

universität freiburg

M.Sc. Informatik / Computer Science

Department of Computer Science
Faculty of Engineering
University of Freiburg
October 9, 2024



Welcome to the Faculty of Engineering

Studierende | Köpfe

Aktuelle Zahlen | WS 2023/24

WS 2023/24

2.571

Studierende gesamt

▲ 3,75% zum WS 2022/23



weiblich

– 22% | 562

2.007 |

2 Stud. unbekannt/divers



männlich



Fakultät

36%

Internationale Studierende

WS 2023/24

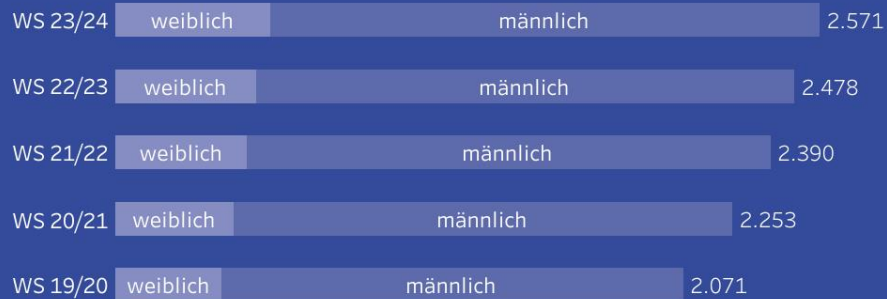
573

Studienanfänger*innen

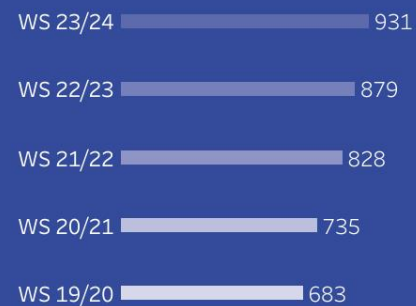
▲ 6,90% zum WS 2022/23



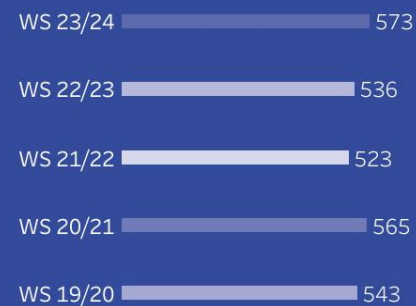
Entwicklung der Studierendenzahlen



Internationale Studierende



Studienanfänger*innen



Studierende nach Staatsangehörigkeit



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Programme Coordinator / Study Advisor

- Martina Nopper (Dipl.Inf.)
- Study Advisor for Computer Science
(and Embedded Systems Engineering)
- Mail: studienberatung@informatik.uni-freiburg.de
- Phone: +49 761 203 8169

Phone Consulting hours: Monday 1:30 – 4 p.m. + Thursday 9:00 – 11:30 a.m.

More information about consulting (and changes to consulting hours) see here:

<https://www.tf.uni-freiburg.de/en/study-programs/counseling>



I'll show you...

1. How to organize your studies
2. Some administrative things
3. Some important rules regarding exams
4. Where you can get information and help

1. Syllabus / Study Plan



Very flexible syllabus...

- We provide no ready made schedule!
It is up to **you** to decide what you do and when.
- How exactly you put together your curriculum does not matter to us... In the end, you must have fulfilled the requirements of the examination regulations.
- So, none of your study plans will look the same!
- Now, let me explain how to built your own individual study plan.

Vocabulary you should know... part 1



Modules = building blocks of the syllabus

- Consist of various elements (different symbols/icons in study planner)
- Credits are given for complete module, no „partial credits“



Courses in the ESE program:

- Lectures – Vorlesung (V)
- Exercises – Übung (Ü)
- Lab courses – Praktikum / Praktische Übung (Pr)
- Seminars – Seminar (S)
- Projects – Projekt (*a*/so Pr)

Vocabulary you should know... part 2

Graded assessments or pass/fail:

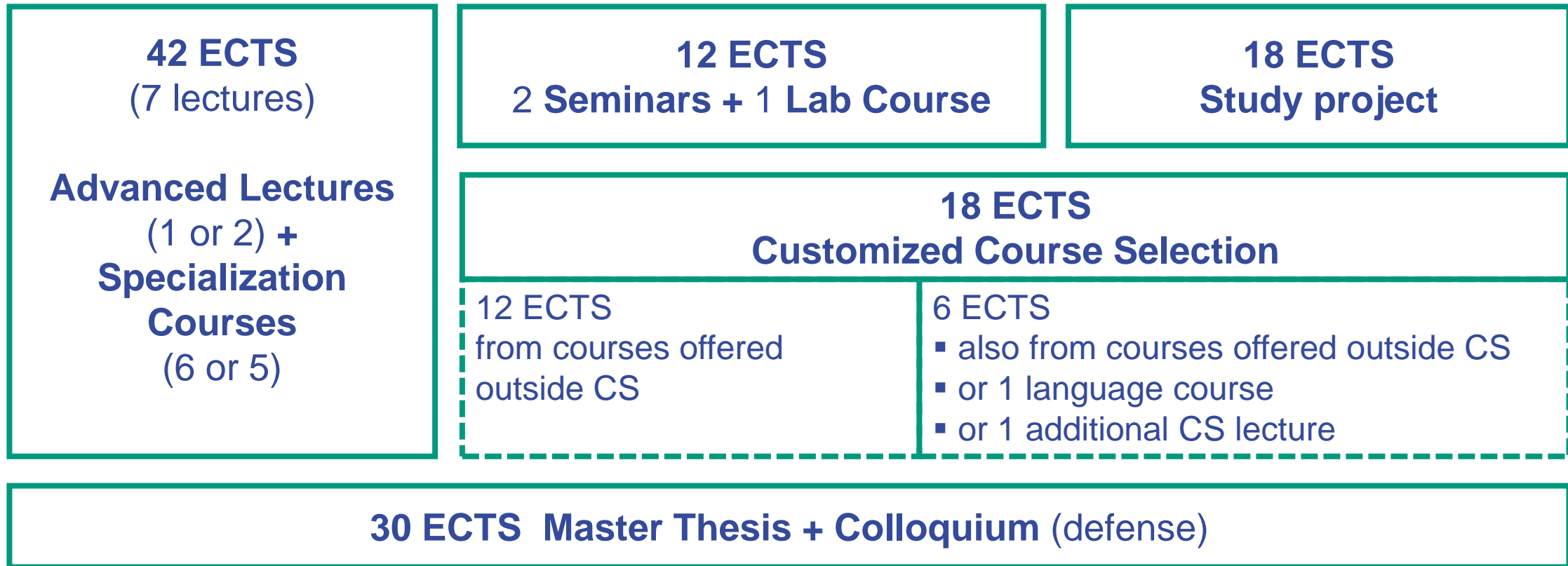


- Coursework or pass/fail assessments (“Studienleistungen”, SL)
 - Part of module or final assessment
 - May be graded, or only “pass” or “fail”
 - Not part of the final grade
 - No negative consequences if failed (just might have to be repeated)



- Graded assessments /Exams (“Prüfungsleistungen”, PL)
 - Always graded
 - Always counts into the final grade
 - Strict rules/regulations and very limited number of attempts

Syllabus: General structure



For optional specialization in AI or CPS:
At least 24 ECTS from according lectures + Study project + Master Thesis in related topic

Optional specialization

- Topics in **Artificial Intelligence:**

- Robotics and AI
- Machine learning and Deep learning
- Computer vision and graphics

- Topics in **Cyber-Physical Systems:**

- verification and analysis of hard- and software systems
- software development and programming languages
- embedded systems

Course lists as PDFs on
programme website →
Curriculum

Formal requirements:

- At least the following courses have to be from this area:
 - 4 Specialization courses or Advanced lectures (24 ECTS (6 each))
 - 1 Study project (18 ECTS)
 - 1 Thesis (30 ECTS)

Advanced Lectures

You **have to** do at least one advanced lecture, you **may** take two at the most (the 2nd replaces a specialization course).

7 Defined Modules / Courses:	Semester
Algorithm Theory	Winter
Databases and Information Systems	Winter
Machine Learning	Winter
Computer Architecture	Winter
Foundations of Artificial Intelligence	Summer
Image Processing and Computer Graphics	Summer
Software Engineering	Summer

Specialization Courses

You have to take 6 or 5 specialization courses (depending how many advanced lecture you take) → **in total it's 7.**

Lots of different lectures (+ exercises) to choose from in areas like:

- Algorithms / Bioinformatics
- Computer Architecture / OS / Embedded Systems
- Software / Programming
- AI / Robotics / ML / DL
- Computer vision / graphics
- Network / communication / Data bases

Seminars and Lab Course

You have to do **2 seminars** and **1 lab course**

- **Seminars** generally can be held in a weekly fashion or as a compact course („Blockseminar“) for the presentations (details given in course description)
- **Seminars** and **Lab courses** may vary in topic and/or name from semester to semester, as most lecturers like to keep up-to-date with their research areas

Check out how to book seminars:

<https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/booking-of-pro-seminars-in-computer-science>

Study Project

You have to do **1 study project**

- You'll work (under a supervisor, but independently) on a current research topic in one of the workgroups / Chairs of the department
- See it as your „trial run“ for the Thesis
- Has to be completed before you can register for your Thesis

Before you start with your Study Project, please check out the procedure of finding a topic, registering the project etc.:

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

(Same goes for the Thesis!)

Customized Course Selection („Individuelle Studiengestaltung“)

- 18 ECTS (at least – can be slightly surpassed)
- You have to do some courses from subjects outside of Computer Science
- Only SL (pass/fail) in courses outside CS (so, not counted into final grade)
- You can choose to **replace** courses outside CS amounting to **6 ECTS (at most)** with
 - Either a language course
 - Or another Computer Science lecture (advanced or specialization), but in this case, the **CS course** will have an **exam (PL)** and count into the final grade!

Available subjects to choose from

- Some subjects are integrated in the study planer in HISinOne, but not all of them. For those subjects not available for booking in the planner of studies, you'll have to organize things like registering for the courses and exams on your own (by contacting the lecturers, for example).
- See full list on program website:
<https://www.tf.uni-freiburg.de/en/study-programs/computer-science/m-sc-computer-science>
→ Curriculum

Master Thesis

- Master thesis (27 ECTS) graded
- Colloquium (= Presentation / Defense) (3 ECTS) graded
- Admission to thesis:
at least **72 ECTS** credits (including completed Study project)
(plus conditional courses from admission, if applicable)
- Duration: 6 months

More information:

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

Administrative things



Some practical advice and general facts

- Most courses are offered every other semester (i.e. once a year); some can be held more irregularly; should be mentioned in the module handbook (see HISinOne or PDF)
- Overlapping courses...
With the amount of courses and the flexible curriculum, this just happens.
Basically: Find a way to deal with it!
(Meaning: Choose one course for this semester, do the other one in year; or check for lecture recordings, or...)
- Be aware that you might need to adapt your original study plan

Some practical advice and general facts

- Usually no dependencies regarding order of courses
 - Nevertheless, check with lecturers for appropriate combinations or recommended order of courses
- Most prerequisites stated in the course catalog are recommendations, they are not mandatory; well, a few of them are...
Just read what is said in the description!

Conditional admission: What does this mean?

- Conditions have to be fulfilled **in addition** to the normal Master's curriculum → likely to extend your study time
- You have to complete the required modules by the end of the second semester.
They should be your top priorities!
(Especially in case of course collisions/overlaps)
- You will be **automatically registered for these courses** as well as **exams**.
If you should decide not to take the exam in the intended semester (after the course), you have to contact the examination office to de-register.
- **Exams** required for conditional admission **can only be repeated once**.

Advice for your next steps

- Study the course catalog / planner of studies (*What courses are offered right now?*)
- Check out a few more courses than you intend to complete in the given semester
 - *Go to the lectures for about 2-3 weeks and then decide, which courses to continue, and de-register from those you don't want to pursue*
- Register (via HISinOne → “Booking of courses”) for the courses you want to take as soon as possible
- Information on dates and deadlines for course booking:
<https://www.tf.uni-freiburg.de/en/studies-and-teaching/calendar-dates>
→ Booking deadlines for Bachelor and Master courses
- **Read the official exam regulations!**
(= *terms and conditions of your study programme*)
https://www.tf.uni-freiburg.de/bilder/studium_lehre/englische-poen/exam-regulations-msc-cs-po-2020

Registering for/ Booking of courses

- Have a look at your **Planner of studies** <https://campus.uni-freiburg.de>
- Follow instructions from [short demonstration here](#)
- If you have questions or made a mistake while booking:
Contact Ms. Moses in the Dean's office: moses@tf.uni-freiburg.de or myself
(Screenshots are really helpful)

Be aware: **Different course types have different deadlines!**

(See <https://www.tf.uni-freiburg.de/en/studies-and-teaching/calendar-dates>)

→ Booking deadlines and seat allocation for Bachelor and Master courses)

If you forgot to book a course:

- Contact the lecturer and ask if there are still seats available and if it generally makes sense to start late
- The examination office **can't** help you with this!

HISinOne Demo: Login and Planner of Studies

- Log in to <https://campus.uni-freiburg.de/>

The screenshot displays the HISinOne Demo interface. At the top, the header includes the university logo, navigation icons, and a search bar. The main navigation menu is visible, with 'My Studies' highlighted. Below the menu, the breadcrumb trail shows the current location: 'You are here: Home > My Studies > Planner of studies with Module plan'. The main content area is titled 'Planner of studies with Module plan Master of Science, Informatik/Computer Science, Hauptfach, PO 2020'. It features a 'Show Module plan' button and a 'Printview' button. A dropdown menu for 'Events' is set to 'winter semester 2024'. To the right, there are filters for 'Courses' and 'Exams, non-graded works', both with 'All' selected. Below these, there is a search bar for the course catalog and expand/collapse controls. The main table lists the 'Structure of examination regulations All subject related semesters' with columns for 'Actions' and 'Status'. The table content includes a tree view of the Master of Science program, starting with '11LE13PO-MSc-679-2020 | Informatik / Computer Science, M.Sc., PO 2020' and expanding into '11LE13KT-9000-MSc-679-2020 | Master degree program Informatik / Computer Science, M.Sc. PO 2020'. This program includes a preliminary average grade, ECTS credits account, and a list of modules: '11LE13KT-8000-MSc-679-2020 | Master module', '11LE13KT-Weiterf Vorlesung | Advanced Lectures', '11LE13KT-Spez Vorlesung | Specialization Course', '11LE13KT-Seminare | Seminars', '11LE13KT-Praktikum | Lab Course', '11LE13KT-Indiv STG | Customized Course Selection', and '11LE13KT-9140 | Study Project'. At the bottom, there is a global account status indicator.

universität freiburg Demo - HISinOne

Home My Studies Studies offered Research Organisation Service Help

You are here: Home > My Studies > Planner of studies with Module plan

Planner of studies with Module plan Master of Science, Informatik/Computer Science, Hauptfach, PO 2020

Show Module plan Printview

Events: winter semester 2024

Courses: ☒ All ☐ None ☐ Only organized

Exams, non-graded works: ☒ All ☐ None ☐ Only organized

Search in course catalog

Expand all Collapse all

Structure of examination regulations All subject related semesters	Actions	Status
11LE13PO-MSc-679-2020 Informatik / Computer Science, M.Sc., PO 2020		
11LE13KT-9000-MSc-679-2020 Master degree program Informatik / Computer Science, M.Sc. PO 2020		
11LE13KT-8609-MSc-679-2020 Preliminary average grade M.Sc. Informatik / Computer Science PO 2020		
11LE13KT-9991-MSc-679-2020 ECTS credits account Master of Science in Informatik / Computer Science (PO-Version 2020)		
11LE13KT-8000-MSc-679-2020 Master module		
11LE13KT-Weiterf Vorlesung Advanced Lectures		
11LE13KT-Spez Vorlesung Specialization Course		
11LE13KT-Seminare Seminars		
11LE13KT-Praktikum Lab Course		
11LE13KT-Indiv STG Customized Course Selection		
11LE13KT-9140 Study Project		

gÜK | globales Überlaufkonto

HISinOne Demo: Planner of Studies – Different views

- Use the correct view: Examination regulations

universität freiburg Demo - HISinOne

Home My Studies Studies offered Research Organisation Service Help

You are here: Home > My Studies > Planner of studies with Module plan

Planner of studies with Module plan Master of Science, Informatik/Computer Science, Hauptfach, PO 2020

























→ Show examination regulations Printview

☒ Original Module plan ☒ My modules ☐ Alternate semester










Semester 1 WS 2024/25	Semester 2 SS 2025	Semester 3 WS 2025/26	Semester 4 SS 2026	Semester 5 WS 2026/27	Semester 6 SS 2027
Spectral Simulation Methods with P -/6	Optimal Transport -/3	Model Predictive Control -/6	Softwaretechnik / Software Enginee -/6		
Algorithms Theory -/6	Model Predictive Control and Reinfo -/3	Maschinelles Lernen in den Lebens -/6	Stochastik für Studierende der Infor -/6		
Foundations of Artificial Intelligence -/6	Peer-to-Peer Netzwerke / Peer-to-P -/6	Studienprojekt -/18	Theoretische Informatik -/6		
Image Processing and Computer Gr -/6	Energy and Digitalization -/3	Algorithms and Data Structures -/4	Graphentheorie -/3		
Digital Health (DH) -/6	Advanced Algorithms -/6	Optimierung -/3	Advanced Programming -/4		
Rechnerarchitektur / Computer Arch -/6	Bioinformatics I -/6	Betriebssysteme -/6	Model Thinking for Complex System -/6		
Datenbanken und Informationssyste -/6	Automated Machine Learning -/6	Numerical Optimization -/6	Master module -/6		

HISinOne Demo:

Examination regulations structure

Structure of examination regulations All subject related semesters	
	 11LE13PO-MSc-679-2020 Informatik / Computer Science, M.Sc., PO 2020
	 11LE13KT-9000-MSc-679-2020 Master degree program Informatik / Computer Science, M.Sc. PO 2020
	 11LE13KT-8609-MSc-679-2020 Preliminary average grade M.Sc. Informatik / Computer Science PO 2020
	 11LE13KT-9991-MSc-679-2020 ECTS credits account Master of Science in Informatik / Computer Science (PO-Version 2020)
	 11LE13KT-8000-MSc-679-2020 Master module
	 11LE13KT-Weiterf Vorlesung Advanced Lectures
	 11LE13KT-Spez Vorlesung Specialization Course
	 11LE13KT-Seminare Seminars
	 11LE13KT-Praktikum Lab Course
	 11LE13KT-Indiv STG Customized Course Selection
	 11LE13KT-9140 Study Project
	 gÜK globales Überlaufkonto

HISinOne Demo: Module – Courses – Assessments

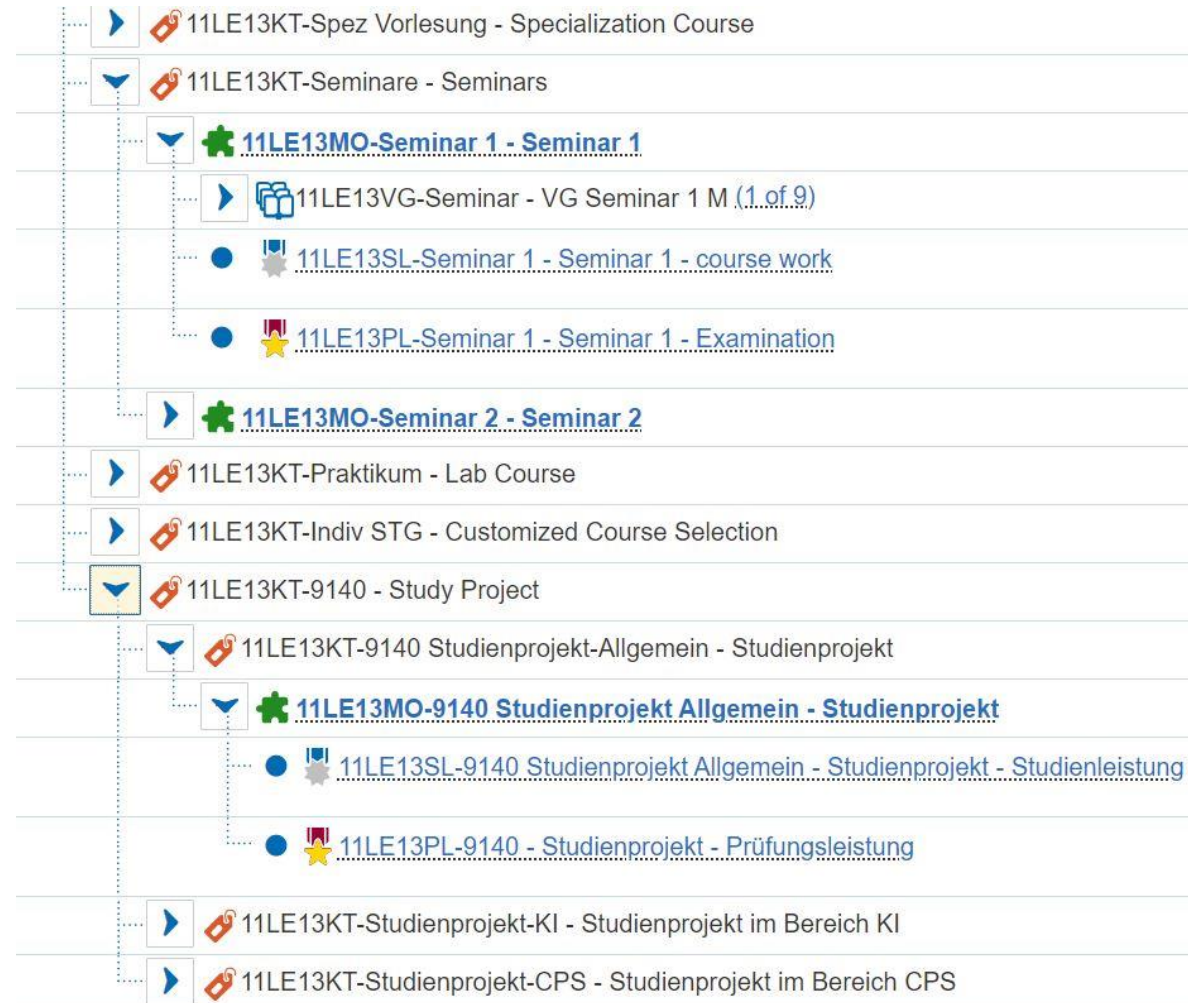
▼ 11LE13KT-9991-MSc-679-2020 ECTS credits account Master of Science in Informatik / Computer Science (PO-Version 2020)			Your actual status: Coursework submitted/registered Term of the examination: ws 2024/25
▶ 11LE13KT-8000-MSc-679-2020 Master module			
▼ 11LE13KT-Weiterf Vorlesung Advanced Lectures			Your actual status: Coursework submitted/registered Term of the examination: ws 2024/25
▼ 11LE13MO-2010_PO 2020 Algorithms Theory			Your actual status: Coursework submitted/registered Term of the examination: ws 2024/25
▶ 11LE13V-2010 Algorithms Theory	lecture course		Your actual status: confirmation of participation Term of the examination: ws 2024/25
▶ 11LE13Ü-2010 Algorithms Theory - Exercises	exercise course (1 of 9)		Your actual status: confirmation of participation Term of the examination: ws 2024/25
● 11LE13SL-2010 Algorithms Theory - course work			
▶ 11LE13PL-2010 Algorithmentheorie / Algorithms Theory - Examination			
▶ 11LE13MO-2060_PO 2020 Datenbanken und Informationssysteme / Data Bases and Information Systems			
▶ 11LE13MO-2040_PO 2020 Foundations of Artificial Intelligence			
▶ 11LE13MO-2050_PO 2020 Image Processing and Computer Graphics			
▼ 11LE13MO-1153_PO 2020 Machine Learning			
▶ 11LE13V-1153 Maschinelles Lernen / Machine Learning - Lecture	lecture course		
▶ 11LE13Ü-1153 Maschinelles Lernen / Machine Learning - Exercises	exercise course		
● 11LE13SL-1153_PO 2020 Machine Learning - course work			
● 11LE13PL-1153 Maschinelles Lernen / Machine Learning - Examination			
▶ 11LE13MO-2020_PO 2020 Rechnerarchitektur / Computer Architecture			
▶ 11LE13MO-2030_PO 2020 Softwaretechnik / Software Engineering			

HISinOne Demo: Registration procedure for seminar, lab, project
















- Check out how to book seminars and how to register for projects!

<https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/booking-of-pro-seminars-in-computer-science>

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



HSinOne Demo: ... or lab course

▶	11LE13P-7303 Laboratory in the research field "Graphics Data Processing"	practical course (1 of 2)	 apply
●	11LE13P-7306 Laboratory in the research field "Foundations of Artificial Intelligence"	practical course	
●	11LE13P-7207 Laboratory in the research field "Communication Systems"	practical course	
●	11LE13P-7301 Laboratory in the research field "Machine Learning"	practical course	
▶	11LE13P-7102 Laboratory in the research field "Programming Languages"	practical course	 apply
●	11LE13P-7103 Laboratory in the research field "Computer Architecture"	practical course	
▶	11LE13P-7206 Laboratory in the research field "Networks and Telematics"	practical course	 apply
●	11LE13P-7204 Laboratory in the research field "Software Engineering"	practical course	
●	11LE13P-7310 Laboratory in the research field "Brain State Decoding Lab"	practical course	
●	11LE13P-7305 Laboratory in the research field "Computer Vision and Image Processing"	practical course	
●	11LE13P-7321 Praktikum am Lehrstuhl Robot Learning	practical course	
▶	11LE13P-7320 Laboratory in the research field "Machine Learning"	practical course	 apply
●	11LE13P-7312 Laboratory in the research field Machine Learning	practical course	
●	11LE13P-7322 Praktikum der Arbeitsgruppe Cognitive Computation	practical course	
●	11LE13SL-7110-1 EXAM Praktikum Informatik 1 (exam)		

HISinOne Demo: Customized Course Selection

11LE13KT-Sprachkurs | language course

11LE13KT-Indiv STG-FWB | Courses offered in other departments of the University

11LE13KT-FWB | Applied Bioinformatics

11LE13KT-FWB-Kognition | Kognitionswissenschaften

11LE13KT-FWB-Mathematik | Mathematik

11LE13KT-FWB Medizin | Medizin

11LE13KT-FWB-MST | Microsystems Engineering

11LE13KT-FWB Neuroscience | Neuroscience

11LE13KT-FWB-Physik | Physik

11LE13KT-FWB Psychologie | Psychologie

11LE13KT-FWB SSE | Sustainable Systems Engineering

11LE13KT-FWB-WiWi | Economics

11LE13MO-6361-FWB-WiWi | Business Analytics

11LE13MO-FWB- VWL | Computational Economics: Non-linear Optimization

11LE13MO-FWB-WiWi | Computational Finance

11LE13MO-ID116366-FWB WiWi | Electronic Markets

11LE13KT-FWB-WiWi-M1 | Futures and Options

03LE47V-ID128036 | Futures and Options | lecture course

03LE47Ü-ID128037 | Futures and Options | exercise course

11LE13SL-ID128037-FWB-WiWi EXAM | Futures and Options - Studienleistung (exam)

apply

apply

HSinOne Demo: Multi-connected Elements

- Green and red arrows? Don't panic!

11LE13KT-Indiv STG | Customized Course Selection

11LE13KT-Indiv STG- WVorlesung | Advanced Lecture in Customized Course Selection

Multi-connected Elements (Please click on the respective heading to display the respective element):

11LE13MO-2010_PO 2020 | Algorithms Theory | Core elective | 6.0 ECTS

11LE13MO-2060_PO 2020 | Datenbanken und Informationssysteme / Data Bases and Information Systems | Core elective | 6.0 ECTS

11LE13MO-2040_PO 2020 | Foundations of Artificial Intelligence | Core elective | 6.0 ECTS

11LE13MO-2050_PO 2020 | Image Processing and Computer Graphics | Core elective | 6.0 ECTS

11LE13MO-1153_PO 2020 | Machine Learning | Core elective | 6.0 ECTS

11LE13MO-2030_PO 2020 | Softwaretechnik / Software Engineering | Core elective | 6.0 ECTS

11LE13MO-2020_PO 2020 | Rechnerarchitektur / Computer Architecture

11LE13KT-Indiv STG-SpezVorl | Specialization Course in Customized Course Selection

The module shows up
at the end of the list.

Rules regarding examinations

More details will be offered by the examination office team
in a presentation in a few weeks.
You'll receive an invitation e-mail in time...

Registration for exams / graded assessments (PL)

- It's a second, independent step from booking the course.
It's **not** done automatically!
- The procedure is *similar* to booking the courses. For a how-to, see <https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/examinations>
Deadlines for the registration (and de-registration) for exams are also mentioned on this website.
- Without registering for an exam you are not allowed to take it, so **do not forget!**
- To make sure you are correctly registered, we recommend saving/printing the pdf of the in HISinOne
→ My studies → My course enrollments and exam registrations

How to proceed if you failed an exam

- Number of attempts are limited:
 - 2 attempts for every exam / graded assessment (if needed)
 - 2 oral or written exams for CS lectures can be attempted 3 times
(This rule does not include lab courses, seminars or the project!)
- You are registered automatically for the repetition(s) and **cannot sign off !**
- Repetition exam will take place in the **next semester**.
- You can replace one Advanced lecture or specialisation course you failed the exam / graded assessment with another one, but it has to be done after the first failed attempt. So: *Either repeat or replace (once)*.

Improvement of a grade

- Repeating an exam that you have passed, to improve your mark, is possible in **one** module you did in your first year of studies here
- This rule applies only to written or oral exam of a Computer Science lecture + exercise
- You have to take the „repetition“ exam **directly in the following semester**
- The examination with the **better** grade will be considered official

Missing an exam: Unexcused or authorized withdrawals

- If you do not attend an exam that you registered for, it counts as **failed**, unless you have a **valid excuse**.
- Valid excuses can be
 - Due to illness
→ Doctor's note required, see <https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq>
 - Due to emergencies in family etc.
(please contact examination office immediately)

Intellectual honesty / plagiarism

- Plagiarism is:
 - Using someone else's texts, pictures, reports, data, solutions, whatever....
 - ... without citing the source
- Sources include:
 - Books, the internet, colleagues, ...
- To make it clear:
Plagiarism is illegal!
It is cheating!

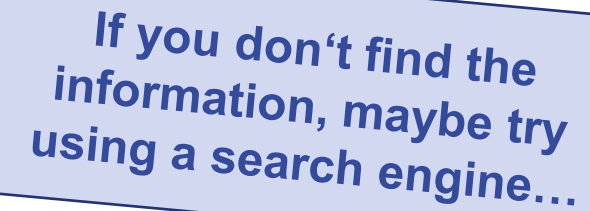
What about AI like ChatGPT?
→ If lecturers don't explain their rules about this, please ask them about this!
Don't just assume it's fine to use, it might be seen as cheating!

- The simple „if...then“ loop:
 - If you cheat (once)
→ then you fail the course
 - If you cheat repeatedly (twice)
→ then you are thrown out of the program and your academic career is over
- Intellectual honesty is important!
Don't pass off someone else's work as your own!

Finding information and help

Students are responsible to stay informed

- You are independent persons, expected to self-organize and self-motivate. There is no service establishment catering to all your needs.
- We provide the necessary information through different sources:
 - Websites
 - Introductory events
 - Official documents (like exam regulations)
 - Information e-mails



If you don't find the information, maybe try using a search engine...

(Make sure to have access to your faculty user account and forward or use that e-mail address!)

- Reading is essential! Please read! The whole text, all the lines in an email, the complete instructions in exercise or exam sheet...
- **„I did not know!“ is not an acceptable excuse!**

Check out the information on our websites

- For new students:
<https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/freshers-info>
- Dates and deadlines:
<https://www.tf.uni-freiburg.de/en/studies-and-teaching/calendar-dates>
- A to Z – Study FAQs (especially useful for information about examination related things):
<https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq>
- Website for your study programme
<https://www.tf.uni-freiburg.de/en/study-programs/computer-science/m-sc-computer-science>
- Contacts for advisory services at TF etc.:
<https://www.tf.uni-freiburg.de/en/study-programs/counseling>

Gegen sexuelle Belästigung, Gewalt und Stalking Against Sexual Harassment, Violence, and Stalking



Beratung? Counselling?

+49 761 203-4222

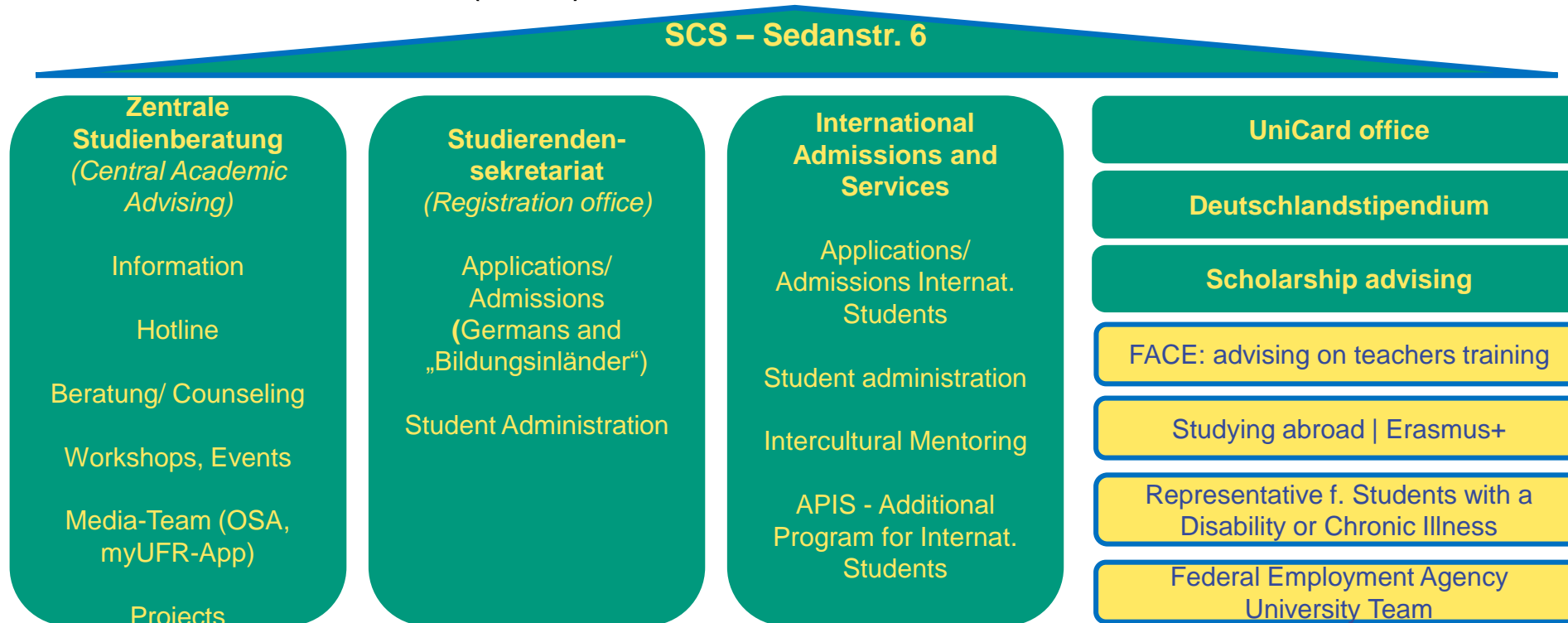
+49 152 22928696

www.gleichstellungsbuero.uni-freiburg.de

universität freiburg

Further contact points outside TF:

- SWFR (Housing, Financial Aid / Bafög, Social and Psychotherapeutic Counselling...)
- Student Service Center (SCS) in Sedanstraße 6



Whom to ask about what?

- Programme related matters

Lecturers/ Professors

e.g. thematic questions, literature and learning material etc.

Study coordinators

e.g. study planning, decisions, setting priorities, examination regulations, credits etc.

- General matters

International Admissions and Services (in SCS)

e.g. advice for international students, preliminary certification by the university, issue of certificates for international students, questions about leave of absence and tuition fees etc.

→ www.ias.uni-freiburg.de

Central Academic Advising (in SCS)

e.g. motivation, reorientation, decision-making, learning process, study organisation, stress, crises etc.

- confidential, anonymous if necessary, neutral
- If needed, referral to other contact persons (representative for students with chronic illness/disability, employment agency etc.)

→ www.zsb.uni-freiburg.de

When writing an e-mail to an advisor or the examination office...

- Please use a subject – preferably a sensible one
- Assume we do not know you, and we are not clairvoyant.
So, please sign the email with your full name; your matriculation number can also be helpful, and it would be great if you mention your study programme...
- Use full names of professors, supervisors or lecturers
(we are not on first name base with everyone at the faculty)
- For a question about a new topic:
Write a new mail and address it (correctly) yourself.
Don't "answer" to older information mails from us.
- If it is urgent, indicate this in the subject line! Our responses to mails not classified as urgent can take quite a while and we try to prioritize.

Checklist of important things to remember:

- Set up your Faculty account correctly; **forward those emails!**
- Learn about and observe the various deadlines:
<https://www.tf.uni-freiburg.de/en/studies-and-teaching/calendar-dates>
- Register for ***all the elements (especially all the assessments)*** in a module you want to complete (not just in lectures, but also in seminars or lab courses)
- Know your exam regulations!
- Learn about registration for seminars and projects:
<https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq>
- Re-enroll for the next semester
<https://www.studium.uni-freiburg.de/en/student-services/registration>
- Contact someone when in need of help:
<https://www.tf.uni-freiburg.de/en/study-programs/counseling>

Have a good start!

And remember to wait for your
Campus tour guide here in this lecture hall!

