

# M.Sc. REMENA at the University of Kassel

Summer Term 2021

Important Introductory Meeting:  
Wednesday, March 10, 2021 at 10 am (UTC +2)



**Issued by:**

REMENA Team /University of Kassel  
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Dear students,

we are very happy to welcome you as REMENA Master students at Cairo University, the University of Kassel and the University of Monastir. The REMENA Team are now your first contact points when it comes to organising your semester. To give you a short overview, we summarized the information in this booklet.

Please note that our **official introductory meeting for new REMENA students takes place on Wednesday, March 10, at 10 am (UTC +2)**. This meeting will be conducted via Zoom and you will be receiving an email with a link, as well as further information when the time comes.

During this meeting, you will receive important information on the timetable, module structure and contents.

Please do not hesitate to contact us via e-mail to [remena@uni-kassel.de](mailto:remena@uni-kassel.de) should you have any questions regarding your studies.

Our REMENA team at the faculty is happy to help you in all study related issues like courses and examinations that might arise during your semester.

The REMENA Team

## **1. Your contacts in the REMENA program**

### **Germany:**

**Prof. Dirk Dahlhaus – REMENA Course Director**

E-Mail: remena@uni-kassel.de

**M.A. Anke Aref – Program Coordinator**

E-Mail: remena@uni-kassel.de

**Dr. Nour Mansour – Program Coordinator**

E-Mail: remena@uni-kassel.de

**Dr. Marc Selig – Program Coordinator**

E-Mail: remena@uni-kassel.de

**Lena Lukas – Student Assistant**

E-Mail: remena@uni-kassel.de

### **Egypt:**

**Prof. Dr. Adel Khalil – Project Director**

E-Mail: adelkhk@yahoo.com

**Prof. Dr. Sayed Kaseb – Project Coordinator**

E-Mail: sakaseb@yahoo.com

### **Tunisia:**

**HdR, PhD, Eng. Souheil El Alimi – Project Director**

E-Mail: souheil.elalimi@gmail.com

**HdR, PhD, Eng. Walid Hassen – Project Coordinator**

Email: hassen.walid@gmail.com

## 2. Overview of your Studies

### 2.1 Batch 18

**March 2021 – August 2021**  
**4th Semester: Master Thesis**

- Collecting information on topics of interest
- Finding a Master thesis topic in the University or in a company

## 2.2 Batch 19

**March 2021 – August 2021**  
**3rd Semester**

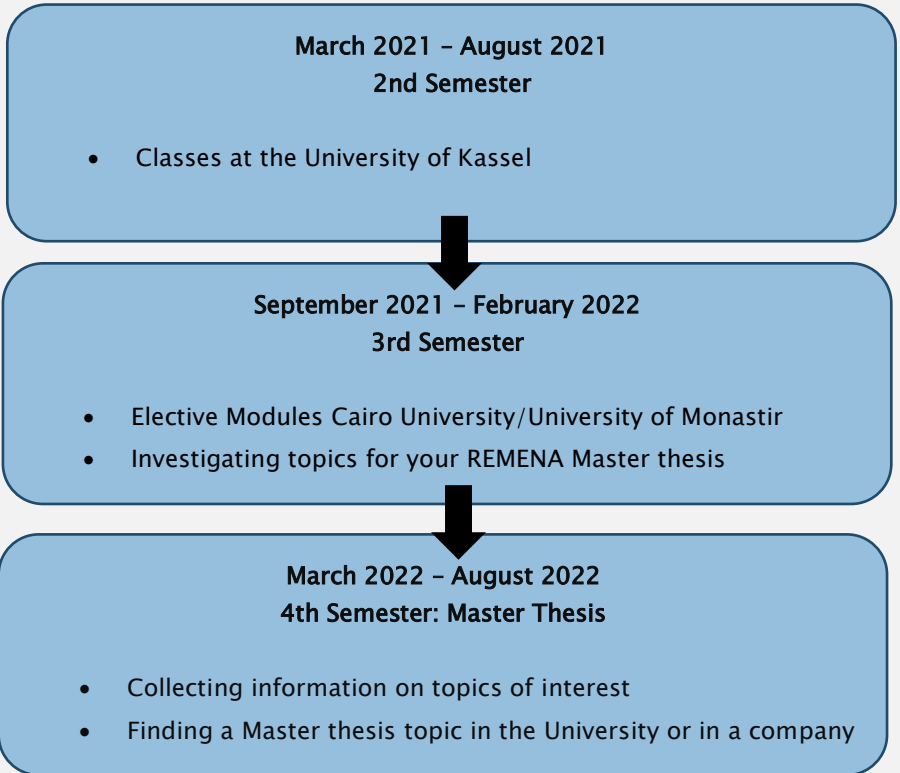
- Elective modules University of Kassel
- Investigating topics for your REMENA Master thesis



**September 2021 – February 2022**  
**4th Semester: Master Thesis**

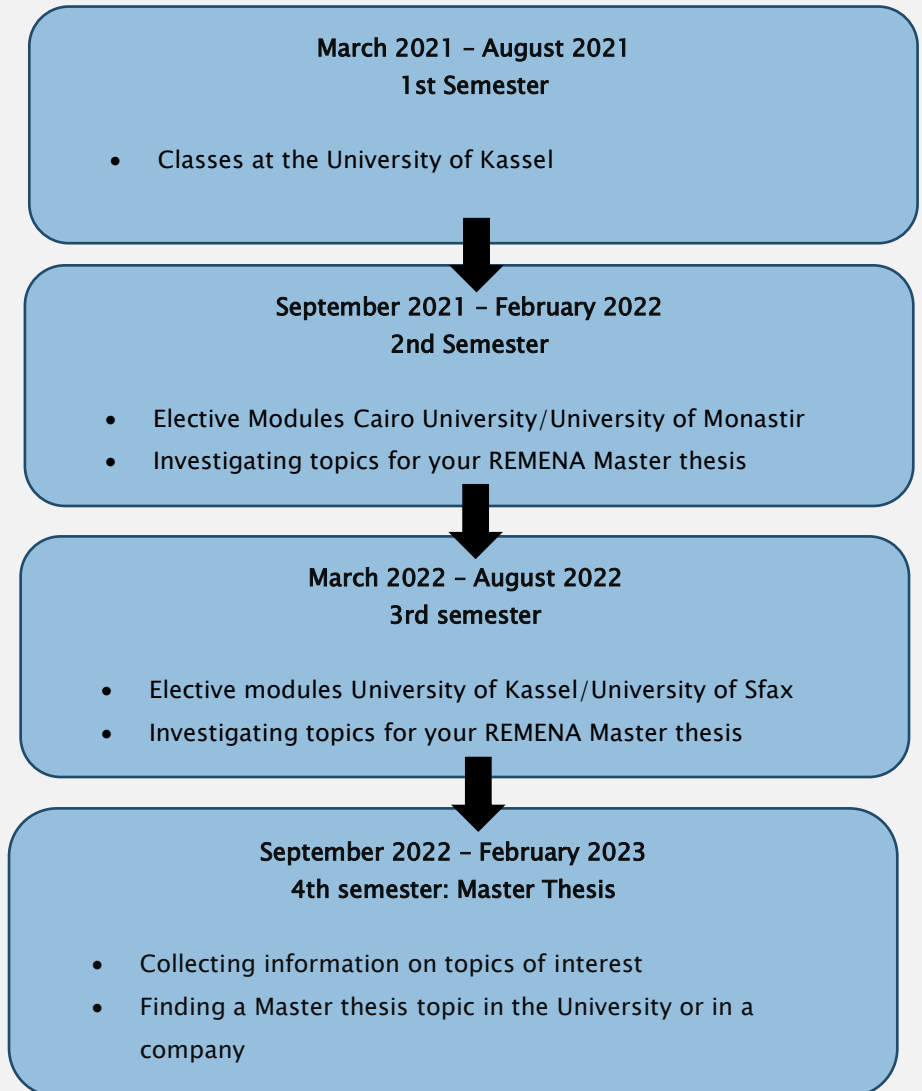
- Collecting information on topics of interest
- Finding a Master thesis topic in the University or in a company

## 2.3 Batch 20





## 2.4 Batch 21 – Newcomers



### 3. Orientation Weekend

The University of Kassel is offering an orientation weekend for all newcomers from April 9 – April 11. Please see the following [website](#) for all related details.

This [page](#) also offers information on the special quarantine guidelines upon arrival and there is another useful brochure for international students [here](#).

### 4. Steps on Arrival

**IMPORTANT: Please read the following instructions carefully and make sure to complete the indicated steps in the precise order in which they are listed below to avoid unnecessary delays or complications!**

#### Getting here

How do I get to the university? Where can I catch the tram? Where can I park? And where can I find the Admissions Office or the International Office? Directions and maps of our campuses make getting around a lot easier. Find them on this website: <https://www.uni-kassel.de/uni/en/international-service/coming-to-kassel/welcome-centre/first-steps/>

## STEP 1: RESIDENCE REGISTRATION

As legally required you must go to the Residence Registration Office (*Bürgeramt*) in the Town Hall (*Rathaus*) and let them know your address in Kassel. This must be done within one month after your

arrival in Kassel. You simply go in, receive a number from the information desk, and, when your number is called, you fill in the form with the help of a person who works there.

You will be given a copy of this form. You will need this form to get your residency permit, to open a bank account, to get a library card, etc. If you move to another apartment in Kassel during your studies, you need to tell the Residence Registration Office your new address.

### Address and office hours:

#### ***Residence Registration Office at the City Hall:***

Obere Königsstr. 8  
34117 Kassel

Mon 08:00 – 18:00 (by appointment);

Tue 08:00 – 14:00;

Wed 08:00 – 18:00 (by appointment);

Thu 08:00 – 14:00;

Fri 08:00 – 12:30;

Sat 09:00 – 12:00 (by appointment)

#### ***Residence Registration Office at the University:***

Moritzstr. 18 (3rd floor), 34127 Kassel

Campus Center, room 3114

→Currently closed due to lockdown

## STEP 2: OPENING A BANK ACCOUNT

### Address and opening hours:

#### **Commerzbank Kassel**

Königsplatz 32-34  
34117 Kassel

Mon 09:00 – 16:00

Tue 09:00 – 18:00

Wed 09:00 – 16:00

Thu 09:00 – 18:00

Fri 09:00 – 14:00

In order to pay bills or your rent, you will need an account with one of the German banks. After you have opened your bank account (also called *Girokonto*) you will receive a bank card. You will be able to use this card as a method of payment in the majority of shops or alternatively use it to draw money from ATMs. Most importantly, your German health insurance fees will be charged from that account, so make sure to open one **before** you apply for German health insurance.

## STEP 3: APPLYING FOR HEALTH INSURANCE

As a student at a German University, you have to provide proof of a valid health insurance. There are two ways to do this:

- Insurance via **MAWISTA**: You can take out a health insurance before your arrival in Germany. Go to <https://www.mawista.com/> for an overview of insurance packages and prices.
- Insurance via German health care provider (AOK, Techniker, DAK etc.)

**PLEASE NOTE:** Even if you have already taken out insurance with MAWISTA, you need to contact the German health care provider upon your arrival in Kassel and present them with your MAWISTA contract documents. They will then issue a document called "*Befreiung von der Versicherungspflicht*" which proves that you are already in possession of valid, appropriate health insurance.

If you take out insurance with a German provider, you will receive an insurance card. Please don't forget to take it with you in case you need to see a doctor in Kassel.

#### **STEP 4: RESIDENCE PERMIT**

The Foreigners' Registration Office is where you will need to apply for a residence permit.

The Foreigners' Registration Office also offers on-campus office hours on a regular basis. Please make sure to arrange an appointment beforehand by phone or e-mail.

##### ***Visa Information***

If you have questions concerning the application or extension of your visa, please feel free to contact the Visa Information Service provided by the Welcome Centre or the REMENA Assistant.

##### **Address and Office Hours**

##### ***The Foreigners' Registration Office Kassel:***

Kurt-Schumacher-Straße 29, 34117 Kassel  
Mon, Tue, Thu, Fr 8:30 a.m. – 12:30 p.m.;  
Wed 2 p.m. – 5:30 p.m.

##### ***On-campus Office Hours of the Foreigners' Registration Office:***

Campus Center, Moritzstr. 18, 3<sup>rd</sup> floor, room 3114  
→ currently closed

##### ***Visa Information:***

Campus Center, Moritzstr. 18, 2<sup>nd</sup> floor,  
room 2128a  
Phone: +49 561 804-3564  
Fax: +49 561 804-3513  
Email: [visa-info@uni-kassel.de](mailto:visa-info@uni-kassel.de)  
<http://www.uni-kassel.de/go/visa>

#### **STEP 5: COMPLETING YOUR ENROLLMENT**

In order to finalize your registration as a student at the University of Kassel, the central Admissions Office will require your permanent address in Kassel as well as your health insurance certificate. Please email your documents to the Master's Office.

## 5. Tuition Fees

REMENA tuition fees amount to € 10,000 for the entire program and students will receive invoices over € 2,500 before each new semester of their studies.

### Batch 21



#### Summer term 2021

1. Invoice: 2,500 Euro

Payment deadline: **15.05.2021**



#### Winter term 2021 /2022

2. Invoice: 2,500 Euro

Payment deadline: **15.11.2021**



#### Summer term 2022

3. Invoice: 2,500 Euro

Payment deadline: **15.05.2022**



#### Winter term 2022/2023

4. Invoice: 2,500 Euro

Payment deadline: **15.11.2022**

**Students who will not pay their tuition fees in due time will be exmatriculated during the running semester.**

In addition, REMENA students have to pay the University of Kassel Semester fee of about 295 € per semester. Payment of this fee is necessary to ensure your enrolment at the University of Kassel and to officially maintain your student status for Germany. Details can be found on the following [website](#).

## 6. Activating your University of Kassel Account

Once you have received your student ID number “Immatrikulationsnummer” and have completed your enrolment (paid the semester fee + handed in your health insurance if you are in Germany) you can [activate your university account](#). A uk-number (uk000000) will be generated for you, with which you will have access to your student email, the [REMENA moodle course and](#) the eCampus.

The [eCampus](#) serves as a platform to register for exams, view your grades and download enrolment certificates.

**Please note:** you will have to change the password to your University of Kassel account every 180 days. You will be receiving emails when it is time to change the password, failing to do so will lock you out of your account.

## 7. CampusCard

If you are in Germany and have activated your UKAS account you can [apply for your CampusCard](#). Please enter your uk000000 number and password to apply. The card will be sent to the address given in the eCampus, so please make sure it is up to date before applying.

The card functions as your student ID, public transportation ticket, library card and lets you use the copying machines on campus.

## 8. Registering for Exams

It is mandatory for all students to register for exams within the given time frame. Not registering could lead to you not being allowed to take the exam.

Please view the following [step-by-step guide on how to register for exams](#) in our REMENA FAQs

## 9. Partial Semester Fee Refund

Should students not be in Kassel during the duration of the semester there is the option of applying for a refund on behalf of the students. For AStA to refund the ticket, students cannot be living in the Kassel area. However, AStA will only make transfers to German bank accounts.

Please notify the REMENA Team by April 15<sup>th</sup> at the very latest, then we will apply for the refund. The refund will amount to 145,41€ of the 294,30€ semester fees.

Any students already in possession of their CampusCard, who are leaving Germany for summer term 2021 are kindly asked to leave their cards with us, as this simplifies the procedure.





## 9. Preliminary University of Kassel Schedule

<b>March 8 - 12, 2021</b>				
	Monday	Tuesday	Wednesday	Thursday
8:30 - 10:00				Engineering Mathematics
10:00 - 10:30			REMENA Info Meeting	
10:30 - 12:00			REMENA Info Meeting (-11:00)	Electrical Engineering Fundamentals
12:00 - 13:00				
13:00 - 14:30			Intercultural Communication	Electrical Engineering Fundamentals
14:30 - 15:00				
15:00 - 16:30			Intercultural Communication	Orientation Zoom (16:00)

<b>March 15 - 19, 2021</b>				
	Monday	Tuesday	Wednesday	Thursday
8:30 - 10:00	Electrical Engineering Fundamentals	Electrical Engineering Fundamentals	Engineering Mathematics	Engineering Mathematics
10:00 - 10:30				
10:30 - 12:00	Electrical Engineering Fundamentals	Electrical Engineering Fundamentals	Engineering Mathematics	Engineering Mathematics
12:00 - 13:00				
13:00 - 14:30	Engineering Mathematics	Engineering Mathematics	Electrical Engineering Fundamentals	Intercultural Communication
14:30 - 15:00				Electrical Engineering Fundamentals
15:00 - 16:30	Engineering Mathematics	Engineering Mathematics	Electrical Engineering Fundamentals	Electrical Engineering Fundamentals
16:30 - 17:00				
17:00 - 18:30				Intercultural Communication

<b>March 22 - 26, 2021</b>						
	Monday	Tuesday	Wednesday	Thursday	Friday	
8:30 - 10:00	Electrical Engineering Fundamentals	Electrical Engineering Fundamentals	Engineering Mathematics	Engineering Mathematics	Intercultural Communication	
10:00 - 10:30						
10:30 - 12:00	Electrical Engineering Fundamentals	Electrical Engineering Fundamentals	Engineering Mathematics	Engineering Mathematics	Intercultural Communication	
12:00 - 13:00						
13:00 - 14:30	Engineering Mathematics	Engineering Mathematics	Electrical Engineering Fundamentals	Intercultural Communication	Electrical Engineering Fundamentals	
14:30 - 15:00						
15:00 - 16:30	Engineering Mathematics	Engineering Mathematics	Electrical Engineering Fundamentals	Intercultural Communication	Electrical Engineering Fundamentals	
16:30 - 17:00						
17:00 - 18:30				Intercultural Communication		

