

# M.Sc. Electrical Communication Engineering (ECE) at the University of Kassel

Summer Term 2022

Important Introductory Meeting:  
Monday, April 11, 2022, at 10 am via ZOOM and in room 1328, WA 73



**Issued by:**

Electrical Communication Engineering Programme

University of Kassel

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Dear students,

We are very happy to welcome you as ECE master students at the University of Kassel. The tutor team of Electrical Communication Engineering and the Welcome Centre of the University of Kassel is now your first contact point when it comes to organising your stay in Kassel. On our website we prepared all the information you need for a successful start of your studies. 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.

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

- 1) Everybody needs somebuddy: The university offers a buddy programme (<http://www.uni-kassel.de/go/buddy>). Buddies are students from Kassel who want to help international students like you before you arrive here as well as during your stay.
- 2) German language: German language is compulsory for ECE students not speaking German. This course is held by the DIALOG Institute. Note that the course is free of charge.
- 3) University Welcome: The university offers an orientation week (O-Woche) especially for international students. During this week, 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.
- 4) Studying: Our semesters start on October 1st for winter and on April 1st for summer. Lectures start in mid-October and mid-April and have a duration of 3 to 4 months. Exams take place after the lecture period.

We are looking very much forward to seeing you in Kassel. Please do not hesitate to contact us should you have any questions regarding your stay and studies in Kassel.

Our ECE team at the faculty is happy to help you in all study related issues like courses and examinations.

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 ECE Team Kassel

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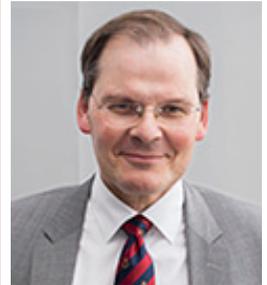
# 1. YOUR CONTACT PERSONS FOR THE ECE PROGRAM

**Prof. Dr. sc. techn. Dirk Dahlhaus (ECE Course Director)**

Address: WilhelmshöherAllee 73, 34121 Kassel

Room: 2319

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



**Ms. Anke Aref (Administrative Program Coordinator)**

Address: WilhelmshöherAllee 73, 34121 Kassel

Room: 1324

E-Mail: [ece@eecs.uni-kassel.de](mailto:ece@eecs.uni-kassel.de)

Web: <https://www.uni-kassel.de/eecs/en/ece/contact>



**Mr. Bassim Ghata, B.Sc. (ECE Speaker)**

Address: Wilhelmshöher Allee 73, 34121 Kassel

Room: 1324F

E-Mail: [ece-speaker@eecs.uni-kassel.de](mailto:ece-speaker@eecs.uni-kassel.de)

Office hours: Mon. 09:30 –12:30

Web: <https://www.uni-kassel.de/eecs/en/ece/contact>

ZOOM consultation upon request



## 2. Information on the University of Kassel and on your arrival in Kassel

### 2.1. Services at the University of Kassel

#### Welcome & Registration:

#### Welcome Centre in the International Office



**WELCOME  
CENTRE**

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.

The International Office is also in charge of formalities such as application, acceptance, registration as a student, address, or major changes etc.

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

#### Address and office hours:

Campus Center, Moritzstr. 18, 2<sup>nd</sup> floor, room 2128a

Phone: +49 561 804-3277

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

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

Mon–Thu: 1 p.m. – 3 p.m.



#### Admissions Office (*Studierendensekretariat*)

The Admissions Office is in charge of all the formalities at the University such as application, acceptance, registration as a student, address or major changes etc.

#### Address and office hours:

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

Phone: +49 561 804-2205

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

Web: <https://www.uni-kassel.de/uni/studium/kontakt-und-beratung/servicestellen/information-studium>

Mon, Thu: 10 a.m. – 12 p.m.

& 1 p.m. – 3 p.m.

Fri: 10 a.m. – 12 p.m.

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 need to brush up on your German or want to learn a new language while you are in Kassel, then the Language Centre is the place to go.

**Address:**

Kurt-Wolters-Str. 5, room 2021

Phone: +49 561 804-3689

Telefax +49 561 804-3815

Email: sz@uni-kassel.de

Web: <https://www.uni-kassel.de/einrichtung/en/isz/-/language-centre/home>

**Learning German:** University Language Center (*Sprachenzentrum*)

### 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

Email: hochschulsport@uni-kassel.de

Web: <https://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: +49 561 804-2552

Email: info@studierendenwerk.uni-kassel.de

Web: <http://www.studierendenwerk-kassel.de>

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

## 2.2.Steps before Arrival

[http://www.uni-kassel.de/go/welcome\\_prepare](http://www.uni-kassel.de/go/welcome_prepare)



### Schedule of Courses (*Vorlesungsverzeichnis*)

Information about courses at the University of Kassel can be found on the internet. The course catalogue for the winter or summer semester will be updated on September 1<sup>st</sup> and on March 1<sup>st</sup>. You can check out the schedule of courses (*Vorlesungsverzeichnis*) on the university website and schedule chapter of this booklet.

### Visa

As soon as you receive an admission letter from the University of Kassel, you will be able to 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.

### Accommodation

Whether you would like to stay in a student hall of residence or in a shared apartment on the private market, cheap 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.

## Health Insurance

In Germany, every citizen is required to have health insurance.

- **EU Citizens**

If you are a citizen of the EU and you have health insurance coverage in your country of residence, you can get the European Health Insurance Card (EHIC). EHIC is sufficient for your stay in Germany and covers emergency treatments in all German hospitals.

- **Non-EU Citizens**

If you are a citizen from a country outside of the EU, you will need to provide a health insurance certificate already upon applying for your visa. Please choose a foreign health insurance policy, which covers the beginning of your stay in Germany. Please check whether your policy covers a visit to the doctor and a hospital stay. In most cases, the amount insured must lie between €30,000 and €50,000.



## German Language Course

All students who do not have any German language skills or certification would be taught A1 & A2 level under the module “Social Communi-

**Address:**

Frankfurter Straße 170, 34121 Kassel

Email: [institut@dialog-kilian.de](mailto:institut@dialog-kilian.de)

<http://new.dialog-kilian.de/sprachschule/ece/>

cation” for 6 Credit Points, this will be in the first semester which helps to socially communicate and for integration. The student who holds some German language skills or certifications primarily, then they have to take the regular module. Please find details on our website:

<https://www.uni-kassel.de/eecs/en/ece/modules/social-communication/social-communication-nt1a>

## Expenses

The University of Kassel does not charge any tuition fees but so-called social service fees. Students have to pay a fee of about 290 € per semester. Details can be found on the following link:

<https://www.uni-kassel.de/uni/studium/im-studium/semesterbeitrag>

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.

For further information and tips, ask your buddies or the Welcome Centre tutors before arrival.

[http://www.uni-kassel.de/go/welcome\\_prepare](http://www.uni-kassel.de/go/welcome_prepare)



## Buddy Programme

Many things can seem strange and unexpected for an international student, but with a Buddy you start off on the right foot into a successful course of studies. Your Buddy is your personal contact person here at the university, who supports you in dealing with daily routine and study-specific questions at the beginning of your stay in Kassel. Participation in the Buddy Programme helps you to socialize quickly with nice people inside and outside the University and to improve your German language skills. The Buddy Programme is administered by the University Language Centre.

### Address:

Kurt-Wolters-Str.5, 34125 Kassel

Phone: +49 561 804-7257

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

<http://www.uni-kassel.de/go/buddy>



### 3. Steps on Arrival

[http://www.uni-kassel.de/go/welcome\\_arrival](http://www.uni-kassel.de/go/welcome_arrival)



#### 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 our website.

#### Moving In

- **Student Halls of Residence**

If you are moving in to one of the student halls of residence, please go to the *Studierendenwerk* office in the Campus Center, 3rd floor.

Mon to Fr between 10 a.m. – 12 p.m.

If you will be arriving at other times, please make an alternative appointment for moving in.

- **Private Rentals**

Before your arrival, arrange a date and time of moving in with your landlord or flatmates. You should know your arrival time and have a telephone number on hand just in case you are delayed.

- **Rental confirmation from landlord**

When moving in the landlord or owner must sign a so called rental confirmation ("*Wohnungsgeberbestätigung*"), which you will need to show at the registration with the Citizens' Office. We recommend printing out the form and ask the landlord to sign it on the day of moving in. Please download fill in the form and print it here: <https://ti-nyurl.com/hrocur6>



## Residence Registration

As legally required, you must go to the Residence Registration Office (*Bürgeramt*) in the Town Hall (*Rathaus*) and let them know your address in Kassel. This must be done within one month after your arrival in Kassel. You simply go in, receive a number from the information desk, and, when your number is called, you fill in the form with the help of a person who works there.

You will be given a copy of this form. Keep it in a safe place. 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.

## Bank Account

In order to pay bills or your rent, you will need an account with one of the German banks. When 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.

If you work in Germany, your wage will also be transferred directly onto your bank account.

### Address and office hours:

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

Obere Königsstr. 8, 34125 Kassel

Mon 8 a.m. – 6 p.m. (By appointment only)

Tue 8 a.m. – 2 p.m. (By appointment only)

Wed 8 a.m. – 6 p.m. (By appointment only)

Thu 8 a.m. – 2 p.m. (By appointment only)

Fri 8 a.m. – 12:30 p.m. (By appointment only)

Sat 9 a.m. – 12 p.m. (By appointment only)

For appointments:

<https://tevis.ekom21.de/kas/?rs>

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

Moritzstr. 18 (3rd floor), 34127 Kassel

Campus Center, room 3119

(Closed due to the current situation)

You can open an account at a range of different banks. Ask whether there are special conditions for students, as the service and handling charges are often different.

## **Health Insurance**

If you have a health insurance certificate from your insurance provider in your country of residence, for example by the European Health Insurance Card (EHIC) or a certification thereof, a German health insurance provider can confirm that you are exempt from the domestic duty to obtain insurance. Such a confirmation can be issued by any public health insurance provider in Germany.

If you need additional insurance, take out a health insurance policy, for example, with one of the public health insurance companies e.g. AOK, TK, Barmer BKK, etc.

## **Student ID**

After you are officially enrolled at the University of Kassel through the eCampus:

<https://www.unikassel.de/uni/en/international-service/coming-to-kassel/studying-in-kassel/making-correct-applications-with-foreign-certificates-bachelors-degree/state-examination>

you will receive an enrolment number which you need as a reference for paying the semester fees. You will receive your StudentID (CampusCard) once the University of Kassel has received the semester fees.

## Internet on Campus

If you bring your own computer from home, are renting one from the IT Service Centre, or just want to use the internet on campus, you need to contact the IT Service Centre (also *ITS*). With your Student ID you will receive a username and password. You can then log-on to the internet in the student housing or sign-on to a computer in the available computer rooms on campus.

Should you have problems with your internet connection at the dorm, stop by the first floor at the ITS or contact the IT advisors at the *Studierendenwerk*.

### **Address and office hours:**

#### **IT-HelpDesk:**

Mönchebergstraße 11, 1<sup>st</sup> floor, room 1740a

<https://www.uni-kassel.de/its>

Mon-Fri: 8 a.m. – 7 p.m.

**Phone: +49 561 804-5678**

#### **IT-HelpDesk in Hopla Library:**

Diagonale 10, 34117 Kassel

Mon -Fri 9 a.m. – 4 p.m.

#### **Computer rooms:**

Mönchebergstraße 11

Rooms: 180, 190, 220, 240, 250

Mon – Fri: 10 a.m. – 6 p.m.

## University Webmail

You will be communicated on the webmail service, provided by the university. Before using the service, you need to activate it.



<https://mail.uni-kassel.de/>

## Campus Card

The Campus Card is student ID as well as the semester ticket for all students. Further information you will receive with your enrolment.

You will also need the Campus Card to get access to the services of the University library.

Website: <http://www.uni-kassel.de/go/campuscard>.



### Address and opening hours:

#### *Library in Holländischer Platz (HoPla)*

Diagonale 10

(near Tram stop of Holländischer Platz/Universität)

Mon–Fri: 8:00 a.m. – 11:00 p.m.

Sat+Sun: 10:00 a.m. – 9:00 p.m.

Phone: +49 561 804-7711

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

#### *Library in Wilhelmshöher Allee*

##### **BB7, Elektrotechnik und Informatik**

Room 0434, Wilhelmshöher Allee 73

(near Tram stop of Murhardstraße/Universität)

Mon–Fri: 10:00 a.m. – 4:00 p.m.

Phone: +49 561 804-6317

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

## International Get-Together

Nice people, cultural exchange, music, karaoke or simply a cozy get-together with students from all over the world – that's the CampusClub of the Studierendenwerk. At least, if everything is as normal...But because of Corona everything is different right now. Our CampusClub nights are currently canceled. Which is why we are doing CampusClub podcasts instead

<https://www.studierendenwerk-kassel.de/en/wohnen/wissenswertes/campusclub>

## Residence Permit

The Foreigners' Affairs Office is where you will need to apply for a residency permit.

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

The Foreigners' Registration Office 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, a service provided by the Welcome Centre and the Admissions Office.

### **Address and office hours:**

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

Kurt-Schumacher-Straße 29, 34117 Kassel

Phone: +49 561 / **787 787**

Email: [zuwanderung@kassel.de](mailto:zuwanderung@kassel.de)

Office hours only by appointment

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

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

Wed 1:00 p.m. – 4:30 p.m.,

Fri 8:30 a.m. – 11:50 a.m. (by appointment only through the [Information Studium](#))

### ***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: 1:00 p.m. – 3:00 p.m.

## 4. Orientation Week

We would like to welcome you to the University of Kassel and introduce you to important service facilities. The offer is designed in such a way that you receive all the information, regardless of whether you are still in your home country or have already arrived in Kassel. We offer you a week program from **April 4–9th** for your orientation. Please understand that the program is provisional and can be adjusted at any time. Prior registration is required to take part in the live campus tour and live city tour.

<https://www.uni-kassel.de/uni/en/international-service/coming-to-kassel/studying-in-kassel/an-orientation-week-to-welcome-our-international-students>

The event rooms for the first semester dates are shown via the new digital orientation system:

<https://www.uni-kassel.de/uni/aktuelles/meldung/2021/10/25/mapongo-neues-digitales-orientierungssystem-zeigt-den-weg-zum-buch?cHash=d2e4c33176290429ccb1e8e0410115b7>

In Addition, on 11.04.2022 between 1 p.m. 4 p.m. in the foyer of the campus center, first semester consultation hours of the General Student Advisory Service will take place.

With the Action Bound app, students can explore the Holländischer Platz campus on their own and receive important background information about the facilities on campus and its history:

<https://www.uni-kassel.de/uni/en/international-service/coming-to-kassel/studying-in-kassel/an-orientation-week-to-welcome-our-international-students/interaktive-campus-tour>

## 5. Contact persons at the University of Kassel

### Formalities: Admissions Office (*Studierendensekretariat*)

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

Phone: +49 561 804-2205

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

Web: <https://www.uni-kassel.de/uni/studium/kontakt-und-beratung/servicestellen/information-studium>

Mon, Thu: 10 a.m. – 12 p.m & 1 p.m. – 3 p.m.

Fri: 10 a.m. – 12 p.m.

### Accommodation: *Studierendenwerk* Kassel

#### Ms. Marlis Otto

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

Phone: +49 561 804-2552

Email: [m.otto@studierendenwerk.uni-kassel.de](mailto:m.otto@studierendenwerk.uni-kassel.de)

Web: <http://www.studierendenwerk-kassel.de>

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

Tue, Wed: 1 p.m. – 3 p.m.



## Important Information

Information on the University of Kassel and on your arrival in Kassel: Services at the University of Kassel will be happy to guide you to take off into the ECE program.

The introductory meeting which provides important information about the ECE program will take place on Monday 11<sup>th</sup> April 2022 at 10 a.m. via Zoom and in room 1328.

You will have the opportunity to ask about the modules, how to make your timetable and how to plan your ECE studies in our introductory meeting.

Important websites for your studies

<u>Name</u>	<u>Link</u>	<u>Resource</u>
ECE website	<a href="http://www.ece.uni-kassel.de">www.ece.uni-kassel.de</a>	Curriculum, Regulation, Module handbook etc.
e-Campus	<a href="https://ecampus.uni-kassel.de">https://ecampus.uni-kassel.de</a>	Student Information etc.

The ECE team looks forward to welcoming you at the University of Kassel for the M.Sc. degree program in April 2022!

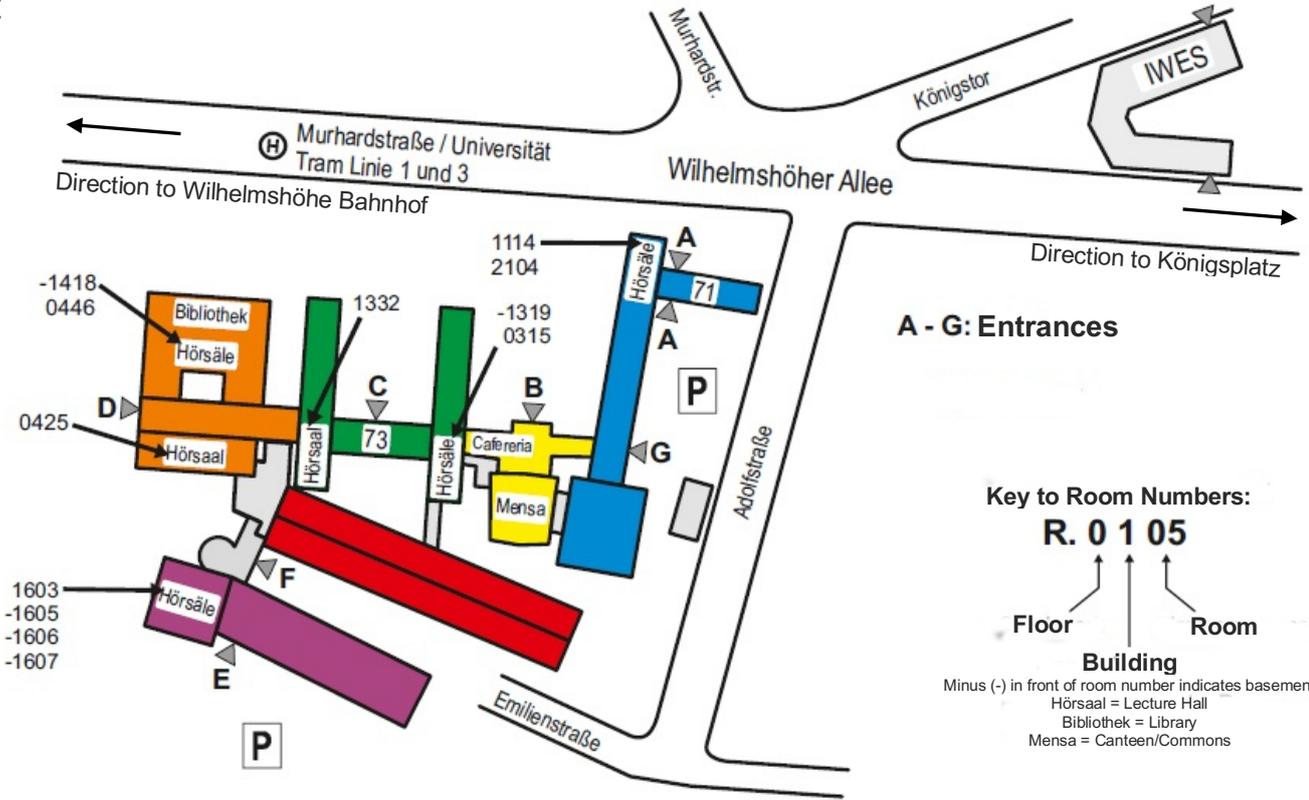
## 6. ECE Summer Semester Timetable – Preliminary version –

Time	Monday from 25.04.2022	Tuesday from 12.04.2022	Wednesday from 13.04.2022	Thursday from 14.04.2022	Friday from 22.04.2022
08.00 - 09.00	Labs: Introduction to DC, DC through Bandlimited Channels (ComLab)	Microwave Integrated Circuits II (-1606) 8:15 - 10:30 Bangert, Abufanas  Exercises part starts: 26.04.2022	Introduction to Digital Communications (1332) 20.04.2022 Mansour	Electromagnetic Theory for Microwaves and Antennas (2104) Marklein 8:00 - 10:45	DC through Bandlimited Channels (0446) Dahlhaus, Mansour
09.00 - 10.00					
10.00 - 11.00	kick-off meeting: 02.05.2022 (Online Zoom) Dahlhaus, Mansour	Microwaves and Millimeterwave I (-1606) 11:00 - 13:30 Bangert, Abufanas  Exercises part starts: 26.04.2022	Additional Exercises in Electromagnetic Theory for Microwaves and Antennas, (1114) Marklein 01.06.2022	Communication Technology I (1332) David 11.00 - 14.00	Semiconductor Devices (Online) Joodaki Lectures from 10:00 - 12:00 Exercises from 12:00 - 13:00
11.00 - 12.00					
12.00 - 13.00	Optical Communication System (-1607) Bangert	Seminar in Optical Communication System (-1607) Bangert	Introduction to Digital Communications (0425) 20.04.2022 Mansour	Common Coffee (COCO) Communications 14:00 - 15:00 (Cafeteria FB 16) 21.04.2022; 12.05.2022; 02.06.2022; 23.06.2022; 14.06.2022	Introduction to Signal Detection and Estimation (0446) Dahlhaus, Mansour
13.00 - 14.00					
14.00 - 15.00	Technology of electronic and optoelectronic Devices 25.04.2022 till 30.05.2022 (-1606) Hillmer, Kusserow	Simulation of DC systems using MATLAB Comlab (2315 FG) Dahlhaus, Selig	Deutschkurs Dialog-Institut (start on 22.04.2022)	DC through Bandlimited Channels, (-1607) Dahlhaus, Mansour 21.04.2022	13:00 - 15:30
15.00 - 16.00					
16.00 - 17.00	Microsystem Technology 13.06.2022 till 11.07.2022 (-1606)	Seminar in Microwave Integrated Circuits II (-1607) Bangert			Deutschkurs Dialog-Institut
17.00 - 18.00					
18.00 - 19.00					
19.00 - 20.00					

DC: Digital Communications

Preliminary version dated – Changes possible: [link to HIS-LSE](#)

7. Campus Plan



Ⓜ Murhardstraße / Universität  
 Tram Linie 1 und 3

Direction to Wilhelmshöhe Bahnhof

Wilhelmshöher Allee

Direction to Königsplatz

A - G: Entrances

-1418  
0446

Bibliothek  
Hörsäle

1332

Hörsaal  
73

1114  
2104

Hörsäle  
71

-1319  
0315

Hörsäle

Cafeteria  
Mensa

0425

Hörsaal

1603  
-1605  
-1606  
-1607

Hörsäle

P

Emilianstraße

Adoltstraße



## 8. The university's handling of the Covid-19 pandemic

Information about vaccination services in the city and district of Kassel and in Witzenhausen can be found here:

<https://www.uni-kassel.de/uni/en/aktuelles/aus-der-hochschule/please-get-vaccinated-now>

The University of Kassel now has also a corona test centre:

<https://www.uni-kassel.de/uni/aktuelles/meldung/2022/02/17/corona-testzentrum-am-campus-hollaendischer-platz-oeffnet?cHash=0260191b6fa538e9bb2e0481c421d4de>

## 9. ABC and Abbreviations

Universities seem to have a language all of their own. Here are a few words that you will hear often during your studies at the University of Kassel and should know.

**Akademisches Viertel:** the academic quarter. This means that class begins 15 minutes later than it is listed in the Schedule of Courses. For example, a class that says it begins at 11 actually begins at 11:15. Most courses follow this rule.

**AStA:** Allgemeiner Studierendenausschuss; represents the students on campus

**ca.:** circa

**C.C.:** Campus Center

**d.h.:** das heißt, or that means

**DSH:** Language test international students are required to pass before studying in Germany

**ESG:** Evangelische Studierendengemeinde. The Protestant Student Group on campus

**EU-Countries:** Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom

**EWR-Countries:** Iceland, Lichtenstein and Norway

**Exmatrikulation:** Ending your studies at the University of Kassel

**Fachbereich or FB:** the different departments of the University of Kassel. For example: Social Sciences or Mechanical Engineering.

**Grundstudium:** The first level of any course of study (usually the first 3 to 4 semesters) Hauptstudium: The second level of any course of study, following the Grundstudium.

**HNA:** Hessisch-Niedersächsische Allgemeine Zeitung– the daily newspaper in Kassel.

**HoPla:** Abbreviation for Holländischer Platz as place of location

**IO:** International Office

**ISV:** Internationale Studierendenvertretung. Represents the interests of international students at the University of Kassel.

**ITS:** IT Service Center. The Computer Center

**KHG:** Katholische Hochschulgemeinde. Catholic Student Group on campus

**Klausur:** Written test / exam

**KSS:** Kurt-Schumacher-Straße

**n.n.:** short for nomen nominandum, which means 'not yet known'.

**NPS or NP:** Nora-Platiel-Straße

**n.V or u.n.V.:** (und) nach Vereinbarung, or per appointment

**R:** Room

**Rückmelden:** For each semester you are studying at the University of Kassel, you need to let the University know. You should get a letter in the mail from the university reminding you to pay your semester fees. By paying these fees, you have re-matriculated for the semester.

**Schein:** A Schein is a registered grade report. It is a small slip of paper you receive after you completed a course. The Schein will have your grade for the course on it.

**Seminar:** A Seminar is a course for a limited number of people in which a specific topic is presented and discussed. Seminars usually require that you do a presentation and write a research paper in order to pass the course. Participation is obligatory and you need to register early.

**SS or SoSe:** Summer semester/term

**StuPa:** Student Parliament

**Tutorium:** Some Seminars and Vorlesungen are so large that it is difficult for the professor to answer students' questions. Hence, some courses are divided up into smaller groups where a tutor goes through each lesson and explains the content of the lessons. Here it is possible to ask questions when you did not understand something.

**Übung:** The word itself means practice and that is exactly what is done. An Übung is a small class in which students learn about a specific technique and then practice using them.

**usw.:** und so weiter, or et cetera

**Vorlesung:** A Vorlesung is a lecture. The professor lectures on a particular topic and you listen and take notes. Lectures usually end with a final exam.

**WelC:** Welcome Centre

**WS or WiSe:** Winter Semester/term

**z. B.:** zum Beispiel (for example)

### **A piece of advice on how to read the room numbers:**

Classroom numbers are usually four digits. The first digit refers to the floor on which the room is located. The second digit refers to the building and the last two numbers refer to the actual room number. Minus (-) in front of room number indicates basement.

Do not be afraid to talk to your lecturers and professors and let them know you are an international student. Many of them are more than willing to help you if you are having problems in their class.

