M.Sc. REMENA
at the University of Kassel
Summer Term 2018

Important Introductory Meeting:
Tuesday, April 10, 2018 at 2 pm in room –1304
Dear students,

we are very happy to welcome you as REMENA Master students at the University of Kassel. The REMENA Team and the Welcome Centre of the University of Kassel are now your first contact points when it comes to organising your stay in Kassel. To give you a short overview, we summarized the information in this booklet. We hope that this information helps you organise your stay and have a good start here in Kassel.

Please note that our official introductory meeting for new REMENA students takes place on Tuesday, April 10, at 2 pm in the REMENA lecture room (1304). During this meeting, you will receive important information on the timetable, module structure and contents, as well as a
small guided tour around the Faculty of Electrical Engineering and Computer Science, where most of REMENA lectures will take place.

At the same time, we would like to point out some of our support offers designed especially for international students:

- **University Welcome**: The university offers an Orientation Week for international students. During this week, from **April 3 – 7**, the Welcome Centre and the faculties will welcome you, introduce you to the university and the city of Kassel and help you get in contact with other students and get your studies started.

We are looking forward to seeing you in Kassel. Please do not hesitate to contact us via e-mail to remena@uni-kassel.de should you have any questions regarding your arrival, your stay and studies in Kassel.

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 in Kassel.

For all other matters (e.g. accommodation, enrolment, public transport ticket, and library card) please contact our Welcome Centre and the Master’s office at the Campus Centre.

The REMENA Team Kassel
1. Your Contact Persons in the REMENA Program

**M.A. Anke Aref – Program Coordinator**
Address: Wilhelmshöher Allee 73, 34121 Kassel
Room: 1324
E-Mail: anke.aref@eecs.uni-kassel.de

**Dr. Nour Mansour – Program Coordinator**
Address: Wilhelmshöher Allee 73, 34121 Kassel
E-Mail: remena@uni-kassel.de

**Dr. Marc Selig – Program Coordinator**
Address: Wilhelmshöher Allee 73, 34121 Kassel
E-Mail: remena@uni-kassel.de

**B.A. Denise Breidenbach – Student Assistant**
Address: Wilhelmshöher Allee 73, 34121 Kassel
Room: 2330
E-Mail: remena@uni-kassel.de

**Jan Kalveram – Student Assistant**
Address: Wilhelmshöher Allee 73, 34121 Kassel
Room: 2330 and 1324
E-Mail: remena@uni-kassel.de
2. Overview of your REMENA Studies

2.1. Batch 14

October 2017 – March 2018
1st Semester

- REMENA classes at Cairo University/Université de Monastir
- Excursions in and outside of Cairo and Monastir

April 2018 – September 2018
2nd Semester

- Arrival at the University of Kassel
- Orientation Week from April 3 – 7, 2018
- REMENA Introductory Meeting on April 10, 2018
- Classes and excursions in and around Kassel
- Finding and investigating topics for your REMENA Master thesis

October 2018 – March 2019
3rd Semester

- Master thesis
  - Collecting information on topics of interest
  - Finding a Master thesis internship
  - Registering for Master thesis in November 2018
2.2 Batch 15 – Newcomers

April 2018 – September 2018
1st Semester
- Arrival at the University of Kassel
- Orientation Week from April 3 – 7, 2018
- REMENA Introductory Meeting on April 10, 2018
- Classes and excursions in and around Kassel

October 2018 – March 2019
2nd Semester
- REMENA classes at Cairo University/Université de Monastir
- Excursions in and outside Cairo and Monastir
- Finding and investigating topics for your REMENA Master thesis

April 2019 – September 2019
3rd Semester
- Master thesis
  - Collecting information on topics of interest
  - Finding a Master thesis internship
  - Registering for Master thesis in May 2019
3. Your Contact Persons at the University of Kassel

Welcome & Registration:
Welcome Centre in the International Office

The Welcome Centre in the International Office is the first contact point for international students. The team of the Welcome Centre places special importance on individual and practical assistance and is there to support you extensively before and upon your arrival in Kassel.

http://www.uni-kassel.de/go/welcome-centre

University Language Center (Sprachenzentrum)

The Language Center offers a variety of programmes and language courses throughout the semester. There are classes from beginning to certificate level, as well as supplementary courses, language tandem programmes, the buddy programme and other foreign language activities. If you want to take an additional German language course or

Address:
Kurt-Wolters-Str. 5, room 2044
Phone: +49 561 804–3302 / 3689
Telefax +49 561 804–3815
Email: sz@uni-kassel.de
Web: http://www.uni-kassel.de/sprz
want to learn another new language during your stay in Kassel, then the Language Centre is the place to go.

**University Sports (Hochschulsport)**

All students at the University of Kassel who have paid their semester sports fees are allowed to participate in the sports programmes available through the university. Many different activities are available – from Aerobics and Afro Dance to Volleyball and Zen Mediation.

**Accommodation: Studentenwerk Kassel**

The Studentenwerk is designed to help students cope with the non-academic parts of student life. They provide food in the student dining halls and cafeterias, assist students in finding housing in dormitories or on the private market, support students with children, and offer legal and social advice as well as counselling. Please find the wide range of services on their website.

**Address:**
Damaschkestraße 25, 34121 Kassel
Phone: +49 561 804–5394
Telefax +49 561 804–5258
Email: hochschulsport@uni-kassel.de
Web: [http://www.uni-kassel.de/hochschulsport](http://www.uni-kassel.de/hochschulsport)

**Address and office hours:**
Address: Campus Center, Moritzstr. 18, 3rd floor
Phone: +49 561 804–2550
Email: i-punkt@studentenwerk.uni-kassel.de
Web: [http://www.studentenwerk-kassel.de/](http://www.studentenwerk-kassel.de/)
Office hours: Mon, Thu: 10:00 – 12:00
Tue, Wed: 10:00 – 15:00
4. Steps before Arrival

Visa

As soon as you receive an admission letter from the University of Kassel, apply for a visa from the German embassy or consulate in your home country or country of residence. The addresses of German embassies and consulates and information regarding entry requirements can be found on the website of the German Foreign Office. There, you will also find information on the specific requirements for obtaining visa on a country-by-country basis. **Once you have started the visa process, please keep the REMENA team updated on your progress.**

Accommodation

Whether you would like to stay in a student hall of residence or in a shared apartment on the private market, affordable accommodation in Kassel is available for those who start searching early. Those who start late will find it difficult to find affordable accommodation. It can often take weeks to find accommodation; therefore, we advise you to start searching as soon as possible.

**We strongly advise you to arrange for temporary accommodation (1–2 weeks) before you arrive in Germany!**

You can find affordable private accommodation, hotel or hostel rooms in Kassel on the following websites:

- [https://www.airbnb.de/](https://www.airbnb.de/)
- [https://www.booking.com/](https://www.booking.com/)
• Student Halls

As soon as you start your preparations for your semester in Germany, please apply for accommodation in one of the student halls offered by the University of Kassel. This can be done online and only takes a few minutes.

https://www.studentenwerk-kassel.de/index.php?id=591&L=1

• Private and Shared Apartments

If you prefer to share a private apartment with others or even live on your own, you can start looking for this kind of accommodation after you have arrived in Kassel, since potential landlords and roommates usually prefer to meet new tenants in person before signing a contract. Available rooms and apartments are listed on the following websites:

http://www.wg-gesucht.de/
http://www.gwg-kassel.de/
http://www.kassel.studenten-wohnung.de/
Orientation Week

The University of Kassel offers a special program for supporting international first semester students and researchers. Student advisors organize an introductory orientation week before courses officially start to support international students and researchers in successfully transitioning into their studies or research.

The orientation week (April 3 – 7, 2018) begins with a formal welcome, after which you will be guided and supported by tutors in learning about studying and researching at the University of Kassel. During this week, you will also get to know other international students and university staff. Please register for participation in the orientation week here: https://www.uni-kassel.de/uni/de/internationales/international-service/welcome/orientierung/anmeldung-orientierungswoche.html.

Address and office hours:
Welcome Centre
Campus Center, Moritzstr. 18, 2nd floor room 2128a
Phone: +49 561 804-3564
Fax: +49 561 804-3513
Email: welcome-centre@uni-kassel.de
Web: www.uni-kassel.de/go/ow
Mon – Fri: 10 a.m. – 6 p.m. 07.04.2018

Tuition Fees

RE MENA tuition fees amount to € 10,000 for the entire program and will receive invoices over € 5,000 each during their first and second semester of studies. In addition, REMENA students have to pay the University of Kassel Semester fee of about 280 € 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:
Living Costs

In addition, you have to pay for rent, insurance, food, clothes, books, entertainment, and travel. With about 750 € per month, you can live comfortably in Kassel and will still have money left to go to a bar or the movies. There are a number of tips for saving costs when living in Kassel. These include:

- Borrow your books for class from the library and/or copy them at a copy shop;
- Shop at low-cost grocery stores or in second hand shops;
- Go to the movies on Kino-Tag (usually Monday or Tuesday);
- If you live with others, see if they want to buy big items: microwave, printer, TV, etc. together;
- Show your student ID and you may receive student discounts in museums or recreational facilities.

5. 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: http://www.uni-kassel.de/uni/en/internationales/international-services/welcome/first-steps.html

STEP 1: RESIDENCE REGISTRATION

As legally required you must go to the Residence Registration Office (Bürgeomamt) 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
34125 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
Wed 08:30 – 12:00 (by appointment only)
STEP 2: OPENING A BANK ACCOUNT

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 AOK: AOK is a German health care provider. Please go to their office in person and take your student ID as well as your bank account number and residence registration paper with you.

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

Address and office hours:

**AOK Health Insurance Provider**

Untere Königsstr. 86, 34117 Kassel
Mon 09:00 – 16:00
Tue 09:00 – 16:00
Wed 09:00 – 16:00
Thu 09:00 – 18:00
Fri 09:00 – 13:00
**PLEASE NOTE:** Even if you have already taken out insurance with MAWISTA, you need to visit the AOK office upon your arrival in Kassel and present them with your MAWISTA contract documents. AOK 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 AOK, you will receive an insurance card as pictured below. 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, Thu 8:30 a.m. – 12:30 p.m.;
Tue, Fri 8:30 a.m. – 12:30 p.m. (by appointment);
Wed 2 p.m. – 5:30 p.m. (by appointment);

On-campus Office Hours of the Foreigners’ Registration Office:
Campus Center, Moritzstr. 18, 3rd floor, room 3114
Tue: 08:30 – 12:00 and
Wed: 08:30 – 12:00 (by appointment only)

Visa Information:
Campus Center, Moritzstr. 18, 2nd floor, room 2128a
Phone: +49 561 804-3564
Fax: +49 561 804-3513
Email: visa-info@uni-kassel.de
http://www.uni-kassel.de/go/visa
Tue and Thu: 1 p.m. – 3 p.m.

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 issued by AOK. See page 6 of this brochure to find out where to submit this information.
Key to Room Numbers:

- R. 01 05
- Building
- Floor
- Room

Minus (-) in front of room number indicates basement

Hörsaal = Lecture Hall
Bibliothek = Library
Mensa = Canteen/Commons
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Dr.-Ing. Marc Selig
### 16. April 2018 - 22. April 2018

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**Courses:**
- **Engineering Mathematics (Hour Mansour)**
  - RUMENA Room (1304)
- **Control Systems (Jan Illbirecht, Martin Jürg)**
  - RUMENA Room (1306)
- **Engineering Mathematics (Hour Mansour)**
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  - RUMENA Room (1306)

Dr.-Ing. Marc Selig
7. Useful Links and Tips

The REMENA website offers all important contact data and all relevant information on the structure of your studies.  
http://www.uni-kassel.de/eecs/remena

The Campus Club is a popular meeting place for international and German students alike. It is open every Monday from 7 to 11 pm and offers a wide range of events and activities. 
https://www.studentenwerk-kassel.de/en/content/wohnen/unterstuetzung-help/campusclub/

The K19 is another student club on campus, organizing concerts, karaoke nights and festivals.  
http://www.k-19.de

This article introduces Kassel as a place to live and study. It will give you a general idea on what the city has to offer in terms of history, culture, and free time activities. 

The website inyourpocket has an extensive list of shops, bars, cinemas, restaurants, hotels, museums and sights in Kassel, which will be useful for your daily life in Kassel:  
https://www.inyourpocket.com/kassel
Space for your own notes: