

# Studying and living in Freiburg

## Information for new students

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Programme Co-ordinator

11. Oktober 2022

Technische Fakultät



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# Information about...

Albert-Ludwigs-Universität Freiburg



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- 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

# 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
	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)

More information [here](#)



# MyAccount

# My Account

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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


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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 

Your mail addresses stored in the myAccount database:

Institutional mail address	 uni-freiburg.de	preferred	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.

More information [here](#).

# Campus management: HisinOne

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HisinOne

# HisinOne – Check + change address

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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 panels of student contact data. The left panel, titled '(2-K) Student Management - Correspondance', shows a registered address: 'Ignaz-Günther-Straße 3, 70806 Kornwestheim, Germany (registered address)'. Below this, there is an email address 'beispiel@gmail.com' and a note 'No phonenumber'. The right panel, titled '(21) Student Management - All contact data', shows the same registered address and several other email addresses: 'cm@zv.uni-freiburg.de (RZ)', 'cm@zv.uni-freiburg.de (service center)', and 'beispiel@gmail.com', along with a phone number '+49 761 123123 (Festnetz)'. Red arrows highlight the pencil icons next to the registered address in both panels, indicating that these addresses can be edited.

# HisinOne – Print certificate of enrolment

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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 – Print certificate of enrolment

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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

- Wintersemester 2022/2023
- Sommersemester 2022
- Wintersemester 2021/2022
- Sommersemester 2021
- Wintersemester 2020/2021
- Sommersemester 2020
- Wintersemester 2019/2020

count (Max:300) 10

Requesttime	report.type	Read	Actions
18.01.2021 14:27:32	STU 320 - Studienverlau	✗	 
18.01.2021 14:27:32	STU 330 - Immatrikulati	✗	 
18.01.2021 14:27:32	STU 310 - Studienbesche	✓	 

Search result: 3 records | row count (Max:300) 10

Close

# HSinOne – Course booking

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- 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

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- 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

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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

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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

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

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- 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](mailto:surnamex@informatik.uni-freiburg.de) or  
[surnamex@tf.uni-freiburg.de](mailto:surnamex@tf.uni-freiburg.de) or  
[surnamex@cs.uni-freiburg.de](mailto:surnamex@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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<b>University Account</b> <b>User name: xy123*</b>	<b>TF Account</b> <b>User name = surnamex*</b>
<a href="#">HISinOne</a>	To receive emails sent by staff or students to TF student mailing list
Course and exam registration in <a href="#">HISinOne</a>	To send emails to TF student mailing list
<a href="#">Library catalog</a>	To sign up for mailing list <a href="mailto:markt@tf.uni-freiburg.de">markt@tf.uni-freiburg.de</a>
<a href="#">ILIAS</a> (course material)	To use the computers in the computer pools on the Faculty of Engineering campus
Official emails from lecturers, student registry etc.	
WiFi via eduroam	



## 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 = 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](mailto:unicard@uni-freiburg.de)

# University and faculty library

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## University and Faculty library

# User account for library

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- 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](#).

# 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 might have to pay for a new one.





# Campus

# Find your way around the campus

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Watch out! Parking permit required!

<https://mypbw.de>  
25 Euro per month

# Find your way around the campus

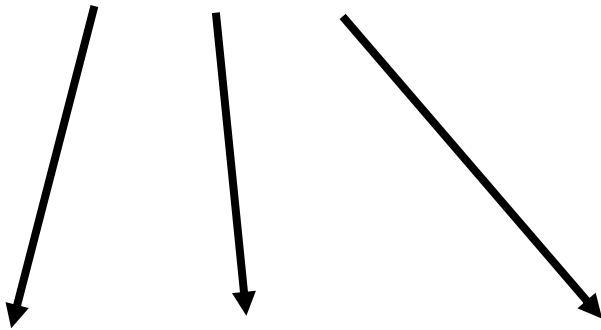
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## Room number system:

101 00 026



Building floor room number





# Additional offers for int'l students

# Additional offers for int‘1 students

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Tuition fee paying non-EU students may attend additional courses + workshops:

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



More information [here](#).



## 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

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**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)





# EUCOR



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

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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](#)



# Corona – Keep yourself up to date

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University newsletter

[University Corona website](#)

[SWFR Corona website](#)

[City of Freiburg Corona website](#) (in German)

[Baden-Württemberg Corona website](#)

# Semester ticket

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## Semester ticket

# Semester ticket I

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- 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

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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) (sign up [here](#))

More info [here](#)



# Licence fee for public radio and TV

# Licence fee (for public broadcasting)

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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**<sup>1</sup>

[Deutsche Welle](#)



# **Academic Calendar (important dates)**

# Academic calendar

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<b>17 Oct, 2022</b>	Beginning of lectures
<b>1 Nov, 2022</b>	Public holiday (no lectures)
<b>23 Dec, 2022 - 8 Jan, 2023</b>	Christmas break (no lectures)
<b>9 Jan – 21 Jan, 2023</b>	No on-site lectures (energy saving measure)
<b>15 Jan – 15 Feb, 2023</b>	<a href="#">Registration</a> for the summer semester
<b>11 Feb, 2023</b>	Last day of lectures of the winter semester
<b>20 Feb – 31 Mar, 2023</b>	Examination period of the winter semester
<b>17 Apr, 2023</b>	Beginning of lectures of the summer semester

[Link](#) for university dates and deadlines

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

# More orientation sessions

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<b>MSc. Sustainable Systems Engg.</b>	12 Oct 10:00 - 12:00	Room 101 02 016/018
<b>MSc. Microsystems Engineering</b>	12 Oct 11:00 – 12:00	Room 101 00 026
<b>MSc. Embedded Systems Engg.</b>	12 Oct 13:00 – 15:00	Room 101 00 026
<b>MSc. Computer science</b>	13 Oct 14:00 – 16:00	Room 101 00 026
<b>MSc. Mikrosystem-technik</b>	17 Oct 10:30 – 12:00	Room 101 02 016/018



# Important websites for new students

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