Studying and living in Freiburg
Information for new students

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Programme Co-ordinator

20 April 2022
Information about…

- Online Systems (MyAccount, HisinOne, Ilias…)
- UniCard
- Library and other campus facilities
- Language courses / additional offers
- Covid 19 / Corona
- Semester ticket
- Jobs
- Academic Calendar
### MyAccount

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**More information** [here](#)
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: [redacted]@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

10.04.2015
Eduroam keyword

- Used to connect to campus WiFi
- VPN connection
- Log in to myAccount
- Select Pass-/keyword menu → Eduroam Keyword
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.
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 Student Service / Contact data and documents / Edit my data

Student Service

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</table>

Edit your data

Address

- Postal Address
- Country: Deutschland
- Street and number: Holbeinweg 4
- Postal Code: 79110
- City: Freiburg im Breisgau
- Addressstag: registered address

Contact information

- E-mail - Bevorzugte E-Mail (Studieren): 151739@his.de
- Phone - Private: 0511/1220-72900
- E-mail - Private: 152007@his.de
Go to Student Service / Reports / certificate of enrolment
HISinOne – Course booking

Albert-Ludwigs-Universität Freiburg

• 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.
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 HISinOne
- 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

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

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 / SS 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
### University Account

**User name:** xy123*

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<th>HISinOne</th>
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<td>To send emails to TF student mailing list</td>
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<tr>
<td>Library catalog</td>
<td>To sign up for mailing list</td>
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<tr>
<td><strong>ILIAS</strong> (course material)</td>
<td>To use the computers in the computer pools</td>
</tr>
<tr>
<td>Official emails from lecturers, student registry etc.</td>
<td></td>
</tr>
<tr>
<td>WiFi via eduroam</td>
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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

• 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

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

- German language
- Academic integration
- Intercultural skills
- Training and job skills

More information [here](#).
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
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](https://example.com/covpass) and upload your vaccination certificate.
Corona – EU 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.
Corona vaccination

Want to get vaccinated?

- **General Practitioners** in Freiburg offering Covid vaccination
- only with appointment and health insurance card
Corona – Keep yourself up to date

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
  • central train station
  • VAG office (Salzstraße 3),
  • SBG office (central bus station next to central train station),
  • Gleisnosit 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

Albert-Ludwigs-Universität Freiburg
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
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

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<td>25 April 2022</td>
<td>Beginning of lectures</td>
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<tr>
<td>1 May, 2022</td>
<td>Public holiday (no lectures)</td>
</tr>
<tr>
<td>26 May, 2022</td>
<td>Public holiday (no lectures)</td>
</tr>
<tr>
<td>6 – 12 June, 2022</td>
<td>Pentecost break (no lectures)</td>
</tr>
<tr>
<td>1 Jun – 15 Aug, 2022</td>
<td>Registration for the winter semester</td>
</tr>
<tr>
<td>29 July, 2022</td>
<td>Last day of lectures of the summer semester</td>
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<tr>
<td>Mid Aug – end Sep, 2022</td>
<td>Examination period of the summer semester</td>
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<tr>
<td>17 Oct, 2022</td>
<td>Beginning of lectures of the winter semester</td>
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Please bookmark [this link](#) for the following semesters.
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<th>Programme</th>
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<tr>
<td>MSc. Computer Science</td>
<td>20 April</td>
<td>15:00 - 17:00</td>
<td>Martina Nopper, Study Advisor</td>
</tr>
<tr>
<td>MSc. Embedded Systems Engineering</td>
<td>21 April</td>
<td>14:00 – 16:00</td>
<td>Prof. Jürgen Wilde, Martina Nopper,</td>
</tr>
<tr>
<td>MSc. Mikrosystemtechnik</td>
<td>26 April</td>
<td>10:00 – 12:00</td>
<td>Prof. Jürgen Wilde, Svenja Andresen</td>
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Important websites for new students

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

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