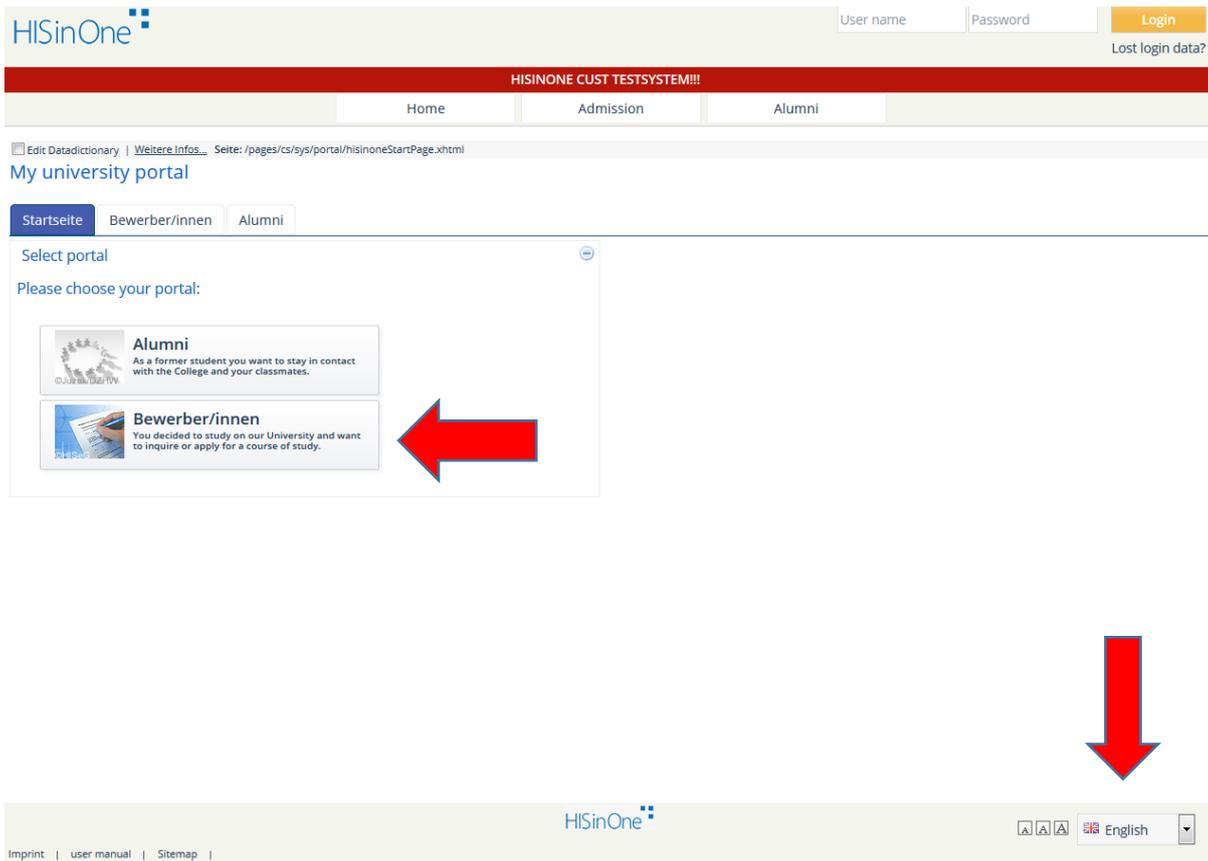
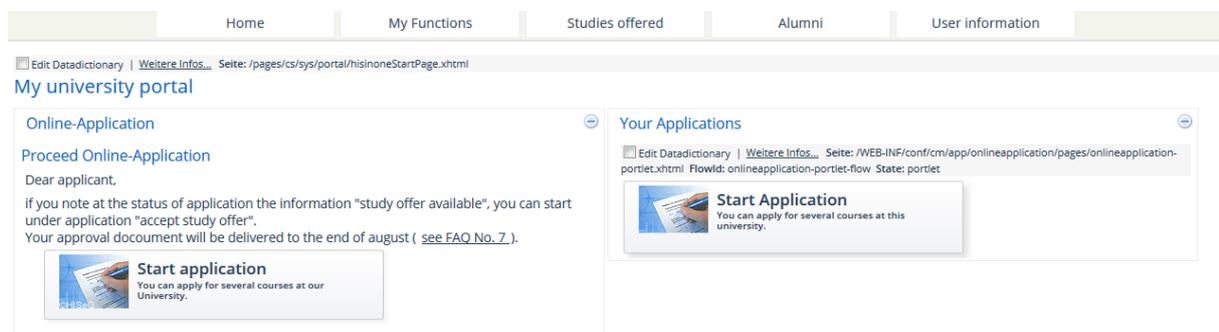


Manual for the online application of international candidates for the Master in Electrical and Microsystems Engineering (MEM)



The screenshot shows the HISinOne website interface. At the top, there is a navigation bar with 'Home', 'Admission', and 'Alumni' links. Below this is a 'My university portal' section with tabs for 'Startseite', 'Bewerber/innen', and 'Alumni'. A 'Select portal' dialog box is open, asking the user to choose a portal. Two options are visible: 'Alumni' and 'Bewerber/innen'. A red arrow points to the 'Bewerber/innen' option. At the bottom right of the page, there is a language selection dropdown menu set to 'English'. A second red arrow points down from the dialog box towards this dropdown menu.

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.



The screenshot shows the 'Your Applications' section of the HISinOne website. It features a 'Start Application' button with the text 'You can apply for several courses at this university.' The page also includes a navigation bar with 'Home', 'My Functions', 'Studies offered', 'Alumni', and 'User information' links. A language selection dropdown menu is visible at the bottom right, set to 'English'.

6. Click on “Start Application”, then “Add a Request”

Online application

Your course of choice

✳ Once you have selected a complete course of study, you can continue with "Next". Automatically there will appear further forms that are related to your selection.

* Degree [i](#)

* Subject [i](#)

* In which semester do you want to start studying? [i](#)

Cancel

Next

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”.

Online application

Request for consideration as hardship case

[i](#) [Help](#)

✳ Please select the courses of study for which you want to request for consideration as hardship case.

Master FH Electrical and Microsystems Engineering

Request for preferential admission

[i](#) [Help](#)

✳ Have you been accepted for the applied course of study, at the beginning or during your National-service? Please select the courses of study for which you want to request for preferential admission.

Master FH Electrical and Microsystems Engineering

Back to overview

Next

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

Entrance Qualification [Help](#)

* Acquired in

* Type of Entrance Qualification

Average grade

* Possible date format: dd/mm/yy, dd/mm/yyyy, ddmjj, ddmjjjj

Date of acquirement

* Country

Request for a compensation of disadvantage concerning the waiting time [Help](#)

Do you submit a request for a compensation of disadvantage concerning the waiting time?

Yes

No

Request for a compensation of disadvantage concerning the grade [Help](#)

Do you submit a request for a compensation of disadvantage concerning the grade?

Yes

No

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”.

Entrance Qualification [Help](#)

* Acquired in

* Type of Entrance Qualification

Average grade

* Possible date format: dd/mm/yy, dd/mm/yyyy, ddmjj, ddmjjjj

Date of acquirement

* Country

Request for a compensation of disadvantage concerning the waiting time [Help](#)

Do you submit a request for a compensation of disadvantage concerning the waiting time?

Yes

No

Request for a compensation of disadvantage concerning the grade [Help](#)

Do you submit a request for a compensation of disadvantage concerning the grade?

Yes

No

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:

$$\frac{N_{max} - N_d}{N_{max} - N_{min}} \times 3 + 1 = Z$$

N_{max} = Bestnote der ausländischen Notenskala

N_d = Umzurechnender, im Ausland erreichter Notenwert

N_{min} = Untere Bestehensnote der ausländischen Notenskala

Z = Gesuchter Notenwert im deutschen Notensystem

N(max) means the highest possible grade; N(d) means your achieved grade;

N (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“.

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.

* Semesters studied so far

* Studies completed? Yes

No



Vocational training

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

Vocational training completed? Yes

No

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.

* Have you already completed military or alternative service? Yes

No

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”.

History of study

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

Informations previous study 1

In which country did you study? Arabische Republik Syrien

If you have studied in Germany, at which university?

Which degree? Abschluß ausserhalb Dtlid.

Course of studies Mikrosystemtechnik

By month/year: 01.2012

To month/year: 07.2014

Final Grade of degree: 2,3

preliminary average note

current credit points

credits at final degree

What is the status of this course?

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

Read receipt (Required for all course of studies)

* Bitte beachten Sie, dass Sie zu Ihrer Studienbewerbung einen Lebenslauf beifügen müssen. Gerne können Sie dafür unser Muster verwenden, siehe <https://www.oth-regensburg.de/fileadmin/media/studium/bewerbung/pdf/Lebenslauf.pdf>

* Please remember to add your curriculum vitae to your application. Read receipt

Yes

Studienform MEM

* There are different study options for the Master programme "Electrical and Microsystems Engineering": Please select the full time or part time study option.

Vollzeit

Zustimmung zur Aufnahme in das Alumni-Onlineportal

* Sie möchten auch über Ihr Studium hinaus mit der OTH Regensburg und Ihrer Fakultät verbunden bleiben? Dann stimmen Sie bereits jetzt der kostenfreien Aufnahme in das Alumni-Onlineportal für Ehemalige der OTH Regensburg zu. Erfahren Sie unter www.oth-regensburg.de/alumni mehr zu Ihren Vorteilen! Stimmen Sie zu, werden nach Abschluss Ihres Studiums folgende Daten automatisch übertragen: Name, Vorname, Studiengang, Abschlussjahr, E-Mail-Adresse. Sie können Ihre Zustimmung jederzeit widerrufen.

You would like to keep in contact to OTH Regensburg and your faculty even after graduation? So you can agree now to join the alumni online community after graduation (free of cost). Find more information on the online community here: <https://www.oth-regensburg.de/en/our-university/facilities/alumni-service.html> If you agree to join the online community, after your graduation the following data will be transferred automatically to the portal: first name, last name, degree course, year of graduation, e-mail address. You may withdraw your consent at any time.

Yes

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.

Submitted requests Help

Request #1 ★ Request Status: received

(M) Electrical and Microsystems Engineering (20132), 1. SS	Örtliche Zulassungsbeschränkung (manueller NC)	Requestsubject status: received
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[Show details](#) [Cancel request](#)

Attention! ⚠

Send your documents to the University

- After the input print the written version via **Print Data Control Sheet**.
- Send the written and signed application immediately outside the deadline to the specified address.

You can check the status of your application at any time by logging in to the application portal.

My requests Help

✿ To apply for admission to university click the "Add an application-request" button.

[Add a Request](#)

Entrance Qualification Help

Type of Entrance Qualification	Average grade	Date of acquirement	Actions
aHR im Ausld. erworben	4.0	06/12/2015	Edit Delete

Application semester
winter term 2016

Personal Information

Applicant No.: 254
Musterfrau, Laura
Regensburg, Michael-Burgau-Str. 11
[Edit address](#)

lustig134@yahoo.de
[Edit e-mail](#)

No telephone number specified
[Edit phone number](#)

No mobile phone number specified
[Edit mobile number](#)

[Print Data Control Sheet](#)

Help & Contact

Assistance for open questions.
[Overview course of studies](#)

Important informations and documents:

[FAQ](#)
[Template curriculum vitae](#)
[Passing-level-values \(NC\)](#)

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 for **summer semester by January, 15th**, and for **winter semester by June 15th**.

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)
- Uni-Assist Evaluation Report (only necessary in case you studied the first degree at a foreign university)
- 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)
- Language Certificate (IELTS-Certificate or TOEFL-Certificate)

* 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.

Status of the application

We will inform you about the next steps after the end of the application period. Due to the high number of applicants we are not able to inform students individually about the status of the application. If you want to check your application status please log in to the online portal.