Studying and living in Freiburg - Information for new students

Summer semester 2024

Faculty of Engineering
Ursula Epe, Programme Co-ordinator
Freiburg, 9 April 2024
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/Deutschlandticket:** For public transport

**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

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<th>MyAccount</th>
<th>HISinOne</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change initial password</td>
<td>Course catalog</td>
</tr>
<tr>
<td>Set eduroam password</td>
<td>Course booking</td>
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<td></td>
<td>View and print your personal schedule</td>
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<td>Exam registration</td>
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<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>
Online Systems – MyAccount
MyAccount

With MyAccount you administer your university account (Uni-Account). After matriculation you will receive an email with the credentials for your Uni-Account. Pls. do the following:

- Change initial password to activate your university account
- Choose an eduroam password (needed for WiFi)

More information [here](#)
University email account

- Uni email address = initials+randomnumber@students.uni-freiburg.de
- Check your emails via https://mail.uni-freiburg.de/ (account name = university email address) or
- connect to your new mailbox with e-mail clients using the IMAP protocol on your smartphone or PC/notebook

Please note:
It is neither recommended to change your correspondence email in MyAccount or HisinOne to your private email (e.g. gmail…) nor to arrange for your university emails to be forwarded to your private email account, because many providers reject forwarded emails.

More information here
MyAccount – Eduroam keyword

User ID: ue65

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.

Attention: Password and eduroam keyword must not be identical for safety reasons.

New keyword: *********

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](#).
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:
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.
<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 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 2024

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures</td>
<td>25 Mar – 7 Jul</td>
</tr>
<tr>
<td>Exercises (without limitation of participants or without group assignment via HISinOne)</td>
<td>25 Mar – 7 Jul</td>
</tr>
<tr>
<td>Exercises (with group assignment by indicating priority requests)</td>
<td>5 – 26 Apr</td>
</tr>
<tr>
<td>Lab courses</td>
<td>5 – 26 Apr</td>
</tr>
<tr>
<td><em>(Computer Science) Seminars</em></td>
<td>15 – 22 Apr</td>
</tr>
<tr>
<td>Master projects</td>
<td>1 Apr – 30 Sep</td>
</tr>
</tbody>
</table>
• 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 15 – 19 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.
HisinOne – Exam registration I

Exam registration: 27 May – 7 July, 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 (SL) and exams (PL))

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.
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 / Summer semester 2024
- 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 (to your Uni Freiburg email account) 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 emails via https://nextcloud.tf.uni-freiburg.de/.

More info here
## Which account for what?

<table>
<thead>
<tr>
<th>University user Account</th>
<th>TF User Account</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User name</strong>: xy123*</td>
<td><strong>User name</strong> = surnamex</td>
</tr>
<tr>
<td><a href="https://mail.uni-freiburg.de/">https://mail.uni-freiburg.de/</a></td>
<td><a href="https://nextcloud.tf.uni-freiburg.de/">https://nextcloud.tf.uni-freiburg.de/</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HISinOne</td>
<td>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>Send emails to TF student mailing list</td>
</tr>
<tr>
<td>Library catalog</td>
<td>Sign up for mailing list to receive job offers <a href="mailto:markt@tf.uni-freiburg.de">markt@tf.uni-freiburg.de</a></td>
</tr>
<tr>
<td><strong>ILIAS</strong> (course material)</td>
<td>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 User Account – TF computer pools for students

• Access 24/7 with UniCard (if it does not work, send an email with your Name, matriculation number and UniCard number to diringer@tf.uni-freiburg.de and ask her to enable your card for access to the TF computer pools).

• 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 by post to your German address.

More info
• Contact: unicard@uni-freiburg.de
Libraries

University library (UB)
Faculty library
Libraries - Opening hours and user account

- **Central UB**: Mon – Sun 7:00 am to 00:00 (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 register 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). Check the lending periods of your books via your library account.
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)
051, 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:

101 00 026

Building  floor  room number
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. To get a seat, register as soon as the registration has started.

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 **25 March** via:
  - [https://www.sli.uni-freiburg.de/deutsch/kurse#/] (German language courses)
  - [https://www.sli.uni-freiburg.de/englisch#/] (English language courses)

**Cost:** 95 Euro (2 lessons per week), 190 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
You can take courses at member universities of EUCOR:

- Basel (Switzerland)
- Haute Alsace (Mulhouse and Colmar, 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/Deutschlandticket
Semester Ticket I

- **96 EUR** for six months (i.e. 16 EUR per month)
- Valid from **1 Apr – 30 Sep** (summer semester), **1 Oct – 31 Mar** (winter semester)
- To be purchased:
  - **online**, select: RVF SemesterTicket (ALU+PH)
  - 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 you are caught traveling without the proper documentation, 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).
NEW! Deutschlandticket

Cost: 25.75 EUR per month (= 10 EUR more than semester ticket)
Available for: All students under 27.
Valid: for one year from 1st day of the following month (if you buy it till the 10th of the current month)
Valid: all over Germany in buses, trams and regional/local trains (not in the long distance trains like EC, IC, ICE)
Go to: https://www.vag-freiburg.de/ticket/jugendticket-bw
Select: Deutschland-Ticket JugendBW / Schüler-Abo

More info
Student jobs
Student jobs

Working permitted…
for all students: 85 hours per month max.
for non EU-citizens: 140 days full-time or
280 days part-time per year

On-campus jobs (= Hiwi 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.

Deutsche Welle
Academic Calendar

Important dates
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Apr, 2024</td>
<td>Beginning of lectures</td>
</tr>
<tr>
<td>1 May, 2024</td>
<td>Public holiday (no classes)</td>
</tr>
<tr>
<td>9 May, 2024</td>
<td>Public holiday (no classes)</td>
</tr>
<tr>
<td>20 May – 26 May, 2024</td>
<td>Whitsun break (no classes)</td>
</tr>
<tr>
<td>30 May, 2024</td>
<td>Public holiday (no classes)</td>
</tr>
<tr>
<td>1 Jun – 15 Aug, 2024</td>
<td>Registration (fee payment) for the winter sem.</td>
</tr>
<tr>
<td>19 Jul, 2024</td>
<td>Last day of classes of the summer semester</td>
</tr>
<tr>
<td>5 Aug – 13 Sep, 2024</td>
<td>Examination period of the summer semester</td>
</tr>
<tr>
<td>14 Oct, 2024</td>
<td>Beginning of classes of the winter semester</td>
</tr>
</tbody>
</table>

Academic calendar Uni Freiburg
Academic calendar TF
# Next orientation sessions

<table>
<thead>
<tr>
<th>Program</th>
<th>Date</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.Sc. Mikrosystemtechnik (MST)</td>
<td>10 Apr</td>
<td>12:00 – 13:00</td>
<td>Room 101 00 010/014</td>
</tr>
<tr>
<td>M.Sc. Embedded Systems Engineering (ESE)</td>
<td>10 Apr</td>
<td>14:00 – 16:00</td>
<td>Room 101 00 026</td>
</tr>
<tr>
<td>ESE + MST Campus tour</td>
<td>10 Apr</td>
<td>16:15</td>
<td>Meet in 101 00 026</td>
</tr>
<tr>
<td>M.Sc. Computer Science</td>
<td>11 Apr</td>
<td>14:00 – 16:00</td>
<td>Room 101 00 026</td>
</tr>
<tr>
<td>M.Sc. Computer Science Campus tour</td>
<td>11 Apr</td>
<td>16:00</td>
<td>Meet in 101 00 026</td>
</tr>
</tbody>
</table>
Extra-curricular 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/einfuehrungswochen/#/
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
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studienkoordination@tf.uni-freiburg.de