# Welcome to Freiburg

Information Session for Incoming Exchange Students at the Department of Economics



# **Topics**

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- Introduction
- Homepage
- Course Selection
- Course Material
- ECTS
- Library
- Examinations
- Documents



#### Introduction



- International Programs Office
  - International Affairs other than ERASMUS:
    - Director: Prof. Dr. Wolfgang Eggert
    - Coordinator: Mrs. Gabriele Rothardt
      - $\rightarrow$  room: 2334
      - $\rightarrow$  office hours: mo.– fr.: 9:30 11:30 am
      - → mail: international@vwl.uni-freiburg.de
    - Student Assistant: N.N.
      - $\rightarrow$  mail:

#### Introduction

- International Programs Office
  - ERASMUS Affairs:
    - Director: Prof. Dr. K.J. Bernhard Neumärker
    - Coordinator: Dr. Steffen Minter
      - → room: "Alte Universität"
      - → office hours: by arrangement
      - → mail: erasmus@vwl.uni-freiburg.de
    - Student Assistant: N.N.

# Homepage...

- MANUS: University of the part of the part
- ...of the International Programs Office:
  - → http://portal.uni-freiburg.de/vwl-international
  - → Google: Auslandsbüro VWL Uni Freiburg



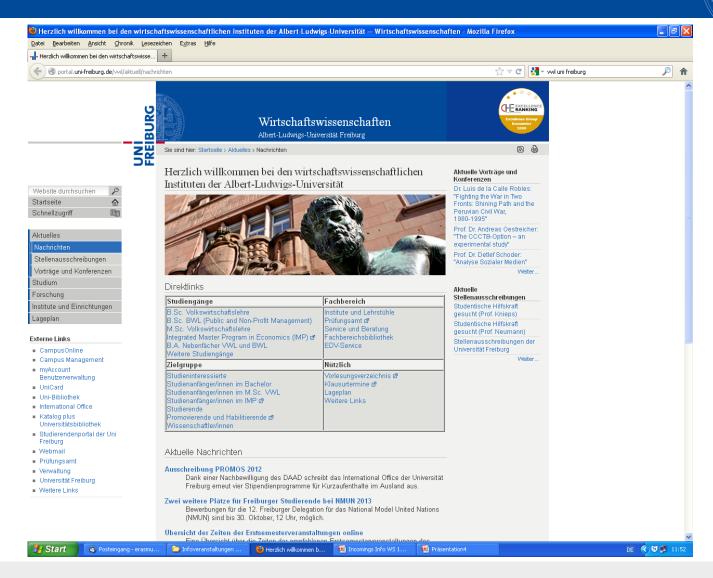
# Homepage...

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- ...of the Department of Economics:
  - → http://portal.uni-freiburg.de/vwl
  - → Google: VWL Uni Freiburg
  - → Important URL for...
    - ...Course Listing
    - ... Campus Management
    - ...Campus Online
    - ...University Library
    - ...etc.



# Homepage of the Department of Economics



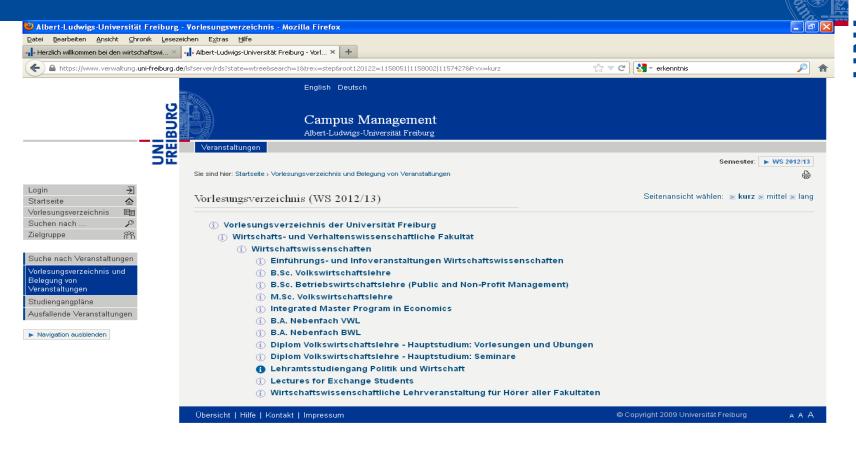
- Course Listing for Economic Courses
  - → how to get there:
    - Homepage of the Department of **Economics**
    - Link to Campus Management
  - Vorlesungsverzeichnis WS 2013/14 (aktuell)
  - Wirtschafts- und Verhaltenswissenschaftliche Fakultät
    - Wirtschaftswissenschaften













- Choose the degree program
  - → B.Sc. Volkswirtschaftslehre
  - → B.Sc. Betriebswirtschaftslehre
  - → M.Sc. Volkswirtschaftslehre
  - → M.Sc. Economics
- Choose the subitem
  - → e.g. Wirtschaftspolitik, Pflichtmodule
  - → first year, second year
- And find the offered courses

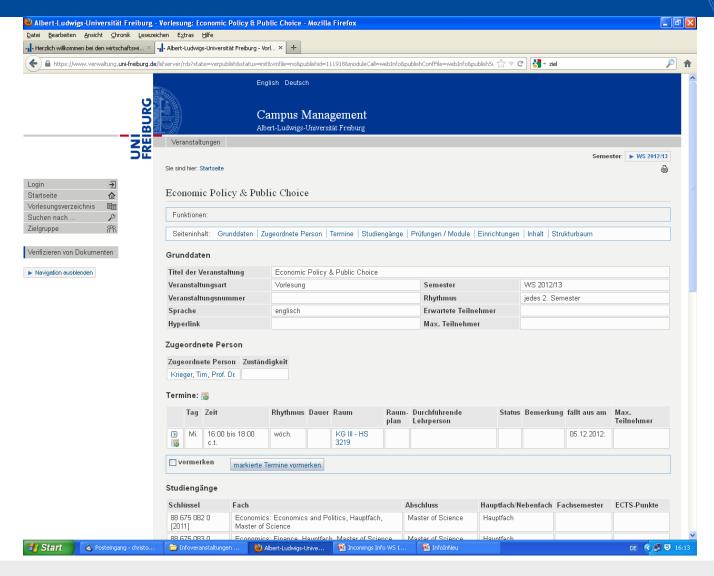




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- Course Information
  - Course Listing
    - time, date, room, lecturer, language of instruction, etc.
    - course code
    - course outline (often)
    - ECTS (often)







- Course Information
  - Homepages of the chairs
    - time, date, room, lecturer, language of instruction, etc.
    - course outline
    - ECTS
    - news, updates
    - links to relevant information
    - course material (lecture notes, etc.)

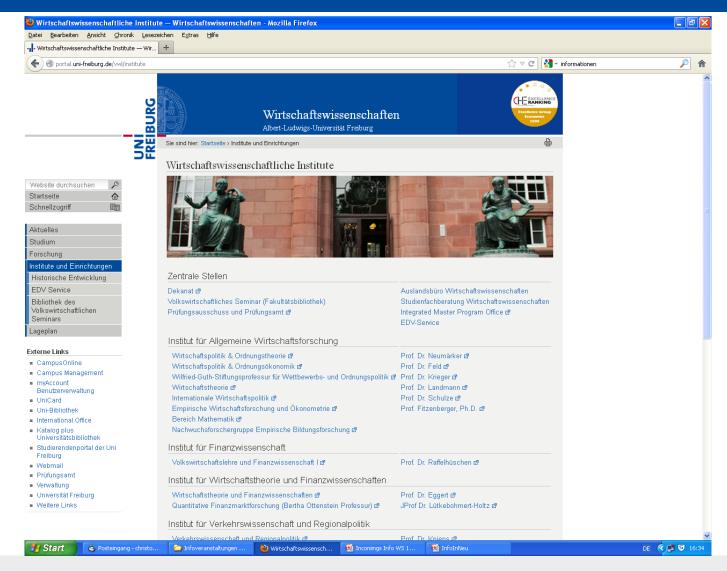


- Course Information
  - Homepages of the chairs
    - →how to get there:
    - Homepage of the Department of Economics
    - Institute und Einrichtungen
    - then...
    - ...choose the chair or the professor



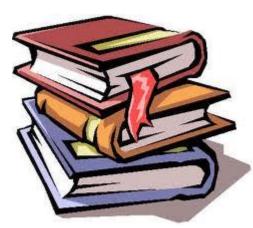






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- Course Information
  - "Modulhandbücher"
    - Complete listing of all Economic courses
    - Course outline
    - Language of instruction
    - ECTS
    - etc.
    - Bear in mind that not all courses are lectured every semester!



- Course Information
  - "Modulhandbücher"
    - → how to get there:
    - Homepage of the Department of Economics
    - Studium
    - Studiengänge
    - Choose the degree program
    - Scroll down to the link "Modulhandbuch"













- Course Types
  - Relevant degree programs
    - Bachelor of Science = undergraduate
      - → usually instruction in German
    - Master of Science = graduate
      - → both English or German
    - Integrated Master Program = graduate
      - → instruction in English
    - ➤ You may choose courses from all degree programs!

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- Course Types
  - Other institutions
    - Other departments:
      - → Law, Political Science, History, etc.
    - Sprachlehrinstitut (SLI)
      - → language and cultural courses
      - → some courses are free of charge for exchange students
      - → https://www.sli.uni-freiburg.de/
      - → Course Listing → Philologische Fakultät
        → Sprachlehrinstitut

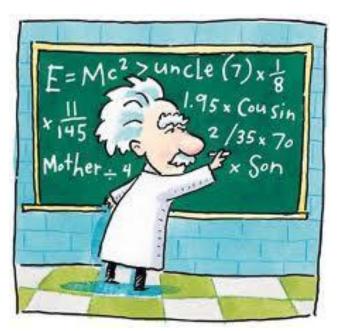


- Course Types
  - Other institutions
    - Zentrum für Schlüsselqualifikationen (ZfS)
      - → Center for Soft Skills
      - → various courses relating to competence training
      - → http://www.zfs.uni-freiburg.de/
      - → Course Listing → Lehrveranstaltungen des Zentrums für Schlüsselqualifikationen



- You may choose courses from all institutions!
- Contact your coordinator (specific terms)!

- Course Types (refer to courses at the Department of Economics)
  - Lecture (Vorlesung)
    - No registration unless otherwise stated
    - Usually held weekly
    - Instruction by professor



- Course Types (refer to courses at the Department of Economics)
  - Tutorial (Übung)
    - Additional to the lecture
    - Extension/Application of theories taught in the lecture
    - No registration unless otherwise stated
    - Usually held weekly
    - Instruction by assistant
    - Usually starts in the second week of the semester

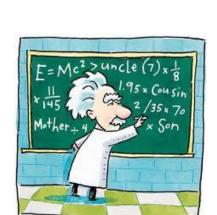


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- Course Types (refer to courses at the Department of Economics)
  - Sub-Tutorial (Tutorat)
    - Exercise, practice, calculation
    - Usually held weekly
    - No registration unless otherwise stated
    - Instruction usually by student
    - Usually starts in the third week of the semester



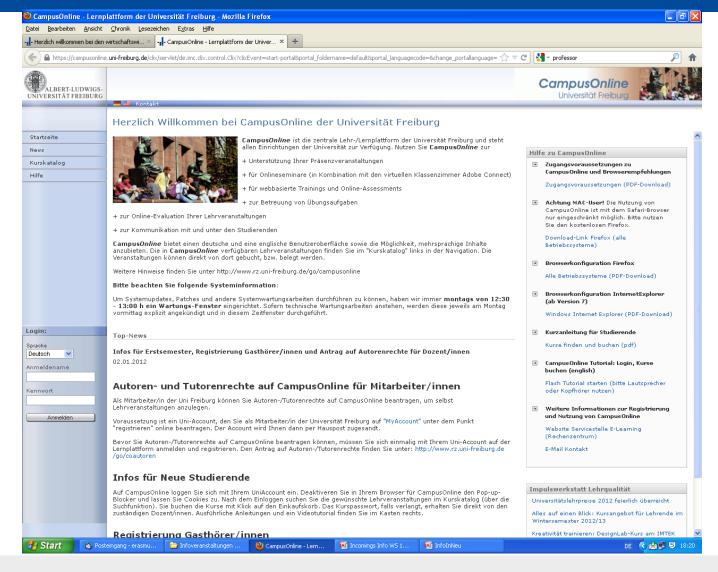
- Course Types (refers to courses at the Department of Economics)
  - Seminar
    - Workshop
    - Often organized as a block course
    - Instruction by professor or assistant
    - Early registration mandatory
    - Restricted number of participants
    - Contact your coordinator!







- Campusonline/ILIAS:
  - → Lecture notes, literature, exercises, assignments, etc.
  - → how to get there:
  - Homepage of the Department of Economics Campusonline/ILIAS
  - then...
  - → Type in your university password and user-id





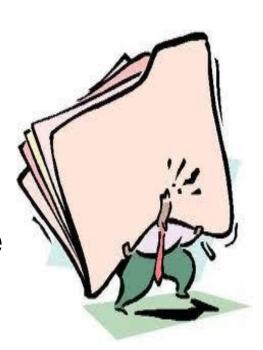
- Campus Online
  - → how to find courses:
- Kurskatalog
  - Wirtschafts- und Verhaltenswissenschaften
- Bereich Wirtschaftswissenschaften
  - Choose the chair
  - Choose the professor
  - Choose the course
  - Click the icon below "Aktion" to book the course using the password provided by the lecturer





- ILIAS
  - → how to find courses:
  - Magazin
  - Lehrveranstaltungen WS 2013/2014
  - Wirtschafts- und
    Verhaltenswissenschaftliche Fakultät
  - Wirtschaftswissenschaften
  - Choose your program
  - Choose your course

- Homepages of the chairs (see above)
  - common practice
- Library at the Department of Economics
  - "Semesterapparat"
  - Documents available for copying
  - uncommon practice
- Copy shops
  - Documents available for purchase
  - uncommon practice
- → Lecturers will inform you!



### **ECTS**

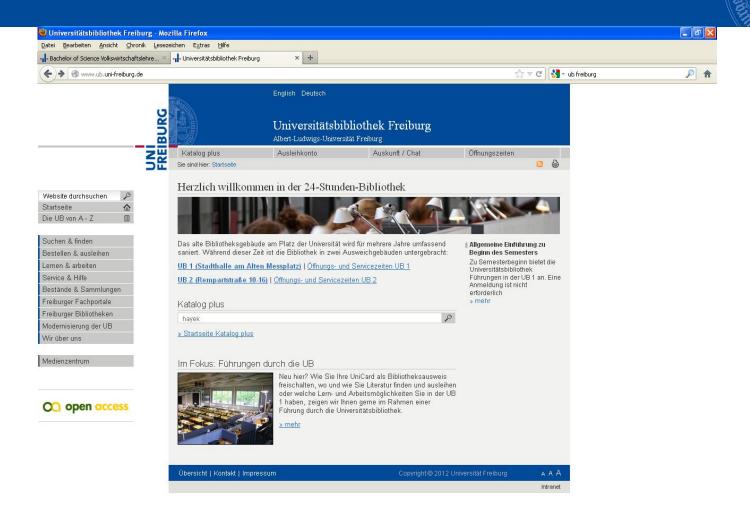
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- Economic courses
  - Usually between 4 and 8 credits
  - Rule of thumb:
    - 2 SWS = 4 ECTS
    - 4 SWS = 6 ECTS
    - -6 SWS = 8 ECTS
    - SWS = Semesterwochenstunden (quantity of lessons per week)
- Courses at other institutes
  - ECTS as indicated



- University library
  - Main building (UB1)
    - Stadthalle am Alten Messplatz
    - Open 24/7 (Sundays, at night: access with the uni card)
  - Local branch (UB2)
    - Rempartstraße 10 am 4 pm
    - Monday- Friday 08 am 8 pm
    - Saturday 9 am 6pm
    - http://www.ub.uni-freiburg.de/





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- University library
  - Borrowing:



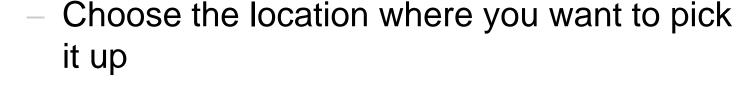
- Homepage of the library
- Type in the title or the author in the search box



- Choose the version
- Click "Verfügbarkeit"



Click "Bestellung"





Type in your library password and user-id

- University library
  - Some books cannot be ordered
    You have to...
    - pick them up at UB1
    - read/copy them at UB1
  - Some books are not available at UB1
    You have to...
    - of a department
    - find them in the denoted library of a department
  - Some books are not found by the search engine instantly
    - Try different search criteria



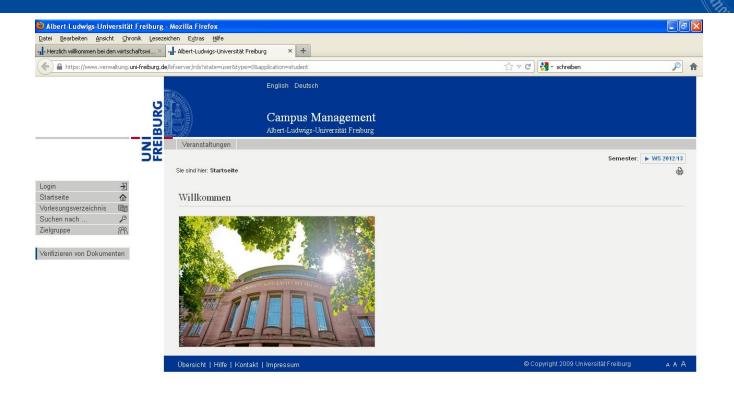
- Library at the Department of Economics
  - called "Volkswirtschaftliches Seminar"
  - on the second floor of the KG II
  - Availability of all relevant Economic literature
  - Borrowing only overnight or over the weekend
  - Need for an identification
  - Receipt of the identification at the entrance
  - Opening hours: mo. fr. 8 am 10 pm
    sa. 9 am 6 pm

- Economic courses
  - Final examination period: tba
    - → Mid-term exam in "Ökonometrie"!
  - Online registration
    - Registration period: tba
    - Campus Management
    - → www.verwaltung.uni-freiburg.de/qis
    - → Homepage of the Department of Economics Campus Management











- **Economic courses** 
  - Online registration



Login with your university password and your user-id



Prüfungsan-/abmeldung



Check the box and click "weiter"



Move on to the specific exam



Anmeldung



→ Take care that you choose the correct exam (4, 6, or 8 ECTS)

- Economic courses
  - Online registration
    - If you face problems contact your coordinator!
  - Retake exams: tba
  - Seminars usually conclude with a presentation and an essay
- Exams at other institutes
  - Assessment/examination and registration as announced by the lecturer
  - Check the respective web pages!



#### Documents

- Learning Agreement
  - Final version has to be signed not later than June 30 unless your home university demands it earlier
- Certificate of arrival/attendance
  - Some partner universities require a signed certificate of arrival
    - → Check with your coordinator at home!
  - All universities ask for a signed certificate of attendance

#### Documents



- "Schein"
  - Certification of the successful completion of a single course at SLI, ZfS, or other departments
  - Important for your Transcript of Records!
- Transcript of Records
  - Certification of all courses participated
  - Includes ECTS and grades
  - Will be issued by your coordinator
  - Fill in a preliminary Transcript of Records and hand it in!
    - → Information on non-Economic courses!



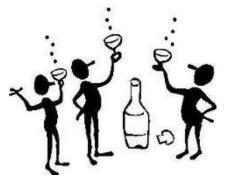
# Welcome to Freiburg



It is a pleasure to host you!



Have fun and study hard!





Contact us if you have any questions!