Studying and living in Freiburg
Information for new students

Ursula Epe
Programme Co-ordinator (for Computer Science, Embedded Systems and Microsystems Engineering)

October 10th 2017
Information about...

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

**MyAccount**

<table>
<thead>
<tr>
<th>Choose your email id</th>
<th>Course catalog</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set RAS password</td>
<td>Course booking</td>
</tr>
<tr>
<td>Activate UniCard</td>
<td>View and print your personal schedule</td>
</tr>
</tbody>
</table>

**HISinOne**

<table>
<thead>
<tr>
<th>Exam registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>View exam results</td>
</tr>
<tr>
<td>Print transcript</td>
</tr>
<tr>
<td>Update your contact data</td>
</tr>
<tr>
<td>Pay semester fees</td>
</tr>
<tr>
<td>Print a confirmation of enrollment (Studienbescheinigung)</td>
</tr>
</tbody>
</table>
MyAccount
My Account

Albert-Ludwigs-Universität Freiburg

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

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• Enter login and password. Click on Mail & lists → Mail Accounts

Enter your private email address. All University emails will be forwarded to your personal address.
RAS Password

• Used to connect to campus WiFi
• VPN connection
• Log in to myAccount
• Select Pass-/keyword menu → RAS Password
You want to set your RAS keyword.

The new keyword must comprise at least 8 and no more than 16 characters. At least 1 character(s) from the pool:
0123456789<|>.,:_-#'*~@!$%^&/()[]??

**Attention:** Password and RAS 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></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New keyword</th>
<th>Repeat the new keyword to avoid typing errors.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Password confirmation</th>
<th>For safety reasons enter the current main password here.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Send] [Previous]
Activate UniCard

- MyAccount
- User profile / My Data
- Activate UniCard ✓
Activate Uni Card

User ID: ue65

My data at the CC

- Personal description
  - Name: Ursula Epp
  - Faculty: Technical Faculty
  - Phone: 202-3340, Fax: 293-0057
  - Preferred language: English

- My Uni-Account "ue65"
  - Registered at the CC: 24.06.2007
  - Currently valid until: 31.01.2018
  - Note: The validity period will be extended automatically for user groups employee and student.

- My email addresses
  - Institutional mail address: ue65@uni-freiburg.de

- Unicard
  - Access control has been activated for your Unicard.
  - 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 controlling the access 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.

- Fiserver 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
  - For more information and useful links, please visit the Omnibus-Server homepage.
HisinOne
HisinOne – Change address

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[Image of the HisinOne student service interface with selected options and highlighted areas showing how to change address]

10.04.2015
### HisinOne – Print matriculation slip

**University:** Albert-Ludwigs-Universität Freiburg

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#### Student Service

<table>
<thead>
<tr>
<th>Requested Reports</th>
<th>semester</th>
<th>Outputtype</th>
<th>Executiontime</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>certificate of enrollment</td>
<td>Wintersemester 2009/2010</td>
<td>PDF-Dokument</td>
<td></td>
<td></td>
</tr>
<tr>
<td>certificate of enrollment</td>
<td>Sommersemester 2010</td>
<td>PDF-Dokument</td>
<td></td>
<td></td>
</tr>
<tr>
<td>certificate of enrollment</td>
<td>Wintersemester 2010/2011</td>
<td>PDF-Dokument</td>
<td></td>
<td></td>
</tr>
<tr>
<td>certificate of enrollment</td>
<td>Sommersemester 2011</td>
<td>PDF-Dokument</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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10.04.2015

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HisinOne – Pay fees

See:

Click on “My Studies” → “Planner of Studies”
Set semester to “winter semester 2017”
Click on “hide examinations”
Click on “expand all”
Select “Apply” on the following menu
Click “enroll”
To de-register, re-open the course and click on “sign off”
How-to see:
http://www.tf.uni-freiburg.de/studies/online-systems/course_booking/belegung.html
Choose courses at start of semester: Signing up is possible from 9 October till 31 January

If you have to complete additional courses (Auflagen / conditional courses), the programme co-ordinator will register you for the course, but you will have to register for the exam.

For lectures with Vorlesung and Übung, you need to select both.
Course schedule

Get your personal course schedule:

• Go to HISinOne (https://campus.uni-freiburg.de)
• Go to “My studies” → “schedule”
• Set date on Oct 16th – 20th (first week of lectures) or try the “term view”
• To download as pdf, click on the PDF icon.
Exam registration: From December until January (exact dates will be announced [here](#)).

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 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
You cannot register online for the exams belonging to conditional courses. You have to use the **general registration form** and submit it to the examination office in due time.
De-Registration from exams

De-registration (withdrawal) from an exam is possible

- until XX February for mandatory courses
- until XX February for elective courses

The exact dates will be announced [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)
• Checking your account balance: run command in terminal: "lpquota"
• Payable in cash at the pool manager‘s office (limit € 3,00)
### Why two user accounts?

<table>
<thead>
<tr>
<th>University Account</th>
<th>TF Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>HISinOne</td>
<td>Use computers at the Faculty of Engineering (TF)</td>
</tr>
<tr>
<td>Course and exam registration</td>
<td>Receive emails sent to TF student mailing list</td>
</tr>
<tr>
<td>Library catalog</td>
<td>Send emails to TF student mailing list</td>
</tr>
<tr>
<td>ILIAS (recorded lectures)</td>
<td>Use TF webmail</td>
</tr>
<tr>
<td>Official emails from lecturers, examination office, student registry</td>
<td>Sign up for mailing list <a href="mailto:markt@tf.uni-freiburg.de">markt@tf.uni-freiburg.de</a></td>
</tr>
<tr>
<td>Use WiFi via eduroam</td>
<td></td>
</tr>
</tbody>
</table>

10.04.2015
Discounts for soft- and hardware

- 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](https://www.rz.uni-freiburg.de/services-en/beschaffung-em/software-en)

- Hardware (Apple on Campus): [http://www.rz.uni-freiburg.de/services/beschaffung/hardware/apple-en](http://www.rz.uni-freiburg.de/services/beschaffung/hardware/apple-en)

- For questions you may contact [lizenzen@rz.uni-freiburg.de](mailto: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: RAS 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)
• Validate your UniCard (at the terminal)
• Load credit on UniCard (for Mensa and copies)
• 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 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

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• For most of the books, the lending period is 28 days. You can check and extend it up to three times online (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, € 6,50 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:

101 00 026

Building floor room number
German language courses
German language courses

• **SLI** courses. All levels, either Mon+Wed or Tue+Thu, 6:00 – 8:00 p.m. Cost: 160 Euro for one semester (60 lessons).
  Placement test: 16 Oct, 6:00 p.m., KG II, Audimax
  Previous [registration](#) is necessary!

• **Or A1.1, A2.1 or B1.2 course here on campus:**
  Cost: 90 Euros for 40 lessons.
  Please contact me if you are interested.
Semester ticket
Buy a semester ticket (public transport)

- 94 EUR for six months
- Only valid with UniCard!
- 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),
  - Gleisnose travel agency (Bertholdstraße 44)
  - any VAG or DB ticket sales machine
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 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 2017 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 – 30th 2018
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
Radio and TV fees

• You will receive a letter from ARD und ZDF Beitragsservice
• Everyone residing in Germany has to pay
• 17,50 Euro per month
• In shared flats, residents can share the fee
• If you live alone, check if the fee is included in the rent
Academic Calendar (important dates)
### Academic calendar

#### Albert-Ludwigs-Universität Freiburg

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Oct 2017</td>
<td>Beginning of lectures</td>
</tr>
<tr>
<td>31 Oct + 1 Nov 2017</td>
<td>Public holiday (no lectures)</td>
</tr>
<tr>
<td>23 Dec 2017 – 7 Jan 2018</td>
<td>Christmas break (no lectures)</td>
</tr>
<tr>
<td>15 Jan – 15 Feb 2018</td>
<td>Registration for the summer semester</td>
</tr>
<tr>
<td>10 Feb 2018</td>
<td>Last day of lectures of the winter semester</td>
</tr>
<tr>
<td>12 Feb – 31 Mar 2018</td>
<td>Examination period of the winter semester</td>
</tr>
<tr>
<td>16 April 2018</td>
<td>Beginning of lectures of the summer semester</td>
</tr>
</tbody>
</table>

Please bookmark this link for the following semesters:

Checklist I

1. Enter your private email address in MyAccount
2. Select a RAS-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. Validate your UniCard
7. (Activate UniCard for pool rooms)
8. Charge money on UniCard
9. Buy a semester ticket
10. Book your courses

…and then you can start studying
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Person in charge</th>
<th>Language</th>
<th>Time</th>
<th>Meeting point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 10 Oct</td>
<td>General information about living and studying in Freiburg for all new Master students</td>
<td>Ursula Epe</td>
<td>English</td>
<td>10:00 – 11:00 a.m.</td>
<td>Faculty of Engineering, Georges-Koehler-Allee 101, 00 036</td>
</tr>
<tr>
<td></td>
<td>Introduction to the MSc. Programme in Computer Science</td>
<td>Martina Nopper</td>
<td>English</td>
<td>11:00 – 12:30</td>
<td>Faculty of Engineering, Georges-Koehler-Allee 101, 00 036</td>
</tr>
<tr>
<td></td>
<td>Introduction to exam regulations for Computer Science</td>
<td>Susanne Stork Annika Hartwig</td>
<td>English</td>
<td>12:30 – 1:30</td>
<td>Faculty of Engineering, Georges-Koehler-Allee 101, 00 036</td>
</tr>
<tr>
<td></td>
<td>Introduction to the MSc. Programme in Embedded Systems Engineering (ESE)</td>
<td>Prof. Diehl Martina Nopper</td>
<td>English</td>
<td>1:30 – 2:30 p.m.</td>
<td>Faculty of Engineering, Georges-Koehler-Allee 101, room 016/018 (top floor)</td>
</tr>
<tr>
<td></td>
<td>Pre-course micro-electronics for ESE and MSE students, part I</td>
<td>Mr. Mohammad Amayreh</td>
<td>English</td>
<td>3:00 - 5:00 p.m.</td>
<td>Faculty of Engineering, Georges-Koehler-Allee 101, 00 036</td>
</tr>
<tr>
<td>Wed 11 Oct</td>
<td>Introduction to the MSc. Programme in Sustainable Systems Engineering</td>
<td>Prof. Ambacher Eva Otto</td>
<td>English</td>
<td>09:00 – 10:30 a.m.</td>
<td>Faculty of Engineering, Georges-Koehler-Allee 101, room 036 (ground floor)</td>
</tr>
<tr>
<td></td>
<td>Introduction to the MSc. Programme in Microsystems Engineering</td>
<td>Prof. Diehl Ursula Epe</td>
<td>English</td>
<td>10:00 – 11:00 a.m.</td>
<td>Faculty of Engineering, Georges-Koehler-Allee 101, room 016/018 (top floor)</td>
</tr>
<tr>
<td></td>
<td>Introduction to exam regulations for Embedded Systems Engineering</td>
<td>Susanne Stork Annika Hartwig</td>
<td>English</td>
<td>11:00 – 12:00</td>
<td>Faculty of Engineering, Georges-Koehler-Allee 101, 00 026</td>
</tr>
<tr>
<td></td>
<td>Introduction to exam regulations for Sustainable Systems</td>
<td>Susanne Stork Annika Hartwig</td>
<td>English</td>
<td>1:00 – 2:00 p.m.</td>
<td>Faculty of Engineering, Georges-Koehler-Allee 101, room 016/018 (top floor)</td>
</tr>
<tr>
<td></td>
<td>Pre-course micro-electronics for ESE and MSE students, part II</td>
<td>Mr. Mohammad Amayreh</td>
<td>Englisch</td>
<td>1:00 – 3:00 p.m.</td>
<td>Faculty of Engineering, Georges-Koehler-Allee 101, room 036 (ground floor)</td>
</tr>
<tr>
<td></td>
<td>Introduction to exam regulations for Microsystems Engineering</td>
<td>Susanne Stork Annika Hartwig</td>
<td>English</td>
<td>3:00 – 4:00 p.m.</td>
<td>Faculty of Engineering, Georges-Koehler-Allee 101, room 036 (ground floor)</td>
</tr>
<tr>
<td>Fri 13 Oct</td>
<td>Guided campus and city tour with senior students for all new Master students</td>
<td>Volunteers</td>
<td>English</td>
<td>9:00 a.m.</td>
<td>Faculty of Engineering, Georges-Koehler-Allee 101, meeting point on campus at the “airplane” sculpture</td>
</tr>
</tbody>
</table>
Hungry?

ESE and MSE students who want to go to the Mensa today, please meet with Amr Badawy at 12:00 o‘clock at the „airplaine“ sculpture.
What is the student council

Dennis Raith?
Daniel Lux?