

Content

<u>1. Welcome!</u>	2
1.1 University City Freiburg	3
1.2 The Pädagogische Hochschule (PH) Freiburg	4
1.3 Arrival	6
1.4 Late Arrival	6
<u>2. First Steps</u>	7
2.1 Opening a Bank Account	7
2.2 Health Insurance	7
2.3 To register with the authorities	8
2.4 Foreigners Registration Office	9
2.5 Confirmation of Stay	9
<u>3. Studying at the PH Freiburg</u>	10
3.1 Start of Lectures	10
3.2 Course List	10
3.3 Enrollment (“Immatrikulation”) and Reporting back to university	11
3.4 Student ID-Card	11
3.5 Learning Agreement	12
3.6 The ECTS– System at the PH Freiburg	12
3.7 How to get your Transcript of Records	14
3.8 Academic Advice and Support at the PH	15
3.9 Offers, Language- and Particular Courses for Exchange Students	16
3.10 Libraries	21
<u>4. Living in Freiburg</u>	22
4.1 Living in the dormitory/ residence hall	22
4.2 Additional Services Offered by the Student Union	24
4.3 Shopping, Food and Drinks	25
4.4 Mobility	26
4.5 Sports / Leisure	28
4.6 Churches, Synagogues and Mosques	28
4.7 Culture	29
4.8 Cinemas	29
4.9 ESN—Erasmus Student Network	30
<u>5. End of Semester: Preparing to Leave Freiburg</u>	31
<u>6. Waste sorting</u>	32
<u>7. Glossary</u>	33

1 Welcome!

Dear students,

On behalf of the University of Education (“Pädagogische Hochschule Freiburg”, “PH” for short) the team at the International Office would like to welcome you!

We are pleased to host you and hope that you will spend an exciting and a successful time both at the Pädagogische Hochschule (PH) and in the lovely city Freiburg.

We hope that this brochure will help you find the most important information quickly and take your first steps in Freiburg successfully.

The information covered in this brochure aims at the needs of students who stay for one or two semesters at the PH. However, students who complete a full degree, diploma course or a doctorate or post-doctoral qualification will also find some useful information in here.

By providing a variety of services to our international students, for example our Introduction weeks, German as a Foreign Language courses, German Culture and Society Studies and Intercultural Trainings we hope to offer you the support and help you need for an unforgettable and enriching time in Freiburg!

All the best!
Dr. Verena Bodenbender
Director of the International Office



1.1 University City Freiburg



Freiburg is located on the borders to France and Switzerland. Surrounded by the Black Forest and known for being one of the most sunniest places in Germany, the medieval city is an attractive place for tourists.

Freiburg is not just known as the “solar city” or “green city”, but also as being a “student city” - 30 000 out of 220 000 inhabitants are university students. In other words, every sixth person living here is a student. These students are enrolled at the Albert-Ludwigs-University, at the University of Music, at the Catholic and Protestant Universities of Applied Sciences and at the University of Education (PH Freiburg). For further information about the city of Freiburg, please contact the Tourist Information Centre (Rathausplatz 2-4, 79098 Freiburg; Tel. 0761.38 81 88 0, Fax: 0761.37 00 3, www.freiburg.de).

Also, there are plenty of different guided city tours in Freiburg, varying from culinary, cycling to theatre and themed tours (e.g. solar/ environmental tours). For more information you can visit the following website <https://visit.freiburg.de/en/plan-your-trip/individual-and-group-tours> or you can call +49 (0) 761 3881 880.



3



1.2 About Pädagogische Hochschule Freiburg/ University of Education



The University of Education (in German: Pädagogische Hochschule Freiburg or PH Freiburg) was founded in 1962 and reached the academic university standards in 1971. The PH Freiburg is one of the largest of the overall six Universities of Education in Baden-Württemberg. About 5000 students are currently enrolled here.

The PH Freiburg is divided into three different schools, has several departments and faculties and provides 26 different courses of studies: it offers not only teacher training courses for primary/lower secondary or intermediate secondary school but also programmes in German as a Foreign Language, Integrated Bilingual Studies and degrees in Educational Science such as Early Childhood and Adult Education. In addition, qualified students may embark in M.A. programmes in a wide range of subjects or in doctoral or postdoctoral degrees in Education.

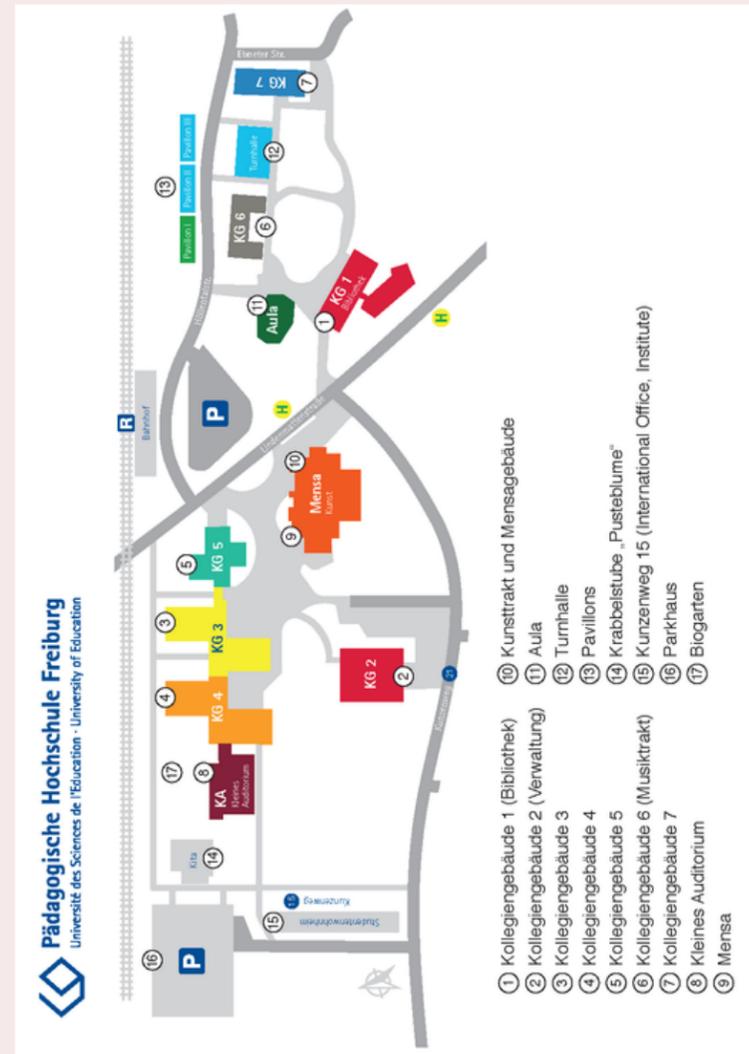
The University of Education in Freiburg in numbers:

- ◆ About 5000 students
- ◆ About 150 international guest students a year
- ◆ 320 academic staff members
- ◆ 130 administrative and service staff



4

Campus Map



1.3 Arrival

by Train

Take the train from the central station (“Hauptbahnhof”) direction “Titisee-Neustadt” or “Seebrugg”; get off at the second stop “Freiburg-Littenweiler”, the station is next to the PH; the journey will take about 10 minutes

by Tram

Take the tram (“Linie 1”) from the “Stadtbahnbrücke“ (bridge crossing the central station) towards “Lassbergstrasse / Littenweiler”. Get off at the very last stop (“Lassbergstrasse”) and turn right to “Lindenmattenstraße”. Walk the road for about 200 meters; you will see the University of Education directly after the train tracks; the journey will cost 2,40 € and takes about 20 minutes.

by Taxi

Tell the taxi driver to take you to the “Pädagogische Hochschule, Kunzenweg 21“. (You will have to pay about 15 €).

1.4 Late Arrival

Should you not be able to arrive in time to participate in our introduction weeks, e.g. due to exams, you have to carry out the steps that are described on the following pages on your own. Please make sure to proceed in the following order:

1. Come to the International Office to get your key (if you have a room in a dorm in Kunzenweg).
2. Present/ get your health insurance confirmation.
3. Register with the Registration Office (Bürgeramt).
4. Open a bank account.
5. If you have a room in a student dorm: make an appointment with the student union to sign your rent contract.

2. First Steps

2.1 Opening a Bank Account

Non-ERASMUS students who have a room in a dorm and/or receive a German scholarship need to open a bank account with a German bank. It takes about 5-7 working days until the bank account can be used.

For opening a bank account, you need to bring your:

- letter of admission
- identity card/ passport
- address in Freiburg (confirmation of registration)

2.2 Health Insurance

In order to enroll at the University of Education, you need a confirmation of a compulsory health insurance (“Krankenversicherungsbescheinigung einer gesetzlichen Krankenkasse”).

For students from EU countries, European Economic Area and Switzerland: You need to upload a copy of a valid “European Health Insurance Card (EHIC)” on Mobility Online upon application. Your health insurance will issue a confirmation.

For non- European students: During your exchange semester at the Pädagogische Hochschule Freiburg you need a valid health insurance. You may become a member of a student health insurance here in Germany (eg. TK). This kind of policy gives you all the health insurance coverage you need and entitles you to all the medical services you require. Memberships run for the whole semester, the costs are about 90 Euro per month. We will support you during the Orientation week to apply for the membership.

If you decide to get a health insurance of your home country, please be aware that many policies don't have sufficient coverage and that not all medical services will be refunded!

Techniker Krankenkasse (TK): <https://www.tk.de/techniker>; one office hour during the week during the semester at the entrance of KG 3: Thursday 11– 13h. Address in town: Bertholdstraße. 48; office hours: Mo-Fri 9-16h, Thu 9-17h.

At the end of your stay you have to get a proof of your official withdrawal from university enrollment in order to terminate your membership.

2.3 To register with the authorities (“Bürgeramt”)

The Registration Office (“Bürgeramt”) is responsible for the registration (“Polizeiliche Anmeldung”) and the residence permit (“Aufenthaltsgenehmigung”).

“Polizeiliche Anmeldung”: Here you have to register as a resident.

“Aufenthaltsgenehmigung”: The duration of your stay has to be declared here.

Address: Rathaus im Stühlinger, Fehrenbachallee 12, 79106 Freiburg, phone:0761/2010

Office hours: Mo & Fri 7.30-12.30h, Tue, Wed, Thurs 7.30-18h

You need to bring with you:

- passport/ identity card
- certificate of enrollment
- confirmation of health insurance
- address in Freiburg
- confirmation of your scholarship or a confirmation of financial support by your parents (ca. 700- 800 Euro per month) to apply for a Visa
- passport photo (only students from non- European countries)
- 50,-€ for non-European students

2.4 Foreigners Registration Office

Important for students coming from the USA Canada and Japan:

Address: Berliner Allee 1, 79114 Freiburg,
phone: 0761– 2016470

Office hours: Mo: 7.30-16.00h, Tue: 07:30-12:30, Wed: 7.30-17.30, Thurs: 7.30-18h, Fri: 07:30-15:00

Please find more information on our Roadmap for Students coming from the US or Canada, available on our homepage.

2.5 Confirmation of Stay

Every guest student receives a confirmation of stay at the end of their stay. This can be a document from your home university or a document from the PH Freiburg. If you have a document from your home university, hand it to Mrs. Julia Salzmann at the information event taking place at the beginning of the last third of the semester (together with the Introduction Week, you will get 1 ECTS). If you do not have a document from your home university, the International Office will fill in the form for you. Please see Mrs. Salzmann in one of her office hours.

3. Studying at the PH Freiburg

3.1 Start of Lectures

“s.t.”: *sine tempore (lat.)* means lectures start at the full hour, e.g. 9:00 a.m..

“c.t.”: *cum tempore (lat.)* means that lectures start fifteen minutes past the full hour, e.g. 9:15 a.m..

3.2 Course List

The complete course list is available at: <https://lsf.ph-freiburg.de> (in German and English).

1. Please select the semester.
2. Please select, „Veranstaltungen für Austauschstudierende / Courses for foreign exchange students

Here you find German classes and other courses for exchange students.

Important: Exchange students have an obligation to regularly attend a minimum of 5 classes and obtain at least 15 ECTS credits!

Please find answers to other important questions concerning the studies in our FAQs on the PH's website.

3.3 Enrollment (“Immatrikulation”) and Reporting back to University

Enrollment

Before classes start you will be enrolled at the University of Education (“Immatrikulation”). Responsible for the enrolment of exchange students is Mrs. Bartholomä.

Degree-seeking students can also register online. The students’ office will help you with your enrollment or reporting back to university.

Confirmation of Enrollment: You will find an instruction for printing the confirmation in our FAQs on the website.

Reporting back to university (“Rückmeldung”)

You need to report back online in January for the summer term or in June for the winter term. If you want to extend your stay for another semester please ask for the procedure on time, i.e. January or June.

For reporting back online please use the LSF portal. Only after the semester fees have been paid the reporting back will be valid. A delayed “Rückmeldung” will cost you a fine of about 15 €. Please pay attention to emails concerning the reporting back process!

3.4 Student ID-Card (= “PH Card”)

Once you have handed in all the necessary documents (confirmation of medical insurance (“Krankenversicherungsbescheinigung”) and have paid the semester and administration fees (78 Euro), you can collect your PH Card upon arrival provided that your data is complete.

The PH Card has to be validated at one of the terminals in KG 2 or KG 3.

3.5 Learning Agreement

Every ERASMUS-Student has to upload a valid Learning Agreement. Please upload a version filled out and signed by both parties (you and your home university) on Mobility Online section “before the mobility”. We will download the agreement, sign it and upload it again. If you wish to make changes to the Agreement during the mobility, all parties need to sign it (you, coordinator of home university and Mrs. Salzmann) and upload it on Mobility Online section “during the mobility”. Please note that without a valid (filled out and signed) Learning Agreement, the PH will not be able to issue your Transcript of Records!

3.6 The ECTS– System at the PH Freiburg

The ECTS point system is valid for all courses in all subjects at the PH. The ECTS points for each course is shown in the course description in the university directory available at the LSF Portal.

In case of doubt ask your lecturer how many credits you will get. Depending on the workload, please see this chart as a guide only:

- | | |
|--|-----------------|
| • a standard seminar course with assessment | 3-4 ECTS |
| • a lecture course with assessment : | 2 ECTS |
| • a practical course or tutorial with assessment | 3 ECTS |
| • an advanced seminar course (Hauptseminar) : | 6 ECTS |
| • a project is worth | 3 ECTS |

1 ECTS point is approximately 30 hours workload.

Important: A minimum of 5 courses has to be attended, with at least 15 ECTS to a maximum of 30 ECTS points. Please be aware that you are required to attend all lessons!

After proof of language qualification in German or English, exchange students may attend every regular course at the PH. However, you have to keep in mind that there is a limited number of participants in some of the courses and you have to sign up for these courses on time.

You are only accepted to some of these courses (e.g. colloquium) after talking to the lecturer.

Grade Conversion

ECTS Grade	Assessment	German Grade
A	Above average, excellent achievement (Überdurchschnittliche, ausgezeichnete Leistung)	Excellent (sehr gut (1))
B	Altogether good achievement with few insignificant mistakes (Insgesamt gute Leistung mit wenigen unbedeutenden Fehlern)	Good (gut (2))
C	Satisfactory achievement with some basic mistakes (Zufriedenstellende Leistung mit einigen grundlegenden Fehlern)	Satisfactory (befriedigend (3))
D	Average achievement with obvious mistakes (mittelmäßige Leistung mit deutlichen Mängeln)	Satisfactory - Sufficient (befriedigend bis ausreichend (3,5))
E	Achievement corresponds to only the minimum requirements (Leistung entspricht nur den Mindestanforderungen)	Sufficient (ausreichend (4))
FX	Below average achievement with significant mistakes (Unterdurchschnittliche Leistung mit erheblichen Mängeln)	Failing (mangelhaft (5))
F	Achievement does not satisfy the minimum requirements (Leistung genügt den Mindestanforderungen nicht)	Inadequate (ungenügend(6))

3.7 How to get your Transcript of Records

At the beginning of the course, the lecturer will inform you about course requirements, assessments, number of credits, etc.

At the end of the semester and after having submitted all assignments, please fill out the form „Course Certificate“ for each course you attended. You can download the form from our homepage.

Please fill out the form on the computer – after having filled out all fields (the white area) please save the document and e-mail it to your lecturer for grading and signing.

Please be aware that we can only accept course certificates that are handed in by the lecturer (via internal postal service), i.e. you may not hand them in yourself.

All course certificates will be sent to you and your coordinator together with the transcript. Please make sure to come to our information event at the end of the semester. There, we will explain the process to you in person. For questions concerning the transcript please contact: Mrs. Carmen Bartholomä (carmen.bartholomae@ph-freiburg.de)

3.8 Academic Advice and Support at the PH

If you have any questions concerning your studies, please contact your lecturers and academic co-ordinators. A list of our partner institutions and the academic contacts will be handed out. You can also download this list from our website.

Office hours of the Lecturers

During their office hours ("Sprechstunde"), the lecturers offer individual help and support. For instance, you may receive further information on the content of the lectures and help with your essays or presentations. Each lecturer offers at least one office hour per week. You can find the dates on the black board of the department, the homepage of the department or on the student platform ILIAS. The office hours are also announced at the very beginning of the course. Please be aware that after the end of lectures the office hours are reduced - check the black boards or the homepages of the department accordingly.

Counselling of students with handicaps or chronic illnesses

Ms. Doris Kocher, English Dept. (KG 4, room 203)
Phone: +49 761 682-439; E-mail: kocher@ph-freiburg.de

Please find an information board for students with a handicap or chronic illnesses in the entrance hall of KG2.

3.9 Offers, Language- and Particular Courses for Exchange Students

All courses take place during the semester as announced in the course list ("Vorlesungsverzeichnis") in the LSF.

Special courses for exchange students:

- German as a foreign language
- Academic Writing
- German Cultural Studies
- Literature and Film

Regular courses in English and French can be attended by our exchange students after a proof of language skills and after talking to the teaching staff (required language competence: minimum B2).

Language Courses

Different language courses (other than German) can be found in the section:

"Weitere Lehrangebote" "Sprachkurse".

Our international guest students can attend a language course (other than German) free of charge.

Details are given in the first teaching session. If you have questions please contact Natalia Hahn (natalia.hahn@ph-freiburg.de).

School Placements

Registration: If you want to register for a school placement ("Praktikum"), please contact Julia Salzmann at the International Office (julia.salzmann@ph-freiburg.de). You have to fill out a form and take it to the "Zentrum für Schulpraktische Studien" who will arrange your practicum. Please find further information on our homepage.

Secretary, KG II, Room 218/219; Phone: 0761.682-283 or -284

A practicum with one day per week for the entire semester is worth 3 ECTS/
a block practicum during four entire weeks is worth 4 ECTS.



International Meeting Point (IT)

The „Internationaler Treff“ (short: IT) at the PH Freiburg is located in KG3, 003. We are tutors in the International Office and students at the PH as well. Our aim is to create a lively room, where German as well as international students are welcome to meet up, communicate, work and relax.

You can meet German and international students there...
simply drop in – everyone is welcome!
The room is open for you daily from 2pm - 6pm.

The "IT" is a place for connecting with people, exchanging experiences, information, communication, relaxation and offers an "open door" for personal matters in the student life of all international students.

Just call in – hot beverages for free, a cozy couch, study spaces and a nice meeting point are waiting for you! Feel free to contact us anytime with difficulties in your daily life at the PH, personal matters and questions.

We are looking forward to seeing you!
Your IT-Team

Further information:

✉ Contact us: internationalertreff@ph-freiburg.de

📷 Follow us on instagram! <https://www.instagram.com/internationalertreff/>

🌐 Visit our website : <https://www.ph-freiburg.de/international/akademisches-auslandsamt.html>



SDM

The SDM ("Sprachdidaktische Mediothek") is the reference library for the German and foreign language department. The SDM holds a variety of text-books, teaching material and media (audio, visual and multimedia). The SDM is in KG 4, room 205a. Opening hours: Mon - Thurs: 2pm-4pm

Tandem Program

This program aims at creating new relationships and contacts between German and international students. It is designed for those seeking assistance with their studies and those who simply wish to learn more about a foreign culture. E-Mail: info@tandem-freiburg.de

Writing Center

The writing center ("Schreibzentrum") offers help and support in writing essays, portfolios, presentations etc. You will also get the latest PH regulations concerning plagiarism. You can find the writing center in the cafeteria ("Mensa Zwischendeck").

Advance notice of visit: beratungsterminschreibzentrum@ph-freiburg.de

Computer Center (ZIK)

The computer center ("ZIK= Zentrum für Informations- und Kommunikationstechnologie") is responsible for your "PH- Account". The ZIK also lends technical device (notebooks, digital cameras, cassette recorders...). They may also help you with technical problems. You find the service point in the KG 4, 035.

Office hours: Mon-Thurs 8-19:30h, Fri 8-15:30h.

3.10 Libraries

Library of the University of Education (KG1)

Kunzenweg 21; Tel.: 0761.682-202; Internet: <http://www.ph-freiburg.de/bibliothek/startseite.html>

Opening hours: Mon- Fri 8 –20h and
Sat, Sun 9 – 18h
Closed on public holidays

Lending Books at the Library:

To lend books please follow the instructions given by the computer:

1. Press "Ausleihe" on the screen
2. Scan your PH- Card
3. Place books etc. on field in front of you
4. Print receipt

For further information please see brochure "Bibliothek von A-Z".

Note: this brochure is available in German only!

University Library (Universitätsbibliothek—UB)

Tel.: 0761.2 03 39 18; Internet: www.ub.uni-freiburg.de
Platz der Universität 2, 79098 Freiburg im Breisgau

Opening hours:

For users with Unicaud: Mo-Sun 7am-midnight
Without UniCard: Mo–Fr 8 – 20h, Sat 10 – 18h

Libraries of the University Departments

The libraries of the university departments ("Fachbereichsbibliotheken") are reference libraries.

You will find them in each department of the university.

Library of the City of Freiburg ("Stadtbibliothek")

Münsterplatz 17 Tel: 0761.20 12 20 7

Internet: www.freiburg.de/stadtbibliothek

Office hours: Tue- Fri 10 – 19h and Sat 10 – 14h

You have to pay a user fee of about 10 Euro/ year.

4. Living in Freiburg

4.1 Living in the dormitory/ residence hall

Your room will be in one of the student dorms in Freiburg. The Student Union ("Studierendenwerk") is your landlord. Please be aware that their house rules apply to the dorms.

Address: Schreiberstr. 12-16, 79098 Freiburg, phone: 0761.21 01-20 0

Office Hours: Monday- Friday 9 - 17h.

Internet: www.swfr.de

your contact person :

Mrs. Sonja Tscherniak

phone: 0761. 21 01-329

E-Mail: tscherniak@swfr.de

Office hours: Tue 9 - 12h,
Thurs 13.30 – 16h

Facility Manager in the Kunzenweg dorm: Mr. Spürgin;

phone: 0761.640-355,

E-mail: wiesler@swfr.de

Office hours Tue 13:30-14h,
Thurs 9 - 9:30h

The office is located in the basement of Kunzenweg 15.

Facility Manager in the StuSie:

Mr. Niedermaier

phone: 0761.2101 803

E-Mail: niedermaier@swfr.de

Office hours: Mo-Thrs 8:30-9:30h and
13:30-14:30h; Fri 8:30-9:30h

Please be aware of the announcements in the entrance halls of the dorms!
There you can find useful information about emergency contacts.

Moving into the dorm

The rental contract has to be signed during the introduction week.

The exact date will be announced.

You need to bring with you:

- certificate of enrollment (printed on a computer printer)
- details of your German bank account if you are a non EU-resident

The rent contract runs for at least six months.

You will have to pay a deposit sum of 400 Euro and an administration fee of about 25 Euro.

Moving out of the dorm

The notice of cancellation will be sent to you by mail. If you have any questions, please contact us. Please return the notice of cancellation to the "Studierendenwerk" in time! In case you wish to move out before your rent contract ends (6 months), you may sublet your room to someone else for this period of time ("Zwischenmiete") and thereby save the rent. Please contact Mrs. Tscherniak at Studierendenwerk well in advance if you intend to do this. Please note that there is no guarantee that someone will rent your room!

Before you leave, the facility manager has to check your room ("Zimmer Abnahme"). 10 working days before you move out, you need to contact the facility manager in order to make an appointment for the "Zimmer Abnahme". The "Zimmer Abnahme" is important for the return of your deposit (400 Euro).

Hint for Dorm Kunzenweg: You will be sleeping on a brand new matrace. Any stain will cost you 50 €!

4.2 Additional Services Offered by the Student Union

Job Service: The job service includes short-term jobs as well as longer-term positions and internships. All students may use this service free of charge. Please follow your visa rules and regulations for residence and employment.

<https://www.swfr.de/geld/studijob/jobvermittlung/>

Counselling: The "Studierendenwerk" offers free counselling for students, e.g. psychotherapeutic counselling, legal counselling, social counselling, advice on studying or for handicapped students. For further information please see the homepage of the "Studierendenwerk": www.swfr.de

International Club: Meeting point for international students who are interested in intercultural exchange. Club Membership comes with a number of advantages, such as excursions, parties, reduced fees for excursions and admission to MensaBar events, help looking for a tandem partner and much more. A Club Membership costs about 2 Euro per semester.

For further information, please contact the International Club at <http://www.ic-freiburg.de> or via its Email address: ic@studentenwerk.uni-freiburg.de or visit the homepage of "Studierendenwerk".

It is also possible to find a buddy with the help of the International Club.

Courses, Excursions, Seminars: Each semester many excursions are offered. These excursions are accompanied by student assistants. Please make sure you register for the excursion in time! (you may also register online). The latest information is available online on <https://www.swfr.de/veranstaltungen/studitours/>.

4.3 Shopping, Food and Drinks

Supermarkets/ grocery stores in Littenweiler:

- Mein Laden: Reinhold-Schneider-Str. 2
- Edeka Aktiv Markt Blatter: Kappler Str. 58
- Beckesepp: Hansjakob-Str. 158
- Zentrum Oberwiehre (ZO): Schwarzwaldstr. 78 (close to the University of Music), Here you will find a variety of shops: supermarkets (one open until 22h), shoes, a pharmacy, a drugstore, and a bank.
- For ,emergencies': supermarket at the main train station is open Mon-Sun from 6am-midnight

Dorm StuSie

For students living in the StuSie you will find brochures „StuSie ABC“ in the dorms. There you will find tips for (grocery) shopping.

Cafeterias

The cafeterias (“Mensa”) offer cheap and tasty food for less than 3 Euros. You can pay cash or with your “PH card“. You can charge the PH card either at the terminals in the cafeterias (EC card needed) or at the service points (cash or EC card).

Mensa Littenweiler (PH) (orange building)

Lunch: Mon- Fri 11:30 –14h
Pasta- and salad buffet until 14:30 h

Mensa Rempartstraße 18 (city centre)

Lunch: Mon-Fri 11:30 – 14h, Sat 11:45 -13:30h
Dinner: Mon-Fri 17:30-19:30h

Please note that grocery shops usually are open Mo-Sa 8-20h, They are closed on Sundays and public holidays!

4.4 Mobility

“Semesterticket”: The semester ticket costs about 94 Euro and is valid for a period of 6 months (one semester). The “Semesterticket” is valid for all trams, busses and trains (2nd class) in Freiburg as well as in the Breisgau-Hochschwarzwald county excluding ICE and IC/EC express trains.

The “Semesterticket” can be purchased at the

- VAG Pluspunkt, Salzstraße 3 (near to the “Bertoldsbrunnen”); office hours: Mon-Fri 8 a.m.-7 p.m. and Sat 8:30 a.m.-4 p.m.
- At the ticket machines at Littenweiler train station or at every other tram stop

Our student assistants are happy to help. Of course, you are not obliged to buy the semester ticket, but are free to buy any ticket that you might perceive as more suitable for your needs.

Please be aware that in the beginning of the semester there are many ticket controls - make sure to have a valid ticket as fare dodging is expensive!

On Friday and Saturday nights the trams run every half an hour!

Please note that on Mon-Thur trams just run until midnight.

Lifts - “Mitfahrgelegenheit“

A lift with other travellers is a very cheap way of travelling. Further information and offers are available online at:

- www.mitfahrzentrale.de/
- www.blablacar.de

Buses

Intercity buses are often the best and cheapest way of travelling. They connect many European cities.

- FlixBus: www.flixbus.de/
- search machine: www.busliniensuche.de

Bicycle

You may find second-hand bicycles at

- Zypresse (newspaper that can be obtained for free on Wednesdays and Saturdays in shops etc.; online at www.zypresse.com)
- Schnapp (special section of the “Badische Zeitung”; which comes out on Thursdays, “Schnapp” can also be read online at www.schnapp.de)
- Black boards (university or PH) or flea markets
- buy used bicycles and sell them at the end of your stay for 60% of the purchased price: www.fahrradladen-freiburg.de
- “Frelos”: there are different bike stations with various bikes to hire provided by the VAG . Just download the VAG App and follow the instructions <https://www.frelo-freiburg.de/de/>

Trains “Deutsche Bahn”

“Bahn Card”: You receive a 25% or 50% reduction on the tickets. For students, the “Bahncard 25” costs about 41 Euro, the “Bahncard 50” costs about 79 Euro per year for people under 27. Both Bahn Cards are available in a 3 months trial version (BC 25– 19,90 Euro).

Baden- Württemberg Ticket: The Baden- Württemberg ticket is valid for all short distance services in Baden- Württemberg. It costs about 24 Euro for one person (“Single- Ticket”) or 48 Euro for max. 5 persons. If you book in advance (3 days min.), you may also receive reductions up to 50%.

4.5 Sports / Leisure

“Hochschulsportprogramm“: The university offers a wide range of sport classes for all students. Please find information at <http://www.hochschulsport.uni-freiburg.de/>. Usually you have to register online. It is advisable to register as soon as possible because most of the courses are booked out after a few days or sometimes even hours.

Swimming: All in all, there are eight indoor swimming pools and three outdoor swimming pools in Freiburg. The closest indoor swimming pool to the PH is the “Faulerbad” (Faulerstraße 1), the closest outdoor swimming pool is the Strandbad” (Schwarzwaldstr. 195).

Sports- and Leisure Clubs: Further information on sports- and leisure clubs of the city of Freiburg is available online at: www.freiburg.de/pb/Lde/231059.html or www.sportportal.freiburg.de/.

4.6 Churches, Synagogues and Mosques

- Protestant and Catholic (in Littenweiler): http://www.fr-littenweiler.de/kirchengemeinden_und_friedhoeefe.php
- Protestant Student Community: www.esg-fr.de
- Catholic Student Community: www.khg-freiburg.de
- Anglican Church (English speaking) <http://freiburganglicanchurch.wordpress.com/>
- Calvary Chapel (German, English and Russian): <http://www.ccfreiburg.de>
- Jewish Community: www.jg-fr.de
- Islamic: www.moscheesuche.de/moschee/stadt/Freiburg_im_Breisgau/6195

4.7 Culture

Freiburg has many theatres, cinemas, museums and art galleries. For further information visit <http://bz-ticket.de/>.

“Kulturkneipen“: The so called “Kulturkneipen” offer live music, cabaret or parties, e.g. E-Werk (Eschholzstraße 77), Jos Fritz Café (reading, reggae, exhibitions; Wilhelmstraße 15/1), Jazzhaus (live concerts, Schnewlinstraße 1).

Further information about current concerts and live music is available online at <http://bz-ticket.de/karten/konzerte>

The “Arbeitsgemeinschaft Theater Heute“ organises trips to cultural events for cheap prices. The meetings take place on Wednesdays, 20:15, Erbprinzstraße 12 (first floor). To sign up, please contact Hans Meyer-Heubach, E-Mail: Meyer-Heubach@t-online.de

4.8 Cinemas

Cinemas showing original versions:

- Friedrichsbau, Kaiser-Joseph- Straße 268
- Kandelhof, Kandelstraße 27

Other Cinemas

- Cinemaxx, Bertoldstraße 50
- Harmonie, Gründwälderstraße 14-16

Further information and the actual calendar is available online at: www.badische-zeitung.de/freizeit/ or <http://www.24-fair.com/de/freiburg-kino.htm>

4.9 ESN—Erasmus Student Network



We are a group of students (ESN Freiburg) who all studied abroad for at least one semester. Now, we volunteer for the international students in Freiburg. We want to help you to have an awesome and exciting time and gain great experiences. We organise different events, parties and meet up every week for our "Stammtisch". The ESN Freiburg is an official section of the Erasmus Student Network Germany e.V. (ESN - www.esn-germany.de, www.esn.org) and, thus, part of one of the biggest European student organisations.

We are always here for you to help you with any problems and questions.

Don't hesitate, contact us: either on Facebook (www.facebook.com/esnfreiburg/) or via e-mail to freiburg@esn-germany.de .

To get the latest news about our events and to meet international fellow students, join our Facebook group (www.facebook.com/groups/)

5. End of Semester: Preparing to leave Freiburg

1. Make an appointment with the dormitory manager for a room check-up (10 working days before departure). ONLY if your room is in the condition it was when you moved in you will get your deposit fee back!
2. Fill out notice of cancellation for your dorm room.
3. Submit all assignments in time! Download the form "Teilnahmenachweis für ausländische Studierende" from our homepage, fill it out for every course that you attended, save it, and send it to your teachers via Email for grading and signing.
4. Make sure to receive mail after you're leaving. Go to a local post office to get more information.
5. Sign off with the Registration Office and health insurance
6. Close your bank account.
7. Make sure, all books are returned and bills are payed.
8. As a Non- ERASMUS student make sure you cancelled your health insurance. You need proof of your official withdrawal from university enrollment to do so. Please see our homepage for more details.

6. Waste Sorting

Waste sorting is very important in Germany! To make it easier for you, here are the most important facts about trash division in Germany!

Yellow Bin (Gelber Sack): all plastics with a green symbol are allowed in the yellow bin. Packages should be as clean as possible. Please put into the yellow bin: plastic bags, synthetic materials, juice packages, cans.

Paper: (Container in front of Kunzenweg 15): newspapers, magazines, cardboard. In case the paper is stained with color, it is not recycleable any longer and belongs into the residual waste bin.

Biological waste: all organic waste, food, plants, coffee or tea bags. Please don't put ahes in this bin!

Residual waste: vaccuum cleaner bags, diapers, female hygiene articles, used pens, porcellan, glass. Please don't put any electronic devices in this bin!

Old clothes and shoes: Please find a container for your old clothes and shoes in front of Kunzenweg 15.

7. Glossary

GERMAN TERM	ENGLISH TERM	EXPLANATION
Aufenthalts-genehmigung	Residence permit	Issued at the Registration Office
Akademisches Auslandsamt (AAA)	International Office	Located at Kunzenweg 15, third floor
Beratungswoche	Information and Advising Week	The week before classes start. It is dedicated to information sessions and personal counselling
Bertoldsbrunnen	Bertoldsbrunnen	Large statue in town center at junction of Kaiser-Joseph-Straße (main street) and Bertoldsstraße; all trams go through this junction.
Bibliothek	Library	On the PH campus, KG 1
Bürgeramt	Registration Office	Issues residence permit
DaF	German as a Foreign Language	Courses offered by the PH and the Albert-Ludwig-University for foreign students to learn German; PH also offers M.A-level courses in teaching DaF
ECTS Punkte	European credit transfer system points	See info on ECTS points on p. 11
Immatrikulation	Enrollment	You must enroll/report back to university for each semester that you attend (January for summer semester/July for winter semester)
EULA (Europalehramt)	Bilingual Education programme	M.A. programme training students for primary or lower secondary in bilingual settings—English or French
Gesetzliche Krankenkasse	State-run health insurance	Issues health insurance certificate

GERMAN TERM	ENGLISH TERM	EXPLANATION
Grundschule (G)	Primary/ Elementary school	Grades 1-4, does not include kindergarten
Gymnasium	Upper level secondary school/ high school	Secondary school (grades 5-12) with university-qualifying exam
Hauptbahnhof (Hbf)	Main Train Station	
Hauptschule (H)	Lower secondary school	Secondary school (grades 5-9) with basic school-leaving certificate
KG (Kollegengebäude) 4	University building 4	Building number indicated, see directions, maps on website
Krankenversicherung	Health insurance	Compulsory for enrolment
Krankenversicherungsbescheinigung	Confirmation of health insurance	Issued by a state-run health insurance company
Mensa	Cafeteria/ Student restaurant	Pay with cash or your PH card at any of the three student cafeterias
Orientierungswoche / Einführungswoche	Introduction week	Divided into two parts: administrative (enrolment, registering with the authorities, etc.) and academic (language test, selecting courses, etc.)
Pädagogische Hochschule	University of Education	“PH” for short (“Hochschule” is not translated as “high school” but is an institute of higher education, college or university)

GERMAN TERM	ENGLISH TERM	EXPLANATION
PH-Karte	Student identity card for the PH	issued to students enrolled for at least one entire semester
Realschule (R)	Secondary School	Secondary school (grades 5-10), with intermediate-level finishing exam
Regiokarte	Regional public transport pass (monthly)	Valid 24h a day for one month, costs about €42 for students
Semesterticket	Regional public transport pass (for semester)	Valid for 6 months, costs about €100 for students
Semesterbeitrag	Semester fee	Compulsory charge (78€ per semester), to maintain student facilities such as accommodation, cafeteria, etc.
Sprechstunde	Office hour	Specific times to see staff, posted on departmental notice boards and websites, office doors, announced in classes,
Studierendenwerk	Student Union/ German National Association for Student Affairs	Serves all higher education institutions in Freiburg, central housing office, social organisation, International Club
Vorlesungsverzeichnis	Course directory	Available on PH website – look for “Hochschulportal LSF”
Zentrum für Schulpraktische Studien	School Placement Office	Responsible for school placements
Zimmer Abnahme	Check-out (of your dorm room)	Required for return of deposit
Zulassungsbrief	Letter of admission	Needed for enrolment, opening a bank account, etc.