

Eucor — English Department at the University of Freiburg

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General Information and Contact Person:

- General information for Eucor students:
<https://www.eucor-uni.org/en/studies/practical-information-students/>
- Information for incoming Eucor students to Freiburg:
https://www.studium.uni-freiburg.de/en/counseling/exchange-programs-and-studying-abroad/eucor/incoming-students-from-freiburg-s-partner-universities?set_language=en
- Contact person at the English Department:
Sissy Braeuer (studienkoordination@anglistik.uni-freiburg.de) or Dr. Gert Fehlner (gert.fehlner@anglistik.uni-freiburg.de)
- Website of the English Department:
https://www.anglistik.uni-freiburg.de/?set_language=en

Instructions to take classes at the Freiburg English Department:

Steps to undertake

1. Take a look at the courses offered (see link to the course catalogue below).
2. Decide which of the available classes at the English Department you would like to take part in. **Take note of the semester dates and teaching periods under https://www.studium.uni-freiburg.de/en/dates-deadlines-events/semester-dates-and-teaching-periods?set_language=en**
3. Speak to your home university's academic coordinator for your study program/Eucor representative at your home English Department before enrolling in any classes at Freiburg's English Department to find out whether the class you have chosen can be recognized by your home university as part of your degree program.
 - For Basel students: Thomas Manson (thomas.manson@unibas.ch) and Tamara Dima Imboden (tamaradima.imboden@unibas.ch)
 - For Mulhouse students: Sämi Ludwig (samuel.ludwig@uha.fr)
 - For Strasbourg students: Rémi Vuillemin (vuillem@unistra.fr)
4. The deadline for choosing courses is:
 - For the Winter Semester: October 1
 - For the Summer Semester: April 1
5. To register interest in a class, contact the academic coordinator Sissy Braeuer (studienkoordination@anglistik.uni-freiburg.de) by the above-mentioned date. Please note that you can only be registered officially for a class once you have received your matriculation number. Matriculation at the University of Freiburg is a required step for an Eucor mobility, even if you only take one class per semester.
6. Your learning agreement will be signed by Sissy Braeuer or Gert Fehlner.
7. To matriculate/enroll at the University of Freiburg, you will have to:
 - Fill out the application for matriculation (<https://www.studium.uni-freiburg.de/de/beratung/austausch/eucor/docs/eucor-antrag-auf-immatrikulation>)

- Provide a certificate of enrolment from your home university (“Immatrikulationsbescheinigung” or “certificat de scolarité”)
- Provide proof of health insurance.
 - This also applies if you are insured in France or Switzerland and are therefore exempt from the insurance obligation in Germany. In this case, you will have to submit a certificate of exemption from a German statutory health insurance company (e.g. AOK, Barmer GEK, DAK, TK). You can request this from the statutory health insurance company via email. The certificate can then also be sent directly to the university by the health insurance company. **A copy of your European Health Insurance Card (EHIC) is not sufficient for enrolment!**
- Submit your filled out application for matriculation and the required documents to the *Service Center Studium*:
 - Students with German citizenship submit their application to studierendensekretariat@service.uni-freiburg.de
 - Students of other nationalities submit their application to international@service.uni-freiburg.de

After you have been matriculated, you will receive your Unicard (giving you access to the University library, the cafeteria etc.) via mail and your access details for the university's online platforms via email. You will then have access to the campus management system HISinOne (where you can, for example, see your timetable or download your transcript) and for ILIAS, which is the online learning platform on which class materials will be uploaded.

8. After having matriculated, you will have to send your matriculation number to Sissy Braeuer (studienkoordination@anglistik.uni-freiburg.de) to be officially registered for your class(es) on the campus management platform HISinOne.
9. During the semester, you are required to register for the examinations in your classes (this has to be done in addition to course registration before the semester) in order to receive (graded) course credit (*Studienleistungen*). This step applies to each individual course which is to appear on your transcript, no matter the type of assessment (exams, term papers, oral exams etc.).

Please find information on this under https://www.anglistik.uni-freiburg.de/current-students/psl?set_language=en

Important note: You will have to register all of your exams as *Studienleistungen* (= “non-graded” works), even if you will receive a final grade for a class. You can find instructions for exam registration under https://wiki.uni-freiburg.de/campusmanagement/doku.php?id=hisinone:studieren:pruefung_en

The deadlines for exam registration are:

- For the winter semester: November 1 – January 15
- For the summer semester: May 1 – June 15

10. You will be able to download your transcript displaying your grade(s) from the online platform HISinOne once they have been uploaded by your lecturer(s). This will generally be some time after the end of the teaching period. If you need a grade by a certain date, you will need to speak to your lecturer to see if this is possible. The grading system is as follows:

- 1,0 is the best grade; 4,0 is the last passing grade:
 - 1,0/1,3 sehr gut
 - 1,7/2,0/2,3 gut
 - 2,7/3,0/3,3 befriedigend
 - 3,7/4,0 ausreichend
 - 5,0 nicht ausreichend

11. **Make sure to follow your home university’s instructions for outgoing Eucor students as well** (e.g. regarding Learning Agreements, Travel Allowance etc.).

- For Basel students: <https://www.unibas.ch/en/Studies/Mobility/Mobility-in-the-Region/Eucor/Eucor-Out-Going.html>
- For Mulhouse students: <https://www.uha.fr/fr/international/partir-etudier-a-l-etranger-grace-a-une-mobilite-encadree/partir-a-l-etranger-avec-eucor-le-campus-europeen.html>
- For Strasbourg students:
 - <https://www.unistra.fr/international/partir-a-l-international/etudiants/etudier-sur-un-campus-europeen/mobilite-libre>
 - Contact Théo Boucart (boucart@unistra.fr) to ask for the learning agreement form, then vuillem@unistra.fr to validate the learning agreement

Course Catalogue

The course catalogue for Eucor students of English can be found here:

https://www.anglistik.uni-freiburg.de/current-students/courses?set_language=en

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