

Studying and living in Freiburg

Information for new students

Ursula Epe

Programme Co-ordinator

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Technische Fakultät



**UNI
FREIBURG**

Information about...

Albert-Ludwigs-Universität Freiburg



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- Online Systems (MyAccount, HisinOne, Ilias...)
- UniCard
- Library and other campus facilities
- Additional Program for Int'l Students (APIS)
- Semester ticket
- Jobs
- Academic Calendar

Online Systems

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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)

More information [here](#)



MyAccount

My Account

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With [MyAccount](#) you administer your university student account. After matriculation you will receive an email with the credentials for your university user account. Pls. do the following:

- Change initial password to activate your university account
- Choose an *eduroam* password (needed for WiFi)
- Uni email address =
initials+randomnumber@students.uni-freiburg.de

> Arrange forwarding of your emails to your personal email account (gmail etc.) if you don't want to use your university email address.

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.

More information [here](#).

Campus management: HisinOne

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HisinOne

HisinOne – Check + change address

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Go to My Studies / Student Service / Contact data

Click (on any block) on the pencil icon next to the address you want to edit:

The screenshot displays two panels of student contact data. The left panel, titled '(2-K) Student Management - Correspondance', shows a list of contact information for a student. The right panel, titled '(21) Student Management - All contact data', shows a more comprehensive list of contact information for the same student. Both panels feature a pencil icon next to the address block, which is highlighted with a red box and a red arrow pointing to it. The address information in both panels is: Ignaz-Günther-Straße 3, 70806 Kornwestheim, Germany (registered address). The left panel also shows an email address 'beispiel@gmail.com' and 'No phonenumber'. The right panel shows additional contact information: 'cm@zv.uni-freiburg.de (RZ)', 'cm@zv.uni-freiburg.de (service center)', 'beispiel@gmail.com', and '+49 761 123123 (Festnetz)'.

HisinOne – Print certificate of enrolment

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

My courses of study Contact data Bills and payments Mandates **Requested Reports / Reports**

Reports 3

Dear students: Here you will find the certificates automatically provided by HISinOne.

If you have any questions regarding the content, please contact the [Student Service Center](#).

 **Common reports (9)**
There are 9 unread reports available for you. 4 >

HisinOne – Print certificate of enrolment

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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

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

count (Max:300) 10

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

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- 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

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Deadlines in the Summer Semester 2023:

Lectures:	27 Mar – 9 Jul
Exercises (without limitation of participants or without group assignment via HISinOne):	27 Mar – 9 Jul
Exercises (with group assignment by indicating priority requests):	6 - 28 Apr
Lab courses	6 - 28 Apr
<u>(Computer Science) Seminars:</u>	17 Apr - 24 Apr
Master projects	1 Apr - 30 Sep

Course booking III

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- 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

*More information [here](#) and [here](#).



Get your personal course schedule:

- Go to [HISinOne](#)
- Go to “My studies/Mein Studium” → “schedule/Stundenplan” →
- Set date on 17 – 21 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.



Exams

Exam registration: 29 May – 9 July

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 work  and exams )

More information [here](#).

Exam registration II

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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

Exam registration III

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Exception conditional course exams:

You don't have to register for the **conditional course exams** (Auflageprüfungen). The examination office will register you.



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 2023
- Some lecturers protect their courses with an additional password, which will be provided to all participants.
- [More info](#)



TF user account



- You will receive an email 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 (automatically)
markt@tf.uni-freiburg.de (optional, sign up [here](#))
- You can check your email from anywhere, using the [Webmail](#) tool.
- More info [here](#)

Which account for what?

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

TF computer pools for students

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- Access 24/7 with UniCard
- 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 = 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 to you by post.



- More [info](#)
- Contact: unicard@uni-freiburg.de

University and faculty library

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University and Faculty library

User account for library

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- Open Mon – Fri 9:00 – 19:00 o'clock
- UniCard = library user card
- Before using it for the first time: Go to the library and ask them to activate your account or activate it yourself [here](#).



University and TF library

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- 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)



Campus

Find your way around the campus

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Watch out! Parking permit required!

<https://mypbw.de>
25 Euro per month

Find your way around the campus

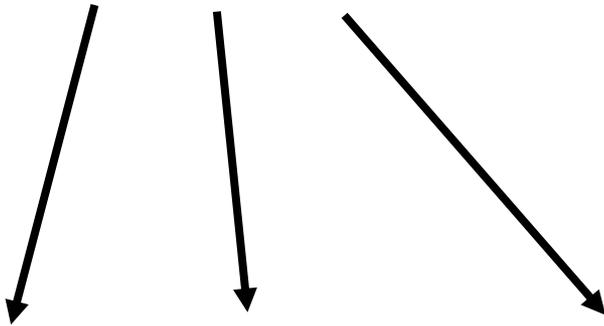
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Room number system:

101 00 026



Building floor room number





Additional Program for Int'l Students (APIS)

Additional Program for Int‘1 Students

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Non-EU students may attend additional courses + workshops:

- Language courses
- Application Training
- Soft skills
- Social events



More information [here](#).



German language courses:

- Intensive courses during the non-lecture period (Sep/Oct)
 - > Register in August via the [website](#)
- Semester courses of 2 x 2 lessons per week:
 - > Register in September for the courses held in the winter semester 2023/24.

More [information](#).



(Other) language courses

Language courses at the SLI

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

Registration started on **3 April** via:

<https://www.sli.uni-freiburg.de/englisch#/>

<https://www.sli.uni-freiburg.de/german/courses/dkurse?>

Cost 80 Euro (2 lessons per week), 160 Euro (4 lessons per week)

Other options

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Language schools in Freiburg

If you already have a basic level:

SWFR tandem

Freiburg Intl. Connection language exchange



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

- Basel (Switzerland)
- Haute Alsace (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

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Semester ticket

Semester ticket I

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- 89 EUR for six months
- To be purchased:
 - [online](#) (with matriculation no.)
 - via the [VAG app](#)
 - central train station
 - VAG office (Salzstraße 3),
 - 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. passport, drivers 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 and an official ID and a certificate of enrolment when using it.

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

After 19:00 o'clock 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).

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 (sign up [here](#))

More info [here](#)



Licence fee for public radio and TV

Licence fee (for public broadcasting)

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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](#).



ARD.de¹

[Deutsche Welle](#)



Academic Calendar (important dates)

Academic calendar

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17 Apr, 2023	Beginning of lectures
1 May, 2023	Public holiday (no lectures)
18 May, 2023	Public holiday (no lectures)
29 May - 4 June, 2023	Whitsun break (no lectures)
1 Jun – 15 Aug, 2023	Registration for the winter semester
21 Jul, 2023	Last day of lectures of the summer semester
7 Aug – 16 Sep, 2023	Examination period of the summer semester
16 Oct, 2023	Beginning of lectures of the winter semester

[Link](#) for university dates and deadlines

[Link](#) for Faculty of Engineering dates and deadlines

More orientation sessions

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MSc. Mikrosystemtechnik	12 Apr 11:00 - 12:00	Room 101 02 010/014
MSc. Embedded Systems Engg.	12 Apr 14:00 – 16:30	Room 101 00 026
MSc. Computer science	13 Apr 14:00 – 16:00	Room 101 00 026
Campus tour	14 Apr 10:00	Meeting point: building 101, ground floor



What does the student council do?

- Represent students interests in different commissions (study commission, faculty council etc.)
- Collect old exams for students exam preparation
- Organise leisure activities
- Etc.

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

Email: fs@fachschaft.tf.uni-freiburg.de

Program Coordinator's Contact Data

Albert-Ludwigs-Universität Freiburg



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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