

# 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...)
- UniCard
- Library
- Campus
- Language courses
- Semester ticket (public transport)
- Jobs
- 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)

<https://www.rz.uni-freiburg.de/inhalt/dokumente/pdfs/broschueren/studieng/view>



# MyAccount





With [MyAccount](#) you administer your student account in the university. Once you receive your user id, you should do 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)
- Activate your *UniCard* (student id card)


# Email address

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

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**User ID: ue65** **Manage your mail addresses** 


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**Your mail addresses stored in the myAccount database:**

<b>Institutional mail address</b>	 @uni-freiburg.de	<b>preferred</b>	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.

<http://www.rz.uni-freiburg.de/services-en/netztel-en/wlan-vpn-en/vpnwlan-en?>

# Activate UniCard

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Unicard should already be activated for access control.

If not, go to User Profile / My data set:

## Unicard

The access control has been activated for your UniCard (since February 2019 this is done automatically).

### Please note:

- You have lost your UniCard? Other problems? Please follow the [instructions on the FAQ page](#) as soon as possible!
- The UniCard portal page: <http://www.unicard.uni-freiburg.de>
- If you have problems concerning the access control of the UniCard please contact the [service department of the facility management](#).
- If you have more questions concerning the UniCard please read the [FAQ pages](#) of the UniCard Team.



# Campus management: HisinOne

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HisinOne

# HisinOne – 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 – 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

# HSinOne – 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”
- **How-to see:** <https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/information-for-new-students-summer-semester>

# HisinOne - Course booking

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- Choose courses at beginning of the semester:  
**Lectures: 19 March – 10 July**  
**Exercises and lab courses: 10 – 30 April**  
**Seminars (CS): 19 – 28 April**
- 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, but you will have to register for the exam.

Deadlines: <http://www.tf.uni-freiburg.de/en/studies-and-teaching/calendar-dates>



Get your personal course schedule:

- Go to [HISinOne](#)
- Go to “My studies” → “my course plan” → “summer term 2021” →
- Set date on 19 – 23 April (first week of lectures) or try the “term view”
- To download as pdf, click on the PDF icon.



## Exam registration: 31 May – 11 July

Log into [HISinOne](#)

- Go to „My Studies“ / „Planner of Studies“
  - Select an exam and click on 
  - Read „Important information ...“
  - Check „I accept“ and click on „accept“
- > The exam date will be displayed.
- Click on „ apply“

# Exam registration II

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Once you have registered for all exams

- Go to „my course enrolments 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

# Exam registration III

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- If you cannot register online for the exams belonging to **conditional courses**, use the [general registration form](#) available on our website
- Fill it and send it to the examination office within the exam registration period.



# TF user account



- You will receive an email from the TF pool managers with your user name and an initial password.
- TF Email domains =  
[surname@informatik.uni-freiburg.de](mailto:surname@informatik.uni-freiburg.de) or  
[surname@tf.uni-freiburg.de](mailto:surname@tf.uni-freiburg.de) or  
[surname@cs.uni-freiburg.de](mailto:surname@cs.uni-freiburg.de)
- Mailing lists:  
[student@tf.uni-freiburg.de](mailto:student@tf.uni-freiburg.de) (automatically)  
[markt@tf.uni-freiburg.de](mailto: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	TF Account
HISinOne	To receive emails sent by staff or students to TF student mailing list
Course and exam registration	To send emails to TF student mailing list
Library catalog	To use TF webmail
ILIAS (course material)	To sign up for mailing list <a href="mailto:markt@tf.uni-freiburg.de">markt@tf.uni-freiburg.de</a>
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



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.

After getting the UniCard and user account for course and exam registration:

- Activate your UniCard (in [MyAccount](#))
- [Load credit onto your UniCard](#)
- More [info](#)
- Contact: [unicard@uni-freiburg.de](mailto: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 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 10:00 – 15:00
- Limited lending service without registration possible.
- Seats for studying in the library can be booked the day before via HisinOne.

More info: <https://www.ub.uni-freiburg.de/index.php?id=3281>

# 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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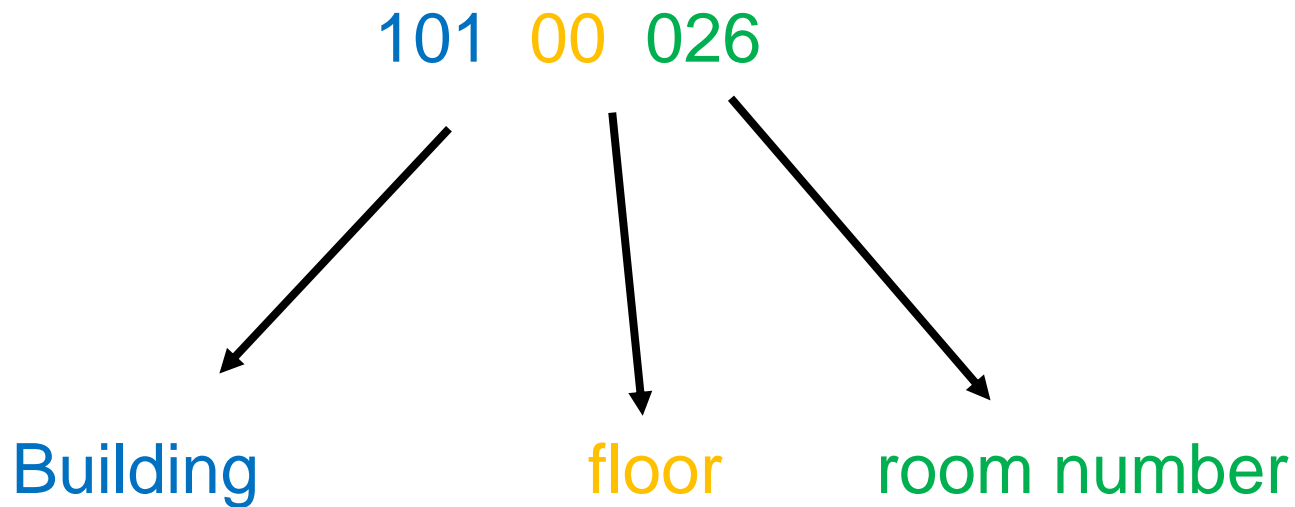
Watch out! Parking permit required!

# Find your way around the campus

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## Room number system:







# Language courses



## SLI courses:

- **All levels**

Either Mon + Wed or Tue + Thu, 6:30 – 8:00 p.m.

- **Duration:** one semester (52 lessons)
- **Cost:** 160 Euro\*

Registration until end of this week. Afterwards you will receive a link to the **placement test**.

\* Students with vouchers will be reimbursed at the end of the semester if they regularly attended the lessons.



With private teachers:

- A 1.2 : *booked out*
- A 2.2: *booked out*
- **B 1.2:** Mon + Wed 19:00 – 20:30, 19 April – 14 July, 48 lessons for 120 € or one voucher + 40 Euro.  
Registration by email to [studienkoordination@tf.uni-freiburg.de](mailto:studienkoordination@tf.uni-freiburg.de)

Difference to SLI courses: shorter, cheaper, no placement test, **no ECTS**. You only pay the top-up fee.



All other language courses: See SLI:

<http://www.sli.uni-freiburg.de/>

Please note:

Currently, language courses are only part of the M.Sc. Computer Science program. From winter term 21/22 also M.Sc. Embedded Systems, Microsystems and Mikrosystemtechnik (if you change to new exam regulations).

# Vouchers

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- Who: students who pay tuition fees for non-EU nationals (1,500 Euro)
- How many: 3 vouchers per semester
- What can I use them for:  
<https://www.studium.uni-freiburg.de/en/student-services/study-fees>

# Semester ticket

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## Semester ticket

# Semester ticket I

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- 94 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](mailto: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.de**<sup>1</sup>

[Deutsche Welle](#)



# **Academic Calendar (important dates)**

# Academic calendar

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<b>19 April 2021</b>	<b>Beginning of lectures</b>
<b>1 May</b>	<b>Public holiday (no lectures)</b>
<b>13 May</b>	<b>Public holiday (no lectures)</b>
<b>24 – 29 May</b>	<b>Pentecost break (no lectures)</b>
<b>3 June</b>	<b>Public holiday (no lectures)</b>
<b>1 June – 15 August</b>	<b><u>Registration</u> for the winter semester</b>
<b>23 July</b>	<b>Last day of lectures of the summer semester</b>
<b>9 August – 30 Sep</b>	<b>Examination period of the summer semester</b>
<b>18 October</b>	<b>Beginning of lectures of the winter semester</b>

[http://www.studium.uni-freiburg.de/en/dates-deadlines-events/semester-dates-and-teaching-periods?set\\_language=en](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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<b>MSc. Mikrosystemtechn ik</b>	13 April 13:00 - 14:00	Prof. Jürgen Wilde, Dean of Studies
<b>MSc. Embedded Systems Engineering</b>	13 April 14:00 - 15:00	Prof. Jürgen Wilde, Dean of Studies, Martina Nopper, Study Advisor
<b>MSc. Computer Science</b>	14 April 12:00 - 14:00	Martina Nopper, Study Advisor
Introduction to exam regulations for <b>all new Master</b> students	15 April 14:00 - 16:00	Susanne Stork, examination office



# Tutorials and more info

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<https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/information-for-new-students-summer-semester>



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 –  
15:30 o'clock

**Email:** [studienkoordination@tf.uni-freiburg.de](mailto:studienkoordination@tf.uni-freiburg.de)