Online Application Manual

Master in Electrical and Microsystems Engineering (MEM)

Winter Semester 2021
**STEP 1:** Change language to English

**STEP 2:** Click on „Applicants“
Self-Registration

Perform self-registration
Hello all Applicants,
The online application consists of two steps. First, we need to get to know you and an email will be sent containing your registration access information. Please follow the instructions in the email to activate your access.
Secondly, select the course of studies you want to take, and complete not only the personal information, but also the extra information that is required to increase the chance of getting the course of studies of your choice.

Register now! Here you can sign up and choose your password, please record your data carefully.

STEP 3: Click on „Register Now“

Your application for a hochschulstart-study program

How do I apply for a course of study? You want to apply for a course of study that is centrally allocated by the Foundation for Higher Education Authorization?

- A list of centrally allocated courses of study can be found here
- Register yourself at hochschulstart.de
- Register yourself at OTH Regensburg Portal
- Send all your application documents to OTH Regensburg, Prüfensinger Straße 58, 93049 Regensburg

Please ignore any information about „hochschulstart“ because it is only relevant for selected Bachelor degree programs.
**STEP 4:** Fill in your personal details. Text boxes marked with * are mandatory.
### Contact Information

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<th>Field</th>
<th>Description</th>
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<td>Country</td>
<td>Germany</td>
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<td>Street</td>
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<td>Email</td>
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<td>Repeat Email</td>
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### Password

- Your password must have at least 6 characters, one of them must be a special character.

<table>
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<tr>
<th>Field</th>
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<tbody>
<tr>
<td>Password</td>
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<td>Repeat Password</td>
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### Security Question

- Please type in the second, fourth and fifth letter of 'PERHAPS'.

### Data Privacy Policy

- I have read and accept the data privacy policy.

### Register

- Register

**STEP 5:** Fill in your contact details. Please make sure to enter a phone number with the country code matching your country of residence. Don't forget to accept the data privacy policy. Register.
STEP 6: Validate your account by clicking the link received via e-mail and then sign in with your user name (see e-mail) and your chosen password.
STEP 7: Start application. Please ignore any information about „hochschulstart.de“.

Please note that the application deadline is a cut-off deadline.
**STEP 8: Select your course of choice.**

If you have studied a similar Master program before and wish to apply for a higher semester, you will be asked to submit an application for credit transfer later.

Otherwise, please select „1. subject related semester“.
**STEP 9:** Please read the instructions and fill in the information about your „university entrance qualification“ (i.e. your higher secondary school certificate or high school diploma).

The grade of your higher secondary school certificate is not relevant for the application, so you can enter an approximate equivalent grade in the German grading system. You can find grade conversion tools based on the Modified Bavarian Formula online.

Please do not enter the details of your Bachelor degree here. You will be asked for them later.
STEP 10: The details of the university entrance qualification have now been saved and will be automatically pre-selected for any additional applications. Click on “Next“.
STEP 11: Enter the number of semesters you have studied so far at German universities (if applicable).

Irrelevant for international Master degree applicants
**STEP 12:** Upload a PDF scan of your higher secondary school certificate.
STEP 13: Please confirm that you are aware of the relevant application documents and deadlines.

STEP 14: Please upload your curriculum vitae / resume.
STEP 15: Please enter the details of your first degree. The „Overall Grade“ is the grade that was calculated by Uni-Assist and certified in the VPD evaluation report. If you have not obtained the VPD evaluation report yet, you will not be able to finalise the application. The status of the program should be „abgeschlossen / bestanden“. 

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>Which country did you study in?</td>
<td>Germany</td>
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<tr>
<td>Which degree do/did you aim to achieve?</td>
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<tr>
<td>What study program did you study?</td>
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<td>From which period until when did your studies last?</td>
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<td>Overall Grade (if already completed)</td>
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<td>Preliminary Average Grade</td>
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<td>Current Credits</td>
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<td>What is the status of this study program?</td>
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<tr>
<td>Credits upon Completion of Degree</td>
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<tr>
<td>If you studied in Germany, which university did you study at?</td>
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</table>
**STEP 16:** Please upload your degree certificates and transcript of records.

**STEP 17:** Please upload the VPD evaluation report from Uni-Assist. If you have not obtained it yet, please contact Uni-Assist directly. Without this document, you can not proceed with your application. The VPD evaluation report must bear the logo of Uni-Assist.
STEP 18: Please upload a certificate of language proficiency in German or English according to the requirements of the Application Info Sheet.

For the English study program, only proficiency of English language is required.
STEP 19: Please upload proof of practical experience (proof of 6 months internship experience or, if not available, then proof of at least 6 months' postgraduate career experience).

Please note that candidates who lack relevant practical experience will be asked to complete a 20-week internship within the first two semesters of the program.
### Alumni consent query

Would you like to stay in contact with the OTH Regensburg, your faculty and your fellow students after completing your studies?  
If so, please consent now to the free of charge admittance to the alumni online portal for alumni of the OTH Regensburg.  
Learn more about your advantages and the activities of the Alumni Network at www.oth-regensburg.de/alumni.  
With your consent, the following data will be imported automatically after you have completed your studies: name, first name, course of studies, final year and contact details.  

I consent to the transfer of my data to the alumni online portal after completion of my studies.*  

*You can revoke your consent at any time.  
Consent to admission to the alumni online portal  

* Consent to admission to the alumni online portal: YES  

### Consent form for electronic applications

I hereby confirm that I have filled out the application form completely and truthfully with all required documents. I am aware that incorrect or missing information may lead to exclusion from the admission procedure or revocation of admission.  

* Confirmation: YES  

I confirm that I have not been involved in any past or pending judicial or police proceedings relating to offences that may jeopardize university operations.  

* Confirmation: YES  

I confirm that I do not suffer from any illnesses that can endanger the health of my fellow students.  

* Confirmation: YES  

I confirm that I will observe the relevant legal framework, user regulations from service providers and terms of use for software licenses. After enrollment, any correspondence with OTH Regensburg will be conducted through my student e-mail account. Therefore, I confirm that I will check my e-mails regularly and comply with the requirements. I confirm that the data center is not liable for any misuse of the provided services. The users are solely responsible for their actions and will be sanctioned for any offences.  

* Confirmation: YES  

**STEP 20-21:** Please read and confirm the required consent forms
If you wish to submit any single document after you submitted your application, you can use the document upload function from the start page of the application portal. To submit a document, you first need to click the button “Upload new document”. Then you need to select the type of document you wish to upload. Select the document on your device, upload it in the portal, click the box “Attach to my application” and then click on “Save”.

**IMPORTANT**: If you don’t click the box “Attach to my application”, the document will not be processed.

* I confirm that I have read this information: YES

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**Consent to the use of personal data** (Electrical and Microsystems Engineering (M) 1. FS)

I hereby consent to the compilation and processing of my personal data for the purpose of participation and implementation of the application and admission procedure. Categories of personal data that may be processed are contact data (name, address, e-mail address, telephone number), demographic data (age, sex, place and date of birth, nationality), data on vocational training, data on external and foreign university studies, time, place and type of university entrance qualification and passport, photos. Consent to the compilation and processing of your personal data is voluntary, unless you are legally obliged to do so. In the event that there is no legal obligation to do so, you can revoke your consent at any time without giving reasons and without incurring any disadvantage. You can also revoke the consent you have given at any time in text form for any future use. This has no effect on the legality of the processing that has taken place with your consent before the revocation. In the event of revocation, your personal data will be deleted if there is no other legal justification for further processing.

* Confirmation of consent (necessary for all programs): YES

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**STEP 22-23**: Please read and confirm the required consent forms.

On the next page, check the summary of your application again and **SUBMIT** it.
Submitted requests

Request #1

Master Electrical and Microsystems Engineering, 1. subject related semester

If you withdraw and edit a request, don't forget to submit it again!

ATTENTION!
The application is exclusively online

- All application documents must be submitted online. Applications submitted on paper or by post will not be considered and are not necessary.
- If your online application status is "provisionally excluded", then your application documents are still incomplete, insufficient or have not been submitted in the appropriate format. See also: FAQ Nr. 17
- You can upload new documents by using the "Upload documents" function on the start page of the application portal. IMPORTANT: When you upload a document, make sure to tick the box "Attach to my application" before submitting it.
- Please check the status of your application regularly by logging in to the HISinOne application portal. Potential missing documents will only be shown there (not in DoSV and not in the Norspay e-mails).

Requests in preparation

To apply for admission to university click the "Add a request" button.

Add application for further study programs

Apply for another program if you wish

University entrance qualification

<table>
<thead>
<tr>
<th>Type of Entrance Qualification</th>
<th>Average grade</th>
<th>Date of acquirement</th>
<th>Actions</th>
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<tbody>
<tr>
<td>Sonstiger Erwerb der HZB im Ausland (allgemeine Hochschulreife)</td>
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View your application.

List of missing documents

Upload missing documents

FAQ

Folgende Angaben sind für grundständige Bachelor Studiengänge gültig

1. Which deadline do I need to consider?
   - Application period for undergraduate Bachelor degree programs - first semester: 01.05.2021 - 31.07.2021. (exception: Architecture and Industrial Design 01.05.2021 - 15.06.2021)
   - Application period for Bachelor higher semesters and Master degree programs: 01.05.2021 - 15.06.2021. (exception: MIE und MMB 01.05.2021 - 31.05.2021)
   - Please note that these are cut off periods. Applications submitted or completed after the deadline will not be accepted.
   - Please apply as early as possible in the application portal, to make sure you have time to correct any issues or submit any missing documents before the deadline.

2. Which programs are on offer?
   - Please visit the homepage (click here). In the column „Start of studies“ you can see which programs are offered in which semester. The column „entry requirements (additional)“ will let you know whether the program you are interested in can only offer limited places (NC).

3. Where can I find out the Numerus Clausus values (NC) of the most recent application period?
   - Please note that limits on places are not set ahead of the application period. They are set once the procedure has commenced and are based on the number of applications and average grades. We can therefore not say in advance what these limits will be! Here you can see the NC values of the most recent application periods.

These and more important FAQs can be read here!
If the status of your application is “valid”, then your application is complete and will be reviewed by the Examination Board after the deadline has expired.

If your application status is “temporarily excluded”, you need to check the details of the application and correct any errors or submit new documents.

Only “valid“ applications will be taken into consideration.
Application status „Temporarily excluded“

Degree documents (Master Electrical and Microsystems Engineering 1. FS)

PDF scan too dark / not legible. Please upload a better quality scan.

Please upload your diploma or, if applicable, additionally the “best confirmation”. If not yet available, upload a transcript of records with a preliminary grade point average.

Upload document (pdf): Diplom TEST.pdf

VPD evaluation report (Master Electrical and Microsystems Engineering 1. FS)

VPD document is missing the Uni-Assist logo

Upload document (pdf): VPD.pdf

Proof of language proficiency (Master Electrical and Microsystems Engineering 1. FS)


Proof of practical experience (Master Electrical and Microsystems Engineering 1. FS)

Please upload proof of sufficient expertise and practical knowledge that is specified in the info sheet and the study and examination regulations.


Scroll down in the summary of the application to see which elements of the application have been flagged. Please correct the issues before the application deadline. You can either „withdraw and edit“ and then re-submit the application, or upload the missing documents through the „Upload documents“ function on your start page.
In order to upload documents, first select the type of document you wish to upload. If you cannot identify the right category, please select „Sonstiges“.

Select the document on your device and optionally add a remark then click on „Upload“.

When you are finished uploading all required documents, click on „Attach to my application!“ and then Save. It is very important to check the „attach to my application“ box, otherwise the documents will not be saved in your file!
After a few days, view your application status again

Check the details of your application to confirm that the issues have been solved

If you submit all the missing documents as instructed before the deadline, your application status will change to „Valid“
The status of the previously missing document has changed to „green“ and the notices have been removed.

Your application is now valid.

Once the application deadline has passed, all valid applications will be reviewed by the Examination Board. You will be informed of the result within 3-4 weeks after the deadline.