

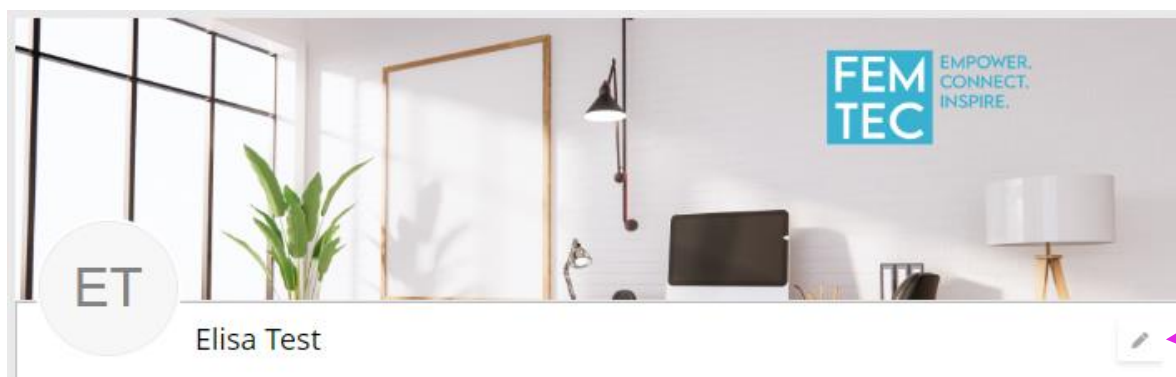
## Manual: Your Application via Femtec Campus

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 personal data there. 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. 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

**Studies:** 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.

**Expected end of overall studies:** Please 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.

**Semesters abroad:** Please enter **single 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 should not be stated here, they can be entered in the "Studies" field as already described.

**Social Commitment:** Here you can enter the activities in which you are socially engaging. This field is especially important to us. 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 (e.g. from internships or working student jobs)
- Certificates

## Your Femtec Motivation

We want to find out **who you are** and **why** you want to participate in the Career-Building Programme. There is an **open upload field** where you are free to be **creative**.

You can upload a video, photo or PDF file that gives us a clear idea of what makes you tick and what your **vision** of the Femtec Network is.

The following guiding questions can help you with the creation:

- What do you **expect** from the Femtec Network? And what do you yourself **bring** to the network?
- How do you want to **use** the Career-Building Programme for yourself?
- What does our slogan "**Empower. Connect. Inspire.**" mean to you? And how would you like to carry our message into the world?
- What is your **vision** for the future and what **contribution** would you like to make?

Be aware that the task is already part of the selection process. If you are invited to the assessment centre, your upload will be discussed in a task there.

We are looking forward to learning more about your motivation and wish you a lot of **fun** showing us your personality!

## 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:

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.

After starting the checking process, **please do not change any information in your profile** until you received the email from the system. If you do, the check will be interrupted and an error occurs. If this happens, please reach out to Elisa Bußkamp.

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Cancel

Save

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 for reading our information and we are happy to receive your application!**