

General Information on studying in Freiburg

Presented by

Claire Steffen (Global Tutor)

Albert-Ludwigs-Universität Freiburg



**UNI
FREIBURG**

Welcome Day for international students at the
University of Freiburg



- *Semester dates and lecture-free days*
- *Course selection and registration*
- *Exam registration*
- *Transcript of Records*
- *Re-registration and exmatriculation*



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Semester dates



Semester Beginning

Monday, April 17th 2023

Please note:

For higher semesters and for Master students, there is an earlier start for some subjects and courses



Semester End

Saturday, July 22nd 2023

Lecture free days

Lecture-free on:

May Day

May 1st 2023

Ascencion Day

May 18th 2023

Pentecoast break

May 29th 2023 – June 3rd 2023



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Course selection and registration

Courses can be searched and registered in **Campus Management HISinOne**

<https://campus.uni-freiburg.de>



The screenshot displays the homepage of the Campus Management - HISinOne system at the Albert-Ludwigs-Universität Freiburg. The interface features a dark blue header with the university's logo on the left and a navigation bar with a home icon and menu items: 'Bewerbung', 'Studienangebot', 'Organisation', and 'Hilfe'. On the right side of the header, there are input fields for 'Benutzerkennung' and 'Passwort', followed by an 'Anmelden' button and a link for 'Zugangsdaten vergessen?'. Below the header, a secondary navigation bar includes buttons for 'Startseite', 'Bewerber/innen', 'Studierende', 'Gasthörer/innen', 'International Incomings', 'Doktorand/innen', 'Lehrpersonen', and 'Mitarbeiter/innen'. The main content area is divided into two sections: 'Portalauswahl' and 'Quicklinks'. The 'Portalauswahl' section contains a prominent card for 'Bewerber/innen' with a document icon and the text: 'Sie haben sich für ein Studium entschieden und möchten sich informieren oder sich für einen Studienplatz bewerben.' The 'Quicklinks' section consists of three colored boxes: a green box for 'Veranstaltungen suchen' (with a sub-link 'Veranstaltungen suchen hochschulweit'), an orange box for 'Vorlesungsverzeichn anzeigen' (with a sub-link 'Vorlesungsverzeichnis anzeigen'), and a blue box for 'Tagesaktuelle Veranstaltungen anzeigen' (with a sub-link 'Ausfallende und stattfindende Veranstaltungen, Änderungen').

Kurse auswählen und belegen - *Course selection and registration*



Login with userID (*ab123*), which was sent by the university's IT services after enrollment

User name Password Login

[Lost login data?](#)

Campus Management - HISinOne
Albert-Ludwigs-Universität Freiburg

Application Studies offered Organisation Help

Startpage Applicants Students Guest Auditors International Incomings Doctoral Candidates Lecturers Employees

Choose your portal

Applicants
You want to study and to apply for a study place.

Quicklinks

- Search for courses
- Show university course catalog
- Show current courses
- Courses institution-wide
- Show university course catalog
- Cancelled und proceeded courses, changes

Kurse auswählen und belegen - *Course selection and registration*



There are two possibilities to search for courses:


1. Search for courses
2. Show university course catalog


The screenshot shows the 'Campus Management - HISinOne' interface for the Albert-Ludwigs-Universität Freiburg. At the top, there is a search menu and a dropdown for 'Studieren Albert-Ludwigs-Universität Freiburg'. The main navigation bar includes 'My Studies', 'Studies offered', 'Organisation', and 'User information'. The 'Studies offered' menu is expanded, showing options: 'Search for courses', 'Show current courses', 'Show university course catalog', 'View module handbooks', 'Show course of studies schedule', 'Online application', and 'Doctorate'. The 'Search for courses', 'Studies offered', and 'Show university course catalog' items are circled in red. Below the navigation bar, there are tabs for 'Informations', 'E-Learning', 'UB', and 'Studien'. A section titled 'STUDIENSTART Uni Freiburg 202...' is visible, along with a notice about access for free workers (3042/3043/3044) and a 'Recently used' section.

1. Search for courses


- Enter search term
- Select semester
- Select teaching language



Search for courses

 Save search

Search words 

Term

Teaching language = 

 Show all possible search criteria  [Help for search](#)

2. Show university course catalog

- Select semester
- Click on „+“ to open selected level
- Select faculty

Vorlesungsverzeichnis anzeigen

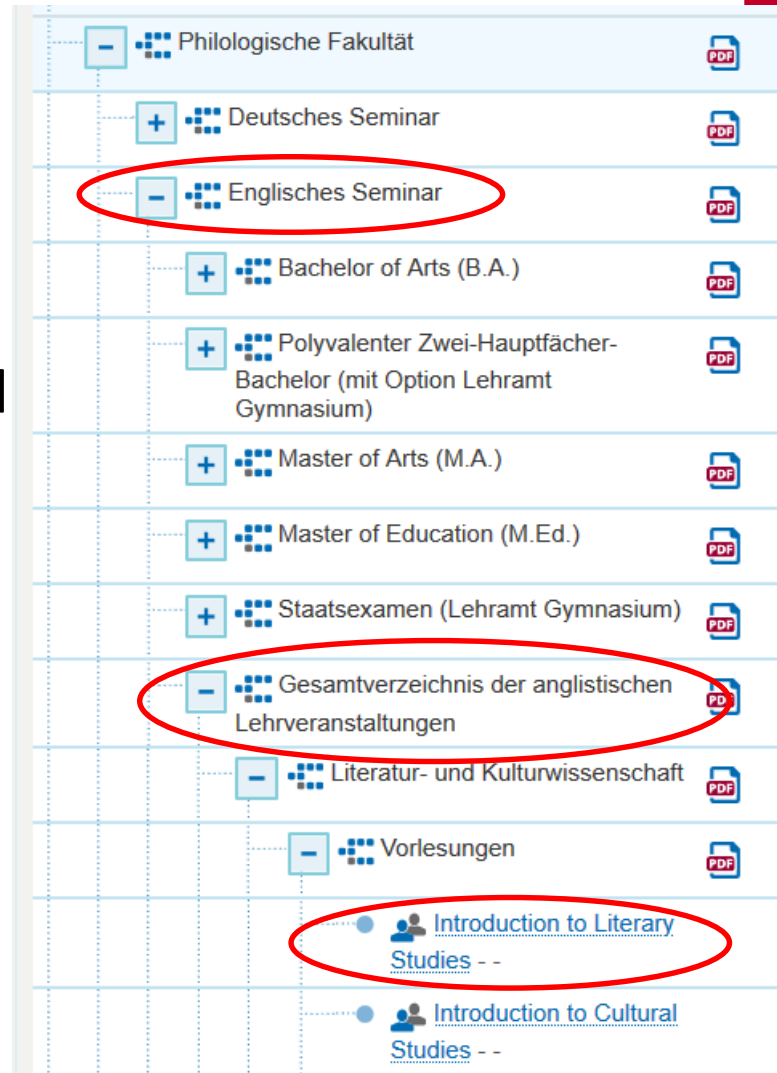
Vorlesungsverzeichnis für Wintersemester 2020/2021

Semester Wintersemester 2020/2021

Vorlesungsverzeichnis der Universität Freiburg		Aktionen
-	Vorlesungsverzeichnis Wintersemester 2020/2021	PDF
+	Theologische Fakultät	PDF
+	Rechtswissenschaftliche Fakultät	PDF
+	Wirtschafts- und Verhaltenswissenschaftliche Fakultät	PDF
+	Medizinische Fakultät	PDF
+	Philologische Fakultät	PDF
+	Philosophische Fakultät	PDF
+	Fakultät für Mathematik und Physik	PDF
+	Fakultät für Chemie und Pharmazie	PDF
+	Fakultät für Biologie	PDF
+	Fakultät für Umwelt und Natürliche Ressourcen	PDF
+	Technische Fakultät	PDF

2. Show University catalog

- Select semester
- Click on „+“ to open selected level
- Select faculty
- Select institute/department
- Select degree program or complete course catalog of department („Gesamtverzeichnis“)
- Click on course



-	Philologische Fakultät	PDF
+	Deutsches Seminar	PDF
-	Englisches Seminar	PDF
+	Bachelor of Arts (B.A.)	PDF
+	Polyvalenter Zwei-Hauptfächer-Bachelor (mit Option Lehramt Gymnasium)	PDF
+	Master of Arts (M.A.)	PDF
+	Master of Education (M.Ed.)	PDF
+	Staatsexamen (Lehramt Gymnasium)	PDF
-	Gesamtverzeichnis der anglistischen Lehrveranstaltungen	PDF
-	Literatur- und Kulturwissenschaft	PDF
-	Vorlesungen	PDF
	Introduction to Literary Studies --	
	Introduction to Cultural Studies --	


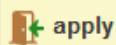
Course details

Tab Basic data:

- Information on hours per week, ECTS, etc.
- Period in which a registration is possible
- Contents, requirements and teaching methods of the course

Detail view

Linear Algebra I: lecture | 07LE23V-0110 | course

Back  Reports 

Term Wintersemester 2020/2021

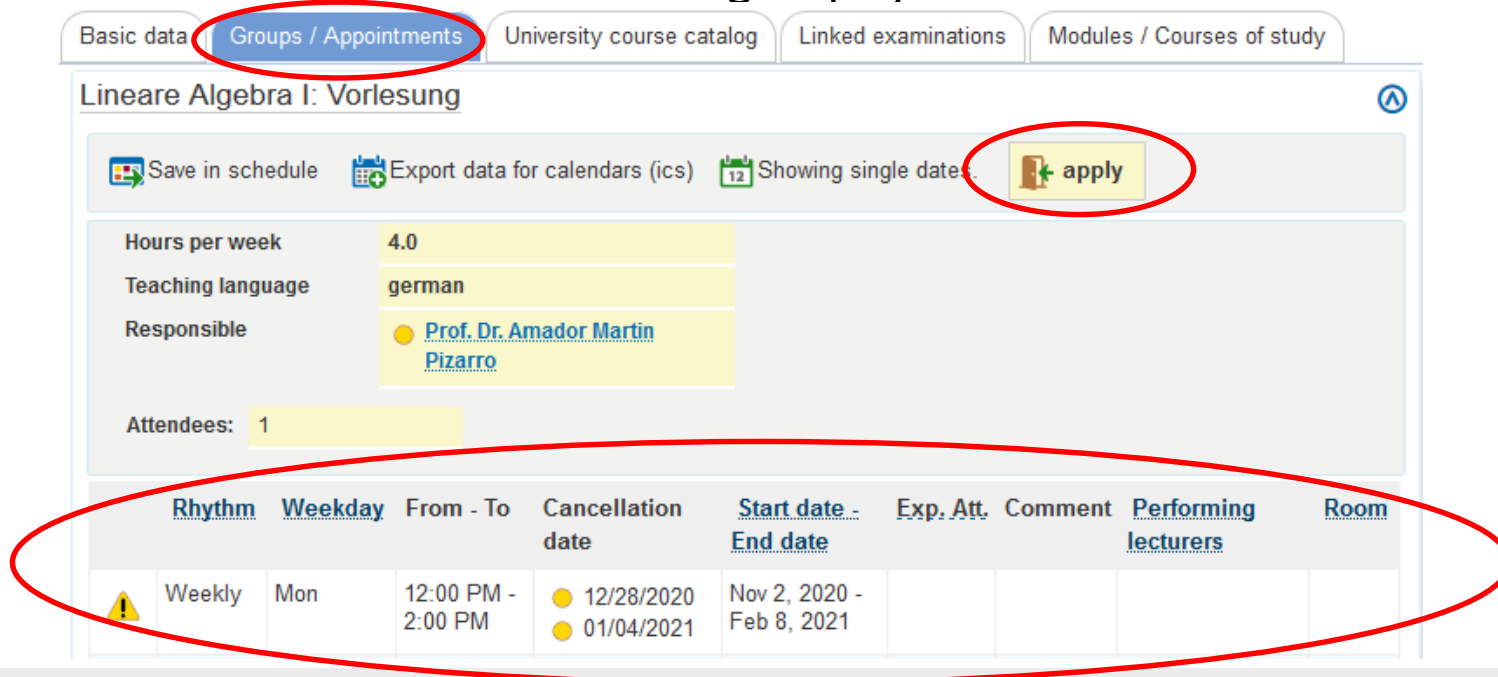
Basic data Groups / Appointments University course catalog Linked examinations Modules / Courses of study

Title	Linear Algebra I: lecture	Eventtype	lecture course
Short text	V LA1	Frequency of offer	only in the winter term
Long text	Linear Algebra I: lecture	Hours per week	4.0
Number	07LE23V-0110	Period	● Belegung Mathematik-Vorlesungen from 01.07.2020 12:00:00 to 24.11.2020 23:59:59 - active
Organizational unit	● Mathematisches Institut-VB (responsible)		

Course details

Tab Groups / Appointments:

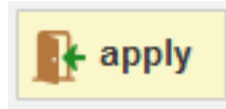
- Information on weekday, time and room (click on the room to find directions)
- Sometimes there are different groups you can choose



The screenshot shows the course details for "Lineare Algebra I: Vorlesung". The "Groups / Appointments" tab is selected. The "apply" button is highlighted. The appointment table below is also highlighted.

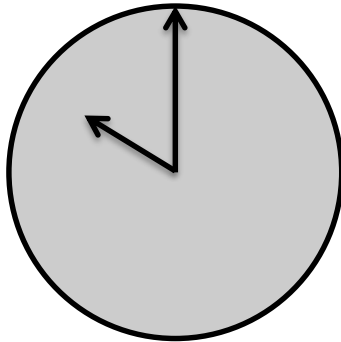
<u>Rhythm</u>	<u>Weekday</u>	<u>From - To</u>	<u>Cancellation date</u>	<u>Start date - End date</u>	<u>Exp. Att.</u>	<u>Comment</u>	<u>Performing lecturers</u>	<u>Room</u>
Weekly	Mon	12:00 PM - 2:00 PM	● 12/28/2020 ● 01/04/2021	Nov 2, 2020 - Feb 8, 2021				

- Click on the door icon to apply for the course



- There are different enrollment processes
 - Enrollment with instant admission
 - Enrollment with group preferences
 - Enrollment with course preferences

→ Find more information on that in the [HISinOne-Wiki](#)

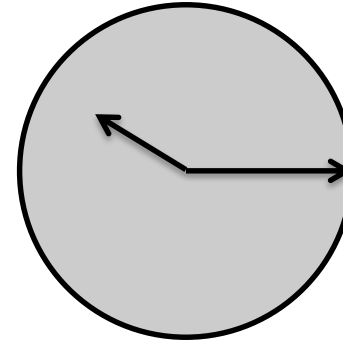


„s.t.“ = „sine tempore“

10:00 – 12:00 Uhr **s.t.**

=

10:00 – 12:00 Uhr



„c.t.“ = „cum tempore“

10:00 – 12:00 Uhr **c.t.**

=

10:15 – 11:45 Uhr



- *Semester dates and lecture-free days*
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There are two types of exams

Prüfungsleistungen (PL) = examination

The score is *relevant* for the final score of the degree.

The exam **must be registered**.

Studienleistung (SL) = non-graded work

The score is *not relevant* for the final score of the degree.

The non-graded work **must be registered** as well.

**For more details, please ask the academic advisors of
the specific field of studies!**

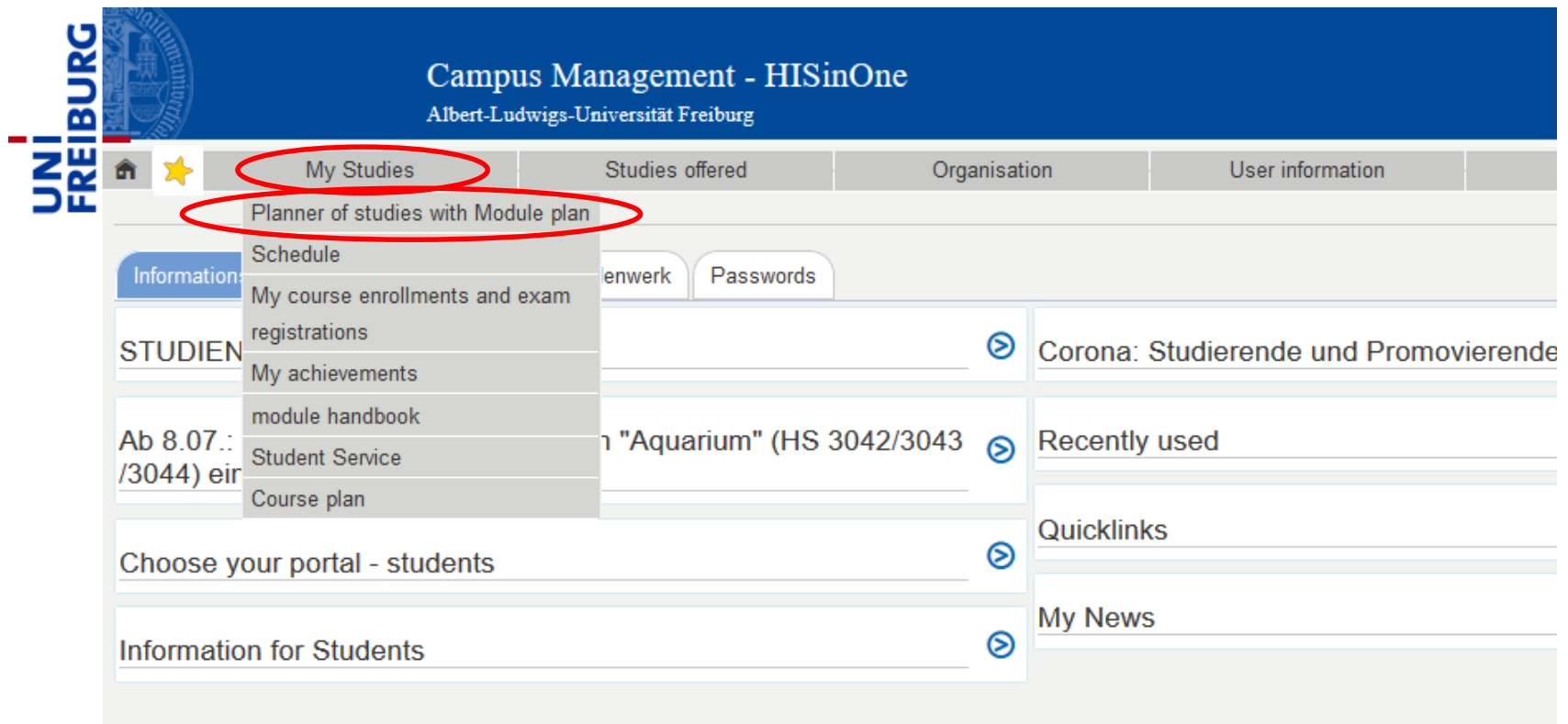
A course registration is not at the same time an exam registration.

Exams and non-graded works must be registered separately!

- **When do I have to register for the exams?**
in the 2nd – 4th week of the semester, depending on the faculty
- **Where do I register for the exams?**
on [HISinOne](#) (or in exceptional cases directly with the lecturer)

Prüfungsanmeldung - *Exam registration*

Click on „My Studies“,
then on „Planner of studies with Module plan“



Campus Management - HISinOne
Albert-Ludwigs-Universität Freiburg

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My Studies (circled)
Planner of studies with Module plan (circled)
Schedule
My course enrollments and exam registrations
My achievements
module handbook
Student Service
Course plan

STUDIEN
Ab 8.07.: /3044) eir

Corona: Studierende und Promovierende
Recently used
Quicklinks
My News

Exam registration



- Search for your examination or non-graded work
- Click on 

The screenshot shows a web interface for exam registration. At the top, a dropdown menu is set to "Semester: summer semester 2019" (indicated by a red arrow and a red box labeled '1'). To the right, there are buttons for "Show lectures" (labeled '1'), "Hide examinations and non-graded works", "Expand all" (labeled '2'), and "Collapse all". Below this is a search bar labeled "Search in course catalog".

The main content area is titled "Structure of examination regulations - Subject related Semester 2" and has columns for "Actions" and "Status". It displays a tree view of courses. The following table summarizes the visible course entries:

Course ID	Course Name	ECTS	Status
10LE09KT-9000-88/665/0/2016	M. Sc Grade Point Average	0.0	
9991	ECTS point account Master of Science in Geology (regulations 2016)	120.0	Coursework submitted/registered ws 2018
10LE09KT-88 665 - 0 2016-10	Compulsory modules	30.0	Coursework submitted/registered ws 2018
10LE09MO-2016-110	Computing in Geosciences	5.0	passed ws 2018
10LE09MO-2016-120	Research Methods in Geosciences	5.0	Coursework submitted/registered ws 2018
10LE09MO-2016-130	Seminar and Colloquium I	5.0	Coursework submitted/registered ws 2018
10LE09MO-2016-140	Field Trips	5.0	
10LE09MT-2016-140-1	Field Trips and Visits to Industrial Facilities		
10LE09MO-2016-140-SL1	Field Trips	5.0	
10LE09MO-2016-150	Geological Project	5.0	
10LE09MT-2016-150-1	Geological Project		
10LE09MO-2016-150-P1	Geological Project	5.0	

Two specific exam entries are highlighted with red boxes and numbered '3' and '4':

- 3**: Exam entry for "Field Trips, Exam period 1" (Monday, 09/30/2019). The "enroll" button next to it is highlighted with a red box and a hand cursor.
- 4**: Exam entry for "Geological Project, Exam period 1" (Monday, 09/30/2019). The "enroll" button next to it is highlighted with a red box and a hand cursor.



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What is a transcript?

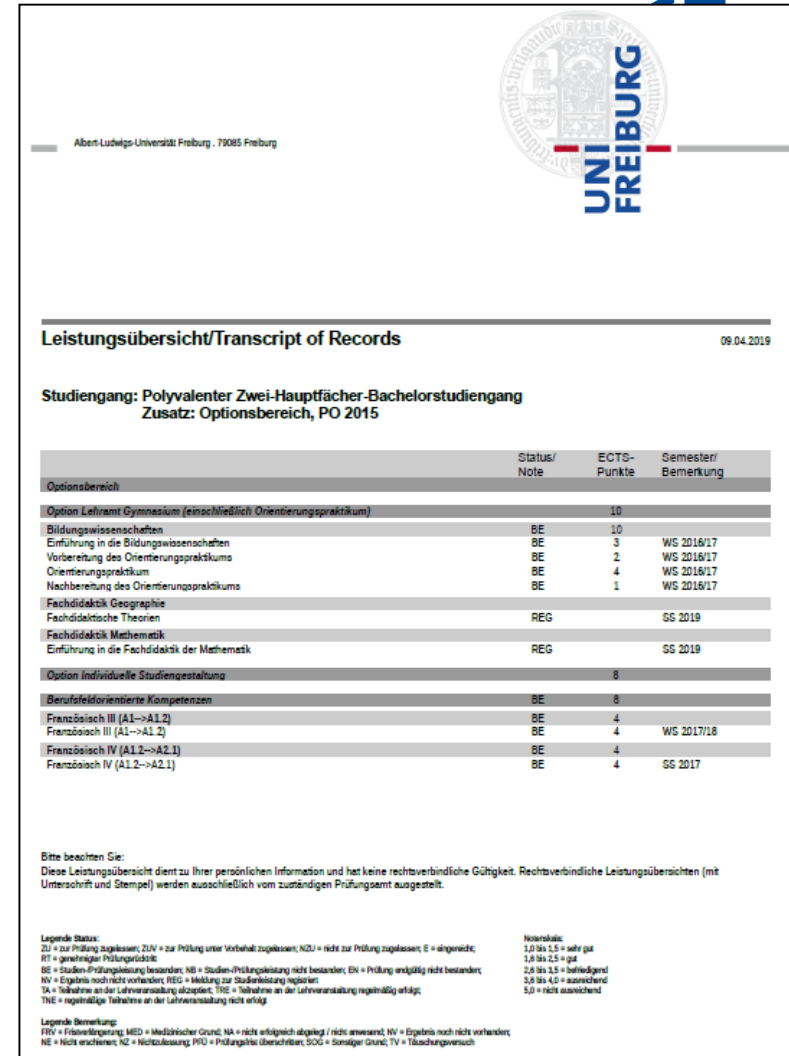
Transcript

=

a summary of your achievements

How and where do I get my Transcript?

1. on HISinOne (preferred!)
2. collect „Scheine“
3. a combination of both



Albert-Ludwigs-Universität Freiburg · 78085 Freiburg

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Leistungsbereich/Transcript of Records 09.04.2019

Studiengang: Polyvalenter Zwei-Hauptfächer-Bachelorstudiengang
Zusatz: Optionsbereich, PO 2015

	Status/ Note	ECTS- Punkte	Semester/ Bemerkung
Optionsbereich			
Option Lehramt Gymnasium (einschließlich Orientierungspraktikum)		10	
Bildungswissenschaften	BE	10	
Einführung in die Bildungswissenschaften	BE	3	WS 2016/17
Vorbereitung des Orientierungspraktikums	BE	2	WS 2016/17
Orientierungspraktikum	BE	4	WS 2016/17
Nachbereitung des Orientierungspraktikums	BE	1	WS 2016/17
Fachdidaktik Geographie			
Fachdidaktische Theorien	REG		SS 2019
Fachdidaktik Mathematik			
Einführung in die Fachdidaktik der Mathematik	REG		SS 2019
Option Individuelle Studiengestaltung			
		8	
Berufsorientierte Kompetenzen			
	BE	8	
Französisch III (A1.1→A1.2)	BE	4	
Französisch III (A1.1→A1.2)	BE	4	WS 2017/18
Französisch IV (A1.2→A2.1)	BE	4	
Französisch IV (A1.2→A2.1)	BE	4	SS 2017

Bitte beachten Sie:
Diese Leistungsbereitschaft dient zur persönlichen Information und hat keine rechtsverbindliche Gültigkeit. Rechtsverbindliche Leistungsbereitschaften (mit Unterschrift und Stempel) werden ausschließlich vom zuständigen Prüfungsamt ausgestellt.

Legende Status:
ZU = zur Prüfung zugelassen; ZUV = zur Prüfung unter Vorbehalt zugelassen; NZU = nicht zur Prüfung zugelassen; E = eingetragt;
RT = geringerer Prüfungsrisiko
BE = Studien-Prüfungsergebnis besonders; NB = Studien-Prüfungsergebnis nicht besonders; EN = Prüfung endgültig nicht besonders;
NV = Ergebnis noch nicht vorhanden; REG = Meldung zur Studienleistung registriert
TA = Teilnahme an der Lehrveranstaltung akzeptiert; TRZ = Teilnahme an der Lehrveranstaltung regelmäßig erfolgt;
THE = regelmäßige Teilnahme an der Lehrveranstaltung nicht erfolgt

Legende Bemerkung:
FVV = Freizeitspende; MED = Medizinischer Grund; NA = nicht erfolgreich abgelegt / nicht anwesend; NV = Ergebnis noch nicht vorhanden;
NE = Nicht erschienen; NZ = Nichtleistung; PPU = Prüfungsfähig überschrieben; SOG = Sonstiger Grund; TV = Täuschungsversuch

Notenskala:
1,0 bis 1,5 = sehr gut
1,6 bis 2,5 = gut
2,6 bis 3,5 = befriedigend
3,6 bis 4,0 = ausreichend
5,0 = nicht ausreichend

1. On HISinOne (<https://campus.uni-freiburg.de>)

- Click on „My Studies“, then „My achievements“
- At the bottom of the page click on „Leistungsübersicht“
- Print the document
- Get a signature from you program coordinator

ERASMUS → International Office / Erasmus Office

Freiburg Global Exchange → International Office

IES, CYF, AYF, Colgate, Umass → program coordinator

**Without signature
and stamp it is not
valid!**

2. Collect „Scheine“

„Schein“


=

Certificate of a course accomplished by the student

- Only for **exchange students (not for erasmus)** or free movers
- Issued by the lecturer
- Has to be clarified with the lecturer in the first lesson of the course

ALBERT-LUDWIGS-UNIVERSITÄT FREIBURG IM BREISGAU

Deutsches Seminar I Deutsch als Fremdsprache



6 ECTS-Punkte

ZEUGNIS

_____ aus _____

hat im WINTERSEMESTER 2003/04 an einer 2-stündigen
Übung: GRAMMATIK - WISSENSCHAFTSSPRACHLICHE STRUKTUREN

gehalten von: UTE NASAREK

teilgenommen und sich einer Prüfung unterzogen.

Aufgrund der erbrachten Leistungen wird die Note sehr gut (1,0) erteilt.

Freiburg i. Br., den 01.02.04

(Unterschrift) Ute Hoffa Nasarek (Siegel)

2. Collect „Scheine“

- Collect all your „Scheine“
- Then fill out the [transcript form](#) from the homepage of the International Office on the computer
- Print the completed form
- Before you leave, please go to your International Office with the form and all „Scheine“ to have the transcript officially certified
- **SCHEINE NOT FOR ERASMUS STUDENTS – everything through HISinOne**

Albert-Ludwigs-Universität Freiburg

International Office
Stand: Januar 2018

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**Leistungsübersicht/
Transcript of Records**

**Universität Freiburg Global Exchange Programm/
University of Freiburg Global Exchange Program**

Name / Name: _____ Geburtsdatum / Date of Birth: _____

Matrikel-Nr. / Student No: _____ Semester / Term: _____

Veranstaltungstyp / Course Type	Titel der Veranstaltung / Course Title	Note / Grade	ECTS / ECTS	Sonstiges / Further Information

Without signature and stamp it is not valid!

Bescheinigung der Richtigkeit / Certified true copy and certified translation
(ausgefüllt vom International Office / filled out by International Office)

Datum / Date: _____

Unterschrift & Stempel / Signature & Stamp: _____



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- ***Re-registration and exmatriculation***

Do you want to study at the University of Freiburg for several semesters?

yes



Re-registration

Otherwise: Reregister on [HISinOne](#)

- Pay semester fee
- Period: **01.06.2023 – 15.08.2023**
(for Winter term)
- **ERASMUS-students need to be re-nominated**

no



Exmatriculation

- [Fill in the application for exmatriculation](#)
- Submit or send the application to „Studierendensekretariat“ in Student Service Center
- Leave your UniCard there

Any Questions?



If you have any further questions that have not been answered here, please do not hesitate to contact us at the International Office:

Global Exchange Students: global-tutor@io.uni-freiburg.de

Erasmus Students: erasmus@zv.uni-freiburg.de

