



FAQs for the Master of European Business Studies (MEB) degree programme

When can I start the Master degree programme?

The programme can be taken up in the winter semester or summer semester. In the winter semester, classes start on 1 October, in the summer semester they start on 15 March.

How do I apply for the Master of European Business Studies?

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

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

Applications must be submitted between 1 May and 15 June for the start in the winter semester. For the summer semester, the application period runs from 15 November until 15 January. Please note that we can only consider applications received on time and in the required format. Please follow the application instructions as specified on the application website.

Your complete application documents must reach the Studies Department (address given in the application process) within the application period. We cannot consider applications sent directly to the Faculty, to the head of the programme or to the Master Commission.

Informal applications will also be rejected. You must submit a formal and complete application for a place at OTH Regensburg. Applications not meeting our formal criteria will not be considered.

What are the entrance requirements for the degree programme?

The following general qualification requirements must be met:

- a) Applicants should hold a first degree in a relevant study 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. 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 study experience from non-German speaking countries. 30 credits of the degree referred to in letter a) will normally have been obtained during a stay 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 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 programme 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 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 the Master degree 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. All other applicants will have to prove their course-specific aptitude in the way outlined below.
- f) Applicants who do not fulfil the requirements according to either b) or c) 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 30 ECTS credits from a foreign University/University of Applied Sciences then the maximum shortfall of 30 credits must be made up by a stay at a foreign university. The Master Commission will decide upon the acceptable modules at the beginning of the programme. Applicants unable to meet the admission 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) For applicants having obtained fewer than 210 credits from their first degree while fulfilling the requirements according to letter b) and c), the Master Commission will identify the theoretical modules still needed to achieve a total of 210 credits by comparing their first degree with the Bachelor of European Business Studies at OTH Regensburg. These theoretical modules will be specified as criteria that 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 programme apply to the retrospective achievement of these programme 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.

How do I have to demonstrate my specific aptitude for the degree 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) Applicants must demonstrate their aptitude by submitting an essay on given topics, and the final grade obtained in their first degree programme is also taken into consideration.
- c) 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.
- d) Three topics form the subject of the essay:
 - o International Management
 - o Economics
 - o Marketing.
- e) 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. 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!
- f) 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 the applications website.

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

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

Remember that your evidence confirming the programme duration 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 programme, 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':

$$x = 1 + 3 (N_{\max} - N_d) / (N_{\max} - N_{\min})$$

x = required grade

N_{max} = best attainable grade in the foreign grading system

N_{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 ≤ 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, your application cannot be considered any further.

I have two degrees with less than 180 ECTS credits, can I add the credits together?

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

What do you mean by a 'relevant' first degree programme?

A programme is 'relevant' when it is a programme in International Business Studies. Your first degree programme 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 programme if your first degree was not business studies oriented.

What happens if my first degree programme carries less than 210 ECTS credits?

Applicants who have obtained less than 210 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 completed your first degree with only 180 ECTS credits, the Master Commission will identify the theoretical modules still needed to achieve a total of 210 credits or 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 completed within one year from the start of the programme, and the foreign internship must have commenced by that time.

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 programme. Practical experience cannot be a substitute for failure to meet one or more of the criteria.

What happens if I have completed less than 30 ECTS abroad?

If you have not obtained 30 ECTS credits at a foreign University/University of Applied Sciences then the maximum shortfall of up to 30 credits must be made up during a semester at a

foreign university while you are enrolled in our Master degree programme. The Master Commission will grant you conditional acceptance in this case.

If you have not obtained at least 30 credits from a foreign university, you must proof adequate practical experience from a non-German speaking country, otherwise you cannot be admitted to the programme.

What happens if I do not have enough/any practical experience?

If you have not completed an adequate internship or other work experience in a non-German speaking country (or a country different from the one in which you studied your first degree if that was not Germany), you will be required to supplement this 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.

In this case you must have obtained at least 30 ECTS from a foreign university, otherwise you cannot be admitted to the programme.

What happens if I have no foreign experience at all?

If you do not have experience of studying abroad that is worth at least 30 ECTS credits and you also do not have foreign practical experience as defined above, you cannot be admitted to the Master degree programme.

What language skills do I need?

All of the core modules are taught in English. The two elective modules of specialisation are taught in either German or English. The courses in the Management and Marketing specialisation are 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. Applicants will either have completed a first degree programme 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). Alternatively, applicants will provide proof of English proficiency at level C1 of the Common European 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 German only. You will have to show that you have a basic knowledge of German by the end of your degree programme at the very latest. Acquiring this knowledge of German is the responsibility of 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 classes should be the programme manager. 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 programme 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 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 study experience obtained in a non-German speaking country and/or adequate subject-related practical experience obtained in a non-German speaking country.

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

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.

Master degree 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 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 programme comprised (the workload). This will allow the Master Commission to check whether your programme 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 programme "with distinction" or that you were among the top 10 per cent of graduates on that particular programme. 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 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.

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 it take to study the Master EB?

The standard duration of the programme is 3 semesters. If you have received a conditional acceptance with additional requirements (eg. 30 ECTS study abroad, practical experience abroad or additional classes to supplement your lack of ECTS), you will need at least one semester longer.

Applicants whose first degree in international business studies comprised 240 ECTS, can apply for recognition of up to 30 credits. This recognition is carried out routinely for graduates of the Bachelor European Business Studies at OTH Regensburg.

Can I study the whole degree programme in English only?

Yes, that's possible. All core modules 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 could also study your specialisation at a foreign university/University of Applied Sciences and so choose a language area that suits you. The Master Thesis must be written in English.

What are the fees for the Master degree programme?

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.

Can the Master EB be studied as a distance learning/e-learning programme?

No, this is a full-time programme which requires you to be present in Regensburg.

Is attendance at lectures compulsory?

Basically no; some lectures operate on 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 class assignments and projects so you would not be advised to take on a lot of outside work during the semester.

If I have to complete 30 ECTS at a foreign university as part of my admission requirements, will I get a place at a OTH partner university?

Yes, you can apply for a place at a OTH partner institution through the International office within the regular process. As most exchange schemes operate on the Bachelor level, not all places might be available for Master students every semester. Alternatively, you can also decide to spend your time studying abroad as a free-mover including organising and financing it yourself.

I would need a visa to come to Germany, can you assist me with my visa application?

Unfortunately no, 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 programme starts.

How will I know if I have a place on the MEB degree programme?

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 programme – 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) for the degree programme?

Enrolment takes place by post before the classes begin. 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.

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 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 **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. Before applying you should check the criteria thoroughly to ensure that you meet the admission requirements.

How does studying at OTH Regensburg compare to similar programmes?

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 programme structures in Master degree programmes at Universities of Applied Sciences. Students are taught in small groups and are encouraged to get involved in the design of the class 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 types of assessments/assignments can I expect on the programme?

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 assignments 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://job-boerse.oth-regensburg.de/index.php>.

The OTH Regensburg Career Service (<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://regensburgjobs.de>
<http://www.jobsuma.de/studentenjobs-regensburg>
<https://www.jobmensa.de/studentenjobs/regensburg>
<http://de.indeed.com/Studenten-Jobs-in-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 expensive 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 options are available:

Halls of residence

1. Students' union halls of residence

- Amberger Stadel
- Dr.-Gessler-Straße
- Friedrich-Ebert-Straße
- Goldener Turm
- Ludwig-Thoma-Straße
- Oswaldstift
- Plato-Wild-Straße
- Untere Bachgasse
- Vitusstraße
- Vor der Grieb

German students apply direct to the students' union. International students can apply to these halls of residence through the OTH International Office: <https://www.oth-regensburg.de/international/kontakt/contact/hannelore-siegl-ertl.html>

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 Habel
- 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.studenten-appartement.com/index.php?page=start&location=regensburg>

<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 classes start, 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.