Information on applying for the Master of European Business Studies degree programme (MEB)

1. General Information

OTH Regensburg offers this Master degree programme as a full-time programme with a standard duration of 3 semesters.

Full programme information can be found here: https://www.oth-regensburg.de/en/faculties/business-studies/courses/master-european-business-studies.html

2. Eligibility criteria

a) Applicants should hold a first degree in a relevant programme in international business studies in which they have obtained an overall grade of “good” or higher, 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 relevance and/or equivalence of the degree and the equivalence of qualifications obtained at international 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 a non-German speaking country. At least 30 credits of the degree referred to in a) will normally have been obtained from studies undertaken at a University/University of Applied Sciences outside of Germany.

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

d) At least one of the requirements under b) and c) hast to be fulfilled at the time of application, the other can be made up for during the Master programme.

e) Adequate proficiency in English. Applicants will either have completed a first degree programme according to a) that was held mainly in English, or they will have acquired adequate international experience (studies abroad in the English language) according to b) or have adequate subject-related practical knowledge (an international internship in English) according to 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.

f) Programme-specific aptitude. Applicants who have completed their first degree programme “with distinction” 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 proof of aptitude test. 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.

g) Applicants who have obtained less than 210 credits from their first degree will be required to make good the shortfall within the first two subject semesters in order to pass the Master examination. If the requirements according to b) are not met because applicants have not obtained 30 ECTS credits from a University/University of Applied Sciences outside of Germany then the maximum shortfall of 30 credits must be obtained during a study stay abroad. The acceptable modules will be decided by the Master Commission at the beginning of the programme. Applicants unable to meet the eligibility criteria in section c) will be required to supplement their lack of practice-based knowledge with an in-
ternship 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.

h) Where applicants can show 180 credits only, but fulfil the requirements under b) and c), the Master Commission will compare the curriculum of their first degree with the curriculum of the Bachelor of European Business Studies offered at OTH Regensburg to identify the theoretical modules still needed to achieve a total of 210 credits which the applicant is required to meet retrospectively. The theoretical modules must be completed within one year from the start of the programme. The relevant sections of the Study and Examination Regulations for the Bachelor of European Business Studies apply to the retrospective achievement of these requirements.

i) If the first degree diploma (section a) cannot be produced by the application deadline then certified proof of the applicant’s examination results must be presented. The diploma must in this case be presented upon enrolment or until the end of the first semester at the very latest.

Checklist for applicants
- 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 OR
- Internship abroad in a non-German speaking country
- English proficiency of level C1 (GER)

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

3. Admission process

3.1 Application

The application period runs from 1 May to 15 June for the start in the winter semester and from 15 November to 15 January for the start in the summer semester. Applications received after these respective dates cannot be considered.

Applications have to be submitted through the application online portal: https://hisinone-studium.oth-regensburg.de. Additionally, applicants have to print the forms and send them by post together with all necessary attachments. Applications should be sent to the ‘Abteilung Studium, Referat Zulassung und Organisation’ (Studies Department, Admissions and Organisation Office) and not to the Master Commission or respective faculty.

3.2 Proof of aptitude for the programme

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

c) Three topics form the subject of the essay:
   - International Management
   - Economics
   - Marketing

d) Essay requirements:
   - The essay must be written in English and contain at least 1,800 and not more than 2,500 words.
   - The subject of the essay is a case study requiring a sound knowledge base in the three named topic areas.
   - The subject of the essay will be published exclusively online on the programme pages in the section “Bewerbungsverfahren Sommersemester 2020” (Applications for 2020 Sommersemester).
   - The topic will be published online on 17 January 2020 at 1 pm.
   - The essay must be completed within 48 hours from the time it is set. The essay must be submitted online to the Faculty of Business Studies before the end of
the allotted time on **Sunday 19 January 2020 at 1 pm**. The code and link you need for the upload will be given to you when the essay subject is released. If you do not submit your essay by the specified deadline you can no longer be considered in the application process.

- 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!

Whether you meet all of the qualification requirements will only finally be determined when the aptitude assessment procedure has been completed. This means that the Commission will not check whether you meet the other qualification requirements before it has announced the subject of the essay! **You will not receive any notification before the start of the aptitude test!**

### 4. Submission of documents

As well as the official online application, written applications for admission must be supported by the following documents (in copy, only the first degree diplomas must be certified copies):

- a) Diploma or final certificate awarded by the first degree programme*
- b) Written assessments from the first degree programme if the diploma is not yet available
- c) Certificate of de-registration*
- d) A higher education entrance qualification
- e) Proof of adequate experience obtained in a non-German speaking country, plus adequate subject-related knowledge according to points 3b) and 3c).

* These documents can be presented upon enrolment or until the end of the first semester if they are not available on time for the application.

Applicants already at the OTH Regensburg must re-submit their documents in copy form. References to documents previously submitted cannot be accepted.

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 a confirmation from your University/University of Applied Sciences.
- ✓ 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/University of Applied Sciences.
- ✓ Proof of study and work experience abroad
- ✓ Proof of English proficiency
- ✓ Proof that you completed your first degree programme “with distinction” or that you were among the top 10 per cent of graduates on that particular programme. If this is not stated explicitly in the degree diploma then you must provide confirmation from your University/University of Applied Sciences. 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.