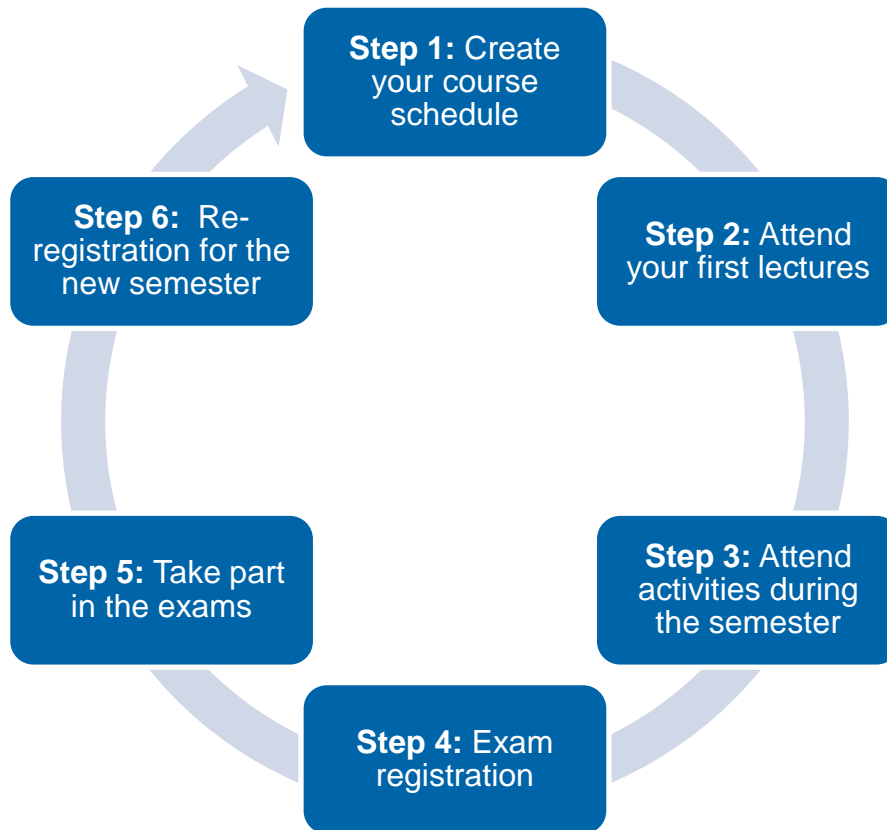


4. Studying in Freiberg

As a student of the TUBAF you need to take the following steps each semester:



4.1. Creating your course schedule

4.1.1. The electronic course catalogue (Vorlesungsverzeichnis)

Students of some degree courses will receive their course schedule during the introductory meeting of their course. You will get the dates for this meeting during the orientation days.

All other students have to create a personal course schedule by using the electronic course catalogue.

In the electronic course catalogue (*Vorlesungsverzeichnis*), all lectures of the semester are listed with date, time, place, name of lecturer, and description (partly in English). The list of lectures is available only in German. The current course catalogue will be available shortly before the start of the actual semester at this web address:

<https://evlvz.hrz.tu-freiberg.de/~vover/>

In a **workshop** during the orientation days, we will show you how to create your schedule using the electronic course catalogue (*please see also the workshop handout attached*).



Organisational changes may occur

At the beginning of the semester changes in the course catalogue may occur for organisational reasons. Therefore, we advise you to pay attention to changes by checking the **UNIINFO** daily. Please make sure to attend every first lecture.

Registration required for lab work, field trips and seminars

At the TUBAF there is no need to sign in for lectures. However, this does not apply to lab work, field trips, colloquia, workshops and seminars. Usually, organisational information is given in the first lecture. Mainly, OPAL is used for the registration.

For exchange students from partner universities (e. g. Erasmus+): Choosing and changing lectures

We recommend setting up your course schedule at least one week before the start of lectures by using the electronic course catalogue.

In case of questions related to your lectures, do not hesitate to arrange an appointment with your supervisor (the departmental coordinator according to the Learning Agreement).

Changes of the original study plan have to be entered in the Learning Agreement and no later than by the end of the first month of the lecture period.

4.1.2. Study and exam regulations / module handbook

Each degree course has its study and examination regulations (*Studien- und Prüfungsordnung*) which are detailed in the corresponding module handbook (*Modulhandbuch*). These official documents include all regulations regarding the curriculum, the grading system, important dates, deadlines, examinations, and the final thesis. It is the legal framework on which all the degree courses of TUBAF are based. It is in your own best interest to know these rules and regulations.

The module handbook also describes every module (lecture/class) contained in a degree course. You should use the module handbook of your degree course to create your course schedule. You find the regulations and module handbooks on this website as PDF documents:

<https://tu-freiberg.de/en/study/during-studies/study-documents>

During the Orientation Days we explain you how to use the above-mentioned documents during a **workshop**.

4.1.3. OPAL – Online teaching and learning platform

OPAL is an online platform for teachers and students. Lecturers upload additional material in OPAL. It can be used as registration tool for certain courses and for tutorial groups as well. You need your username and password from TUBAF to login:

<https://bildungsportal.sachsen.de/opal/dmz>

During the orientation days, we show you how to work with OPAL during a **workshop**. The workshop handout can be found in the appendix.

4.1.4. Language courses at the IUZ – Language Department

As a student of TU Bergakademie Freiberg, you can improve your language proficiency for free by taking different language courses during the semester.

German language courses

As a student of TU Bergakademie Freiberg, you can learn German in several courses from level A1 to B2 during the semester and besides the regular study courses for free. Each of these German courses has the amount of 50 % of a language proficiency level. So, it takes two semesters to achieve a new proficiency level (e. g. the combined courses A1.1 in winter semester and A1.2 in the following summer semester). Each course takes place twice a week. More information and registration at: <https://tu-freiberg.de/en/international>

Please note: The *German intensive courses* B2 and C1 are *full time courses* and are *fee based* and are only available as preparation for degree seeking students in German taught programs.

How to improve your German language in addition to a language course

Please have a look at chapter 4.3.8 Offers of the International Centre, where you will find information about additional language programmes that may assist you in improving your German language skills.

Foreign languages (besides German)

The IUZ Language Department offers a variety of foreign language courses such as English, Spanish, French, Italian, Portuguese, Norwegian, Chinese, Japanese, Russian, Polish and Czech. The language of instruction is German. A foreign language course regularly starts in winter semester and has a duration of two semesters. Some courses are offered only every two years.

For more information see our website: <https://tu-freiberg.de/en/international>



Rules for language courses

A regular attendance (at least 80 % of the total lectures) of a student is expected. It is a requirement for participating in the exam at the end of the course.

4.2. Always attend the first lecture!

The attendance of each lecture is important. However, it is particularly important to attend the first lecture in the semester for every selected course! During the first lecture, you will receive important information from the lecturers for the coming semester, such as:

- groups/seminars sign-ups
- registration for labs, field trips, etc.
- scripts/documents for the course
- information about preliminary tests for the written examination (if necessary)
- bibliography (literature you should read during the semester)

4.3. During the semester

4.3.1. Course coordinators / Deans of Studies / Examination board

Either a course coordinator or a dean of studies is in charge of each study program. The coordinator or the Dean of studies can help you if you have questions regarding the content and the structure of the study program.

Deans of studies

Advanced Material Analysis (AMA)

Dr.-Ing. Dirk Renker

✉ Dirk.Renker@gi.tu-freiberg.de

Advanced Mineral Resources Development (AMRD)

Prof.Dr. Carsten Drebenstedt

✉ Carsten.Drebenstedt@mabb.tu-freiberg.de

Computational Material Science (CMS)

Dr. Egle Dietzen

✉ Egle.Dietzen@dekanat4.tu-freiberg.de

Geomatics for Mineral Resource Management (MGMRM)

Prof. Dr-Ing. Jörg Benndorf

✉ Joerg.benndorf@mabb.tu-freiberg.de

Groundwater Management (GWM)

Prof.Dr. Carsten Drebenstedt

✉ Carsten.Drebenstedt@mabb.tu-freiberg.de

International Business and Resources in Emerging Markets (IBRE)

Prof. Dr. Johannes Stephan

✉ Johannes.Stephan@vwl.tu-freiberg.de

Mathematics for Data and Resource Science (MDRS)

Prof. Dr. Marcus Waurick

✉ Marcus.Waurick@math.tu-freiberg.de

Mechanic and Process Engineering (MPE)

Dr. Egle Dietzen

✉ Egle.Dietzen@dekanat4.tu-freiberg.de

Metallic Materials Technology (MMT)

Dr.-Ing. Dirk Renker

✉ Dirk.Renker@gi.tu-freiberg.de

Sustainable and Innovative Natural Resource Management (SINReM)

Dr. Gero Frisch

✉ Sophie.ullrich@ioez.tu-freiberg.de

Sustainable Mining and Remediation Management (MoRe)

Prof.Dr. Carsten Drebenstedt

✉ Carsten.Drebenstedt@mabb.tu-freiberg.de

Technology and Application of Inorganic Engineering Materials (TAIEM)

Dr. Egle Dietzen

✉ Egle.Dietzen@dekanat4.tu-freiberg.de

Examination boards

There is an examination board for each study program. The examination board is responsible for all questions regarding the implementation of the exam regulations. These include in particular the recognition and crediting of study periods and academic achievements.

4.3.2. Student Office (Studierendenbüro)

The Student office is responsible for the following study organisation processes:

- study course related consultation
- re-registration for the next semester (payment of the semester fee)
- registration and de-registration for exams
- recording of all exam results (in cooperation with the faculties of TUBAF)
- change of student data (e.g., address, name, etc.)
- change to another degree course
- application for leave of absence
- de-registration (*Exmatriculation*)
- issue of the Transcript of Records for Erasmus and other exchange students



Main Building, Akademiestr. 6
Location of the Student Office
(see Uniwegweiser No. 1)



Student Office (Studierendenbüro)

Akademiestraße 6, ground floor Rooms 8 to 11

Contact

The responsibility of the staff in the Student Office is divided according to study programs. You can find which clerk is responsible for your study program and her contact details on the website of the Student Office under *Ansprechpartner* (contacts).

Website and office hours

<https://tu-freiberg.de/en/study/counseling-services/student-office>

4.3.3. Student Online Portal (Selbstbedienungsportal)

The Student Online Portal is a website you need to access with your university username and password. The student self-service portal can be reached fastest via the link in the service area at the bottom of the university website or by using the following link:

<https://sbweb2.tu-freiberg.de/qisserver/rds?state=user&type=0&noDBAction=y&init=y>

You can use the following functions in the student self-service portal:

- create and download your certificate of enrolment
- registration for exams that occur in your examination regulations
- deregistration / withdrawal from exams
- re-registration for the next semester
- change of your personal data (e.g. your home address, e-mail address, or phone number)

During the orientation days you have the opportunity to learn about the various functions of the Online Portal during a **workshop**. The handout is part of the Welcome Guide and can be found in the Appendix.



Important information for Erasmus and other exchange students

For exchange students it's not possible to register for or de-register from exams by using the Student Online Portal. You must fill in a form for exam registration which can be downloaded on the following website. The form should be sent by e-mail or dropped in the letter box of the university (Akademiestraße 6).

<https://tu-freiberg.de/en/study/counseling-services/student-office>

4.3.4. Study material and books

Studying at TU Bergakademie Freiberg seldom involves buying books. Nearly every book can be accessed at or borrowed from the university library. Other essential literature, relevant for your lectures, can easily be downloaded from each institute's website. Additionally, many professors publish their most important lecture material. These scripts are either available for a fee as printed copies or free of charge as download from OPAL.

Should you want to buy a book privately, the Academic Bookstore ("*Akademische Buchhandlung*") on the campus offers a broad geoscientific and natural sciences assortment.

4.3.5. The University Library (Universitätsbibliothek – UB)

In the University Library you can read and borrow various media (e.g. books, magazines). You need your student card to borrow media which you have to unlock first at the lending desk on the ground floor. Please present your student ID card which will then be enabled for independent lending.

At computer terminals, you can search the online catalogue of the University Library, work on the internet, and write your own texts.

Spread across the campus, there are two smaller branches of the library. Please see the library's website for further information.



University Library



New University Library
Winklerstraße 3

Website and opening hours
<https://tu-freiberg.de/en/ub>

4.3.6. Copy with the student ID card

You can use for the university's copying and printing system your student ID card. You can use the devices for copying and scanning documents as well as for printing (black/white, colour).

4.3.7. The Media Centre

If you need to print a thesis, brochures, flyers, posters, banners, etc. or need binding of scientific works, the Media Centre can help you.

There you can also lend technical equipment, e. g. cameras, camcorders, projectors, and microphones.



Media Centre

Prüferstraße 1

Office hours
Please check the website

Website:
<https://tu-freiberg.de/mz>

E-mail: auftrag@mz.tu-freiberg.de

4.3.8. Offers of the International Centre (IUZ)

Offers of the International Centre (IUZ)

The International Centre supports international students before, during, and after their period of study at TU Bergakademie Freiberg. The aim or intention is to make your stay as successful as possible. To achieve this aim, the International Centre provides the following offers.

Consultation with/about...

- assistance in finding an accommodation
- orientation days at the beginning of each semester
- organisational questions about the study
- social and everyday questions about life in Freiberg
- exchange studies and internships abroad

Workshops on the subjects of...

- Applying for internships and jobs
- Funding opportunities for international students
- Intercultural trainings
- Study Accompanying Programmes

Learning languages

(see also point 4.1.4 Language courses)

- German language
- Foreign languages
- Language programmes of the International Centre and AKAS

Language programmes of the International Centre and AKAS

Language tandem programme means learn and teach at the same time. International Centre will help you to find a tandem partner who will teach you his/her language (e. g. German) and wants to learn your language in return. Registration can be done under following website: <https://tu-freiberg.de/en/language-builds-bridges>

Language tutorial programme offers help in correcting your thesis, scientific work, application cover letter, or CV in German language, you can ask for it at the Language tutor programme. Volunteers from Freiberg and the surrounding area will help you to correct your written German. <https://tu-freiberg.de/en/language-builds-bridges>

In the **Language mentor programme**, a volunteer (a.k.a. the language mentor) supports you while you improve your German language proficiency. By spending leisure time with you, your language mentor will also teach you about German culture and everyday life. <https://tu-freiberg.de/en/language-builds-bridges>

Buddy programme

The idea is simple: students of TU Bergakademie Freiberg, the "buddies", get in touch with international students new to Freiberg. A buddy can help with flat-hunting, enrolment, or administrative paperwork. It is not uncommon that international friendships develop and continue when study time in Freiberg is over. If you are interested in having a buddy or being a buddy, please register at:

<https://tu-freiberg.de/en/study/studies/incoming-students-abroad/preparation/buddy-program>

International students in schools

The programme, "International students in schools", brings students from different countries in contact with pupils in Freiberg and the surrounding area. In this way, valuable insights and impressions can be achieved. Knowledge about traditional and popular culture, religion, language, geography, and politics of countries far and near can be exchanged. If you are interested in this project, please contact Mr. Torsten Mayer at IUZ.

<https://blogs.hrz.tu-freiberg.de/iuz/category/studenten-in-schulen/>

4.3.9. Services provided by the Career Centre

The Career Centre is a central facility and part of the Centre of Advanced Study and Research. It is in charge of students, doctoral students, and graduates who are preparing for their careers. The Career Centre acts as an intermediary between students and potential employers. It offers the following support:

- online job portal
- seminars and lectures on career, job, soft skills and IT skills
- point of contact with potential employers: at the job fair "ORTE" and during information evenings
- individual counselling: checking application portfolio, preparing job interviews, etc.



Career Centre
Prüferstraße 2

Website
<https://tu-freiberg.de/career-center>

4.3.10. Offers of the Student Services (Studentenwerk)

Legal counselling

You will get help with legal questions that may occur during your studies, for example if the boss does not pay the salary for the part-time job or the landlord does not return the deposit. You can find further information and contact details at:

<https://www.studentenwerk-freiberg.de/freiberg/counselling/legal-counselling/en/>

Social counselling

Do you have questions or problems regarding social benefits, housing or child benefit? In one, sometimes several conversations, possible solutions will be discussed together. You can find further information and contact details at:

<https://www.studentenwerk-freiberg.de/freiberg/beratung/sozialberatung/en/>

Psychosocial counselling

Almost everyone experiences difficult phases such as study and work difficulties, exam nerves or problems in their personal environment at some time during their studies. Everyone deals with these crises differently and not everyone can cope with them on their own. One-on-one or pair discussions are offered to work on your concerns in a solution-oriented manner. If you wish, the consultation will be anonymous and is subject to confidentiality. Certain thematic contents are dealt with in group discussions and workshops. You can find more details about the support at:

<https://www.studentenwerk-freiberg.de/freiberg/beratung/psychosoziale-beratung/en/>



Important note on counselling

In all cases the advice is free of charge, confidential and independent of third parties.

4.3.11. Student representatives

The Student Representatives of the Faculties (Fachschaftsräte/ FSR)

Every year, the students of each of the six faculties of TU Bergakademie Freiberg elect their student representatives. They are the representative body of all students who belong to their faculty. Their term of office is one year.

The Student Representatives are also a contact for questions about your studies, they provide specialised tools and equipment, keep old tests for practicing for exams, and organise student and faculty events (FSR festivals, etc.).

The Student Representatives inform students about their issues by using the UNIINFO circular mail, the notice boards in the faculty buildings, and on their websites at <https://stura.tu-freiberg.de/en/contact>. On the websites, you can find more information as well as contact details and addresses.

These Student Representatives delegate students to the Student Council, the legal representative body of the students on the level of the university.

The Student Council (Studentenrat / StuRa)

The Student Council is the legal representative body of all students of the university.

Student Council is, like the Student Representatives of the Faculties, a contact point for students with problems during their studies and supports students in matters such questions on examination law.



Student Council

Office: Agricolastraße 10

Opening hours:

Monday to Friday: 10 a.m. – 2 p.m.

Website:

<https://www.stura.tu-freiberg.de/en/>

The website of the Student Council provides information e. g. on university education policy issues, examinations, and working groups (AGs) of the Student Council and more.

4.3.12. Access to the campus network

Every student at TU Bergakademie Freiberg gets access to the services of the University Computer Centre (URZ):

- free access to the campus network via WLAN
- free access to the computer labs
- a university e-mail account with an e-mail address of the form "firstname.lastname@student.tu-freiberg.de"

You will receive your user identification (*Nutzerkennzeichen*) and a password (for the initial login) with your enrolment documents.

If you have **problems**, please contact the **IT Service Desk** provided by the URZ for all students.



University Computer Centre (URZ)

Bernhard-v.-Cotta-Straße 1

Website: <https://tu-freiberg.de/en/urz>

IT Service desk

Personally in the URZ, Room 2.05

Monday – Thursday 9 a.m. – 11.30 a.m., 1 p.m. – 3.30 p.m.

Friday 9 a.m. – 11.30 a.m.

Contact: servicedesk@tu-freiberg.de, +49 3731 391818

Internet access in the student dormitories

In the student dormitories of the Studentenwerk Freiberg you can use the network of TU Bergakademie Freiberg. Please contact the responsible administrator of the student network (StuNet). Their contact details can be found on the notice boards in the dorms and at:

<https://www.stunet.tu-freiberg.de>

Free Wi-Fi in the centre of Freiberg

You can use free public Wi-Fi in the areas of Obermarkt, Schlossplatz and Campus Café SIZ. To use it, please choose the unencrypted wireless network named "Stadt Freiberg".

4.4. At the end of the semester – examinations

At the end of a semester there is the exam period. To take (or retake) exams, you have to register in time.

4.4.1. The grading system in Germany

The German grading system is different from the American or British system. Marks are based on the following system.



Grading system in Germany

1	very good	excellent
2	good	significantly above average
3	satisfactory	average standard
4	sufficient	passed despite errors
5	insufficient	Failure due to errors and discrepancies

For differentiated assessment of the examination performance, individual grades can be increased or decreased by 0.3 to intermediate values.

The grades 0.7 / 4.3 / 4.7 and 5.3 are excluded.

4.4.2. Registration and deregistration of exams

For each module exam or partial module exam you have to register during the exam registration period (see chapter 3. Dates during the academic year). Degree-seeking students register for the exams via the Student Online Portal (see 4.3.3 Student Online Portal). The details will be explained during the Orientation days and also can be found in the handout.

For exchange students it is not possible to register for or de-register from exams by using the Student Online Portal. You must fill in a form for exam registration which can be downloaded from the following website:

<https://tu-freiberg.de/en/study/during-studies/study-organization/examinations>

The form should be sent by e-mail or dropped in the letter box of the university (Akademiestraße 6).



Important note about exam registration

If you are not registered for an exam, you are not allowed to take it.

The **rules of exams** are defined in the *Examination Regulations (Prüfungsordnung)* of each degree course.

To de-register from an exam

The deregistration (withdrawal) of a previously registered examination is possible – online or in person at the Student Office – **only up to one week before the examination date.**

An exam is considered as "failed" (grade 5.0) if the student was registered for the exam, has not deregistered the exam in time, and has not appeared for the exam.

The only exception is illness with a medical certificate issued by a doctor. This alone can prevent a "failed" mark for a missed exam. The medical certificate which must include the examination date must be submitted no later than three working days after the examination date to the Student Office.

4.4.3. Re-registration for the next semester

If you will study for more than one semester at TU Bergakademie Freiberg, you have to re-register for the next semester before the end of the current semester during the re-registration period (see chapter 3: Dates during the academic year).

The re-registration is simply done by paying the semester fee (94 euros). The easiest way to do this is by using the student online portal (see 4.3.3 Student online portal). At the student online portal, you can download and print your new certificate of enrolment. Either immediately after confirming the re-registration via the student online portal or after a few days when alternatively paying via bank transfer.

Please do not forget to validate your student ID card for the new semester. You can do this at the terminals in the library and the new mensa. During this process, the new validity date is printed on your student ID card (see 2.5.3. Functions of your student ID card).

For more information regarding the re-registration please see:

<https://tu-freiberg.de/en/study/during-studies/re-registration-studies>

5. Living in Freiberg

In the following chapter, you will find useful and practical information regarding living in Freiberg.

5.1. Shopping

5.1.1. Groceries / food

In Freiberg there is a wide range of various supermarkets and food shops, e.g., Aldi, Edeka, Kaufland, Lidl, Netto, Penny and Rewe. Shops which sell Asian and Oriental food, spices, and other things, can be found in the city centre. Halal food can be bought at the following shops:

- Aliko, Fischerstraße 13
- "al Rahman", Petersstraße 34
- "Jasmin", Petersstraße 31
- or in some cases also in supermarkets, e.g., Kaufland, Edeka and Rewe.

Every Thursday, a farmer's market takes place on the Obermarkt. There you can buy a variety of fresh products.

Opening hours & accessibility

Supermarkets for shopping food and household items are usually open from Monday to Saturday from 8 a.m. to 8 p.m.

Smaller shops downtown usually open between 9 a.m. and 10 a.m. and close between 6 p.m. and 7 p.m.

The supermarkets, that are closest to the campus, are Kaufland at Bebelplatz, REWE at Friedeburger Straße and Penny at Leipziger Straße.



Extended opening hours in some shops

The largest supermarkets in Freiberg as Kaufland (Bebelplatz 2, Häuersteig 2) and „REWE“(Friedeburger Straße 11, Am Bahnhof 4) are open from Monday to Saturday from 7 a.m. to 10 p.m.

You can reach the retail centre "Häuersteig" by bus (lines C and F) or by car in the direction of Brand-Erbisdorf. In addition to the many shops downtown, it offers a large variety of products.

Tip: Always have a 1 Euro coin with you as deposit for the shopping trolley!

On Sundays, all shops and supermarkets are closed. Only restaurants, cafes and petrol stations are open! Also on public holidays, all shops are closed. (Please see also chapter 3: Dates during the academic year)

Tap water

Tap water in Germany must meet strict legal quality regulations. Pathogens, heavy metals or other harmful substances may not be present in tap water and are tested to ensure this standard. Tap water is therefore safe to drink.

5.1.2. Clothes and furniture

Several smaller shops, that offer clothing, books, souvenirs, personal hygiene items, etc., can be found in the city centre of Freiberg at Obermarkt, in Erbische Straße, Burgstraße, and Petersstraße.

Selection of clothing stores

- AWG and Esprit (Kö 8) in Petersstraße
- Ernsting's Family at Obermarkt
- New Yorker in Burgstraße

Usually, clothes are cheaper during summer and winter sales. A larger variety of different kind of stores and shops can be found in Dresden and Chemnitz.

Especially cheap second hand clothes can be found here:

- Steffis Klamottenkiste, Turmhofstraße 2
- Re-sales, Burgstraße 22

Free second hand clothes you can get here:

- Clothing store ("Kleiderkammer") of the German Red Cross (Deutsches Rotes Kreuz, DRK), Annaberger Straße 4 (Tue & Thu 9 a.m. - 11:45 a.m. and 1 p.m. - 3:45 p.m.)
(While you can get the clothes for free, a small donation of 0.50 to 1.00 € will be appreciated.)

Where to buy new and used furniture

You can buy new furnitere in following shops:

- JYSK (Brander Straße 39, look for bargains)
- Alco-Möbel (Häuersteig Freiberg, Brand-Erbisdorf, look for bargains)
- Möbel Mahler (in the city of Siebenlehn, look for bargains)

Where to find used furniture:

- MöbelWert, Dammstraße 46/corner of Silberhofstraße, open Monday to Friday from 8:00 a.m. to 6:00 p.m., phone: 03731 7754800, discounts only on presentation of a valid student ID.
- A+V Höhne, Knappenweg, access via Frauensteiner Straße 47
The warehouse for used furniture and household goods is not located directly on Frauensteiner Straße, but on an old factory site. Access is via Frauensteiner Straße between house numbers 47 and 49.
- www.facebook.com/groups/freibergcircle (swap, buy and sell; private facebook group)
- ebay Kleinanzeigen – <https://www.ebay-kleinanzeigen.de/s-hausgarten/freiberg/c80l4194>
- advertised on pin boards in the Neue Mensa, dormitory buildings, university buildings and in supermarkets

Tip: IKEA-Tour with the Student Council (StuRa)

At the beginning of winter semester, the student council organizes a tour to the furniture store IKEA. Purchased furniture will be transported to Freiberg by truck. For more details, please check the social media of the student council.

5.1.3. Affordable bicycles

Since Freiberg is a small town, a bicycle is a cheap and fast means of transportation. Therefore, it is advisable to purchase a bicycle. Check the options listed below.

Bicycle rental of the CJD Sachsen

Please send an e-mail and pre-register before visiting the bicycle rent.

Location: CJD Sachsen, Berthelsdorfer Straße 58a

Phone: +49 (0)3731 69234 08 (Ms. Braun / Mr. Wolf)

E-Mail: kerstin.braun@cjd.de / bernhard.wolf@cjd.de



Bicycles are a popular means of transportation among the students

Self-help station of the AG Fahrrad

Location: Julius-Weisbach-Bau (Lampadiusstraße 4)

Tuesday 5:00 - 6:30 p.m.

Required spare parts have to be brought by yourself

Bicycle shops offering used bikes

- Bobs-Bikes: Zuger Straße 7b, Freiberg | www.bobs-bikes.de
- Bike Eck: Heubnerstraße 6, Freiberg | www.bike-eck.de
- Sportrad-Freiberg: Chemnitzer Straße 4, Freiberg | www.sportradshop.de
- Little John Bikes, Häuersteig 2, Freiberg | www.littlejohnbikes.de/shops/freiberg.html



Important hints for cyclists

Always make sure that you have a roadworthy bike with proper brakes as well as back and front lights.

Note one way streets. Cyclists are allowed to use it in both ways only if a sign with a bicycle symbol allows them to do so.

Driving on the footpath is prohibited for adults.

Please use bike paths instead of the road or the footpath, if available.

5.2. Media

5.2.1. Radio and TV

German broadcasting, both public and private, offers a wide selection of programmes. The three most important public TV channels in our region are ARD, ZDF and MDR. You can receive them with simple television aerials. To receive cable TV (= private channels like e.g. RTL, Sat 1 or Pro7) you must either have your own satellite dish or a "cable feature". A large provider of cable television in Freiberg is PÿUR (<https://www.pyur.com>).

5.2.2. TV and radio licence fee

The fee for public TV and radio stations is called "*Rundfunkbeitrag – ARD ZDF Deutschlandradio Beitragsservice*". In Germany, each household has to pay it. **The monthly cost is 18,36 €.** The fee is charged per flat and neither per person nor per device. Even if you do not own a TV set, radio or internet-enabled device, you have to pay the fee.



Radio and TV Licence Fee

The fee is 18.36 € per month and per apartment. Unfortunately, there is no exemption from the fee for international students. Don't ignore the letter from *Rundfunkbeitrag*, if you receive it, but follow the instructions.

More information in English are available on the official website:
<https://www.rundfunkbeitrag.de/welcome/englisch/>

→ You live in a shared flat. Who pays?

Only one person of age must be registered and pay the licence fee for each residence. Residents of a flat-share can decide among themselves who this should be. Any other residents who already have a licence fee account may deregister.

→ How to deregister?

To deregister, please use the hardcopy form from *Beitragservice* or do it online at https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden/index_ger.html

The two screenshots below show the steps to the contact form for deregistering a flat. We recommend the following text message in the input field “*Sonstiger Abmeldegrund*” (Other reasons for deregistration):

“Ich wohne in einer WG und mein Beitrag wird bereits von einem WG-Mitglied bezahlt. Die Beitragsnummer des zahlenden WG-Mitgliedes lautet: ...” (*put in the contribution number of the room mate who pays the fee*)

Translation: I live in a shared flat and my fee is already being paid by a flat mate. The contribution number of the paying flat mate is: ...

Make sure to attach a proof, if available.

Ich möchte eine Wohnung abmelden, weil...

? ich zu einem anderen Beitragszahler ziehe.

? ich dauerhaft ins Ausland ziehe.

? der Beitragszahler verstorben ist.

? ich mehrere Wohnungen habe und eine Wohnung vollständig aufgebe.

? ich in eine Pflegeeinrichtung bzw. Einrichtung für Menschen mit Behinderung ziehe/gezogen bin.

? sonstige Gründe zutreffen.

Screenshot of the deregistration process of Radio and TV licence fee: click on “sonstige Gründe zutreffen”

1. Abmeldegrund > 2. Abmeldedaten > 3. Zusammenfassung > 4. Nachweis

Ich möchte eine Wohnung abmelden, weil sonstige Gründe zutreffen.

Pflichtfelder sind mit * gekennzeichnet.

Sonstiger Abmeldegrund: *

“Ich wohne in einer WG und mein Beitrag wird bereits von einem WG-Mitglied bezahlt. Die Beitragsnummer des zahlenden WG-Mitgliedes lautet: ...”

Screenshot of the deregistration process of Radio and TV licence fee: recommend message

5.2.3. Internet access

For the internet access at the campus of the university and in the dormitories, please read paragraph 4.3.12 Access to the campus network of TU Bergakademie Freiberg (Chapter 4). If you have found an apartment or a room in a shared apartment on the private housing market, you need to complete a separate contract with a private internet provider. Possible providers in Freiberg are PÿUR or Vodafone. The costs for your internet connection arise in addition to your monthly rent. Ask your flatmates if there is already a contract you could participate in.

5.2.4. Newspapers and magazines

In Germany, a broad spectrum of newspapers and magazines are available at newsstands. The foreign press is also well represented. The “Freie Presse” is the newspaper with the largest circulation in our region. Two free weekly papers are distributed to every household in Freiberg, “Blick” and “Wochenspiegel”.

5.3. Telephone and mobile phone

In Germany, mobile phones are usually called “Handy”. There are different providers, which offer either contracts with monthly costs (usually valid for two years and with automatic renewal) or pay-as-you-go schemes. Prices may vary greatly between different providers. A flat rate for telephone, SMS messages and internet data costs about 15 to 25 € per month. Pay-as-you-go schemes cost at the beginning ca. 40€, which you can immediately use for your start credit. To buy the pay-as-you-go sim card you need your passport and certificate confirming residency in Germany (*Meldebescheinigung*).

5.3.1. Country and area codes

To make an international call to Freiberg from abroad, first dial the country code “0049” followed by the area code “3731”. Then dial the landline telephone number of the other party. To make a phone call from within Germany to Freiberg, dial the area code starting with “0”, dial “03731”.

Please note: If you want to call a landline telephone number within Freiberg from your mobile phone, you always have to dial the area code „03731” first and then the number of the other party.

5.4. The main post office

At the main post office, you can buy stamps at a machine (even if the office is closed). Detailed information on postage costs and the authorized dimensions of your post can be found on the website (only in German language): www.deutschepost.de/preise



Branch of Deutsche Post
Gerberpassage
Meißner Gasse 19

Opening hours
Mon – Fri: 9 a.m. - 6 p.m.
Sat: 10 a.m. – 2 p.m.

5.5. Religion and churches in Freiberg

Freiberg has several Protestant congregations as well as a Catholic church. Both the Protestant student group (ESG) and the Catholic student group (KSG) hold regular meetings once or twice a week. There is also a Mosque in Freiberg where regular Fridays Prayers take place.

For more information see the following link: <https://tu-freiberg.de/en>

5.6. Health care and visit to the doctor

At the doctor's office, students from the European Union will normally need to show only their European Health Insurance Card (EHIC).

Students from other countries follow other procedures depending on the type of health insurance they hold.



Emergency numbers
On-call service: 116 117
Emergency number: 112
Numbers are valid all over Germany – free of charge

Note: Please take your health insurance documents with you to the doctor!

5.6.1. Doctor's consultation

From Monday to Friday doctor's consultation hours usually start at 8:00 a.m. but vary in their duration. Therefore, please check the doctor's consultation hours via internet or telephone before going to the doctor. Make an appointment or go to the doctor in the morning when the consultation hours start. You should expect some waiting time.

Doctors usually have no opening hours on weekends. A list of physicians and pharmacies working on weekends (or at night pharmacies) can be found in the local newspaper "Freie Presse" or on the internet:

<http://www.freiepresse.de/LOKALES/MITTELSACHSEN/FREIBERG/notdienste.php>

Outside the consultation hours at weekends, there is an emergency service for non-life-threatening emergencies. The doctor who is on call comes directly to your home, if required. The telephone number for the medical emergency service is 116 117 (all over Germany, free of charge). Please explain your problem on the phone and then you get the phone number of the doctor on call. Please contact him/her.

Tip: In the appendix, you will find an **overview of doctors in Freiberg!**

5.6.2. Pharmacies

The pharmacies in Freiberg are open on weekdays usually from 8 a.m. until 6 p.m. and on Saturdays from 8 a.m. until 12 noon. The pharmacies in Kaufland at Bebelplatz and Häuersteig are open Monday to Friday from 8 a.m. to 8 p.m. Outside the opening hours, there are afterhours pharmacies for emergencies. A list of these special pharmacies can also be found at the above-mentioned internet address or in the shop window of any pharmacy.

Medical assistance (in case of emergency)

If you need medical treatment at night or during the weekend, or if it is a life-threatening situation, you should see the **Accident and Emergency department of the hospital (Notaufnahme)**. If you cannot go there alone, ask somebody to bring you there, take a taxi, or in a very severe case, call an ambulance by dialling 112.

Tip: In such a situation, do not forget your insurance card and health insurance documents!

A&E department of the hospital

If you do not know where else to go, you can go directly to the emergency room of the hospital in Freiberg. However, please be prepared for a long waiting time when your situation is non-life-threatening.



Hospital Freiberg, Donatsring 20 (please see hospital symbol at „Uniwegweiser“)



**Hospital Freiberg
A&E Department**

Donatsring 20
09599 Freiberg

5.7. Waste separation and deposit system

Germans are known to be environmentally conscious. That is why we separate our waste and have a bottle deposit system.

5.7.1. Waste separation

In Freiberg, domestic waste is separated into following categories:

- Brown or green bin: biodegradable waste from the kitchen and the garden
- Blue bin: paper and cardboards
- Yellow bin: packaging materials with the “Grüner Punkt” (green dot)
- Black bin: non-recyclable waste (*Restmüll*)



Dustbins for waste separation

Restmüll is the waste that does not belong to paper, glass, packaging and organic waste.

It differs from house to house which bins are available for the waste separation. Please ask your flatmates or your property owner.

Waste glass (without deposit) is collected in glass containers, which can be found in the urban area, usually at the edge of main roads. There are always three bottle banks according to the colour of the glass white, green and brown. Glass with different colours (e. g. blue) goes into the “green” container.



Containers for waste glass

5.7.2. Deposit system

In Germany, you need to pay a deposit when buying bottles or cans containing drinks (only few exceptions). If you need to pay a deposit, you will find a small symbol on the can or bottle (on the label) (please see pictures below).

You pay 0,08 € for beer bottles, 0,15 € for some glass bottles (e.g. milk bottles, large yogurt glasses), and 0,25 € for most plastic bottles and cans. When you return your empty bottles or cans, you the deposit will be refunded.

Supermarkets have machines, sometimes outside the shop, where you put your bottles and cans one after the other. Once you have returned all bottles and cans, you will get a receipt that you need to show to the cashier. Then they will refund your money.

It may sound a little bit complicated, but you will quickly get used to this system.



The recycling symbol “Grüner Punkt” (Green dot) can be found on packaging



Symbol to indicate returnable bottles and cans



Symbols for deposit bottles (made of glass or plastic) with deposit

5.8. Laundry

Most dormitories have coin-operated washing machines and dryers in the basement that can be used by the residents of that particular dormitory. A laundry load costs approx. 2,80 € and dryers cost about 2 € per load. Be sure you have sufficient change with you or enough money on your Student ID-Card.

Most shared apartments have their own washing machine.

5.9. Locksmith Services available in Freiberg

If you are in the situation that you have lost or forgotten your apartment / room key and thus have locked yourself out of your apartment / room, then you must call a locksmith service.

Please note:

- The opening costs depend on the time of the day and the duration of the work.
- At the latest after the door is unlocked, you must identify yourself as the tenant of the apartment / room.
- Payment always has to be made in cash after opening the door.

In the student dormitories: If you lock yourselves out and the caretakers are not working anymore (after working hours, at the weekends or on public holidays), please call the particular emergency locksmith service:

Student dormitories Winklerstraße, Lomonossow House: SCHLEGEL Schließtechnik
(24 hours service) Telephone: +49 (0) 37 31 / 22 42 6 or +49 (0) 152 285 48 832
Costs: approx. 40.00 – 65.00 EUR
An extra charge of 20.00 EUR will be charged at night and on public holidays.

Student dormitories Agricolastraße, Heinestraße: FISCHER Schlüsseldienst
(24 hours service) Telephone: +49 (0) 171 / 99 88 803
Costs: approx. 30.00 – 50.00 EUR

If you live in **an apartment or shared flat**, please call one of the above mentioned locksmith services. They are reliable and calculate student-friendly prices for door opening.

Tip: Deposit a second key for your apartment with a trusted person.

5.10. University sports and sports clubs in Freiberg

There are many opportunities to be or to become physically active – alone, with friends, or in a sports club – at TU Bergakademie Freiberg as well as with local Freiberg clubs.

5.10.1. The University Sports Centre at TU Bergakademie Freiberg (USP)

The University Sports Centre provides versatile and qualified sport and exercise programmes for students and employees.

On offer are for example: Basketball, Handball, Football, Judo, Fencing, Running, Swimming, Yoga, Climbing, Table tennis, Floorball and many more.

If you wish, you can also participate in competitive sports and/or in (university) championships.

In addition, sport promotes social integration into the university as well as facilitates the establishment of contacts with other students.

More information regarding the offers of the University Sports Centre and the registration for the courses can be found in the Appendix and are provided on the homepage of the USP: <https://www.tubaf.plus>

5.10.2. Sports clubs in Freiberg

In Freiberg, there are many sports enthusiasts, and many operate a club for their sport. The clubs and teams are always happy to have new members. Being physically active in a club also promotes contact with Freiberg citizens.

For an overview of all Freiberg sports clubs, sorted by sport, please see the website of the city of Freiberg (only in German): www.freiberg.de

Please follow the menu: Leben & Freizeit > Freizeit & Genießen > Sport > Sportvereine

5.11. Transportation: Bus, train and car pooling

Freiberg is a fairly small town, and most destinations are within walking distance from the campus. However, a bicycle can still be very useful (please see point 5.1.3 Affordable bicycles).

5.11.1. Going by bus in and around Freiberg

In Freiberg, there are different regular bus lines to get around Freiberg. A ticket for one zone (e.g. Freiberg) costs 2.70 € and is valid one hour beginning with the purchase. You can buy the ticket from the bus driver. Fares, schedules and timetable information can be found at: <http://www.regiobus.com/?id=47>



Central bus station Freiberg, Wernerplatz
/ Roter Weg

Information regarding a semester ticket

In 2022, the Student Council conducted a survey among the students of TU Bergakademie Freiberg regarding introducing a semester ticket. Negotiations are not yet completed. There is currently **no semester ticket** at TU Bergakademie Freiberg.

5.11.2. Journeys within Saxony and throughout Germany

Train – Deutsche Bahn/ Mitteldeutsche Regionalbahn

If you travel a lot by train, it might be worth buying a “BahnCard” from Deutsche Bahn that gives you a 25 % or 50 % price reduction on any ticket.

Attention! The “BahnCard” is valid for one year and has to be cancelled on time – meaning three month prior to the expiry date. Otherwise, the contract extends automatically for another year!

In addition, there are special train ticket offers such as:

- *Deutschland-Ticket*: a monthly ticket for 49 € that is valid throughout Germany on local public transport. Attention! The ticket is automatically renewed and can be cancelled monthly.
- *Sachsen-Ticket*: a train ticket for 30,00 € for one traveller, valid in regional trains, 2nd class, on one particular day throughout Saxony, Saxony-Anhalt and Thuringia. Up to five additional persons can travel with for a small surcharge of 8,00 € each. Attention! On weekdays, the ticket is valid from 9:00 a.m.!
- *Quer-durchs-Land-Ticket*: one ticket for 46 € for one traveller + 9 € surcharge for each fellow traveller (up to 5 fellow travellers), valid on Saturdays or Sundays for unlimited rides on one day throughout Germany in regional trains, 2nd class.
- *Sparpreise* (budget prices): if you book early enough (at least three days in advance), you can save up to 75 % of the regular ticket price. Attention! Budget prices are only valid for the booked train connection at a certain time.

Long-distance / Intercity coaches

Long-distance or intercity coaches are a good alternative when you want to travel at reasonable prices. The long-distance coach lines of Flixbus (www.flixbus.de) don't include Freiberg. You have to travel to Dresden or to Chemnitz first to use it.

Getting a lift / car-pooling – “Mitfahrgelegenheit”

Usually, it is cheaper to go by car than by train, especially when you are using car-pooling and sharing your car with other travellers or getting a lift from someone. It works like this: If you want to travel a longer distance, you look for someone, who is traveling in the same direction and can take you or (if you have yourself a car) you offer free places in your car and share the costs. This kind of traveling is very popular in Germany, especially among students.

Car-pooling is organized by several platforms in the internet, for example: <https://www.blablacar.de/>

Renting a car

If you have a driver's license, you can also rent a car for your journey. However, check costs and especially the insurance regulations before signing the rental contract!

Car rental in Freiberg:

- Sixt Freiberg, Am Rotvorwerk 10 <https://www.sixt.de>
- Europcar Freiberg, Anton-Günther-Straße 1B <https://www.europcar.de>
- Avis Freiberg, Leipziger Straße 43 <http://www.avis.de>
- Teil Auto, Mönchsstraße <http://www.teilauto.net>



Information regarding the driver's licence

Driver's licenses of member countries of the European Union are valid in Germany.

All other driver's licenses (also known as the "International driving licenses"), however, are usually only valid for half a year in Germany. Afterwards, a German driver's license must be applied for at the "*Fahrerlaubnisbehörde*" (Driving Licensing Authority) of the administrative district.

Therefore, inquire early about the validity of your driving license!

Further information can be found at: <https://www.landkreis-mittelsachsen.de/das-amt/buergerservice/fahrerlaubnis-internationaler-fuehrerschein.html>

5.12. Where to go out in town

In Freiberg and the surrounding area, there are numerous ways to spend your free time outside your studies: different events, restaurants, movies, nightlife...

5.12.1. Leisure facilities

- EAC – Studentenclub at Neue Mensa: concerts, board game parties, dance nights ...
- Alte Mensa (Petersstraße 5): concerts, readings, ...
- UBar (Meißner Gasse 20): parties, dance nights, ...
- Ballroom building Tivoli (Dr.-Külz-Straße 3): concerts, disco nights, student parties, ...
- Cinema "Kinopolis" (Chemnitzer Straße 133): current movies, every Wednesday Sneak Preview – the shown movie is a surprise! www.kinopolis.de/fr
- Pionik-Clubfilm: every second Tuesday at Campus Café SIZ
- AG Kino: every Monday cinema in Audimax (during lecture period only)
- Indoor swimming pool "Johannisbad" (Joh.-Seb.-Bach-Straße): swimming and sauna
- Reiche Zeche & Alte Elisabeth: visit a mine, wonderful view over Freiberg, New Year's Eve fireworks
- terra mineralia: collection of minerals at Freudenstein Castle www.terra-mineralia.de
- "Stadt- und Bergbaumuseum" (Municipal and Mining Museum) of Freiberg at Untermarkt
- Municipal library at Kornhaus, www.bibliothek-freiberg.de
- Theatre Freiberg with a varied schedule: opera, concerts, drama, comedy ...
- Animal park of Freiberg

5.12.2. Restaurants and cafés (selection)

- Stadtwirtschaft (Burgstraße)
- Ratskeller and Schankhaus 1863 (Obermarkt)
- Restaurant Schwanenschlößchen (Meißner Ring)
- Kartoffelhaus Freiberg (Berggasse)
- Pfeffersack (Kirchgasse)
- Brauhof (Körnerstraße)
- Goldenes Prag (Kreuzgasse)
- Campus Café SIZ (Burgstraße)
- Kaffee-Rösterei Momo (Korngasse)
- Café Central (Untermarkt)
- Café Andelt (Untermarkt)
- Café Hartmann (Petersstraße)



Kaffeerösterei Momo, Korngasse

The restaurants in Freiberg offer a variety of different cuisines. Most of them offer typical German and Saxon meals, while others serve Italian, Greek, Chinese, Asian, Russian, Turkish, Indian and Oriental meals. Most of the restaurants can be found in the city centre or close to it.

Prices vary greatly. Although the cheapest meals cost about 8 euros (for a Turkish Döner or Chinese dish), most of the restaurants charge moderate 10 to 15 euros for a normal dish. The price can go up to 20 or 25 euros per meal in highend restaurants.

5.12.3. Offers for students: Mensa (canteen) and cafeteria at the campus

The **canteen** is located on the university campus. There are always five dishes to choose from, which cost between 2 and 4 euros. Among them, there is at least one vegetarian dish. In addition, a soup of the day and different desserts are offered. You can also choose dishes from a pasta and salad counter.



Neue Mensa (please see „Uniwegweiser“ No. 48)

The **cafeteria** is located on the ground floor of the Neue Mensa. Here you can enjoy breakfast and dinner. There are pizzas, several coffee varieties, cold drinks, and a variety of snacks for the in between times.

If you would like to eat in the canteen or cafeteria, you can pay with your student ID card. For information regarding the payment function of your student ID card, please see section 2.5.3. Functions of your student ID card and the appendix.



Neue Mensa
Agricolastraße 10a

Opening hours
Mon – Fri: 11.15 a.m. – 2 p.m.

Cafeteria
at Neue Mensa

Opening hours
Mon – Fri: 11 a.m. – 2 p.m.

5.12.4. Events in Freiberg

Please refer to the website of the city of Freiberg to find events (in German language only):

<https://www.freiberg.de/kultur-und-tourismus/veranstaltungen>



Freiberg Christmas market and the great miners parade

5.12.5. Freiberg specialities



Freiberg Beer and Freiberger Eierschecke (cake) are typical specialities you should try

5.12.6. Events by and for students

Organised by Arbeitskreis Ausländische Studierende (AKAS)

- International Parties
- International evenings (Neue Mensa) during the semester, Thursdays starting at 8.00 p.m. with themed evenings, barbecues
- Excursions, e. g. to Berlin, Potsdam, Seiffen, ...
- International weekend with party & running dinner
- Festival of Cultures (*Fest der Kulturen*) at Ballhaus Tivoli
- International Christmas
- Christmas in German host families



AKAS during International Christmas

Other events

- „Studententage“ in May/June
- Career fair “ORTE” in January and June

Many events at the university can be seen in the calendar:

: <https://tu-freiberg.de/events/>

5.12.7. Destinations and attractions in Saxony

In Saxony, there are varieties of interesting, varied, historical, active and exciting attractions that are worth to visit in your leisure time. Here are only a few examples:

- Dresden with Zwinger Castle, Semper Opera, Asisi Panometer, city festival, movie nights, shipping on the River Elbe,...
- Chemnitz with opera, arts collection, movie nights, city festival, Industrial Museum, climbing park ...
- Leipzig with theme park „Belantis“, Monument to the Battle of the Nations, St. Thomas Church, Bach Museum, zoo, ...
- Saxon Switzerland with Bastei bridge, Königstein Fortress, breath-taking landscapes and hiking routes, climbing park
- Erzgebirge (Ore Mountains) with many castles and palaces, winter sports, thermal spas, cycling, ...

A detailed list with information and contact details can be found in the **appendix (only online via OPAL)**.



Panorama of Dresden, Bastei in Saxon Switzerland

5.13. Student societies and student work groups

In Freiberg there are many student societies, student work groups in different fields, for example geoscience, mining, energy and environment, engineering, consulting, religion, culture, internationals, and social issues. There are also many sport groups in Freiberg.

The list can be found on the following website:

<https://tu-freiberg.de/en/campus-life/student-involvement>

5.14. Student jobs

In order to finance their studies, many students work part-time. Even as a foreign student you have various possibilities to earn money besides your studies, for example as a student or scientific assistant at the university, as a waiter in a restaurant or café or in private tutoring. However, there are certain restrictions.

Students from the EU (+ Iceland, Liechtenstein, Norway and Switzerland)

Access to the German labor market is free. If you work more than 20 hours per week, certain insurance contributions must be paid.

Students from non-EU countries

You are allowed to work 140 full or 280 half days per year. If you want to work more, you need the approval of the Employment Agency and the Foreigners' Registration Office. Honorary work is only allowed with the approval of the Foreigners' Registration Office.

Working as a student assistant at the university and at the *Studentenwerk* (student services) does not count towards the 140- / 280-day regulation.

5.14.1. Salary and taxes

There is a minimum wage in Germany, which is currently 12,41 € per hour. In some jobs you can earn more, but it must not be less.

As a student, you can have a mini-job and earn up to 538 € per month without paying taxes. If you regularly exceed this amount, taxes will be deducted from your salary.

You can also find more information at:

<https://www.daad.de/en/study-and-research-in-germany/first-steps-germany/side-jobs/>

5.14.2. Job search

Under the following links you will find a wide range of jobs in and around Freiberg (Dresden, Chemnitz). Further job offers can be found in the UNIINFO or on the notice boards of the faculties.

- <https://tud.stellenticket.de/en/offers/>
- https://tu-freiberg.jobteaser.com/de/users/sign_in
- <https://www.tu-chemnitz.de/career-service/jobboerse/>
- <https://www.studentenwerk-freiberg.de/freiberg/finanzen/studentenjobs/de/>

6. Leaving Freiberg

The day when you will be leaving Freiberg is still far away. Nevertheless, below you can find a list of things to do when you are leaving Freiberg at the end of your studies.

6.1. De-Registration (Exmatriculation)

Before you leave Freiberg, you have to de-register by filling the form “Application for deregistration” (<https://tu-freiberg.de/en/study/during-studies/de-registration-exmatriculation>) Please have it signed by your Faculty (Dean) or Institute and by the university library, then submit it to the Student Office in Akademiestraße 6.

You also have to leave your student ID card with the de-registration form at the Student Office. **Attention!** We recommend to de-register after your last exam. Because you have to show your student ID card at each exam. Alternatively, you can show your matriculation certificate at the exam.



Get your money back

You can get back the remaining **money on your student card** in the cafeteria.

6.2. Moving out of your flat

If your rental contract is not limited in time (e.g. for one year), then please remember to terminate the contract **in writing** in good time. The regular period of notice is 3 months to the end of the month in which you want to move out.

If you live in a dormitory, you may cancel your room with a notice period of 3 months to the end of the semester in writing. Before you move out, you must make an appointment with the caretaker for the return of your room. If you leave your room / your apartment tidy, you will get your deposit back in full. However, this may take a few weeks.

6.3. Transcript of Records – for Erasmus and other non-degree seeking students

At the end of your stay, you have to ask for your Transcript of Records. It will be issued by Ms. Uchlier, Student Office, by e-mail – manuela.uchlier@zuv.tu-freiberg.de. Her office is located at university main building, Akademiestraße 6, room EG.09.

If some of your exam results/grades are still missing at the time you have to leave Freiberg, you should request the lecturer to process your exam earlier.

If this fails, you should contact your Erasmus manager at the International Centre, Marcus Dietrich as well as the Erasmus manager of your home university.

TU Bergakademie Freiberg will report the completed Transcript of Records to your home university once the grades have been submitted to the Student Office.

6.4. Letter of Confirmation for Erasmus students

About one or two weeks before returning home you should contact you Mr. Marcus Dietrich, to get signed the “Letter of Confirmation”. This certificate confirms the exact dates of your Erasmus stay at our university.



Marcus Dietrich

Akademiestraße 6. Room EG.21

☎ 03731 39-2651

✉ Marcus.Dietrich@iuz.tu-freiberg.de

6.5. De-registration at the Registration Authority

When you leave Freiberg and Germany for another country, you have to de-register at the Registration Authority (*Einwohnermeldeamt*; please see 2.2.).

You need the following documents:

- your passport
- a confirmation from your landlord – you get the form at the Local Resident’s Registration Office (“*Wohnungsgeberbescheinigung*”) and your landlord has to complete to confirm your move-out!

You can de-register only two weeks before your departure from Freiberg.

Please note: In case you move to another place within Germany, you do not need to de-register in Freiberg; you only have to register at the new place!

6.6. Closing your bank account

Do not forget to close your bank account before leaving Freiberg.