

# How to apply to the OHM International Summer School: a step-by-step guide to using the application portal

## General information

#### Applying

You can apply via our Application portal for the OHM International Summer School 2023.

You must first register on the platform in order to begin the application process.

Our summer school programme is designed for students in various subject areas. Please read the information below to see if one of our summer school courses is right for you. The Fundamentals of Hydrogen Technology course is also suitable for graduates of some master's programmes.

The following documents must be submitted with your application:

- Short cover letter
- A CV presented in chronological order and without any gaps
- Confirmation of enrolment (graduates should submit the final official transcript for their master's degree)
- If applying for the Exploring the Biomechanics of Rowing Simulation and Measurement course: current transcript of records

You may also submit additional documents like your university entrance qualification, for example.

#### The application period ends on 30 April 2023.

Important: The summer school courses have a limited number of places. So being quick can pay off!

#### Admission

After receiving your application, your documents will be reviewed and we will reply as promptly as possible.

You will receive an invoice for the participation fees along with your acceptance. Please transfer the payment for the fees to the account on the invoice within two weeks. Your place in the course is only assured after timely payment is received.

If you have any questions about the application process, please contact us at <u>ohm-iss@th-nuernberg.de</u> at any time.

Step 1. Follow the "Application portal" link on the "OHM International Summer School" webpage .



## Authentication

Login	(	Registration	
Email*		First name*	Luke
Password*		Surname*	Skywalker
Please type the		Email*	luke.skywalker3751@gmail.com
characters shown in the picture*	cR456R	Please type the characters shown in the picture*	YGOFH
	Show another picture Play audio		YGdTtt Show another nicture
Captcha is required to avoid sp	pam login.		Play audio
		Captcha is required to avoid s	spam login.
Log in		Please accept the Private Po	olicy and Data Processing
		Information before proceedir	ng to the next step:*
Forgot your password?		http://www.th-nuernberg.de/c	doc-incomings/ohm-iss
		Register	

Step 2. Register for a platform account: enter your personal information and click on "Register".



## Authentication

A request to send confirmation email with activation link is being processed. If you do not receive email within 15 minutes, please contact Login Administrator and provide Reference Number (37455511) Email\* Registration Password\* Please type the First name\* characters shown in the Surname\* picture\* Email\* Please type the Show another picture characters shown in the Play audio picture\* Captcha is required to avoid spam login. Log in Show another picture Play audio Forgot your password? Captcha is required to avoid spam login. Please accept the Private Policy and Data Processing Information before proceeding to the next step:\* http://www.th-nuernberg.de/doc-incomings/ohm-iss

Register

Step 3. Check your email. You will receive a message with a link to activate your account.

#### 

2 of 3 < >

0

\$

÷ :

ß

 Online Application - Registration Confirmation

 Moveon <noreplythnio@moveon4.de>

 to me \*

 Dear student,

 To complete your registration please click on the link below to define your password:

 https://thnio.moveon4.de/locallogin/account-activation/639885/05e5fa669de09948a/eng/63caca5376b583/0d8d6f68/82ec74c6f7cb19/6b7cd1a6e6f119e9a33f2

 e9fe5b5afb09ea55124ad92tb692195692787363e4fb286ac64376334437

 Please note, that this link is only valid for 48 hours.

 Best regards

 The International Office

Step 4. This is the message you will receive. Click on the link in order to complete the registration.



## Authentication

Login		Registration
Email*	luke.skywalker3751@gmail.com	First name*
Password*	•••••	Surname*
Please type the	Email*	
characters shown in th	10wn in the Michael PS	Please accept the Private Policy and Data Processing
picture		Information before proceeding to the next step:*
		http://www.th-nuernberg.de/doc-incomings/ohm-iss
	Show another picture	
	<u>Play audio</u>	Register
Captcha is required to a	avoid spam login.	

Step 5. The activation link will direct you back to the authentication page. Under "Login", enter your email and password and click on "Log in".

### Declaration of Consent

uploaded

Submit Application

In order to complete the application for the OHM International Summer School, please pay attention to the following points:

- The different sections of the application are listed in the menu on the left.
- All sections should be completed.
- The fields marked with red stars are mandatory and must be completed.
- By dragging your cursor over the yellow "i", you will find information on how to complete the corresponding field.
- You have the option to complete and save your application in multiple sessions.
- When a section is completely filled out, please tick the box next to "Mark page as completed". A green checkmark will

appear next to the completed section in the menu on the left.

- You can submit your application once all the sections on the menu are marked with green checkmarks.
- No further changes will be possible after submitting the application!

#### **Technical Requirements**

- The online application has been optimized to work with Mozilla Firefox or Google Chrome. We cannot guarantee that it will function correctly with other browsers.
- You will need Adobe Acrobat Reader to print the application form. Adobe Acrobat Reader should be installed before

beginning the application process and can be downloaded here.

• For the application process, your browser must enable cookies and JavaScript.



If you require help or have any questions, please contact us: ohm-iss@th-nuernberg.de



Step 6. Welcome to the online application for the OHM International Summer School. Click on "Next" to begin.

#### Information

#### **Personal Information**

Personal Information			
Course Selection at	Personal Data		
Technische Hochschule	Family name*	Luke	
	First name*	Skywalker	
Course Costs / Cultural and Leisure Programme	Gender*	Please select	
Relevant Documents to be	Date of birth*	Day 🗘 / Month 🗘 / Year 💠 💼	
uploaded	Place of birth*		1
Declaration of Consent	Country of birth*	Please select \$	
Submit Application	Nationality*	Please select	
	Nationality 2	Please select	

#### Home Address / Contact Information

Street*		
Postcode*		
City*		
Country*	Please select	
Phone number*		i
Email*		
Preferred language of email communication*	Please select	
☐ Mark page as complete		
▲ Back Next > Save progres	35	

Step 7. Fill in the fields with your personal information under "Personal Data" and "Home Address / Contact Information" and click on "Next".

Information	Course Selection at Te	chnische Hochschule Nürnberg		
Personal Information				
Course Selection at	Current Study Status			
Technische Hochschule	Current or last study level*	Postgraduate / Master		
Course Costs / Cultural	Study programme already completed*	ono ⊖yes		
and Leisure Programme	Name of study programme*	Master in International Marketing (MIMA)		
Relevant Documents to be uploaded	I hereby confirm that I have a B2 English proficiency level*			
Declaration of Consent	PLEASE NOTE: Participation is only	possible with a B2 English proficiency level		
Submit Application				
	Institution of current or last study programme			
	Country*	Denmark 🗘		
	Name of institution*	University College Copenhagen		
	Please enter the name of your institution if you did not find it in the list above			
	OHM International Summer	r School courses		
	OHM ISS Course*	Please select 🗘		
	☐ Mark page as complete	✓ Please select Electronic Music Production Exploring the Biomechanics of Rowing - Simulation and Measurement		
		rogres Fundamentals of Hydrogen Technology New Forms of Sustainable Management - Due Diligence and Digitalization in Sustainable Supply Ci		

Step 8. Fill in the fields under "Current Study Status" and "Institution of current or last study programme". Then select the OHM-ISS course you want to participate in and click on "Next".



0/5

Welcome luke.skywalker3751@gmail.com Log out

#### **OHM International Summer School 2023**

Information	Course Costs / Cultural a	and Leisure Programme	
Personal Information			
Course Selection at	Course Cost		
Technische Hochschule Nürnberg	If accepted into a course in the OHM International Summer School,	✓ yes	
Course Costs / Cultural and Leisure Programme	I agree to pay the 740 € tuition fee within two weeks of receiving the invoice.*		
Relevant Documents to be uploaded			
Declaration of Consent	Cultural and Leisure Program	nme	
Submit Application	I would like to participate in the cultural and leisure programme at an extra cost of 250 €*	no oyes	1
	Please provide your T-Shirt size (no extra cost)*	L	<b>i</b>
	Mark page as complete	✓ Please select S M	
	Back     Next     Save progr	e XL XXL XXL XXXL	

Step 9. Under "Course Cost" click on "yes" to confirm that you will pay the tuition fee. Under "Cultural and Leisure Programme" click on "yes" or "no". Then select your T-Shirt size and click on "Next".



Welcome luke.skywalker3751@gmail.com Log out

### **OHM International Summer School 2023**

0/5

Information	Relevant Documents to be uploaded	
Personal Information	Motivation Letter* Choose File no file selected	i
Course Selection at	Detailed CV* Choose File no file selected	i
Nürnberg	Confirmation of Enrolment or Copy Choose File no file selected	i
Course Costs / Cultural	of Final Diploma*	
and Leisure Programme Relevant Documents to be uploaded	university entrance qualification)	
	☐ Mark page as complete	
Declaration of Consent		
Submit Application	Back Next Save progress	

# Step 10. Upload the required documents and click on "Next".



Welcome luke.skywalker3751@gmail.com Log out

#### **OHM International Summer School 2023**

0/5

Information	Declaration of Consent		
Personal Information	Leartify that the information given in this application and the documents provided are correct and complete to be Ves		
Course Selection at Technische Hochschule Nürnberg Course Costs / Cultural and Leisure Programme	best of my knowledge and belief. *		
	I have noted that the information on this form will be stored electronically and used by the international office in Ves accordance with the provisions of the Data Protection Act. Detailed information on the usage of your personal		
	data can be found here.*		
	Mark page as complete		
Relevant Documents to be uploaded	< Back Next > ☐ Save progress		
Declaration of Consent			
Submit Application			

Step 11. Carefully read the information under "Declaration of Consent", select "yes" to be able to proceed, and click on "Next".



Please make sure that you have completed all mandatory fields and uploaded all necessary documents. You can submit your

application once all the sections on the menu are marked with green checkmarks. No further changes will be possible after

Welcome luke.skywalker3751@gmail.com Log out

#### **OHM International Summer School 2023**

0/5

#### Information

#### Submit Application

Personal Information

Course Selection at Technische Hochschule Nürnberg

Course Costs / Cultural and Leisure Programme

Relevant Documents to be uploaded

**Declaration of Consent** 

Submit Application

& Back	💾 Submit	

submitting your application.

# Review the information you provided to be sure it is correct and all required fields are complete. When you are done, click on "Submit".



Welcome luke.skywalker3751@gmail.com Log out



When you see the green message box with the PDF link, you have successfully submitted your application to the OHM International Summer School.



Kind regards,

The OHM International Summer School Team

 $\leftarrow$  Reply  $\rightarrow$  Forward

Step 13. As a final step, check your email one more time. You will receive a confirmation message from MoveOn that your application has been received.