Studying and living in Freiburg - Information for new students

Winter semester 2023/2024

Faculty of Engineering
Ursula Epe, Programme Co-ordinator
Freiburg, 10 October 2023
**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:** for public transport

**Scholarships:** Christoph Ruechardt Scholarship and Germany Scholarships

**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

<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>Set eduroam password</td>
<td>Course booking</td>
</tr>
<tr>
<td></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>
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<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
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.
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.

Re-enter the new keyword twice to avoid typing errors.

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
Go to My Studies / Student Service / Contact data
Click (on any block) on the pencil icon next to the address you want to edit:
HisinOne – Certificate of enrollment (Studienbescheinigung) I

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.
### HisinOne – Certificate of enrollment (Studienbescheinigung) II

<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>
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</table>

### Reports: Common reports

<table>
<thead>
<tr>
<th>Requesttime</th>
<th>report type</th>
<th>Term</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.01.2021 14:27:32</td>
<td>STU 320 - Studienverlaufsbescheinigung</td>
<td>Sommersemester 2021</td>
<td></td>
</tr>
<tr>
<td>18.01.2021 14:27:32</td>
<td>STU 330 - Immatrikulationsbescheinigung</td>
<td>Sommersemester 2021</td>
<td></td>
</tr>
<tr>
<td>18.01.2021 14:27:32</td>
<td>STU 310 - Studienbescheinigung</td>
<td>Sommersemester 2021</td>
<td></td>
</tr>
<tr>
<td>18.01.2021 14:27:32</td>
<td>STU 320 - Studienverlaufsbescheinigung</td>
<td>Wintersemester 2022/2023</td>
<td></td>
</tr>
<tr>
<td>18.01.2021 14:27:32</td>
<td>STU 310 - Studienbescheinigung</td>
<td>Sommersemester 2021</td>
<td></td>
</tr>
</tbody>
</table>

Search result: 3 records | Row count (Max:300) 10
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 winter semester 23/24

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures</td>
<td>25 Sep – 14 Jan</td>
</tr>
<tr>
<td><strong>Exercises</strong> (without limitation of participants or without group assignment via HISinOne)</td>
<td>25 Sep – 14 Jan</td>
</tr>
<tr>
<td><strong>Exercises</strong> (with group assignment by indicating priority requests)</td>
<td>10 Oct – 27 Oct</td>
</tr>
<tr>
<td>Lab courses</td>
<td>10 Oct – 27 Oct</td>
</tr>
<tr>
<td><strong>(Computer Science) Seminars</strong></td>
<td>16 Oct – 23 Oct</td>
</tr>
<tr>
<td>Master projects</td>
<td>1 Oct – 31 Mar</td>
</tr>
</tbody>
</table>
HisinOne – 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 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 16 – 20 October (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: 5 Dec, 2023 – 14 Jan, 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 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.
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 / Winter semester 2023
• 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 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 email from anywhere, using the Webmail tool.

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>HISinOne</td>
<td>Receive emails sent by staff or students to TF student mailing list</td>
</tr>
<tr>
<td>Course and exam registration in HISinOne</td>
<td>Send emails to TF student mailing list</td>
</tr>
<tr>
<td>Library catalog</td>
<td>Sign up for mailing list</td>
</tr>
<tr>
<td>ILIAS (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
• 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 to you by post.

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

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

- **UB**: Mon – Sun 7:00 am to midnight (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 activate it 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)
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)
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.

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 **4 Oct** via:
  - [https://www.sli.uni-freiburg.de/deutsch/kurse/kurse](https://www.sli.uni-freiburg.de/deutsch/kurse/kurse)
  - [https://www.sli.uni-freiburg.de/german/courses/dkurse?](https://www.sli.uni-freiburg.de/german/courses/dkurse?)

**Cost:** 80 Euro (2 lessons per week), 160 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 (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](#).
• 96 EUR for six months
• To be purchased:
  • online (matriculation number required)
  • 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, 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 not, 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).
Deutschlandticket (49 Euro ticket)

No agreement so far between local transport agency and DB.

From 1st December, 2023:
Deutschlandticket can be combined with Jugendticket (only for students under 27). For 365 euros a year/30.42 a month, you will then be able to use public transport throughout Germany

More info
Scholarships
Christoph Rüchardt Scholarship

Requirements:
Enrolled in one of the M.Sc. programmes of the Faculty of Engineering since summer semester 2023 or winter semester 2023/2024
Bachelor’s CGPA 1.5 or better (German grading system)

Application deadline: 5 November, 2023
Funding period and amount: one year, 200 Euro per month.

More information.
Deutschlandstipendium (Germany Scholarship)

Requirements:
Enrolled at the University of Freiburg
CGPA 1.5 or better (German grading system)

Application period: 1 – 31 March
Funding period and amount: one year, 300 Euro per month.

More information
Student jobs
Student 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 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.
Academic Calendar

Important dates
## Academic calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Oct, 2023</td>
<td>Beginning of lectures</td>
</tr>
<tr>
<td>1 Nov, 2023</td>
<td>Public holiday (no classes)</td>
</tr>
<tr>
<td>23 Dec, 2023 – 7 Jan, 2024</td>
<td>Xmas break (no classes)</td>
</tr>
<tr>
<td>15 Jan – 15 Feb, 2024</td>
<td>Registration for the summer semester</td>
</tr>
<tr>
<td>9 Feb, 2024</td>
<td>Last day of classes in the winter semester</td>
</tr>
<tr>
<td>19 Feb – 31 Mar, 2024</td>
<td>Examination period of the winter semester</td>
</tr>
<tr>
<td>15 Apr, 2024</td>
<td>Beginning of classes 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>Course</th>
<th>Date</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.Sc. Embedded Systems Engineering</td>
<td>11 Oct</td>
<td>14:00 – 16:00</td>
<td>Room 101 00 026</td>
</tr>
<tr>
<td>M.Sc. Mikrosystemtechnik</td>
<td>12 Oct</td>
<td>10:00 – 11:00</td>
<td>Room 101 00 026</td>
</tr>
<tr>
<td>M.Sc. Microsystems Engineering</td>
<td>12 Oct</td>
<td>11:00 – 12:00</td>
<td>Room 101 00 026</td>
</tr>
<tr>
<td>M.Sc. Computer Science</td>
<td>12 Oct</td>
<td>14:00 – 16:00</td>
<td>Room 101 00 026</td>
</tr>
<tr>
<td>M.Sc. Sustainable Systems Engineering</td>
<td>13 Oct</td>
<td>11:00 – 13:00</td>
<td>Room 101 01 009/013</td>
</tr>
</tbody>
</table>
# Campus tours

<table>
<thead>
<tr>
<th>Program</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.Sc. Embedded Systems Engineering</td>
<td>11 Oct</td>
<td>16:30</td>
<td>In front of room 101 00 026</td>
</tr>
<tr>
<td>M.Sc. Mikrosystemtechnik and Microsystems Engineering</td>
<td>12 Oct</td>
<td>12:15</td>
<td>In front of room 101 00 026</td>
</tr>
<tr>
<td>M.Sc. Computer Science</td>
<td>12 Oct</td>
<td>16:30</td>
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<tr>
<td>M.Sc. Sustainable Systems Engineering</td>
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</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/einfuehrungswoche/#/

Or in your Google Play Store
or Apple App Store
Contact points and persons
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  
Faculty of Engineering  
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studienkoordination@tf.uni-freiburg.de