Information for Erasmus Exchange Students for the Summer Semester 2021

Dear students,

Welcome to the Hochschule für Musik und Theater Leipzig!
Please find enclosed some important information for your stay in Leipzig:

Academic dates

**Summer semester**
- Lectures: 15/03/2021 – 28/05/2021
- 07/06/2021 – 02/07/2021
- Break (regular auditions): 31/05/2021 – 06/06/2021
- Exam period: 05/07/2021 – 16/07/2021
- Summer break: 19/07/2021 – 01/10/2021

Please inform per email the Erasmus Coordinator and her Assistant about your day of arrival in order to make an appointment for registration.

Registration at the International Office

You will need the following documents to complete the registration:

- valid passport or ID-Card (for EU citizens);
- valid visa (only for non-EU citizens);
- one passport-size photo;
- document of health insurance or European Health Insurance Card (EHIC)
- proof of payment of 236 EUR for the social contribution to the Studentenwerk, Student Union and the ticket for public transport (“MDV-ticket”). The MDV-ticket gives you the possibility of using tram, buses and S-Bahn all day long in the area of the MDV (Mitteldeutscher Verkehrs bund). For further information, visit the homepage: [https://www.mdv.de/](https://www.mdv.de/)
The amount of 236 EUR has to be paid **before 31/01/2021** to the following account:

Deutsche Bundesbank  
Empfänger (Receiver): HK Sachsen, Ast. Chemnitz  
IBAN: DE22 8600 0000 0086 0015 22  
BIC: MARK DEF1 860  
Betrag (Amount): 236,00 €  
Verwendungszweck (Reference): 4431020211020 «Surname», «Name»

**Make sure to include the correct reference, so we can identify your payment.**  
Please note that after your transaction, it may take up to 10 days for us to receive proof of payment. Therefore, please transfer early or bring a bank statement to pick up your ID.

After your registration at the International Office you will get the course catalogue (*Vorlesungsverzeichnis*) and your student card (*Studentenausweis*) which enables you:

- to get a practice room in the buildings of the Hochschule;
- to get a *Mensakarte* in the registration office to use in the cafeterias and canteens belonging to the *Studentenwerk*.

**Creating your study schedule**

After the registration, you will have to discuss your study schedule with Ms Tran. Please make an appointment with her before your arrival during the first meeting in the International Office. Additions or exceptional changes to your schedule of study can be proceeded **ONLY DURING THE FIRST FOUR WEEKS** after the beginning of lessons.  
To plan individual lessons (including your main subject) please contact your teacher. You will find a list of all phone numbers and e-mail addresses in the back of the course catalogue. A detailed description of the courses recommended for your study program is available in English through our website.

In case your home institution requires an assessment or mark/grade, please discuss this with your teacher **at the beginning** of the course. The teacher will most likely agree to give an unofficial grade (using **only** the HMT Leipzig grading scale from 1,0 to 5,0), but it is important to agree about it as soon as the course begins! We do not provide grades on any other scale besides the HMT Leipzig.  

At the end of the semester, you are asked to hand in your Study Schedule, signed by all responsible teachers. The International Office will then issue your Transcript of Records.
Registration in the City of Leipzig

According to the German law you must register (anmelden) in the City Hall (Bürgeramt) if you are planning to stay for more than three months in the city and check out when you leave the city/country. To register first, you will need your passport or ID-card and your Wohnungsgeberbestätigung. The Wohnungsgeberbestätigung (also called Einzugsbestätigung des Wohnungsgebers or Vermieterbescheinigung) is a document you get from the landlord or the main tenant (Hauptmieter). In the case you are living a dormitory of the Studentenwerk, you will get this document at your first appointment there. This document proves that you are allowed to live at this address in Leipzig.

An appointment can be reserved online:
https://www.leipzig.de/fachanwendungen/termine/index.html

- Bürgeramt Neues Rathaus – Otto-Schill-Straße 2, 04109 Leipzig is the closest city hall near Campus, but you may visit any of the branches in Leipzig City.

*Residence permit for non-EU students*

If you already hold a residence title issued by another member state of the EU for study purposes, you do not require a German residence title. Your residence title must be valid for the entire duration of your stay in Germany.

The German higher education institution must submit prior notification of your intended stay to the Federal Office for Migration and Refugees (BAMF). This notification should be provided as soon as it becomes known that you intend to study in Germany. Full notification absolutely must be received no later than 30 days prior to your entering Germany.

The notification which the HMT Leipzig sends to the Federal Office must comprise the following documents:

- completed digital notification form (see https://www.bamf.de/DE/Themen/MigrationAufenthalt/ZuwandererDrittstaaten/MobilitaetEU/MobilitaetStudent/mobilitaet-student-node.html),
- a residence title issued by the first EU State (issued for study purposes and in accordance with the REST Directive),
- a recognised, valid passport/replacement passport (copy only),
- proof that you are taking part in a programme organised by the EU or other multilateral programme entailing mobility and/or the agreement between the higher education institutions, and
- proof that you can support yourself financially (bank statement/blocke account, e.g.)
- proof of valid health insurance for the whole duration of your stay (please note that the insurance must suffice for German health care standards, so please
consult with the International Office if you are unsure if your insurance policy meets the criteria)

All documents, with the exception of the passport and the residence title, must be submitted in German. Where applicable, the BAMF can accept easily comprehensible documents in a foreign language, but decides whether the documents submitted meet the requirements.

Health insurance
Please make sure that your health insurance is valid throughout the European Union for the whole time of your stay. European residents can apply for the EHIC (European Health Insurance Card) which covers basic treatments all over Europe. You may find more information here: https://ec.europa.eu/social/main.jsp?catId=559&langId=en

German courses
Our general teaching language is German, so especially for the theoretical and group teaching courses German knowledge is required. HMT Leipzig offers several German courses for foreign students at different levels.

Accommodation
You can apply for a single room with shared facilities at one of the Studentenwerk Students Residences. You should apply online as soon as your exchange is approved. Furnished rooms cost between 170 and 425 EUR/month. You must apply online and upload a copy of your Letter of Acceptance for your Erasmus exchange. ➤ http://www.studentenwerk-leipzig.de/en/housing

Important note: The rooms in the student residences must be booked for the whole month. In case you wish to stay longer (for exams or for private reasons), you can book some additional days later on paying half of the monthly rent.

Flat sharing rooms (Wohngemeinschaften, also called WG) which are offered by students or other young people cost about 250 EUR/month. You can check the current offers online on Facebook or on the following platforms: ➤ www.wg-gesucht.de ➤ www.studenten-wg.de

Bank account
You can open an account at every bank institution. You will need your student card, your form from the Bürgeramt (residence permit) and your ID-card or passport. Most banks offer accounts free of charge for students.

How to reach the Hochschule
From Leipzig main station to the main building of the Hochschule in the Grassistr. 8 you can take the following public transports:
- Bus 89 (direction Connewitz Kreuz): get off at “Wächterstraße”
• Tramway 9 (direction Markleeberg West): get off at “Neues Rathaus”

Campus buildings:

Besides the main building, HMT Leipzig has three other Campus buildings:

• Dittrichring 21 (equal in size to main building, houses 7 university departments, a lunch cafeteria and the language centre)
• Grassistraße 1 ("Bläserhaus", building for the wind/brass department)
• Beethovenstraße 29 (Institute for music pedagogy)

Special Covid-19 Regulations

The HMT publishes all current rules and regulations on the website: https://www.hmt-leipzig.de/en/home?objid=corona-info

Entry regulations and Hygiene Concept

To prepare for your travels, please familiarize yourself with the most current rules and regulations concerning entry into Germany/ the state of Saxony.

If you have travelled through a high risk area in the past 10 days, you must remain in quarantine for 10 days after entering the country (earlier release is possible after 5 days after you have passed two negative Coronavirus tests).

Currently you have to fill out an online form of the Federal Ministry of Health upon entering Germany: (https://www.einreiseanmeldung.de/)

Furthermore, please note the most current ordinance announcements and regulations of the State of Saxony. You can always find translations of the regulations in different languages here.

The Robert Koch Institute has named risk areas under the following link: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html

You may also find useful information on the website of the Foreign Office: https://www.auswaertiges-amt.de/en/coronavirus/2317268

In general, the following hygiene rules apply to everyone:

• ensure adequate hand hygiene and coughing and sneezing etiquette (coughing and sneezing in the crook of your arm) and refrain from shaking hands
• avoid unnecessary contact, crowds of people and keep a distance of one to two metres to the person opposite you
• only use the rear entrance (car park)
• it is compulsory to wear a face mask in all the buildings of the HMT Leipzig
You may only enter the buildings of HMT Leipzig, if you can negate the following questions:

- Are you obliged to go into domestic quarantine due to the regulations of the Saxon Corona Quarantine Ordinance or does a domestic quarantine determined by the responsible health authority apply to you?
- Have you had contact with people infected with SARS-CoV-2 (Corona) in the last 14 days?
- The entry ban can be lifted prematurely if you have no symptoms and can present a current negative corona test. In order to clarify the question of whether your present negative corona test entitles you to enter, students are requested to contact the HMT student secretariat. Teaching and administrative staff should contact the personnel office.
- Do you currently have respiratory symptoms such as a cold, cough or shortness of breath?
- Do you have a fever?
- Do you acutely suffer from loss of smell or taste?
- Do you acutely suffer from complaints of the gastrointestinal tract, e.g. diarrhoea?

Should you answer one of these questions with "yes", you are not allowed to enter the university buildings, in order to prevent a possible infection of other people. Please check the above list of questions prior to entering the HMT buildings each time.

The rules concerning the Covid-19 pandemic are subject to ongoing revision and are regularly updated according to the current situation. We will of course inform you about changes ahead of time.

Contact information

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Erasmus Coordinator
International Office
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Ms Dr Ute Fries
Vice-Rector for Teaching and Study
✉ ute.fries@hmt-leipzig.de

For student life questions:
Mr Ivo Mrvelj (Room G 207)
Assistant to the Erasmus Coordinator
International Office
✉ assistant.erasmus@hmt-leipzig.de

Library / Instrument rental (Room G 305)
✉ bibliothek@hmt-leipzig.de