

organicagriculturalsciences **U N I** K A S S E L

Studying in Witzenhausen

Information for International Students

**University of Kassel
Faculty of Organic Agricultural Sciences**

WinterSemester 2012/13

www.uni-kassel.de/agrar

Title picture:
"Kein Titel"
50x80 cm
Henna und Ölpastell auf Leinwand, 2008
Jorge Cruz
encruzilhada2@gmail.com

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Welcome!

Welcome to the Faculty of Organic Agricultural Sciences in Witzenhausen!

This little booklet is meant to give you some useful information to get started. We hope to be able to answer most of your questions regarding where to find what in Witzenhausen and at our faculty, which is part of the University of Kassel. Moreover we would like to give you an idea about what this place has to offer.

Witzenhausen - an attractive place for studying



Witzenhausen is located in a scenic low mountain range in Northern Hesse, which is in central Germany. It is known as the romantic cherry town in the valley of the Werra. Due to the surrounding *Kaufunger* woods and the mountain *Hoher Meißner*, Witzenhausen is protected from harsh weather conditions. Small-scale farming dominates the well-wooded landscape.

The population of Witzenhausen, including the inhabitants of surrounding small villages, is 15,000. In addition to the small student population of around 700, the close proximity to charming small villages and the larger cities of Kassel and Göttingen make Witzenhausen an ideal study location. Students can enjoy a relaxed atmosphere that allows and supports many different student activities. For the above reasons, many international students have been attracted to Witzenhausen.

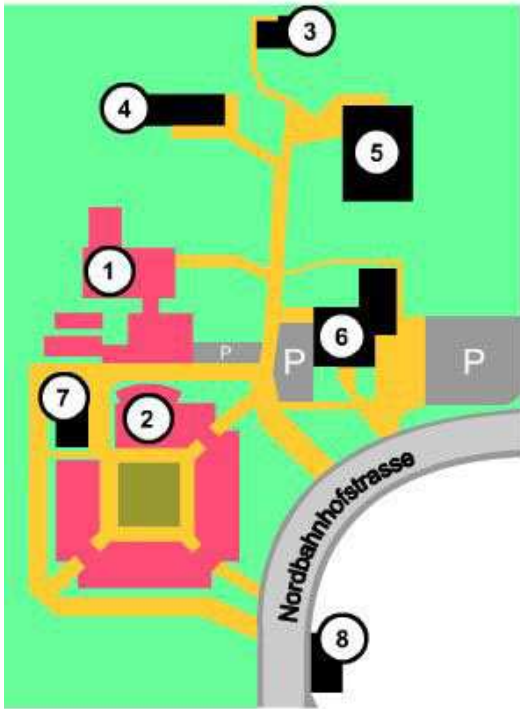
The university cities of Kassel and Göttingen are about 20-30 kilometres away and offer a wide variety of cultural activities. Upon registration with the University of Kassel, students receive a student identification card. This enables them to use public transportation free of charge within the region of Northern Hesse, which also includes Göttingen.

We wish you a pleasant stay and a successful course of study!

1 University Campuses

The following maps and further information on the departments and study modules can also be found at our faculty's website: www.uni-kassel.de/agrar/?language=en
 See the town map on the last page for the Campus locations!

1.1 Campus at Nordbahnhofstraße



- 1 Old office and lecture hall building
- 2 New office and lecture hall building
- 3 "Villa Hügel"
- 4 Cafeteria and office building
- 5 Research green house
- 6 Faculty library
- 7 "Grüne Schachtel"-office building
- 8 "Zigarrenfabrik"

**Detailed room plans
 of the buildings 1 and 2 on
 the next page!**

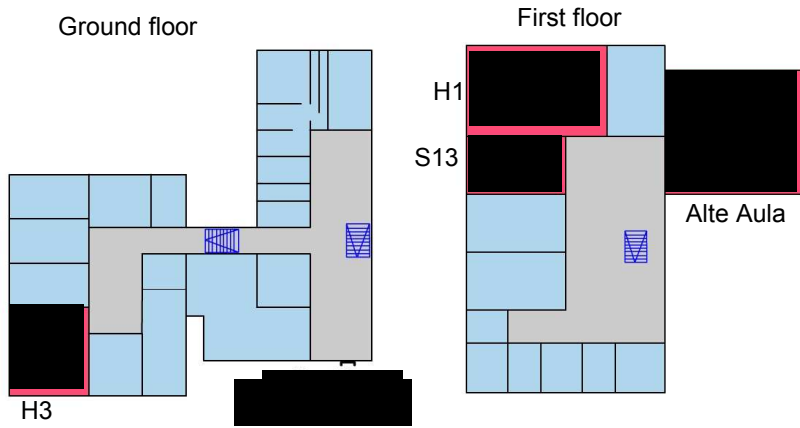
Departments you can find at this Campus:

Remark: ground floor = 0; From mobile phones dial 05542- for Witzenhausen

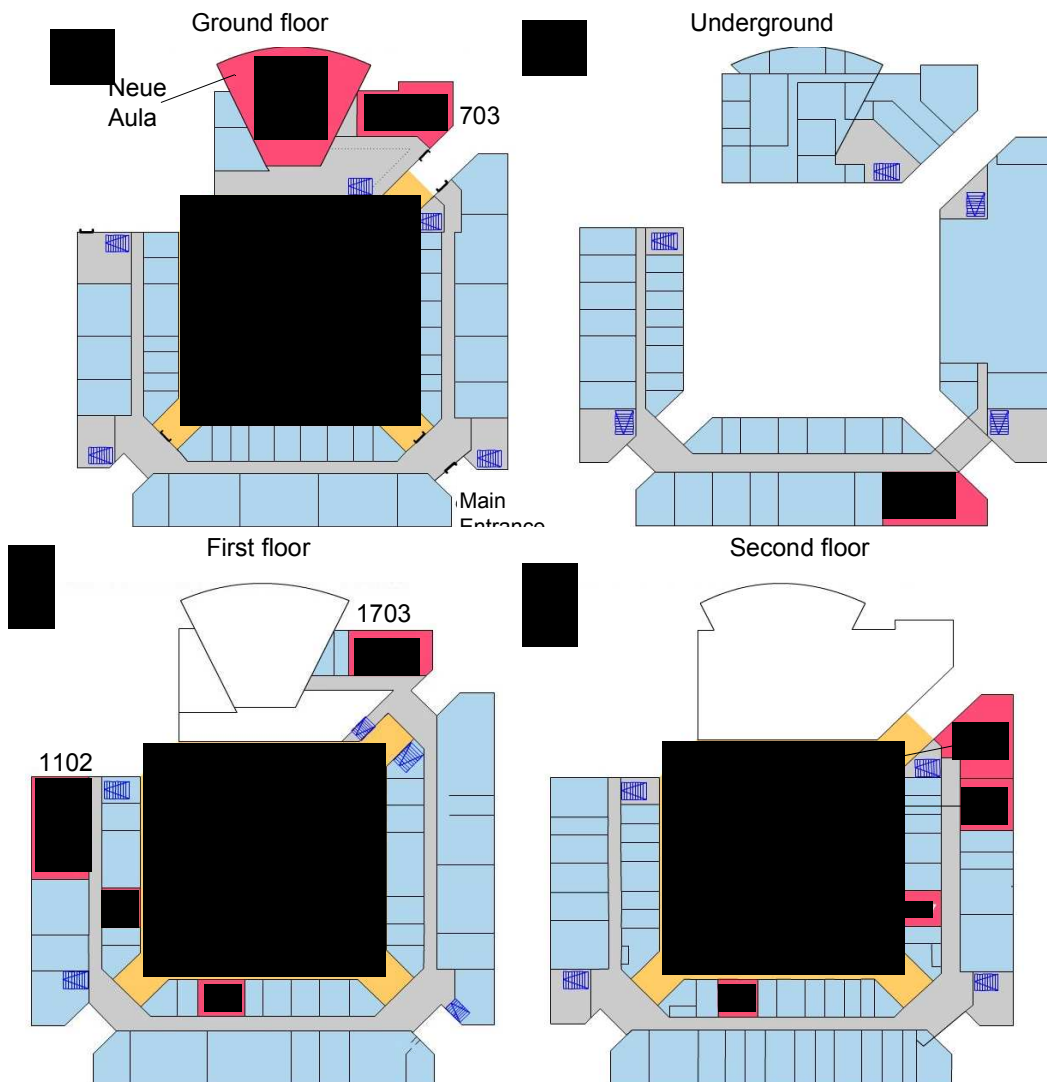
Department	Head of Department	Phone	Room No.	Floor	Building No.
Farm Animal Behaviour and Husbandry	Prof. Dr. Knierim knierim@wiz.uni-kassel.de	981647	1112	1 st	1
Animal Nutrition and Animal Health	Prof. Dr. Sundrum sundrum@uni-kassel.de	981710	1108	1 st	
Ecological Plant Protection	Prof. Dr. Finckh mfinckh@uni-kassel.de	981562	2104	2 nd	
Organic Food Quality and Food Culture	Prof. Dr. Ploeger a.ploeger@uni-kassel.de	981714	0505	0	
Environmental and inorganic Chemistry	Prof. Dr. Ludwig bludwig@uni-kassel.de	981631	2506	2 nd	4
Soil Biology and Plant Nutrition	Prof. Dr. Jörgensen joerge@uni-kassel.de	981591	2403	2 nd	
Agricultural Engineering	Prof. Dr. Hensel agrartechnik@uni-kassel.de	981225	2140	2 nd	

Organic Farming and Cropping	Prof. Dr. Heß jh(at)uni-kassel.de	981565	2606	2 nd	7
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Building 1: Old office and lecture hall building



Building 2: New office and lecture hall building



1.2 Campus Steinstraße



- 9 Office and lecture hall building
- 10 "Klostergebäude"
- 11 "Studentenwerk" Student Union offices and student accommodation
- 12 "Alte Molkerei", Student Club
- 13 Ethnological Museum
- 14 Tropical Greenhouse
- 15 DITSL Library
- 16 "Collmannhaus" Accomodation

**Detailed room plans
of the buildings 9 and 10 on
the next page!**

Departments you can find at this Campus:

Remark: ground floor = 0; From mobile phones dial 05542- for Witzenhausen

Department	Head of Department	Phone	Room No.	Floor	Building No.
Crop Production in the Tropics and Subtropics	Prof. Dr. Bürkert buerkert@uni-kassel.de	981228	2011	2 nd	9
Animal Husbandry in the Tropics and Subtropics	Prof. Dr. Schlecht schlecht@uni-kassel.de	981201	2018	2 nd	
Grassland Science and Renewable Plant Resources	Prof. Dr. Wachendorf mwach@uni-kassel.de	981334	1004	1 st	
Agricultural- and Food Marketing	Prof. Dr. Hamm hamm@uni-kassel.de	981285	0127	2 nd	10
Development Economics, Migration and Agricultural Policy	Prof. Dr. Knerr knerr@uni-kassel.de	981390	2104	2 nd	
Farm Management	Prof. Dr. Möller d.moeller@uni-kassel.de	981330	2109	2 nd	
International Management	Prof. Dr. Seuring-Stella seuring@uni-kassel.de	981206	2111	2 nd	
Sociology of Rural Areas	Prof. Dr. Ulf Liebe uliebe@uni-goettingen.de	981242	1120	1 st	

Further Institutions:

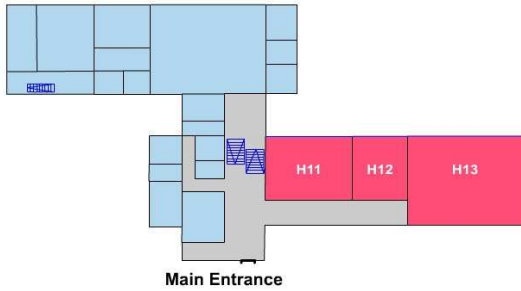
DITSL – German Institute for Tropical and Subtropical Agriculture, Tel.: 6070

GNE – Association for sustainable development, Tel.: 502 917 0

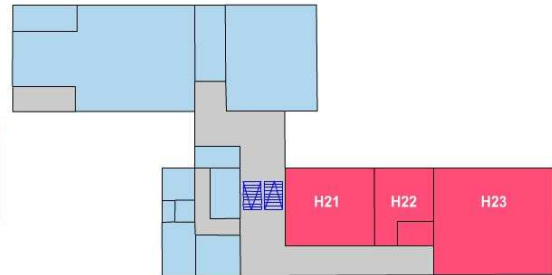
IBZW – International Education Centre Witzenhausen Tel: 607-26

Building 9: Office and lecture hall building “Plattenbau”

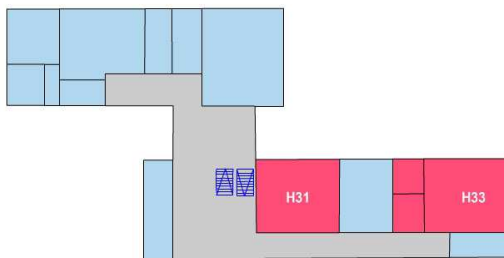
ground floor



first floor

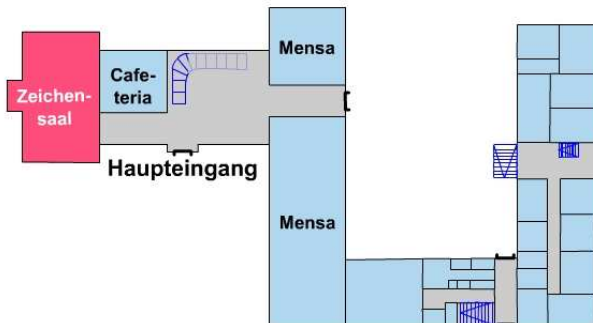


second floor

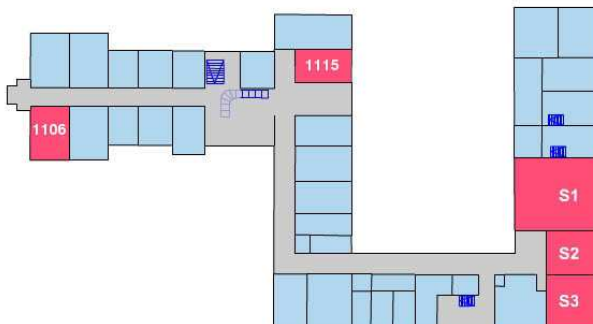


Building 10: “Klostergebäude”

Ground floor



First floor



2 Enrolment and Registration

The enrolment at the university and registration at the town hall as a foreign student require several documents and the procedures may sound quite complicated! However, your student tutors will support you with all the bureaucratic matters after your arrival, and the ASV will be happy to assist you, too. If you haven't been in contact with any of them yet, you find the contact information in chapter 6.

2.1 Enrolment procedure at the university

In order to get fully enrolled at the university and to have the legal status as a student of the University of Kassel, you need to provide the following to the enrolment office (Studien Service) in Kassel:

- **A proof of your health insurance**

If you want to use your international health insurance, you need to bring your insurance policy to a German insurance company (e.g. "DAK Health Insurance") and ask them to write you a letter stating that your insurance complies with German standards. That letter will be accepted at the enrolment office.

For EU students: To make things easier, please ask your insurance company to give you a "European health insurance card" (EHIC) and bring it with you!

For Non-EU students under the age of 30: if your international insurance is not accepted, you have two possibilities in order to be insured in Germany: either you get a German public health insurance which for students under the age of 30 costs about 68 Euro per month, or you decide to go to a private health insurance. The most important differences between public and private health insurance are that a public insurance covers also regular dental care and check-ups, while a private one covers only basic repairs when you have a toothache. Also, the private insurance requires that you pay the treatment costs first by yourself. You are refunded when delivering the receipt to the insurance company. Please consider that these costs might easily add up to a high amount, so that you should have enough money on your bank account.

For the insurance covering of your first weeks in Germany, you can for example get a (travel) insurance at your home country. Once you are here you go to an insurance company in Witzenhausen or Kassel to get the German health insurance. Public health insurances are for example "DAK", with an office in the Wickfeldtstrasse 3 in Witzenhausen, or "AOK" with no office in Witzenhausen, but office hours in the town hall every Tuesday from 4 to 6 pm. You can also contact Mrs. Ute Dülfer from "AOK": Ute.Duelfer@he.aok.de, or another health insurance is "TKK". They have office hours on campus and provide information in English language as well.

For Non-EU students above the age of 30: students above the age of 30 cannot be insured as students in German public insurances. In this case you have to buy a private insurance police.

- A voucher stating the transfer of **enrolment fees**
- A **valid visa**

2.2 Registration in Witzenhausen

After the enrolment at the University of Kassel, the registration at the town hall (on the market square) in Witzenhausen is obligatory (!) for all students. The declaration of residency takes place at the civil office “Bürgerbüro”. It is situated in the town hall, ground floor, left-hand side when you enter the building from the southern entrance. Please bring your passport or EU identity card with you. The registration should be made within the first two to three weeks of the stay. Within 3 months an permit of stay has to be requested at the same office, for which you have to fill out a white form and submit the following:

- **Renting Contract of your room / apartment** (to show where you live)
- **Confirmation of your financial support** (to show whereof you live)
- **Enrolment certificate** (to show your student status)
- **Passport** or EU Personal Identity card (to show your normal place of residency)

These documents will be copied for the Alien Department in Eschwege. The whole procedure needs a time-span of approximately two weeks. More detailed information about getting the permit of stay you will find in chapter 1.6.

If the stay in Witzenhausen is combined with a longer stay abroad, the student has to sign off at the civil office and to sign in after return. Such a stay should not exceed six months in order to avoid the complete procedure of registration, including the authorization of residence. To sign off should not be forgotten after finishing the study program and before leaving Witzenhausen and Germany.

Go to the Bürgerbüro and request the paper form for the extension of the permission of stay called “Verlängerungsantrag für Aufenthaltsgenehmigung”.

<p>Contact person in Bürgerbüro: Kristina Kellner Am Markt 1 37213 Witzenhausen Tel: 0 55 42 / 508 0 Email: stadtverwaltung@witzenhausen.de</p>	<p>Opening hours: Monday, Wednesday and Thursday: 7.30 am – 4pm Tuesday: 7.30 am – 6pm Friday: 7.30 am – 1 pm</p>
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2.3 Studying with a child

If you have one or more children and you want to bring them with you to Witzenhausen this is possible. There are several kindergartens and schools in town. You have to bear the costs by yourself, but it is also possible to ask for financial support from the German government, in case your financial situation does not allow you to cover all costs. In addition, all children under the age of 25 living in Germany have a right to get monthly a “Kindergeld” (child allowance).

Please contact the tutors (contacts see last page) if you have any questions, they can assist you to help finding a kindergarten/school place and/or applying for financial support. They also can bring you in contact with other students with children studying in Witzenhausen, which can give you some practical advice as well.

2.4 Visa - Office of Foreign Affairs in Eschwege

The Alien Departement (“Ausländerbehörde”) is situated in Eschwege, a town situated around 30 km south of Witzenhausen. Within the first three month after your arrival in Germany you have to apply for a temporary permit (“Aufenthaltsgenehmigung”). This permit is generally valid for two years. As mentioned above (1.4 Registration in Witzenhausen), you can do this at the town hall of Witzenhausen by filling a form and submitting a couple of documents. You do not have to give them your original passport at this point; a photocopy is enough for now. After you have done this, the application is sent to Eschwege and it will take more or less two weeks until you will get a letter asking you to come and obtain your permit of stay. You have two options to do this:

1. You can go directly to the Office in Eschwege with your passport and show it to the responsible person. In this case, you should go there in the office hours. A special group appointment can be made outside the regular office hours so the procedure can be accelerated and long waiting times avoided. To go to Eschwege you can take the bus No 220 from the bus stop “Markt”, the bus ride takes around one hour. You have to leave the bus at the stop ‘Friedrich-Wilhelm-Straße’. Here you have to enter Schillerstraße, which will

lead you to the Bahnhofstraße. The Office of Foreign Affairs, which is called 'Ausländerbehörde' in German, is situated just next to a Lidl supermarket. At the building there is a sign 'Zulassungsstelle', which might be visible first. There is also a train going to Eschwege. **Please ask the student tutors, if you need any assistance.**

2. You do not go to Eschwege by yourself, but deliver your passport and a (collectively) signed letter of authority to one of the student tutors who will go to the Office of Foreign Affairs in Eschwege and get the permit of stay for you.

To apply for a new visa or to prolong your old visa it is necessary to go to Eschwege. You should bring the following papers:

- **Passport**
- **Proof of your health insurance**
- Your **leasing contract** and your **certificate of enrolment**
- An **ID photo**
- A **proof of fund**

Contact of Office of Foreign Affairs in Eschwege: Ausländer- und Personenstandswesen Bahnhofstr. 15 37269 Eschwege		Opening hours: Monday - Friday: 9.30 -12 am Thursday: 2 – 5 pm
Contact person		Tel: 05651-302-
Mrs. Schmidt	a.schmidt@werra-meissner-kreis.de	-3331
Mr. Waduschat	a.waduschat@werra-meissner-kreis.de	-3330

For general information please call 05651-3023300 (8-12 am; 1.30-4 pm) or write to Mrs. Möller (andrea.moeller@werra-meissner-kreis.de).

Our student tutors are happy to assist you with all this bureaucratic matters.

3 Living in Witzenhausen

3.1 Accommodation

There are two **student residences** near the Campus Steinstraße: The bigger one is located at "Am Sande". It has single and double apartments and shared flats for six people. The smaller one is at "Stubenstraße". The residences and many other student services such as the canteens are provided by the so-called "Studentenwerk".

Contact in Witzenhausen:

Harald Mentz
Stubenstr. 20
Witzenhausen
Tel: 981-202/ 98-1260
Fax: 05542-981-1400
Email: mentz@studentenwerk.uni-kassel.de
witzenhausen@studentenwerk.uni-kassel.de
www.studentenwerk-kassel.de/Witzenhausen.87.0.html

Contact hours:
Monday to Thursday:
10 – 12 am

Contact in Kassel:
Wolfhager Straße 10
34117 Kassel
Tel: 0561 804 2550
Fax: 0561 804 3520
Email: info@studentenwerk.uni-kassel.de
www.studentenwerk-kassel.de/

The student residences in Witzenhausen also have a tutor who supports students during their move in and their first days and weeks in the residence. He is also the one that will help you with your internet connection at your room (also see under 3.5 - Internet in the student residences). Furthermore, he is available for consultation if there are any problems with others living in the residence, authorities, etc... In addition, they sometimes organise activities such as outings together, welcome parties, and evenings with others in the residence (See black board in the residence for current announcements).

Student residence tutor:
Paul Manuel
Krusty4de@yahoo.de

Please notice: Although the rooms are furnished with bed, wardrobe, desk, chair, etc...there is no bed linen, blanket, cushion or towels. It is recommended that you take a sleeping bag with you for the first days, until you have procured the things you need. There are several places where you can buy these items, for example at IKEA, a big furnishing house in Kassel. Sometimes also discounters like Aldi or Lidl have special offers, you should check the pamphlets of these shops.

Many of the students also live in **private** houses or flats, which are also fairly cheap in Witzenhausen and in the nearby villages. You will find announcements for rooms on the black boards of the University or on the black board in the internet: www.unibio.de, log-in and look at the "Wohnungsmarkt". Unfortunately the whole website is just in German. The reason why most foreign students still stay in the student residences is that private rooms are mostly unfurnished, which means

you need to bring your own furniture. In Witzenhausen there is a dealer of second-hand goods where you can find cheap furniture and household utensils. (location: 'Unter den Weinbergen 2', opening hours Mo-Fr 10 am to 6 pm, Sa 10 am to 1 pm).

To get accommodation in the students residence, please contact Mr. Mentz of the Studentenwerk (contact address above), if you want to find private accommodation you can ask your tutors for some support (see contact information on last page).

3.2 Student Catering

The Studentenwerk holds several canteens ("Mensa") in Kassel and one in Witzenhausen that offer warm meals for students at low prices. The Mensa in Witzenhausen is located at Campus Steinstraße (see p. 8) and is open Mon – Fri 12–2 pm. There are always vegetarian offers and also two completely organic meals to choose from. For the weekly menus you can look at:

www.studentenwerk-kassel.de/Speiseplaene.113.0.html (in German)

There are also two cafeterias in Witzenhausen, one at Campus Steinstraße and one at Campus Nordbahnhofstraße, where you can get things like a coffee and snacks, but also small warm meals.

Cafeteria Steinstraße:	Mon – Fri 7.30 am – 3 pm
Cafeteria Nordbahnhofstraße: (not open in lecture free time)	Mon – Fri 8.45 am – 1.45 pm

3.3 Transport

All enrolled students of the University of Kassel automatically have the right to use all trains, buses and trams of the NVV (Nordhessischer Verkehrsverbund), which is the traffic network of Northern Hessen, not including fast (and expensive) ICE and IC trains. Since 2010, the regional train connection to Fulda is also free to use.

The **semester train ticket** is sent to every student along with the student ID and other enrolment data on a pink form. It is called "Netzkarte im NVV" and is valid only together with a passport or other photo identification.

In Witzenhausen and Kassel you can use all buses and trams. Travelling with your bicycle in trains and buses is free of charge. If you want to travel beyond the boundaries of the NVV area, you only have to pay the extra fee from where the NVV ends (last station in the NVV to your destination, only in local trains called "Regionalzüge").

An exception is the train to Göttingen, which lies already in the state of Lower Saxony. You can take the train to Göttingen for free, but busses and trams in Göttingen are excluded from your ticket. For taking your bike to Göttingen you also have to pay.

IFBC students have the possibility to buy the Fulda-semester-ticket for additionally 95 Euros. Thereby they have free access to regional transport services throughout the state of Hesse.

SIA students, who are enrolled in Göttingen, have the Göttingen-semester-ticket. This enables the students to use the regional trains throughout Lower-Saxony (Niedersachsen), Bremen and Hamburg including the CANTUS to Kassel, but not the tram in Kassel and Busses in Witzenhausen and Göttingen.

On the NVV and Deutsche Bahn websites you can check connections online!

Further information:

NVV Main office
Bahnhofsplatz 1 (at the central station)
34117 Kassel

Tel: 0561-709490

www.nvv.de

Deutsche Bahn (German National Train Company)

<http://www.bahn.de/i/view/GBR/en/index.shtml>

Another option if you want to travel during holiday is "Mitfahrzentrale". Here private persons offer places in their cars for a very reasonable fee.
<http://www.mitfahrzentrale.de/>

3.4 Opening a bank account

Bank accounts at Sparkasse or Volksbank in Witzenhausen are free of charge for students (below the age of 27 or 30 respectively). In order to open one, all you need to bring is:

- a valid **passport**
- your **proof that you registered at the town hall** ("Meldebescheinigung") or your **Visa**
- your **proof of enrolment** („Immatrikulationsbescheinigung“)

Additionally you need to prove every semester, that you are enrolled as a student.

Your tutors (or other international students who have been through the process themselves already!) will support you with the opening of your bank account.

3.5 Computer/ Internet and Telephone

➤ **University computer facilities**

All enrolled students of the University of Kassel automatically get the right to use the computers of the university. At campus Nordbahnhofstraße you can find three

“CIP pool” rooms with about 45 computers. Various other CIP pools exist at University campuses in Kassel. Every student gets his own **user account** (100MB disc space, various applications, internet access).

➤ **Activation of UniAccount (First Semesters)**

Students of the University of Kassel are automatically provided with an UniAccount with their matriculation. But it needs to be activated.

1. Account Activation for Students

You are only two Steps away from your UniKassel Account:

1. Find out your user name and set up of your personal password
2. Activation of UniAccount in IDM

2. Step 1: Generating User Name and Password

With link www.uni-kassel.de/go/los you find at the bottom a form to fill out. Therefore you need to fill in your Name and Surname as written on the matriculation document. Even if it is written in a wrong way please fill it the same as you find it on your documents. (You can change this later.). Matriculation number (Uni Kassel) and date of birth „DD.MM.YY“

Now you choose your personal password, and repeat it. Please use min 4 max 12 characters (capital letters, small letters numbers mixed). The administration can see your password during this activation process, so please change the password after you have successfully activated your account. Then it is also necessary to change the password every six month. You will get a reminder by mail to your UniKassel mail address. So if you do not regularly access this address, please forward it to the mail-address you regularly use, so that you will not loose any important official information.

Benutzerdaten zur Suche eingeben

Vorname

Nachname

Matrikelnummer

Geburtsdatum

Passwort

Passwort wiederholen

3. Step 2: Account activation in IDM

You are 4 more Steps away from your account.

1. Account activation
 - Log in under <https://idm.its.uni-kassel.de:8443/IDMProv/> with your newly generated username and password.
 - After log in you choose within the left menu bar "Prozessanforderung senden" and click on "Weiter".
 - Choose "Account aktivieren" to activate your account.
2. Now you choose a new password.
 - Click on *Identitätsselbstbedienung*
 - Choose within the left menu bar *Passwort ändern*
 - Change your password
3. Produce password hint
 - Click on *Änderung des Passworthinweises* and add an appropriate tip
4. Indicate password questions

You could produce answers for questions so that in case you forget your password you just answer the questions to get back to your password.

 - Click on *Fragen zur Passwort-Wiederherstellung*. Answer the 4 questions
 - Define your own questions and answers.

Have a look if there is an introduction into the computer facilities as part of the introduction week.

➤ Internet in the student residences

If you stay in the student residences at "Am Sande" or "Stubenstraße" and have your own computer, you can use the internet for free. In both places you will have cable internet connection.

To access the universities network (the only way to get online) you need the following:

- Computer (or laptop) including wireless LAN or a cable
- Connection Software (VPN-Client)
- Uni-Kassel VPN Client wlan profile

To be able to use the internet you need to first go on the Internet in the CIP pool and download the necessary VPN-client and the respective Uni-Kassel WLAN profile. Just use this link to get to the right (German) page:

<http://cms.uni-kassel.de/unicms/index.php?id=wlan-vpn> - click on "Software-

Download”.

To access the download area you need to login with your CIP pool/Uni Kassel username and password. Once you downloaded the client (fitting to your operating system) and the WLAN profile install and launch it. Then import the downloaded profile in the client software and click on connect. If all went well you should now be online!!!

If something does not work, your student residence tutor will help you with the set up of the internet connection! For more complicated computer-related issues, there are also two special IT-tutors from Kassel that can help you. Please inform first the Witzzenhausen tutor. You find his contact on the last page.

➤ Telephone Dialling

If you are calling Germany from abroad add the country code 0049 and then skip the first 0 of the German number (e.g. 0049 5542 98 12 60). If you are already in Germany just dial the numbers as indicated (e.g. 05542 98 12 60). For local calls (same city code) you can skip the city code (e.g. 98 12 60).

International telephone cards

Please ask the ASV to help you find current offers (see contact information on last page)! Many international students in Witzzenhausen may also help you because of their own experience.

Mobile phone

You can buy a pre paid SIM card in any mobile phone shop and use it in your mobile phone, which is usually the cheapest option.

Several stores in Witzzenhausen sell SIM cards with good prices for calling abroad.

If you stay longer or use your phone regularly, a mobile contract might be better for you. Look for offers where you get a local phone number for your mobile. This way, e.g. your parents can call you from abroad more cheaply. Ask for offers at mobile phone shops or ask the ASV or other international students for their advice and experience.

Or check at: <http://www.billiger-telefonieren.de/handy/> (German link for cheap calls).

Stationary phone line

At your room in the student residences or in your private Apartment you can get a telephone landline. Since the installation fees are quite high (around 60 €) most international students stay with mobile phones. However, cheaper rates could make it worth getting a stationary phone line especially if you stay longer and often do international calls. If you are living in a private apartment you might want to

consider getting a “package deal” including fast DSL internet and telephone flat rates.

Phone companies operating in Witzenhausen:

- Deutsche Telekom (mostly used in Germany)
- 1&1 (cheaper but only offers package deals)

Make sure the contract (6 weeks to 24 months) does not exceed your stay or can be cancelled if you e.g. leave the country. Usually there is a clause that allows you to do that but only if you can not foresee that you will have to leave before your contract ends.

If you have a telephone landline (at least with Deutsche Telekom) you can use “**call-by-call**” (no contract) providers or “preselect” (contract) providers, which offer cheaper rates depending on where and at what time you call. Look at e.g. the following website to get an overview:

Call-by-call: www.billiger-telefonieren.de (German link)

If you have internet access (e.g. if you stay at the student residence), you can also use Skype and other software for free calls over the internet.

3.6 Letters, fax and copies

Post office:

Südbahnhofstraße 6
Tel: 93470

Opening hours:

Monday – Friday: 9 – 12am and 2 – 5.30pm
Saturday: 9 – 12am

Copy Shop

“Mr. Copy – more than copies”
Brückenstraße 20
Tel: 05542-910741
Fax: 910742

Opening hours:

Monday – Saturday: 9am – 1pm
Monday - Friday: 3pm – 6pm
(Wednesday afternoon closed)

3.7 Shopping

On Sundays and public holidays all shops and grocery stores are closed in Germany! Many smaller stores in Witzenhausen are also closed at lunch time or on Wednesday afternoons.

Some places to buy organic and other foodstuffs:

Place	Opening hours
Farmers market Market place Witzenhausen	Friday: 7.30 am – 1pm
Farmers market Göttingen centre	Saturday: 8am – 1pm
Schachtelhalm – Natural food store Walburger Str. 19 Witzenhausen Tel/ fax: 05542-2065	Monday – Friday: 9am – 6pm Saturday: 9am – 1pm
Eine Weltladen – One world shop Marktgasse 15 Witzenhausen Tel: 05542-71505	Monday – Saturday: 10 – 1pm Monday and Friday: 3 – 6pm Tuesday and Thursday: 3 – 7pm
Tegut supermarket Witzenhausen	Monday - Saturday: 8am-9pm
Aldi supermarket Witzenhausen	Monday - Saturday: 8am-8pm
Lidl supermarket Witzenhausen	Monday - Saturday: 8am-8pm

3.8 Church services

	Services:
Protestant: Liebfrauenkirche	Sunday: 10am
Christuskirche	Sunday: 10am

Ecumenical: Michaeliskirche	Thursday 7am
Catholic: Erlöserkirche	Tuesday and Thursday: 10 am Saturday: 6 pm Sunday: 10.15 am Every 3 rd Sunday in the month: 7 pm
Muslim:	Oberburgstr. 6 Moschee Verein. For information about services contact the Muslim association Witzenhausen. 05542-71270

3.9 Leisure activities

➤ University Sport

The University offers various sports courses in Kassel and Witzenhausen. By paying a basic fee of 5 Euros for a semester you can join almost all the offered courses, e.g. Volleyball, Badminton, dancing... You can find the information on the university homepage at:

<http://php.uni-kassel.de/hrz/db4/extern/Hochschulsport/latest/witzen.html> (for Witzenhausen)

<http://www.uni-kassel.de/hochschulsport> (for Kassel)

➤ Swimming

The **public swimming pool** in Witzenhausen, right across from the student residency at "Am Sande", offers outdoor swimming in summer. You can also use the beach volleyball facilities.

Address:
Am Sande
Witzenhausen

Opening hours (summer):

Daily: 9am – 8pm

Wednesday: 7am – 8pm

The opening hours are also depending on the weather.

Last entry one hour before closing time!

A small **lake** called "Grüner See" near Hundelshausen, which can be reached by bike (5 km out of Witzenhausen) offers natural refreshment and is a nice place to spend hot summer days.

➤ Fitness

The fitness studio in Witzenhausen offers a range of activities (indoor climbing, fitness, aerobic, energy dance, taekwon– do...) and an original Finnish sauna to relax. For more information and prices, please contact the fitness studio directly.

Contact:

“Family Fitness”
Bornemannweg 8
Witzenhausen
Tel: 910700
Courses: <http://www.family-fitness-witzenhausen.de/index.php?pageid=kurse>

Opening hours (winter):

Monday and Friday:	9 – 12am
Monday – Thursday:	3 – 9.30pm
Friday:	2 – 9.30pm
Saturday:	2 – 6pm
Sunday:	10am – 3pm

➤ **Outdoor activities**

The region around Witzenhausen offers great opportunities for outdoor activities. For information about hiking trails, hiring a bike or kayaking on the river Werra, contact the local tourism office.

Contact:

Tourism Office
Ermscherder Str. 2
Witzenhausen

Opening hours from October – end of April:

Monday:	10am – 4pm
Tuesday – Friday:	9am – 5pm
Saturday and Sunday:	closed

3.10 Culture

➤ **Museum of Ethnology**

Address:

Steinstraße 19
Witzenhausen
Tel: 60713 or 502629

Opening hours:

April till October
Mondays and Sundays 3 – 5pm

➤ **Tropical Greenhouse**

The Greenhouse of Tropical Crops is an Agro-Botanical Garden. It is one of the faculty's training, research and demonstration facilities. The plant collection includes species of tropical and subtropical crops of agricultural, horticultural and industrial importance. It is protected against pests exclusively using biological control methods. Guided tours take place regularly on Saturdays at 2 pm and can also be booked in advance for groups.

Opening hours for students: 7am - 4pm

Contact: 05542-98 1231 or 98 1234

tropengewachshaus@uni-kassel.de

www.uni-kassel.de/agrar/tropengewachshaus

➤ **Museum of the former inner German boarder (“Grenzmuseum”)**

Only a few kilometres away from Witzenhausen the inner German border, which separated Germany into East and West until 1989, was crossing the countryside. You can visit the Grenzmuseum to get an idea how it looked like by then.

Contact:
Tel: 036087-98409

Opening hours:
March – October
Monday – Sunday: 10am – 5pm

➤ **Castle “Burg Hanstein”**

This historical castle-ruin about 10 km away from Witzenhausen can be visited. From its tower you have a wonderful view over the valley of river Werra.

Contact:
Tel: 036081-61311

Office hours:
Daily: 10am – 6pm

➤ **Castle “Burg Ludwigstein”**

Just opposite of Burg Hanstein on a hill, you will see Burg Ludwigstein. You can even spend a night in the youth hostel there.

Contact:
Tel: 05542-5017-10
Email: info@burgludwigstein.de
www.burgludwigstein.de

Opening hours:
Museum: daily 9 am – 6 pm
Tours: Sundays 1/ 2/ 3 pm (April- Nov)

➤ **Cinema**

Witzenhausen has a cinema, which offers special program movies away from the mainstream as well as up-to-date films. But most of the movies are in German language. Bigger cinemas are in Kassel and Göttingen.

Contact:
Mühlstraße 16
Tel: 05542-5747 and
<http://www.capitolkino.de>

3.11 Working

Foreign students are allowed to earn money during their study. But the following limitations are to be considered:

- Non-EU citizens should be in possess of a valid visa
- EU-citizens should be in possess of a permit of stay “Freizügigkeitsbescheinigung” (you get this when doing the registration in the town hall “Bürgerbüro”).
- A tax income card (“Lohnsteuerkarte”) has to be requested at the Bürgerbüro in the town hall
- During the teaching period, contracts up to 40 hours per months (=10h per week) are allowed, the total permitted amount of labour per year is 720h

If you are interested to work at one of the departments of the faculty, please ask the corresponding professors or lecturers.

4 Studying in Witzenhausen

For most of the information you need (timetables, courses, deadlines etc.), you can check out the website of the faculty <http://www.uni-kassel.de/agrar>. There is also a platform called “moodle” which you can access through the University of Kassel website <https://moodle.uni-kassel.de/moodle/>. Many lecturers upload their lectures and other course information on the platform. They will tell you a password so that you can sign in and access the information. Teachers from Fulda/ doing classes in the IFBC do generally use the online platform of Fulda University of Applied Sciences called moodle as well.

SIA students will also have excess to “moodle”, while lecturers from Göttingen generally use the online platform Stud-IP (www.studip.uni-goettingen.de/).

Also check out boards of the departments and in the hall in front of the Dean’s office (above the Mensa) for exam results and other information.

4.1 Mentoring for students

The Faculty of Organic Agricultural Science offers an obligatory mentoring system for all students. The mentors, university professors and lecturers, will guide you through your course of studies to enable you to get the best possible learning outcome.

Further information will be given at the beginning of your studies.

4.2 Libraries

➤ Library of the Faculty of Organic Agricultural Science

Here you can find books mostly related to agricultural science. Go to the library to search through the catalogue or do it online:

<http://opac.bibliothek.uni-kassel.de/DB=1/LNG=EN/>

There are other libraries of the University of Kassel located throughout Kassel. So if you search through the online catalogue you might find interesting books, which are not in Witzenhausen. These you can order free of charge to be delivered from Kassel to Witzenhausen (usually overnight). Please ask the library staff for further advice, they are very supportive.

There will be an introduction into the library facilities during the introduction week.

Address:

Nordbahnhofstr. 1

Tel: 981539

bb9wiz@bibliothek.uni-kassel.de

Opening hours:

During the term

Monday to Friday: 9am – 6pm

Opening hours might change during the holiday time

➤ **DITSL library (DITSL = German Institute of Tropical and Subtropical Agriculture)**

Most books of this library are also included in the University library catalogue (see above). The DITSL library is located next to the mensa (canteen, Campus Steinstr.) in an old Chapel which itself is worth visiting.

Address:

Steinstrasse 19

Tel: 60713

Opening hours:

Monday – Friday: 8am – 1pm

Wednesday: 1.30 – 5pm

➤ **University Library in Göttingen**

If you don't find the right book at the university of Kassel catalogue, it might be worth checking out the library of the university of Göttingen :

www.sub.uni-goettingen.de/index-e.html

➤ **Town library of Witzenhausen („Stadtbücherei Witzenhausen“)**

At the Witzenhausen town library you can find various books mostly in German, but there is quite a big range of novels available in English. Fees are 7,50 Euro for one year (12 month) plus one-time 2,50 Euro for the card. You have to bring your enrolment certificate and a valid passport.

Address:

Ermschwerder Str. 17

Tel: 0 55 42-91 15 08

buecherei@witzenhausen.de**Opening hours:**

Monday: closed

Tuesday to Friday: 3 – 6.30pm

And Friday also: 9 – 12am

4.3 Language courses

➤ **German courses in Witzenhausen**

In the summer semester there will be a German class on A2 level. Please check the time table. This course of the A2 level is designed to provide participants with an understanding of the German language and the ability to communicate in everyday life situations. Additionally, participants will receive information on the life, culture and history of Germany.

For enrollment contact: magdalena.weidner@freenet.de There is an intensive

German class for beginners in the week 15.-19.10.2012. Please see separate announcement.

Course Book	Will be communicated at the beginning of the course
Costs	30 Euro*

*The costs of 30 Euro for the course will be returned to you at the end of the semester, if you finish it successfully. Finishing successfully means that you have been present for at least 70% of the lectures and pass a final exam.

Registration necessary. Please check on homepage.

➤ **Language Centre in Kassel (= Sprachzentrum Kassel)**

The language centre of the University in Kassel offers courses for various languages, and German courses for different levels. You can find all offered language

courses on their website: http://www.uni-kassel.de/sprz/information_in_english/

Address in Kassel:

Kurt-Wolters-Str. 5
Room 2021, 2nd floor
Tel: 0561-804-3689/-3074
Email: sz@uni-kassel.de

Opening hours:

Monday – Friday: 9 – 11am

➤ **Adult education centre (“Volkshochschule”) Witzenhausen**

The “Volkshochschule” in Witzenhausen offers courses for German as well as other languages continuously.

The level depends on the knowledge of the participants (beginners or advanced), costs are 90 € for a semester.

For information on this and other language courses (in German):

<http://www.vhs-witzenhausen.de/sprachen>

Contact:

Walburger Straße 38
37213 Witzenhausen
Tel.: 05542 9336-0
Fax: 05542 9336-26
info@vhs-witzenhausen.de

Contact hours:

Monday – Friday: 8 – 12am
Monday – Thursday: 2 – 4.30pm

4.4 Social advice

➤ **Social Advice Centre for students in Kassel**

The social advice centre tries to help students to cope with difficulties. They offer orientation and help to see things clearer if you have personal, economical or social problems. You will have a one-to-one talk with one of their advisers during their opening hours or by arrangement. They are bound to observe confidentiality.

Contact:

Tel: 0561-804 2800
Email: sozdienst@studentenwerk.uni-kassel.de

Opening hours secretary:

Monday and Thursday 10 – 12am
Tuesday and Wednesday 10am – 3pm

Address in Kassel:

Wolfhagerstraße 10
Ground floor

Open consultation hours:

Wednesday 9 – 10am

➤ **Students Consultation - for students by students**

Students can get consultation from different bodies at University, for example by the "Studentenwerk", the AStA and the University administration. Most of them are located in Kassel though. In Witzenhausen you can find the FSR (students' faculty council, also see p. 28), offering consultation run by students. Regardless of whether it is:

- questions concerning curriculum and exams
- questions concerning study and examination regulations
- consultation for future students
- problems with professors
- guidance in the 'consultation-jungle' of the University

The FSR will give you support and advice. You will find the students consultation in the FSR's room in Steinstraße, upstairs the Mensa, through the glass-door, left hand.

If you need help, please get in touch!

Contact:

FSR room 115

Steinstraße 19

Tel: 05542 981233

Email: studiberatung@gmail.com

Contact hours:

Wednesdays and Thursdays:

12.30 am – 1.30pm

4.5 Guidelines to scientific assignments

You will find excellent guidelines not only for the composition of a bachelor and master thesis, but also for any other scientific papers you will have to write during your studies at the website of the Department of Agricultural and Food Marketing of Kassel University. The link is:

<http://www.uni-kassel.de/fb11/alm/documents/Guidelines.pdf>.

These guidelines are now used and recommended by the majority of the professors here in Witzenhausen.

Additionally we will offer a seminar for our new students “How to successfully study in German research context” early in winter semester. Dates will be announced later.

5 University Groups and Organisations

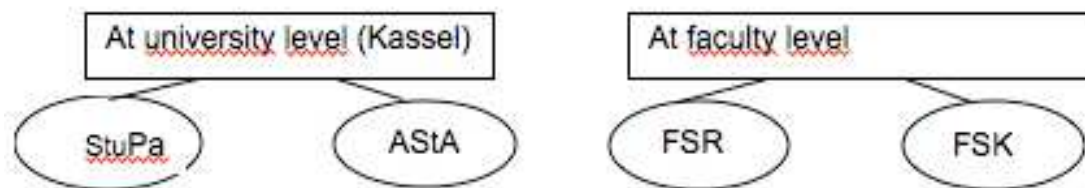
Here we would like to explain you how students opinion can have an effect on university politics. Moreover some student groups will present themselves.

You can also find a lot of information about students' activities and events on the black boards in the Mensa building.

5.1 Democracy at the University – your voice is important

How the Student self-administration works:

Everybody who is enrolled at the University of Kassel is member of the student body. An amount of 6.65 Euro from the semester contribution of each student is automatically paid to the student community for self-administration. This legal body is divided into the Student Parliament (StuPa) and General Student Committee (AStA) at university level and the Faculty Council (FSR) and Faculty Conference (FSK) at faculty level. With enrolment at the Faculty of Organic Agricultural Science in Witzenhausen, you are automatically member of that faculty.



StuPa – The Student Parliament

... is the highest board of decision-making for the student body. It has 25 members, who are elected annually through student elections. Its most important duties are the election of the AStA, preparation of the Common Plenary Meeting (VV) as well as to adopt the budget of the AStA.

AStA – The General Student Committee

..is the government of all students of one university (at least here in Hesse). It is elected annually by the StuPa and is composed of eight to ten ministers for different departments. StuPa is the executive organ of the student body and bound to the resolutions of StuPa and the plenary meeting.

More at: www.asta.uni-kassel.de write to: infos@asta.uni-kassel.de

FSR – The Faculty Council

..is the representation of students interests of the faculty here in Witzenhausen. It is elected by all students of the Faculty of Organic Agricultural Science and has up to 12 members. As representatives, two members of the FSR are sent to the FSK.

FSK – The Faculty Conference

..is a relatively new board. It is the most important Information pool and advisory panel for the FSR.

VV – Common Plenary Meeting

..is the only panel where students can vote directly. There are VVs at university and faculty level each semester. The VV is announced by the FSR or AStA and this appointed time is kept free of lectures!

5.2 FSR Witzenhausen



Responsibilities, chances and what you can do to make an impact

We are a group of students who care about our university, its organisation and the way of teaching. We want to make sure that the interests of the students are being taken into account. Theoretically everyone can stand up for his or her interests and rights, but we do have a lot more power if we all join forces! The advantage of FSR is that the professors recognise us and our voice is listened to.

We meet during the term every Monday at 6 pm at the FSR room, which is above the Mensa in Steinstraße, to:

- talk about problems which might have come up in the lectures and how we could solve these
- organize student activities, review and analyse the results
- discuss our attitude concerning different issues

If you feel that issues of university organisation and study development are important, then just come around to one of our meetings and share your ideas. There are many possibilities for students to make an impact!

We have an information board in the entrance hall of the Mensa-building, you cannot miss the green frog next to the stairways.

Contact:

Tel: 05542-981-233

Fax: 05542-981242

Email: kontakt@fsr-witzenhausen.de

Meeting time:

Every Monday: 6 pm

5.3 ASV – The Foreign Students Committee

The ASV is the representation of the foreign students in Witzenhausen, the main objectives and aims of ASV are:

- To support foreign students while dealing with typical problems during their studies
- To organize and support cultural, political and sport activities
- To facilitate the flow of information and communication between students
- To built up, deepen and take care of contacts with various organisations and other universities

Any proposals or offers of presentations or activities by foreign students are welcomed.

A new ASV team will be elected at the beginning of this semester. All foreign students are welcome to candidate to become an active member of the group. The new team and their contact information will be announced, e.g. at the information boards of the student residences.

e-mail: asvwitzenhausen@googlemail.com

5.4 The International Student Club Witzenhausen

The place for parties, concerts, presentations or any kind of celebration for students in Witzenhausen. With enrolment at the Faculty of Organic Agricultural Sciences, every student is automatically member of the club and allowed to use the facility as well as be actively involved in the club events and take part at the elections of the club board.

The Club is open to everybody to organize his or her own party, providing the location, Hi-fi system and drinks for sale. To use the club you have to do the following:

- Put down your name on the Club–list in the entrance hall of the Mensa – building, at Steinstraße
- Arrange and appointment for the hand-over of the keys with one of the board members a few days before your event
- You have to pay 50 Euro as bond money to use the club
- Party: you can sell beer, wine, juice, water and Coke at club price or buy your own beverages and sell them at your price
- The next day: handover the Club in a tidy and clean condition and you will get back the 50 Euro and 10% of the sales if you sold Club beverages.

In order to function in future, the Club needs people with creativity and commitment to support the organisation. So if you not only want to have fun at

the parties but also join actively, just visit the plenary assembly which takes place once each semester or ask a member of the club board. **Contact:** club.witzenhausen@gmx.de

5.5 WOW - Witzenhausen local and global

Who we are and what we do:

We are a group of committed students of all semesters. Our goals are to improve the **representation (PR)** of our faculty as well as the **way of teaching** at our faculty. We organize the **Information Days** for interested new students, and plan an **exhibition stand** to represent the faculty at various other events. We give suggestions for improvements of the **faculty homepage and PC-facilities**. The “**Project weeks Ecology**” for first semester students arose from stimulations and with the help of WOW. They take place at the beginning of every winter semester. Moreover, there lately is a **strong cooperation with the ASV**. Together we organised many cultural events such as an international barbecue night last summer.

If you are interested in an improved representation of the faculty, new ways of teaching and improvement of **contacts with foreign universities and students**, you're welcome to engage in our group!

We are looking forward to new ideas and interested people!

Contact:

wow@lists.uni-kassel.de

eco.wiz.uni-kassel.de/studenten/index.php

Meeting time:

Will be announced at the “Frog” (FSR) information board, main entrance at Steinstrasse

5.6 LÖLA – Association for the promotion of lectures in organic farming

Agricultural students in Witzenhausen founded this association to influence the lecture contents to become more related to practice. The aim is the creation of holistic ways of learning through the active participation of students and professors. Emphasis lies in the project oriented learning, but LÖLA organises also presentations from guest referees, excursions and an annual student conference. Since the foundation of LÖLA, the amount of lecture contents regarding organic farming has risen noticeable.

Through LÖLA you have the possibility to be involved in the development of your curriculum according to your interests. There are manifold possibilities, you can contribute your help to existing initiatives or bring in and implement your own ideas. You can also support our activities through your membership fee of 15 Euro per year.

5.7 University Alumni Association Witzenhausen

Once you leave Witzenhausen and return to your country or work in Germany we would be very glad to stay in touch with you. Joining our alumni network enables you to regularly receive information on current developments of our faculty. Moreover, you can find old colleagues who you studied with more easily.

To keep the faculties' alumni activities as vital as possible you are most welcome to actively participate in our alumni association.

Contact:

Hochschulverband Witzenhausen

Steinstr. 19

37213 Witzenhausen

Tel.: 05542 / 981592

Fax: 05542 / 981596

E-Mail: hvw.agrar@t-online.de

5.8 ESG – The Protestant Student Community

A new city - new faces: At the ESG I can meet other people - find new friends. This is a place where I can talk about the things that really matter to me. Think about God and the world. Be silent and meditate.

During term times we meet every Thursday morning at seven o'clock at the Michaels chapel followed by breakfast at the ESG.

We will start each new semester with a special "service". Afterwards there is a socialising meeting to get the opportunity to meet new people in Haus Hildegard. You are most welcome. Date will be announced.

There will be a weekly devotion in the Michaelskapelle (Michels chapel) in Walburger Straße on Thursdays at 7 am. Afterwards breakfast and a socialising programme will be offered in the ESG room in Collmanhaus, Steinstraße.

We are looking forward to meeting you in our rooms in the Collmannhaus, Steinstraße 21.



Student priest

Heike Scheerschmidt

studierendengemeinde.witzenhausen@ekkw.de

Office hours:

Tuesdays and Thursdays

From 10 to 12 am

or by arrangement:

www.ekkw.de/esg-witzenhausen



Secretary

Martina Deisenroth

Tel./Fax: 05542-72538

e-mail: sekretariat.esg-wiz@ekkw.de

Office hours:

Monday, Tuesday, Thursday 9.30-12am

5.9 KHG – The Catholic Student Community

The catholic and the protestant student communities closely cooperate and have many communal offers/ events.

At the moment there is no catholic representative in Witzenhausen, so you should contact the person in charge in Kassel.



Contact person
Pastor, advisory service, scholarships
Wolfgang Spiegel

KHG-office in Kassel
Dietrich-Bonhoeffer-Haus
Mönchebergstraße 29
34125 Kassel
Tel: 0561-8075786
Mobile: 0170-5786 118
Email: Spiegel@khg-kassel.bistum-fulda.de
www.khg-kassel.de

Office hours:
Appointment by arrangement only.

5.12 Open source group

Hello World,

we are a small group of students gathered to promote the use of open source software in the studies and at the University.

- we give support for students that like to use free operating systems
- we're just building up an online platform to link users in Witzenhausen
- we are arranging installation happenings for future newbies
- we welcome every more or less experienced user to join our group

The basic idea of community based software development and solutions following copyleft principals should be standard in organic agricultural research and practice. Come to the free and friendly side of computing!

Contact: os-witzenhausen@solargeneration.de

6 Important Contact Persons

Dean's secretary "Studentensekretariat"

Sonja Burhenne, Monika Gerstenberg, Office for Practical Studies and Examinations
Steinstr. 19, 37213 Witzenhausen
Tel.: 05542-981215
Fax: 05542-981309
email: studsek@wiz.uni-kassel.de

International Study Affaires

Advice and support for international MSc students



MSc Ute Gilles

Office hours:
Wednesday 10 to 12 am
and by appointment

Steinstr. 19, room 1108 (1st floor)
Tel.: 05542-981214
Fax: 05542-981309
u.gilles@uni-kassel.de

**Coordinator SOKRATES/ERASMUS and SIA-specialisation International
Organic Agriculture
Mentor for international students**



Prof. Dr. Peter von Fragstein Nordbahnhofstr. 1a
Tel.: 05542-981567
Fax: 05542-981568
pvf@wiz.uni-kassel.de

Available on individual
appointment only

**Information on Contents of Teaching, Ways of Learning, Curricula, Advice on
Studies & Information on Rules or Regulations on Examinations, Approval of
Certificates**



MSc Holger Mittelstraß Steinstr. 19, room 104 (1st floor)
Office hours: Tel.: 05542-981240
Tuesdays 11.30am- Fax: 05542-981309
12.30pm
during semester break by
appt. only mittelst@wiz.uni-kassel.de

Student tutors

If you have any difficulties with administrative issues or need help with everyday problems such as travel information, getting to Witzenhausen, finding accommodation, the right telephone company, a doctor or whatever else your students tutors are happy to assist you. They are also students of the faculty, and with our experience we will try to make your life easier!

Ljuba Lapatina

tutor-int@uni-kassel.de

0151-25167068

Student service (“Studienservice”) at the University of Kassel

Usually you should contact the faculty’s staff first and they can tell you whom to contact at the main Campus in Kassel. However the Student service is responsible to help you especially with the enrolment process. They also organise welcoming events for international students in Kassel.

Contact: 0561-804-2205 or studieninfo@uni-kassel.de (for applicants)
studienervice@uni-kassel.de (for registered students). Detailed contact information

you can find online at:

www.uni-kassel.de/sik/allg/kontakt.ghk

7 Map of Witzenhausen and the campus location

