

Dear doctoral candidates,

below you will find the information necessary for the enrollment or registration application. Please read this leaflet carefully. The following documents are attached to this leaflet:

- a) Application for enrollment with key for filling the form
- b) UniCard leaflet
- c) Welcome letter for doctoral candidates
- d) Payment assessment from the Studierendenwerk (SWFR)

You can submit the application with the required documents either via post or in person at the Student Service Center (SCS) of the University of Freiburg, Sedanstraße 6, 79098 Freiburg. International doctoral students should contact International Admissions and Services (IAS), German doctoral students should contact the Registration Office. If you are unable to enroll/register in person, e.g. due to absence, you can authorize a person of your choice to do so. In this case, a written power of attorney must be enclosed with the application documents to be submitted.

If you have any questions, you can contact your personal contact person at the SCS (assigned according to nationality and/or the first letter of your surname). You will find the contact persons on the SCS homepage. Please refer to the SCS website for the current opening hours and contact details of the respective contact persons. www.studium.uni-freiburg.de

Please note that the enrollment deadline does not apply to doctoral candidates.

The application for enrollment must be accompanied by the following documents:

1. Copy of the acceptance letter as a doctoral candidate (from the faculty)
2. Original or officially certified copy of the qualification for admission to institutions of higher education (will be returned). This is also necessary if you have already uploaded a copy of your qualification for admission to institutions of higher education when you applied. If you are/were already enrolled at the University of Freiburg, you do not need to submit a certified copy of your university entrance qualification again for enrollment/registration as a doctoral candidate.
3. Original or officially certified copies of university degree certificates. If you have completed your Master's degree at the University of Freiburg, we do not require a certified copy of your Master's degree certificate.
4. Receipt for paid semester fees of 190,- EUR
5. For foreigners from outside the EU: Copy of passport with permission to remain or a valid visa
6. Regular exmatriculation certificate(s) (not an exmatriculation certificate for failure to pay fees, etc.) from all German universities previously attended, if you have not previously studied exclusively at the University of Freiburg. The certificate should state degree program, subject semester, university semester, period of matriculation, date of exmatriculation.
7. If you submit your enrollment by mail: include a DIN C4 envelope addressed to you and stamped with €1.80

The application for registration (no fees) must be accompanied by the following documents:

1. Copy of the acceptance letter as a doctoral candidate (from the faculty)
2. For doctoral candidates accepted after March 31, 2018: a copy of your current work contract (as proof of exemption from obligatory enrollment)
3. If you submit your registration by mail: include a DIN C4 envelope addressed to you and stamped with €1.80

If you are already enrolled as a student at the University of Freiburg and wish to remain so (e.g. in the case of a doctorate in medicine as part of your studies), you must register as a doctoral candidate in addition to your (previous) enrollment. For this purpose, you must fill out the application form for a change of degree programme/subject and hand it in personally at the Registration Office. You can receive the application at the Registration Office or you can download and print it out at http://www.studium.uni-freiburg.de/en/student-services/changing-fields-etc?set_language=en.

The enrollment application should not be filled in in this case! Please enclose a copy of the acceptance letter as a doctoral candidate with your application. If you have not yet re-registered for the coming semester, transfer the required amount of 190,- Euro* to the account of the Universitätskasse (reason for transfer: year 4 digits, 1 for summer semester, 2 for winter semester, matriculation number, e.g. 20251matriculation number) or pay by Girocard ("EC-Card", with PIN) at the Registration Office.

We would like to explicitly point out that the enrollment / registration can only be carried out if all the above-mentioned documents are submitted in full.

Best regards, your Student Service Center

* A contribution to administrative costs per semester of €80 is payable (in accordance with Section 12 LHGebG), €7 contribution to the combined student body (in accordance with Section 3 Beitragsordnung der Verfassten Studierendenschaft der Albert- Ludwigs-Universität), €78 contribution to the Student Council (in accordance with the Beschluss des Verwaltungsrats des Studierendenwerks dated 27.06.2016 in conjunction with Section 12 (2) and Section 6 (1) of the StWG).

Payment options:

- By bank transfer: please transfer the fees to the account of the University Finance Office at the Baden-Württembergische Bank Stuttgart, IBAN: DE71 6005 0101 7438 5087 68, BIC SOLADEST600. Please state as reference with your transfer the letters "PROM" AND your first name and surname (e.g. PROMLenaMusterfrau).
- With a Girocard ("EC-Card", with PIN) directly during enrollment

Welcome letter for doctoral candidates

Dear doctoral candidates at the University of Freiburg,

Are you familiar with the [Graduate Centre \(GraCe\)](#) of the University of Freiburg? We are here to accompany you in your doctoral studies with a wide range of services and to support you as best we can. If you have any questions about your doctoral studies, if you would like to obtain further qualifications or if you need support – please contact us.

As part of the [advisory service for doctoral candidates](#), we provide individual assistance with your concerns: If you have any questions regarding the financing of your doctorate, you are welcome to make use of the [Funding Advise](#) service. You may also be interested in the scholarships of the [State Graduate Funding \(LGFG\)](#) or the [GraCe travel Grants](#).

If you are dealing with a social conflict, we can work together to find solutions in [Counselling](#). If you have problems with your supervisor, you can make use of the [Central Ombuds Process](#); two designated staff members from the Graduate Centre, who are bound to maintain confidentiality, will support you. You also have the opportunity to work on your individual needs and development within the framework of our [Coaching Sessions](#). We also offer [Career Coaching](#), which gives you an opportunity to consider your career goals and aspirations.

Helpful tips and suggestions on how you together with your supervisor can ensure the success of your doctorate, and what challenges and hurdles need to be considered along the way, can be found in the [Guidelines for Good Supervision of Doctoral Candidates at the University of Freiburg](#).

If you would like to establish social contacts and learn a language at the same time, we would be happy to support you with our [Language Tandem Search Service](#). The [Doctoral Candidate Councils](#) of the faculties offer space for social and cultural exchange with other doctoral candidates and you can play an active role in topics relevant to doctoral studies at the university and help shape them.

You will also meet other doctoral candidates in our [interdisciplinary Qualification Program](#). The extensive range of workshops will provide you with important and helpful skills in various areas such as management, career planning or good scientific practice.

Take advantage of it – like all our services (except coaching) it is completely free of charge for you! You can take advantage of all these offers, if you are **enrolled** or **registered** as a doctoral candidate at the university. Our [Newsletter](#) is not obligatory, but of course, we recommend that you subscribe to it in order to find out about current announcements and offers for doctoral candidates.

Do you have a request that has not been addressed here? You are not sure if we can help you? Find out by sending us an e-mail! You can find the appropriate contact persons on our [team website](#). If we are unable to help you, we know of many other counseling options both within and outside the university and can point you in the right direction.

We wish you an exciting and successful start to your doctoral studies!

Best wishes,

The central service department for all questions concerning doctoral studies

**ALBERT-LUDWIGS-
UNIVERSITÄT FREIBURG**
Studierendensekretariat
Postfach

79085 Freiburg i. Br.

Immatrikulation / Registrierung zum
Matriculation / Registration in

Sommersemester 20__
Summer term 20__

Wintersemester 20__ / 20__
Winter term 20__ / 20__

Antrag auf Immatrikulation / Registrierung für Promovierende Application for Matriculation / Registration for doctoral candidates

Ich möchte mich immatrikulieren (§ 38 Absatz 2 in Verbindung mit Absatz 5 Landeshochschulgesetz (LHG)).
I want to matriculate (§ 38 paragraph 2 in connection with paragraph 5 Landeshochschulgesetz (LHG)).

oder / or

Hiermit beantrage ich die **Befreiung von der Immatrikulationspflicht** nach § 38 Absatz 5 des Landeshochschulgesetzes (LHG), da ich hauptberuflich an der Hochschule tätig bin (Arbeitsvertrag mit mindestens 50%). Ich habe eine Kopie meines Arbeitsvertrages beigefügt und **möchte mich registrieren**. Hinweis: Promovierende, die vor dem 30. März 2018 als Doktorand*in angenommen wurden, brauchen keine Kopie Ihres Arbeitsvertrages beifügen.
I herewith apply for the **exemption from the obligation to matriculate** (Landeshochschulgesetz (LHG) - Constitution and State Higher Education Act; § 38 paragraph 5) since I have a working contract of more than 50 % with the University. I have enclosed a copy of my working contract and **want to register**. Doctoral candidates that have been accepted by their faculty before March 30th 2018 do not need to enclose a copy of their working contract.

Wichtig: Diesem Antrag muss immer eine Kopie der **Bestätigung der Annahme als Doktorand*in** beigefügt werden.
Important: This application has to be enclosed by a copy of the **certificate of acceptance as a doctoral candidate** at your faculty.

1. Persönliche Angaben Personal information

MTKNR

Feld
freilassen
Do not

Familienname (einschl. Namenszusätze z.B. von, Dr.)
Surname (incl. titles, e.g., von, Dr.)

Vorname/Vornamen
Given name/s

Geschlecht
Gender

weiblich / female männlich / male divers / diverse ohne Angaben / not stated*

*nur falls im Geburtenregister gemäß § 22 Abs. 3 Personenstandsgesetz kein Eintrag vorhanden ist

Geburtsdatum
Date of birth

Tag	Monat	Jahr		
Day	Month	Year		

Geburtsort
Place of birth

Geburtsname (nur ausfüllen, wenn Abweichung vom Familiennamen)
Maiden name (if applicable)

Staatsangehörigkeit
Nationality

- wenn Deutsche, bitte dieses Feld ankreuzen

- if German, please mark this field

- andernfalls:

- otherwise:

Staat in Worten:

Name of country:

Internationales KFZ-Kennzeichen:
z.B. CH für Schweiz
International code:
(e.g. CH für Switzerland)

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E-Mail-Adresse

E-mail address

Postanschrift - Anschrift, unter der Sie ab sofort **sicher** zu erreichen sind:

Correspondence address - Address at which you can be reached immediately **in any case**

Straße und Hausnummer
Street and house number

Sofern die Postanschrift im Ausland liegt, geben Sie bitte das internationale KFZ-Zeichen an (z.B. CH für Schweiz)
If the address is in a foreign country, please provide the country's international code (e.g., CH for Switzerland)

Postleitzahl
Postal code

Ort
City

Anschriftenzusätze (z.B. bei, Zi.Nr.)
Additional information (e.g., at, apt. no.)

Telefon-/Handynummer (mit Ländervorwahl,
Ortskennzahl u. Teilnehmernr. z.B. +49761123456)
Telephone number (with area code)

2. Angaben zur Hochschulzugangsberechtigung (z.B. Reifezeugnis, Abitur)

Information on university entrance qualification (e.g., university entrance or school-leaving certificate)

- Art der Hochschulzugangsberechtigung lt. Schlüssel Nr. 6
- Type of university entrance qualification as in key no. 6

- Jahr des Erwerbs der Hochschulzugangsberechtigung
- In what year did you earn your university entrance qualification?

19 / 20

- Wo haben Sie die Hochschulzugangsberechtigung erworben?
- Where did you earn your university entrance qualification?

(Zutreffendes bitte ankreuzen)
(please mark the appropriate box)

in Deutschland
in Germany

im Ausland
outside of Germany

in Deutschland: KFZ-Kennzeichen der Stadt / des Kreises eintragen (z.B. FR für Freiburg):
in Germany: provide license plate code of city / county (e.g., FR for Freiburg):

im Ausland: Staat in Worten
outside of Germany: Name of country

Internationales KFZ-Kennzeichen:
(z.B. CH für Schweiz)
International code: (e.g., CH for Switzerland)

3. Angaben zur Promotion

Information about the doctorate

Stg/Fa Nr.
(Felder freilassen)

Promotionsfach in Worten

Promotionsfach
lt. Schlüssel Nr.
1

Fakultät/Institut

Datum der
Annahm

Stg/Fa no.
(do not mark)

Name of field of study

Field of study
as in key no. 1

Faculty/Institute

Date admi
document

1. _____

2. _____

3. _____

Wahlfakultät lt. Schlüssel-Nummer 1 Spalte 2
Voting faculty as in key number 1 column 2

Sie sind berechtigt, an den Wahlen zu den Fakultätsräten teilzunehmen. Hier geben Sie an, bei welcher Fakultät Sie wahlberechtigt sind. Sofern Sie sich für einen Kombinationsstudiengang immatrikulieren, können Sie nur **eine** Wahlfakultät angeben.

You are entitled to vote for your faculty council members. Please specify which faculty you are entitled to vote in. If you are studying a combination of fields which belong to different faculties, you may only choose **one** of these faculties as your voting faculty.

Dieses Feld freilassen
Do not mark this field

Sp 1	<input type="text"/>	<input type="text"/>
Sp 2	<input type="text"/>	<input type="text"/>

4. Angaben zu bisher besuchten deutschen Hochschulen
Information on previous studies at German institutions of higher education

An welcher Hochschule **in Deutschland** sind Sie erstmals immatrikuliert worden?
 What institution of higher education **in Germany** did you first enroll at?

Bitte Name und Ort der Hochschule angeben und zusätzlich das KFZ-Kennzeichen in das rechte Feld eintragen
 Please specify the name and location of the institution and enter the license plate code of the city in the field to the right.

	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				

Art der Hochschule eintragen Enter the type of institution of higher education	U = TU = FH = PH = HM =	Universität / university Technische Universität / technical university Fachhochschule / university of applied sciences Pädagogische Hochschule / college of education Musikhochschule / college of music	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>		

Jahr der erstmaligen Immatrikulation an einer deutschen Hochschule eintragen Enter the year in which you first enrolled at a German institution of higher education	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				

Semester der erstmaligen Immatrikulation an einer deutschen Hochschule ankreuzen Mark the semester in which you first enrolled at a German institution of higher education	Sommersemester summer semester Wintersemester winter semester	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">1</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">2</td> </tr> </table>		1		2
	1					
	2					

Waren Sie noch an weiteren Hochschulen in Deutschland immatrikuliert? Have you been enrolled at other universities in Germany?	ja yes	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>		nein no	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>	

Name der Hochschule / name of the institution of higher education	von / from WS/SS	bis / to WS/SS
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2.) _____

3.) _____

4. Zweitimmatrikulation (nur bei Immatrikulation auszufüllen)
Matriculation at a second institution (only if you want to matriculate)

Sind Sie gleichzeitig an einer anderen Hochschule in **Deutschland** immatrikuliert?
 Are you currently enrolled at another institution of higher education in **Germany**?

Wenn ja, seit wann sind Sie an der anderen Hochschule immatrikuliert?
 If yes, when did you enroll at this institution?

Sommersemester / summer semester
Wintersemester / winter semester/.....

Geben Sie bitte den Namen und den Ort der Hochschule an
 Please specify the name and location of the institution

	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				

KFZ-Kennzeichen der Stadt (z.B. FR für Freiburg) License plate code of the city (e.g., FR for Freiburg)	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				

Art der Hochschule eintragen Type of institution of higher education	U = TU = FH = PH = HM =	Universität / university Technische Universität / technical university Fachhochschule / university of applied sciences Pädagogische Hochschule / college of education Musikhochschule / college of music	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>		

Art der Abschlussprüfung lt. Schlüssel Nr. 7
Type of degree program as in key no. 7

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Fach / Fächer im Klartext angeben
Specify your field / fields of study in words

1. Fach 1 st field	_____
2. Fach 2 nd field	_____
3. Fach 3 rd field	_____

lt. Schlüssel Nr. 8
as in key no. 8

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lt. Schlüssel Nr. 8
as in key no. 8

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lt. Schlüssel Nr. 8
as in key no. 8

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Ich versichere, dass meine Angaben wahr und vollständig sind. Ich weiß, dass fehlende oder unwahre Angaben zur Verweigerung oder ggf. zur Aufhebung der Immatrikulation führen bzw. führen können (§ 60 LHG).

Ich erkläre, dass ich in dem Promotionsfach, für das ich die Immatrikulation / Registrierung beantrage, an keiner Hochschule in Deutschland immatrikuliert / registriert bin.

Mir ist bekannt, dass die Verweigerung der Angaben, die nach der Verordnung des Wissenschaftsministeriums zur Erhebung und Verarbeitung personenbezogener Daten der Studienbewerber, Studierenden und Promovierenden für Verwaltungszwecke der Hochschulen (Hochschul-Datenschutzverordnung) vom 28.08.1992 (GBl. 1992 Seite 667), zuletzt geändert durch Verordnung vom 14. Mai 2019 (GBl. Seite 225-227), erhoben werden, zur Verweigerung der Immatrikulation führen kann.

Alle Informationen rund um die Immatrikulation (Infoblatt zum Datenschutz gem. Art. 13 EU-Datenschutz Grundverordnung/DS-GVO, Informationen zur UniCard und zur Krankenversicherung sowie den Beitragsbescheid des Studierendenwerks) finden Sie unter: <https://www.studium.uni-freiburg.de/de/studierendenservices/immatrikulation>

 Datum: _____ Unterschrift: _____

I confirm that the information I have provided in this application is true and complete. I am aware that missing or false information can lead to revocation of my matriculation (§ 60 State Higher Education Act).

I declare that I am not enrolled in the course of study for which I am applying for enrollment at any university in Germany.

I know that failure to provide the information requested in this application, which is required by the regulations of the Ministry of Science and Research on the collecting and processing of the personal data of student applicants, students, and doctoral candidates by institutions of higher education for administrative reasons from August 28th, 1992 (GBl. 1992 page 667), last revised by article 1 of the ordinance of the Ministry of Science and Research from May 14th, 2019 (GBl. page 225-227), may lead to revocation of my matriculation.

 Date: _____ Signature: _____

All information regarding enrollment (info sheet on data protection according to Art. 13 EU Data Protection Regulation/DS-GVO, information on the UniCard and health insurance as well as the contribution notice of the Studierendenwerk) can be found at: https://www.studium.uni-freiburg.de/en/student-services/matriculation?set_language

Informationen nach Art. 13 EU-Datenschutz-Grundverordnung (DS-GVO)

I. Verantwortlicher im datenschutzrechtlichen Sinne:

Albert-Ludwigs-Universität Freiburg
gesetzlich vertreten durch den Rektor
Prof. Dr. Kerstin Kriegelstein
Friedrichsstraße 39
79098 Freiburg
Telefon: [+49] 0761 / 203 - 0
info@uni-freiburg.de
datenschutz@uni-freiburg.de

II. Datenschutzbeauftragter:

Der Datenschutzbeauftragte
der Albert-Ludwigs-Universität Freiburg
Friedrichsstraße 39
79098 Freiburg
datenschutzbeauftragter@uni-freiburg.de

III. Zweck der Datenverarbeitung und Folgen der Nichtangabe

Ihre Daten werden zur Erfüllung der gesetzlichen Aufgaben der Universität, insbesondere im Bereich Studium und Lehre, verarbeitet. Ohne diese Angaben können Sie nicht an der Universität Freiburg als immatrikuliert oder registriert werden.

IV. Rechtsgrundlagen für die Datenverarbeitung

Ihre Daten werden aufgrund der folgenden Rechtsgrundlagen in der jeweils geltenden Fassung verarbeitet:

- Art. 6 Abs. 1 lit. e i.V.m. Abs. 3 DS-GVO i.V.m. [§§ 12, 58 bis 63 des Gesetz über die Hochschulen in Baden-Württemberg \(LHG\)](#) i.V.m. der [Hochschul-Datenschutzverordnung](#)
- Art. 6 Abs. 1 lit. e i.V.m. Abs. 3 DS-GVO [§ 4 Landesdatenschutzgesetz \(LDSG\)](#)
- Gesetz über die Statistik für das Hochschulwesen

V. Empfänger Ihrer Daten

1. Interne Empfänger
Ihre bei der Immatrikulation erhobenen Daten werden universitätsintern weitergeleitet, soweit dies auf Grundlage des LHG und der Hochschul-Datenschutzverordnung zulässig ist. Als interne Empfänger sind insbesondere die zuständigen Stellen in den Fakultäten, der Universitätsverwaltung sowie zentrale Betriebseinrichtungen wie das Universitätsrechenzentrum und die Universitätsbibliothek zu nennen. Mitarbeitende der Universität erhalten Einblick in Ihre im Rahmen der Immatrikulation erhobenen Daten nur, wenn und soweit es für die Erfüllung der diesen durch die Universität übertragenen dienstlichen Aufgaben erforderlich ist.

2. Empfänger außerhalb der Universität

- Nach [§ 12 Abs. 2 S. 1 LHG](#) kann die Universität Freiburg Ihre nach § 12 Abs. 1 LHG erhobenen und weiter verarbeiteten Daten an eine andere Hochschule übermitteln, wenn und soweit die Daten von der Universität oder der anderen Hochschule auf Grund einer durch Rechtsvorschrift festgelegten Auskunftspflicht bei den Betroffenen erhoben werden dürfen.

• Die Universität Freiburg übermittelt aufgrund des Hochschulstatistikgesetzes erhobene Daten an das Statistische Landesamt Baden-Württemberg. Bestimmte Kategorien von Daten, insbesondere Namen und Kontaktdaten, sind davon nicht umfasst. Das Statistische Landesamt darf für bestimmte Zwecke Tabellen mit statistischen Ergebnissen an die für Wissenschaft und Forschung zuständigen obersten Landes- und Bundesbehörden wie das Ministerium für Wissenschaft, Forschung und Kunst Baden-Württemberg (MWK) übermitteln.

- Soweit die Voraussetzungen des [§ 6 LDSG](#) oder einer sonstigen einschlägigen gesetzlichen Grundlage erfüllt ist, können Ihre Daten an andere öffentliche Stellen, insbesondere gesetzliche Krankenkassen, übermittelt werden.

VI. Dauer der Speicherung

Die Dauer der Verarbeitung Ihrer von der Universität Freiburg verarbeiteten personenbezogener Daten richtet sich nach [§ 12 Hochschul-Datenschutzverordnung](#). Danach dürfen bestimmte Daten für 40 Jahre - vom Zeitpunkt der Exmatrikulation an gerechnet – eingeschränkt verarbeitet werden. Alle sonstigen Daten werden nach der Exmatrikulation unverzüglich gelöscht. Ausnahmen gelten, soweit das Prüfungsverfahren noch nicht abgeschlossen ist.

Ergänzend dazu darf die Universität Freiburg nach [§ 12 Abs. 1 S. 3 LHG](#) die personenbezogenen Daten ihrer ehemaligen Mitglieder und Angehörigen nutzen, soweit dies zum Zwecke der Befragung im Rahmen des Qualitätsmanagements oder zur Pflege der Verbindung mit den Betroffenen erforderlich ist und diese nicht widersprechen. Die Teilnahme an den Befragungen aktueller und ehemaliger Promovierender zum Zwecke der Evaluation bzw. des Qualitätsmanagements erfolgt auf freiwilliger Basis. Rechtsgrundlage hierfür ist neben dem LHG die Ordnung der Albert-Ludwigs-Universität für das Verfahren der Evaluation von Studium und Lehre in der jeweils geltenden Fassung.

VII. Ihre Rechte

- Sie haben das Recht, von der Universität Freiburg Auskunft über die zu Ihrer Person gespeicherten Daten zu erhalten und/oder unrichtig gespeicherte Daten berichtigen zu lassen.
- Sie haben darüber hinaus das Recht auf Löschung oder auf Einschränkung der Verarbeitung oder ein Widerspruchsrecht gegen die Verarbeitung. Wenn Sie an der Universität Freiburg promovieren möchten, ist die Verarbeitung der hier erhobenen personenbezogenen Daten allerdings zwingend erforderlich.
- Außerdem haben Sie für den Fall, dass Sie der Universität Freiburg eine Einwilligung zur Verarbeitung weiterer personenbezogener Daten erteilen, das

Recht, die Einwilligung jederzeit zu widerrufen. Die Rechtmäßigkeit der aufgrund der Einwilligung bis zum Widerruf erfolgten Verarbeitung wird davon nicht berührt. Bitte wenden Sie sich dazu an die im Einwilligungsformular jeweils angegebene universitätsinterne Stelle.

- Erfolgt die Datenverarbeitung mithilfe automatisierter Verfahren, steht Ihnen gegebenenfalls ein Recht auf Datenübertragbarkeit zu (Art. 20 DS-GVO).
- Wenn Sie gegenüber der Universität Freiburg Ihre Rechte als Betroffene/r geltend machen möchten, wenden Sie sich bitte an: datenschutz@uni-freiburg.de
- Sie haben das Recht auf Beschwerde bei einer Aufsichtsbehörde, wenn Sie der Ansicht sind, dass die Verarbeitung der Sie betreffenden personenbezogenen Daten gegen Rechtsvorschriften verstößt. Eine solche Aufsichtsbehörde ist der Landesbeauftragte für den Datenschutz und die Informationsfreiheit Baden-Württemberg <https://www.baden-wuerttemberg.datenschutz.de>
Postfach 10 29 32
70173 Stuttgart

Stand: Mai 2023

Information in accordance with Art. 13 EU General Data Protection Regulation (GDPR)

I. Data Controller:

University of Freiburg
legally represented by the Rector
Prof. Dr. Kerstin Kriegelstein
Friedrichsstraße 39
79098 Freiburg
Telephone: [+49] 0761 / 203 - 0
info@uni-freiburg.de
datenschutz@uni-freiburg.de

II. Data Protection Officer:

The Data Protection Officer
of the University of Freiburg
Friedrichsstraße 39
79098 Freiburg
datenschutzbeauftragter@uni-freiburg.de

III. Purpose of data collection and consequences of failure to provide data

Your data are processed for the purpose of fulfilling the legal duties of the University, in particular in relation to Teaching and Learning. Without these details you cannot be matriculated or registered at the University of Freiburg.

IV. Legal basis for data processing

Your data are processed on the basis of the following legislation (as amended):

- Art. 6(1)(e) in conjunction with (3) GDPR in conjunction with [Sections 12, 58-63 of the Baden-Württemberg State University Law \(LHG\)](#) in conjunction with the [Higher Education Data Protection Regulation](#)
- Art. 6(1)(e) in conjunction with (3) GDPR [Section 4 of the Baden-Württemberg Data](#)

The data collected from you on matriculation are shared within the University insofar as this is permitted on the basis of the LHG and the Higher Education Data Protection Regulation. Specifically, the internal recipients include the competent bodies in the faculties, the University administration and central facilities such as the University Computer Center and the University Library. Staff at the University are granted access to the data collected from you on matriculation only if and as long as this is necessary for the fulfillment of the official duties imposed on them by the University.

[Protection Regulation \(LD SG\)](#)

- Higher Education Statistics Act

V. Recipients of your data

1. Internal recipients
 2. Recipients outside the University
- Under [Section 12\(2\)\(1\) LHG](#) the University of Freiburg may transmit the data it has collected and processed under Section 12(1) LHG to another university if and insofar as it is permitted on the grounds of a legally-established duty of disclosure that the data be collected from the subject by the University or the other university.
 - On the basis of the Higher Education Statistics Act, the University of Freiburg transmits data it collects to the Baden-Württemberg Federal Statistics Office. This does not include certain categories of data, in particular names and contact details. The Federal Statistics Office may for specific purposes transmit tables of statistical results to higher Federal State and national authorities, such as the Baden-Württemberg Ministry of Science, Research and the Arts (MWK).
 - Provided the conditions in [Section 6 LD SG](#) or other relevant statutory basis are met, your data may be transmitted to another public agency, in particular statutory health insurance funds.

VI. Duration of storage

The duration of the processing of your data by the University of Freiburg is determined by [Section 12 Higher Education Data Protection Regulation](#). Accordingly, certain data may (within limits) be processed for 40 years, counting from the date of exmatriculation. All other data are deleted immediately after exmatriculation. Exceptions apply insofar as the examination process has not yet been completed.

In addition to this, the University of Freiburg may under [Section 12\(1\)\(3\) LHG](#) use the personal data of its former members and associates, insofar as this is necessary for the purpose of quality management surveys or to maintain the connection with the

VII. Your rights

- You have the right to obtain information from the University of Freiburg about your personal data that we store and/or to have incorrect data corrected.
- In addition, you have the right to demand deletion or restriction of processing or to object to processing. However, the personal data collected here is essential if you wish to earn a doctoral degree at the University of Freiburg.
- In the event that you grant the University of Freiburg permission to process further personal data, you have the right to revoke this consent at any time. This does not affect the legality of processing that takes place on the basis of the permission until revocation. If you wish to revoke your consent, please contact the internal University office named in the permission form.
- If data processing takes place by means of automated processes, you may also have a right to data portability (Art. 20 GDPR).
- If you wish to assert your rights as data subject with regard to the University of Freiburg, please contact: datenschutz@uni-freiburg.de
- If you believe that the processing of your personal data violates legal provisions you are entitled to complain to a supervisory authority, such as the Landesbeauftragte für den Datenschutz und die Informationsfreiheit Baden-Württemberg <https://www.baden-wuerttemberg.datenschutz.de>
Postfach 10 29 32
70173 Stuttgart

Date: May 2023

The UniCard for students at the University of Freiburg

You will automatically receive your personal UniCard by post after enrolment (only if you have provided a German postal address for enrolment - otherwise you can collect it from the Student Service Centre/UniCard Office a few days - normally about 14 days, after your enrollment was processed). Your UniCard is valid for five years from the start of the semester (1 April for the summer semester or 1 October for the winter semester), unless you exmatriculate or are exmatriculated beforehand.

The UniCard has the following functions:

- Student ID card for identification as a student of the University of Freiburg
- Cashless payment at photocopiers and special printers
- Cashless payment in canteens and cafeterias
- Library card for the university library (borrowing, payment of fees, lockers)
- Access to buildings and rooms
- Core card for the semester ticket in conjunction with a valid photo ID

Website: www.unicard.uni-freiburg.de – Here you will also find the current opening hours of the UniCard office in the Service Centre Studium (Sedanstraße 6, 79098 Freiburg).

Contact: E-Mail: unicard@uni-freiburg.de (Please always state your first and last name, matriculation number and UniCard number), Tel.: +49 (761) 203-8893.

Payment function of the UniCard

You can use the UniCard electronic wallet for cashless payments in the canteens and cafeterias as well as at vending machines, printers, photocopiers, washing machines in the dormitories etc. Top it up via the autoloading system of the Studierendenwerk Freiburg (SWFR, information at: www.swfr.de/autoload) or via your Giro/Debitcard or revalue with cash. The maximum value is limited to €150 for security reasons. The minimum load amount is always €10. You will receive a letter with your UniCard in which you will also find the UID/card serial number. You will need this card number for all SWFR services, e.g. autoloading in the canteen. You can get the pin code for it at the ServicePoint in the canteens, in the SWFR office, in the ServiceCenter Studentensiedlung and in the Service Centre Studium/UniCard office.

If you have any further questions about the payment function, please contact the service points in the canteens or contact: mensacard@swfr.de by naming the UID/card serial number.

Use of the University Library (UB)

Your UniCard gives you access to the University Library during opening hours. To activate your UniCard for use in the University Library, log into your UB account with your Uni account (<https://www.ub.uni-freiburg.de/en/>) or contact the information desk on the ground floor of the University Library. Your university account will be sent automatically to the e-mail address you provided after enrolment.

What should I do if my UniCard malfunctions or is lost?

Loss: To block your UniCard, please send the UniCard office your first name, surname and matriculation number by email (unicard@uni-freiburg.de). If the card is found again, you will be notified by email. It can then also be unblocked again (as long as a new one has not yet been produced).

Please note:

The cash on the UniCard cannot be blocked by us, nor can its loss be replaced by us. If you use the "Autoload" procedure of the Studierendenwerk (SWFR), block your card there in person (Infopoint in the cafeteria) or online with your UID/card serial number and password (<https://www.swfr.de/en/card-service>).

Production of a replacement card: For the production of a replacement card, the UniCard office requires the payment receipt of the fees of currently €10.00. Please send the payment receipt (PDF or JPG) directly to the UniCard office. Please make sure to ask BEFORE the transfer whether your card has been found! After payment, you can collect your new card during the opening hours of the UniCard office. You can also pay the €10.00 fee (no cash deposit!) directly on site using a Giro/Debitcard. Please note that no locker in the University Library may be occupied at the time of production.

Fault or defect: It is best to come to the UniCard office with your defective card during opening hours. Or you can write an e-mail (unicard@uni-freiburg.de) and report the fault to us, stating your name and card number (printed on the card).