

Studying in Witzenhausen

Student guide for international Students

University of Kassel
Faculty of Organic Agricultural Sciences

<https://www.uni-kassel.de/fb11agrar/en/> (English)

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Welcome!

Welcome to the Faculty of Organic Agricultural Sciences in Witzenhausen!

Every year we welcome a diverse group of international students. Arriving in a new country and enrolling at a new and different university can be overwhelming and confusing at times. This Student Guide addresses international full-degree students and aims to ease your transition from home to here as pleasant as possible and to give you some useful information to get started. We hope to be able to answer most of your questions regarding your arrival 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.

For further information you can also visit the website of our [Welcome Centre](#).

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 1100, 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 30-40 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!

International Study Affairs - Advice and support for international MSc students

Here all incoming international students gain guidance both prior to arrival and throughout your studies at the Faculty of Organic Agricultural Sciences at the University of Kassel. Together with our tutors we aim to provide you with the best services we can offer and look forward to support you in making this the best experience possible.

Ute Gilles



Office hours:
Thursday 11.30 -12.30
and by appointment

Steinstr. 19, room 1110 (1st floor)
Tel.: 05542-981214
Fax: 05542-981309
u.gilles@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 related to your stay in Witzenhausen your student tutors are happy to assist you. They are also students of the faculty, and with their experience we will try to make your life easier!

Chetan



Sabrina



Ashtami



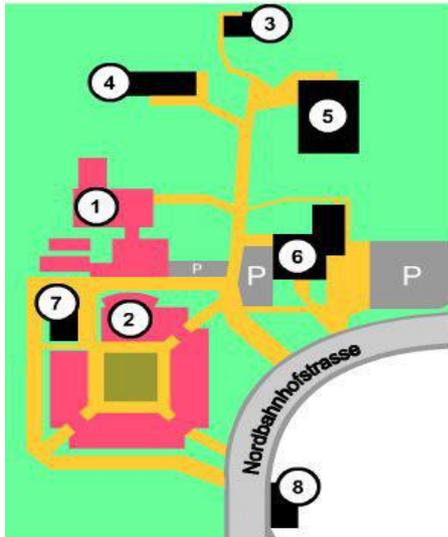
Mail: tutor-int@uni-kassel.de

1 University Campuses

The following maps and further information on the departments and study modules can also be found at our [faculty's website](#).

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

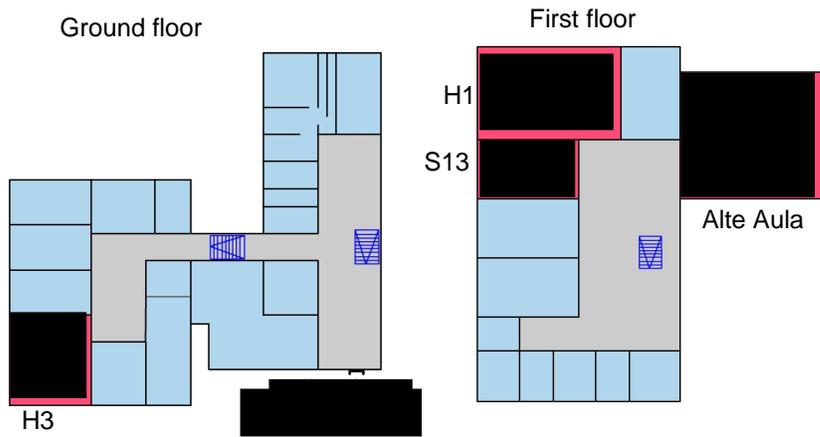
**Detailed room plans
of the buildings 1 and 2 on
next page!**

Departments you can find at this Campus:

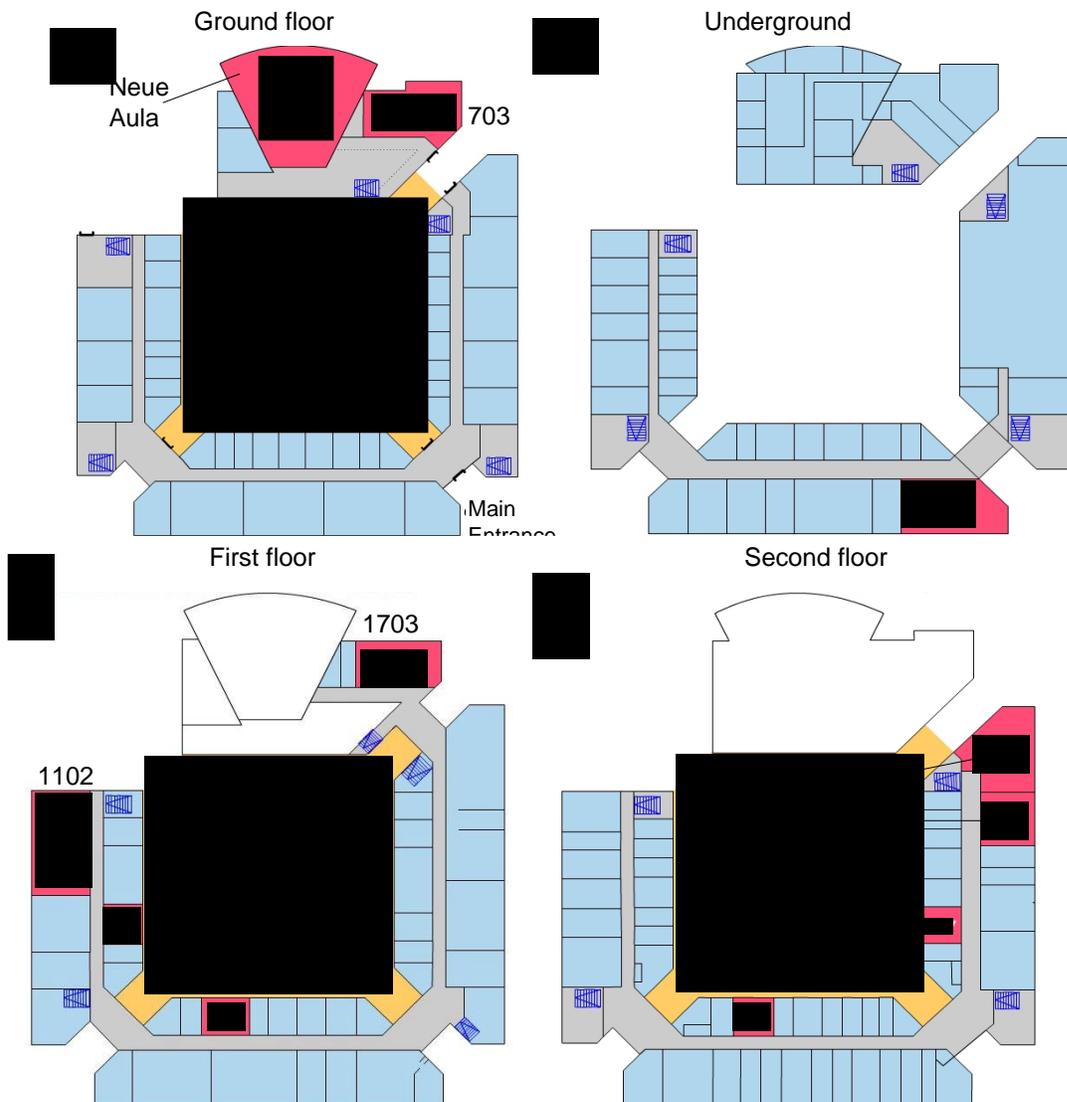
Remark: ground floor = 0; From mobile phones dial 05542- for Witzenhausen

Department	Head of Department	Phone	Room	Floor	Building No.
Farm Animal Behaviour and Husbandry	Prof. Dr. Knierim knierim@wiz.uni-kassel.de	981647	1112	1 st	2
Environmentally Sustainable Animal Nutrition	Prof. Dr. Klevenhusen fenja.klevenhusen@uni-kassel.de	981710	1108	1 st	
Ecological Plant Protection	Prof. Dr. Finckh mfinckh@uni-kassel.de	981562	2104	2 nd	
Organic Food Quality	Prof. Dr. Fabian Weber fabian.weber@uni.kassel.de	981644	0505	0	
Environmental 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 and Biosystems Engineering	Prof. Dr. Hensel agrartechnik@uni-kassel.de	981225	2140	2 nd	
Soil Sciences	Prof. Dr. Tobias Weber tobias.weber@uni-kassel.de	8041504	2311	2 nd	2
Organic Plant Breeding and Agrobiodiversity	Prof. Dr. Backes backes@uni-kassel.de	981140		2 nd	2
Organic Farming and Cropping	Prof. Dr. Athmann m.athmann@uni-kassel.de	091586	2606	2 nd	7
Animal Breeding	Prof. Dr. Dirk Hinrichs dhinrichs@agrار.uni-kassel.de	981677	0126	0	1

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.
Organic Plant Production and Agroecosystems Research 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. Zander zander@uni-kassel.de	981285	0127	0	DITSL-Building
International Agricultural Policy and Environmental Governance	Prof. Dr. Thiel thiel@uni-kassel.de	981241	1120	1 st	Old Monastery Building
Farm Management	Prof. Dr. Möller d.moeller@uni-kassel.de	981330	2109	2 nd	
Management in the International Food Industry	Prof. Dr. Bettina König bettina.koenig@uni-kassel.de	981208	2107	2 nd	
Sociology of Rural Areas	Prof. Dr. Neu claudia.neu@uni-kassel.de	981305	2102	2 nd	

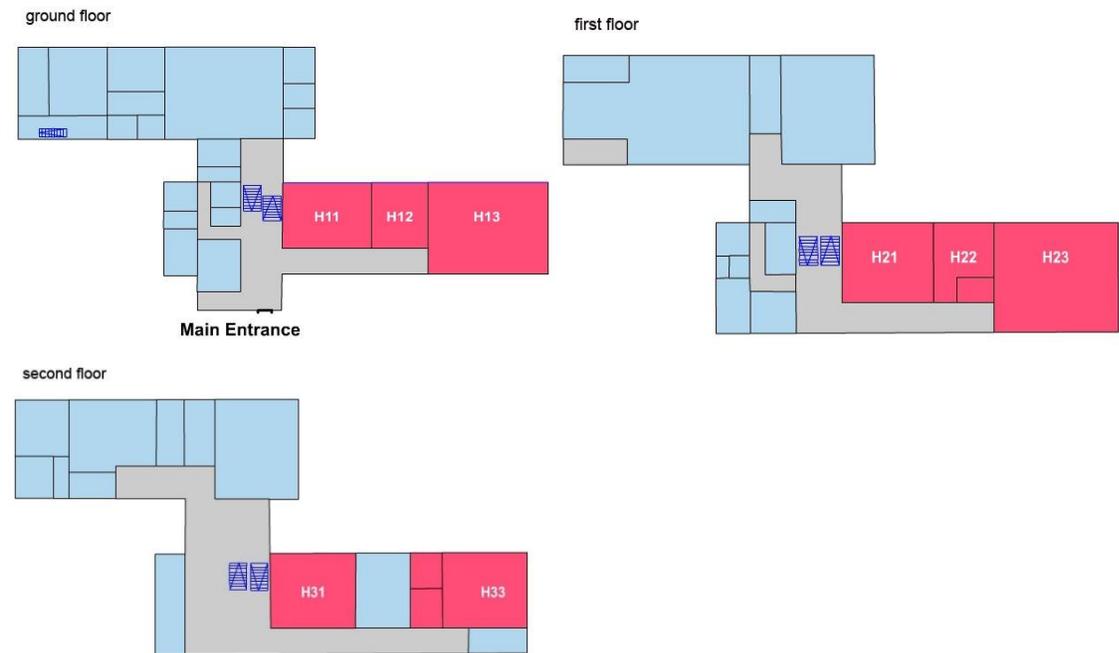
Social-Ecological Interactions in Agricultural Systems	Prof. Dr. Plieninger plieninger@uni-kassel.de	981249	1121	1 st	10
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Further Institutions:

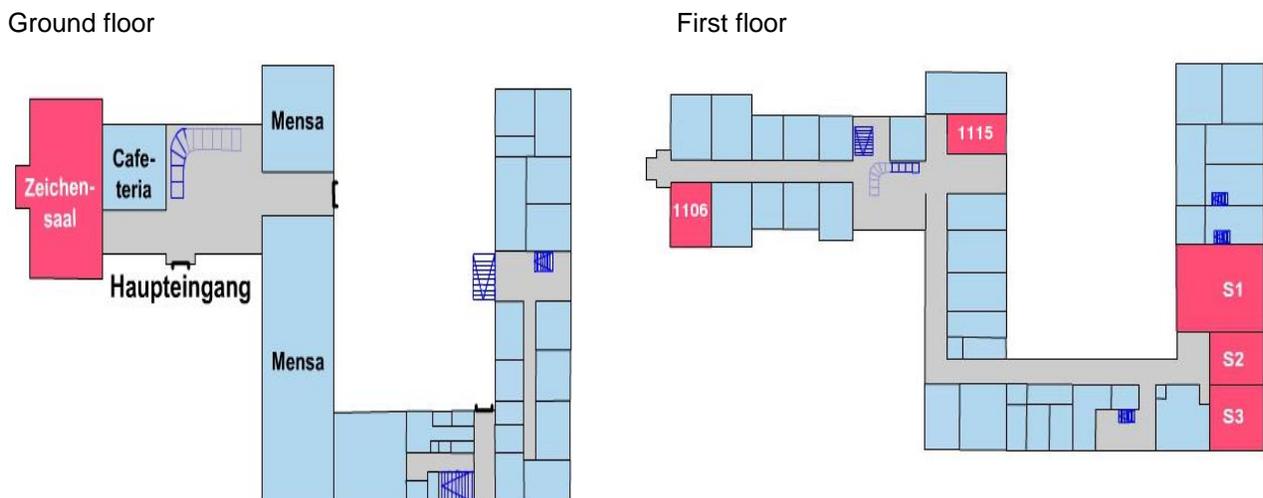
DITSL – German Institute for Tropical and Subtropical Agriculture, Tel.: 6070

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

Building 9: Office and lecture hall building/Labor- und Hörsaalgebäude



Building 10: "Klostergebäude"/Old Monastery Building



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 5.

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. Also, please go to the Admissions Office on Moritzstrasse 18 (Campus Centre) once you arrive in Kassel. You will receive all the other necessary information on enrolment there.

- **Filled enrolment form**

From June 1st you need to enrol via e-campus system of Kassel University. Please apply for enrolment at <https://ecampus.uni-kassel.de/>. An account will be created for you for this purpose on eCampus: **Your user ID is your email address.**

Prior to your first login you need to reset your password. You can find more information on setting up a UniAccount [here](#).

If you have a problem concerning your enrolment, please do not hesitate to contact studieren@uni-kassel.de.

Please note you can change your postale address yourself in e-campus also „Mein Studium > Studienservice > Kontaktdaten“.

Once in Germany you need to pay the semester fee and register at a health insurance. Of course you can do this as well from your home country to speed up the process, but this could as well increase the transmission costs of the banik transfer. Your tutor will inform you in this regard. Both documents (Proof of payment and health insurance membership) and your German address you send directly via mail to the master office 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, BARMER or TK Health Insurance") and ask them to provide 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! But as soon as you start working in Germany you need a German health insurance.

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 health insurance from a state-mandated health provider or you decide to go to a private health insurance. The most important differences between public and private health insurance are that a state-mandated health insurance covers also regular dental care and check-ups, while a private one covers only treatments and basic repairs depending on the individual insurance contract. Also, the private insurance requires direct payment of the treatment costs which can be refunded later according to the contract arrangements. Please consider that these costs are very expensive in Germany and 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 may for example get a (travel) insurance at your home country. Once you are in Germany you register with an insurance company in Witzenhausen or Kassel to get the German health insurance. State-mandated health insurances are for example "DAK", "AOK", "BARMER" or "TK" with no office in Witzenhausen, but representatives coming to Witzenhausen on appointment.

For Non-EU students above the age of 30: students above the age of 30 cannot be insured as students in German state-mandated health insurances. In this case you have to buy a private insurance police. But please do not only look for the price, but also at the services. There are considerable differences here.

2.2 Registration at town hall at place of residence

After the enrolment at the University of Kassel, the registration at the town hall of the city in which you live is obligatory (!!) for all students. **In Witzenhausen the townhall (Rathaus) is on the market square.** The declaration of residency takes place at the civil office "Bürgerbüro". It is situated opposite to the town hall. A visit is only possible by appointment which you can arrange via an [online form](#). Consider arranging the appointment before your arrival in Germany as there is some waiting time involved. Bring your passport or EU identity card with you. The registration should be made within the first two weeks of the stay. Within 3 months a 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 Foreign Office in Eschwege (if you are registered in Witzenhausen). 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 2.3.

If the stay in Witzenhausen is combined with a longer stay abroad, the student has to sign off at the "Bürgerbüro" and to sign in again after return. Such a stay should not exceed six months in order to avoid the complete redo of the 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. In order to do that you simply have to send an email containing the date of your departure from Germany and your destination.

At the "Bürgerbüro" you can request the paper form for the extension of the permission of stay called "Verlängerungsantrag für Aufenthaltsgenehmigung".

<i>Contact person in Bürgerbüro:</i> Petra Fischer Am Markt 1 37213 Witzenhausen Tel: 0 55 42 / 508 333 (for an appointment) Email: buengerbuero@witzenhausen.de	<i>Opening hours:</i> Monday: 8 am – 4 pm Tuesday: 8 am – 6 pm Wednesday: 8 am – 1 pm Thursday: 8 am – 4 pm Friday: 8 am – 1 pm CLOSED each day 1 pm – 2pm
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2.3 Studying with a child

If you have children and you want to bring them with you to Witzenhausen this is possible. There are several kindergartens and schools in town. Near campus, Studierendenwerk provides the day-care centre "Die Frechdachse" which offers nature pedagogy (<https://www.studierendenwerk-kassel.de/en/students-with-children/childcare-in-witzenhausen/childcare-die-frechdachse-witzenhausen>).

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 a monthly "Kindergeld" (child allowance).

Children up to six years can get the „MahlZeit Kinder-card" allowing them to eat for free in the canteen of the Studierendenwerk (Mensa).

Please contact the tutors 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.

[Advising and information for students with children.](#)

The University of Kassel offers support to students with family.

Family Welcome and
Dual Career Service
Mönchebergstr. 19
34109 Kassel
+49 561 804-2813

2.4 Visa – Foreign Office in Eschwege

Students with EU citizenship do not need a visa to enter Germany.

Non-EU-students have to apply for a visa at the German embassy in their home countries in order to study in Germany (except for citizens from Australia, South Korea or the U.S.A.). Together with your admission letter you will receive an official letter of invitation which will enable you to apply for a student visa. Please note that visa processing takes at least four weeks often more. After arriving in Witzenhausen all non-EU students must register with the Foreign Office in Eschwege and apply for a residence permit (“Aufenthaltsgenehmigung”) within the first three months.

The Foreign Office (“Ausländerbehörde”) is situated in Eschwege, a town situated around 30 km south of Witzenhausen. This permit is generally valid for two years. As mentioned above (2.2 Registration in Witzenhausen), you can do this at the town hall of Witzenhausen by filling out 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 this, the application is sent to Eschwege and it will take more or less two weeks until you will get an invitation letter asking you to come and obtain your permit of stay.

It is possible to individually travel to the Foreign Office during office hours (with original passport). But our tutors will arrange a special group appointment outside the regular office hours so the procedure can be accelerated and long waiting times avoided. We recommend to attend the group meeting.

This is how you can apply for your residence permit:

1. Register at the town hall in Witzenhausen and take the application form with you. Try to fill in as much as you can.
2. Make an appointment in Eschwege. The responsibilities are divided by the first letter of your family name. It is easier to write an Email and ask for an appointment. Instead of doing this yourself you can also ask your student tutor and we can make a group appointment with several students.

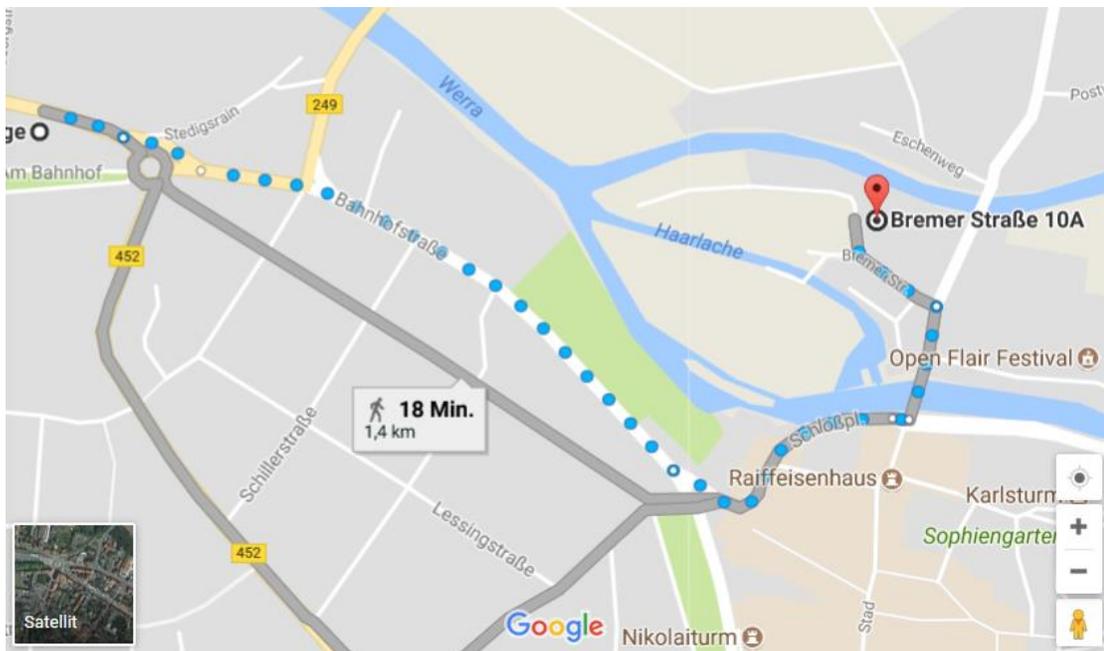
Contact Foreign Office:

Auslaenderbehoerde@werra-meissner-kreis.de

3. When you go to Eschwege on the day of your appointment, please bring:
 - **Passport**
 - **Proof of your health insurance**
 - Your **leasing contract**
 - Your **certificate of enrolment**
 - An **ID photo**

- A proof of fund

4. The office is located in Bremer Straße 10A in Eschwege.



You can go there by public transport with your semester ticket. Check the connections at nvv.de



There is one bus (220) that goes there directly. In addition to that you can take the train to Eichenberg and then take another train to Eschwege. The student tutors can also accompany you – ideally with a group of several students.

3 Living in Witzenhausen

3.1 Accommodation

There are three **student residences** near the campus: The biggest one is located at “Am Sande”. It has single and double apartments and shared flats for six people. More than 100 students live in the multicultural student hall. Another residence is at “Stubenstrasse”. The smallest dorm “Vor dem Rabensberg” only houses five people. The Studierendenwerk offers an Incoming Service: Outside of the regular office hours, a resident tutor will hand over the keys to your new apartment. The residences and many other student services such as the canteens are provided by the so-called “Studierendenwerk”.

Contact in Witzenhausen:

Harald Mentz
 Stubenstr. 20
 Witzenhausen
 Tel: +49 5542 981-202
 Email: mentz@studierendenwerk.uni-kassel.de

Office Hours
 Monday to Thursday
 10-12 am, and by
 arrangement

Contact in Kassel:

Campus Center,
 Moritzstraße 18,
 34127 Kassel
 Tel: +49 561 804-2552
 Email: i-punkt@studierendenwerk.uni-kassel.de

Office Hours
 Monday to Thursday
 10 am-15 pm, Friday
 10 am-12 pm

The student halls in Witzenhausen also have a tutor who supports the residents offering advice concerning everyday problems and the student apartments. Furthermore, he organises a welcome party and other social events in the common room (See black board in the residence for current announcements). The student residence tutor as well as your student tutors **will help you with the internet connection at your room** (also see under 3.5 - Internet in the student residences).

Wohnheim tutor: Zublewitz, Sebastian

Languages: German, English, Polish Responsible for residence halls: Stubenstraße 20, Am Sande 1 und 1A, Am Rabenberg 18 Tel:0151/57888488 E-Mail: tutor.sebastian@gmx.de	
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[Studierendenwerk has also Internet Tutors: please check here:](https://www.studierendenwerk-kassel.de/en/housing/tutors)
<https://www.studierendenwerk-kassel.de/en/housing/tutors>

Please note: 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 or blanket 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.

The Studierendenwerk offers a service package for international students. It contains the most essential services needed for everyday life: a furnished room in a student hall and 120 luncheon vouchers for lunch and drink in the canteen and cafeteria.

Moreover, you can purchase a starter kit for your apartment (bedding or kitchen). More information on student housing [here](#).

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](#). On the homepage of the Studierendenwerk, the online accommodation exchange provides furnished and unfurnished flats and rooms. All offers can be viewed in German and English. 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 (used) goods where you can find cheap furniture and household utensils. (address: 'Unter den Weinbergen 2', opening hours Mo-Fr 10 am to 6 pm, Sa 10 am to 1 pm).

To get accommodation in the student's residence, please apply via Studierendenwerk (contact address above), if you want to find private accommodation you can also ask Mr Mentz or your tutors for some support (see contact information on last page).

refund of the Kassel semester ticket via Kassel ASTA. For that please contact Sandra Parker: sandra.parker@asta.uni-kassel.de. 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 Bahnhofplatz 1 (at the central station) 34117 Kassel	Tel: 0561-709490 http://www.nvv.de/en
Deutsche Bahn (German National Train Company)	https://www.bahn.com/en

Another option if you want to travel during holiday is “Mitfahrzentrale”. Here private persons offer places in their cars for a very reasonable fee.

<https://www.mifaz.de/de/suche>

Long distant bus companies (Flixbus) are offering their services between the major German cities and also internationally.

3.4 Opening a bank account

Bank accounts at Sparkasse or VR-Bank 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.

An alternative is the online banking, for example N26. For more information check their website: <https://n26.com/en-de>

For the Alien office, it is necessary to show a blocked account (Sperrkonto) at least for the first year. It can be opened with Deutsche Bank. They have branches in

Göttingen and Kassel.

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. At campus Steinstrasse there are 4 computers. Various other CIP pools exist at University campuses in Kassel. Every student gets an own **user account** (100MB disc space, various applications, internet access).

Unfortunately, the IT-Service has not yet launched its English website, but here you may find the ITS-Guide in English language: www.uni-kassel.de/go/it-service-guidelines.

Activation of Uni-Account (First Semesters)

Students of the University of Kassel are automatically provided with an Uni-Account with their matriculation. But it needs to be activated. You will find detailed information on the process in the ITS-Guide mentioned above.

Also, have a look if there is an introduction into the E-learning 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 university 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 page: <https://www.uni-kassel.de/its/en/2473>

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 something does not work, your student residence tutor will help you with the setup

of the internet connection! For more complicated computer-related issues, there are also two special IT-tutors from Kassel that may help you. Please inform first the Witzenhausen 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 Witzenhausen may also help you because of their own experience.

Mobile phone

You can buy a pre-paid SIM card in any mobile phone shop or supermarket and use it in your mobile phone, which is usually the cheapest option. Several stores in Witzenhausen sell SIM cards with good prices for calling abroad (Aldi, Lidl).

If you stay longer or use your phone regularly, a mobile contract might be better for you. But be aware of the termination conditions. Usually you have to terminate contracts in advance within a given time frame. **Please check your contract.** 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.

Stationary phone line (landline)

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 cannot 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.

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

Emergency Telephone Numbers

Police: 110

Ambulance, Fire brigade: 112

3.6 Letters, fax and copies

Post office:

Ermschwerder Str. 41,
37213 Witzenhausen

Opening hours:

Monday – Friday: 9 – 12am & 2.30 – 5.30pm
Saturday: 9 – 12am

Copy Shop

Brückenstraße 14

„Grafische Werkstatt von 1992“

Mündener Str. 15
Tel.: 05542 / 500 68 98
Email: ja@markuss.de

3.7 Shopping

In Germany on Sundays and public holidays all shops and grocery stores are closed!

Many smaller stores in Witzenhausen are also closed during lunch time or on Wednesday afternoons.

Some places to buy organic and other foodstuffs:

Place	Opening hours
Market place Witzenhausen Farmers market Organic farmers market	Friday: 7.30 am – 1pm Last Tuesday of a month: 4-8 pm
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

Fette Beute e.V. Nordbahnhofstraße 2 Witzenhausen	Monday, Tuesday, Thursday 12 - 7 pm Only for members!
Weltladen – Fair trade shop Brückenstraße Witzenhausen Tel: 05542-71505	Monday – Saturday: 10 – 1pm Monday and Friday: 3 – 6pm Tuesday and Thursday: 3 – 7pm
Tegut supermarket Witzenhausen	Monday - Saturday: 7.30 am-9pm
Aldi supermarket Witzenhausen	Monday - Saturday: 7am-8pm
Lidl supermarket Witzenhausen	Monday - Saturday: 8am-8pm
Herkules/Edeka supermarket	Monday - Saturday: 8am-8pm

3.8 Church 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: Moschee Verein.	Oberburgstr. 6 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 1,50 Euros per month you can join almost all the offered courses, e.g. Volleyball, Badminton, dancing... You can find the information on the university homepage at:

<https://www.uni-kassel.de/einrichtung/hochschulsport/>

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

Opening hours (summer only):

Daily: 9am – 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

There are two fitness studios in Witzenhausen and some physio active studios who offer 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/>

Opening hours (winter):

Monday and Friday: 9 –

12am

Monday – Thursday: 3 – 9.30pm

Friday: 2 – 9.30pm

Saturday: 2 – 6pm

Sunday: 10am – 3pm

Football

Football team SSV

Witzenhausen (male team only)

Where: Am Sande opposite

DEULA/HERO

For questions or application

please contact Tim Heinemann,

Mobil: 0177-6835256,

Mail: heinemann.tim@gmx.de

oder info@ssvwitzenhausen.de



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
Am Markt 12
37213 Witzenhausen
Mail: info@kirschenland.de

Opening hours from October – end of April:

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

3.10 Culture

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.

Opening hours for students: 7am - 4pm

Contact: 05542-98 1231 or 98 1234

tropengewachshaus@uni-kassel.de

www.uni-kassel.de/agrar/tropengewachshaus

Tabakmanufaktur und Tabakmuseum

Walburger Str. 48/50
37213 Witzenhausen
Tel.: 0 55 42 / 91 16 17



Grimm & Triepel
Kautabak-Tradition seit 1849

Automobile Museum and Fun Park Ziegenhagen

Ziegenberg 3
37217 Witzenhausen
Tel.: 0 55 45 / 2 46

Museum of Ethnology

Address:

Steinstraße 19
Witzenhausen
Tel: 60713 or 502629

Opening hours:

April till October
Mondays and Sundays 3 – 5pm

Museum of the former inner German border (“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
<https://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. Most of the movies are in German language. On Wednesday evenings movies are presented in their original language with German subtitles, which often are movies in English. Bigger movie houses are in Kassel and Göttingen.

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



3.11 Working in Germany

International students who do not work full or 240 half days in a year. To work more than 120 days, you need the approval of the Employment Agency, i.e. the German authorities.

International students who do not come from the EU cannot go self-employed or work freelance!

If you want to work more than 120 full or 240 half days you need the approval of the Employment Agency and the Aliens Department. Whether you receive the approval depends on the situation of the job market in your place of study. In regions with high unemployment you will have little chance of working more than 120 days.

One exception, however, is the occupation of academic or student assistant. As long

as your studies are not impaired by it, this work can be carried out for an unlimited period of time. The Aliens Department must still be informed if you wish to work as an academic or student assistant!

- 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”).
- 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/fb11agr/en>. There is also an e-learning 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 (key) 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 at Göttingen University generally use the e-learning 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. Exchange students please contact the Erasmus coordinator.

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://www.uni-kassel.de/ub/>

There are other libraries of the University of Kassel located throughout Kassel. 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

Mon-Friday: 9 am – 8 pm

Lecture free period

Monday 9 am – 6 pm

Tues-Fri 9 am – 4 pm

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

Homepage:

http://www.witzenhausen.eu/seite/de/stadt/01744:1753:109/tn_1744/Ernst-Koch-Buecherei.html



Opening hours:

Monday: closed

Tuesday, Thursday

Friday: 3 – 6.30pm

Wednesday 1 - 4.30 pm

And Friday also: 9 – 12am

4.3 Language courses

German courses in Witzenhausen

In winter semester there is always an intensive German class for beginners in the first week of October, in summer semester there will be a course A1 continued for advanced beginners and a B1 class. Please check separate announcement.

Language Centre in Kassel (= Internationales Sprachzentrum Kassel ISZ)

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:

<https://www.uni-kassel.de/einrichtungen/en/sprz/sprachenzentrum.html>

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.

Contact:

Steinstraße 23
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 Services and Counselling

Social Service Centre for students in Kassel

The social service centre tries to help students to cope with difficulties. They offer orientation and help to see things clearer if you have personal, economic 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@studierendenwerk.uni-kassel.de

Social Advice:

sozialberatung@studierendenwerk.uni-kassel.de

Psychosocial Advice:

beratung@studierendenwerk.uni-kassel.de

Opening hours secretary:

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

Address in Kassel:

Campus Center, Moritzstraße 18,
34127 Kassel

Open consultation hours:

Social advice: Wednesday 1 – 3p.m.
Psychosocial advice: Monday 1-2 p.m.,
Wednesday 11-12 a.m. (or by appointment)

Are you having trouble financing your studies in Kassel? You can get consultation from the Studierendenwerk: studienfinanzierung@studierendenwerk.uni-kassel.de .

Free legal advice is provided by lawyer Rudolf Schramm. Please call and ask for an appointment five days in advance: Phone +49 5542 981260 oder 981202.

Students Consultation - for students by students

Students can get consultation from different bodies at University, for example by the "Studierendenwerk", 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 chapter 5.2), 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 m – 1.30pm

4.5 Guidelines to scientific assignments

There are special guidelines for the composition of scientific texts (bachelor and master thesis, homeworks,...). Find the guidelines here: <https://www.uni-kassel.de/fb11agrar/index.php?eID=dumpFile&t=f&f=605&token=59a77316ca8c64706c6c687ca84ce3950c348da0>

Some supervisors have special requirements, so please check with them before submitting a scientific work.

As soon as you are enrolled and have activated your Uni-account you have access to our e-learning platform "Moodle". There we offer special information for new students and information for your study program.

Additionally, we will offer a seminar for our new students "How to successfully study in German research context" early in winter semester.

5 University Groups and Organisations

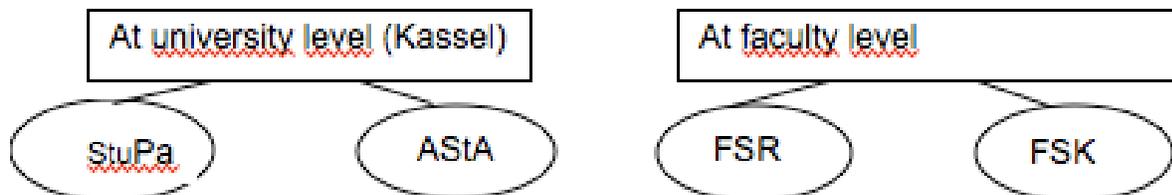
Here we would like to explain you how students' opinions can influence university politics. Moreover, some student groups will present themselves.

You can also find a lot of information about students' activities and events on the black boards in the Mensa building and during the city rallye at the beginning of the semester.

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 12,40 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. It's 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



The FSR (Fachschaftsrat) -Student Council - is the students' representative body at FB 11 and consists of elected representatives who are determined at the annual university elections. The elected representatives can participate in committees with voting rights. Participation in the student council is open to any student.

You become a member of the student council automatically by enrolling. We, the students, have the opportunity to actively partake in the organisation of the university or department in addition to our actual studies. The university is a self-governing institution whose development is decided on by various committees. These committees consist of professors, academic and technical staff and student representatives.

What we do

- represent students' interests in committees, such as the student council and study committee
- gather information, organise events and make sure we as students have what we need...
- improve our study conditions, by shaping how lectures or practical courses (English & German courses) are taught

Come and join us!

- gain an insight into the organisational part of the agricultural faculty
- get in contact: with professors, lecturers and your German-speaking colleagues
- improve your organisational skills and opportunities
- make a change by improving study and living conditions

learn more about agricultural universities and their students (e.g. Bonn, Eberswalde, Kiel), meet them and strengthen our network of colleagues

How to contact us

per mail: kontakt@fsr-witzenhausen.de

or face to face: in the Student Council (FSR) Room at Steinstraße 19, above the cafeteria (student consultation and regular meetings)

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 build 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.

Email: asv@asta-kassel.de

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.

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: klubwitzenhausen@riseup.net

<https://klubwitzenhausen.wordpress.com/>

5.5 LÖLA – Association for the promotion of teaching in organic farming

Agricultural students in Witzenhausen founded this association to influence teaching to become more related to practice. The aim is the creation of holistic ways of teaching and 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.

5.6 ALUMNI Association

We cannot often enough advise that career building is as well networking. 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. Studying in an international program with student colleges from all over the world with a variety of professional backgrounds gives you the possibility building an outstanding network.

5.6.1 Alumni Association Witzenhausen

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

5.6.2 Alumni Association University of Kassel

The University of Kassel has an alumni association as well: <https://www.uni-kassel.de/einrichtung/ukt/alumni-service-1>

5.7 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.

5.8 ÖHG – The Christian Student Communities

Studying in another country with a different culture brings many possibilities. But some people are endangered to feel alone and restless. "Kirche am Campus Witzenhausen" try to help wherever help is needed! Therefore we invite you to meet us for a personal conversation.

There is also the possibility to get help from us if you came in an unforeseen financial distress or want to get informed about scholarships. If so please contact Benedikt Ströher-Eisenach:

Tel. 0176 - 78 50 35 61

benedikt.stroeher@bistum-fulda.de).

Office hours: by arrangement

www.kirche-am-campus-witzenhausen.de



KHG office
Dietrich-Bonhoeffer-Haus
Mönchebergstraße 29, 34125 Kassel

5.9 Open source group

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

“Studierendensekretariat” (Examination office)

Sonja Burhenne, Heidrun Traeger, Office for Practical Studies and Examinations
Steinstr. 19, 37213 Witzenhausen

Tel.: 05542-981215

Fax: 05542-981309

email: studsek@wiz.uni-kassel.de

Coordinator ERASMUS



Prof. Dr. Andreas Thiel

Steinstr. 19, room 1120

Telefon +49 5542 98-1241

Telefax +49 5542 98-1309

E-Mail: thiel@uni-kassel.de

Office hours: Wednesday 4-5pm and Friday 2-3pm

Study advisory service for degree students and exchange students (incomer and outgoer)



MSc Ute Gilles

Office hours:

Thursday 11.30 -12.30

and by appointment

Steinstr. 19, room 1110 (1st floor)

Tel.: 05542-981214

Fax: 05542-981309

u.gilles@uni-kassel.de

Information on Contents of Teaching, Mode of Learning, Curricula, Advice on Studies & Information on Examination Regulations



MSc Holger Mittelstraß

Steinstr. 19, room 1104 (1st floor)

Tel.: 05542-981240

Fax: 05542-981309

Email: mittelst@wiz.uni-kassel.de

Office hours: appointment only

Tuesdays 11.30am-12.30pm during semester break by mail

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 studieren@uni-kassel.de Detailed contact information you can find online at: <https://www.uni-kassel.de/uni/en/international-service/coming-to-kassel/studying-in-kassel/student-support-and-services>

7 Academic Year

Winter Semester	October 1 to March 30 Lecture time mid October to mid February
Summer Semester	April 1 to September 30 Lecture time mid April to mid July
Lecture free time	Mid February to mid April Mid July to mid October
Christmas vacation	Dec/Jan 2 weeks
Examination period	Uni KS: first and last week of lecture free time HS FD: first and last week of lecture free time Uni GÖ: one week before and first two weeks in lecture free time
Graduation Day	Each semester in the last week of lecture period

Academic calendar University of Kassel

<https://www.uni-kassel.de/uni/en/international-service/coming-to-kassel/exchange-studies-at-the-university-of-kassel/with-an-exchange-program-erasmus-and-partner-university/semester-dates>

8 Map of Witzenhausen and the campus location

