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

1. General Information
OTH Regensburg offers this Master degree programme as a full-time programme with a standard duration of 2 semesters.

Four Majors are offered:
- Management and Finance
- Management and Logistics
- Management and HR
- Management and Marketing

Full programme information can be found here:

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 course, 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. 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 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 a non-German speaking country. 60 credits of the degree referred to in 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 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 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. Acceptability will be decided by the Master Commission.

e) Course-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 take this 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 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 obtained 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 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.

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 still needed 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. 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 (section 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.

4. Proof of aptitude for the course

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 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.

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

d) Essay requirements:
   - 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. The essay 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!

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 will find essential information about the aptitude assessment in this information leaflet. Information is also provided online on the course pages:


5. Information about the application process
You will find full information about applying to start your course in the 2018/19 winter semester online on the course pages in the section “Bewerbungsverfahren Wintersemester 2018/19” (Applications for 2018/19 Winter Semester). Please read all the information through carefully!

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

The subject of the essay will be published exclusively online on the course pages in the section “Bewerbungsverfahren Wintersemester 2018/19” (Applications for 2018/19 Winter Semester).

The subject will be announced at 1 pm on 22 June 2018. 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 24 June 2018. 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.

Applicants who have completed their first degree course “with distinction” or who are among the top 10 per cent are not required to submit an essay. Your application must be accompanied
by relevant supporting documents – if it is not then the Master Commission will assume you
do not meet these requirements! 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.

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!

7. Submission of documents

As well as the official online application, written applications for admission must be sup-
ported 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) Proof of adequate experience obtained in a non-German speaking country, plus ade-
quate subject-related knowledge according to points 3b) and 3c).

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

Applicants already at the 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.

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 a confirmation from your Univer-
  sity/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 Sci-
  ences.
✓ Proof of study and work experience abroad
✓ Proof of English proficiency
✓ 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/Uni-
  versity of Applied Sciences. 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!

8. Other information:

Please be aware that this is a full-time study course, so lectures can effectively be held on
Mondays to Fridays. Some courses will also be held in block form covering a whole day (in-
cluding Saturdays). This is not a part-time or day release type of course!

Please note that all of the modules in the first semester are held in English language only, so
your command of English should meet CEFR level C1 (Common European Framework of Ref-
erence for Languages).
Please note that the official language at OTH Regensburg is German. As this Master degree course is a course of study at a German University of Applied Sciences, all formal notices and general university communications are issued in German only, so participants are expected to have a knowledge of basic German and you should therefore attend German language courses as necessary (either before or during the course). On completion of your course we would expect your level of German to meet CEFR level A2 as a minimum.

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
- 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 course requirements.

10. Enrolment (registration)

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).

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.