



INFORMATION FOR EXCHANGE STUDENTS

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
Rector	Prof. Dr. rer. nat. Renate Lieckfeldt
Website	http://www.htwk-leipzig.de
ERASMUS Code	D LEIPZIG02
EUC Number	29936

Academic Calendar

Winter Semester 2012/2013

1 September 2012 – 28 February 2013

Preferred arrival date: 1-2 days before introduction course starts

Introduction course for exchange students: 12 September – 2 October 2012

Lecture period: 8 October 2012 – 2 February 2013

Examination period: 4 February – 23 February 2013

Summer Semester 2013

1 March – 31 August 2013

Preferred arrival date: 1-2 days before introduction course starts

Introduction course for exchange students: 25 February – 8 March 2013

Lecture period: 11 March – 29 June 2013

Examination period: 1 July – 20 July 2013

Application Procedure

Exchange Students from our partner universities, who wish to study at HTWK Leipzig for one or two semesters, please submit a formal application to the International Office including the following documents (downloads are available at <http://www.htwk-leipzig.de/en/apply/non-degree-students>):

Application Documents

- 1. Application for admission to non-degree studies**
- 2. Learning agreement** – programme of study
- 3. Transcript of records** of all courses and exams completed at home university and copy of Bachelor Diploma (Master students only)
- 4. Proof of German/English language skills**
- 5. Proof of health insurance coverage:** Students from EU countries please submit a copy of their European Health Insurance Card; students from non-EU countries are required to contract health insurance immediately upon their arrival in Leipzig.

6. Registration form for the introduction course "German Language and Culture"
7. Curriculum vitae
8. One passport-size **photograph** (35mm x 45mm); no scan please!

Application Deadlines

Winter semester 2012/2013 – 15 June 2012

Summer semester 2013 – 15 December 2012

Please note that we will only accept full applications. After receiving 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.

Housing

Students from our partner universities may apply for a room in a student dormitory 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.

Welcoming Students in Leipzig

Student Mentors

The International Office organizes a **student mentoring programme for international students**. Senior students from all faculties volunteer to aid and support their fellow students upon their arrival in Leipzig. All exchange students are automatically registered for the programme with their acceptance at HTWK Leipzig. After acceptance, the 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 to all exchange students from partner universities a free Introduction Course which includes orientation, intensive German language training, and an attractive additional programme (e. g. Welcome-Party with international and German students, study trips, student tutorials, cultural events). With this programme we hope to help students settle in, both in Leipzig and 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 ECTS credits for successful completion of the course.

Winter Semester 2012/2013

Introduction course: **12 September – 2 October 2012 (3 ECTS)**

Summer Semester 2013

Introduction course: **25 February – 8 March 2013 (2 ECTS)**

Academic Information

Course Catalogue

<http://www.htwk-leipzig.de/de/hochschule/recht/hochschulordnungen/studien-pruefungsordnungen>

Please note that this information currently is only available in German.

Language of Instruction

German, Bachelor degree course "International Management" partly in English

Language Proficiency If students wish to attend courses taught in German, HTWK Leipzig requires German proficiency of B1/B2 levels of the Common European Framework of Reference for Languages (level c in the HTWK Leipzig Language Certificate form). If 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 students during the semester (2 ECTS).

Semester Fee

There are no tuition fees at HTWK Leipzig, but students are charged a semester fee of currently 180,10 Euro which is used to finance student services and gives students full access to the public transportation system in Leipzig and surrounding areas.

Estimated costs of living

Housing (student dormitory) 180 Euro per month, plus an additional 250 Euro refundable security deposit

Living Expenses approx. 350 Euro per month

Health Insurance approx. 78 Euro per month (Non-EU students only)

Contact Details International Office

LLP/Erasmus Institutional Coordinator

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Programme Assistant

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Mailing address

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International Office
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Germany

Visitor's address

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Contact Details Departmental International Coordinators

Faculty of Applied Social Sciences

Prof. Dr. phil. Stefan Danner (all degree courses)
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<http://www.sozwes.htwk-leipzig.de>

Faculty of Architecture and Civil Engineering

Prof. Dr.-Ing. Volker Slowik (degree course "Civil Engineering")
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Prof. B. Arch. Marina Stankovic (degree course "Architecture")
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Faculty of Electrical Engineering and Information Technology

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Faculty of Computer Science, Mathematics and Natural Sciences

Prof. Dr. rer. nat. habil. Bernd Engelmann (all degree courses)
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Faculty of Mechanical Engineering and Energy Engineering

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<http://fbme.htwk-leipzig.de/index.php?id=fakultaet-me>

Faculty of Media

Prof. Dr. rer. nat. Frank Roch (degree courses "Printing Technology", "Packaging Technology", "Media Technology", "Publishing Technology")
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Prof. Dr. phil. habil. Johannes Tripps (degree courses "Library and Information Science", "Booktrade and Publishing Management", "Museology")
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Faculty of Business Administration

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