



Infrastructure for visiting scholars at Leipzig University

This document explains formalities for visiting scholars who are not contractually employed at Leipzig University. If you have any questions about researchers joining Leipzig University with an employment contract, please refer to our guide to public sector employment in Germany, which is available in [German](#) and [English](#).

➤ [Visiting scholar agreement \(Gastvereinbarung\)](#)

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Visiting scholar agreement in accordance with the Leipzig University fee schedule (Gastvereinbarung)

Visiting scholar agreements can be concluded with visiting scholars who come to conduct research and teach at Leipzig University, and also in the case of visiting professorships. All expenses are summarised in the agreement, which is linked to the Leipzig University Fee Schedule. It is important to note the current regulations of the [Saxon Travel Expenses Act \(SächsRKG\)](#) (including on 2nd-class rail travel).

[Visiting scholar agreements for stays of up to three months](#) must be signed by the head of the respective institute. A [visiting scholar agreement for stays of more than three months](#) requires a signature of the Head of Human Resources of SG 31 on behalf of the Rector. Once prepared, this visiting scholar agreement must be submitted to Section 31 at the Department of Human Resources. A [short-term visiting scholar agreement](#), which is signed by the head of the responsible institute, can be concluded for stays of up to 22 days and covers a daily allowance. Visiting scholar agreements should generally be submitted to the Department of Human Resources four weeks in advance to ensure that they are processed in good time.

If a scholar is planning on giving a lecture at Leipzig University, then it is possible to conclude a [guest lecture agreement](#), although this cannot be combined with a visiting scholar agreement, lectureships or fee contract.

For further information, please contact the [relevant staff in Section 31](#) (link accessible via the intranet; [Brit Reinhold](#) (phone: 33057), [Heike Stadör](#) (phone: 33075) and [Annett Priebe](#) (phone: 33071)) or the Section Head, Dr Alexander Ciesek ([alexander.ciesek\(at\)zv.uni-leipzig.de](mailto:alexander.ciesek@zv.uni-leipzig.de); internal extension: 33003).

Visiting scholar status (wissenschaftliches Gastrecht)

If a new scholar signs an employment contract with Leipzig University, then it is not necessary to fill in the agreement on granting visiting scholar status, as the person has the status of an employee of Leipzig University.

Visiting scholar status can be granted to enable researchers who do not have an employee or student status at Leipzig University to prepare or carry out joint research projects and allow them to use University facilities for this purpose. The prerequisite is that the host institute at Leipzig University has an academic interest in granting visiting scholar status and that doing so can be of academic benefit for the institution (see: “Principles for Granting Visiting Scholar Status at Leipzig University” in [German](#) and [English](#)). Doctoral candidates who are on the doctoral candidate list of the respective faculty in accordance with Section 50 (2) SächsHG are automatically members of Leipzig University and do not need to apply for visiting scholar status.

Please first read the **information about the granting of visiting scholar status**, which is available in [German](#) and in [English](#). Applicants are required to conclude a so-called **agreement on the granting of visiting scholar status**. The **application for visiting scholar status**, which includes the agreement, can be downloaded in [German](#) and in [English](#) and can be completed electronically. To apply for visiting scholar status, this form must be completed by the visiting scholar and the host institute.

As soon as the host institute knows that the scholar will be coming, the documents should be prepared before the scholar's arrival. After being signed by the dean of the respective faculty, the completed form must also be forwarded to the Department of Human Resources, which then passes it on to the Vice-Rector for Campus Development: Cooperation and Internationalisation. Please allow at least four weeks for the application to be processed. To ensure that the document is available when the scholar arrives, it is crucial that the agreement on granting visiting scholar status is submitted as early as possible. The visiting scholar must apply to the faculty (no forms required). He or she should specify the aim and purpose of the request for visiting scholar status, and the duration and details of any intended use of University facilities. **One** copy of the **application** and **three copies of the agreement** (signed by the head of the institute) must be submitted to the Department of Human Resources (Section 31), either by the host institute or the visiting scholar themselves.

International visiting scholars (non-EU, Japan, Israel, Korea, Switzerland, US, etc.; see [list for exemption from visa for travel to the Federal Republic of Germany](#)) require a residence permit in the form of a visa to travel to and reside in Germany. A copy of the visa certified by the dean or the assistant to the dean must be enclosed with the application on granting visiting scholar status. A residence permit issued by the local Foreigners' Authority is also required for stays of more than 90 days, if the visa has not been granted for the entire period of the stay.

The following must therefore be submitted, either in English or German:

- Application for visiting scholar status (including the agreement on the granting of visiting scholar status)
- Where applicable, a copy of the visa or residence permit (see above)

The assistant to the dean is the faculty contact responsible for the proper handling of the administrative process for granting visiting scholar status. Subsequently, written information will be sent together with the agreement by the Department of Human Resources (Section 31).

If you have any questions about visiting scholar status, please contact Ms Brit Reinhold (brit.reinhold@zv.uni-leipzig.de, phone: 33057).

Right of residence of visiting scholars without an employment contract

To apply for a research visa pursuant to Section 18d of the German Residence Act, visiting scholars who intend to stay in Germany for longer than 90 days, or those who **require a visa to enter the country**, will need a **hosting agreement**, which is required by the Foreigners' Authority. A Section 18d research visa can be granted if a visiting scholar has a scholarship or other resources of his or her own equivalent to approximately €1600 per month (depending on rental and health insurance costs); see **German right of residence for scholars from non-EU states**. The hosting agreement should also be issued by the supervising professor and sent to the visiting scholar abroad, as the latter will often need the agreement in order to apply for a visa abroad.

Leibniz Card

The electronic, multifunctional Leibniz Card is a personalised instrument for improving the infrastructure for international visiting scholars who stay at Leipzig University for at least three months (*with the exception of Medical Faculty/UKL). It proves your affiliation to Leipzig University (identification function) and has the following additional features:

- access to the university refectories as a visiting scholar (guest prices*) or as a new international employee (staff prices*)
- user card for Leipzig University Library
- guest access for the University's wireless internet network

* To pay the reduced staff price at Leipzig University refectories, the scholar must be employed by the Free State of Saxony or hold an international student card, for instance as a PhD student from a university other than Leipzig University. Visiting scholars/staff of Medical Faculty/UKL please **contact Mr. Oliver Dorn** directly for further details on infrastructure.

Obtaining a Leibniz Card as a visiting scholar:

Visiting scholars must first enter their personal information in the International Centre's **MoveOn visiting scholar data base**. They should then make an appointment with the Welcome Centre (welcome-centre@uni-leipzig.de; internal extension 32039) in order to pick up their Leibniz Card from the Welcome Centre office. It is important to upload or bring along proof of the visiting scholar's affiliation to Leipzig University (guest agreement or proof of visiting scholar status).

Legal notice and disclaimer

This flyer has been compiled as part of the joint project [↗]“Willkommen in Leipzig/Welcome to Leipzig”.

Dr Annemone Fabricius, Linda Kaule ([↗]Welcome Centre, Leipzig University International Centre)

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