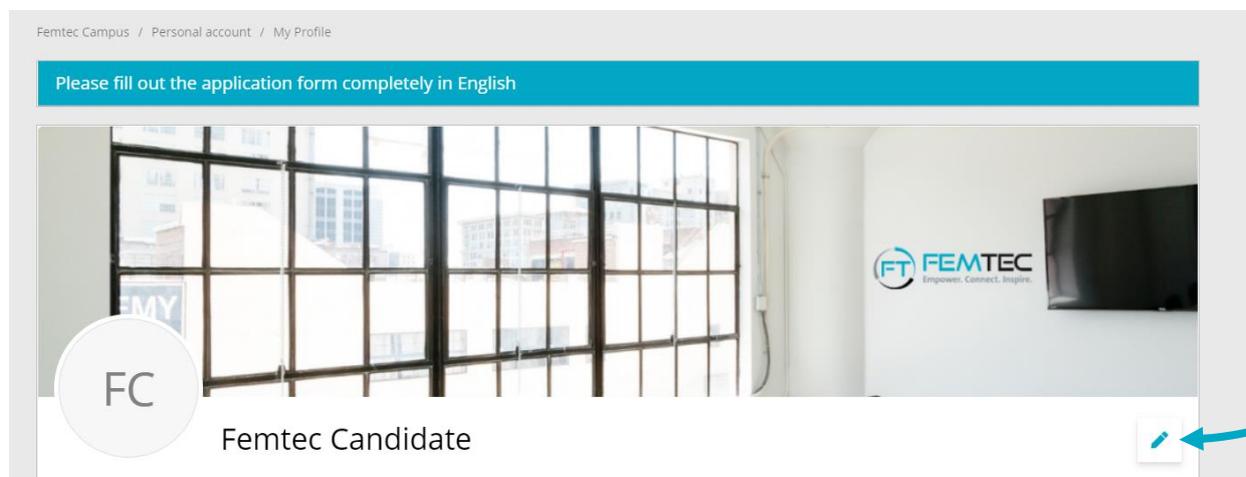


Dear Applicant,

We are very pleased that you want to apply for our Career-Building Programme. With this manual we would like to further explain the application process via our platform **Femtec Campus**. If you have any questions, please don't hesitate to contact Elisa Bußkamp, Talent Manager at Femtec, at +49 159 0411 3448 or [elisa.busskamp@femtec.org](mailto:elisa.busskamp@femtec.org).

You can access the application form via this link: <https://campus.femtec.org/registration/>, which is open during the application period. Enter your name, e-mail address and university location here. You will then receive an **e-mail** including your user name and password.

Now you can log in to the platform and start your application process. Click on the **pencils and plus signs** to the right to fill in the form. Please do not forget to fill in your **personal data** by clicking on the pencil to the right of your name. All fields that are mandatory are marked with the symbol \*. You will see the \* after you have opened the fields by clicking on the plus signs or pencils.



Please enter all data in **English**. You can insert **several entries** in the fields marked with a **blue plus** on the side. You do not have to enter them chronologically, as the system automatically sorts them by date.

## Information on Specific Fields of the Application Form

In the "**Studies**" field, please enter **both your completed and current degree programmes**. This means that for example, if you are currently studying for a Master's degree, click on the blue plus and create an entry for your already completed Bachelor's degree. Additionally, by clicking on the blue plus again, you create a second entry about your current Master's programme, for which you cannot, of course, provide any information yet about final theses etc. If you are not yet in a Master's programme, but are intending to start a Master's programme before the start of the Career-Building Programme, you can enter this as well. It should be clear to us which field of study you will be pursuing during the Career-Building Programme.

In the field "**Expected end of overall studies**", we ask you to enter your planned end of studies after completing your Master's degree or diploma. This is an approximate estimate, as the Career-Building Programme is aimed at students who are about 1.5 years away from graduation.

The field "**Semesters abroad**" refers to **individual semesters** abroad that you have spent outside the actual university where you are studying or have studied your degree programme. **Erasmus** semesters are an example. Entire degree programmes that are or were completed abroad can be entered in the "Studies" field as already described.

Which is particularly important to us is the field "**Social Commitment**". Here you can enter the activities in which you are socially engaging. In addition to voluntary work, this can also include caring for relatives or being involved in sports clubs or other committees. Our aim here is to identify what moves you and what values you represent. Make sure that your description is short and does **not exceed 1000 characters**. (For comparison: this paragraph has 472 characters).

## Additional Application Documents

We need additional documents from you in order to check your academic performance and the information you provided in the application form. For this reason, we ask you to combine the following documents into **one PDF** and upload them here.

- Transcript of Records
- Certificate of matriculation
- Practical references
- Certificates

## Video Pitch

Please create a short video pitch (your “**100 Seconds for Femtec**”) that allows us to get to know you and your motivation. Upload it to a platform where we have access to it (see further below) and paste the **link** into the application form. During the interview in the assessment center you will receive a short feedback about your video pitch.

You can get creative when making your video. You can film yourself or capture other visual impressions, take us along in your everyday life or animate a video yourself. There are no limits to your creativity! It's not about perfect technical equipment or professional editing. The **questions** we would like you to address in English in the video are the following:

- Who are you, what is your personal story?
- Why do you want to be part of the Femtec Network? What is your motivation?
- What skills do you want to learn in the Career-Building Programme and why?
- In the future, do you see yourself as a leader?
- What would the future look like if you could shape it?
- What innovative idea inspires you?
- Taken together: What is Femtec to you and what do you want to be for Femtec?

Please ensure that we have **access** to your video **until after the assessment centers**, when the selection process is complete. The link will only be shared with people involved in the selection process. This includes employees of Femtec GmbH and the selection committee, which consists of representatives from the universities and our partner companies. You can delete your video as soon as the assessment centers have been carried out.

We are looking forward to seeing your 100 Seconds for Femtec and wish you a lot of fun creating the video. Good luck!

## Technical Implementation

We recommend using the platform **Streamable.com** to share your video. There is no search function on this platform, so the video is only available to the people who receive the link. Please add the link to your video in the profile field “**Video link**”. You can also use another platform, just make sure that the video is available via the access link until after our assessment centers. Please only upload the link and do not send us your video directly or try to upload it on our Femtec Campus.

## Checking process and sending the application

At the end of the application there are two options: Either, you can save the information you have entered and continue later or send your application.

To save and continue later, please select "Save" in the drop-down menu below and then press the "Save" button again:

Review before sending application

Fields marked with a \* are mandatory.

How did you find out about the Femtec Careerbuilding Programme?\*

Are you available for the Assessment Center at your university? (You can check the dates for the ACs here: [www.femtec.org/de/bewerbung](http://www.femtec.org/de/bewerbung))\*

I am aware that the participation in the first school and subsequent excursion are mandatory and I am available to attend these events.\*

Check application. If you want to continue later, please activate the dropdown below and select "Save" and "Save" at the end of the formular. Select "Check" by dropdown below to ensure whether your application is complete and "save" at the end of the formular. You will be informed some minutes later via email if your application is ready to be submitted.\*

Cancel

Save

Once you are ready to send your application, please select "Check" in the drop-down menu and then press the "Save" button below:

Review before sending application

Fields marked with a \* are mandatory.

How did you find out about the Femtec Careerbuilding Programme?\*

Are you available for the Assessment Center at your university? (You can check the dates for the ACs here: [www.femtec.org/de/bewerbung](http://www.femtec.org/de/bewerbung))\*

I am aware that the participation in the first school and subsequent excursion are mandatory and I am available to attend these events.\*

Check application. If you want to continue later, please activate the dropdown below and select "Save" and "Save" at the end of the formular. Select "Check" by dropdown below to ensure whether your application is complete and "save" at the end of the formular. You will be informed some minutes later via email if your application is ready to be submitted.\*

Cancel

Save

Don't be surprised if at first after pressing "Check" and "Save" nothing seems to happen. The system checks your entries in the background and will then send you a message stating either that entries are still missing or that your application is released for submission.

If you have received the first message that some information is missing, you can now log in again and complete the form. Please press "**Check**" and "**Save**" again so the mechanism can check again whether all necessary information has been entered.

When you receive the message that your application is complete, you can log in again and send it by pressing the "**Send**" button. Again, please do not forget to click "Save" at the end:

Send application

Yes

Save

Cancel

Your application will be sent to us and you will receive a confirmation by e-mail. Next, we will contact you with the information whether you will be invited to our AC. **Many thanks and good luck!**