

Information on Applying for Admission in a Higher Semester

1. Crediting

In accordance with the framework examination regulations for the Universities of Applied Sciences in Bavaria (RaPO), study achievements and study periods can be credited when changing from other universities if they are assessed to be equivalent to the course of studies at the OTH Regensburg. The evaluation of your previous studies at a university within Bavaria, outside of Bavaria or abroad is made exclusively by the examination board (PK) of the respective faculty. The Admissions and Organization Office (Referat Zulassung und Organization) is therefore unable to provide any information as to whether you will be admitted to the university at all or in which semester and which subjects can be credited. There may be significant differences in the structure and content of the courses of study (especially when you transfer from outside of Bavaria). As a result, the immediate transition from your previous semester cannot be guaranteed, so that a transfer almost always involves an enormous loss of time as experience has shown. The placement is based on the creditable performance level, not on the semesters completed! Therefore, applications from a first semester are not possible, because there are no credits accumulated (date of grade announcement) before the application deadline. In this case, it is better to apply for a first semester (after enrollment you can then apply for credits). Please note however, that admissions for the first semester can only be granted if you have submitted your application properly.

2. The Following Documents Must Be Uploaded

- **university entrance qualification. More information can be found in [FAQ Nr. 6](#)**
 - **certificates of achievement, confirmation of grades, module description, internship contract, internship certificate** (Please note: the examination board cannot wait for each applicant's grade announcement before they complete their assessments. Documents which are not available by the end of the application period are subject to the risk of no longer being considered. (Submitting documents after the examination board has made their decision is pointless!))
 - **[request for crediting](#)**
 - **curriculum vitae** (you are welcome to use our [template](#))
 - **certificate of de-registration from the last university of study in Germany***
 - **if necessary, proof of a [pre-study internship](#)**
 - **copy of proof of sufficient [German language skills](#) for university admission*, if applicable**
- *If these documents are not yet available at the time of application, they can be uploaded afterwards at the time of enrollment

Students changing their course of study within the OTH Regensburg must upload copies of the above-mentioned documents again. It is not possible to refer to documents already submitted.

3. Admission Restrictions

It is possible that there are restrictions for individual semesters. These are laid down in the corresponding statutes of the university regarding admission numbers.

4. Applications for Admission

- a) application period for the winter semester: **01 May - 15 June**
(except Master Industrial Engineering and Master Mechanical Engineering 31.05.)
- b) application period for the summer semester: **15 November - 15 January**
(except Master Industrial Engineering and Master Mechanical Engineering 15.12.)

Only the [online application](#) from the OTH Regensburg may be used. Applications, informal or otherwise, are not permitted.

5. Receiving your Notification

You will receive a notification the beginning of September for a winter semester and for a summer semester around the end of February. Please refrain from making enquiries about admission, as we can only process the notifications for higher semesters after the examination board decision has been made.