Studying and living in Freiburg Information for new students

Ursula Epe
Programme Co-ordinator

11. April 2023
Information about...

• Online Systems (MyAccount, HisinOne, Ilias…)
• UniCard
• Library and other campus facilities
• Additional Program for Int‘l Students (APIS)
• Semester ticket
• Jobs
• Academic Calendar
## Online Systems

**MyAccount**

<table>
<thead>
<tr>
<th><strong>Change initial password</strong></th>
<th><strong>HISinOne</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Course catalog</strong></td>
</tr>
<tr>
<td><strong>Set eduroam password</strong></td>
<td><strong>Course booking</strong></td>
</tr>
<tr>
<td></td>
<td><strong>View and print your personal schedule</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Exam registration</strong></td>
</tr>
<tr>
<td></td>
<td><strong>View exam results</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Print transcript of marks</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Update your contact data</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Pay semester fees (by direct debit)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Print a certificate of enrolment (Studienbescheinigung)</strong></td>
</tr>
</tbody>
</table>

More information [here](#)
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.
Eduroam keyword

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

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.
More information here.
Campus management: HisinOne

HisinOne
Go to My Studies / Student Service / Contact data

Click (on any block) on the pencil icon next to the address you want to edit:
Go to My Studies / Student Service / Requested 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.
### Reports: Common reports

<table>
<thead>
<tr>
<th>Requesttime</th>
<th>report type</th>
<th>Term</th>
<th>Executiontime</th>
<th>Read</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.01.2021 14:27:32</td>
<td>STU 320 - Studienverlaufsbescheinigung</td>
<td>summer semester 2021</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.01.2021 14:27:32</td>
<td>STU 330 - Immatrifikationsbescheinigung</td>
<td>summer semester 2021</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
## Deadlines in the Summer Semester 2023:

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures</td>
<td>27 Mar – 9 Jul</td>
</tr>
<tr>
<td><strong>Exercises</strong> (without limitation of participants or without group assignment via HISinOne):</td>
<td>27 Mar – 9 Jul</td>
</tr>
<tr>
<td><strong>Exercises</strong> (with group assignment by indicating priority requests):</td>
<td>6 - 28 Apr</td>
</tr>
<tr>
<td>Lab courses</td>
<td>6 - 28 Apr</td>
</tr>
<tr>
<td><strong>(Computer Science) Seminars:</strong></td>
<td>17 Apr - 24 Apr</td>
</tr>
<tr>
<td>Master projects</td>
<td>1 Apr - 30 Sep</td>
</tr>
</tbody>
</table>
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 the course

*More information [here](#) and [here](#).
Course schedule

Get your personal course schedule:

• Go to [HISinOne](#)
• Go to “My studies/Mein Studium” → “schedule/Stundenplan” →
• Set date on 17 – 21 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.
Exams
Exam registration

Exam registration: 29 May – 9 July
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 work 📝 and exams🌟)

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!)
- Download the pdf, print it and take it with you to the exams
Exception conditional course exams:

You don‘t have to register for the conditional course exams (Auflageprüfungen). The examination office will register you.
**Ilias** is the learning platform provided by the University of Freiburg

Log in with university account (xy123)

- Go to Repository / My Courses / Summer semester 2023
- Some lecturers protect their courses with an additional password, which will be provided to all participants.
- [More info](#)
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>HISinOne</td>
<td>To receive emails sent by staff or students to TF student mailing list</td>
</tr>
<tr>
<td>Course and exam registration in HISinOne</td>
<td>To send emails to TF student mailing list</td>
</tr>
<tr>
<td>Library catalog</td>
<td>To sign up for mailing list</td>
</tr>
<tr>
<td><strong>ILIAS</strong> (course material)</td>
<td>To use the computers in the computer pools on the Faculty of Engineering campus</td>
</tr>
<tr>
<td>Official emails from lecturers, student registry etc.</td>
<td></td>
</tr>
<tr>
<td>WiFi via eduroam</td>
<td></td>
</tr>
</tbody>
</table>
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 = Student ID, Library card, means of payment in the university cafeteria...

• 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
University and Faculty library
User account for library

- Open Mon – Fri 9:00 – 19:00 o’clock
- 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](#).
University and TF library

• 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)
Campus
Find your way around the campus

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
Additional Program for Int‘l Students (APIS)
Non-EU students may attend additional courses + workshops:

- Language courses
- Application Training
- Soft skills
- Social events

More information [here](#).
German language courses:

• Intensive courses during the non-lecture period (Sep/Oct)
  > Register in August via the website

• Semester courses of 2 x 2 lessons per week:
  > Register in September for the courses held in the winter semester 2023/24.

More information.
(Other) 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 started on 3 April via:
https://www.sli.uni-freiburg.de/englisch#/ 
https://www.sli.uni-freiburg.de/german/courses/dkurse?

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

Language schools in Freiburg

If you already have a basic level:

SWFR tandem
Freiburg Intl. Connection language exchange
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](mailto:prof.schindelhauer@eucor.eu).

More information [here](#).
Semester ticket
Semester ticket I

- 89 EUR for six months
- To be purchased:
  - online (with matriculation number)
  - 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, drivers 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 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).
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) (sign up [here](#))

More info [here](#)
Licence fee for public radio and TV
Licence fee (for public broadcasting)

Albert-Ludwigs-Universität Freiburg

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.
Academic Calendar
(important dates)
## Academic calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 Apr, 2023</td>
<td>Beginning of lectures</td>
</tr>
<tr>
<td>1 May, 2023</td>
<td>Public holiday (no lectures)</td>
</tr>
<tr>
<td>18 May, 2023</td>
<td>Public holiday (no lectures)</td>
</tr>
<tr>
<td>29 May - 4 June, 2023</td>
<td>Whitsun break (no lectures)</td>
</tr>
<tr>
<td>1 Jun – 15 Aug, 2023</td>
<td><a href="#">Registration</a> for the winter semester</td>
</tr>
<tr>
<td>21 Jul, 2023</td>
<td>Last day of lectures of the summer semester</td>
</tr>
<tr>
<td>7 Aug – 16 Sep, 2023</td>
<td>Examination period of the summer semester</td>
</tr>
<tr>
<td>16 Oct, 2023</td>
<td>Beginning of lectures of the winter semester</td>
</tr>
</tbody>
</table>

[Link](#) for university dates and deadlines

[Link](#) for Faculty of Engineering dates and deadlines
<table>
<thead>
<tr>
<th>Program</th>
<th>Date</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc. Mikrosystemtechnik</td>
<td>12 Apr</td>
<td>11:00 - 12:00</td>
<td>Room 101 02 010/014</td>
</tr>
<tr>
<td>MSc. Embedded Systems Engg.</td>
<td>12 Apr</td>
<td>14:00 – 16:30</td>
<td>Room 101 00 026</td>
</tr>
<tr>
<td>MSc. Computer science</td>
<td>13 Apr</td>
<td>14:00 – 16:00</td>
<td>Room 101 00 026</td>
</tr>
<tr>
<td>Campus tour</td>
<td>14 Apr</td>
<td>10:00</td>
<td>Meeting point: building 101, ground floor</td>
</tr>
</tbody>
</table>
What does the student council do?
- Represent students' interests in different commissions (study commission, faculty council etc.)
- Collect old exams for students' exam preparation
- Organise leisure activities
- Etc.

Website: https://fachschaft.tf.uni-freiburg.de
Email: fs@fachschaft.tf.uni-freiburg.de
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