# Applying for the EduTech M.Sc. at UdS (Saarland University)

How to apply – step by step instructions

#### **Educational Technology**

Description | Structure | Requirements | **How to apply** | Useful docs
Contact us

#### **Application deadline**

Students can only join the programme in the winter semester. Applications must be received by 15 July for admission in the following winter semester.

#### **Application procedure**

Applications must be submitted via the online application form for Master's programmes.

Please follow the application procedure set out below:

- Complete the online application form.
- Once the application has been submitted online, a copy of your application form will be made available to you as a downloadable PDF file. Click on 'PDF Druck' to download a copy of your application.
- Print out the application form and sign it.
- Scan the completed and signed application form and all the required supplementary documentation.
- Submit the scanned documents as a PDF file (max. size: 10 MB) by uploading the file via the ☐ file manager for online applications.

Please only submit your application online, do not send in paper application materials.

Visit Saarland University's 'master portal'; there are two important links:

- 1) Link to the <u>online application form</u>
- 2) Link to the <u>file manager</u>

### Step 1: UdS Online application platform

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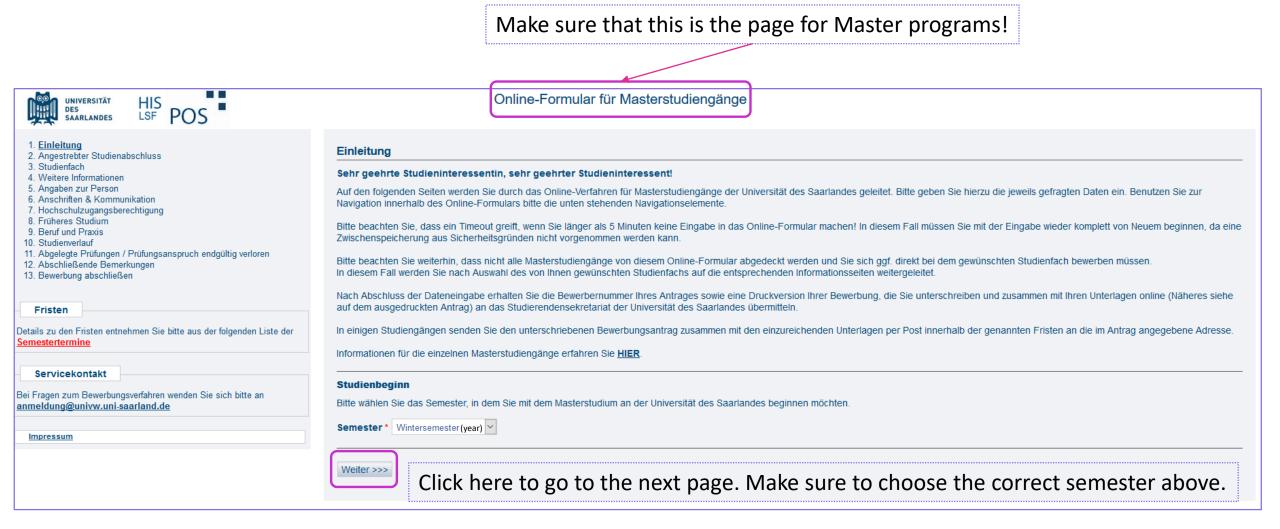
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This is the first page of the online application platform. It is only available in German. If you do not feel your German is good enough, kindly use translators or find someone who can help.







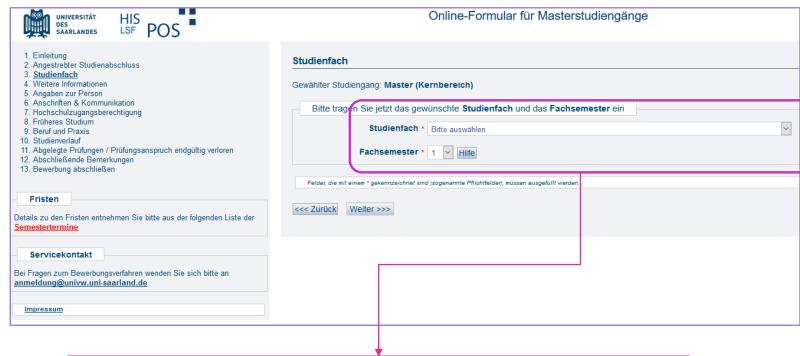
Online-Formular für Masterstudiengänge

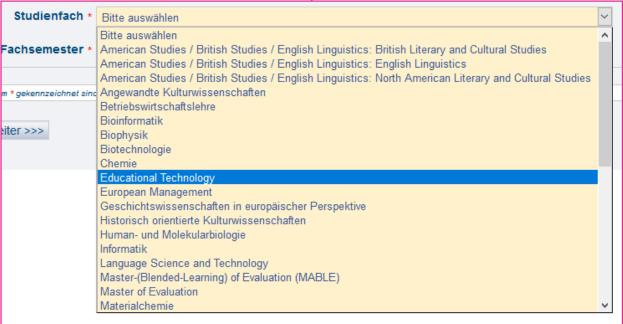
Here, you choose your intended degree. → Choose "Master KB" and click "Weiter"!

Online-Formular für Masterstudiengänge



#### Angestrebter Studienabschluss Im Folgenden wird Ihr Studienwunsch für ein Studium an der Universität des Saarlandes abgefragt. Zur Kennzeichnung ist ein angestrebter Abschluss und mindestens ein Studienfach anzugeben. Bitte informieren Sie sich hier über Abschlüsse und Studienfächer Ihres Studienwunsches! Geben Sie nun den gewünschten Abschluss für Ihren Studienwunsch an! Angestrebter Allschluss \* ∨ Hilfe Bitte auswählen Bitte auswählen Master Wipäd Felder, die mit einem \* gelennzeichnet s sen ausgefüllt wer len. Master of Laws LL.M. Master International Weiter >>> <<< Zurück Master (KB) Master (EHF/NF)





Choose Educational
Technology. As Fachsemester,
please choose 1, as normally
you have not studied
EduTech as Master course
before.

(If you started studying EduTech elsewhere and want to switch to UdS, please indicate the continued number of semesters)

Click "Weiter".



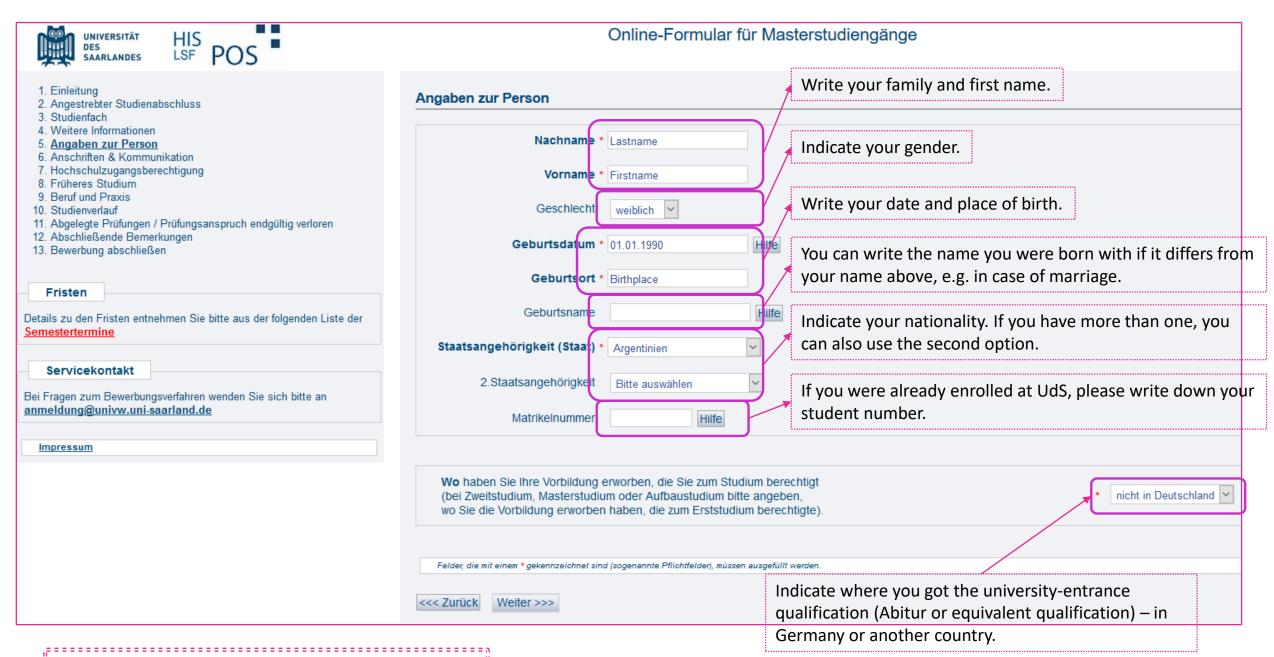
**Impressum** 



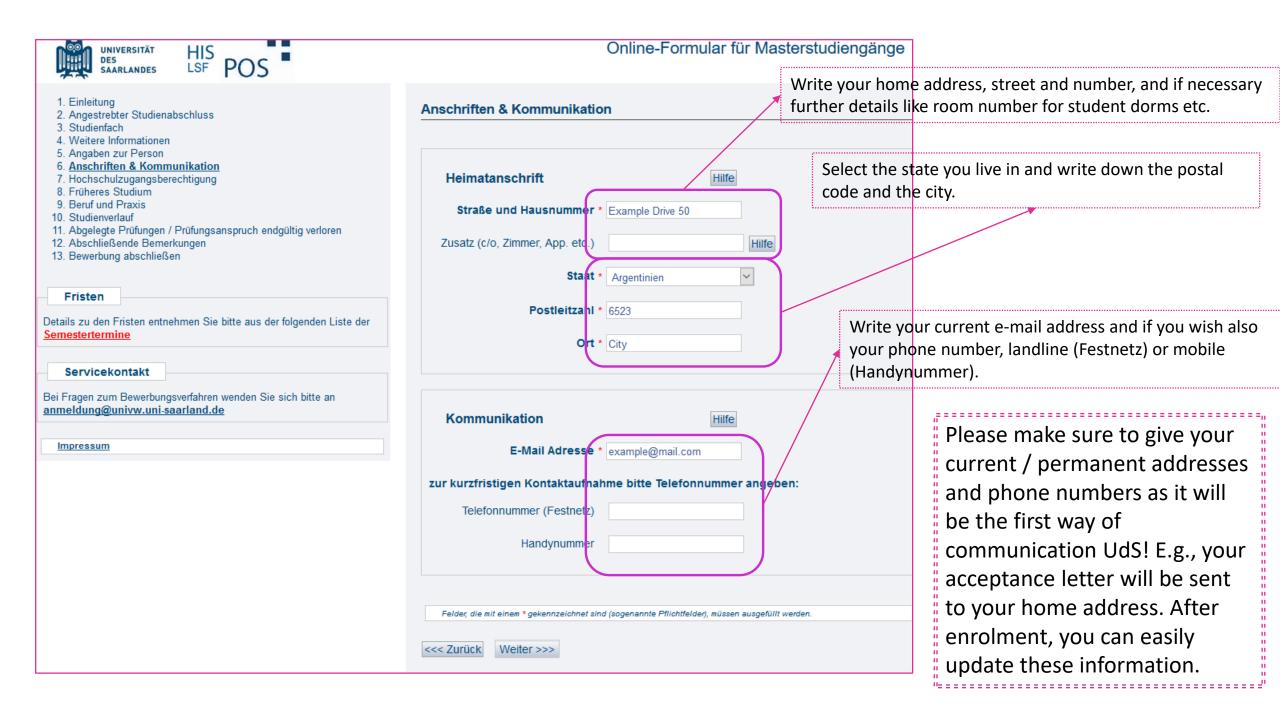
Online-Formular für Ma

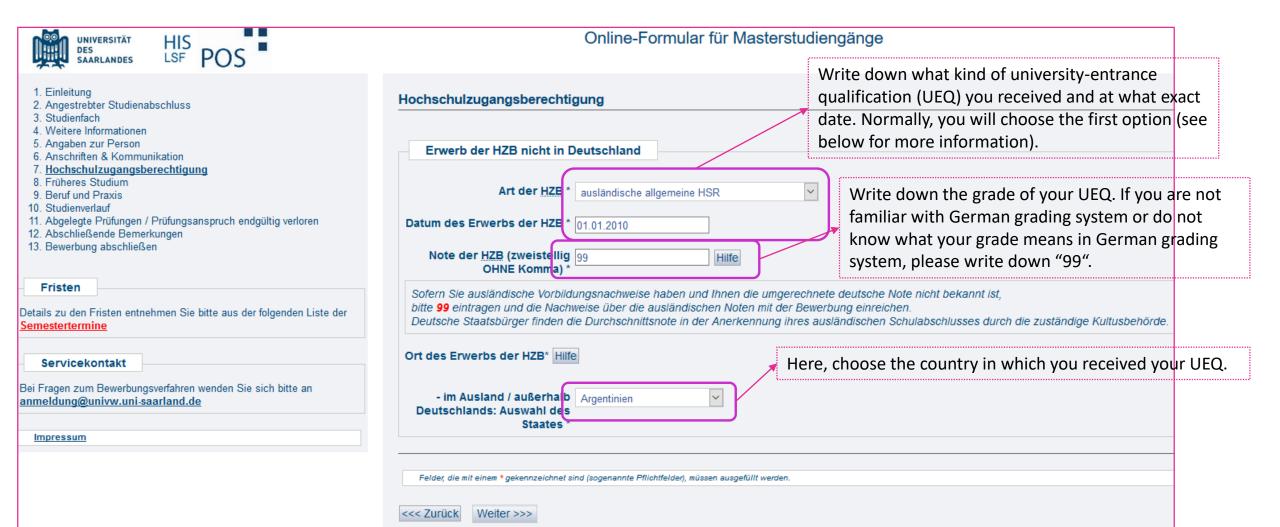
This page only tells you that the application deadline is 15th July.

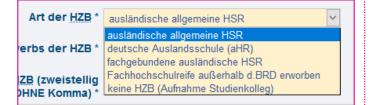
Click "Weiter".



Answer all points with \* and click "Weiter".







#### Different options for kinds of UEQ:

- Any general UEQ obtained anywhere but Germany
- German school abroad
- Subject-specific UEQ obtained anywhere but Germany
- Advanced technical college certificate obtained anywhere but Germany
- No UEQ (only Preparatory College)

Answer all points with \* and click "Weiter".





- Einleitung
- 2. Angestrebter Studienabschluss
- 3. Studienfach
- 4. Weitere Informationen
- 5. Angaben zur Person
- 6. Anschriften & Kommunikation
- 7. Hochschulzugangsberechtigung
- 8. Früheres Studium
- 9. Beruf und Praxis
- 10 Studienverlauf
- 11. Abgelegte Prüfungen / Prüfungsanspruch endgültig verloren
- 12. Abschließende Bemerkungen
- 13. Bewerbung abschließen

Fristen

Details zu den Fristen entnehmen Sie bitte aus der folgenden Liste der Semestertermine

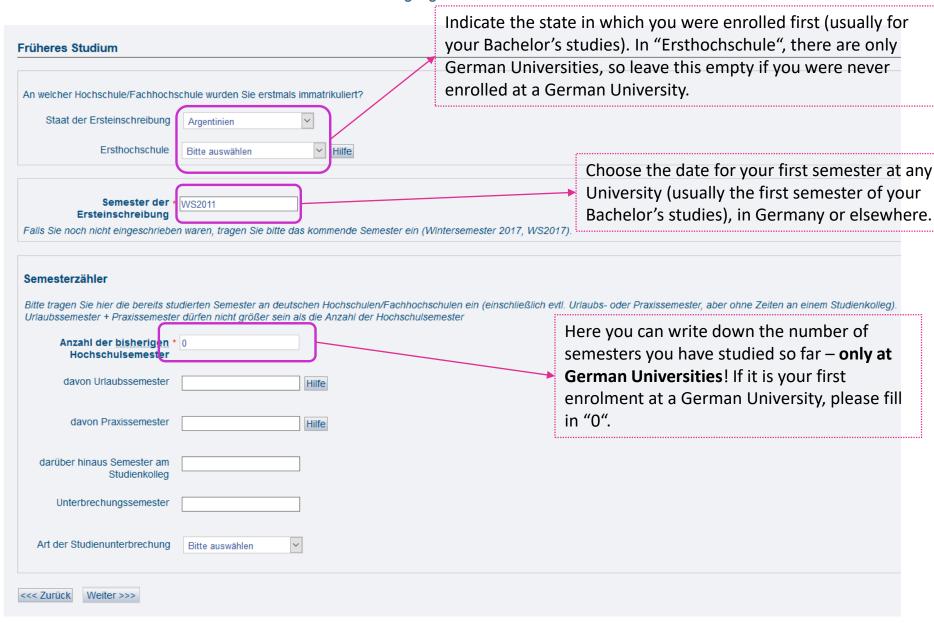
Servicekontakt

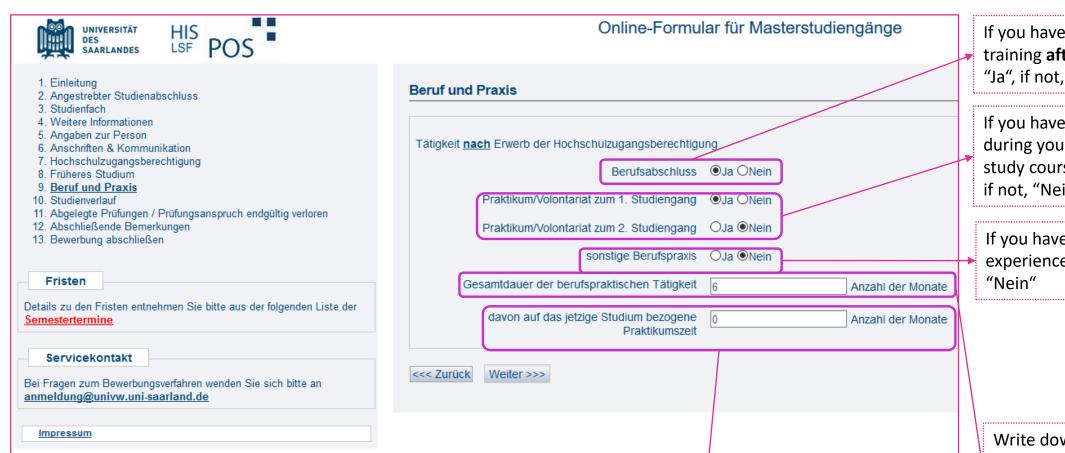
Bei Fragen zum Bewerbungsverfahren wenden Sie sich bitte an <a href="mailto:anmeldung@univw.uni-saarland.de">anmeldung@univw.uni-saarland.de</a>

<u>Impressum</u>

Answer all points with \* and click "Weiter".

#### Online-Formular für Masterstudiengänge





You can leave everything blank if you have never had vocational training or internships after receiving your UEQ so far. Click "Weiter".

If any of your vocational practices / internships is relevant for EduTech, please indicate the duration (number of months).

If you have any professional training **after** your UEQ choose "Ja", if not, "Nein".

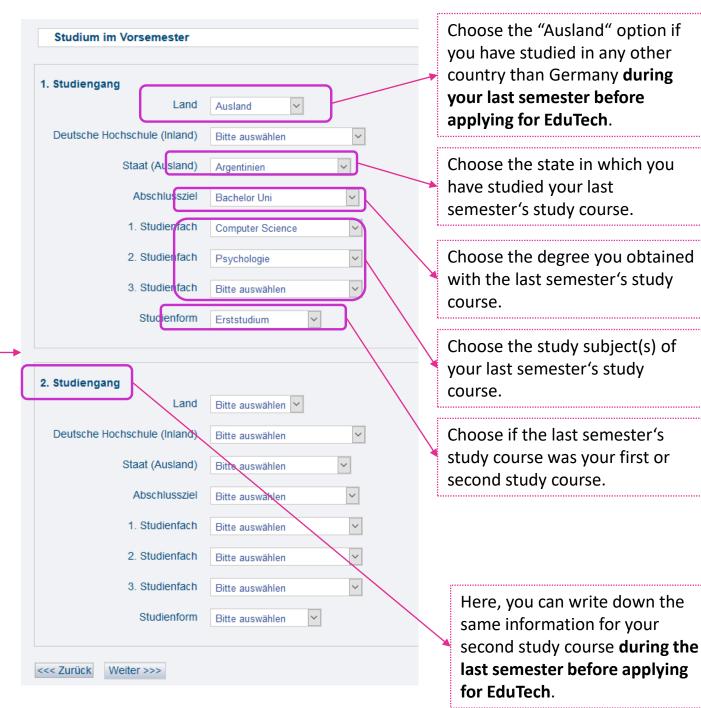
If you have had any internships during your first and / or second study course, please choose "Ja", if not, "Nein"

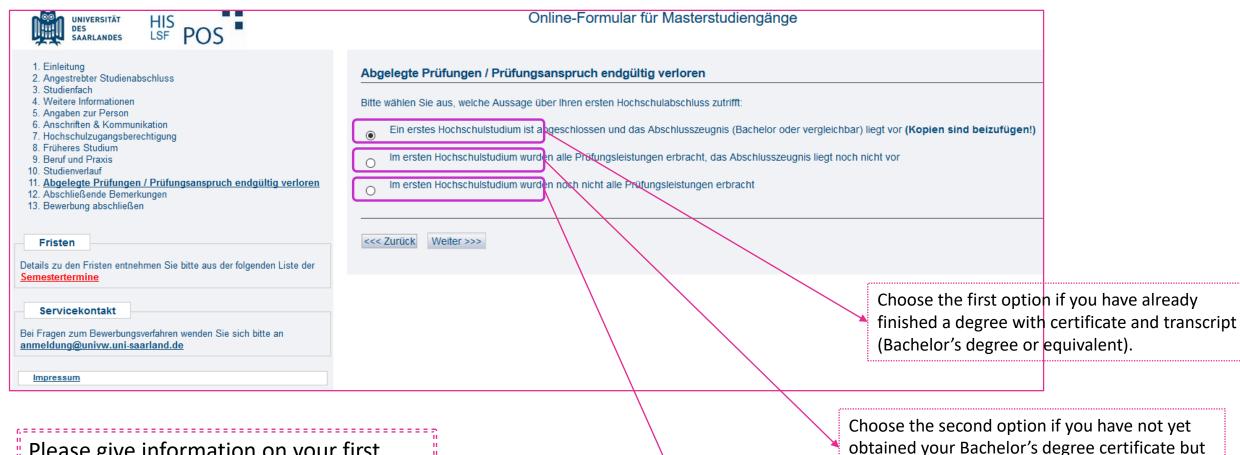
If you have had any vocational experience choose "Ja", if not, "Nein"

Write down the duration (number of months) of vocational practices / internships in total



Please give every information on your study course(s) during the last semester before application to EduTech. If your studies are further in the past than one semester, provide the information from your last University semester. Then, click "Weiter".

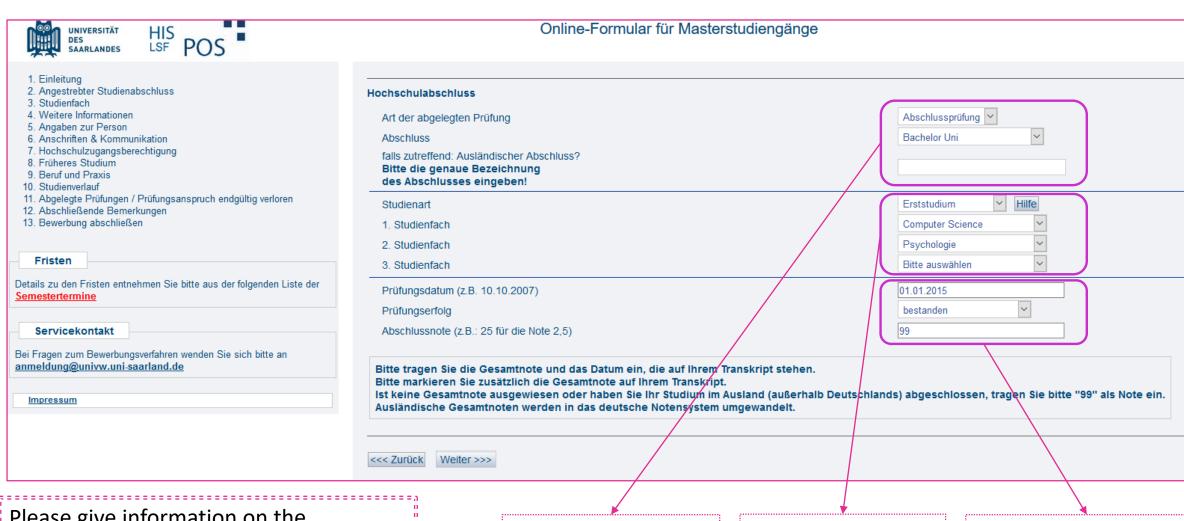




Please give information on your first university degree: Did you already obtain your Bachelor's degree certificate (or equivalent) or will you have to hand it in later? Then, click "Weiter".

Choose the third option if you have not yet obtained your Bachelor certificate and have also not reached all examination requirements yet.

have reached all examination requirements.



Please give information on the university degree with which you want to apply for EduTech.

When clicking "Weiter", your application is officially sent to UdS. You can then still update your information.

Choose the type of final examination. Choose the degree you have obtained. Write down the exact name of your degree, if it differs from international standards.

Choose if it was your first or second course of studies. Indicate the study course(s) you have studied.

Write down the exact date of your final examination (e.g., Bachelor's thesis). Choose if you passed or not and with what grade. If you do not know the German grading system, write down "99".

- 2. Angestrebter Studienabschluss (1. Antrag)
- 3. Studienfach für 1. Antrag
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Servicekontakt

Bei Fragen zum Bewerbungsverfahren wenden Sie sich bitte an anmeldung@univw.uni-saarland.de

Impressum

#### Bewerbung abschließen

Danke für Ihre Dateneingabe.

Die Bewerbernummer Ihres Antrages ist

Bitte drucken Sie nun das Anschreiben an die Universität des Saarlandes aus, das Ihnen als PDF-Datei hinter dem nachfolgenden Button zur Verfügung gestellt

Bewerbungsbogen als PDF

(HIER können Sie den Acrobat Reader kostenlos herunterladen.

Mit der o. g. Bewerbernummer (Benutzerkennung) können Sie unter https://www.lsf.uni-saarland.de auch zu einem späteren Zeitpunkt den PDF- Ausdruck vornehmen und später (nach Einreichung der Unterlagen) den Stand des Bewerbungsverfahrens abfragen. Als Passwort dient Ihr Geburtsdatum im Forma TT.MM.JJJJ (Bsp.: 01.01.1981).

Wir möchten Sie bitten, von dieser Möglichkeit Gebrauch zu machen und von telefonischen Rückfragen zum Stand des Bewerbungsverfahrens abzusehen.

Die für die Bearbeitung des Antrages erforderlichen Unterlagen sind zusammen mit dem Antrag an die auf dem pdf-Antrag genannte Empfängeradresse zu

Sofern dort auf einen online-Versand (Upload) an das Studierenden-Sekretariat verwiesen wird sind die Unterlagen zusammen mit dem unterschriebenen Antrag nur online einzureichen.

Bitte legen Sie dem Anschreiben ausschließlich die auf dem Ausdruck genannten Unterlagen bei und senden Sie das Anschreiben an die dort genannte Adresse.

Die hochgeladenen Dokumente bitte nicht nochmals in Papierform einreichen!

Es gilt das Eingangsdatum des Antrages mit den vollständigen Dokumenten (Upload Datum)

Bitte Unterschrift nicht vergessen!

Sobald Sie das Bewerbungsverfahren durchlaufen haben, wird Ihnen der Bescheid auf dem Postweg zugesendet. Bitte bewahren Sie eine Kopie des Ausdrucks auf, er könnte für eventuelle Rückfragen benötigt werden.

Bitte schließen Sie nun den Browser, damit nachfolgende Benutzer nicht Ihre eingegebenen Daten einsehen können.

Do NOT send the documents via (e)mail, use the official file manager (see next slide) This is your application number. You need it for logging in to the system (LSF).

Here, you can check all your information again. Please print that paper, sign and scan it and add it to the documents which you upload for finalizing your application at EduTech

Here, you see the link to the LSF system where you can check your application status. Log in with your application number and your birth date as password.

This is the last page you see of the application platform. Now, the first step for applying is done! Everything you need to do now is uploading your documents.

## Step 2: Upload your documents in the <u>file manager</u>

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2018

▼ 3 ▼

Cogin

Birthday: Jul

Enter your application number and birth date

Fully Supported Web Browsers: Internet Explorer 6-X, Firefox 2-X, Chrome 5-X, Safari 5.x, Opera 15-X Not Supported Web Browsers: Opera 1-12

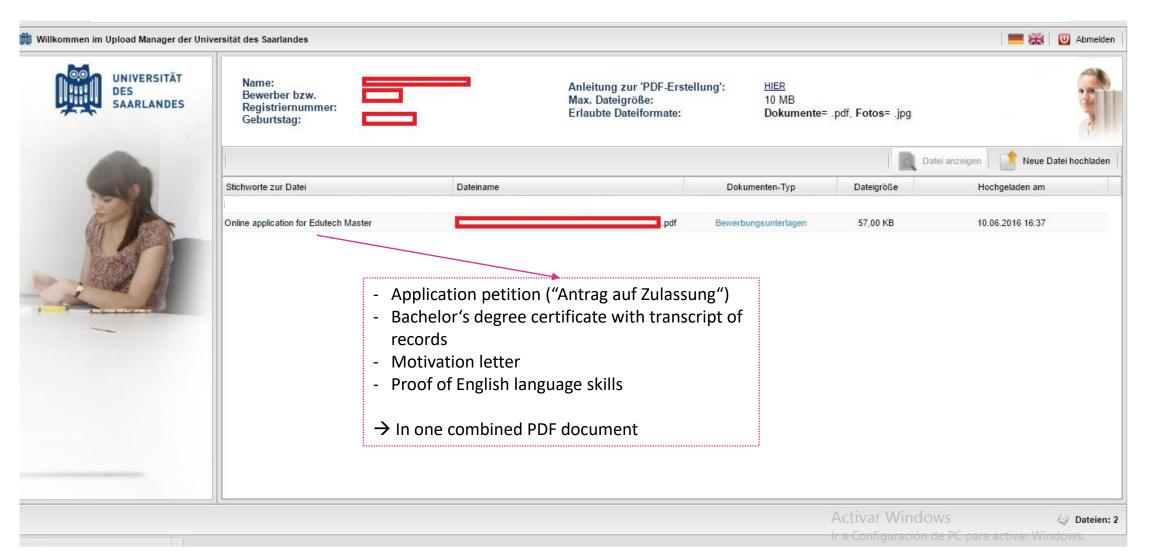
**-**

Reset

Browser Engine: Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:60.0) Gecko/20100101 Firefox/60.0 Operating Systems: Win64

Support & Issues

<u>Impressum</u>



This is the view of the LSF where you can upload your documents and have a look at the status of your application.

## What's next?

- The application deadline is July 15
- After the deadline, we evaluate all applications
- You will receive official admission of rejection letters from Saarland University (around middle of August usually)
- In case of admission: The next step is the enrolment; more information on this can be found here in our checklist: Checklist