

universität freiburg

Studying and living in Freiburg - Information for new students

Summer semester 2025

Faculty of Engineering
Ursula Epe, Programme Co-ordinator
Freiburg, 15 April, 2025



Agenda

User accounts and online systems: My Account, University 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

User Accounts and Online Systems

My Account, University 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 enrolment 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](#)

MyAccount – Eduroam keyword

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

User ID: ue65

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.

MyAccount - Eduroam

To set up access to the university's WiFi network Eduroam, the following three components are required:

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

If the **Certificate** shown is from *radius.uni-freiburg.de*, you can connect.

Uni-Account = for example xy1234

For notebooks VPN client might be necessary.

More information [here](#).

University email account

- Uni email address = <UniAccount>@email.uni-freiburg.de
- <UniAccount> = your initials and a random number, e.g. XY1234
- Alias = firstname.lastname@email.uni-freiburg.de
- You can check your emails via <https://email.uni-freiburg.de>
- This UniMailbox will be used as the sole email address for correspondence related to your studies and enrollment at the University of Freiburg. It is therefore crucial to check these emails on a regular basis.
- Information about how to set up your mailbox is found [here](#).
- If you should have any questions or need assistance, please contact beratung@rz.uni-freiburg.de and state your user name and matriculation number.

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:

(2-K) Student Management - Correspondance

Postal address

[REDACTED]

[REDACTED] Freiburg im Breisgau

Germany

E-mail

[REDACTED]@email.uni-freiburg.de (-)

Phone number

+49 [REDACTED] (Mobile)

HisinOne – Certificate of enrolment (Studienbescheinigung) I

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

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

Reports

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 – Certificate of enrolment (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

Read

Actions

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 2025	
Lectures	31 Mar – 6 Jul
Exercises (without limitation of participants or without group assignment via HISinOne)	31 Mar – 6 Jul
Exercises (with group assignment by indicating priority requests)	11 – 30 Apr
Lab courses	11 – 30 Apr
<u>(Computer Science) Seminars</u>	22 – 28 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.
- MST Technologies and Processes is only offered in the winter semester.

*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 21 – 27 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: 26 May – 6 July, 2025

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. If you don't want to take a conditional course exam in the current semester, please contact the programme co-ordinator or the examination office.

Conditional course exams have to be successfully passed **by the end of the 2nd semester**. You have **two attempts** only.

Online Systems – ILIAS

ILIAS

[Ilias](#) is the learning platform provided by the University of Freiburg
Log in with university account (xy1234)

- Go to Repository / My Courses / summer semester 2025
- Some lecturers protect their courses with an additional password, which will be provided to all students who booked that course.
- [More info](#)

Online Systems – TF User Account

TF User Account

All TF students need **TWO user accounts** and **TWO email addresses**, one from TF and one from the university.

University User Account	TF User Account
User name: xy1234	User name: surnamex
Email id: xy1234@email.uni-freiburg.de or firstname.lastname@email.uni-freiburg.de	Email id: surnamex@tf.uni-freiburg.de or surnamex@cs.uni-freiburg.de or surnamex@informatik.uni-freiburg.de
Webmail: https://email.uni-freiburg.de	Webmail: https://nextcloud.tf.uni-freiburg.de/

Which users account for what?

University User Account	TF User Account
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	

How to get the 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.
- Mailing lists:
student@tf.uni-freiburg.de (automatical)
markt@tf.uni-freiburg.de (optional, sign up [here](#))

More info [here](#)

Student jobs – How to sign up for markt mailing list

Go to: <https://support.informatik.uni-freiburg.de/?run=account>

Home

User Accounts

User Account Query

User Account FAQ

Change User Password

Password FAQ

Account Commands

Email-Support

WebMail-Application

Multimedia-Support

WLAN-Support

Services & Server

News and Information

Campus and Pools

Contact Information

Query User Account

Account Name: Password:

Name:

Section:

User Roles:

Validity:

Certifikate:

Quota:

Email Address:

Email Aliases:

☐ Email-List markt@tf.uni-freiburg.de

☒ register

☐ unregister

☐ Email-List dlhoreadingclub@tf.uni-freiburg.de

☒ register

☐ unregister

☐ Additional SPAM-Tests

☒ register

☐ unregister

Query/Modify Data

Clear Input

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 Sedanstrasse. 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

- 3.4 million printed media holdings, 168.120 [electronic journals](#), and more...
- 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 item has not been reserved by someone else)
- If you return an item 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 cafeteria (Mensa)

The Campus Cafeteria (Mensa)

Managed by SWFR

Opening and lunch hours: 11:30 – 13:30 o'clock

Prices: 3.90 € per meal (for students with a UniCard)

Location: Building 082

[More information](#)

The TF Campus



The TF Campus - Overview

101: Main teaching and administrative building

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

082: Cafeteria

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

076: Computer pools for all TF students

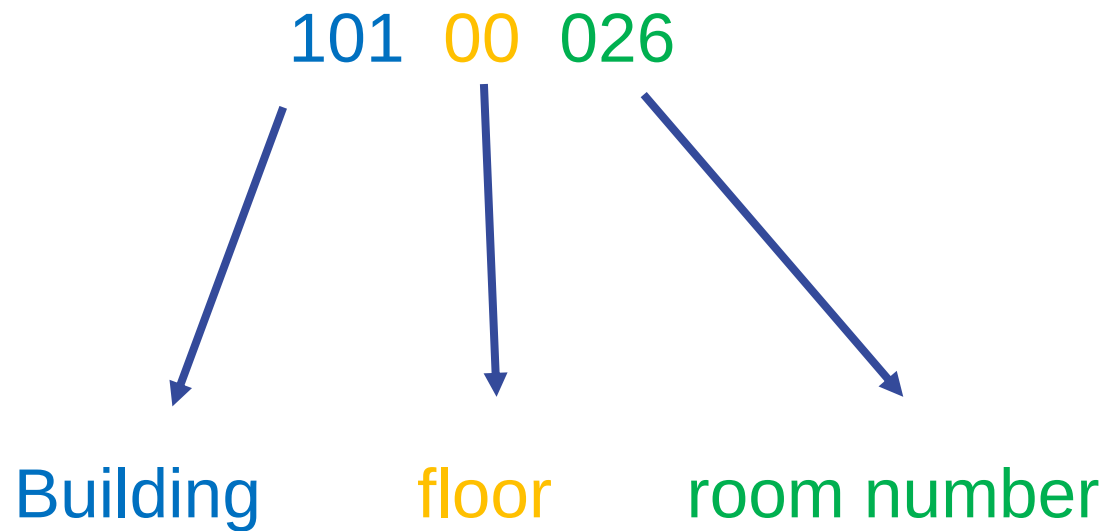
074: CAD computer pool (for MSE and ESE students)

SIC: Solar Info Center (INATECH)



TF Campus – Room number system

Room number system:



Additional Program for Int'l Students (APIS)



Additional Program for Int'l Students (APIS)

Non-EU students may attend additional courses + workshops:

- Intercultural Mentoring (always starts in the winter semester)
 - 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](#).

The importance of learning German

- For daily business outside the university
- To find a student job
- To get in touch with Germans
- To get to know the German culture
- To find a job after graduation

Language courses at the SLI (Sprachlehrinstitut)

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

- **Registration** started on **31 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 (1.5 hrs per week), 190 Euro (3 hrs per week)

Language courses – Other options

- Language schools in Freiburg
- **If you already have an intermediate level:**
- SWFR Tandem Programme
- Freiburg Intl. Connection language exchange

EUCOR – European Campus



EUCOR – The European Campus

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

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

Make sure 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)
- Information [link](#)
- 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 photo ID (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 and an official photo ID and 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 photo ID (e.g. passport or drivers licence).

Deutschlandticket

Cost: **39,42** EUR per month (= 23,42 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), is automatically extended if you do not cancel it

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

[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](#).



ARD.de^①

[Deutsche Welle](#)

Academic Calendar

Important dates



Academic calendar

22 Apr, 2025	Beginning of lectures (summer semester)
1 May, 2025	Public holiday (no classes)
29 May, 2025	Public holiday (no classes)
9 – 13 Jun, 2025	Whitsun break (no classes)
19 Jun, 2025	Public holiday (no classes)
1 Jun – 15 Aug, 2025	Registration (fee payment) for the winter semester
25 Jul, 2025	Last day of classes of the summer semester
4 Aug – 12 Sep, 2025	Examination period of the summer semester
13 Oct, 2025	Beginning of classes of the winter semester

[Academic calendar Uni Freiburg](#)

[Academic calendar TF](#)

Next orientation sessions

M.Sc. Computer Science	16 April 14:00 – 16:00	Room 101 00 026
Campus tour for CS students	afterwards	Meeting point: room 101 00 026
M.Sc. Mikrosystemtechnik	17 April 10:00 – 11:00	Room 101 00 010/014
M.Sc. Embedded Systems Engineering	17 April 14:00 – 16:00	Room 101 00 026
Campus tour for Engineering students	afterwards	Meeting point: room 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**: From B like Badminton to Y like Yoga...
- Student groups, student union, ...

Install the my ufr app

Helpful to find extra-curricular events organised by SWFR, APIS, SCS, student council 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 pm: by appointment only

Thu, 10:00 - 11:30 am: 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.)

Fachschaft TF

Student Council



Student Council

- Represents students in several boards and committees
- Has a database with previous exams and assignments
- Administers the student workshop
- Organises the freshmen week for new undergraduate students in October
- Organises extra-curricular events
- Can help you with all sorts of problems
- Meets every Monday at 6:30 pm in room 051 00 028

... and [more](#).

Thank you for your attention.

Ursula Epe

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