

Studying and living in Freiburg

Information for new students

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Technische Fakultät



**UNI
FREIBURG**

Information about...

Albert-Ludwigs-Universität Freiburg



UNI
FREIBURG

- Online Systems (MyAccount, HisinOne, Ilias...)
- UniCard
- Campus facilities
- Language courses
- Covid 19 / Corona
- Academic Calendar

Online Systems

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MyAccount	HISinOne
Change initial password	Course catalog
Check preferred email id	Course booking
Set eduroam password	View and print your personal schedule
Activate UniCard	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



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

- Change initial password to activate your university account
- Check if “preferred email address” is correct
- Set up a university email account – *optional* (firstname.lastname@domain.uni-freiburg.de)
- Choose an *eduroam* password (needed for WiFi)

Email address

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

User ID: ue65 Manage your mail addresses 

Your mail addresses stored in the myAccount database:

Institutional mail address	 @uni-freiburg.de	preferred	modify: <input type="radio"/>
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Options (combinable):

Allow subscription to new mailing lists:
In this way, you can determine whether your preferred email address is automatically being added to university administration mailing lists that might interest you. yes  no

Announce an email address to myAccount that already exist:

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

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

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 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: Corona tracing

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In addition to your standard contact data, the university has implemented a feature in HisinOne where you can enter your contact data for Corona tracing:



(70) CoronaVO für Präsenzveranstaltungen 

 Musterstr. 99
79000 Freiburg im Breisgau
Deutschland

 +49 761 202 1056 (Festnetz, Privat)

More information [here](#).

Checking in and out of classes:

Option 1: Attendance confirmation via QR code

Option 2: Attendance confirmation via class schedule

Option 3: Attendance confirmation via individual
event dates

Option 4: Attendance confirmation via link

More details [here](#).

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”

More information [here](#).

HisinOne - Course booking

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- Choose courses at beginning of the semester:
Lectures: 1 Oct – 15 Jan
Exercises and lab courses: 1 – 10 Oct and 12 – 27 Oct*
Seminars (CS): 18 – 25 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
- *More information [here](#) and [here](#).



Get your personal course schedule:

- Go to [HISinOne](#)
- Go to “My studies” → “my course plan” → “winter term 2021” →
- Set date on 18 – 22 Oct (first week of lectures) or try the “term view”
- To download as pdf, click on the PDF icon.

Exam registration: 6 Dec – 16 Jan

Log into [HISinOne](#)

- Go to „My Studies“ / „Planner of Studies“
- 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! ( and )

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!)
- Print the document and take it with you to the exams

Exams and illness

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If you should be ill on the day of an exam:

1. Don't start the exam
2. Go to see a doctor on the same day
3. Let the doctor fill this [form](#)
4. Submit the form within 3 working days to examination office

More information [here](#).



ILIAS

Ilias is the learning platform provided by the University of Freiburg

- Log in with university account (xy123)
- Go to Repository / My Courses / WS 2021
- Some lecturers protect their courses with an additional password, which will be provided to all participants.



TF user account

TF User Account

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- 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 use TF webmail
ILIAS (course material)	To sign up for mailing list markt@tf.uni-freiburg.de
Official emails from lecturers, student registry etc.	To use the computers in the computer pools
WiFi via eduroam	



Printers

- In building 076: 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)

Currently closed due to Covid-19.

UniCard

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UniCard



- UniCard = Student ID, Library card, means of payment in the university cafeterias...
- If you did the Off-campus matriculation before coming to Germany, you can pick up your UniCard 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



Registration via:

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

- Click on „Ausleihkonto“
 - Enter your university user name (xy123) 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

Corona regulations for the library:

- Opening hours: Mon – Fri 9:00 – 19:00
- Lending service without registration possible.
- Seats for studying without registration.
- Users must be vaccinated, recovered or tested (3G).

More info [here](#).

University and TF library - Rules

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- 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)
- 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!

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

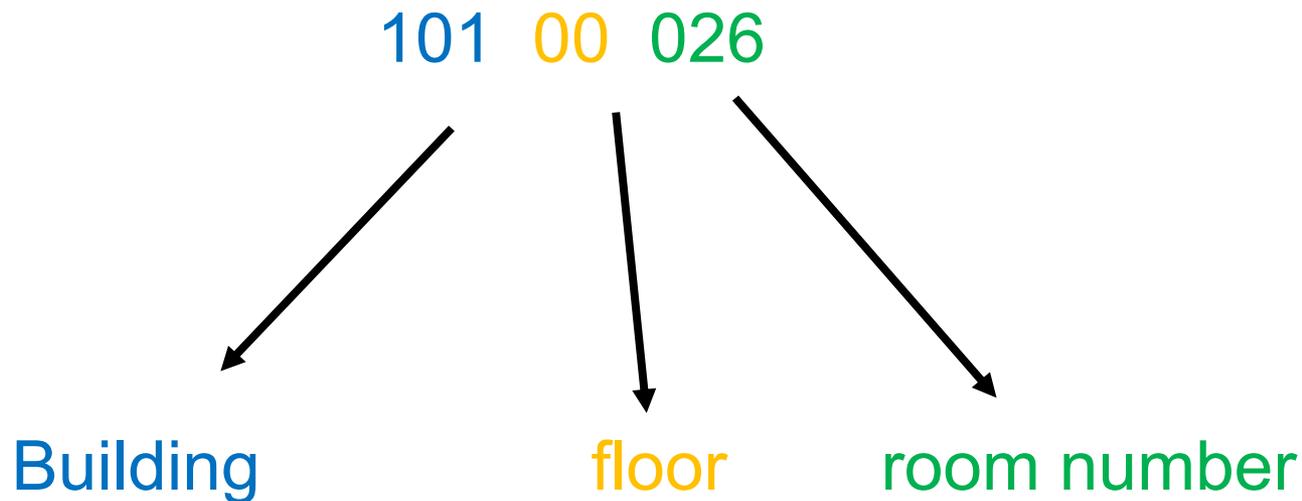
Find your way around the campus

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Room number system:





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 via:

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

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

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

(Free courses for fee paying non-EU students are booked out for WS 21.)

German language courses - TF

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- **A 2.1:** Mon + Wed 6:00 – 7:30 p.m.
- **Conversation course (B1/B2):** Tue + Thu 6:30 – 8:00 p.m.

48 lessons for **110 Euro**.

Registration by email to studienkoordination@tf.uni-freiburg.de

Difference to SLI courses: **no ECTS, no fee waiver** for tuition fee paying students, but cheaper and on TF campus.

Workshops for fee paying students

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Tuition fee paying non-EU students may also attend workshops:

- academic integration
- intercultural skills
- training and job skills

More information [here](#).



Covid 19 / Corona

Corona – General rules in Freiburg

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Mandatory wearing of a **medical mask** indoors (and outdoors, where it is impossible to keep a **1.5 metre distance**)



3-G-rule (vaccinated, recovered or tested) required for classes and in libraries, cinemas, sports facilities, pubs and restaurants etc. The easiest way to give proof is to use the [CovPass app](#).





Vaccinated outside EU?

1. Go with your vaccination certificate to a pharmacy and ask for an EU vaccination certificate.

If they are not sure whether your vaccine is accepted in the EU, please refer them to the website of [Paul Ehrlich Institute](#)

2. Install CovPass App
3. Upload the vaccination certificate you obtained from the pharmacy.



Want to get vaccinated?

- Most of the general practitioners in Germany offer Covid vaccination
- Wait for your health insurance card
- Find a General Practitioner and get vaccinated there (if you need help in finding a doctor, contact studienkoordination@tf.uni-freiburg.de)

Corona – Keep yourself up to date

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[University Corona website](#)

[SWFR Corona website](#)

[City of Freiburg Corona website](#)

[Baden-Württemberg Corona website](#)

Semester ticket

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Semester ticket

Semester ticket I

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- 89 EUR for six months
- To be purchased at:
 - [online](#)
 - 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 or 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 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. 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

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

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



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 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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18 Oct, 2021	Beginning of lectures
1 Nov, 2021	Public holiday (no lectures)
23 Dec 2021 – 6 Jan, 2022	Christmas break (no lectures)
15 Jan – 15 Feb, 2022	Registration for the summer semester
11 Feb, 2022	Last day of lectures of the winter semester
14 Feb – 31 Mar, 2022	Examination period of the winter semester
25 April, 2022	Beginning of lectures of the summer semester

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

More orientation sessions

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MSc. Microsystems Engg.	11 Oct 15:30 - 16:30	Prof. Jürgen Wilde, Svenja Andresen
MSc. Mikrosystemtechnik	12 Oct 13:00 – 14:00	Prof. Jürgen Wilde, Svenja Andresen
MSc. Embedded Systems Engineering	12 Oct 14:15 – 16:00	Prof. Jürgen Wilde, Martina Nopper,
MSc. Computer Science	13 Oct 14:00 - 15:30	Martina Nopper, Study Advisor

Important websites for new students

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Freshers info: <https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/freshers-info>

Exams: <https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/examinations>

A – Z: <https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq>

Checklist

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



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

Ursula Epe

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

Phone: 49 761 2038340

Phone hours: Mon – Thu 9:00 – 12:00 and 13:00 –
15:00 o'clock

Email: studienkoordination@tf.uni-freiburg.de