

Student Administration/Studienamt

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Information on the application for the Master`s Degree Programme Wood Technology

27.04.2023

1. Admission requirements

The professional admission requirement is a University degree related to Wood Technology, Wood Building and Construction, Interior Engineering obtained either at a German University or in an equivalent degree at a foreign University.

If the courses mentioned do not fully meet the master course requirements, further course achievements during the master course of studies may be asked for; these are, however, not eligible for gaining credit points. Also, students are required to present their personal course motivation in a letter giving reasons for their motivation. Further qualification requirement for the course of studies is the knowledge of English.

You find the full text of the studies and examinations regulations on the website of the Technical University of Applied Sciences Rosenheim:

<https://www.th-rosenheim.de/studium-und-weiterbildung/im-studium/studienorganisation/studienregelungen/studien-und-pruefungsordnungen-und-studienplaene>

2. Application

Starting the master course of studies at the Technical University of Applied Sciences Rosenheim is only possible in the **winter term**.

Application for the first study term is possible from **April 1st** until **June 15th**. During this period you will find definite information as well as our online application portal on our Internet pages.

Please be aware that it is in your own interest to submit your application as early as possible. You must register online on our website www.th-rosenheim.de/studienbewerber.html, where you will also upload all the necessary documents for your application. **Be aware not to register before the application period starts!**

Please do not send us any postal applications - we are unable to consider any applications submitted by post (online application procedure)!

You will find help in the helpboxes in the online-application or in the **FAQ's** on the website <https://www.th-rosenheim.de/en/home/information-for/interested-students-student-applicants/applications-admission-and-enrollment/faq-new/>.

All documents have to be presented in German or English language. Documents issued in another language have to be translated into German or English by an officially authorized translator.

The following documents must be uploaded with your online application:

Deadline June 15th:

- ‚Curriculum vitae form‘ (is offered for download after the online application)
- Letter of Motivation

Deadline July 27th :

- **Diploma or bachelor's degree from a first degree in Germany**
(if not already handed out, a confirmation of grades can be submitted as proof of the successfully completed first degree). If necessary, a German or English translation, issued by an officially appointed translator, must be uploaded. The overall examination grade should definitely be shown! Please note the last page of the leaflet if you have not completed your first degree by the application deadline.
or
If necessary, **preliminary review documentation (VPD) "uni-assist"**
(applies if the first degree was NOT acquired at a German educational institution);
Link to uni-assist: <https://www.uni-assist.de/bewerben/>

- **If available, diploma supplement or transcript of records**
as proof of the achieved ECTS points of achievement during the first/undergraduate course of studies. Their presentation is not necessary if the ECTS points are shown in the Diploma or Bachelor Degree certificate.
- **Grading System of the Diploma or Bachelor Degree** with the maximum and minimum marks of passing.

- **Proof of the necessary level of English**

Following proofs are accepted:

1. Internet-based TOEFL with 72 or more points,
2. IELTS with a band score of 6.0 or higher,
3. Cambridge CEFR B2 First (FCE), Grade C or higher,
4. Cambridge CEFR C1 Advanced (CAE) with level B2 or higher,
5. At least 6 years of English tuition at school with a minimum grade of "satisfactory" in the final year, evidenced by a German higher education entrance qualification or an equivalent recognised higher education entrance qualification from a non-German school.
6. Medium of instruction certificate "English" for the previous academic degree.

Please note: Native English speakers are not required to submit proof of adequate English language skills. In cases of doubt or non-submission of proof, applicants may be required additionally/alternatively to pass a language test comparable to those listed above at Rosenheim University of Applied Sciences.

- **University entrance qualification**

(secondary school or college certificate, single copy, as only for statistical purposes)

- **If applicable, proof of change of name (e.g. marriage certificate)**

Deadline enrollment (end of September, the exact deadline will be mentioned in the admission letter)

- **Certificate of German statutory Health Insurance for students**

At the latest at the time of enrollment, we need an electronic form from your health insurance company Notification of your insurance status (M10). Please contact your health insurance company – the sooner the better. Your health insurance company will then send us the required notification. Please indicate our sender number H0000974.

- **Payment confirmation for the student union fee of 85 Euro**

(For example bank statements and written confirmations of the bank are suitable as proof)

Once you have applied for enrollment via the online application portal of TH Rosenheim, it will generate a PDF file for you in which you will find the bank account details for the student union fee. Please be sure to use the intended purpose! Your payment can not be assigned otherwise.

Please make the transfer only in case of admission.

- **If necessary proof of removal from university register**

(only for applicants who were enrolled at a German University before)

- **For applicants from India: Certificate of the Academic Evaluation Center (APS)**

- **For war refugees who cannot prove German language skills in time:**

Proof of a residence permit according to § 24 Aufenthaltsgesetz (e.g. copy of the check card, which is issued by the immigration authorities).

3. Information for applicants from non-EU countries

Please apply early because experience has shown that the application process for a residence permit takes several weeks. Please find information about housing options on the Internet at www.th-rosenheim.de/housing.

4. Information for war refugees

War refugees who have a residence permit in accordance with Section 24 of the Residence Act (AufenthG - residence grant for temporary protection) can provide proof of the required German language skills up to the 2nd semester. War refugees who have a residence permit in accordance with Section 24 of the Residence Act (AufenthG - residence grant for temporary protection) can also submit a DAAD language certificate (English B2) from the Language Centre at TH Rosenheim as proof of the required English language skills. Information on the DAAD language certificate (English B2) can be found on the Internet at www.th-rosenheim.de/en/studies/language-centre/language-certificates/.

5. Further procedure

You may follow up your application or look for missing documents via the online application portal. Please do check your portal regularly! Further procedures in case of a successful application may then be gathered from the approval notification.

If you are accepted, you must apply for enrolment in the online applicant portal and upload the missing documents indicated there by 31 August. If you apply to multiple degree programmes, please apply for enrolment for only one programme.

If someone is authorised (in writing) to represent you, please inform this person of the importance of the deadlines! Negligence by an authorised representative will lead to you being excluded from the procedure, just as your own negligence would.

If you have applied for enrolment in the online applicant portal by 31 August and Student Administration has all the required documents (processing status in the online applicant portal: "Enrolment application in progress") you will receive your study documents in the mail. There is no need to enrol in person.

We will inform you about important enrolment information by e-mail.

Important note for applicants who have *gained at least 180 but not more than 210 credit points in their first course of studies*:

Requirement for successfully passing the master examination is the proof of sufficient or the catching up with the missing credit points from the technically relevant courses available at the Technical University of Applied Sciences Rosenheim. Course and examination requirements that will have to be passed additionally will be stipulated by the board of examination. In certain cases vocational or professional work periods may be credited to the missing credit points. Thus obtaining a degree necessitates the proof of a total of 300 credit points (incl. first course of studies). Applicants with less than 180 ECTS from their first course of studies can't be admitted to the master course of studies.

If we suspect forgery, we reserve the right to view the original document! Forging documents is a criminal offence according to Section 267 of the German Criminal Code and will be reported immediately!