

## FAQs for the Master International Management (MEB) degree programme

### When can I start the Master degree programme?

The programme can be taken up in the winter semester only. Classes start on 1 October.

### How do I apply for the Master International Management?

Applications must be submitted between **1 May and 15 June** for the start in the winter semester. Please note that we can only consider applications received on time and in the required format. Please follow the application instructions as specified on the application website.

All applications must be submitted electronically through the [OTH application portal](#).

We cannot consider applications sent directly to the faculty, to the head of the programme or to the Master Commission. Informal applications will also be rejected. You must submit a formal and complete application for a place at OTH Regensburg. Applications not meeting our formal criteria will not be considered.

### What are the entrance requirements for the degree programme?

The following general qualification requirements must be met:

- a) Applicants hold a first degree in a relevant programme in the field of business studies comprising at least six theoretical semesters or hold an equivalent German or international degree in which they will generally have been awarded 210 ECTS credits but not less than 180 credits. The Master commission decides on the relevance and/or equivalence of the degree and the equivalence of degrees obtained at universities outside of Germany in accordance with Art. 86 BayHIG. If the first degree diploma cannot be produced by the application deadline then certified proof of the applicant's examination results (ToR) must be presented.
- b) Proof of the special qualification by an overall examination grade of "good" (2,5) or better in the degree under no. 1. Alternatively, the requirement is also fulfilled by proof that the final grade submitted in the first degree program falls into the group of the best 60% in the percentage ranking of overall examination grades in the degree program at the respective university. If the first degree diploma was obtained outside Germany, preliminary examination documentation (VPD) from Uni-Assist must be provided. If the first degree has not yet been completed at the time of application, the application for the VPD must be submitted. The VPD must then be submitted at the time of enrolment.
- c) A Graduate Management Admission Test (GMAT) with a minimum score of 570 points (10th Edition) or 545 points (Focus Edition and later) is mandatory for applicants with a first degree that was not completed in a signatory state to the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of 11 April 1997 (Lisbon Convention).
- d) Adequate proficiency in English. Applicants will either have completed a first degree programme according to a) that was entirely taught in English, or applicants will provide proof of English proficiency at level B2 of the Common European Framework of Reference for Languages. If applicants have completed a degree programme in English, please provide a MOI certificate. The following tests will be accepted, if the first degree was not studied in English:

- IELTS Academic with an overall score of at least 6.0 points
  - TOEFL iBT with a minimum of 85 points
  - Cambridge B2 / Cambridge English Qualification with a minimum of 170 points
  - TELC, level B2
  - PTE Academic Test B2 (59-75 points)
- e) Proof of specific aptitude for the degree programme (see next FAQ)

### **How do I have to demonstrate my specific aptitude for the degree programme?**

- a) To be eligible to take part in the aptitude process applicants must have submitted their applications in the required format and by the specified time through the OTH portal.
- b) A two-stage procedure is then carried out to verify the applicant's aptitude for the specific degree programme. In the first stage of the aptitude procedure, the application documents submitted are reviewed. The following applies:
1. Applicants who have completed their first degree with a grade of 2.0 or better and can demonstrate at least 12 weeks of uninterrupted experience abroad (in a country different from their nationality) as part of an academic or professional stay will be admitted directly.
  2. Applicants who do not meet the requirements under b)1. will be required to take an oral test in English, the date and duration of which will be determined by the selection committee. The oral test will be conducted as an oral electronic remote examination. The subject matter and assessment components of the test are:
    - a) International business management and intercultural competence
    - b) Economics
    - c) Marketing.

A total of 100 points can be achieved in the oral aptitude test. A minimum of 65 points is required to pass the aptitude test. The following proportions apply to the awarding of points:

1. The overall grade of the qualifying degree is assessed with a maximum of 40 points. The final grade of the first degree is converted into points as follows: 25 points are awarded for a grade of 2.5, one point is awarded for every tenth better than 2.5, and one point is deducted for every tenth worse than 2.5.
2. The result of the oral test is weighted with a maximum of 60 points.

If the applicant achieves the result "failed" in the aptitude test, participation in a second attempt is possible. A third participation is not possible.

- c) Applicants who have completed their relevant first degree in a signatory state to the Agreement on the Recognition of Qualifications in Higher Education in the European Region of April 11, 1997 (Lisbon Convention) with an overall grade of "better than 1.3" in the German grading system or who can show they are among the top 10 per cent of graduates from that programme are not required to provide any additional evidence of their aptitude to be admitted to this Master programme and are thus exempt from the aptitude procedure. Please be aware that letters written by professors or lecturers regarding performance in single classes will not be considered. The certificate confirming the applicant's completion of their first degree programme among the top 10 per cent will have to be issued by a central university administration unit and must outline the total size of the respective cohort.
- d) For applicants who have not completed their relevant first degree in a signatory state to the Agreement on the Recognition of Qualifications in Higher Education in the European Region of April 11, 1997 (Lisbon Convention) proof of program-specific aptitude is deemed to have been provided if they have achieved more than 620 points (10th Edition) or 585 points (Focus Edition) in the Graduate Management Admission Test (GMAT).

**If I send in my CV and existing certificates, can you tell me whether I'll be admitted to the programme?**

No. Documents submitted in advance cannot be checked for completeness and accuracy.

**I did not study in Europe so how do I know if the points I gained from my home university are worth at least 180 ECTS credits?**

You can usually reckon that a first degree programme lasting 3 years is worth 180 ECTS credits. The programme's total workload must also be taken into account, so for example if your programme had a workload of 5,400 hours (lectures plus self-directed study) then this is equivalent to 180 ECTS credits. Remember that you must produce the relevant certificates and other documentation. Our admissions board will not be able to verify your documents if they do not clearly show the required data (workload, programme duration etc.), and you may be excluded from the application procedure if there is any doubt.

Remember that your evidence confirming the programme duration and/or number of ECTS credits obtained must be submitted in German or English language. If you do not yet have any documents available in German or English, you will need to request them from the institution where you took your first degree. Confirmations from that institution in English or German will be accepted as proof. Please note that you must submit these documents in addition to your regular degree documents (certificate, diploma).

If you fail to provide this documentary evidence and the Master Commission cannot establish how many ECTS credits you obtained in your first degree programme, your application cannot be considered any further.

**How do I prove that I am meeting the admission grade requirement?**

If you completed your first degree in Germany, you simply submit the preliminary or final degree documents in the OTH application portal. If you completed your first degree outside of Germany, you must first submit your degree documents for evaluation to [uni-assist](#) and obtain a VPD preliminary review documentation. You must then submit the VPD with your application in the OTH portal before the deadline. Admission will be decided based on the German grade listed in your VPD. Any grade average below 2.5 will only be considered for admission if accompanied by a certificate stating that the applicant was part of the top 60% of their graduation cohort. The certificate must be issued by a central university authority and state the size of the total cohort.

**What is uni-assist?**

uni-assist is a non-profit association supported by approx. 170 German universities, which helps evaluate international study certificates and determines their equivalence to German educational standards. OTH works with uni-assist to assess degrees from abroad.

**What is a VPD from uni-assist?**

If you completed your first degree outside of Germany, you must submit it for evaluation to uni-assist and obtain a VPD preliminary review documentation. This report must be uploaded with the other application documents in the OTH Regensburg application portal before the deadline. The VPD contains information about your first degree, whether it qualifies you for studying in Germany, as well as the equivalent German grade.

**How do I obtain a VPD from uni-assist and how long does it take?**

You must apply for it directly at uni-assist: <https://www.uni-assist.de/en/how-to-apply/plan-your-application/vpd/>. Processing your VPD application can take up to 6 weeks, so make sure to apply early. If you have any questions about the status of your application for VPD, please

contact uni-assist directly. The VPD process is separate from the application process at OTH Regensburg.

### **Can I re-use a VPD I submitted for another application?**

The VPD is normally only valid for one year, however you can use older VPD as well. If you have a VPD that was issued for another university, you can submit it in the application portal, and we will check if it meets our requirements.

### **Who do I contact for problems or delays with VPD?**

Please contact uni-assist directly.

### **Can I apply for the programme directly through uni-assist?**

OTH Regensburg does not allow applications directly through uni-assist. We only accept applications that have been submitted in the application portal of OTH Regensburg.

### **I am from India and have already applied for an APS certificate to submit for my visa. Can the APS certificate replace the VPD report?**

The APS India certificate cannot replace the VPD because it does not contain the equivalent German grade. The APS certificate is currently only required for visa and does not have to be submitted for application purposes at OTH Regensburg. However, if you already have it, then you can attach it to the VPD report for additional document verification.

### **What is a GMAT test?**

You can find all information about the GMAT test on the [GMAC website](#).

### **How do I know if I need a GMAT test?**

All applicants who have completed their first degree in a country outside of the Lisbon convention will have to provide a GMAT test with a minimum score of 570 points (10th Edition) or 545 points (Focus Edition 2024 and later) starting with the application cycle in May 2026. Here you can find an overview of the signatory states of the Lisbon convention: [Full list - Treaty Office](#) If your country is not on this list, you must provide a GMAT test as part of your application!

### **What documents must I submit to prove my GMAT result?**

Applicants can either choose OTH Regensburg as one of the schools to receive the GMAT test directly through the GMAC platform. Alternatively, we also accept the personal result statement as a PDF document.

### **Can I replace the GMAT test with the GRE or any other test?**

No, we only accept the GMAT test.

### **I completed my first degree in a signatory state of the Lisbon convention must/can I add a GMAT test to my application?**

No, only applicants outside of the Lisbon convention must provide the GMAT test. Even if you have a GMAT test, it will not be considered if your first degree was awarded in a signatory state of the Lisbon convention.

### **I have two degrees with less than 180 ECTS credits, can I add the credits together?**

No. You need at least 180 ECTS credits from a **single degree programme** to meet the entrance requirements. You are not allowed to add different degree programmes together (e.g. a completed Bachelor programme + a Master programme which you have also completed).

### **What do you mean by a ‘relevant’ first degree programme?**

A programme is ‘relevant’ when it is a programme in International Business Studies. Your first degree programme should award a minimum of 90 ECTS credits in “business studies”, “economics” and “intercultural skills”.

Your application should be accompanied by relevant supporting documents (module descriptions etc.) in German or English.

You cannot be admitted to the Master International Management if your first degree was not business studies oriented.

### **What happens if my first degree programme carries less than 210 ECTS credits?**

Applicants who have obtained less than 210 credits from their first business studies degree will be required to make good the shortfall alongside their Master studies.

If you completed your first degree with only 180 ECTS credits, the Master Commission will identify the theoretical modules still needed to achieve a total of 210 credits and specify these as criteria which must be met retrospectively. Usually, this means that applicants will have to take at least 10 ECTS in addition to their Master courses in each of the 3 semesters. This can also lead to an extension of the programme beyond the three semesters if the workload proves too much.

### **Can extensive practical experience in employment compensate for a first degree with less than 180 ECTS credits or a grade below 2.5?**

No, applicants must meet the eligibility criteria to be admitted to the programme. Practical experience cannot be a substitute for failure to meet any of the academic criteria.

### **What language skills do I need?**

All modules of the programme are taught in English. For the elective modules in the second semester, there might be options for courses in German, but the majority of the elective options will also be taught in English. The Master thesis must be written in English. Applicants need no proof of German skills for their application.

### **How proficient must I be in English? Must I prove my proficiency?**

Your language level should be at least B2 according to the European frame of reference. Applicants will either have completed a first degree programme that was held entirely in English or applicants will provide proof of English proficiency at level B2 of the Common European Framework of Reference for Languages. The following test will be accepted:

- IELTS Academic with an overall score of at least 6.0 points
- TOEFL iBT with a minimum of 85 points
- Cambridge B2 / Cambridge English Qualification with a minimum of 170 points
- TELC, level B2
- PTE Academic Test B2 (59-75 points)

### **Do you accept MOI (Medium of Instruction) certificates as proof of English proficiency?**

Yes, we do accept MOI certificates as proof of English proficiency.

## **Do I need knowledge of German?**

OTH Regensburg is a German University of Applied Sciences. Its official language is therefore German, which means for instance that you will receive official decisions, notices etc. in German only. Acquiring a knowledge of German is the responsibility of applicants themselves (e.g. by attending language courses at OTH or the University of Regensburg).

Please note that the OTH issues general information and notices (e.g. about re-registering, exam applications etc.) in German only. The English-language homepage of the OTH does not yet provide exactly the same content as the German version. The literature in the library of OTH Regensburg is also primarily in German language. Some English publications can be viewed online or found in partner libraries (e.g. at the University of Regensburg).

## **Who can help me if I have questions and problems?**

Your first point of contact if you have any problems with your classes should be the programme manager. Please note however that there is a limit to the amount of support we can offer on matters affecting organisation and administration. As a student at OTH Regensburg you will be expected to take responsibility for organising your affairs.

## **What documents must I submit with my programme application?**

All the information you need will be found here:

<https://www.oth-regensburg.de/en/studieren/im-studium/abteilung-studium/infoblaetter-studiengaenge/meb>

As well as the official online application, written applications for admission must be supported by the following documents:

- a) Diploma or final certificate awarded by the first degree programme \*
- b) Provisional transcripts of records if the diploma is not yet available
- c) [uni-assist](#) VPD preliminary review documentation, if your first degree was completed outside of Germany
- d) Graduate Management Admission Test (GMAT) with a minimum score of 570 points (10th Edition) or 545 points (Focus Edition and later) is mandatory for applicants with a first degree that was not completed in a signatory state to the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of 11 April 1997 (Lisbon Convention).
- e) Certificate of de-registration \*
- f) A higher education entrance qualification

\* These documents can be produced on enrolment or until the end of the first semester if they are not available at the time of application.

Applicants already at OTH Regensburg must re-submit their documents.

References to documents previously submitted cannot be accepted.

External applicants are required to submit certified copies of their first-degree diplomas.

Master degree applications must also be supported by the following documents, information etc. to allow the Master Commission to fully assess the applicant's qualifications:

- ✓ The number of ECTS credits obtained from the first degree programme. If this is not shown in the degree diploma then you must provide confirmation from your University. If you completed your studies outside the ECTS area you will need to submit documents showing the number of hours which your programme comprised (the workload). This will allow the Master Commission to check whether your programme conferred 180 ECTS credits or more. Your application cannot be fully considered without this information.

- ✓ A first degree grade of “good” (2.5) or better. If you completed your first degree outside of Germany, you must submit it for evaluation to [uni-assist](#) and obtain a VPD preliminary review documentation in which your first degree grade will be converted to the German grading system.
- ✓ Proof of English proficiency
- ✓ If applicable, proof of at least 12 weeks of uninterrupted experience abroad (in a country different from the applicant’s nationality) as part of an academic or professional stay (for the aptitude process)
- ✓ If applicable, for applicants who have completed their relevant first degree in a signatory state to the Agreement on the Recognition of Qualifications in Higher Education in the European Region of April 11, 1997 (Lisbon Convention): proof that you completed your first degree programme “with distinction” (1.0-1.2 in the German system) or that you were among the top 10 per cent of graduates on that particular programme. If this is not shown in the degree diploma then you must provide confirmation from your University. If you cannot provide this proof the Master Commission will assume that you did not complete the programme with distinction and were not among the top 10 percent! Please be aware that letters written by professors or lecturers regarding performance in single classes will not be considered. The supporting documents will have to be issued by a central university administration unit and must outline the total size of the respective cohort.
- ✓ If applicable, for applicants who have not completed their relevant first degree in a signatory state to the Agreement on the Recognition of Qualifications in Higher Education in the European Region of April 11, 1997 (Lisbon Convention): more than 620 points (10th Edition) or 585 points (Focus Edition) in the Graduate Management Admission Test (GMAT).

Your application cannot be considered if it is not submitted on time and in the required format, and you will receive an automatic rejection because of a lack of documents.

### **How many semesters does it take to study the Master International Management?**

The standard duration of the programme is 3 semesters. If you have received a conditional acceptance with additional requirements (eg. additional classes to supplement your lack of ECTS from your first degree), you may need one semester longer.

### **What are the fees for the Master degree programme?**

All students have to pay a so-called ‘semester fee’ for each study semester. This is currently €199,00 and it includes a ticket for local public transport.

You will also have to pay for text books and possibly for lecture notes.

### **Can the Master be studied as a distance learning/e-learning programme?**

No, this is a full-time programme which requires you to be present in Regensburg.

### **Can I work alongside my studies?**

Please note that this is a full-time study programme and not a part-time concept.

This Master’s programme calls for high levels of personal initiative and commitment in your approach to various class assignments and projects so you would not be advised to take on a lot of outside work during the semester.

### **I would need a visa to come to Germany, can you assist me with my visa application?**

Unfortunately no, the large number of students means we are unable to offer any individual help with visa applications so you will have to apply on your own. We are also not able to issue any confirmations in support of individual visa applications over and above our regular official communications. Please apply for your visa in plenty of time before the programme starts.

### **How will I know if I have a place on the International Management degree programme?**

You will receive an official admission notice from the Studies Department by mid-/end-July. Please note that this admission notice is only an *offer* of a place on the programme – you are not yet enrolled as a student at OTH Regensburg!

### **When can I enrol for the degree programme?**

Enrolment takes place before the classes begin. You cannot begin your studies at OTH Regensburg unless you have first enrolled, and you can only enrol once you have received an official admission notice.

Once you have enrolled you are officially a student at OTH Regensburg.

You cannot enrol at a later date (e.g. in November).

We do not offer any options of late arrival or postponed enrolment.

### **When do I have to be in Regensburg to take up my studies?**

All classes in the winter semester start from 1 October. You should make sure to arrive in Regensburg well before that time in order to sort out your accommodation and also to be able to attend all welcome and orientation events. If you have problems obtaining a visa and can't make it to Regensburg in time for the start of classes, please inform us immediately! If you arrive more than 2 weeks late, you can no longer take part in the classes of the winter semester! We do not allow late arrival.

### **Is there a checklist for applicants?**

Yes!

- ✓ First degree in business studies gaining at least 180 ECTS credits
- ✓ First degree completed with a minimum of "good" (final grade 2.5 or better in the German system → VPD by uni-assist if your first degree was issued outside of Germany!)
- ✓ GMAT test, if you have not completed your relevant first degree in a signatory state to the Agreement on the Recognition of Qualifications in Higher Education in the European Region of April 11, 1997 (Lisbon Convention)
- ✓ English proficiency to level B2 (GER)

Only if the above criteria are met will it be worth making an application. Before applying you should check the criteria thoroughly to ensure that you meet the admission requirements.

### **How does studying at OTH Regensburg compare to similar programmes?**

It is not possible to make sweeping statements here as the requirements for students at different institutions and in different countries can vary widely. The teaching concept generally reflects programme structures in Master degree programmes at Universities of Applied Sciences. Students are taught in small groups and are encouraged to get involved in the design of the class through active collaboration, discussion and group work. There is no 'lecturer-dominated' teaching that minimises student input. Experience shows that students who are

unfamiliar with this teaching style may find it more demanding and time-intensive to begin with.

### **What types of assessments/assignments can I expect on the programme?**

1. **Written assessments:** Written tests/class examinations setting optional or compulsory tasks, arithmetic problems, multiple-choice questions etc.
2. **Verbal assessments:** Individual or group presentations. These are usually to present the results of project work and seminar assignments. Presentations are usually given using PowerPoint or similar software tools.
3. **Written seminar assignments/term papers:** Scientific projects in the form of short Bachelor dissertations which students must usually prepare themselves individually. German standards governing scientific working methods must be applied. All written assignments will undergo a plagiarism check.
4. **Preparing and defending the Master Thesis:** Preparing a Master Thesis in English language (for details see the module manual). Students are responsible for finding a supervising lecturer. Lecturers set framework topics or accept topics which are suggested by the students themselves. The topic of the Master Thesis should reflect the student's chosen specialisation area.

### **Can the Master Thesis also be written in conjunction with a business enterprise?**

Yes, this is possible in principle but identifying a suitable company will be the responsibility of students themselves. The Faculty cannot provide any help here and has no capacity to support students in their applications to businesses. You will find offers for final year theses for example on the Job Exchange of the Bavarian Universities of Applied Sciences at: <http://job-boerse.oth-regensburg.de/index.php>.

The OTH Regensburg Career Service (<https://www.oth-regensburg.de/studium/service-und-beratung/career-service.html>) can help students with the application process (e.g. checking their application portfolios, application training etc.).

### **Can the Faculty or OTH Regensburg help me find a job?**

Sorry no. It is not the responsibility of the OTH to help students look for work so if you want a spare time job you will need to organise this yourself. The following is a list of some of the websites with job offers:

<https://www.oth-regensburg.de/de/hochschule/jobs-karriere.html>

<https://regensburgjobs.de>

<http://www.jobsuma.de/studentenjobs-regensburg>

<https://www.jobmensa.de/studentenjobs/regensburg>

<http://de.indeed.com/Studenten-Jobs-in-Regensburg>

There are many other similar job exchanges for students.

Many jobs for students in Regensburg require a good knowledge of German!

### **I'm looking for a place to live in Regensburg, can you help me?**

Sorry no. The housing market in Regensburg is always very tight so you'll have to find accommodation on your own – the sooner the better! Accommodation in Regensburg is generally quite expensive compared to the amount of space you get, and students should budget for €200 to €500 per month depending on location and individual needs. The following accommodation options are available:

## Halls of residence

### 1. Students' union halls of residence

- Amberger Stadel
- Dr.-Gessler-Straße
- Friedrich-Ebert-Straße
- Goldener Turm
- Ludwig-Thoma-Straße
- Oswaldstift
- Plato-Wild-Straße
- Untere Bachgasse
- Vitusstraße
- Vor der Grieb

All applications for housing in these halls of residence must go directly to the Studentenwerk Niederbayern/Oberpfalz <https://www.stwno.de/en/housing/antrag-ausland-en>

### 2. Private halls of residence

- Oberpfalzwohnheim ([www.oberpfalzheim.de](http://www.oberpfalzheim.de))
- Luther-Haus ([www.dw-regensburg.de](http://www.dw-regensburg.de))
- Keplerhaus ([www.dw-regensburg.de](http://www.dw-regensburg.de))
- Obere Bachgasse ([www.dw-regensburg.de](http://www.dw-regensburg.de))
- J.-M.-Sailer-Studentenwohnheim ([www.kws-regensburg.de](http://www.kws-regensburg.de))
- Studentenwohnheim St. Fielis ([www.kws-regensburg.de](http://www.kws-regensburg.de))
- Erzbischof-Buchberger-Studentenwohnheim ([www.kws-regensburg.de](http://www.kws-regensburg.de))
- Wohnheim Johann-Hösl-Straße 6
- Studentenwohnheim des BLLV ([www.bllv-heim-regensburg.de](http://www.bllv-heim-regensburg.de))
- Wohnheim Blaue-Stern-Gasse 5 ([www.bllv-heim-regensburg.de](http://www.bllv-heim-regensburg.de))
- Melanchthonheim ([www.melanchthonheim.de](http://www.melanchthonheim.de))
- Hiltnerheim ([www.hiltnerheim.de](http://www.hiltnerheim.de))
- Theresienheim (only for women) ([www.marienschwestern-v-karmel.de](http://www.marienschwestern-v-karmel.de))
- Edith-Stein-Wohnheim ([www.marienschwestern-v-karmel.de](http://www.marienschwestern-v-karmel.de))
- Studentenwohnheim Lauterbach
- Studentenwohnheim Habel
- Studentenwohnheim Zellerer

Enquiries should be made directly with the hall manager.

### Apartment shares

<http://www.wg-gesucht.de/wg-zimmer-in-Regensburg.111.0.1.0.html>

<http://www.immonet.de/bayern/regensburg-wg.html>

Also, watch out for ads posted up on the "Black Boards" of the OTH Regensburg and the University.

### Single apartments

<http://www.studenten-appartement.com/index.php?page=start&location=regensburg>

<http://www.immonet.de/bayern/regensburg-studentenwohnung.html>

<http://www.studiosus-studentenwohnung.de/>

<http://www.studentenapartment-regensburg.de/>