

# M.Sc. REMENA at the University of Kassel

Summer Term 2024

Important Introductory Meeting:  
Wednesday, March 13, 2024 at 10 am via Zoom AND in room -1304



**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 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 Wednesday, March 13th, at 10 am via zoom and in room -1304 at Wilhelmshöher Allee 73 for those who can attend in person.**

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

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

- **University Welcome Event and meet & greet:**

Monday, 08. April 2024

At this welcoming event, the University board, the "Studierendenwerk" (Student Services Organisation), the "AStA" (students' union) and the team of the Welcome Center in the International Office would like to welcome you. Afterwards, there will be a casual and informal meet&greet with soft drinks and finger food. Location: Lecture hall 1 in the Campus Center at Campus Holländischer Platz (Moritzstraße 18, ground level).

We are looking forward to seeing you in Kassel. 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 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

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

Address: Wilhelmshöher Allee 73, 34121 Kassel  
Room: 2315  
E-Mail: remena@uni-kassel.de

### **M.A. Zohra Wahdat – Program Coordinator**

Address: Wilhelmshöher Allee 73, 34121 Kassel  
Room: 1324  
E-Mail: remena@uni-kassel.de

### **Dr. Nour Mansour – Program Coordinator**

Room: 2315  
Address: Wilhelmshöher Allee 73, 34121 Kassel  
E-Mail: remena@uni-kassel.de

### **Dr. Marc Selig – Program Coordinator**

Room: 2315  
Address: Wilhelmshöher Allee 73, 34121 Kassel  
E-Mail: remena@uni-kassel.de

### **Ahmed Dahem – Student Assistant**

Address: Wilhelmshöher Allee 73, 34121 Kassel  
Room: 2330  
E-Mail: remena@uni-kassel.de

## 2. Overview of your REMENA Studies

### 2.1 Batch 26

**March 2024 – August 2024  
2nd Semester**

- Arrival at the University of Kassel
- REMENA Introductory Meeting on March 13th, 2024 via Zoom and in room -1304
- Welcome Breakfast with the International Office on April 9<sup>rd</sup>,



**September 2024 – February 2025  
3rd Semester**

- Elective Modules at Cairo University/Université de Monastir
- Investigating topics for your REMENA Master thesis



**March 2025 – August 2025  
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 27 – Newcomers

**March 2024 – August 2024**  
**1st Semester**

- Arrival at the University of Kassel
- REMENA Introductory Meeting on March 13th, 2024 via Zoom and in room –1304
- Welcome Breakfast with the International Office on April 9<sup>th</sup>, 2024.



**September 2024 – February 2025**  
**2nd Semester**

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



**March 2025 – August 2025**  
**3rd Semester**

- Elective modules in Kassel or Sfax
- Investigating topics for your REMENA Master thesis



**September 2025 – February 2026**  
**4th Semester: Master Thesis**

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

### 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.

#### Address and Office Hours:

Campus Center, Moritzstr. 18, 2nd floor, room 2128a

Phone: +49 561 804-3564

Email: [welcome-centre@uni-kassel.de](mailto:welcome-centre@uni-kassel.de)

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

Office hours: Mo – Thu: 1 pm – 3 pm

Visa information: Tue, Thu: 1 pm–3pm

<https://www.uni-kassel.de/uni/en/international-service/coming-to-kassel/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](mailto: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.

### **Address:**

Damaschkestraße 25, 34121 Kassel

Phone: +49 561 804- 5394

Telefax +49 561 804- 5258

Email: [hochschulsport@uni-kassel.de](mailto:hochschulsport@uni-kassel.de)

Web: <http://www.uni-kassel.de/hochschulsport>

## **Accommodation: *Studierendenwerk* Kassel**

The *Studierendenwerk* 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 and office hours:**

Address: Campus Center, Moritzstr. 18, 3<sup>rd</sup> floor

Phone: +49 561 804-2550

Email: [i-punkt@studentenwerk.uni-kassel.de](mailto:i-punkt@studentenwerk.uni-kassel.de)

Web: <https://www.studierendenwerk-kassel.de/en/>

Office hours: Mon – Thu: 10:00 – 15:00

Fr. : 10:00 – 12:00

## 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.booking.com/>

<http://www.homestaybooking.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.studierendenwerk-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/>



## Welcome Week

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

The welcome week and the Welcome Dinner (**April 8. – 10., 2024 and Wednesday, 13<sup>th</sup> April**) in the main cafeteria at Holländischer Platz, are a good opportunity to get to know the University and students will also be able to get in contact with the faculty and vari-

### Address and office hours:

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

ous facilities of the University of Kassel. Representatives from student councils, the student union, the IT Service Center, the Language Center and the Welcome Center will be present.

For more information please visit: <https://www.uni-kassel.de/uni/en/international-service/about-us>

To participate please register on the following website:  
<https://www.uni-kassel.de/uni/en/international-service/coming-to-kassel/studying-in-kassel/an-orientation-week-to-welcome-our-international-students>

## 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 25

	<b>Summer term 2024</b> 1. Invoice: 2.500 Euro Payment deadline: 15.05.2024
	<b>Winter term 2024/25</b> 2. Invoice: 2.500 Euro Payment deadline: 15.11.2024
	<b>Summer term 2025</b> 3. Invoice: 2.500 Euro Payment deadline: 15.05.2025
	<b>Winter term 2025/26</b> 4. Invoice: 2.500 Euro Payment deadline: 15.11.2025

**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 300 € 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:

<https://www.uni-kassel.de/uni/en/international-service/coming-to-kassel/studying-in-kassel/during-studies/semester-fee>

## 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: <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.

### **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)

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.

## 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 **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 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, 3<sup>rd</sup> floor, room 3114

Wed: 13:00 – 16:30 and

Wed: 08:30 – 11:50 (by appointment only)

### *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>

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. Please hand your document in to the Admissions Office:

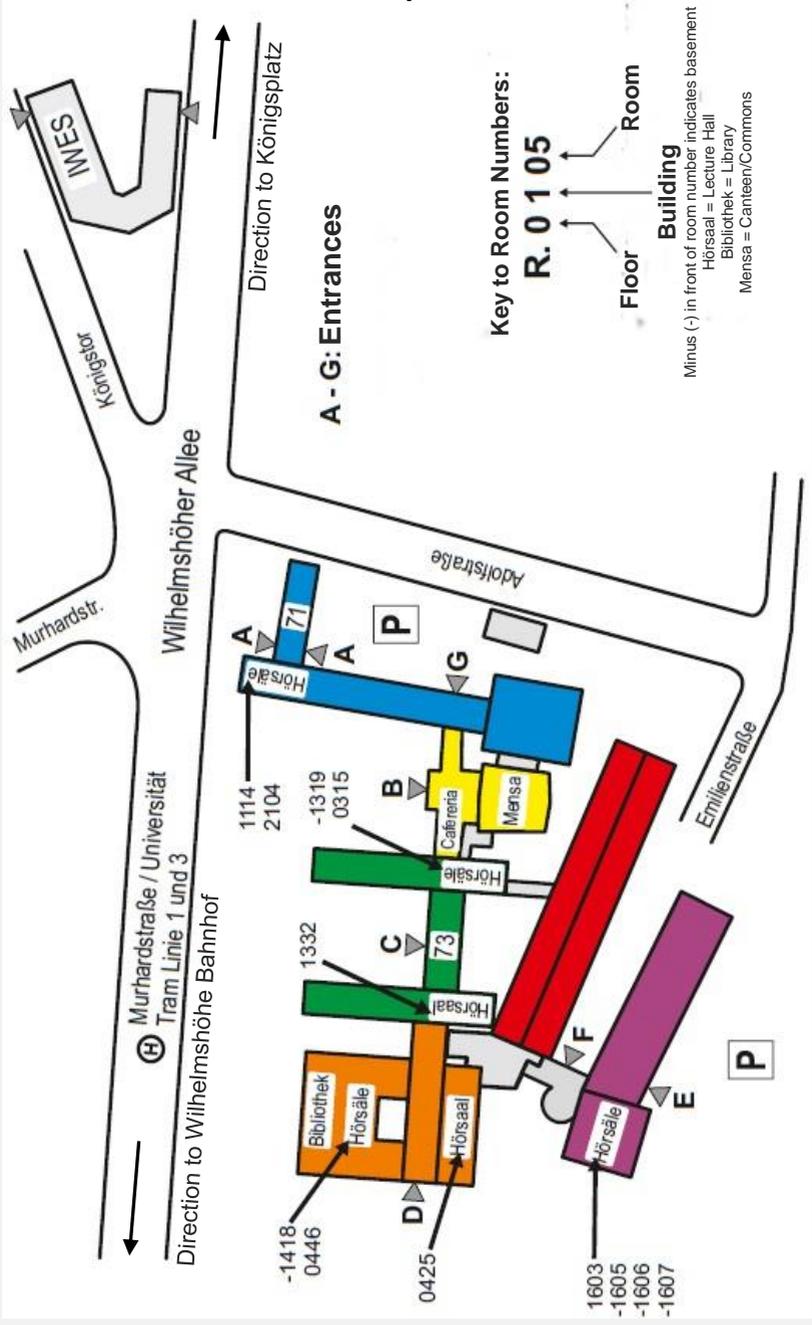
Address: Campus Center, Moritzstr. 18, 3<sup>rd</sup> floor

Email: [studieren@uni-kassel.de](mailto:studieren@uni-kassel.de)

Web: <https://www.uni-kassel.de/go/admissionoffice>

Office hours: Mon – Thu: 10 a.m. – 3 p.m.  
Fri 10 a.m. –12 p.m.

## 6. REMENA Premises Campus Plan





## **7. Activating your university account**

Once you have received your student ID number “Im-matrikulationsnummer” 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 uknumber (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.

## **8. 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

## **9. 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

## 10. 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 15th at the very latest, then we will apply for the refund. The refund will amount to 153,11€ of the 309,65€ semester fees. Any students already in possession of their CampusCard, who are leaving Germany for summer term 2024 are kindly asked to leave their cards with us, as this simplifies the procedure.

## 11. 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>

This website offers a **database of doctors and specialists** and also lists what languages they speak: <https://www.stadt-kassel.de/miniwebs/gesund/wegweiser/index.php?cmd=clear-fachrichtung&selectby=fachrichtung>

**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.

[https://www.study-in.de/en/discover-germany/german-cities/kassel\\_26979.php](https://www.study-in.de/en/discover-germany/german-cities/kassel_26979.php)

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>

Schedule Week 1:

**11. März 2024 -  
15. März 2024**

März 2024							April 2024								
	Mo	Di	Mi	Do	Fr	Sa	So		Mo	Di	Mi	Do	Fr	Sa	So
9					1	2	3	14	1	2	3	4	5	6	7
10	4	5	6	7	8	9	10	15	8	9	10	11	12	13	14
11	11	12	13	14	15	16	17	16	15	16	17	18	19	20	21
12	18	19	20	21	22	23	24	17	22	23	24	25	26	27	28
13	25	26	27	28	29	30	31	18	29	30					

	MONTAG	DIENSTAG	MITTWOCH	DONNERSTAG	FREITAG
	11	12	13	14	15
08				Engineering Mathematics (Nour Mansour) Zoom	Electrical Engineering Fundamentals (Dirk Dahlhaus) Zoom
09					
10			REMENA Info Meeting Zoom / REMENA Room (-1304)	Engineering Mathematics (Nour Mansour) Zoom	Electrical Engineering Fundamentals (Dirk Dahlhaus) Zoom
11					
12					
13			Engineering Mathematics (Nour Mansour) Zoom	Electrical Engineering Fundamentals (Dirk Dahlhaus) Zoom	Engineering Mathematics (Nour Mansour) Zoom
14					
15			Engineering Mathematics (Nour Mansour) Zoom	Electrical Engineering Fundamentals (Dirk Dahlhaus) Zoom	Engineering Mathematics (Nour Mansour) Zoom
16					
17					
18					

Schedule Week 2:

**18. März 2024 -  
22. März 2024**

März 2024							April 2024							
Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So	
				1	2	3	14	1	2	3	4	5	6	7
4	5	6	7	8	9	10	15	8	9	10	11	12	13	14
11	12	13	14	15	16	17	16	15	16	17	18	19	20	21
18	19	20	21	22	23	24	17	22	23	24	25	26	27	28
25	26	27	28	29	30	31	18	29	30					

	MONTAG	DIENSTAG	MITTWOCH	DONNERSTAG	FREITAG
	18	19	20	21	22
08					
09	Electrical Engineering Fundamentals (Dirk Dahlhaus) Zoom	Electrical Engineering Fundamentals (Dirk Dahlhaus) Zoom	Electrical Engineering Fundamentals (Dirk Dahlhaus) Zoom		Electrical Engineering Fundamentals (Dirk Dahlhaus) Zoom
10					
11	Engineering Mathematics (Nour Mansour) Zoom				
12					
13	Engineering Mathematics (Nour Mansour) Zoom	Engineering Mathematics (Nour Mansour) Zoom	Engineering Mathematics (Nour Mansour) Zoom	Electrical Engineering Fundamentals (Dirk Dahlhaus) Zoom	Engineering Mathematics (Nour Mansour) Zoom
14					
15	Electrical Engineering Fundamentals (Dirk Dahlhaus) Zoom				
16					
17					
18					

Schedule Week 3:

**25. März 2024 -  
29. März 2024**

März 2024							April 2024								
	Mo	Di	Mi	Do	Fr	Sa	So		Mo	Di	Mi	Do	Fr	Sa	So
9						1	2	3							
10	4	5	6	7	8	9	10		14	1	2	3	4	5	6
11	11	12	13	14	15	16	17		15	8	9	10	11	12	13
12	18	19	20	21	22	23	24		16	15	16	17	18	19	20
13	25	26	27	28	29	30	31		17	22	23	24	25	26	27
14									18	29	30				

	MONTAG	DIENSTAG	MITTWOCH	DONNERSTAG	FREITAG
	25	26	27	28	29
08					
09	Electrical Engineering Fundamentals (Dirk Dahlhaus) Zoom	Electrical Engineering Fundamentals (Dirk Dahlhaus) Zoom	Electrical Engineering Fundamentals (Dirk Dahlhaus) Zoom		
10					
11	Engineering Mathematics (Nour Mansour) Zoom				
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13	Engineering Mathematics (Nour Mansour) Zoom	Engineering Mathematics (Nour Mansour) Zoom	Electrical Engineering Fundamentals (Dirk Dahlhaus) Zoom	Electrical Engineering Fundamentals (Dirk Dahlhaus) Zoom	
14					
15	Electrical Engineering Fundamentals (Dirk Dahlhaus) Zoom	Electrical Engineering Fundamentals (Dirk Dahlhaus) Zoom	Engineering Mathematics (Nour Mansour) Zoom	Electrical Engineering Fundamentals (Dirk Dahlhaus) Zoom	
16					
17					
18					

Space for your own notes:



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