Manual for the online application of international candidates for the Master in Electrical and Microsystems Engineering (MEM)

1. Change the language to English
2. Click on the box „Bewerber/innen“
3. Then click on „Register Now“
4. Now you have to fill in your personal details. In most cases you can leave the part “Data transfer” empty.
5. Then verify your account by following the link on the e-mail sent to your account.
6. Click on “Start Application”, then “Add a Request”

7. Select your Degree and Subject.

8. Then decide on the appropriate semester:
   “1. SS” means, you want to start in the first semester of the Master program, while the option “höheres SS” means, you want to start in an advanced semester of the Master program.
   In case you have already studied at a Master level in a related discipline at another university and you therefore want to apply for an advanced semester at the Master program of the OTH Regensburg, you should choose “höheres SS”.

9. Then click on “Next”.
10. As an applicant with a degree from abroad, you can leave these boxes empty and continue with "Next".

11. If you have acquired your higher education entrance qualification abroad, please enter “Abroad” and for “Type of entrance qualification” you should choose “Allgemeine Hochschulreife im Ausland erworben”.
12. Average grade: If it is possible to insert your original grade please do so. If that should not be possible, please convert it using this formula:

\[
\frac{N_{\text{max}} - N_d}{N_{\text{max}} - N_{\text{min}}} \times 3 + 1 = Z
\]

\(N_{\text{max}}\) means the highest possible grade; \(N(d)\) means your achieved grade;

\(N \,(\text{min})\) means the lowest possible grade; \(Z\) is the outcome that you then insert in your application

If you are unable to calculate your grade with this formula, please write 4.0 as the final grade of your degree.

13. Then click on „Next“ and again on „Next“.
14. Fill in your “university background” (note that this question only refers to degrees completed in Germany) and the questions on vocational training and services. Click on “Next”.

15. Fill in your “history of study” and the information on your “previous study”.

**Your university background**

* Please specify the number of semesters you have studied at German universities and if you have already completed studies at a German university. Your studies are considered as completed only if a leaving certificate is available before the end of the application period.

<table>
<thead>
<tr>
<th>* Semesters studied so far</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Studies completed?</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

**Vocational training**

* Have you already completed a vocational training? If so, then please specify.

<table>
<thead>
<tr>
<th>Vocational training completed?</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

**Service completed?**

* Please specify if you have completed a service (for example a military service, a civilian service, a European Voluntary Service). If so, you are preferred over other applicants who would be ranked equally but haven't completed a service.

<table>
<thead>
<tr>
<th>* Have you already completed military or alternative service?</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

**History of study**

* Have you ever passed definitively a course of study at a German university?

**Informations previous study 1**

<table>
<thead>
<tr>
<th>In which country did you study?</th>
<th>Arabische Republik Syrien</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have studied in Germany, at which university?</td>
<td>Abschluß außerhalb Deutshlands</td>
</tr>
<tr>
<td>Which degree?</td>
<td></td>
</tr>
<tr>
<td>Course of studies</td>
<td>Mikrosystemtechnik</td>
</tr>
<tr>
<td>By month/year:</td>
<td>01.2012</td>
</tr>
<tr>
<td>To month/year:</td>
<td>07.2014</td>
</tr>
<tr>
<td>Final Grade of degree:</td>
<td>2.3</td>
</tr>
<tr>
<td>preliminary average note</td>
<td></td>
</tr>
<tr>
<td>current credit points</td>
<td></td>
</tr>
<tr>
<td>credits at final degree</td>
<td></td>
</tr>
<tr>
<td>What is the status of this course?</td>
<td></td>
</tr>
</tbody>
</table>

**Which degree?** If you have a degree from abroad, please fill in “Abschluss außerhalb Deutschlands”.

Course of studies: Please choose your course of studies. (The entry "Mikrosystemtechnik" in the image is only an example.)

Final grade of your degree: Please use the formula explained under point 12 to calculate the final grade of your degree. If you are unable to calculate your grade with this formula, please write down 4,0 as the final grade of your degree.

Preliminary average note: If you have not completed your bachelor’s degree yet but expect to do so in the near future, please indicate your preliminary average note (also applying the formula mentioned above)

Current credit points: The credit points you have already obtained at current stage

Overall credit points: Overall sum of credit points obtainable in your degree program
16. Please make sure you have chosen “yes” at the “read receipt” confirming that you know about adding your curriculum vitae (CV) to your printed application. For the CV you can use the following template: [LINK](#)

Under “Studienform MEM” you have to choose a study option. After filling in the field on the alumni online community click on “Next”.

17. Check your data and confirm it, then submit your request.

18. You have to print out the “Data Control Sheet” and sign it! Then you have to send it with your documents (see list below) to the following address:

Ostbayerische Technische Hochschule Regensburg
Prüfeninger Str. 58
93049 Regensburg

As stated in the Data Control Sheet, your printed application has to reach OTH Regensburg by June, 15th, 2016.

19. List of documents, which you have to submit with your application:

- First degree diploma * (e.g. Bachelor certificate)
- Assessments if the diploma is not yet available (e.g. Transcript of Records)
- Higher education entrance qualification
- De-registration certificate * (only necessary in case you studied the first degree in Germany)
- Curriculum Vitae
• Evidence of post-graduate career experience (only if applicable)

* These documents can be produced on enrolment if they are not available when the application is made.

Copies of documents are acceptable. However external applicants of other universities are required to submit authenticated first-degree diplomas.

Please do not send us any statements of purpose or letters of recommendation as they cannot be considered in the application process.