Studying and living in Freiburg
Information for new students

Ursula Epe
Programme Co-ordinator

11. Oktober 2022
Information about...

- Online Systems (MyAccount, HisinOne, Ilias…)
- UniCard
- Library and other campus facilities
- Additional offers for int‘l students
- Covid 19 / Corona
- Semester ticket
- Jobs
- Academic Calendar
<table>
<thead>
<tr>
<th>MyAccount</th>
<th>HISinOne</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change initial password</td>
<td>Course catalog</td>
</tr>
<tr>
<td>Check preferred email id</td>
<td>Course booking</td>
</tr>
<tr>
<td>Set eduroam password</td>
<td>View and print your personal schedule</td>
</tr>
<tr>
<td></td>
<td>Exam registration</td>
</tr>
<tr>
<td></td>
<td>View exam results</td>
</tr>
<tr>
<td></td>
<td>Print transcript of marks</td>
</tr>
<tr>
<td></td>
<td>Update your contact data</td>
</tr>
<tr>
<td></td>
<td>Pay semester fees (by direct debit)</td>
</tr>
<tr>
<td></td>
<td>Print a certificate of enrolment (Studienbescheinigung)</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. Then, you should do the following:

- 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)
Email address

User ID: ue65

Manage your mail addresses

Your mail addresses stored in the myAccount database:

Institutional mail address: [blackacted]@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

Remove entries made

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

Albert-Ludwigs-Universität Freiburg

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

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: [
Password confirmation: []

Here you can set a keyword or replace the current with a new one.

Repeat the new keyword to avoid typing errors.

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.

**Common reports (9)**
There are 9 unread reports available for you.
### 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 - Immatrikulationsbescheinigung</td>
<td>summer semester 2021</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HISinOne – Course booking

- 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.
Choose courses at beginning of the semester:

**Lectures**: 1 Oct – 15 Jan

**Exercises and lab courses**: 1 – 9 Oct and 11 – 26 Oct*

**Seminars** (CS): 17 – 24 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](#).
Get your personal course schedule:

- Go to HISinOne
- Go to “My studies/Mein Studium” → “schedule/Stundenplan” →
- Set date on 17 – 21 Oct (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: 5 Dec – 15 Jan
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](#).
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
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 / Winter semester 2022

• 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><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 on the Faculty of Engineering campus</td>
</tr>
<tr>
<td>WiFi via eduroam</td>
<td></td>
</tr>
</tbody>
</table>
Printers

- In building 076, 1st floor: computers with additional software (e.g. Matlab), printers and scanners (to be installed soon)
- 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).
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
User account for library

- 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](#).
Corona regulations for the library:

• Opening hours: Mon – Fri 9:00 – 19:00
• Lending service without registration possible.
• Seats for studying without registration
• Face masks are optional.

More info here.
• 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 might have to pay for a new one.
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 offers for int‘l students
Tuition fee paying non-EU students may attend additional courses + workshops:

- Language courses
- Mentoring
- Intercultural skills
- Training and job skills

More information [here](#).
Additional offers for int‘l students

German language courses:

• Intensive courses during the non-lecture period (February, March)
  > Register in January via the website

• Semester courses of 2 x 2 lessons per week:
  > Register in Feb/Mar for the courses held in the summer semester 2023.
(Other) language courses
Language courses at the SLI
Albert-Ludwigs-Universität Freiburg

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/englisch#/  
https://www.sli.uni-freiburg.de/deutsch/kurse#/  

Cost 80 Euro (2 lessons per week), 160 Euro (4 lessons per week)
You can take courses at member universities of EUCOR:

- Basel (Switzerland)
- Haute Alsace (France)
- Karlsruhe (Germany)
- Strasbourg (France)

Make sure that these courses will be accepted in your study programme before taking them!

More information [here](#).
Covid 19 / Corona
Corona – Regulations and vaccination

Mandatory wearing of a **FFP2 or medical mask**, in public transport, medical facilities

It might once again become mandatory in the university in winter. For now, just recommended.

Want to get vaccinated?

- Book a vaccination appointment [here](#)
University newsletter

University Corona website

SWFR Corona website

City of Freiburg Corona website (in German)

Baden-Württemberg Corona website
Semester ticket
Semester ticket I

• 89 EUR for six months
• To be purchased:
  • online
  • via the VAG app
  • central train station
  • VAG office (Salzstraße 3),
  • 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. 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!
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).
Jobs
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 radio and TV
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.
Academic Calendar
(important dates)
## Academic calendar

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 Oct, 2022</td>
<td>Beginning of lectures</td>
</tr>
<tr>
<td>1 Nov, 2022</td>
<td>Public holiday (no lectures)</td>
</tr>
<tr>
<td>23 Dec, 2022 - 8 Jan, 2023</td>
<td>Christmas break (no lectures)</td>
</tr>
<tr>
<td>9 Jan – 21 Jan, 2023</td>
<td>No on-site lectures (energy saving measure)</td>
</tr>
<tr>
<td>15 Jan – 15 Feb, 2023</td>
<td>Registration for the summer semester</td>
</tr>
<tr>
<td>11 Feb, 2023</td>
<td>Last day of lectures of the winter semester</td>
</tr>
<tr>
<td>20 Feb – 31 Mar, 2023</td>
<td>Examination period of the winter semester</td>
</tr>
<tr>
<td>17 Apr, 2023</td>
<td>Beginning of lectures of the summer semester</td>
</tr>
</tbody>
</table>

[Link](#) for university dates and deadlines

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Date</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc. Sustainable Systems Engg.</td>
<td>12 Oct</td>
<td>10:00 - 12:00</td>
<td>Room 101 02 016/018</td>
</tr>
<tr>
<td>MSc. Microsystems Engineering</td>
<td>12 Oct</td>
<td>11:00 – 12:00</td>
<td>Room 101 00 026</td>
</tr>
<tr>
<td>MSc. Embedded Systems Engg.</td>
<td>12 Oct</td>
<td>13:00 – 15:00</td>
<td>Room 101 00 026</td>
</tr>
<tr>
<td>MSc. Computer science</td>
<td>13 Oct</td>
<td>14:00 – 16:00</td>
<td>Room 101 00 026</td>
</tr>
<tr>
<td>MSc. Mikrosystem-technik</td>
<td>17 Oct</td>
<td>10:30 – 12:00</td>
<td>Room 101 02 016/018</td>
</tr>
</tbody>
</table>
Important websites for new students

Freshers info
Exams
A – Z
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