Studying and living in Freiburg
Information for new students

Ursula Epe
Programme Co-ordinator

9 October 2018
Information about…

• Online Systems (MyAccount, HisinOne…)
• UniCard
• Library
• Campus
• German language courses
• Semester ticket (public transport)
• Jobs
• Scholarships
• Academic Calendar
## Online Systems

Albert-Ludwigs-Universität Freiburg

<table>
<thead>
<tr>
<th>MyAccount</th>
<th>HISinOne</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose your email id</td>
<td>Course catalog</td>
</tr>
<tr>
<td>Set eduroam password</td>
<td>Course booking</td>
</tr>
<tr>
<td>Activate UniCard</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>
<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</td>
</tr>
<tr>
<td></td>
<td>Print a certificate of enrolment (Studienbescheinigung)</td>
</tr>
</tbody>
</table>
Search “My Account Uni Freiburg” on Google or go to:

https://myaccount.uni-freiburg.de/uadmin/login

→ Administer your student account in the University
Email Address

Albert-Ludwigs-Universität Freiburg

• Enter login and password. Click on Mail & list administration → Uni Mail Account → Mail Accounts

Choose your preferred email address.
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

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.

<table>
<thead>
<tr>
<th>New keyword</th>
<th>Here you can set a keyword or replace the current with a new one.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Repeat the new keyword to avoid typing errors.</td>
</tr>
</tbody>
</table>

| Password confirmation | For safety reasons enter the current main password here. |

[Send] [Previous]
Activate UniCard

- MyAccount
- User profile / My data set
- Activate UniCard ✓
Activate Uni Card

The access control has been activated for your UniCard.

Please note:
- You have lost your UniCard? Other problems? Please follow the instructions on the FAQ page as soon as possible.
- The UniCard portal page: http://www.unicard.uni-freiburg.de
- If you have problems concerning the access control of the UniCard please contact the service department of the facility management.
- If you have more questions concerning the UniCard please read the FAQ pages of the UniCard Team.

Fileserver and Home-Directory

All University employees and students have the possibility to save data in a personal online database (home directory) that is accessible through a shared Fileserver. As a student, you can access your personal home directory from any computer with a VPN connection through the Freiburg University network. As a University employee, you can access this directory from your office workstation, or access it remotely through a VPN connection. The directory is accessible through Windows or Linux without having to install any additional software.

Server path: /ue65, files.uni-freiburg.de/home/ue65
Login: public/ue65 with current login password

My Homepage at the Omnibus-Server

[Image of a webpage with a user account and account data]
HisinOne
HisinOne – Change address

Go to Student Service / Contact data and documents / Edit my data

Student Service

Contact 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
E-mail - Private:
152007@his.de
Phone - Private:
0511/1220-72900
Go to Student Service / Reports / certificate of enrolment

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Semester</th>
<th>Output Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immatriculationsbescheinigung</td>
<td>summer semester 2018</td>
<td>PDF-Dokument</td>
</tr>
<tr>
<td>Certificate of enrollment</td>
<td>summer semester 2018</td>
<td>PDF-Dokument</td>
</tr>
<tr>
<td>Confirmation of periods of study</td>
<td>summer semester 2018</td>
<td>PDF-Dokument</td>
</tr>
<tr>
<td>Immatriculationsbescheinigung</td>
<td>winter semester 2017/18</td>
<td>PDF-Dokument</td>
</tr>
<tr>
<td>Certificate of enrollment</td>
<td>winter semester 2017/18</td>
<td>PDF-Dokument</td>
</tr>
<tr>
<td>Confirmation of periods of study</td>
<td>winter semester 2017/18</td>
<td>PDF-Dokument</td>
</tr>
</tbody>
</table>
HisinOne – Pay fees

Go to:


Follow the step-by-step instructions for „Re-registration“. 
HISinOne – Course booking

• Click on “My Studies” → “Planner of Studies with module plan”
• Click on “show examination regulation”
• Click on “expand all”
• (Click on “Hide examinations”)
• Select “Apply” on the following menu
• Click “enroll”
• To de-register, re-open the course and click on “sign off” and again “sign off”
• Choose courses at beginning of the semester: Signing up is possible from 1 Oct till 11 Oct and from 14 Oct – 31 Jan (for exercises only till 31 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, but you will have to register for the exam.

Get your personal course schedule:

- Go to **HISinOne**
- Go to “My studies” → “my course plan” → “winter term 2018” →
- Set date on 15 - 19 Oct (first week of lectures) or try the “term view”
- To download as pdf, click on the PDF icon.
Exam registration: From 3 Dec until 13 Jan

Log into HISinOne

• Go to „My Studies“ / „Planner of Studies“
• Select an exam and click on
• Read „Important information …“
• Check „I accept“ and click on „accept“

> The exam date will be displayed.
• Click on „apply“
Once you have registered for all exams

- Go to „my course enrolments and exam registrations“
- Check if all registrations are there (if not, try to register once again or contact the examination office!)
- Print the document and take it with you to the exams
Exam registration III

- You cannot register online for the exams belonging to **conditional courses**.
- Use the **general registration form** available on our website.
- Fill it and submit it to the examination office in due time.
De-Registration from exams

De-registration (withdrawal) from an exam is possible

• 3 Dec – 11 Feb for mandatory courses
• 3 Dec – 4 Feb for elective courses

The exact dates can be found here.
TF user account
User account for computer pool

- Computer labs are in building 082 (cafeteria)
- Fill the **account application form** and submit it in the pool managers‘ office building 082, 1st floor
- E-mail address = name@informatik.uni-freiburg.de or name@tf.uni-freiburg.de
- Mailing lists:
  - student@tf.uni-freiburg.de (automatically)
  - markt@tf.uni-freiburg.de (sign up [here](#))
- You can check your email from anywhere, using the [Webmail](#) tool.
Printers

- In building 082: 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)
## Which account for what?

<table>
<thead>
<tr>
<th>University Account</th>
<th>TF Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>HISinOne</td>
<td>To use the computers in the computer pools</td>
</tr>
<tr>
<td>Course and exam registration</td>
<td>To receive emails sent by staff or students to TF student mailing list</td>
</tr>
<tr>
<td>Library catalog</td>
<td>To send emails to TF student mailing list</td>
</tr>
<tr>
<td>ILIAS (lectures material)</td>
<td>To use TF webmail</td>
</tr>
<tr>
<td>Official emails from lecturers, examination office, student registry</td>
<td>To sign up for mailing list <a href="mailto:markt@tf.uni-freiburg.de">markt@tf.uni-freiburg.de</a></td>
</tr>
<tr>
<td>WiFi via eduroam</td>
<td></td>
</tr>
</tbody>
</table>
Discounts for software

The Computing Center (Rechenzentrum) offers lots of software and licenses like MATLAB, Mathematica or LabView: https://www.rz.uni-freiburg.de/services-en/beschaffung-em/software-en

For questions you may contact lizenzen@rz.uni-freiburg.de
Install WiFi on your notebook

Instructions:

• Search for „eduroam“
• Enter user name (university user): name@uni-freiburg.de
• Enter password: Eduroam Password
• For laptops, VPN client might be necessary.

UniCard
After getting the UniCard and user account for course and exam registration:

- **Activate your UniCard (in MyAccount)**
- **Load credit on UniCard**
- Your UniCard should already be activated for entering the TF computer labs after closure. **If not**, please go to the Dean‘s Office (Dekanat), Ms. Diringer (building 101, top floor) and ask her to check your card.
University and Faculty library
User account for library

Registration via:
https://www.ub.uni-freiburg.de/nutzen-leihen/

- Click on „Ausleihkonto“
- Enter your university user name and password
- Scroll down and click on „UB-Konto mit Unicard neu eröffnen“
  OR
- Go to the library (physically…) and ask them to activate your account
University library - Rules

• At the UB and Faculty of Engg. 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 will have to pay for a new one.
Campus
Find your way around the campus

Watch out! Parking permit required!
Find your way around the campus

Room number system:

Building → 101

floor → 00

room number → 026
German language courses
German language courses - SLI

**SLI courses:**

- **All levels**
  
  Either Mon + Wed or Tue + Thu, 6:00 – 8:00 p.m.
  
  (Watch out, the Thursday class overlaps with one of the tutorial groups for MSE and ESE students in Sensors)

- **Duration:** one semester (60 lessons)

- **Cost:** 160 Euro

**Placement test:** 15 October, 6:00 p.m., KG II, Audimax
Previous [registration](#) is necessary!
With a private teacher

- **Levels**: A1.1 and B1.1 course
  - A 1.1: Mon + Wed 6:15 – 7:45 pm
  - B 1.1: Tue + Thu 6:15 – 7:45 pm
- **Duration**: One semester (40 lessons)
- **Cost**: 90 Euros

Please contact me if you are interested.
Other languages

All other language courses: See SLI:
http://www.sli.uni-freiburg.de/

Language courses are not part of any Master‘s program curriculum.
Semester ticket
Semester ticket I

- 94 EUR for six months
- To be purchased at:
  - online: [http://www.vag-onlineticket.de/](http://www.vag-onlineticket.de/) or
  - 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 (residence permit, 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.

> If not you have to pay a fine of 60 Euros!
After 7:00 p.m. students can use public transport for free without a semester ticket:

a) Carrying a „19 Uhr-Nachweis*“ + official ID (residence permit or passport)

b) Carrying your UniCard + certificate of enrolment + ID (residence permit or passport)

* available at the VAG online shop
Jobs
Jobs

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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 sent to markt@tf.uni-freiburg.de

Off-campus jobs can be found on notice boards or through Studi-Job:
http://www.swfr.de/en/money/studijob/
Scholarships
Christoph-Rüchardt Scholarship

• Offered by the Faculty of Engineering
• 5 scholarships per year
• 2400 Euro per year per student
• Target group: students who start a Master‘s programme in 2018 and who finished their Bachelor‘s with a final grade of 1,5 or better (German grading system)
• Application period: **Oct 1st - Oct. 31st**
• More [information](#)
Deutschlandstipendium

Offered by the University of Freiburg
3600 Euro per year per student
Target group: Undergraduate and postgraduate students who finished their Bachelor’s degree with a final grade of 1,5 or better (German grading system)
Application period: March 1st – 31st 2019
More information
Other scholarships

• Difficult to apply for scholarship after arrival in Germany

• Selection criteria: excellent grades, indigence, voluntary work, German language proficiency

• More information
Fees for public radio and TV
Licence fee (for public broadcasting)

Everyone residing in Germany has to pay 17.50 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.
- 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>15 Oct 2018</td>
<td>Beginning of lectures</td>
</tr>
<tr>
<td>1 Nov 2018</td>
<td>Public holiday (no lectures)</td>
</tr>
<tr>
<td>22 Dec 2018 – 6 Jan 2019</td>
<td>Christmas break (no lectures)</td>
</tr>
<tr>
<td>15 Jan – 15 Feb 2019</td>
<td>Registration for the summer semester</td>
</tr>
<tr>
<td>8 Feb 2019</td>
<td>Last day of lectures of the winter semester</td>
</tr>
<tr>
<td>18 Feb – 29 Mar 2019</td>
<td>Examination period of the winter semester</td>
</tr>
<tr>
<td>23 April 2019</td>
<td>Beginning of lectures of the summer semester</td>
</tr>
</tbody>
</table>

Please bookmark this link for the following semesters:

Fachschaft / Student council

Lars Fischer
Fabian Frick

Website: https://fachschaft.tf.uni-freiburg.de
Email: fs@fachschaft.tf.uni-freiburg.de
Checklist I

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1. Choose an email address in MyAccount
2. Select eduroam password in MyAccount
3. Install WiFi on your notebook
4. Get your user account for the computer pool in building 082
5. Get a user account for the library
6. Activate UniCard in MyAccount
7. Load your UniCard budget
9. Buy a semester ticket
10. Book your courses

…and then you can start studying
# What’s next?

<table>
<thead>
<tr>
<th>Today</th>
<th>What?</th>
<th>Where?</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00 a.m.</td>
<td>Intro for CS students</td>
<td>101 00 026</td>
</tr>
<tr>
<td>12:00</td>
<td>Intro for MSE students</td>
<td>101 02 016/018</td>
</tr>
<tr>
<td>13:00</td>
<td>Intro for ESE students</td>
<td>101 02 016/018</td>
</tr>
<tr>
<td><strong>Wed 10 Oct</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 – 13:00</td>
<td>Intercultural Training group 1</td>
<td>101 02 016/018</td>
</tr>
<tr>
<td>13:00 – 18:00</td>
<td>Intercultural Training group 2</td>
<td>101 02 016/018</td>
</tr>
<tr>
<td><strong>Thu 11 Oct</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 – 13:00</td>
<td>Intercultural Training group 3</td>
<td>101 02 016/018</td>
</tr>
<tr>
<td>13:00 – 14:00</td>
<td>Exam regulations for ESE</td>
<td>101 00 026</td>
</tr>
<tr>
<td>14:00 – 15:00</td>
<td>Exam regulations for MSE</td>
<td>101 00 026</td>
</tr>
<tr>
<td>15:00 – 16:00</td>
<td>Exam regulations for MCS</td>
<td>101 00 026</td>
</tr>
</tbody>
</table>
### What’s next?

<table>
<thead>
<tr>
<th>Thu 11 Oct</th>
<th>16:00 – 17:00</th>
<th>Exam regulations for SSE</th>
<th>101 00 026</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 12 Oct</td>
<td>9:00</td>
<td>Guided campus tour</td>
<td>Meeting point: Airplane sculpture next to building 101</td>
</tr>
</tbody>
</table>
If you have any questions, please feel free to contact me:

Ursula Epe

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

Consulting hours:
   Mon + Wed 2-4 p.m., Tue + Thu 10-12 a.m.

Phone: 49 761 2038340

Email: studienkoordination@tf.uni-freiburg.de