4. **Proof of German/English language skills** (see page 4, Download)
5. **Proof of health insurance** (EU students only)
6. **Registration for the introduction course “German Language and Culture”** (Download)
7. **Curriculum vitae**
8. **one passport photograph** (35 mm x 45 mm) no scan please!

Downloads and additional information are available at:  
[www.htwk-leipzig.de/en/apply/non-degree-students](http://www.htwk-leipzig.de/en/apply/non-degree-students)

#### Application Deadlines

**Winter Semester 2016 / 2017 – 15 June 2016**  
**Summer Semester 2017 – 15 December 2016**

#### Please submit all documents to:

HTWK Leipzig  
International Office  
Postfach 301166  
04251 Leipzig  
Germany

### Letter of acceptance

Please note that we will only accept full applications. After receipt of the applications, the International Office will forward them to the Departmental International Coordinator at the relevant faculty. After acceptance, exchange students receive an official letter of acceptance and additional information about housing and their study period in Leipzig.

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## Welcoming Students in Leipzig

### Student Mentors

The International Office organizes a student mentoring programme for international students. Senior HTWK students from all faculties volunteer to aid and support their fellow international students upon their arrival in Leipzig. All exchange students are automatically registered for the mentoring programme with their acceptance at HTWK Leipzig. After acceptance, a student mentor will contact the exchange student by email to give assistance and advice, and to make arrangements for picking up the student upon his/her arrival in Leipzig.

### Introduction Course

HTWK Leipzig offers a free introduction course to all exchange students from partner universities, which includes orientation, intensive German language training, and an attractive additional programme (e.g. welcome-meeting with international and German students, study trips, cultural events). With this programme we attempt to help students settle in, both in Leipzig and in their new academic environment. Attendance is highly recommended as it gives exchange students excellent opportunities not only to strengthen their German language skills, but also to get to know the university and to meet their fellow students. Students may receive 3 ECTS credits for successful completion of the German language course.

#### Winter Semester 2016 / 2017

Introduction course: 19 September 2016 – 7 October 2016 (3 ECTS for the German course)

#### Summer Semester 2017

Introduction course: 13 March 2017 – 31 March 2017 (3 ECTS for the German course)

Preferred arrival date: one or two days before introduction course starts

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### Academic Information

#### Course Catalogue

[www.htwk-leipzig.de/de/hochschule/recht/hochschulordnungen/studien-pruefungsordnungen](http://www.htwk-leipzig.de/de/hochschule/recht/hochschulordnungen/studien-pruefungsordnungen)  
Module descriptions are included in the so-called "Studienordnung" (study conditions) of the respective study programme. Please note that this information currently is available in German only.

#### Language of Instruction

German; Bachelor degree course International Management partly in English

#### Language Proficiency

If exchange students wish to attend courses taught in German, HTWK Leipzig requires German proficiency of a B1/B2 level of the Common European Framework of Reference for Languages (level c in the HTWK Leipzig Language Certificate form). If exchange students wish to attend courses taught in English, HTWK Leipzig requires English proficiency on a comparable level. We strongly recommend that these students take German language lessons before arrival, as general structures and university life function largely in German.

#### German Language Courses

In addition to the intensive German language training which is part of the introduction course, HTWK Leipzig offers a free German language course for international exchange students during the semester (2 ECTS).

### Housing

Students from our partner universities may apply for a room in a student hall of residence after receipt of their acceptance letter. Usually, our students live in furnished single rooms. They share kitchen and bathroom in an apartment with another student. All relevant information regarding housing and the application process will be sent to the students with their acceptance letter.

### Estimated Costs of Living

<b>Housing</b> (student hall of residence)	approx. 220 Euro per month, plus an additional, 300 Euro refundable security deposit
<b>Living Expenses</b> (other)	approx. 350 Euro per month
<b>Health Insurance</b>	approx. 80 Euro per month (non-EU students only)



### Semester Fee

There are no tuition fees at HTWK Leipzig, but students are charged a semester fee of currently 197,60 Euro which is used to finance student services and gives students full access to the public transportation system in Leipzig and surrounding areas.

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### Departmental international Coordinators at the Faculties

#### Faculty of Architecture and Social Sciences



**Prof. B. Arch.  
Marina Stankovic**  
*degree course Architecture*

[marina.stankovic@htwk-leipzig.de](mailto:marina.stankovic@htwk-leipzig.de)  
Phone +49 341 30 76 – 63 51 / 42 31

#### Faculty of Civil Engineering



**Prof. Dr. -Ing.  
Yaarob Al Ghanem**  
*all degree courses*

[yaarob.al\\_ghanem@htwk-leipzig.de](mailto:yaarob.al_ghanem@htwk-leipzig.de)  
Phone +49 341 30 76 – 70 22

#### Faculty of Mechanical and Energy Engineering



**Prof. Dr. -Ing.  
Anke Bucher**  
*all degree courses*

[anke.bucher@htwk-leipzig.de](mailto:anke.bucher@htwk-leipzig.de)  
Phone +49 341 30 76 – 42 24



**Prof. Dr. phil.  
Stefan Danner**  
*degree course Social Work*

[stefan.danner@htwk-leipzig.de](mailto:stefan.danner@htwk-leipzig.de)  
Phone +49 341 30 76 – 44 18

#### Faculty of Computer Science, Mathe- matics and Natural Sciences



**Prof. Dr.  
Tobias Martin**  
*all degree courses*

[tobias.martin@htwk-leipzig.de](mailto:tobias.martin@htwk-leipzig.de)  
Phone +49 341 30 76 – 64 95

#### Faculty of Media



**Prof. Dr. rer. nat.  
Frank Roch**  
*degree courses Printing Technology,  
Packaging Technology, Media  
Technology, Publishing Technolog*

[frank.roch@htwk-leipzig.de](mailto:frank.roch@htwk-leipzig.de)  
Phone +49 341 30 76 – 23 38

#### Faculty of Business Administration



**Prof. Dr. rer. pol.  
Bodo Sturm**  
*all degree courses*

[bodo.sturm@htwk-leipzig.de](mailto:bodo.sturm@htwk-leipzig.de)  
Phone +49 341 30 76 – 63 88

#### Faculty of Electrical Engineering and Information Technology



**Prof. Dr. -Ing.  
Tilo Heibold**  
*all degree courses*

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Phone +49 341 30 76 – 11 78



**Prof. Dr. phil. habil.  
Johannes Tripps**  
*degree courses Library & Informati-  
on Science, Bookselling and Publis-  
hing Management, Museology*

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Phone +49 341 30 76 – 54 39



**Dipl.-Kffr. (FH)  
Daniela Brandt**  
*all degree courses*

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Phone +49 341 30 76 – 63 91

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### Contact Details International Office

#### Head of International Office



**Silke Mühl**  
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Phone +49 341 30 76 – 66 37  
Fax +49 341 30 76 – 64 15

#### Incoming Mobility, PR



**Anke Clausen**  
*anke.clausen@htwk-leipzig.de*  
Phone +49 341 30 76 – 66 78

#### Outgoing Mobility, Finances



**Kristin Törpel**  
*kristin.toerpel@htwk-leipzig.de*  
Phone +49 341 30 76 – 62 44



#### Mailing Address

**HTWK Leipzig | International Office**  
Postfach 30 11 66, 04251 Leipzig, Germany

#### Visitor Address

Karl-Liebknecht-Straße 132  
GEUTEBRÜCK Building, 1st floor, Room G 110  
04277 Leipzig

#### Internet

[www.htwk-leipzig.de/de/internationales](http://www.htwk-leipzig.de/de/internationales)

Last updated – 25 February 2016