



UNIVERSITÄT
LEIPZIG

SHORT STAYS BY INTERNATIONAL VISITING SCHOLARS

INFORMATION ON ORGANISING SHORT STAYS (UP TO 3 MONTHS)
AT LEIPZIG UNIVERSITY

Are you planning on coming to Leipzig University for a stay of up to three months? This handbook is intended to inform you as an international visiting scholar and the host institutes about various aspects of your stay.

BEFORE COMING TO LEIPZIG

Letter of invitation

Your stay at Leipzig University will be confirmed by a letter of invitation from the host institute. In some cases, the letter will be required if a visa application is necessary.

If you require a letter of invitation, please contact the host institute or the International Centre.

Status at Leipzig University

Leipzig University distinguishes between three statuses: students, employees and visiting scholars.* There are three types of agreement for visiting scholars:

- a visiting scholar agreement (always in connection with a flat-rate allowance from Leipzig University),
- a scholarship agreement (e.g. DAAD, Erasmus+ Mobility Agreement) or
- an agreement on granting visiting scholar status (concerns all self-financed stays at Leipzig University).

More information is available [here](#).

*It is important to know the status for things like applying for the Leibniz Card (see page 6).

Insurance

Please note that it is important to have **sufficient insurance cover (sickness, liability, accident, repatriation) valid in Germany** for the entire duration of your stay.

It is best to bring **health insurance cover** with you from your home country. **This is essential for your stay at Leipzig.** If you come from an EU/EEA country, you can use your electronic health insurance card during your stay.

Options for health insurance for persons from countries outside the EU/EEA can be found [here](#).

Finding accommodation

Visiting scholars are responsible for organising accommodation for their stay. The host institute may be able to provide support if necessary. For stays in Leipzig lasting several months, furnished apartments or rooms are a good option. If you are just staying for a few days, it can make sense to book a hotel room. This page lists various portals and providers of furnished rooms in Leipzig.

For less than one month:

- [Airbnb](#)
- [Basecamp Leipzig](#)
- [Leipziger Missionswerk](#)
- [Haus Feuerbach](#)

For several months:

- [HC24](#) (bookings by the month, sometimes possible from one month, sometimes minimum of three months)
- [Airbnb](#)
- [HomeCompany](#) (minimum rental period usually several months, sometimes less)
- [Basecamp Leipzig](#)

DURING YOUR STAY IN LEIPZIG

Library access

If you wish to make full use of the [University Library](#), you will require a library card. You can request one free of charge by going to the library and presenting a visiting scholar agreement, letter of invitation or similar.

If you do not present a valid authorisation, you will be charged 8 euros.

If you apply for a [Leibniz Card](#), this includes use of the libraries.

Internet use and Leipzig University email address

Within the University, you can access the internet via the [eduroam](#) network. If you do not yet have eduroam access from your home country, you can access it locally:

- Visiting scientists staying in Leipzig for less than three months can ask the person in charge at their host institute: <https://www.urz.uni-leipzig.de/dienste/uni-login/gastverwaltung/>.
- Visiting scholars staying in Leipzig for at least one month can apply for a [Leibniz Card](#), which also gives them a Leipzig University email address and internet access (see page 6).

Use of the refectories at Leipzig University

Visiting scholars may use all of Leipzig University's refectories and cafés. To do so they require a guest pass, which they can request from Mr Hoffmann at the Studentenwerk Leipzig at Goethestraße 6 (3rd floor, room 325). Please call in advance to make an appointment (+49 341 9659 608) or send an email to g.hoffmann@studentenwerk-leipzig.de. You will need to prove your status by presenting your visiting scholar agreement, letter of invitation or similar.

Leibniz Card

Visiting scholars who will spend at least 30 days researching as Leipzig University can receive an electronic [Leibniz Card](#), which combines the following functions:

- Refectory card
- University Library card
- Wireless LAN guest access in the eduroam university network (registration necessary)
- Provision of a Leipzig University email address

Mobility

Leipzig's public transport system is organised by a company called Leipziger Verkehrsbetriebe. [Here](#) you will find information about tickets and prices for public transport services such as trams, buses and S-Bahn trains.

Further transport options:

- [cityflitzer](#)
- [teilAuto](#)
- [CleverShuttle](#)
- [Swapfiets bike rental](#)
- [nextbike](#)

Telephone SIM cards

There are many providers of SIM cards for mobile phones. These can usually be purchased and used directly upon presentation of your identity card/passport. An overview of selected providers is available [here](#).

Bank transfers

If you do not have a European account, high transfer fees are often charged on transfers to and from Germany.

One alternative is the payment service provider [TransferWise](#), which advertises transfers at current exchange rates with very low fees.

Payment of scholarships/fees at Leipzig University

By transfer

Payments to guests of Leipzig University can only be made into accounts within SEPA countries. If you have such an account, all payments will be made by bank transfer. If you will be staying in Germany for less than three months and/or do not have a SEPA bank account, in exceptional cases payment is possible in cash at the University's Payment Office.

Cash payment

You can receive cash payments for scholarships, travel expenses and fees upon presentation of your passport at the University's Payment Office (Section 31). Larger amounts must be paid out in monthly instalments.

Payment will only be made after the scholarship/visiting scholar agreement has been signed. It is arranged for you with the relevant contact person at the International Centre or the host institute, and then registered with the Payment Office at least ten days before payment.

Information for Leipzig University institutes

If visiting scholars are working at your institute with a scholarship agreement or a visiting scholar agreement, please note the following information concerning the cash payment of scholarships and daily allowances/fees:

Cash payment (in exceptional cases) of daily allowances or fees from third-party institute funds

1. Visiting scholars are required to sign three original copies of the agreements with their supervising institution at Leipzig University.
2. The visiting scholar agreement (single copy), payment order and a copy of the visa (in the case of non-EU citizens who require a visa) and passport must be checked in advance by the Department of Human Resources (Section 31). Please make sure that the necessary original documents are sent by internal mail to the Department of Human Resources (Section 31) **at least three weeks before the desired payment date**. Please include a separate note specifying that the money will be paid out in cash!
3. From Section 31 the documents are sent directly to the central invoice office (internal reference: ZRN), and from there to Section 52 for processing, and finally the Payment Office, which prepares the payment.
4. The Payment Office must be notified by email of the payment **ten days before the desired payment date**. All necessary documents (originals) must be signed and have reached the Payment Office before a payment can be made. Visiting scholars are paid personally and upon presentation of their passport at the [Payment Office](#) (link only within University internal net). Please note its opening hours.

Cash payment of centrally administered scholarships

In most cases, the entire process is handled by the International Centre. More information can be found in the [administrative circular 01/18](#) (link within University internal net)

FURTHER INFORMATION

Further information about visiting Leipzig for research purposes can be found on the [Welcome to Leipzig](#) project website. Run by a network of various Leipzig research institutions, it was set up with the aim of improving the infrastructure for international visiting scholars in Leipzig.

Information on various aspects of everyday life can be found in the [download](#) and [FAQ](#) areas of the website.

The [Hidden Leipzig](#) website compiles information in German and English on upcoming events (concerts, readings, festivals) and interesting places in the city. You will also find useful tips on getting the best out of life in Leipzig – restaurants, bars, art and culture.

Our [Welcome to Leipzig blog](#) contains short articles about upcoming events.

CONTACTS AT THE INTERNATIONAL CENTRE (AAA)

Dr Annemone Fabricius | Martha Fromme

Goethestraße 6, room 425, 04109 Leipzig

Phone: +49 341 97 32039 | +49 341 97 32069

Email: annemone.fabricius@zv.uni-leipzig.de
martha.fromme@zv.uni-leipzig.de

Website: www.uni-leipzig.de/+welcome

Contact for

Welcome Centre

- Support in organising stays for international visiting scholars who spend at least three months at Leipzig University.
- Guidance on questions concerning the infrastructure for visiting scholars, visas and residence permits, living in Leipzig, childcare and schooling; in individual cases, assistance with administrative formalities
- Issue of the electronic Leibniz Card

Office hours

By appointment

Veronika Kaiser

Goethestraße 6, room 424, 04109 Leipzig

Phone: +49 341 97 32040

Email: erasmus-international@zv.uni-leipzig.de

Contact for

- Guidance on the Erasmus+ programme: International Credit Mobility (ICM), teaching and training with universities in partner countries outside Europe
- Preparation and payment of Erasmus+ grants

Office hours

By appointment

Leipzig Alumni International

Ritterstraße 12, room 407, 04109 Leipzig

Phone: +49 341 97 32024

Email: lai@uni-leipzig.de

Contact for

- International alumni and research alumni network
- Alumni newsletter
- Alumni meetings and visits

Office hours

By appointment

Martina Otto

Goethestraße 6, room 430, 04109 Leipzig

Phone: +49 341 97 32029

Email: martina.otto@zv.uni-leipzig.de

Contact for

- Preparation of DAAD short-term grant payments

Office hours

Lecture period:

Tuesday 9am–11am and 1pm–5pm

Friday 9am–11am

Lecture-free period:

Tuesday 1pm–5pm

Ines Remer

Goethestraße 6, room 403, 04109 Leipzig

Phone: +49 341 97 32022

Email: ines.remer@zv.uni-leipzig.de

Contact for

- Guidance on the Erasmus+ programme (Europe): periods of teaching and training abroad
- Guidance on the DAAD's international visiting lecturer support programme

Office hours

By appointment

Grit Teufel

Ritterstraße 12, room 409, 04109 Leipzig

Phone: +49 341 97 32035

Email: grit.teufel@zv.uni-leipzig.de

Contact for

- Exchange of academics under bilateral university partnerships
- DAAD programmes: *Ostpartnerschaften* and Leonhard Euler Scholarship Programme
- Payment of flat-rate allowance and scholarship payments

Office hours

By appointment



UNIVERSITÄT
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IMPRINT

Leipzig University
International Centre
Goethestraße 6
04109 Leipzig
aaa@uni-leipzig.de

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