

Studying and living in Freiburg

Information for new students

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Technische Fakultät



**UNI
FREIBURG**

Information about...

Albert-Ludwigs-Universität Freiburg



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- Online Systems (MyAccount, HisinOne, Ilias...)
- UniCard
- Library and other campus facilities
- Language courses / additional offers
- 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

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](#)

User ID: ue65 **Manage your mail addresses** ?

Your mail addresses stored in the myAccount database:

Institutional mail address	<input type="text" value="uni-freiburg.de"/>	preferred	modify: <input type="text"/>
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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	<input type="password" value="....."/>	Here you can set a keyword or replace the current with a new one.
	<input type="password"/>	Repeat the new keyword to avoid typing errors.
Password confirmation	<input type="password"/>	For safety reasons enter the current main password here.

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 Student Service / Contact data and documents / Edit my data

Student Service


Student status

Contact data

Bills and payments

Bank account and mandate

Reports

 [Edit your data](#)

Address

Postal Address



Country

Deutschland

Street and number

Holbeinweg 4

Postal Code

79110

City

Freiburg im Breisgau

Adresstag

registered address

Contact information

E-mail - Bevorzugte E-Mail
(Studieren):

151739@his.de

Phone - Private:

0511/1220-72900

E-mail - Private:

152007@his.de

HisinOne – Print certificate of enrolment

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Go to Student Service / Reports / certificate of enrolment

Student Service

Student status

Contact data

Bills and payments

Bank account and mandate

Reports

Requested Reports

report type	semester	Outputtype
Immatrikulationsbescheinigung	summer semester 2018	PDF-Dokument
certificate of enrollment	summer semester 2018	PDF-Dokument
confirmation of periods of study	summer semester 2018	PDF-Dokument
Immatrikulationsbescheinigung	winter semester 2017/2018	PDF-Dokument
certificate of enrollment	winter semester 2017/2018	PDF-Dokument
confirmation of periods of study	winter semester 2017/2018	PDF-Dokument

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 “enrol / 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: 25 Mar – 10 Jul
Exercises and lab courses: 25 Mar – 13 Apr
and 15 Apr – 6 May*
[Seminars](#) (CS): 25 Apr – 2 May*
 - 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 [HSinOne](#)
- Go to “My studies/Mein Studium” → “schedule/Stundenplan” →
- Set date on 25 – 29 April (first week of lectures) or try the “term view”
- To download as pdf, click on the PDF icon.

Exam registration: 30 May – 10 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! ( and )

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

Registration for **conditional course exams** by email to the [examination office](#):

Ref.: Registration for conditional course exam

- your full name
- your matriculation number
- which conditional course exam(s) you want to register for.

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 / SS 2022
- Some lecturers protect their courses with an additional password, which will be provided to all participants.
- [More info](#)



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?

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University Account User name: xy123*	TF Account User name = surnamex*
HISinOne	To receive emails sent by staff or students to TF student mailing list
Course and exam registration in HISinOne	To send emails to TF student mailing list
Library catalog	To sign up for mailing list markt@tf.uni-freiburg.de
ILIAS (course material)	To use the computers in the computer pools
Official emails from lecturers, student registry etc.	
WiFi via eduroam	

Printers

- In building 076: 3 printers
- 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 (limit € 3,00)

Currently closed due to Covid-19.



UniCard

- UniCard = Student ID, Library card, means of payment in the university cafeterias...
- If you did the Off-campus matriculation 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

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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



Corona regulations for the library:

- Opening hours: Mon – Fri 9:00 – 19:00
- Lending service without registration possible.
- Seats for studying without registration
- Face mask is mandatory.

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

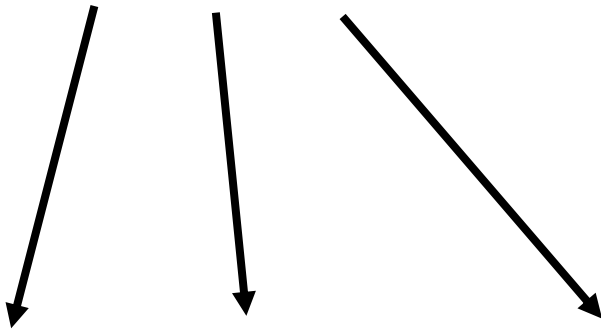
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Room number system:

101 00 026



Building floor room number





Language courses

Additional offers for fee paying students

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

- German language
- academic integration
- intercultural skills
- training and job skills



More information [here](#).

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 **28 March** 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)

Just a few seats left at this stage.

Covid 19 / Corona

Corona – Current regulations

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Mandatory wearing of a **FFP2 or medical mask** only in public transport, medical facilities and in the university buildings.



3-G-rule (vaccinated, recovered or tested) has been lifted for now but might be needed again in autumn. Download [CovPass app](#) and upload your vaccination certificate.



Vaccinated outside EU?

1. Go with your vaccination certificate to a pharmacy and ask for an EU vaccination certificate.

If they are not sure whether your vaccine is accepted in the EU, please refer them to the website of [Paul Ehrlich Institute](#)

2. Install [CovPass App](#)
3. Upload the vaccination certificate you obtained from the pharmacy.

Want to get vaccinated?

- [General Practicioners](#) in Freiburg offering Covid vaccination
- only with appointment and health insurance card



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](#)
 - central train station
 - VAG office (Salzstraße 3),
 - SBG office (central bus station next to central train station),
 - Gleisnost travel agency (Bertholdstraße 44)
 - 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. residence permit or passport) when using it.
- b) If you buy the **ticket** at the VAG office or at the train station, you need to carry your UniCard, 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. residence permit or passport).



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](#))

Off-campus jobs can be found on notice boards or through Studi-Job:

<http://www.swfr.de/en/money/studijob/>

Fees 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®

[Deutsche Welle](#)

Academic Calendar (important dates)

Academic calendar

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25 April 2022	Beginning of lectures
1 May, 2022	Public holiday (no lectures)
26 May, 2022	Public holiday (no lectures)
6 – 12 June, 2022	Pentecost break (no lectures)
1 Jun – 15 Aug, 2022	Registration for the winter semester
29 July, 2022	Last day of lectures of the summer semester
Mid Aug – end Sep, 2022	Examination period of the summer semester
17 Oct, 2022	Beginning of lectures of the winter semester

Please bookmark [this link](#) for the following semesters.

More orientation sessions

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**MSc. Computer
Science**

20 April
15:00 - 17:00

Martina Nopper,
Study Advisor

**MSc. Embedded
Systems
Engineering**

21 April
14:00 – 16:00

Prof. Jürgen Wilde,
Martina Nopper,

**MSc.
Mikrosystemtechnik**

26 April
10:00 – 12:00

Prof. Jürgen Wilde,
Svenja Andresen

Important websites for new students

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Freshers info: <https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/information-for-new-students-summer-semester>

Exams: <https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq/examinations>

A – Z: <https://www.tf.uni-freiburg.de/en/studies-and-teaching/a-to-z-study-faq>

If you have any questions,
please feel free to contact me:

Ursula Epe

Office: Building 101, 2nd floor, room 013a

Phone: 49 761 2038340

Phone hours: Mon – Thu 9:00 – 12:00 and 13:00 –
15:00 o'clock, Fri 9:00 – 12:00

Face-to-face consulting: Only with appointment

Email: studienkoordination@tf.uni-freiburg.de

Checklist

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1. Activate your university account using MyAccount
2. Check your preferred email address in MyAccount
3. Select eduroam password in MyAccount
4. Install WiFi on your phone and notebook
5. Activate your TF user account
6. Get a user account for the library
7. Load your UniCard budget
8. Buy a semester ticket
9. Book your courses