

How to Uni

english Version for BEE & NBB

FSR BioPharm

Office for Study Affairs

- Check out the [Website](#)
- Exmatriculation and immatriculation matters [SSZ](#) (Studierenden-Service-Zentrum)
- Examination officers:
 - René Lindenberg » responsible for biology, biology teaching degree and biochemistry
 - You can i.g. request an overview of your grades here
- Semesterplanner:
 - Isabel Jacob (semesterplanung.lw@uni-leipzig.de)
 - missed module registration deadline? » don't panic
 - for compulsory modules you'll most certainly get accepted subsequently
 - for elective modules capacities have to be checked first
 - generally: **try to adhere to deadlines**

Office for Study Affairs

- Study coordinators
 - Responsible persons for each study program and contact person for maternity protection and compensation for disadvantages (e.g. for dyslexia)
 - Coordinators take care of crediting of academic achievements
- Examination board
 - Takes care of everything that falls outside of the examination regulations
 - E.g. when you missed a deadline
 - You also have to apply for a third attempt on an exam here (informal mail is enough)
 - Documents for each study program can be found [here](#)
 - You can find a template for an application [here](#)
- Current deadlines and can be found on the website of the office for study affairs

Exam period

- Deregistration from examinations:
 - In case of illness the [Certificate of Incapacity for Examination](#) need to be handed in at the office for study affairs within **3 business days**. You should also take this form directly to your doctor.
 - You must deregister from a module by November 15. Deregistration is done via Alma Web.
 - Information concerning the second attempt can be found [here](#)
- Exam inspection:
 - You have the right to inspect your exams
 - Especially if you failed the exam it is important to use this right
 - You can sometimes discover a few more points and improve a grade or pass after all

Study organization

- Note the **re-registration deadline** for the new semester
 - For the summer-semester: **01.12. to 15.02.**, for the winter-semester: **01.06. to 15.08.**
 - Amount may change from semester to semester
 - Validat your card!! (Validation machine e.g. in the medical library or in student service center)
- **“Deutschlandticket”** is integrated in the semesterticket
 - have your cell phone with you or apply for a physical ID card at the LVB
- Carry your student ID
 - Important for discounts for museums, cinemas...
 - For lending books and paying in the canteen
 - Cheap remaining seats in e.g. opera and Gewandhaus for students
- Timetable?
 - You have to put it together yourself, use the current [course catalog](#)

Libraries

- You can find suitable literature especially in the **Library for Medicine and Life Sciences**
- Make sure you always **renew** borrowed books to avoid having to pay fees
- General information on color coding and borrowing can be found on the [website](#) of the University Library (UBL)
- Students can reserve rooms in the library. This can also be done via the UBL website.



Canteens

- Mensacard
 - You will always need cash (banknotes) to top up, which can be done at a machine in the canteen (Mensa).
 - An alternative to this is autoload:
 - Saves you having to queue at the top-up machine
 - Top up by direct debit mandate
 - To set this up, you need an appointment with the Studentenwerk
- Mensa-Guthaben-App
 - With this you can check your credit balance on your phone
- The different canteens:
 - Medizin-Mensa would be closest or the “kleine Mensaria” next to the botanical garden
 - Larger variety: Mensa am Park directly at the main campus
 - You can find all canteens and cafeterias [here](#)

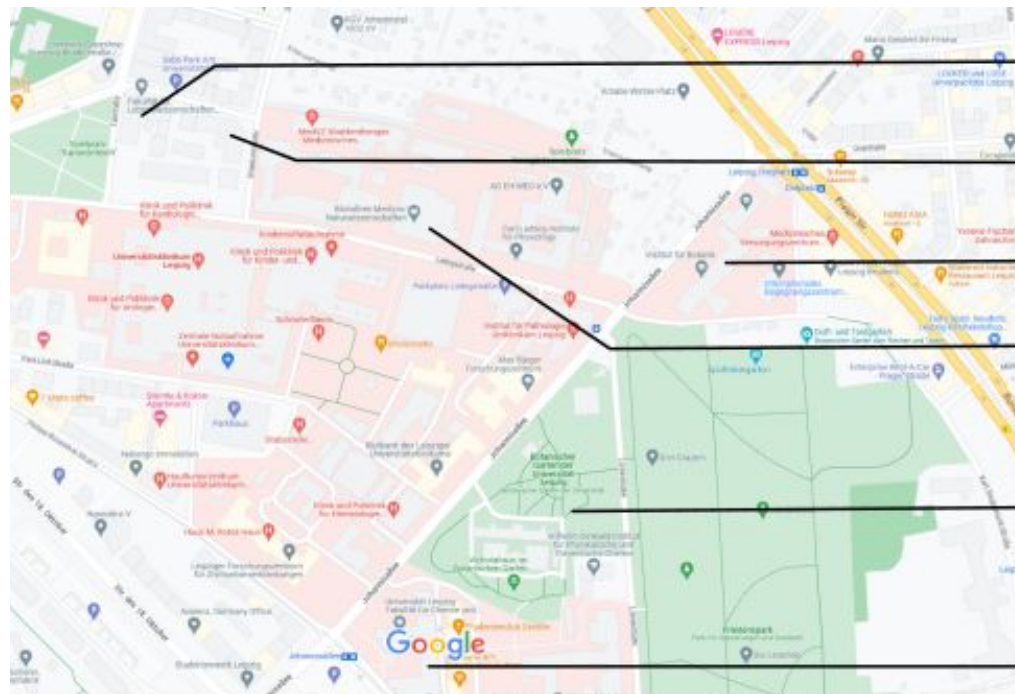
How can we (the student council) help you?

- In case of problems during your studies (with lecturers or the organization)
- Laboratory sales and glassware
- Mentoring
- Project financing
- Lending lockers
- Old exams
- General questions concerning your studies
- Lost and Found

Lost and Found

- If you have lost something you can ask us if it has been handed in to us!
- Accordingly, you are also welcome to hand in things that you have found in the faculty. :)
- If none of us are in the office, please write to us or drop by during office hours (see homepage).
- We will keep the items for **6 months**.
- Our office is in **room 114** in Talstraße 33.

Lageplan Fakultät für Lebenswissenschaften



Ta33: Talstraße 33

Brü34: Brüderstraße 34

Jo21: Johannisallee 21

**Bibliothek Medizin und
Naturwissenschaften**

botanischer Garten

Chemiefakultät

Coole hang places

- **Student clubs** (Destille, TV-Club, Oase)
- **Clubs** (IfZ, Elipamanoke, Neue Welle, Ilse Erika, Conne Island)
- **Parks** (Rosental, Lene, Clara, Friedenspark, Palmengarten, Mariannenpark, Elsa, Volkspark)
- **Sachsenbrücke**
- **Lakes** (Cossi, Schladi, Kulki, Störmi, Theklaer, Markleeberger)
- **Riversides** (Elsterflut, Neue Luppe)
- **Café's** (Franz Morish, Tunichtgut, VARY, Espresso Zack Zack, Bubu, 7 shots, Ding Dong, Café Kater, Doki, Café Luise)
- **Bars** (Jet, Goldhorn, Substanz, Hafenbar, Noch Besser Leben, Links neben der Tanke, Liqwe, Pixi, Kaya, Hexenkessel, Noels Ballroom)
- **Things to do** (FSR, Paddeln, Bouldern, Uni Sport)
- **Museen** (a lot of them are generally free)

Hang Gang

- **food** (Karli 61, Pholosophy, El Arabi, Pizzeria Roma, Olive Tree, Globus, Grill King)
- **Kiez** (Eisi, Karli, Südvorstadt, Connewitz, Karl-Heine, Plagwitz (nice second-hand stores))
- **Küfas** (communal, donation-based meals, Telegramgroup: <https://t.me/leipzigKuefA>)
- **Political groups and involvement** (students/fridays for future, Seebrücke, SDS, rosalinde, BUND, FemStreik, Letzte Generation, NABU, Grüne Jugend etc.)