FAQs for the Master of European Business Studies (MEB) course

When can I start the Master degree course?
The course can only be started in the winter semester. The course starts on 1 October each year.

How do I apply for the Master of European Business Studies course?
To find all the information you need on applying for the course, go here: https://www.oth-regensburg.de/en/study/application.html

Applications must be made between 1 May and 15 June of the year in which you wish to start the course. Please note that we can only consider applications that are received on time and in the required format. Please follow the information about applying for the course that will be found in individual publications, guides etc.

Your complete application documents must reach the Studies Department (as given in the information handouts) within the application period. We cannot consider applications which are sent direct to the Faculty, to the head of the course programme or to the Master Commission.

Informal applications will also be rejected. You must make a formal application for a place at OTH Regensburg, and there are a number of requirements which you must follow. Applications which do not meet our formal criteria cannot be considered.

What are the entrance requirements for the course?
The following general qualification requirements must be met:

a) Applicants should hold a first degree in a relevant course in international business studies in which they have obtained an overall grade of “good” or higher, or hold an equivalent German or foreign degree in which they will generally have been awarded 240 ECTS credits but not less than 180 credits. The relevance and/or equivalence of the degree and the equivalence of qualifications obtained at foreign institutions will be assessed by the Master Commission based on Article 63 of the Bavarian Higher Education Act.

b) Applicants will have adequate experience from non-German speaking countries. 60 credits of the degree referred to in letter a) – but not less than 30 credits – will normally have been obtained from a course taken at a foreign University/University of Applied Sciences.

c) Adequate foreign internship. Applicants will have completed an internship semester in a non-German speaking country as part of the first degree course referred in letter a) or spent a comparable and continuous period of time working in a non-German speaking country.

d) Adequate proficiency in English. Applicants will either have completed a first degree course according to letter a) that was held mainly in English, or they will have acquired adequate foreign experience (foreign studies in the English language) according to letter b) or have adequate subject-related practical knowledge (a foreign internship in English) according to letter c). Alternatively, applicants will provide proof of English proficiency at
level C1 of the Common European Framework of Reference for Languages. Acceptability will be decided by the Master Commission.

e) Course-specific aptitude. Applicants who have completed their first degree course “with distinction” or who can show they are among the top 10 per cent of graduates from that course are not required to provide any additional evidence of their aptitude to take the Master course. 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.

f) Applicants who have obtained fewer than 240 credits from their first degree will be required to make good the shortfall within one year in order to pass the Master examination. If the requirements according to letter b) are not met because applicants have not obtained 60 ECTS credits from a foreign University/University of Applied Sciences then the maximum shortfall of 30 credits must be made up by a course of study at a foreign Partner University. The acceptable modules will be decided by the Master Commission at the beginning of the study course. Applicants unable to meet the eligibility criteria in letter c) will be required to supplement their lack of practice-based knowledge with an internship semester in a non-German speaking country or comparable uninterrupted subject-related employment with a company or comparable establishment in a non-German speaking country.

g) Where applicants can show 180 credits only, the Master Commission will compare the curriculum of their first degree with the curriculum of the Bachelor of European Business Studies course offered at OTH Regensburg to identify the theoretical modules still needed to achieve a total of 210 credits and the lack of experience working abroad that must be made up to achieve 30 credits, and specify these as criteria which the applicant is required to meet retrospectively. The theoretical modules must be completed within one year from the start of the course, and the foreign internship must have commenced by that time 1). The relevant sections of the Study and Examination Regulations for the Bachelor of European Business Studies course apply to the retrospective achievement of these course and examination requirements.

h) If the first degree diploma (letter a) cannot be produced by the application deadline then certified proof of the applicant’s examination results must be presented. In this case the diploma must be submitted by no later than the date of enrolment.

How is my specific aptitude for the course demonstrated?

a) To be eligible to take part in the aptitude process applicants must submit their applications in the required format and by the specified time.

b) Applicants must demonstrate their aptitude by submitting an essay on given topics, and the final grade obtained in their first degree course is also taken into consideration.

c) An applicant’s aptitude for the particular course is demonstrated by their successful presentation of a written essay whose organisational framework and release and submission dates are decided by the Selection Board.

d) Three topics form the subject of the essay:
   o International Management
   o Economics
   o Marketing.

   e) Essay requirements:

1) So for example, a student enrolling on 1 October 2016 must start the internship by 1 October 2017
The essay must be written in English and be at least 1,800 and not more than 2,500 words long.

The subject of the essay is a case study requiring a sound knowledge base in the three named topic areas.

The essay must be completed within 48 hours from the time it is set. It must be submitted online to the Faculty of Business Studies before the end of the allotted time.

Authors must indicate the sources and references they have used. They must enclose a form certifying that the essay is entirely their own work. All submitted essays will undergo a plagiarism check so please observe the relevant standards governing scientific working methods!

Points will be awarded based on the results of the essay and the final grade of the applicant’s first degree. A maximum of 100 points can be obtained. A minimum of 65 points are needed to pass the aptitude test.

A maximum of 70 points are awarded for the essay:
- 30 points for the ‘International Management’ section
- 30 points for the ‘Economics’ section, and
- 10 points for the ‘Marketing’ section

A maximum of 30 points are awarded for the grade of the applicant’s first degree:
- 0 points for a grade 4.0
- 30 points for a grade 1.0
- 1 point is awarded for each tenth better than a grade 4.0
- If the first degree was obtained abroad, the grades will be converted according to Section 6(6) of the General Examination Regulations.

For reasons of non-discrimination we are unable to answer any advance queries from applicants about the aptitude assessment process. You will find essential information about the aptitude assessment in the information leaflet on course applications. Information is also provided online on the course pages:

If I send in my CV and existing certificates can you tell me whether I’ll be admitted to the course?

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 course lasting 3 years is worth 180 ECTS credits. The course’s total workload must also be taken into account, so for example if your course 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 course admissions board will not be able to verify your documents if they do not clearly show the required data (workload, course length etc.), and you may be excluded from the application procedure if there is any doubt.

Remember that your evidence confirming the course length 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 course, your application cannot be considered any further.

**I did not study in Europe so how do I know if my degree grade is 'good' or better?**

Foreign grades are converted using the so-called 'modified Bavarian formula':

\[ x = 1 + 3 \frac{(N_{\text{max}} - N_d)}{N_{\text{max}} - N_{\text{min}}} \]

- **x** = required grade
- **N_{\text{max}}** = best attainable grade in the foreign grading system
- **N_{\text{min}}** = lowest grade needed for a pass in the foreign grading system
- **N_d** = your own grade, i.e. the grade to be converted to the German grading system

If you get a value of \( \leq 2.5 \) for \( x \) it means that your degree grade is equivalent to a ‘good’ or better.

Please note that documents confirming your first degree grade 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 the grade with which you completed your first degree course, your application cannot be considered any further.

**I have one degree with less than 180 ECTS credits and another degree, can I add the ECTS credits together?**

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

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

A course is ‘relevant’ when it is a course in International Business Studies. Your first degree course must award a minimum of 120 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 EB course if your first degree was not business studies oriented.

**What happens if my first degree course carries less than 240 ECTS credits?**

Applicants who have obtained fewer than 240 credits from their first business studies degree will be required to make good the shortfall within one year in order to pass the Master examination.

If you complete your first degree with 180 ECTS credits only, the Master Commission will identify the theoretical modules still needed to achieve a total of 210 credits and the experience working abroad still needed to achieve 30 credits, and specify these as criteria which
the applicant is required to meet retrospectively. The theoretical modules must be com-
pleted within one year from the start of the course, and the foreign internship must have
commenced by that time (see footnote on page 2).

Can extensive practical experience in employment compensate for a first degree with
less than 180 ECTS credits or a grade below “good”?
No, applicants must meet the eligibility criteria to be admitted to the course. Practical experi-
ence cannot be a substitute for failure to meet one or more of the criteria.

What happens if I haven’t completed a study course abroad?
If you haven’t obtained 60 ECTS credits at a foreign University/University of Applied Sciences
then the maximum shortfall of 30 credits must be made up in a course at a foreign Partner
University while you are enrolled in our Master degree course. The Master Commission will
grant you conditional acceptance in this case.
You must have at least 30 credits from a foreign course. If you haven’t completed a foreign
course or have obtained less than 30 ECTS credits from a foreign course then you cannot be
admitted to this MEB programme.

What happens if I have no foreign experience at all?
If you do not have sufficient practical subject knowledge from an internship semester in a
non-German speaking country or comparable continuous work experience spent with a com-
pany or comparable establishment in a non-German speaking country, you must make up
the work experience while enrolled in the MEB course. The Master Commission will grant you
conditional acceptance in this case.

What happens if I don’t have enough foreign experience?
If you don’t have experience of studying abroad that is worth 60 ECTS credits and/or don’t
have enough foreign experience, the Master Commission will decide on a case by case basis
what you must do to make up the shortfall.

What language skills do I need?
All of the modules in the first MEB course semester are taught in English. The modules in the
second semester at OTH Regensburg (major/specialisation option) are taught in either Ger-
man or English. The Management and Marketing specialisation option is taught entirely in
English. The other options are taught entirely in German. The Master thesis must be written
in English.

How proficient must I be in English? Must I prove my proficiency?
Your language level must be at least C1 according to the European frame of reference. Appli-
cants will either have completed a first degree course that was held mainly in English, or they
will have acquired adequate foreign experience (foreign studies in the English language) or
have adequate subject-related practical knowledge (a foreign internship in English). Alterna-
tively, applicants will provide proof of English proficiency at level C1 of the Common Euro-
pean Framework of Reference for Languages.

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 Ger-
man only. You will have to show that you have a basic knowledge of German by the end of
your course at the very latest. Acquiring this knowledge of German is the responsibility of course 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 course should be the course coordinator. 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 course application?

All the information you need will be found here:
https://www.oth-regensburg.de/en/study/application.html

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 course *
b) Written assessments from the first degree course if the diploma is not yet available
c) A higher education entrance qualification
d) Visa for non-EU nationals *
e) Proof of adequate experience obtained in a non-German speaking country, plus adequate subject-related knowledge.

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

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

References to documents previously submitted cannot be accepted.

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

OTH Regensburg cannot give any information or support concerning visa applications.

Course 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 course. 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 course comprised (the workload). This will allow the Master Commission to check whether your course conferred 180 ECTS credits or more. Your application cannot be fully considered without this information.

✓ A first degree grade of “good” or higher. If this is not shown in the degree diploma then you must provide confirmation from your University.

✓ Proof of study and work experience abroad

✓ Proof of English proficiency
If applicable, proof that you completed your first degree course “with distinction” or that you were among the top 10 per cent of graduates on that particular course. 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 course 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.

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 the Master EB course last?**
The standard course length is 2 semesters. If you have received a conditional acceptance, then the course will take longer.

**Can I take the whole course in English only?**
Yes, that’s possible. The modules in the first semester are taught entirely in English. The modules in the “Management and Marketing” specialisation option are also taught entirely in English. The other specialisation options are taught in German. However, you can study your specialisation at a foreign University/University of Applied Sciences (as a so-called ‘free-mover’) and so choose a language area that suits you. The Master Thesis must be written in English.

**What are the fees for the Master course?**
No special tuition fees are charged. You will have to pay a so-called ‘semester charge’ for each study semester. This is currently €144.50.

You will also have to pay for technical literature and possibly for lecture notes. However, most reference books can be borrowed from the OTH library so will not necessarily have to be purchased.

**Can the Master EB be studied as a distance learning/e-learning course?**
No, this is a full-time course which requires you to be present in Regensburg.

**Is attendance at course lectures compulsory?**
Basically no; some lecture courses operate special rules about attendance. You should attend all lectures however!

**Can I work alongside my studies?**
Please note that this is a full-time study programme and not a part-time concept. The MEB programme calls for high levels of personal initiative and commitment in your approach to various course assignments and projects so you would not be advised to take on a lot of outside work during the semester.

**If I also have to take a foreign course as part of the Master course, will I get a place at a Partner University?**
Places are normally only available on Bachelor degree courses so you would have to spend your time studying abroad as a free-mover including organising and financing it yourself. It may also be possible to take courses abroad as part of exchange schemes in exceptional cases.

I would need a visa to go on the course, can you assist me with my visa application?
Unfortunately not, 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 course starts.

How will I know if I have a place on the MEB degree course?
You will receive an official admission notice from the Studies Department. Please note that this admission notice is only an offer of a place on the course – you are not yet enrolled as a student at OTH Regensburg!
Please also note that the notice is sent by post only and in German.

When can I register (enrol) on the course?
Enrolment always takes place approx. 2 weeks before the course begins. You cannot commence 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).

Is there a checklist for course applicants?
Yes!
✓ First degree in international business studies gaining at least 180 ECTS credits
✓ First degree completed with a minimum of “good” (final grade B or higher)
✓ Study abroad in a non-German speaking country, gaining at least 30 ECTS credits
✓ Internship abroad in a non-German speaking country
✓ English proficiency to level C1 (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 course requirements.

Can the requirements at OTH Regensburg be compared with similar courses at foreign Universities?
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 course structures in Master degree courses at Universities of Applied Sciences. Students are taught in small groups and are encouraged to get involved in the design of the course 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 kind of assessments/assignments are there on the course?
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 assessments 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://jobboerse.oth-regensburg.de/index.php](http://jobboerse.oth-regensburg.de/index.php).

The OTH Regensburg Career Service ([https://www.oth-regensburg.de/studium/service-und-beratung/career-service.html](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://www.oth-regensburg.de/de/hochschule/jobs-karriere.html)
- [https://regensburgjobs.de](https://regensburgjobs.de)
- [http://www.jobsuma.de/studentenjobs-regensburg](http://www.jobsuma.de/studentenjobs-regensburg)
- [https://www.jobmensa.de/studentenjobs/regensburg](https://www.jobmensa.de/studentenjobs/regensburg)

There are many other similar job exchanges for students.

Nearly all 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 dear 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 is basically available:

**Halls of residence**

1. **Students' union halls of residence**
   - Amberger Stadel
   - Dr.-Gessler-Straße

---

Winter Semester 2018/19; 10/04/2018
German students apply direct to the students’ union. International students can apply to these halls of residence through the OTH International Office.

2. Private halls of residence
   - Oberpfalzwohnheim (www.oberpfalzheim.de)
   - Luther-Haus (www.dw-regensburg.de)
   - Keplerhaus (www.dw-regensburg.de)
   - Obere Bachgasse (www.dw-regensburg.de)
   - J.-M.-Sailer-Studentenwohnheim (www.kws-regensburg.de)
   - Studentenwohnheim St. Fielis (www.kws-regensburg.de)
   - Erzbischof-Buchberger-Studentenwohnheim (www.kws-regensburg.de)
   - Wohnheim Johann-Hösl-Straße 6
   - Studentenwohnheim des BLLV (www.bllv-heim-regensburg.de)
   - Wohnheim Blaue-Stern-Gasse 5 (www.bllv-heim-regensburg.de)
   - Melanchthonheim (www.melanchthonheim.de)
   - Hiltnerheim (www.hiltnerheim.de)
   - Theresienheim (only for women) (www.marienschwestern-v-karmel.de)
   - Edith-Stein-Wohnheim (www.marienschwestern-v-karmel.de)
   - Studentenwohnheim Lauterbach
   - Studentenwohnheim Habbel
   - 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.immonet.de/bayern/regensburg-studentenwohnung.html
http://www.studiosus-studentenwohnung.de/
http://www.studentenapartment-regensburg.de/

Hotels and hostels for a limited period and in case of emergency

Depending on when you arrive in Regensburg and how long before your course starts, you may have to spend the first few days in a hotel or hostel before you can move into your flat, apartment share or hall of residence. Students will find relevant information on the homepage of the City of Regensburg - visit www.regensburg.de/tourismus/de/uebernachten/679.