Studying and living in Freiburg Information for new students

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Programme Co-ordinator

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• UniCard
• Campus facilities
• Language courses
• Covid 19 / Corona
• Academic Calendar
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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)
User ID: ue65

Your mail addresses stored in the myAccount database:

Institutional mail address: [REDACTED] uni-freiburg.de

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

Send

Manage mail lists
Eduroam keyword

• Used to connect to campus WiFi
• VPN connection
• Log in to myAccount
• Select Pass-/keyword menu → Eduroam Keyword
Eduroam keyword

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

HisinOne
Go to Student Service / Contact data and documents / Edit my data

Address
Postal Address
Country: Deutschland
Street and number: Holbeinweg 4
Postal Code: 79110
City: Freiburg im Breisgau
Registered address:

Contact information
E-mail - Bevorzugte E-Mail (Studieren):
E-mail - Private:
Phone - Private:

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
79°C Freiburg im Breisgau
Deutschland

+49 761 2... (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.
Go to Student Service / Reports / certificate of enrolment

<table>
<thead>
<tr>
<th>report type</th>
<th>semester</th>
<th>Outputtype</th>
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<tbody>
<tr>
<td>Immatrikulationsbescheinigung</td>
<td>summer semester 2018</td>
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<td>certificate of enrollment</td>
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<td>confirmation of periods of study</td>
<td>summer semester 2018</td>
<td>PDF-Dokument</td>
</tr>
<tr>
<td>Immatrikulationsbescheinigung</td>
<td>winter semester 2017/2018</td>
<td>PDF-Dokument</td>
</tr>
<tr>
<td>certificate of enrollment</td>
<td>winter semester 2017/2018</td>
<td>PDF-Dokument</td>
</tr>
<tr>
<td>confirmation of periods of study</td>
<td>winter semester 2017/2018</td>
<td>PDF-Dokument</td>
</tr>
</tbody>
</table>
HISinOne – Course booking

- 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.
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](#).
Course schedule

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](#).
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

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 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

• 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?

<table>
<thead>
<tr>
<th>University Account</th>
<th>TF Account</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User name: xy123</strong>*</td>
<td><strong>User name = surnamex</strong>*</td>
</tr>
<tr>
<td><strong>HISinOne</strong></td>
<td>To receive emails sent by staff or students to TF student mailing list</td>
</tr>
<tr>
<td>Course and exam registration in <strong>HISinOne</strong></td>
<td>To send emails to TF student mailing list</td>
</tr>
<tr>
<td><strong>Library catalog</strong></td>
<td>To use TF webmail</td>
</tr>
<tr>
<td><strong>ILIAS</strong> (course material)</td>
<td>To sign up for mailing list <a href="mailto:markt@tf.uni-freiburg.de">markt@tf.uni-freiburg.de</a></td>
</tr>
<tr>
<td>Official emails from lecturers, student registry etc.</td>
<td>To use the computers in the computer pools</td>
</tr>
<tr>
<td>WiFi via eduroam</td>
<td></td>
</tr>
</tbody>
</table>
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 = 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
User account for 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

- 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

Albert-Ludwigs-Universität Freiburg

Watch out! Parking permit required!
https://mypbw.de
25 Euro per month
Find your way around the campus

Room number system:

101 00 026

Building  floor  room number
Language courses
Language courses at the SLI

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

• **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](mailto: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

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

• academic integration
• intercultural skills
• training and job skills

More information here.
Covid 19 / Corona
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](#).
Corona – EU vaccination certificate

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.
Corona vaccination

Albert-Ludwigs-Universität Freiburg

Want to get vaccinated?

• Most of the general practicioners in Germany offer Covid vaccination
• Wait for your health insurance card
• Find a General Practicioner and get vaccinated there (if you need help in finding a doctor, contact studienkoordination@tf.uni-freiburg.de)
Corona – Keep yourself up to date

University Corona website
SWFR Corona website
City of Freiburg Corona website
Baden-Württemberg Corona website
Semester ticket
Semester ticket I

• 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!
Public transport

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

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
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](#).
Academic Calendar
(important dates)
### Academic Calendar

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<th>Event</th>
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<tr>
<td>18 Oct, 2021</td>
<td>Beginning of lectures</td>
</tr>
<tr>
<td>1 Nov, 2021</td>
<td>Public holiday (no lectures)</td>
</tr>
<tr>
<td>23 Dec 2021 – 6 Jan, 2022</td>
<td>Christmas break (no lectures)</td>
</tr>
<tr>
<td>15 Jan – 15 Feb, 2022</td>
<td>Registration for the summer semester</td>
</tr>
<tr>
<td>11 Feb, 2022</td>
<td>Last day of lectures of the winter semester</td>
</tr>
<tr>
<td>14 Feb – 31 Mar, 2022</td>
<td>Examination period of the winter semester</td>
</tr>
<tr>
<td>25 April, 2022</td>
<td>Beginning of lectures of the summer semester</td>
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Please bookmark this link for the following semesters:

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<th>Date</th>
<th>Time</th>
<th>Instructors</th>
</tr>
</thead>
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<tr>
<td>MSc. Microsystems Engg.</td>
<td>11 Oct</td>
<td>15:30 - 16:30</td>
<td>Prof. Jürgen Wilde, Svenja Andresen</td>
</tr>
<tr>
<td>MSc. Mikrosystemtechnik</td>
<td>12 Oct</td>
<td>13:00 – 14:00</td>
<td>Prof. Jürgen Wilde, Svenja Andresen</td>
</tr>
<tr>
<td>MSc. Embedded Systems Engineering</td>
<td>12 Oct</td>
<td>14:15 – 16:00</td>
<td>Prof. Jürgen Wilde, Martina Nopper,</td>
</tr>
<tr>
<td>MSc. Computer Science</td>
<td>13 Oct</td>
<td>14:00 - 15:30</td>
<td>Martina Nopper, Study Advisor</td>
</tr>
</tbody>
</table>
Important websites for new students

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

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