universität freiburg

Studying and living in Freiburg - Information for new students

Summer semester 2024

Faculty of Engineering
Ursula Epe, Programme Co-ordinator
Freiburg, 9 April 2024

Agenda

Online Systems: My Account, Eduroam, HisinOne, ILIAS, TF user account

UniCard: Student ID card

Library and other campus facilities:

Additional Programme for Int‘l Students (APIS): Language courses and more

EUCOR: Take classes at other universities in the area

Semester ticket/Deutschlandticket: For public transport

Jobs: Regulations and how to find a job

Licence fee for public broadcast

Academic calendar and orientation events: the most important dates and deadlines

Extra-curricular activities and Myufr app

Contact points and persons

Online Systems

My Account, Eduroam, HisinOne, ILIAS, TF user account

Online Systems – MyAccount / HisinOne

MyAccount	HISinOne
Change initial password	Course catalog
Set eduroam password	Course booking
	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)

Online Systems – MyAccount

MyAccount

With MyAccount you administer your university account (Uni-Account). After matriculation you will receive an email with the credentials for your Uni-Account. Pls. do the following:

- Change initial password to activate your university account
- Choose an *eduroam* password (needed for WiFi)

More information here

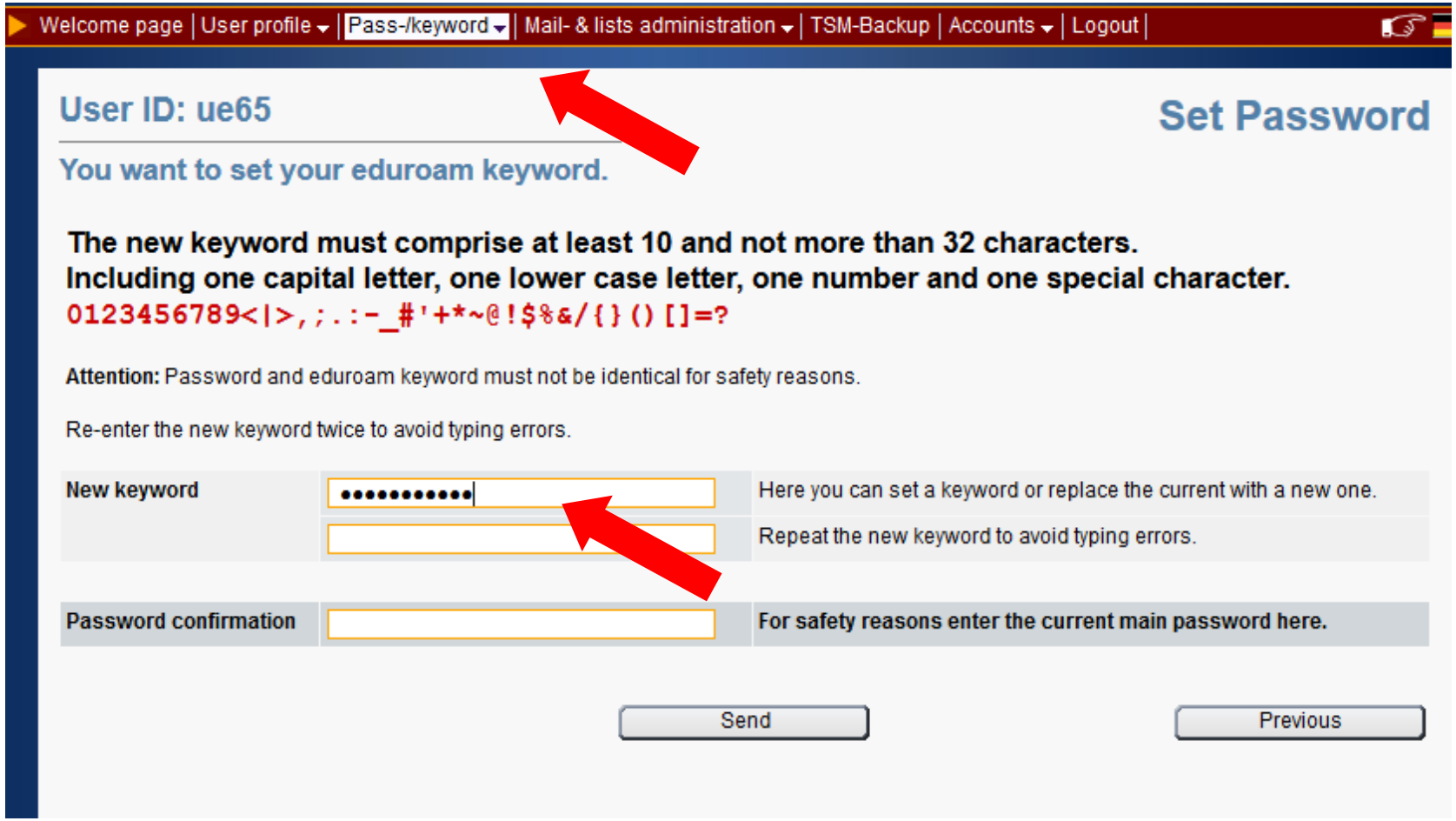
University email account

- Uni email address = initials+randomnumber@students.uni-freiburg.de
- Check your emails via https://mail.uni-freiburg.de/ (account name = university email address) or
- connect to your new mailbox with e-mail clients using the IMAP protocol on your smartphone or PC/notebook

Please note:
It is neither recommended to change your correspondence email in MyAccount or HisinOne to your private email (e.g. gmail…) nor to arrange for your university emails to be forwarded to your private email account, because many providers reject forwarded emails.

More information here

MyAccount – Eduroam keyword



MyAccount - Eduroam

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

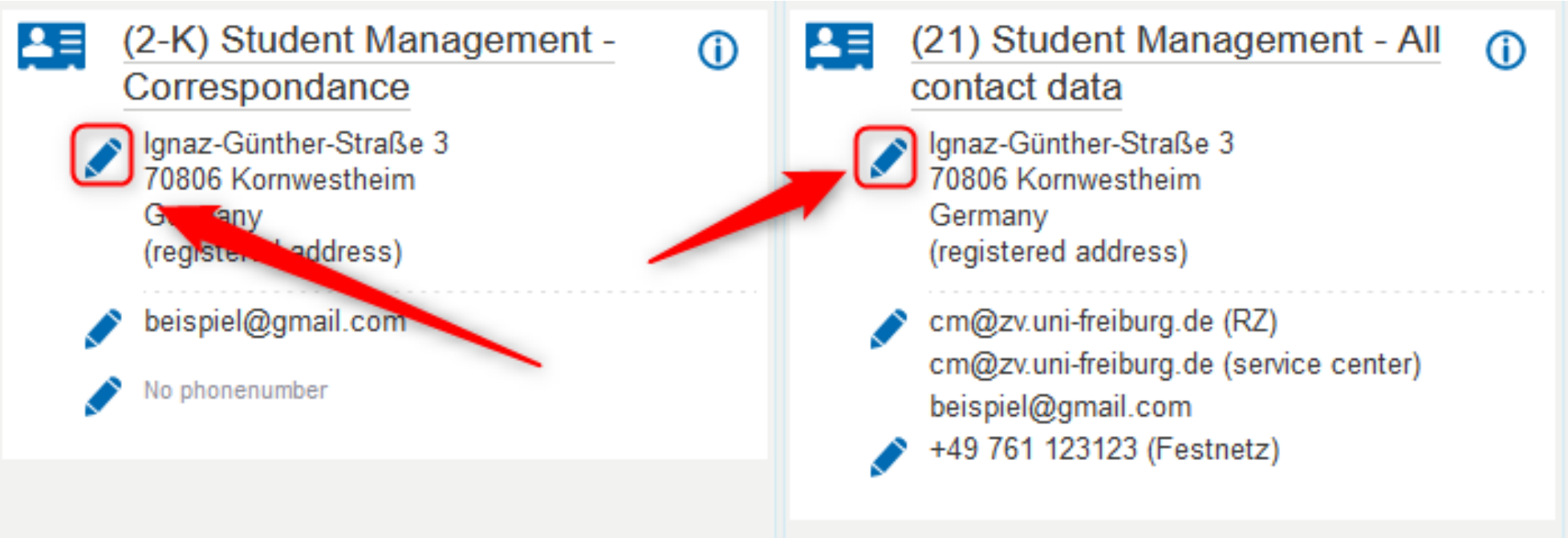
For notebooks VPN client might be necessary.

More information here.

Online Systems – HisinOne

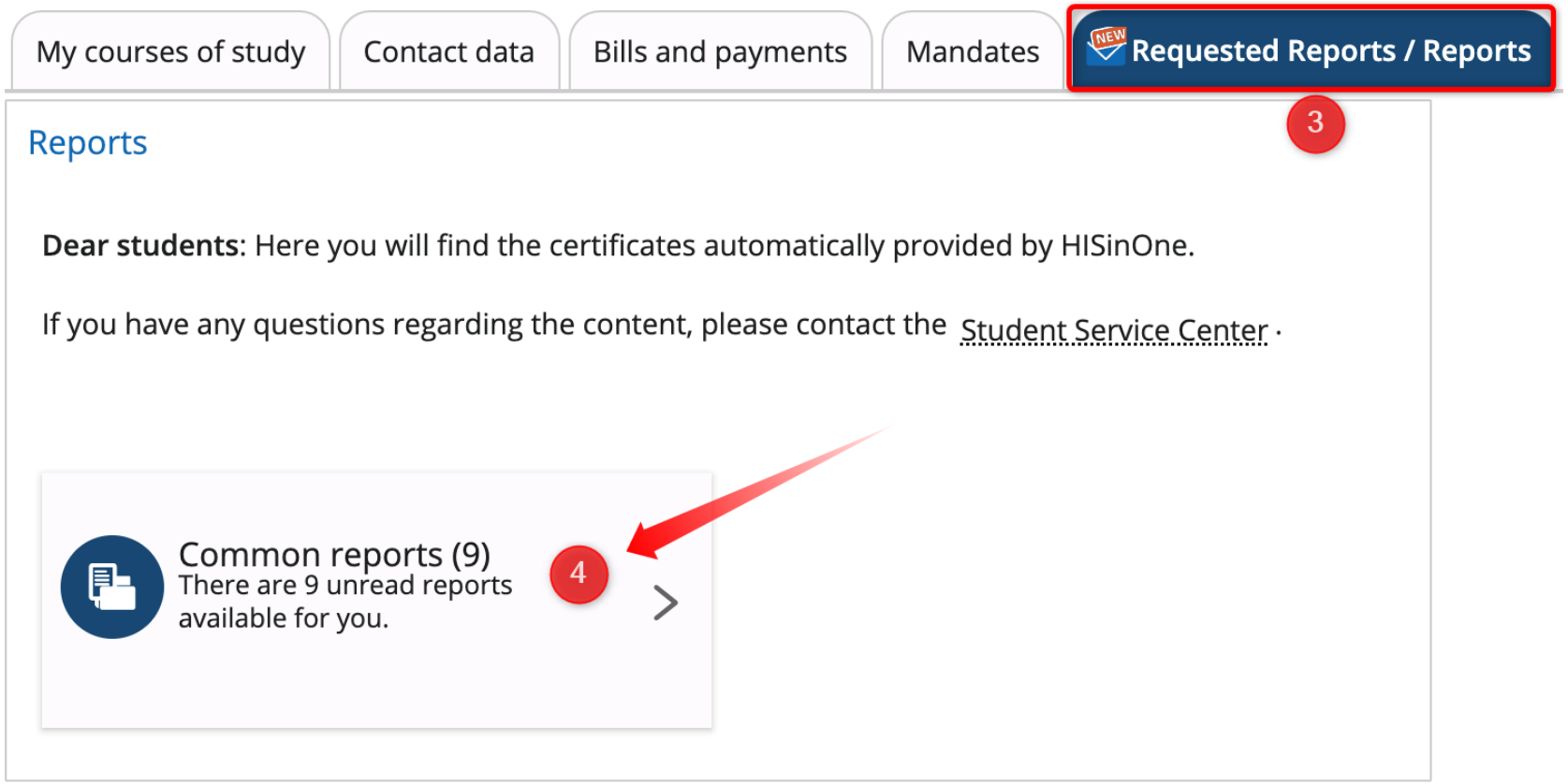
HisinOne – Check and change address

Go to My Studies / Student Service / Contact data
Click (on any block) on the pencil icon next to the address you want to edit:



HisinOne – Certificate of enrollment (Studienbescheinigung) I

Go to My Studies / Student Service / Requested reports / Reports



HisinOne – Certificate of enrollment (Studienbescheinigung) II

Requesttime	report type	Term	Executiontime	Read	Actions
18.01.2021 14:27:32	STU 320 - Studienverlaufsbescheinigung	summer semester 2021			
18.01.2021 14:27:32	STU 330 - Immatrikulationsbescheinigung	summer semester 2021			
18.01.2021 14:27:32	STU 310 - Studienbescheinigung	summer semester 2021	21.02.2021 10:26:13		

Reports: Common reports

Term Sommersemester 2021

count (Max:300) 10

Wintersemester 2022/2023
Sommersemester 2022
Wintersemester 2021/2022
Sommersemester 2021
Wintersemester 2020/2021
Sommersemester 2020
Wintersemester 2019/2020

Requesttime	report type	Read	Actions
18.01.2021 14:27:32	STU 320 - Studienverlau		
18.01.2021 14:27:32	STU 330 - Immatrikulati		
18.01.2021 14:27:32	STU 310 - Studienbesche		

Search result: 3 records | Row count (Max:300) 10

Close

HisinOne – Course booking I

- Click on “My Studies/Mein Studium” → “Planner of Studies with module plan/ Studienplaner mit Modulplan”
- (If you don’t see a tree structure: click on “show examination regulation / Prüfungsordnung anzeigen”)
- Select “Exams, non graded works: None / Prüfungen, Studienleistungen: keine”
- Click on “expand all/ alle aufklappen”
- Select “apply / belegen”
- Click “enroll / anmelden”
- To de-register, re-open the course and click on “sign off / abmelden” and again “sign off / abmelden”

More information here.

HisinOne – Course booking II

Deadlines in the summer semester 2024	
Lectures	25 Mar – 7 Jul
Exercises (without limitation of participants or without group assignment via HISinOne)	25 Mar – 7 Jul
Exercises (with group assignment by indicating priority requests)	5 – 26 Apr
Lab courses	5 – 26 Apr
(Computer Science) Seminars	15 – 22 Apr
Master projects	1 Apr – 30 Sep

HisinOne – Course booking III

- 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 these.

*More information here and here.

HisinOne – Course schedule

Get your personal course schedule:

- Go to HISinOne
- Go to “My studies/Mein Studium” → “schedule/Stundenplan” →
- Set date on 15 – 19 April (first week of lectures) or try the “term view”
- Then you can export the events to your calendar Under ´Export data for calendars (ics)´ or download it as a pdf file.

HisinOne – Exam registration I

Exam registration: 27 May – 7 July, 2024

Go to „My Studies“ / „Planner of Studies with Module Plan“

- Select an exam and click on „ enroll“
- Check „I accept“ and click on „Next“

> The exam date will be displayed.

- Click on „ enroll“

Important: Always register for all elements that belong to the module! (non-graded course work (SL) and exams (PL))

More information here.

HisinOne – Exam registration II

Once you have registered for all exams

- Go to „my course enrollments 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)
- Download the pdf, print it and take it with you to the exams

HisinOne – Exam registration III

Exception **conditional course** exams:

You don‘t have to register for the **conditional course exams** (Auflageprüfungen). The examination office will register you.

Online Systems – ILIAS

ILIAS

Ilias is the learning platform provided by the University of Freiburg
Log in with university account (xy123)

- Go to Repository / My Courses / Summer semester 2024
- Some lecturers protect their courses with an additional password, which will be provided to all participants.
- More info

Online Systems – TF User Account

TF User Account

- You will receive an email (to your Uni Freiburg email account) from the TF pool managers with your user name and an initial password.
- TF Email domains = surnamex@informatik.uni-freiburg.de or surnamex@tf.uni-freiburg.de or surnamex@cs.uni-freiburg.de
- Mailing lists:
  student@tf.uni-freiburg.de (automatical)
  markt@tf.uni-freiburg.de (optional, sign up here)
- You can check your emails via https://nextcloud.tf.uni-freiburg.de/.

More info here

Which account for what?

University user Account User name: xy123* https://mail.uni-freiburg.de/	TF User Account User name =surnamex https://nextcloud.tf.uni-freiburg.de/
HISinOne	Receive emails sent by staff or students to TF student mailing list
Course and exam registration in HISinOne	Send emails to TF student mailing list
Library catalog	Sign up for mailing list to receive job offers markt@tf.uni-freiburg.de
ILIAS (course material)	Use the computers in the computer pools on the Faculty of Engineering campus
Official emails from lecturers, student registry etc.	
WiFi via eduroam	

TF User Account – TF computer pools for students

- Access 24/7 with UniCard (if it does not work, send an email with your Name, matriculation number and UniCard number to diringer@tf.uni-freiburg.de and ask her to enable your card for access to the TF computer pools).
- In building 076, 1st floor: computers with additional software (e.g. Matlab), printers and scanners
- 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 in building 076 (limit € 3,00)

More info

UniCard

UniCard

- UniCard = Student ID, library card, means of payment in the university cafeterias…
- If you matriculated by post before coming to Germany, pick up your card in the Student Service Center in Sedanstr. 6. If you matriculated after your arrival, it will be sent by post to your German address.

- More info
- Contact: unicard@uni-freiburg.de

Libraries

University library (UB)
Faculty library

Libraries - Opening hours and user account

- **Central UB**: Mon – Sun 7:00 am to 00:00 (last entry 11:45 pm)
- **TF library**: Mon – Fri 9:00 am - 7:00 pm
- UniCard = Library user card
- Before using it for the first time: Go to the library and ask them to activate your account or register yourself here.

Libraries - Collection and Regulations

- 22,000 books, electronic journals, I-pads and kindle readers
- At the UB and TF 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). Check the lending periods of your books via your library account.

The TF Campus

The TF Campus - Overview

101: Main teaching and administrative building

102, 103, 104, 105: Dept. of Microsystems Engineering (IMTEK)

082: Cafeteria (currently closed, take away option in building 206)

051, 052, 053, 078, 079, 080: Dept. Of Computer Science

076: Computer pools for all TF students

074: CAD computer pool (for MSE and ESE students)

SIC: Solar Info Center (INATECH)

TF Campus – Room number system

Room number system:

101 00 026

Building floor room number

Additional Program for Int‘l Students (APIS)

Additional Program for Int‘l Students (APIS)

Non-EU students may attend additional courses + workshops:

- Intercultural Mentoring
- Job application training
- Soft skills
- Social events
- Language courses

•More information here.

Additional Program for Int‘l Students (APIS) - German language courses

German language courses:

- Intensive courses during the non-lecture period (April/October)
  > Register via the website.
- Semester courses of 2 x 2 lessons per week:
  > Registrations usually open approx. 6 weeks prior to the beginning of the semester. To get a seat, register as soon as the registration has started.

More information.

Other language courses

Language courses at the SLI (Sprachlehrinstitut)

ESE, MSE, MST and **MCS** students can taken **one** German or English language course within their curriculum

- **Registration** started on **25 March** via:
- https://www.sli.uni-freiburg.de/deutsch/kurse#/ (German language courses)
- https://www.sli.uni-freiburg.de/englisch#/ (English language courses)

Cost: 95 Euro (2 lessons per week), 190 Euro (4 lessons per week)

Language courses – Other options

- **Language schools in Freiburg**

- **If you already have a basic level:**
- SWFR tandem
- Freiburg Intl. Connection language exchange

EUCOR – European Campus

EUCOR – The European Campus

You can take courses at member universities of **EUCOR**:

- Basel (Switzerland)
- Haute Alsace (Mulhouse and Colmar, France)
- Karlsruhe Institute of Technology (Germany)
- Strasbourg (France)

Make sure that these courses will be accepted in your study programme before taking them! The TF Eucor coordinator is Prof. Schindelhauer.

More information here.

Semester Ticket/ Deutschlandticket

Semester Ticket I

- **96 EUR** for six months (i.e. 16 EUR per month)
- Valid from **1 Apr – 30 Sep** (summer semester), 1 Oct – 31 Mar (winter semester)
- To be purchased:
  - online, select: RVF SemesterTicket (ALU+PH)
  - via the VAG app
  - central train station
  - *VAG* office (Salzstraße 3),
  - any VAG or DB ticket sales machine

Semester Ticket II

Important:

a) If you buy the **ticket online**, you only need to carry an official ID with a photo (e.g. passport, driver‘s licence) when using it.

b) If you buy the **ticket** at the VAG office or at the train station, you need to carry your UniCard <u>and</u> an official ID <u>and</u> a certificate of enrolment when using it.

> If you are caught traveling without the proper documentation, you have to pay a fine of 60 Euros ☹

Public transport

After 19:00 o‘clock (until the end of service) 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. passport or drivers licence).

NEW! Deutschlandticket

Cost: **25,75** EUR per month (= 10 EUR more than semester ticket)

Available for: All students **under 27**.

Valid: **for one year** from 1st day of the following month (if you buy it till the 10th of the current month)

Valid: **all over Germany** in buses, trams and regional/local trains (not in the long distance trains like EC, IC, ICE)

Go to: https://www.vag-freiburg.de/ticket/jugendticket-bw

Select: Deutschland-Ticket JugendBW / Schüler-Abo

More info

Student jobs

Student jobs

Working permitted…

for all students:	**85 hours per month** max.
for non EU-citizens:	**140 days** full-time or **280 days** part-time per year

On-campus jobs (= Hiwi jobs) are posted on notice boards, or websites of the chairs, or posted via markt@tf.uni-freiburg.de (sign up here)

More info here

Licence fee for public broadcasting

Licence fee for public broadcasting

Everyone residing in Germany has to pay 18,36 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 via their website.
- If you live alone, check if the fee is included in the rent. If not, register here.

ZDF

ARD.de

Deutsche Welle

Academic Calendar

Important dates

Academic calendar

15 Apr, 2024	Beginning of lectures
1 May, 2024	Public holiday (no classes)
9 May, 2024	Public holiday (no classes)
20 May – 26 May, 2024	Whitsun break (no classes)
30 May, 2024	Public holiday (no classes)
1 Jun – 15 Aug, 2024	Registration (fee payment) for the winter sem.
19 Jul, 2024	Last day of classes of the summer semester
5 Aug – 13 Sep, 2024	Examination period of the summer semester
14 Oct, 2024	Beginning of classes of the winter semester

Academic calendar Uni Freiburg
Academic calendar TF

Next orientation sessions

M.Sc. Mikrosystemtechnik (MST)	10 Apr 12:00 – 13:00	Room 101 00 010/014
M.Sc. Embedded Systems Engineering (ESE)	10 Apr 14:00 – 16:00	Room 101 00 026
ESE + MST Campus tour	10 Apr, 16:15	Meet in 101 00 026
M.Sc. Computer Science	11 Apr 14:00 – 16:00	Room 101 00 026
M.Sc. Computer Science Campus tour	11 Apr, 16:00	Meet in 101 00 026

Extra-curricular Activities + myufr

Extra-curricular activities

What can I do in my freetime?

- **SWFR**: Events, Int‘l Club, Studitours
- **University sports**
- **Studium Generale**: lectures, workshops, courses, concerts, choirs, excursions
- **International Groups**: Student groups

More information

My ufr app

Helpful to find extra-curricular events organised by SWFR, APIS, SCS etc.

https://www.studieren.uni-freiburg.de/einfuehrungswoche/#/

Or in your Google Play Store
or Apple App Store

Contact points and persons

Programme Co-ordinator‘s Contact Data

Any questions? Feel free to contact me:

Ursula Epe

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

Phone: 49 761 2038340

Consulting hours:

Mon, 1:30 - 3:00 p.m.: by appointment only

Thu, 10:00 - 11:30 a.m.: open consulting hours

Email: studienkoordination@tf.uni-freiburg.de

Other contact persons at TF

- Deans of Studies
- Academic advisors and programme co-ordinators
- Examination office
- Erasmus and Eucor co-ordinator
- Equal Opportunity Commissioner
- **Fachschaft (Student Council)** …

… and more.

Support for students

… in crisis, stress etc.
Assistance for students with a Disability or Chronic Illness
SWFR Psychotherapeutic Counselling
Telephone hotline from students for students: Nightline
Online counselling: B2 Online Counselling, U25 Email Counselling

… in psychological emergency situations:
University hospital, Psychiatry and Psychotherapy (24/7)
Emergency medical practice of the Association of Statutory Health Insurance Physicians: Tel. 0761 8099 800

Emergency phone numbers:
110 (police), 112 (ambulance and fire dept.)

Thank you for your attention.

Ursula Epe

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