

# Study Guide for Newcomers

Albert-Ludwigs-Universität Freiburg



**UNI  
FREIBURG**







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Dear students,  
Dear prospective students,

in this "Study Guide", we have put together everything that is important for the start of your studies and a good arrival at the University of Freiburg. However, due to the **Corona Pandemic**, this year many aspects are different than usual. Since the exact regulations for the coming winter semester may change at short notice due to the pandemic, it is possible that some of the information provided here may not be correct. In individual cases, please check on the respective website, whether the information is up-to-date and whether contact can be made in person or by telephone/email. We provide all contact points with the appropriate link to the website, so that you can find all updated information online.

Current information on Corona regulations can be found at

<https://www.uni-freiburg.de/universitaet/corona>

Special information about studying and teaching can be found here:

<https://www.uni-freiburg.de/universitaet/corona/studium-und-lehre>

We wish you a successful start of your studies!

*Your team of the Central Student Advisory Service*



# Welcome to the University of Freiburg

## It's a pleasure to welcome you here!

As a first semester student, you have a lot of exciting things which you can look forward to. Getting off to a good start is essential for your level of satisfaction with your choice of studies as well as for your overall academic success. At the beginning, there are a lot of things to do: matriculating, finding a room, getting to know people, exploring the university and the city, getting to know your degree program, planning your first semester, and much more. In order for you to remain focused, we have collected everything you need to know.

Most of the information can be found online. We have introduced every important topic on one page each and have included suggestions as to where to get further information, if needed.

As the title “**Everything you need to know**” suggests, you really do need to know these things. “**When things don't quite work out as expected**” will give you points of contact and information if questions or problems arise. “**Further interesting information**” includes more aspects that may be relevant for your studies.

You will find grey boxes highlighting information especially pertaining to international students.

This brochure plus the following three are the perfect starter package:

- **Info brochure of the university's IT Services** - all about accounts and networks
- **Magazine of the Studierendenwerk Freiburg** (also available at the information desk of the SWFR in Basler Str. 2)
  - all about living, money, and social affairs
- You can find a **campus map** online and at the info desk in the Student Service Center in Sedanstr. 6.

We wish you a fabulous time at the University of Freiburg and a successful start of your studies! *Your Central Academic Advising Office*



Everything you need to know



# Checklist for freshmen

- Activate your university account: for course registrations, Wi-Fi etc. (Important!)
- Activate your library (UB) account with your UniCard in the University Library
- Attend introductory events:
  - Interdisciplinary
  - Subject-specific
  - Welcome days for international students
  - Freshmen Day
- Create your time table at <https://campus.uni-freiburg.de/>
- Arrive and become familiar with the locations
  - University Sports
  - Student groups
  - Cinema, music, and cultural program
  - Semester kick-off parties
- Indicate change of residency to authorities (within two weeks after moving)
- Free tour to administrative offices offered by the international dorm tutors (such as Studierendenwerk, Residents' Registration Office, Mensa, International Office etc.) <https://www.swfr.de>
- „Welcome Guide for International Students“



# Getting to know your field of study

**Your field of study will be the main focus during your time at the university. That's why having a good start is particularly important.**

Getting to know your field of study is often the most important task during the first few weeks and months. You have decided to study a subject that interests you. Your curiosity about the subject will ideally accompany you throughout your studies. In order to maintain your interest, it helps to get an early overview of important topics.

Before the first semester starts regularly, you have the opportunity to take part in introductory events, which usually take place the week before the lectures begin. During this time, you will learn how your degree program is organized in your department and you will be informed about aspects you should pay particular attention to. **Although these introductory events are voluntary, they are very important!**

You are introduced to central topics that are essential for passing the first semester with more ease. Above all, you can get to know people here: your subject coordinators and advisors, professors, more advanced students (e.g. in the departmental student committee), and last but not least, your fellow first semester students. The contacts you get during the orientation week often last a lifetime!

## **Important tasks during the orientation week:**

- Get to know other students
- Get a basic understanding of the study regulations
- Create a suitable timetable
- Get an overview of the registration and examination process
- If you have any doubts: Just ask

## **Introductory events 2020**

Due to the corona pandemic, the start of the 2020 semester will be predominantly digital.

The University of Freiburg cordially invites you to the **official kick-off event "Studienstart Uni Freiburg 2020" on October 23, 2020!** This year, it will take place in digital form. The following steps are important for this and all other events and for the start into your studies:

### **1. Activate your UniAccount!**

You will receive the access data by email after your matriculation. The UniAccount is your user ID for all central IT services of the university, e.g:

- HISinOne - Campus Management System (study planner, timetable creation, exam registration...)
- ILIAS - the learning platform of the University
- University-wide WLAN with "eduroam"

### **2. Register in HISinOne for the event "Studienstart Uni Freiburg 2020"!**

Then you can participate in the official welcome event on the learning platform ILIAS on October 23rd and get to know many facilities and offers of the university digitally.

In the week before the lectures start in the winter semester, the University of Freiburg also offers introductory events in the form of info lectures, small group programs, guided tours, etc. Of course, the appropriate precautions will be taken, depending on the current situation.

At some faculties, preparatory and introductory events are also held beforehand. The best way to find out more is to visit the website of your department.

*Tip: Put together your personal introductory week conveniently in the App-Studienstart Uni Freiburg!*

## **Student Mentoring**

*Mentors* (e. g. advanced students) support less experienced *mentees* in their development. At the University of Freiburg, you can find both subject-specific and interdisciplinary (for student teachers, intercultural mentoring) mentoring programs.



When things don't quite work out  
as expected

# Important contact persons

**Need to talk? Below you find a list of contacts when things get tough**

<b>For all questions and concerns:</b>		
<ul style="list-style-type: none"> <li>Central Academic Advising, Quick Info Desk, Hotline</li> <li>Office hours: Mon – Thurs: 9 am – 4.30 pm Fri: 9 am – 12 pm</li> </ul>	Address	Sedanstraße 6, 79098 Freiburg
	Website	<a href="#"><u>Central Academic Advising Office</u></a>
	Email	studienberatung@ service.uni-freiburg.de
	Hotline	+49 (0) 761 203 4246
<b>For administrative questions (matriculation, taking a leave of absence):</b>		
<ul style="list-style-type: none"> <li>Registration Office</li> </ul>	Address	Sedanstraße 6, 79098 Freiburg
	Website	<a href="#"><u>Registration Office</u></a>
<b>For questions concerning examination matters (resigning from exams, loss of examination entitlement etc.):</b>		
<ul style="list-style-type: none"> <li>Examination offices, departmental academic advising</li> </ul>	Website	<a href="#"><u>Student portal</u></a> , to be found at the respective subject information under "Advising"
<b>In case of personal/psychological problems:</b>		
<ul style="list-style-type: none"> <li>Central Academic Advising</li> </ul>	Website	<a href="#"><u>Central Academic Advising</u></a>
<ul style="list-style-type: none"> <li>Psychological Counselling of the Studierendenwerk</li> </ul>	Website	<a href="#"><u>Studierendenwerk Freiburg</u></a>
<ul style="list-style-type: none"> <li>Nightline (hotline by students for students)</li> </ul>	Website	<a href="#"><u>Nightline</u></a>
	Hotline	+49 (0) 761 203 9375

**Further advising offices and contact persons:**

▪ BAföG advice	Address	Basler Str. 2, 79100 Freiburg
	Website	<a href="#"><u>Studierendenwerk General BAföG Advice</u></a>
▪ Equal Opportunities Office	Website	<a href="#"><u>Equal Opportunities Office</u></a>
▪ Legal advice:		
▪ Studierendenwerk	Website	<a href="#"><u>SWFR Legal Advice</u></a>
▪ Student Council	Website	<a href="#"><u>Student Council</u></a>
▪ ProBono (student legal advice organization)	Website	<a href="#"><u>Pro Bono Studentische Rechtsberatung Freiburg</u></a>
▪ Social counselling of the Studierendenwerk	Website	<a href="#"><u>Studierendenwerk Social Counselling</u></a>
▪ Scholarship advising	Website	<a href="#"><u>Scholarship Advising</u></a>



# For international students

**For questions concerning administrative matters, academic advising, and general issues:**

International Admissions and Services at Student Service Center (Sedanstr. 6)

**General information about studying and living in Germany:**

German Academic Exchange Service

**Information for international degree-seeking, non-degree seeking and EUCOR students at the University of Freiburg:**

International Affairs

**General Information:**

„Welcome guide for international students“

**For all concerns and issues of international students:**

UNIKOS team with students from various countries

**Health care counselling** for international students

**The Psychological Counselling of the Studierendenwerk**

offers appointments in different languages, such as Chinese, by request

**Contact persons at the student dormitories:**

International dorm tutors



# Insurances and more

## Health insurance

All students who are matriculated at the university are required to have a health insurance until the end of the 14th semester. The university is not responsible for health insurances, so you are required to sign up for an insurance yourself. In many cases, you are covered by a family insurance through your parents (note: there are income limits!). From the age of 25 (with the exceptions in case of completed military or federal voluntary service), you have to be insured by yourself (student health insurance with a possible BAföG subsidy). If you have any questions or doubts, please contact your health insurance company.

A leaflet with all important information about health insurances can be found [here](#).

## Insurance coverage by the Studierendenwerk

The semester fee includes some insurances that might become important during your studies, e.g. on excursions, during an internship or in everyday university life: leisure time accident insurance, wardrobe and bicycle insurance, liability insurance, household contents insurance for residents of the dormitory. For information and advice on specific cases, please contact the [Studierendenwerk Freiburg](#).

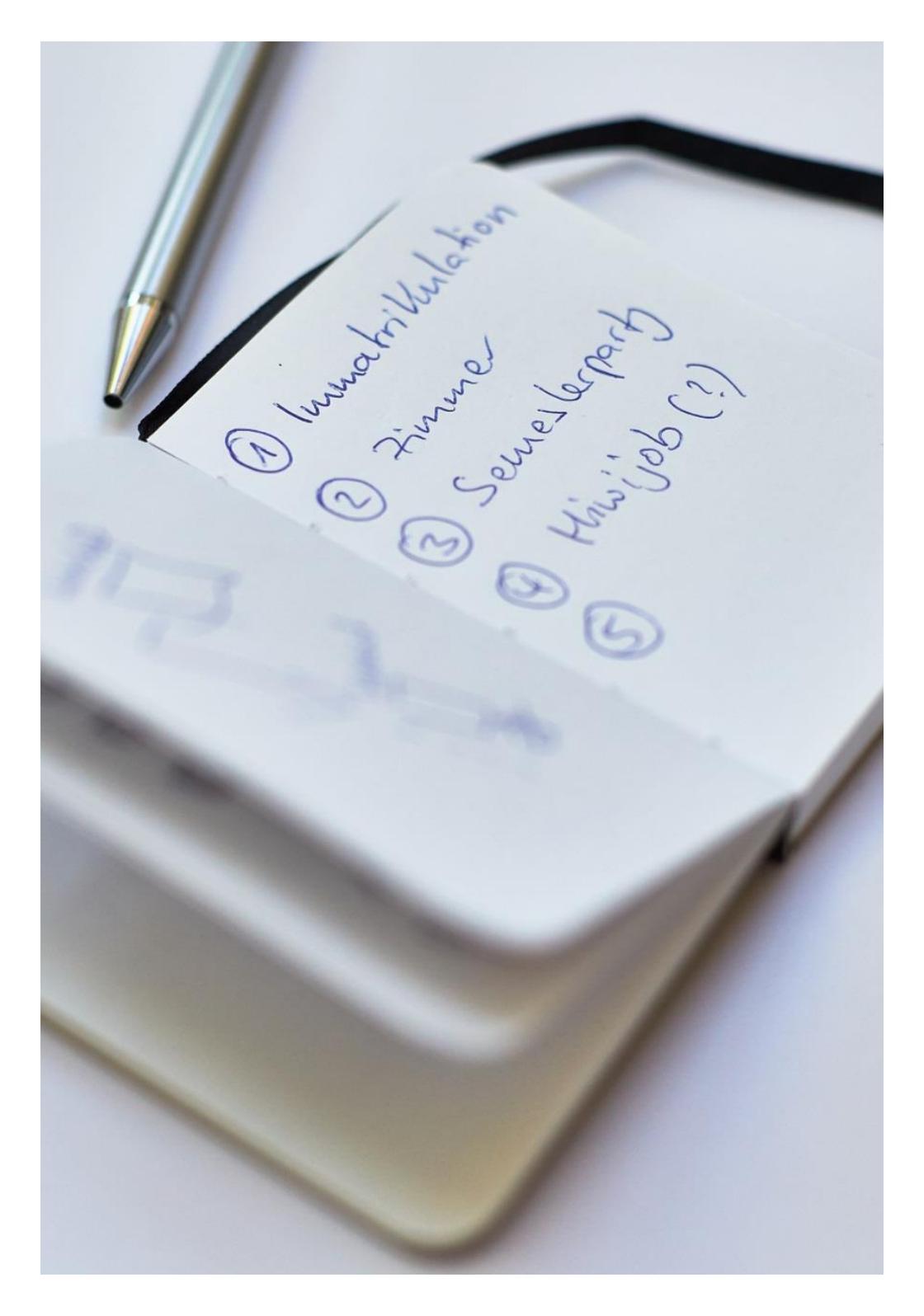
## Statutory accident insurance

Accidents on campus or on the direct route between home and university or within the Recreational University Sports Program must be reported to the [Registration Office](#), or the [Recreational University Sports Office](#).

Further information about insurances in Germany can be found here:  
[www.daad.de](http://www.daad.de)

## Lost property

Lost property is kept in the caretaker's office in the KG I (collegiate building I; at the gate). Further information can be found [here](#). **Cafeteria:** lost property remains in the cafeteria for 2 days and is then forwarded to a central collection point.

- 
- A stack of white sticky notes is shown on a light-colored surface. A silver pen with a gold tip is positioned at the top left. A pair of black-rimmed glasses is partially visible at the top right. The top sticky note has a handwritten list in blue ink. The list consists of five items, each preceded by a circled number. The text is written in a cursive, handwritten style. The bottom sticky note is partially obscured and has some faint, illegible markings.
- ① Immatrikulation
  - ② Zimmer
  - ③ Semesterparty
  - ④ Hiwi/Job (?)
  - ⑤

## Further interesting information



# How do I find a room?

**Especially in Freiburg, where the housing market is strained, finding a room or a flat can sometimes be quite difficult and take a long time. The sooner you start searching, the better!**

The most important contact for finding accommodation is the **Studierendenwerk** (Student Union) [www.swfr.de](http://www.swfr.de). Here you will find the online housing portal, where you can apply for a room in one of the **11 dormitories**. In addition, you can find further room offers in the **private accommodation service** in the information desk of the Studierendenwerk. Advertisements for private rooms/apartments can also be found in newspapers such as [Schnapp](#) or [Zypresse](#). For room requests and offers, there are also notice boards in the collegiate buildings and institutes, and of course websites such as [WG-Gesucht](#) and [Ebay-Kleinanzeigen](#).

**“Housing for help”** (“Wohnen für Hilfe”): A Studierendenwerk's project that brings together students looking for a room and landlords looking for household support. Further information can be found at: [www.swfr.de](http://www.swfr.de).

**In case of emergency:** Short-term accommodation for finding a room or accommodation as a temporary solution in the [Youth Hostel Freiburg International](#) (only with youth hostel card), the [Black Forest Hostel](#) or on the [Campsite Freiburg](#).

## **Emergency accommodation**

At the beginning of the winter semester, the Studierendenwerk sets up shelters for first-year students who have not found a place to stay by the start of the semester. One week before the opening of the emergency shelter, you can register online for a place.

Please note: Registration for emergency accommodation must take place three days before the planned move-in. Only then will a place be guaranteed. For current information on this year's Corona related changes, please have a look [here](#) as well as in the current [press releases of the Studierendenwerk](#).

**Change of residence:** Remember that after moving to your new place of residence, you must register or re-register with the Citizens' Service of the city of Freiburg.

Room and housing placement for exchange students:

<https://www.housing.uni-freiburg.de/international-students>

<https://www.housing.uni-freiburg.de/housing-database/>

<https://www.wohnungsdatenbank.uni-freiburg.de/>

[https://www.housing.uni-freiburg.de/housing-database-de?set\\_language=de](https://www.housing.uni-freiburg.de/housing-database-de?set_language=de)

Nationals from non-EU countries must go to the Foreigners Office of the city of Freiburg before the expiry of their visa to extend their residence permit. Further information on the application and extension of the residence permit can be found [here](#) for Freiburg or [here](#) for the district Breisgau-Hochschwarzwald.

Information on residence permits can be found here:

[www.bamf.de/DE/Migration/Studieren/studieren-node.html](http://www.bamf.de/DE/Migration/Studieren/studieren-node.html)

# Financial aspects

An overview of the approximate **costs of living** (housing, food, leisure time) can be found on the [website of the Studierendenwerk](#). They are also your first point of contact for all questions on the topic of financing.

## Further useful links:

- Student jobs: [www.swfr.de/en](http://www.swfr.de/en); [www.zyppresse.com](http://www.zyppresse.com); [www.schnapp.de](http://www.schnapp.de)
- BAföG: [www.bafög.de](http://www.bafög.de), Office for Educational Support of the Studierendenwerk
- BAföG consulting: [www.swfr.de](http://www.swfr.de); [www.stura.uni-freiburg.de](http://www.stura.uni-freiburg.de)
- Scholarships: [www.swfr.de](http://www.swfr.de);
- [Scholarship Advising](#) at the Central Academic Advising Office
- Loans: [www.bildungskredit.de](http://www.bildungskredit.de); long-term and short-term loans from the [Studierendenwerk Freiburg](#).
- The StuRa also advises on topics such as Bafög, student jobs and tuition fees: [www.stura.uni-freiburg.de](http://www.stura.uni-freiburg.de)
- Housing subsidy: [www.freiburg.de](http://www.freiburg.de)

## Tuition fees:

Students must pay a total of 161 € per semester as an administrative and student activity fee. If a student has already completed a degree in Germany and wishes to seek a second degree in Baden-Wuerttemberg, that person is required to pay additional tuition fees amounting to 650 € per semester. Exception: a consecutive master's degree program after completing a bachelor's degree. Further information on tuition fees can be found [here](#).

As of the winter semester 2017/2018, **non-EU international students at the University of Freiburg** are required to pay 1,500 € per semester. Information and information on exceptions can be found [here](#).

For unforeseen financial difficulties, international students can ask the [International Office](#) for assistance.



# Mobility: Public transportation, commuting by bike, and more

The University of Freiburg offers a semester ticket in cooperation with the Regio-Verkehrsverbund Freiburg (RVF).

The **semester ticket** is valid from October 1 to March 31 or April 1 to September 30 and can be purchased either online, at all Deutsche Bahn sales points or at the VAG-Pluspunkt in Salzstraße 3.

**Extra:** Even without a semester ticket, all students can travel free of charge by bus and tram in the RVF from 7pm until 3am (end of the journey)! Information on the exact regulations can be found here.

If you enjoy riding a bike and you do not have a bike yet, you can look for a used bike at one of the city's many bicycle markets (see latest dates at www.fudder.de). For short-term excursions etc., you can rent a bike from the StuRa (the student representatives at the University of Freiburg).

Since May 2019, the Freiburger Verkehrs-AG has been offering a bicycle rental system. Here you can rent a bicycle easily and for cheap at one of the many bicycle stations. There are also discounts for students of the University of Freiburg.

There is also a bicycle parking garage for commuters at the main train station.

To help you find your way around campus, the online brochure Die Uni in der Stadt provides you with every campus map you'll ever need. Or you can inform yourself in the app Studienstart Uni Freiburg and be navigated directly to your desired location.



# Studying with a child

**Do you have or are you having a child? If you have any questions about studying with children, childcare and further help for families with children, you are welcome to contact the Studierendenwerk Freiburg.**

Support and advice is also available from the Family Service at the University of Freiburg. On this page, you will also find information about various childcare facilities, such as day care centers offered by the university and the Studierendenwerk.

In the collegiate building KG IV (Rempartstr. 15) there is, for example, a parent's room where parents with children can play, cuddle, breastfeed and feed, or just relax. There is a changing and washing facility as well as a bottle warmer, and the room is easily stroller accessible. Access is only possible with an unlocked UniCard, further information can be obtained here.

In the UB (university library) you can find the parent and child room, which is located in reading room 1. The room is equipped with a playpen, beanbags, and a play corner and is freely accessible. Changing facilities are located on the ground floor in the bathrooms.

Another bonus: The cafeteria offers a **free children's meal!**

**The new German Maternity Protection Act** came into effect on 1<sup>st</sup> of January 2018. The university is now legally obliged to protect pregnant or breastfeeding students and, accordingly, to comply with various conditions and deadlines. Information and the exact regulations can be found here.

If you have any questions regarding the compatibility of study and family life, please do not hesitate to contact the Central Student Advisory Office! All information is located at [www.zsb.uni-freiburg.de/](http://www.zsb.uni-freiburg.de/).

Information and advice on studying with a child can also be obtained from the Student Council.



# Studying with a disability or chronic illness

**For students with disabilities and/or chronic illness, the management of everyday study life and the new environment sometimes present special challenges.**

The University of Freiburg and the Studierendenwerk Freiburg-Schwarzwald offer a range of counselling and support services to enable students with disability/chronic illness to participate as equitably and independently as possible in their studies and student life and to support them in solving problems.

They offer advice for students with **mobility, visual or hearing disabilities** as well as students with **chronic, physical and mental illnesses**.

The Student Service Center offers an open consultation hour for students with disabilities or chronic illnesses. Opening hours and further information are available on the website of the Central Academic Advising Office or via e-Mail: [massell@service.uni-freiburg.de](mailto:massell@service.uni-freiburg.de).

For advice on social and legal issues such as insurances, housing and finances, please contact the social counselling office of the Studierendenwerk: [sozialberatung@swfr.de](mailto:sozialberatung@swfr.de) or [www.swfr.de](http://www.swfr.de)

The Studierendenwerk also offers [barrier-free rooms](#) for students with handicaps in some halls of residence.



# Going abroad

**Whether it's a semester abroad in Lisbon, an internship in Buenos Aires, or a research stay in Indonesia: At the University of Freiburg, there are numerous opportunities to go abroad during your studies!**

The best time for a stay abroad depends on the structure of the respective degree program. Please consult with your study advisor. The planning usually takes at least one year. **So it's important to start planning early!**

For general advice on studying, internships, or language studies abroad, as well as scholarships and various other exchange programs, please contact the **International Office**.

The **information event "Wege ins Ausland"** (Going Abroad), which takes place regularly during the semester, can help you with your initial questions.

Information and advice on the **Erasmus+ program**, i. e. exchange visits to partner universities of the European Union, can be obtained directly from the EU Office.

Within the framework of the **EUCOR program**, you can also easily attend lectures at the partner universities of Basel, Strasbourg, Colmar/Mulhouse, and Karlsruhe. Travel grants can be applied for.

Other helpful websites:

- For internships abroad: Local Committee **IAESTE Freiburg**.
- Information about the module „Structured and accompanied stay abroad“ of the Center for Key Qualifications (ZfS): **www.zfs.uni-freiburg.de**



# Learning a foreign language

**Do you want to learn a new language? Or improve your current language skills? The University of Freiburg offers several possibilities to do so.**

The Language Teaching Center of the University of Freiburg (SLI) offers semester-long language courses (fee required). You can find current course offerings [here](#). In addition, you will find a **tandem file** on the [SLI website](#), where you can look for a language partner: Together with a partner you can practice the foreign language more easily!

The **Center for Key Qualifications** offers new language courses every semester, particularly for undergraduate students. The current program and detailed information can be found here: [www.zfs.uni-freiburg.de](http://www.zfs.uni-freiburg.de) (only available in German)

For some degree programs, foreign language skills are required, which cannot always be verified by the higher education entrance qualification (e.g. Latin). You can find out whether this is the case for your degree program under “statutes” in the [dropdown menu](#). Semester courses in preparation for the Latin proficiency certificate, Graecum and Hebraicum are posted at the Seminar for Greek and Latin Philology: [www.altphil.uni-freiburg.de](http://www.altphil.uni-freiburg.de).

## **Other language courses and language centers:**

- French: Center for French Studies at the University of Freiburg [www.fz.uni-freiburg.de](http://www.fz.uni-freiburg.de); Centre Culturel Français (Conrad Schroeder Institut) <https://www.ccf-fr.de/>
- English: [Carl-Schurz-Haus](#) (German-American Institute)
- Chinese: [Confucius Institute at the University of Freiburg. e. V.](#)

The SLI offers German courses for international students at all levels, subject-specific language courses and preparatory courses for DSH and TestDaF: [SLI Uni-Freiburg Sprachenkolleg](#) for International Students



# Taking a break

**The Studierendenwerk Freiburg has 23 cafeterias all over Freiburg and its outposts: Your physical well-being is therefore well taken care of!**

You will use your UniCard here for payments: you simply charge the card with as much money as needed at one of the terminals or at the service point at the Mensa Rempartstraße or Mensa Institutsviertel.

The **current menus of the cafeterias** are available online: [www.swfr.de/en/food-beverages/menus/](http://www.swfr.de/en/food-beverages/menus/).

If you require exceptional care due to a **special, costly diet**, you can apply for an additional requirement surcharge. Information concerning this matter can also be found on the following website: <https://www.swfr.de/en/food-beverages/insights/allergies-and-intolerances/>

## **Alternatives to the cafeteria**

Many restaurants offer lunch specials. A selection of these restaurants and the current menus can be found here: [www.mittagstisch.fudder.de](http://www.mittagstisch.fudder.de).



# Leisure and culture

**Culture, theater, parties, concerts, poetry slam, art, cinema, sports, and much more: There are a lot of things going on in Freiburg so that life beyond your studies can be enjoyed.**

## **General events such as lectures, courses, sports etc.**

- Studium Generale
- uniCross, the university's online, radio and television editorial department: [www.unicross.uni-freiburg.de](http://www.unicross.uni-freiburg.de)
- University Sports: [www.hochschulsport.uni-freiburg.de](http://www.hochschulsport.uni-freiburg.de)
- SWFR - Program of events: Sports & Leisure, Seminars, Studitours: [SWFR event calender](#)
- Theater and cinema (selection): [www.theater.freiburg.de](http://www.theater.freiburg.de), [www.aka-filmclub.de](http://www.aka-filmclub.de), [Cinemaxx](#), Friedrichsbau-Kino
- Event calendar: [www.fudder.de](http://www.fudder.de)

## **Socializing / getting to know people**

- Student representatives of the individual degree programs: [www.stura.uni-freiburg.de/gremien/fachbereiche](http://www.stura.uni-freiburg.de/gremien/fachbereiche)
- Choirs and orchestras [www.studiumgenerale.uni-freiburg.de](http://www.studiumgenerale.uni-freiburg.de)
- Studitours SWFR: [www.swfr.de/en/events/studitours/](http://www.swfr.de/en/events/studitours/)
- Language tandem partnerships: [www.sli.uni-freiburg.de](http://www.sli.uni-freiburg.de)
- Buddy programs for refugees at „Uni für alle“ and other international students: [www.unifueralle.jimdofree.com](http://www.unifueralle.jimdofree.com)
- Mentoring: [www.mentoring.uni-freiburg.de](http://www.mentoring.uni-freiburg.de)

International semester program for dorm tutors of the Studierendenwerk.

Buddy program for International Students, SWFR.

International club for students in the Studierendenwerk including tandem partnerships.

Program “Families for International Friendship“





# Glossary

## Important terms for your studies

**Alma Mater:** lat. "nurturing / kind mother" = university

**Audimax:** Auditorium Maximum, short for the largest (and most representative) auditorium of a university

**Bachelor:** The bachelor's degree is an academic degree that can be obtained at universities and colleges as well as universities of applied sciences. A few years ago, the bachelor's degree replaced Diplom and Magister courses. The standard period of study for bachelor's degree programs is at least three and at most four years. If you pass the final examination, you will receive your first professional qualification. If you wish, you can also do a master's degree after the bachelor's degree.

**BAföG:** The so-called Bundesausbildungsförderungsgesetz or Federal Training Assistance Act; regulates federal support for student training in Germany

**Bewerbung (application):** Each field of study has a specific application process. Information about applying (requirements, deadlines etc.) for your desired degree program can be found at the student portal: [www.uni-freiburg.de/go/studiengaenge](http://www.uni-freiburg.de/go/studiengaenge)

**BOK: Berufsfeldorientierte Kompetenzen (job-related skill sets):** You can achieve additional qualifications and ECTS points through these courses that could be most helpful for your later profession

**Campus Management:** see HISinOne

**Credit Points:** see ECTS

**Dekan\*in (dean):** Head of a faculty or department at the university

**Deutscher Akademischer Austauschdienst – DAAD:** German Academic Exchange Service, the world's largest funding organization for the international exchange of students and scientists.

**Dozent\*in (lecturer):** A lecturer is a person who teaches at an educational institution. According to higher education law in Baden-Württemberg since 2007, a lecturer is a clearly defined term that exclusively describes a lecturer at an institute for higher education. Lecturers at German universities include professors, research assistants, and adjunct lecturers.

**ECTS:** European Credit Transfer System; credits earned during your studies

**Erasmus:** The Erasmus program is an EU funding program that supports student exchange programs and stays abroad at universities.

**European Campus:** European Confederation of Upper Rhine Universities. A consortium of universities: Universities of Basel, Freiburg, Haute-Alsace, and Strasbourg and the Karlsruhe Institute of Technology

**EUCOR:** see European Campus

**Exmatrikulation:** Removing from the list of students when they leave the university, e.g. after finishing their studies.

**Fachschaft (student council of a department):** A consortium of students in their respective subjects who help to organize, among other things, the social and cultural life of the respective subject and also stand up for the interests of students.

**Fachsemester:** Subject-related semesters are the semesters you have already completed in the program you are currently matriculated in, as opposed to university semesters, which show how many semesters you have already been matriculated at the university.

**Fakultät (Faculty):** a department at the university under which multiple related subjects are bundled

**GeKo: Gemeinsame Kommission: Examination office** for the Faculty of Philology and Philosophy

**Hauptseminar (main seminar):** An advanced course at the end of the degree program to deepen the students' understanding of prior content during their studies that builds on previous seminars (Proseminare)

**HISinOne: Campus Management System:** Calling up the course catalogue, exam grades, study reports, etc.

**HiWi:** Research assistant/scientific assistant; student assistants as well

**ILIAS:** E-learning platform. Access to learning material

**Immatrikulation (matriculation):** The matriculation process at the university (≠ application)

**Institutsviertel (Institute quarter):** University buildings for the natural sciences located outside the main campus (KG I-IV)

**KG: Kollegiengebäude (collegiate building):** The name for the main campus buildings (KG I-IV)

**Kommiliton\*innen:** Fellow students

**Kosmic:** Part of the studies is to acquire specialized knowledge and to learn the scientific methods of the field. In order to get along in your studies at the university, you also need to acquire **interdisciplinary competences**. On the Kosmic learning platform, you will find free online self-study courses on the topics of presentation, group work, self-organization, and intercultural challenges. The online courses are designed to help first-year students to better understand the requirements of the university system and the academic teaching and learning culture, and thus to better meet them.

**Master:** The master is an academic degree. It is the completion of a second academic education, and usually lasts two to four semesters. The prerequisite for this degree is a bachelor's degree or a degree in a traditional, single-stage academic program, such as Magister, Diplom, degree in medicine or the First State Examination.

**Mensa (cafeteria):** Inexpensive warm meals, payable with the UniCard. In order to pay, money must be transferred to the UniCard.

**Mentoring:** Mentoring is a personal and supportive relationship of trust between someone at the beginning of his or her career (mentee, such as a beginning student) and a more experienced individual (mentor: an advanced student, a professional)

**Modul (module):** Study contents are summarized in so-called modules. They are organized by topic and in coherent „units“. In general, modules are considered complete after the participant has taken an exam.

**Modulhandbuch (module handbook):** A thorough explanation of the requirements to complete the degree program or individual courses.

**myAccount:** An administrative tool for Uniaccounts: managing the university e-mail address, changing passwords, etc.

**Numerus Clausus – NC:** Numerus Clausus (NC) means closed number, and indicates that the number of places in a program is limited. The NC is often mistakenly understood as the high school diploma grade that is mandatory for admission. In fact, however, in the NC subjects, the number of study places is simply compared with the number of applicants in each application round. If there are more applicants than study places, which is usually the case with these subjects, the study places have to be allocated according to legally regulated criteria. Although it's never the only one, the most central criterion is the higher education entrance qualification grade. However, this can be improved by additional criteria for the admission procedure. The respective NC thus indicates which (possibly improved) grade was necessary for a degree program at the last admission procedure in order to get a study place. This also explains why the NC of a subject can vary from semester to semester.

**Orientierungsprüfung: (orientation examination):** Proof of basic knowledge and skills, course-related performance to be taken by the end of the second semester

**OSA:** Online Studienwahl Assistent, Online Study-Choice Assistant

**PBS: Psychotherapeutische Beratungsstelle (Psychological Advisory Office);** counselling for personal and study-related issues

**Proseminar (basic seminar):** A basic course at the beginning of the degree program

**Prüfungsleistung:** Graded assessments during the course of study are carried out in the form of module examinations. Module examinations are either final module examinations, in which all components of a module are examined, or partial module examinations, which refer to one or more components of a module. The type and scope of the assessments, which may be in written, oral or practical form, are specified in the applicable module handbook.

**Prüfungsordnung (exam regulation):** Lawfully binding criteria for all deliverables required to complete a degree

**Regelstudienzeit (standard period of study):** Bachelor degrees: typically 6 semesters with a bachelor's thesis; Master degrees: Typically 4 semesters with a master's thesis

**Rückmeldung (re-registration):** Money transfer for the Studierendenwerk, administrative fee, and student government fee in order to be matriculated for the following semester

**RZ: Rechenzentrum (IT Services):** IT service provider at the university

**s.t./c.t.:** Time periods at the university: s.t. (*sine tempore* „without time“): start on the hour.  
c.t. (*cum tempore* „with time“): start 15 minutes after the hour

**SCS: Student Service Center:** Central location for all questions, information, counselling and administration regarding studying at the University of Freiburg

**Semestergebühr (administrative fee):** In order to enroll or to re-enroll at the University of Freiburg, a fee of 161 € will be charged. For international (non-EU) students, different fee regulations apply.

**Semesterwochenstunden – SWS:** If a course is indicated with 1 SWS in the course catalog, this means one semester hour per week and corresponds to 45 minutes per week.

**Seminar:** A course in which knowledge is conveyed in small groups, most often in conjunction with the student creating his or her own scientific work

**SLI: Sprachlehrinstitut (Language Teaching Center);** a possibility to take language course

**Studierendensekretariat (Registration Office):** Main point of contact for applications, matriculation, exmatriculation, study space exchanges, changes of fields, taking a leave of absence etc.

**Studierendenwerk (Student Union):** Main point of contact for all students, offers lots of useful information and assistance. Basler Str. 2

**Studienleistung:** Pass/fail assessments are individual written, oral, or practical achievements which are usually performed by the student in connection with courses; they may also consist of regular attendance in a course, which, however, does not allow for the allocation of ECTS credits without any additional performance. The assessments are to be graded as "passed" or "failed" by the head of the respective course, but are not necessarily graded.

**Studienverlaufsplan (study plan):** The study plan is designed as a recommendation and point of orientation for a degree program. By sticking to the study plan, students can ensure a seamless time at the university. However, switching or changing several aspects of the plan are possible. Changes must be geared to the examination regulations.

**StuRa: Studierendenrat (student council):** The official student representation

**SWFR:** See Studierendenwerk (Student Union)

**Tutorium oder Tutorat (tutorial):** A tutorial – like a lecture or a seminar – is a course type at the university. Students meet (particular in the earlier semesters) in small groups under the supervision of older students to discuss e.g. lecture contents or exercise sheets

**UB: Universitätsbibliothek (University Library).** Further subject-specific libraries are available in the respective faculties.

**Übung (Exercise):** Specific topics are deepened and applied in practice, typically offered as an augmentation to math and language courses.

**UniAccount:** User recognition that students can register with the university's IT service provider, consisting of an abbreviation of the student's name and a random number

**UniCard:** Student ID that also serves as a library and debit card at the campus cafeterias

**Uniseum:** Museum about the university's history

**VAG – VerkehrsAG Freiburg; public transportation network** (tram, busses etc.)

**Vorlesung (lecture):** A class with a usually large number of participants where a lecturer conducts a presentation about a particular topic.

**Vorlesungsverzeichnis (course catalogue):** Readers can determine which classes are offered when for each semester by referring to the course catalogue. In addition, many subjects have an annotated course catalogue that describe the classes in detail

**ZfS – Zentrum für Schlüsselqualifikationen (Center for Key Qualifications):**  
Interdisciplinary, needs-based course offerings

**ZSB – Zentrale Studienberatung (Central Academic Advising Office):** Counselling for all questions pertaining to a student's studies before, during or after university



# Imprint

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