



UNIVERSITÄT
LEIPZIG

Faculty of Life Sciences

Welcome



October 8, 2019

THE OFFICE FOR STUDY AFFAIRS

The office for study affairs is responsible for all questions concerning the organization of studies at the Faculty of Life Sciences.

STRUCTURE OF THE OFFICE FOR STUDY AFFAIRS

- Helpdesk
- Examination management
- Semester planning
- Curricular management
- Study coordination

STRUCTURE OF THE OFFICE – STUDENT HELPDESK

The student helpdesk is the first point of contact for students at the Faculty of Life Sciences. It serves at the first place to find help for all questions concerning the organization of studies at our faculty.

Responsible:

Madlen Dallmann

Cornelia Franke

Miron Averdunk

STRUCTURE OF THE OFFICE- EXAMINATION MANAGEMENT

The examination managers of our faculty are your contact persons for all specific questions about the organization of examinations and modalities.

Responsible:

Almut Löhrmann

René Lindenberg

STRUCTURE OF THE OFFICE- SEMESTER PLANNING

The employees of the semester planning in the office for study affairs at the Faculty of Life Sciences are responsible for the schedule and room planning and the processes associated with the module allocation.

Responsible:

Agnes Wohlfarth (Module enrollment and assignment)

Carsten Zander (schedule and spatial (room) planning)

STRUCTURE OF THE OFFICE- CURRICULAR MANAGEMENT

The curricular management is your contact for all questions regarding the development of the curricula and is responsible for the illustration and continuous maintenance of the curriculum as well as all modules.

Responsible:

Norman Friedrich

STRUCTURE OF THE OFFICE- STUDY COORDINATION

The **study coordinators** in the subjects are mainly responsible for counseling of prospective students and the recognition of study and examination achievements.

Responsible:

Dr. Katja Franke (Biochemistry)

Alexander Bergmann (Biology)

Dr. Dagmar Müller (Psychology)

The **study coordinator for contracts** is your contact person for all questions about student assistant contracts.

Responsible:

Edith Arndt

REACHABILITY OF THE OFFICE

- Homepage:

<https://www.lw.uni-leipzig.de/studienbuero.html>

- FAQ:

<https://www.lw.uni-leipzig.de/studienbuero/faq.html>

- Office hours:

Monday to Thursday: 10:00 am – noon

Tuesday: 01:30 pm – 05:00 pm

STUDENT EMAIL ACCOUNT

- Please use your student email address for any contact with the office for study affairs.
- Check your student email account regularly! Information from the university will only be sent to this address.

MODULE REGISTRATION

- The period for the module enrollment will be timely announced on the faculty homepage. Within this timeframe, it takes place in Tool.
- The registration for the module is also automatically the registration for the exam!

DEREGISTRATION FROM MODULES

- The module cancellation is possible in TOOL until allocations are transferred to AlmaWeb
- In case the module registration has already been transferred to AlmaWeb, it is possible to deregister from modules until 15.11. (Winter semester) or 15.5. (Summer semester).

EXAMINATIONS

- The examination dates are expected to be announced on the homepage of the faculty in November.
- Please note that in some modules pre-exam achievements are required. Without a successful completion you won't be allowed to take the final exam.

SICKNESS AND EXAMS

A certificate of incapacity issued by the doctor is not sufficient as a sick note for an examination. The corresponding form „Certificate of Inability to participate in the examination“ needs to be completed by the doctor, so the inability to take the examination can be determined by the Examination Board.

In case of illness on the first examination date, the participation of the retest is obligatory.

REPEATING EXAMS

- Is a test failed, it can be repeated up to two times.
- For the 1st retest you are automatically registered at the earliest possible date. This second attempt can be cancelled by e-mail up to one week before the examination date.
- The registration for the 2nd retest is only possible through a formless application to the Examination Board, which must be approved by the examination board.

STUDY AND EXAMINATION REGULATIONS

The study and examination regulations of each degree program determine the general conditions of the study program as well as the examinations.

They can be found in the official announcements of the University of Leipzig:

https://amb.uni-leipzig.de/?kat_id=74



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**THE OFFICE OF STUDY
AFFAIRS WISHES YOU A GOOD
START AND SUCCESS!**

