

universität freiburg

Studying and living in Freiburg - Information for new students

Winter semester 2023/2024

Faculty of Engineering
Ursula Epe, Programme Co-ordinator
Freiburg, 10 October 2023



Agenda

Online Systems: My 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: for public transport

Scholarships: Christoph Ruechardt Scholarship and Germany Scholarships

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

Online Systems

My 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 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.

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	<input type="password" value="....."/>	Here you can set a keyword or replace the current with a new one.
	<input type="password"/>	Repeat the new keyword to avoid typing errors.
Password confirmation	<input type="password"/>	For safety reasons enter the current main password here.



MyAccount - Eduroam

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.

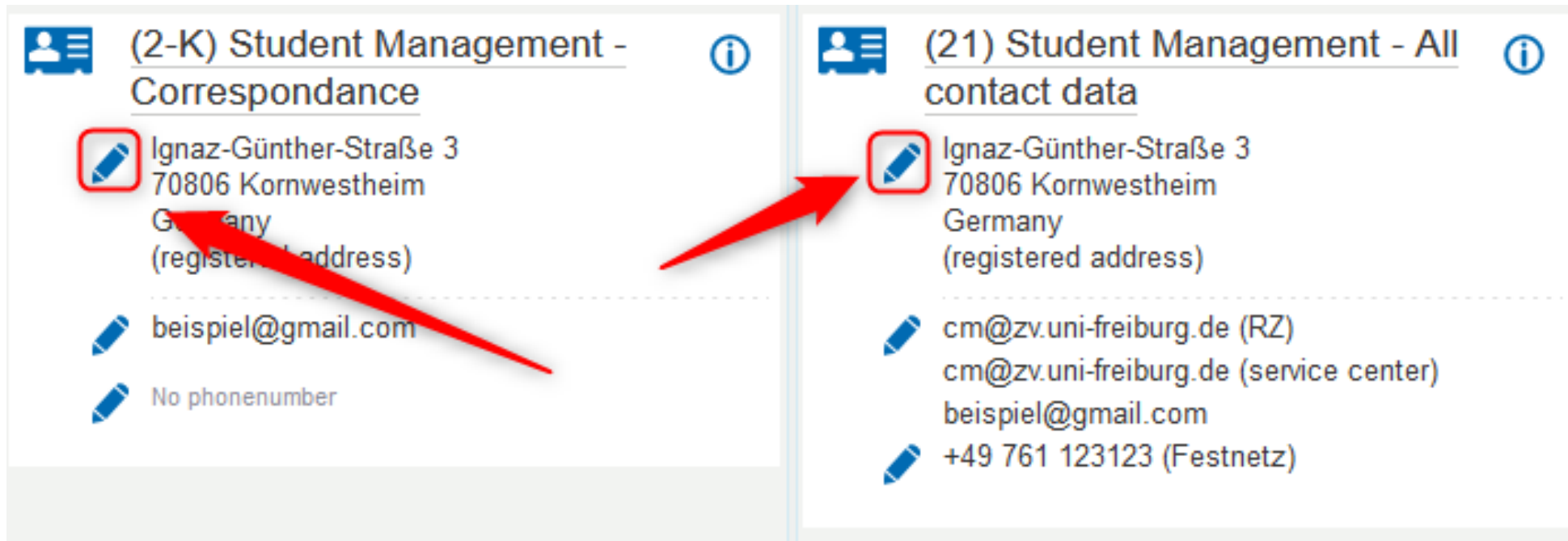
More information [here](#).

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:



The screenshot displays two side-by-side panels of student contact information. The left panel is titled '(2-K) Student Management - Correspondance' and the right panel is titled '(21) Student Management - All contact data'. Both panels show a registered address: 'Ignaz-Günther-Straße 3, 70806 Kornwestheim, Germany (registered address)'. In both panels, a red square highlights a pencil icon next to the address line. A red arrow points from the pencil icon in the right panel to the pencil icon in the left panel. Below the address, the left panel shows 'beispiel@gmail.com' and 'No phonenumber'. The right panel shows 'cm@zv.uni-freiburg.de (RZ)', 'cm@zv.uni-freiburg.de (service center)', 'beispiel@gmail.com', and '+49 761 123123 (Festnetz)'. Each panel also has an information icon (i) in the top right corner.

HisinOne – Certificate of enrollment (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 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 – Certificate of enrollment (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

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 winter semester 23/24	
Lectures	25 Sep – 14 Jan
Exercises (without limitation of participants or without group assignment via HISinOne)	25 Sep – 14 Jan
Exercises (with group assignment by indicating priority requests)	10 Oct – 27 Oct
Lab courses	10 Oct – 27 Oct
<u>(Computer Science) Seminars</u>	16 Oct – 23 Oct
Master projects	1 Oct – 31 Mar

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.

*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 16 – 20 October (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: 5 Dec, 2023 – 14 Jan, 2024

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  and exams )

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.

Online Systems – ILIAS

ILIAS

Ilias is the learning platform provided by the University of Freiburg

Log in with university account (xy123)

- Go to Repository / My Courses / Winter semester 2023
- Some lecturers protect their courses with an additional password, which will be provided to all participants.
- [More info](#)

Online Systems – TF User Account

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 (automatical)
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?

University user Account User name: xy123*	TF User Account User name = surnamex*
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 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	

TF User Account – TF computer pools for students

- 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

- 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



Libraries

University library (UB)
Faculty library



Libraries - Opening hours and user account

- **UB:** Mon – Sun 7:00 am to midnight (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 activate it yourself [here](#).



Libraries- Collection and Regulations

- 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)

The TF Campus



The TF Campus - Overview

101: Main teaching and administrative building

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

082: Cafeteria (currently closed, take away option in building 206)

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

076: computer pools for all TF students

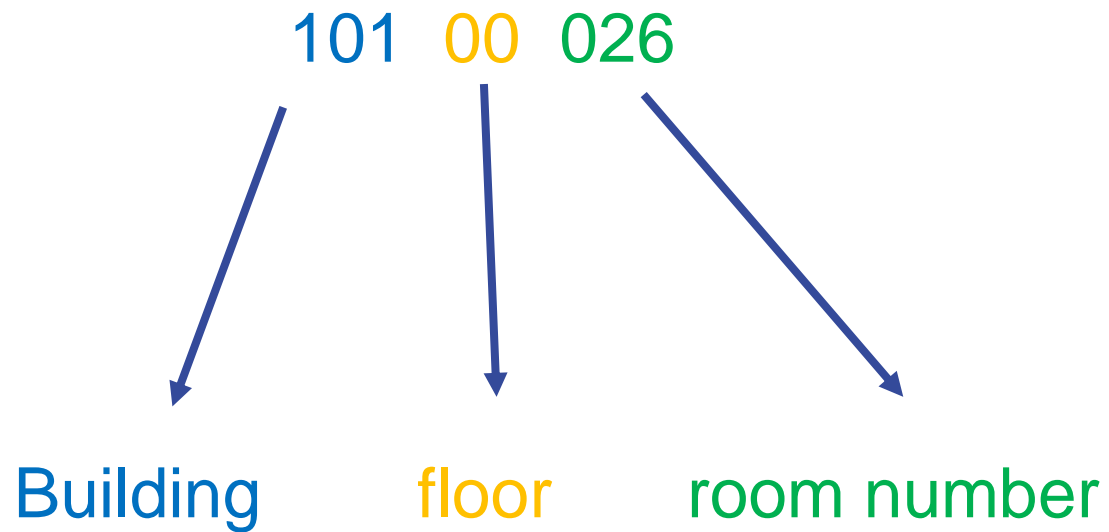
074: CAD computer pool (for MSE and ESE students)

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
- 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.

More [information](#).

Other language courses

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 **4 Oct** via:
- <https://www.sli.uni-freiburg.de/deutsch/kurse/kurse>
- <https://www.sli.uni-freiburg.de/german/courses/dkurse?>

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

Language courses – Other options

- [Language schools in Freiburg](#)
- **If you already have a basic level:**
- [SWFR tandem](#)
- [Freiburg Intl. Connection](#) language exchange

EUCOR – European Campus



EUCOR – The European Campus

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



Semester Ticket I

- 96 EUR for six months
- To be purchased:
 - [online](#) (matriculation number required)
 - 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 ID with a photo (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 ID and a certificate of enrolment when using it.

> If not, 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 ID (e.g. passport or drivers licence).

Deutschlandticket (49 Euro ticket)

No agreement so far between local transport agency and DB.

From 1st December, 2023:

Deutschlandticket can be combined with **Jugendticket** (only for students under 27). For **365 euros a year/30.42 a month**, you will then be able to use public transport throughout Germany

[More info](#)

Scholarships



Christoph Rüchardt Scholarship

Requirements:

Enrolled in one of the M.Sc. programmes of the Faculty of Engineering since summer semester 2023 or winter semester 2023/2024

Bachelor's CGPA 1.5 or better (German grading system)

Application deadline: 5 November, 2023

Funding period and amount: one year, 200 Euro per month.

[More information.](#)

Deutschlandstipendium (Germany Scholarship)

Requirements:

Enrolled at the University of Freiburg

CGPA 1.5 or better (German grading system)

Application period: 1 – 31 March

Funding period and amount: one year, 300 Euro per month.

[More information](#)

Student jobs



Student 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 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[®]

[Deutsche Welle](#)

Academic Calendar

Important dates



Academic calendar

16 Oct, 2023	Beginning of lectures
1 Nov, 2023	Public holiday (no classes)
23 Dec, 2023 – 7 Jan, 2024	Xmas break (no classes)
15 Jan – 15 Feb, 2024	Registration for the summer semester
9 Feb, 2024	Last day of classes in the winter semester
19 Feb – 31 Mar, 2024	Examination period of the winter semester
15 Apr, 2024	Beginning of classes of the summer semester

[Link](#) for university dates and deadlines

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

More orientation sessions

M.Sc. Embedded Systems Engineering	11 Oct 14:00 – 16:00	Room 101 00 026
M.Sc. Mikrosystemtechnik	12 Oct 10:00 – 11:00	Room 101 00 026
M.Sc. Microsystems Engineering	12 Oct 11:00 – 12:00	Room 101 00 026
M.Sc. Computer Science	12 Oct 14:00 – 16:00	Room 101 00 026
M.Sc. Sustainable Systems Engineering	13 Oct 11:00 – 13:00	Room 101 01 009/013

Campus tours

M.Sc. Embedded Systems Engineering	11 Oct 16:30	In front of room 101 00 026
M.Sc. Mikrosystemtechnik and Microsystems Engineering	12 Oct 12:15	In front of room 101 00 026
M.Sc. Computer Science	12 Oct 16:30	In front of room 101 00 026
M.Sc. Sustainable Systems Engineering		tba

Extra-curricular a activities + myufr



Extra-curricular activities

What can I do in my freetime?

- **SWFR:** Events, Int'l Club, Studitours
- **University sports**
- **Studium Generale:** lectures, workshops, courses, concerts, choirs, excursions
- **International Groups:** Student groups

More [information](#)

My ufr app

Helpful to find extra-curricular events organised by SWFR, APIS, SCS 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 p.m.: by appointment only

Thu, 10:00 - 11:30 a.m.: 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.)

Thank you for your attention.

Ursula Epe

Faculty of Engineering

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