

# Studying and living in Freiburg

## Information for new students

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Programme Co-ordinator

15. Oktober 2019

Technische Fakultät



**UNI  
FREIBURG**

# Information about...

Albert-Ludwigs-Universität Freiburg



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- Online Systems (MyAccount, HisinOne...)
- UniCard
- Library
- Campus
- German language courses
- Semester ticket (public transport)
- Jobs
- Scholarships
- Academic Calendar

# Online Systems

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MyAccount	HISinOne
Choose your email id	Course catalog
Set eduroam password	Course booking
Activate UniCard	View and print your personal schedule
	Exam registration
	View exam results
	Print transcript of marks
	Update your contact data
	Pay semester fees (by direct debit)
	Print a certificate of enrolment (Studienbescheinigung)



# MyAccount



With [MyAccount](#) you administer your student account in the university. Once you receive your user id, you should do the following four steps:

- Change initial password to activate your university account
- Check and confirm your private email address
- Set up a university email account – *optional* (firstname.lastname@domain.uni-freiburg.de)
- Choose your preferred email address for communication with the university
- Choose an *eduroam* password (needed for WiFi)
- Activate your *UniCard* (student id card)

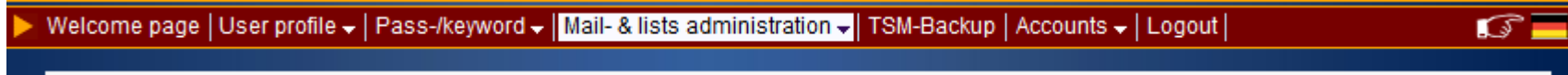
# University email address

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- Click on Mail & list administration → Uni Mail Accounts



## Your mail addresses stored in the myAccount database:

Institutional mail address	[REDACTED]@tf.uni-freiburg.de	preferred	modify: <input type="radio"/>
----------------------------	-------------------------------	-----------	-------------------------------

If you want to create a **new Uni-mail address** at the computing center, please click here:  Create

## Announce an email address to myAccount that already exist:

myAccount automatically detects the type of mail address (private, official).  Accept address [?](#)

# Choose preferred email

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- Click on Mail & list administration → Mail Accounts



Your mail addresses stored in the myAccount database:

Institutional mail address	[REDACTED]@tf.uni-freiburg.de	preferred	modify: <input type="radio"/>
----------------------------	-------------------------------	-----------	-------------------------------

If you want to create a **new Uni-mail address** at the computing center, please click here:  Create

Announce an email address to myAccount **that already exist:**

Accept address

(myAccount automatically detects the type of mail address (private, official).

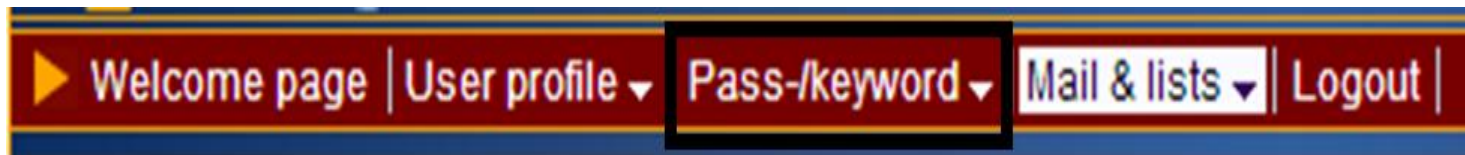
# Eduroam keyword

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- Used to connect to campus WiFi
- VPN connection
- Log in to myAccount
- Select Pass-/keyword menu → Eduroam Keyword





# Eduroam keyword

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Welcome page | User profile ▾ | Pass-/keyword ▾ | Mail- & lists administration ▾ | TSM-Backup | Accounts ▾ | Logout |



## Set Password

You want to set your eduroam keyword.

**The new keyword must comprise at least 10 and not more than 32 characters.  
Including one capital letter, one lower case letter, one number and one special character.**  
0123456789<|>,;.:\_#'+\*~@!\$%&/{}() []=?

**Attention:** Password and eduroam keyword must not be identical for safety reasons.

Re-enter the new keyword twice to avoid typing errors.

New keyword

●●●●●●●●

Here you can set a keyword or replace the current with a new one.

Repeat the new keyword to avoid typing errors.

Password confirmation

For safety reasons enter the current main password here.

Send

Previous

To set up eduroam access, the following three components are required:

- SSID (WLAN-Name): eduroam
- Username: **Uni-Account**@uni-freiburg.de
- Password: Your personal eduroam password

Uni-Account = for example **XY123**

For notebooks VPN client might be necessary.

<http://www.rz.uni-freiburg.de/services-en/netztel-en/wlan-vpn-en/vpnwlan-en?>

# Activate UniCard

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myAccount Monday, 12. October 2015 11:51:23  
Your session will end at 12:02:07

Welcome page | User profile | Pass-/keyword | Mail & lists | TSM-Backup | Accounts | Logout

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**User ID: ue65** **My data at the CC**

**Personal description**

Frau	Employee Number 795841
Ursula Epe	User group employee university
Technische Fakultät	Technische Fakultät
Dekanat	Library number 65044355
FON: 203-8340 FAX: 203-8057	
Preferred language: English	May be selected via the flag icon in the menu bar above!

**My Uni-Account "ue65"**

Registered at the CC: 24.09.2007  
Currently valid until 31.01.2016  
Please note The validity period will be extended automatically for user groups employee and student.

**My email addresses**

**Institutional mail address** **epe@tf.uni-freiburg.de** (1)  
(1) preferred information path  
(2) permission to publish

**Unicard**

**The access control has been activated for your UniCard.**

**Please note:**

- You have lost your UniCard? Other problems? Please follow the [instructions on the FAQ page](#) as soon as possible!
- The UniCard portal page: <http://www.unicard.uni-freiburg.de>
- If you have problems concerning the access control of the UniCard please contact the [service department of the facility management](#).
- If you have more questions concerning the UniCard please read the [FAQ pages](#) of the UniCard Team.

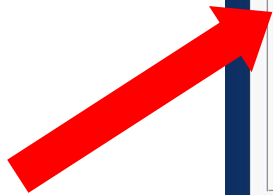
**Fileserver and Home-Directory**

All University employees and students have the possibility to save data in a personal online database (home directory) that is accessible through a shared fileserver. As a student, you can access your personal homedirectory from any computer with a VPN connection through the Freiburg University network. As a University employee, you can access this directory from your office workstation, or access it remotely through a VPN connection. The directory is accessible through Windows or Linux without having to install any additional software.

**Server path** \\ue65.files.uni-freiburg.de\home\ue65  
**Login** public\ue65 with current login password

**My Homepage at the Omnibus-Server**

Activate Uni Card



# Campus management: HisinOne

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HisinOne

# HisinOne – Change address

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Go to Student Service / Contact data and documents / Edit my data

## Student Service


Student status

**Contact data**

Bills and payments

Bank account and mandate

Reports

 Edit your data

### Address

Postal Address



Country

Deutschland

Street and number

Holbeinweg 4

Postal Code

79110

City

Freiburg im Breisgau

Adresstag

registered address

### Contact information

E-mail - Bevorzugte E-Mail  
(Studieren):

151739@his.de

Phone - Private:

0511/1220-72900

E-mail - Private:

152007@his.de

# HisinOne – Print certificate of enrolment

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Go to Student Service / Reports / certificate of enrolment

## Student Service

Student status

Contact data

Bills and payments

Bank account and mandate

**Reports**

### Requested Reports

report type	semester	Outputtype
Immatrikulationsbescheinigung	summer semester 2018	PDF-Dokument
certificate of enrollment	summer semester 2018	PDF-Dokument
confirmation of periods of study	summer semester 2018	PDF-Dokument
Immatrikulationsbescheinigung	winter semester 2017/2018	PDF-Dokument
certificate of enrollment	winter semester 2017/2018	PDF-Dokument
confirmation of periods of study	winter semester 2017/2018	PDF-Dokument

# HISinOne – Course booking

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- Click on “My Studies” → “Planner of Studies with module plan”
- (If you don’t see a tree structure: click on “show examination regulation”)
- Click on “expand all”
- (Click on “Hide examinations”)
- Select “Apply”
- Click “enroll”
- To de-register, re-open the course and click on “sign off” and again “sign off”
- How-to see: <http://www.tf.uni-freiburg.de/en/studies-and-teaching/teaching/course-booking> or [https://wiki.uni-freiburg.de/campusmanagement/doku.php?id=hisinone:studieren:belegen\\_en](https://wiki.uni-freiburg.de/campusmanagement/doku.php?id=hisinone:studieren:belegen_en)

# HisinOne - Course booking

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- Choose courses at beginning of the semester:  
**Lectures: 1 Oct – 12 Jan**  
**Exercises and lab courses: 13 Oct – 31 Oct**  
**Seminars (CS): 21 Oct – 30 Oct**
- For lectures with exercise (Vorlesung and Übung), you need to select both.
- If you have to complete conditional courses (Auflagen), the programme co-ordinator will register you for the course, but you will have to register for the exam.

Deadlines: <http://www.tf.uni-freiburg.de/en/studies-and-teaching/calendar-dates>



# Course schedule

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Get your personal course schedule:

- Go to [HISinOne](#)
- Go to “My studies” → “my course plan” → “winter term 2019” →
- Set date on 21 – 25 October (first week of lectures) or try the “term view”
- To download as pdf, click on the PDF icon.

Exam registration: From **2 Dec** until **12 Jan**

Log into [HISinOne](#)

- Go to „My Studies“ / „Planner of Studies“
  - Select an exam and click on 
  - Read „Important information ...“
  - Check „I accept“ and click on „accept“
- > The exam date will be displayed.
- Click on „ apply“

# Exam registration II

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Once you have registered for all exams

- Go to „my course enrolments and exam registrations“
- Check if all registrations are there (if not, try to register once again or contact the examination office before the end of the deadline!)
- Print the document and take it with you to the exams

# Exam registration III

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- You cannot register online for the exams belonging to **conditional courses**.
- Use the [general registration form](#) available on our website
- Fill it and submit it to the examination office within the exam registration period.



# TF user account

# User account for computer pool

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- Computer labs are in building 082 (cafeteria)
- Fill the [account application form](#) and submit it in the pool managers' office building 082, 1st floor
- E-mail address = [name@informatik.uni-freiburg.de](mailto:name@informatik.uni-freiburg.de) or [name@tf.uni-freiburg.de](mailto:name@tf.uni-freiburg.de)
- Mailing lists:  
[student@tf.uni-freiburg.de](mailto:student@tf.uni-freiburg.de) (automatically)  
[markt@tf.uni-freiburg.de](mailto:markt@tf.uni-freiburg.de) (sign up [here](#))
- You can check your email from anywhere, using the [Webmail](#) tool.



## Printers

- In building 082: 3 printers
- 120 pages per month are free, if you print more: 0,05 € per page (black and white, only one side printed)
- Payable in cash at the pool manager's office (limit € 3,00)

# Which account for what?

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University Account	TF Account
HISinOne	To use the computers in the computer pools
Course and exam registration	To receive emails sent by staff or students to TF student mailing list
Library catalog	To send emails to TF student mailing list
ILIAS (lectures material)	To use TF webmail
Official emails from lecturers, examination office, student registry	To sign up for mailing list <a href="mailto:markt@tf.uni-freiburg.de">markt@tf.uni-freiburg.de</a>
WiFi via eduroam	



# Discounts for software

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- The Computing Center (*Rechenzentrum*) offers lots of software and licenses like MATLAB, Mathematica or LabView:  
<https://www.rz.uni-freiburg.de/services-en/beschaffung-em/software-en>
- For questions you may contact  
[lizenzen@rz.uni-freiburg.de](mailto:lizenzen@rz.uni-freiburg.de)



# UniCard

After getting the UniCard and user account for course and exam registration:

- Activate your UniCard (in [MyAccount](#))
- [Load credit onto your UniCard](#)
- Your UniCard should already be activated for entering the TF computer labs after closure. If not, please go to the Dean's Office (Dekanat), Ms. Diringer (building 101, top floor) and ask her to check your card.

# University and faculty library

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## University and Faculty library

## Registration via:

<https://www.ub.uni-freiburg.de/nutzen-leihen/>

- Click on „Ausleihkonto“
  - Enter your university user name and password
  - Scroll down and click on „UB-Konto mit Unicard neu eröffnen“
- OR**
- Go to the library (*physically...*) and ask them to activate your account

# University library - Rules

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- At the UB and Faculty of Engg. Library, the lending period is **28 days**. It can be extended online up to **three times** (if the book has not been reserved by someone else)
- If you return a book late, you will have to pay a fee (**€ 1,50** for the first week, **€ 5,00** for the second week and so on)
- Please handle the books with care! If you return a damaged book, you will have to pay for a new one.



# Campus

# Find your way around the campus

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Watch out! Parking permit required!



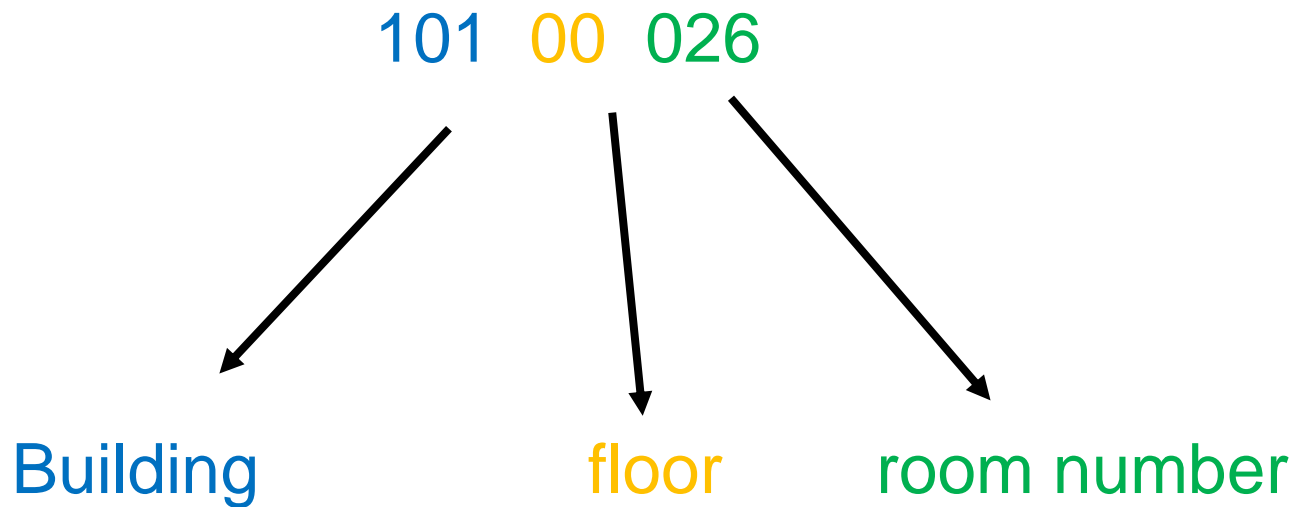
# Find your way around the campus

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## Room number system:





# German language courses



## SLI courses:

- **All levels**

Either Mon + Wed or Tue + Thu, 6:30 – 8:00 p.m.

- **Duration:** one semester (60 lessons)
- **Cost:** 160 Euro\*

**Mandatory placement test:** 28 Oct, 6:00 p.m., KG II, Audimax (lecture hall 2001). Previous [registration](#) is required!

\* Students with vouchers will be reimbursed at the end of the semester if they regularly attended the lessons.

# Other languages

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All other language courses: See SLI:

<http://www.sli.uni-freiburg.de/>

Language courses are not part of any  
Master's program curriculum.

# Semester ticket

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## Semester ticket

# Semester ticket I

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- 94 EUR for six months
- To be purchased at:
  - online: <http://www.vag-onlineticket.de/> or
  - central train station
  - VAG office (Salzstraße 3),
  - SBG office (central bus station next to central train station),
  - *Gleisnost* travel agency (Bertholdstraße 44)
  - any VAG or DB ticket sales machine



## Important:

- a) If you buy the **ticket online**, you only need to carry an official ID with a photo (e.g. residence permit, passport) when using it.
- b) If you buy the **ticket** at the VAG office or at the train station, you need to carry your UniCard, an official ID and a certificate of enrolment when using it.

> If not you have to pay a fine of 60 Euros!

**After 7:00 p.m.** students can use public transport for free without a semester ticket:

Just download the so-called „19 Uhr-Nachweis“ available at the [VAG online shop](#).

When using it, always carry an official ID (e.g. residence permit or passport).



# Jobs

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# Jobs

Working permitted...

For all students:

**85 hours per month** max.

For non EU-citizens:

**120 days** full-time or

**240 days** part-time per year

On-campus jobs are posted on notice boards, or websites of the chairs, or posted via [markt@tf.uni-freiburg.de](mailto:markt@tf.uni-freiburg.de)

Off-campus jobs can be found on notice boards or through Studi-Job:

<http://www.swfr.de/en/money/studijob/>

# Scholarships

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## Scholarships

# Deutschlandstipendium

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- Offered by the University of Freiburg
- 3600 Euro per year per student
- Target group: Undergraduate and postgraduate students who finished their Bachelor's degree with a final grade of 1,5 or better (German grading system)
- Application period: **March 1st – 31st 2020**
- [More information](#)

# Other scholarships

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- Difficult to apply for scholarship after arrival in Germany
- Selection criteria:  
excellent grades, indigence, voluntary work, German language proficiency
- Easier to find a job
- [More information](#)



# Fees for public radio and TV

# Licence fee (for public broadcasting)

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Everyone residing in Germany has to pay 17,50 Euro per month to fund the state radio and TV stations. In shared flats the fee can be shared by the residents.

- If you have moved into a shared flat or students residence, check who is paying the fee and inform the „Beitragsservice“ accordingly.
- If you live alone, check if the fee is included in the rent. If not, register [here](#).



**ARD.de**<sup>1</sup>

[Deutsche Welle](#)



# **Academic Calendar (important dates)**



# Academic calendar

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<b>21 Oct 2019</b>	<b>Beginning of lectures</b>
<b>1 Nov 2019</b>	<b>Public holiday (no lectures)</b>
<b>22 Dec 2019 – 6 Jan 2020</b>	<b>Christmas break (no lectures)</b>
<b>15 Jan – 15 Feb 2020</b>	<b>Registration for the summer semester</b>
<b>14 Feb 2020</b>	<b>Last day of lectures of the winter semester</b>
<b>17 Feb - 29 Mar 2020</b>	<b>Examination period of the winter semester</b>
<b>20 April 2020</b>	<b>Beginning of lectures of the summer semester</b>

**Please bookmark this link for the following semesters:**

[http://www.studium.uni-freiburg.de/en/dates-deadlines-events/semester-dates-and-teaching-periods?set\\_language=en](http://www.studium.uni-freiburg.de/en/dates-deadlines-events/semester-dates-and-teaching-periods?set_language=en)

# Fachschaft / Student council

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Website: <https://fachschaft.tf.uni-freiburg.de>

Email: [fs@fachschaft.tf.uni-freiburg.de](mailto:fs@fachschaft.tf.uni-freiburg.de)

# Checklist

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1. Activate your university account using MyAccount
2. Choose your preferred email address in MyAccount
3. Select eduroam password in MyAccount
4. Install WiFi on your notebook
5. Get your user account for the computer pool in building 082
6. Get a user account for the library
7. Activate UniCard in MyAccount
8. Load your UniCard budget
9. Buy a semester ticket
10. Book your courses



If you have any questions,  
please feel free to contact me:

**Ursula Epe**

**Office:** Building 101, 2nd floor, room 013a

**Consulting hours:**

Mon + Wed 2-4 p.m., Tue + Thu 10-12 a.m.

**Phone:** 49 761 2038340

**Email:** [studienkoordination@tf.uni-freiburg.de](mailto:studienkoordination@tf.uni-freiburg.de)