



Welcome to the HMT Leipzig

**TECHNICAL ENROLMENT FOR THE
WINTER SEMESTER 2024|25**

LILIIA HAIDASH, DEPARTMENT OF STUDY AFFAIRS





Agenda

1) Presentation of services and contact persons at HMT:

- Department of Study Affairs
- IT-Support
- Artistic Operations office (KBB)

2) Your start at the HMT

- Organisation of studies (dates, classes, important information)
- Structures of the university
- On our own behalf

3) Your questions



Services and contact persons

Department of Study Support

Web: [Applicants](#) & [Studies](#)

Entrance examinations and admissions room 104, *Christa Franz*

Application portal | Applications | Invitations | Recording results | Notifications etc.

ERASMUS – Coordination room 207, *Sebastian Clever*

Student support room 113, *Ines Schmied, Liliia Haidash*

Enrolment | Re-enrolment | Sick leave | Certificates | Fee notifications |

Selfservice for students »HMT CAMPUS« | Password reset for e-mail account etc.

Lesson planning and course catalogue room 104, *Birgit Wolf*

Special class for talented youngsters | Classes planning



Services and contact persons

Department of Study Support

Web: [Applicants](#) & [Studies](#)

Examination office 105, a) *Manuela Stötzer*, b) *Katharina Ruhe*, c) *Hella Reiser*

Examination planning | organisation | recognition | certificates | diplomas etc.

a) **Departments:** Early Music, Wind Instruments, EMTP, Voice, Jazz/Pop, Church Music, Piano/Conducting, Strings, Composition/Harmony & Counterpoint

b) **Departments:** Music education, Dramaturgy, Drama, Musicology, Teaching | Theses

c) **Departments:** Dramaturgy, Drama, Musicology, Teaching | Theses

Student advisory service 104, *Christa Franz*

| Semester leave + part-time study for personal reasons |

Representative for students with impairments ([disadvantage compensation](#)) | moodle



Services and contact persons

IT Support-Team

Web: [IT User support](#)

helpdesk@hmt-leipzig.de

E-Mail Account | [Email client configuration on different devices](#) | WLAN (eduroam) | Video conferencing systems etc. | [digital learning](#)

Artistic operations office (KBB)

Web: [Events](#)

Room bookings | posters | contact details of student ensembles for arranging performances there; contact person: [Claudia Philipp-Fuchs](#)

Library of the HMT

Web: [Library & Archive](#)

Library card for use (registration with student card)



Your start of studies at HMT

Dates

Web: [Studies | Dates](#)

The Academic year

Academic year schedule with framework dates

Events

Web: [Events](#)

[Welcome day](#)

02.10.2024

Festive enrolment

14.10.2024 || 5 p.m., Großer Saal

The student ID card

Room use: Pick up the key at the reception desks in exchange for the badge

- Duration of use: 2 h, afterwards handing in at the gate
- Close window, lock door [in case of absence], heating max. 19° C | switch off lights



Your start of studies at HMT

Personal Enrolment

Web: [Studies | first-year-students](#)

»HMT Campus«

Web: [Studies | HMT Campus](#)

Your self service

- Manage personal data
- View | download certificates
- View fees | payments
- If necessary: view lock for re-registration → report to the student support

Introduction of examination administration

- In the future, register for examinations, view academic achievements, receive notifications/certificates
- Until then: Collect evidence from teachers by means of signatures in the Studienbuch

Study fees (procedure of remission) Web: [Studies | fees and scholarships](#)



Organisation of studies - Regulations

Study documents

Web: [Studies | Study affairs](#)

- Study regulations, examination regulations, module regulations, recommended study schedule
- Basis, which subjects have to be taken and which achievements have to be made
- Pay attention to the version – presentation “[Your guide through your studies](#)”

Lessons

Web: [Studies | registration and course catalogue](#)

- Small group and individual classes will be scheduled: Pre-registration; pay attention to deadlines
- [Lesson planning](#)
- [Course catalogue](#) online
- [Course registration](#) via moodle



Organisation of studies - Re-registration

Re-enrolment

- necessary for each semester
- even if a semester of leave has been applied for
- **Missing re-enrolment leads to unenrolment**

Web: [Studies](#) | [Study affairs](#)

Re-enrolment procedure details:

1. There is a **notification email with a reference**, which is different every semester, even if it looks similar at first glance. It also contains the deadlines for re-enrolment, the mailing of the ID cards and any short-term changes to the amount or similar.
2. The **deadline**, in other words the money must be in our account on the day, not transferred first = pay 2-3 days before the end of the deadline.
3. **€25 late fee** is due, which must be paid to the same bank account, if you missed the payment deadline.
4. Re-enrolment consists not only of the semester fee, but also of any **re-enrolment blocks**. Re-enrolment blocks that must be clarified with the Student Secretariat/Examinations Office. E.g. residence permit, documents to be submitted, etc.



Organisation of studies - Re-registration

Re-registration

Web: [Studies | Study affairs](#)

General note on the portlets = the initial screen before registration also contains instructions on important administrative procedures that change during the course of the semester.

Check detailed information along with start page!

Liebe Studierende,

Auch die Nachfrist für die Rückmeldung ist abgelaufen. Sollten Sie im »HMT Campus« noch nicht zurückgemeldet sein, wenden Sie sich bitte sofort per [Mail an Frau Ines Schmied](#) .

Liebe Studienanfänger:Innen zum Wintersemester,

bitte prüfen Sie ob Sie die folgenden Schritte bereits erledigt haben.

1. Aktivierung des neuen Accounts, neues Postfach mit HMT-Mailadresse einrichten, fehlende Unterlagen checken und diese per Mail an HMT Leipzig schicken. Bitte schicken Sie jedes Dokument in einer gesonderten PDF.
2. Informationen im HMT-Mailpostfach beachten.
3. Termin für persönliche Immatrikulation im September über Online-Kalender buchen.
4. Persönliche und technische Immatrikulation im September wahrnehmen, Studienanfängertage besuchen.

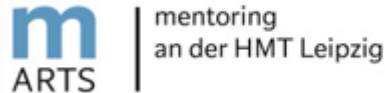
Ausführliche Informationen finden Sie unter [Studienanfänger auf unserer Website](#) .

Bei Fragen kontaktieren Sie bitte:

Studentischer Service zum HMT Campus	eMail: StudierendenSekretariat@hmt-leipzig.de	Telefon: 0341/2144 555
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Organisation of studies - Re-registration



Mentoring ARTS

- Programme from the 5th Bachelor's semester (except for STEx programme music education, drama, ERASMUS)

Web: [Studies | mentoringArts](#)

Sick note

- Inform teachers
- Call or email the Student Support
- Send sick certificate from doctor by the 3rd day at the latest (scan is also sufficient!)

Web: [Studies | Study affairs](#)



Organisation of studies – Leave of absence

Leave of absence

Web: [Studies](#) | [Study affairs](#)

Reasons, procedure

- **Application** via [Form Downloads](#) (Filter on the right - Beurlaubungen)
 - To whom? See header of the form
 - When? Within the re-registration period for the new semester

- **Reasons for leave of absence** according to enrolment regulations of the HMT
 - Illnesses of the student that preclude proper study
 - Study periods abroad [students in the ERASMUS programme - standard period of study continues as normal, except for music education programmes]
 - statutory maternity protection periods and the taking of parental leave
 - Child care and relatives in need of care
 - completion of military or civilian service
 - practical work which serves the purpose of the degree programme



Organisation of studies – Leave of absence, Part-time studies

Number of applications

Web: [Studies | Study affairs](#)

- Leave of absence should not exceed a total of **2 semesters**
- **Exceptions** Regulations SächsHSFG § 20 para. 2, sentence 2
- Study visit abroad
- Prolonged illness (study counselling will be arranged)
- Special regulations maternity | parental leave | child care| nursing leave

Rejection

- Writing the diploma, bachelor's or master's thesis and preparing for examinations
- Working alongside studies - no activity serving the study programme
- Change of main subject teacher

Part-time studies

Web: [Studies | Study affairs](#)

Reasons, procedure

according to enrolment regulations of the HMT

- **Application** via [Form Downloads](#) (Filter on the right – Studium und Lehre)
- **To whom?** See header of the form
- **When?** Within the re-registration period for the new semester

! Leave of absence from lessons: Informal application to the Prorector: [Dr. Ute Fries](#)



Organisation of studies - Studies abroad

Web: [Hochschule | Internationales](#)

Exchange with partner universities of the HMT

- ERASMUS+ & other partner universities (86 at the moment)

Study abroad for students

- outgoing students (currently about 20 places)
- Incomings (number of places depends on the choice and capacity of subjects)
- Duration maximum 12 months (per study cycle)
- Application annually (deadline 31.01.)

Internship abroad for students and graduates - limited capacities

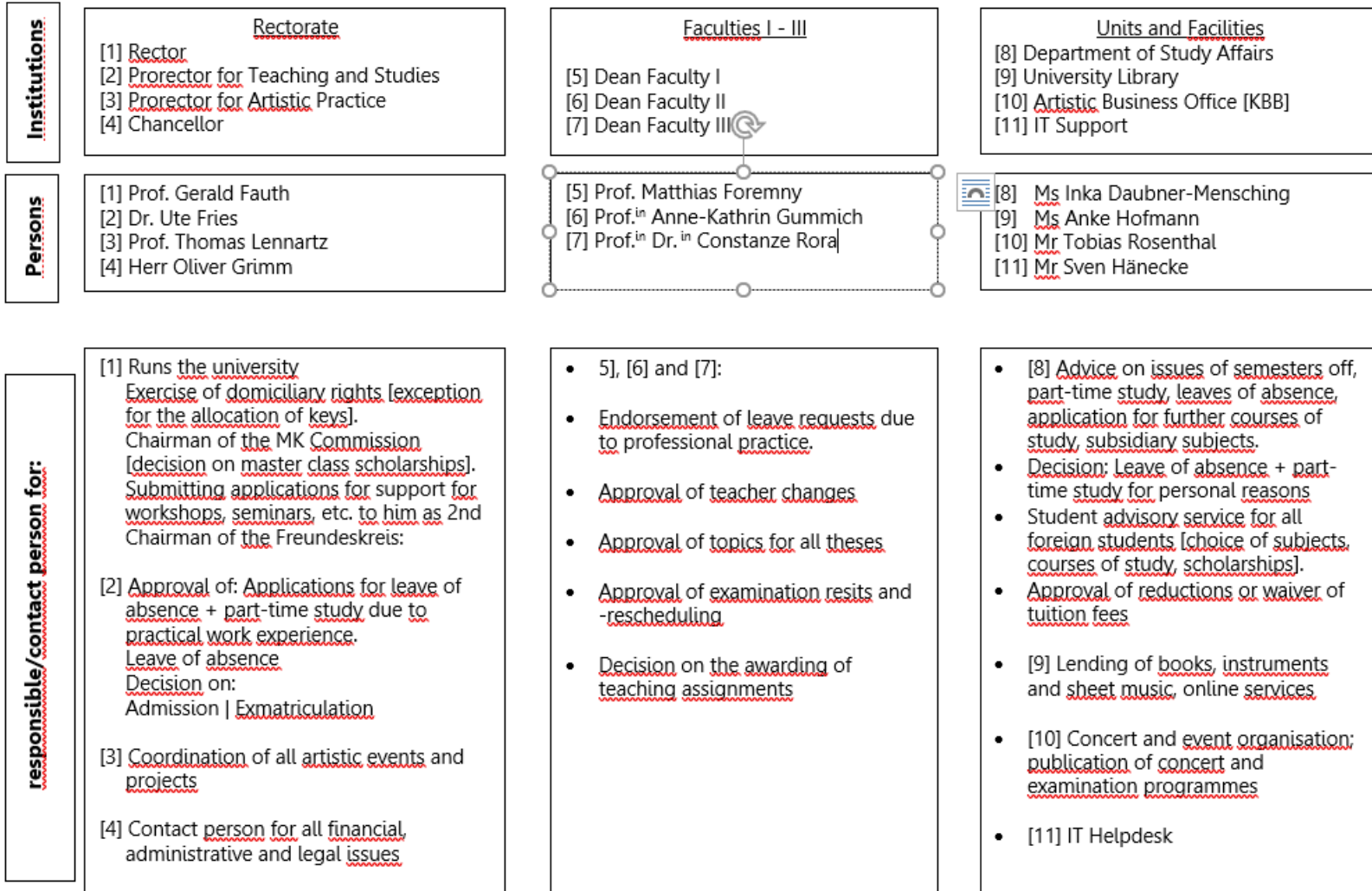
- Duration maximum 12 months (per study cycle)
- Application flexible

Contact the ERASMUS coordinator before applying: [Sebastian Clever](#)

University structures



University structures

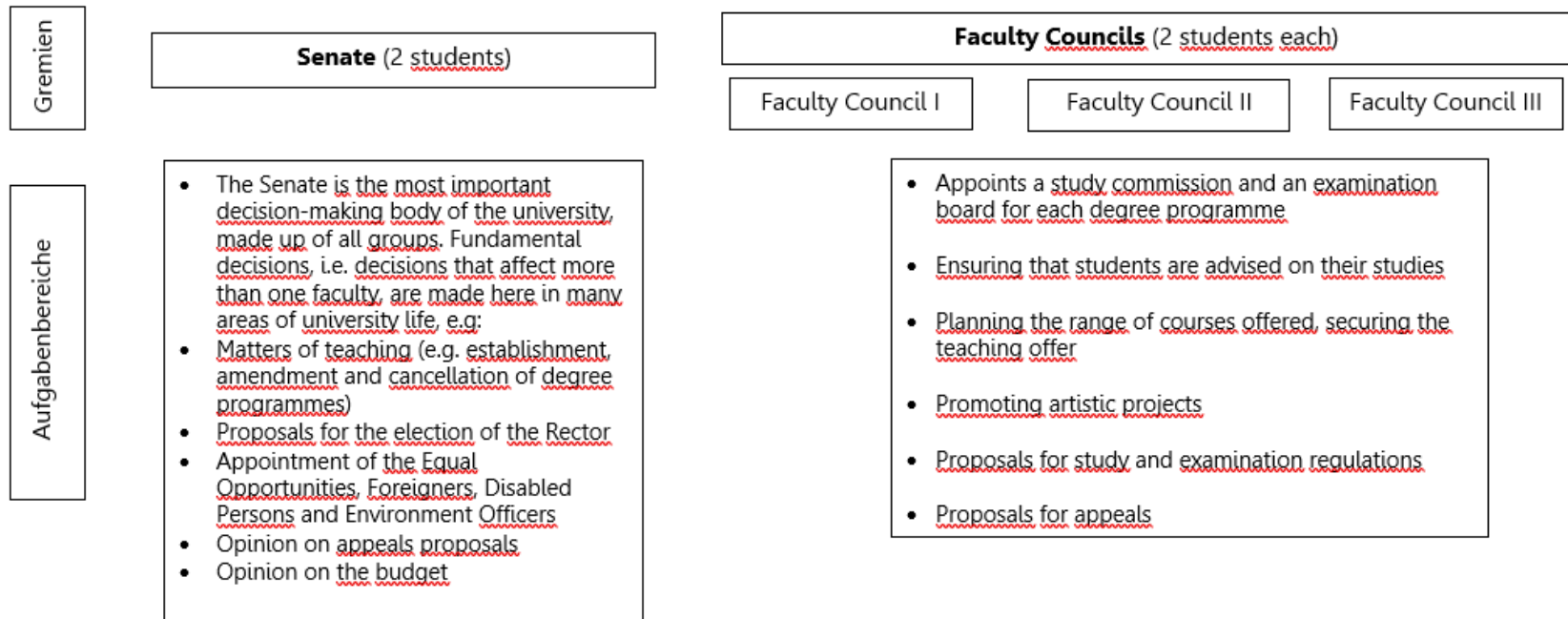


Opportunities for student co-determination at the HMT

Student Council: 7 representatives The StuRa represents the interests of all members of the student body.
Dittrichring 21, R. 3.01 Post box: D 009
Members: webseite <http://www.hmt-leipzig.de/en/home/mein-studium/studierendenrat>

eMail: studierendenrat@hmt-leipzig.de

Student Councils of the Faculties



Further organs/fields of participation:

Extended Senate (4 students): Election and deselection of the rector; passing of resolutions on the basic regulations of the university and their amendment

Study Commission: Consultation on study content and study quality as well as quality assurance measures. Creation/amendment of study and examination regulations

Examination committee: examination matters and related issues

Equal opportunities



Organisation of studies - Board activities

Board activities of students

Regulations SächsHSFG § 20 Abs. 4:

- when participating in committees, a period of study of "x" semesters is not counted towards the standard period of study [RSZ] (colloquially: extension of the RSZ):
 - for at least one term - one semester
 - for several terms - three semesters

- **Procedure HMT**
 - is automatically noted at the end of the first elective semester – can be viewed in the HMT enrolment certificate (HMT Campus)

This years elections: November 2024



On our own behalf...

HMT for everyone: no exclusion, open cooperation

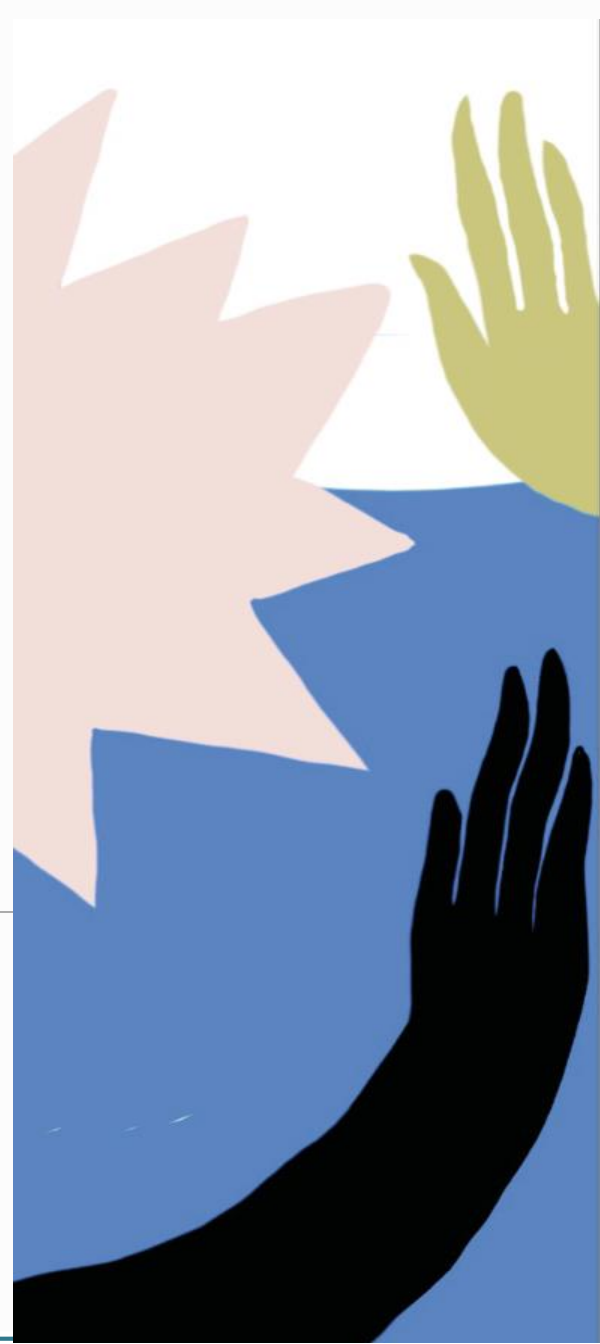
- Take advantage of counselling services:
 - [Equal Opportunities Officer](#)
 - [Representative for students with impairments](#)
disadvantage compensation procedure
 - University sports at the university Leipzig „In a healthy body dwells a healthy mind “ – Cooperation with [Zentrum für Hochschulsport der Universität Leipzig](#)
 - [Studentenwerk Leipzig](#)

Get in touch with us!

Antidiskriminierung | Antidiscrimination



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Diversität, Gleichstellung, Familienfreundlichkeit | Diversity, Equality, Family Friendliness



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Thanks for your attention!

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