



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

### 1. General Information

The full programme information can be found here:

<https://www.oth-regensburg.de/en/faculties/business-studies/courses/master-european-business-studies.html>

### 2. Applying

The application period runs from 1 May to 15 June which is the closing date for applications. Applications received after this date cannot be considered.

To find all the information you need on applying for the programme, go here:

<https://www.oth-regensburg.de/en/study/application/master-course.html>

Consideration can only be given to applications for admission to OTH Regensburg which are submitted within the application period and in the correct format. You have to apply through an online platform (<https://hisinone-studium.oth-regensburg.de>) and also send the documents by post! Applications should be made to the 'Abteilung Studium, Referat Zulassung und Organisation' (Studies Department, Admissions and Organisation Office) and not to the Master Commission or respective faculty.

### 3. 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 foreign degree in which they will generally have been awarded 210 ECTS credits but not less than 180 credits.
- 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 foreign University/University of Applied Sciences.
- c) Adequate foreign internship. Applicants will have completed an internship semester in a non-German speaking country (or a country different from the one in which they studied their first degree if that was not Germany) as part of the first degree programme referred to 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) or c) must be fulfilled at the time of application.
- 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 foreign experience (foreign studies in the English language) according to b) or have adequate subject-related practical knowledge (a foreign 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.
- 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. 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 one year 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 foreign University/University of Applied Sciences then the maximum shortfall of 30 credits must be obtained during a study stay at a foreign university. Applicants unable to meet the eligibility criteria in section 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.
- h) Where applicants can show 180 credits only, but fulfil the requirements under b) and c), the Master Commission will identify the theoretical modules still needed to achieve a total of 210 credits which the applicant is required to meet retrospectively.

#### 4. 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:
  - o International Management
  - o Economics
  - o Marketing
- d) Essay requirements:
  - o The essay must be written in English and be at least 1,800 and not more than 2,500 words long.
  - o The subject of the essay is a case study requiring a sound knowledge base in the three named topic areas.
  - o 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.
  - o 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!
- e) When the essay is marked, "International Management" and "Economics" are each worth up to 30 % while "Marketing" counts for up to 10 % in the grading system described in point f).
- f) Points will be awarded based on the results of the essay and the final grade of the applicant's first degree. A total of 100 points is possible, 70 points for the essay and 30 for the first degree. If the first degree was obtained abroad, the grades will be converted according to Section 6(6) of the General Examination Regulations. Applicants must gain at least 65 points to pass the aptitude test. The final grade of the first degree is converted to points as follows: 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.

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

<https://www.oth-regensburg.de/en/faculties/business-studies/courses/master-european-business-studies.html>

#### 5. Information about the application process

You will find full information about applying to start the programme in the 2019/20 winter semester online on the programme pages in the section “Bewerbungsverfahren Wintersemester 2019/20” (Applications for 2019/20 Winter Semester). Please read all the information carefully!

#### 6. Submitting essays

Please remember: To take part in the aptitude assessment procedure it is vital that you first submit your application in the required format and by the specified time!

The subject of the essay will be published exclusively online on the programme pages in the section “Bewerbungsverfahren Wintersemester 2019/20” (Applications for 2019/20 Winter Semester).

The subject will be announced at 1 pm on 21 June 2019. You will have exactly 48 hours to write your essay so it must be submitted to us online by not later than 1 pm on 23 June 2019. Please note that this is an absolute cut-off time. You must upload your essay electronically with the Ephorus program using the following link:

<https://student.ephorus.com/students/>

The code which 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 or upload it using Ephorus, you can no longer be considered in the application process. Bear in mind that all essays will undergo a plagiarism check. You will also be excluded from the procedure if you fail to apply the German 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 announcing the subject of the essay! You will receive no feedback from the Commission about your eligibility for the programme before the essay topic announcement!

#### 7. Submission of documents

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 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 studying 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.

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/or 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.

#### 9. 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 to 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.

#### 10. Enrolment (registration)

Enrolment takes place by post before the programme starts. You cannot begin your studies at OTH Regensburg unless you have first enrolled, and you can only enrol once you have received an official admission notice.

#### 11. Advance information

Please note that the Master Commission is unable to tell you whether you meet the eligibility criteria before or during the application period. The documents you submit will be comprehensively examined and you will receive an official notification from OTH Regensburg. You will not receive any notification before the proof of aptitude test, you will have to access the topic on the website independently.