Application guide for Edutech M.Sc.

Version 1.2 July. Summer 2020

Changelog relative to Version 1.1: Minor text corrections and additions. Update of some screenshots from the platform that have changed. Inclusion of a FAQ & troubleshooting section at the end of this guide.

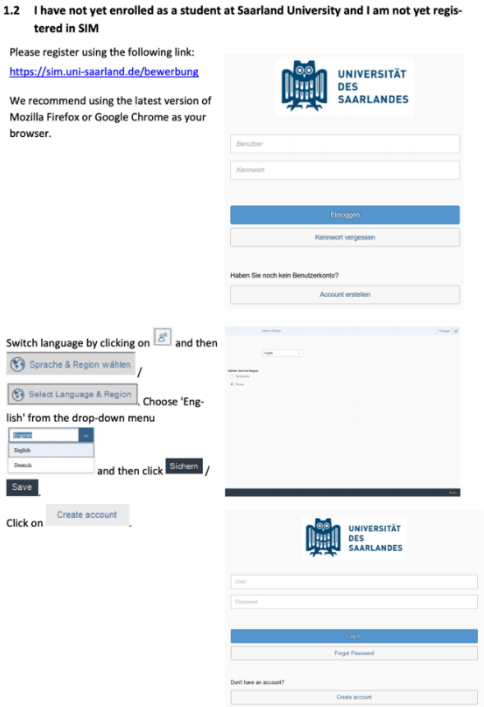
Quick intro: This guide is specially for international students who want to apply to our Edutech Master. The platform used for submitting your application is called "SIM platform" and can be accessed here: https://sim.uni-saarland.de/bewerbung#/Logon. Remember that the official period for applying is in June-July of each year. For more information about the application process, please check our "Applying to Edutech" page.

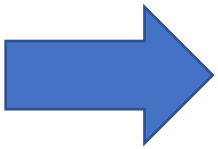
On page 15, you can find a list of all the documents and information you'll need for completing your application.

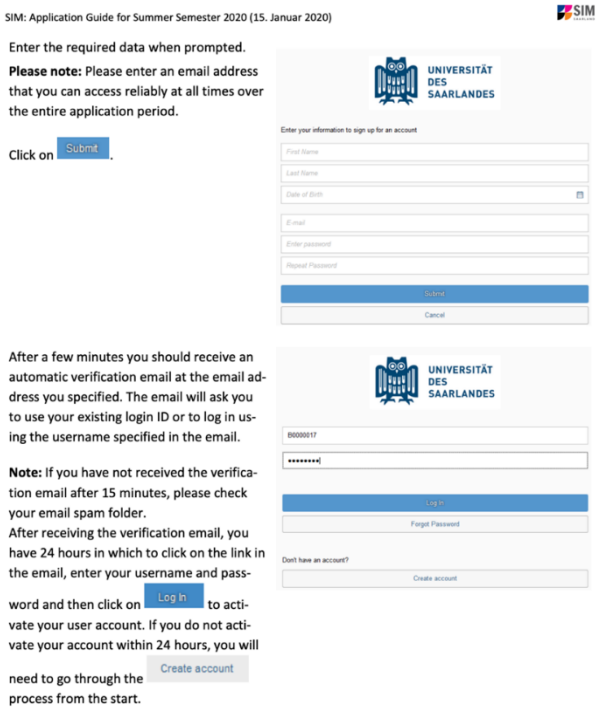
If something about the guide is unclear, please contact us at: eduTech@mx.uni-saarland.de

If you have any technical problem on the SIM platform, please contact the Admissions dept.: anmeldung@uni-saarland.de

Step 0: Create an account for the SIM platform. Images for this step are taken from this Application Guide: https://www.uni-saarland.de/fileadmin/upload/studium/bewerben/Student_Information_System_engl.pdf







1.3 I am not yet enrolled as a student at Saarland University, but I have registered with SIM and have already submitted an application

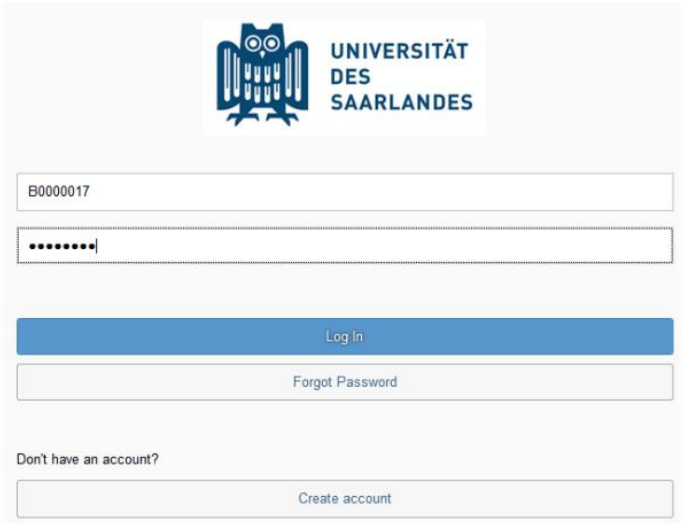
Please use your existing user account, which you can access here:

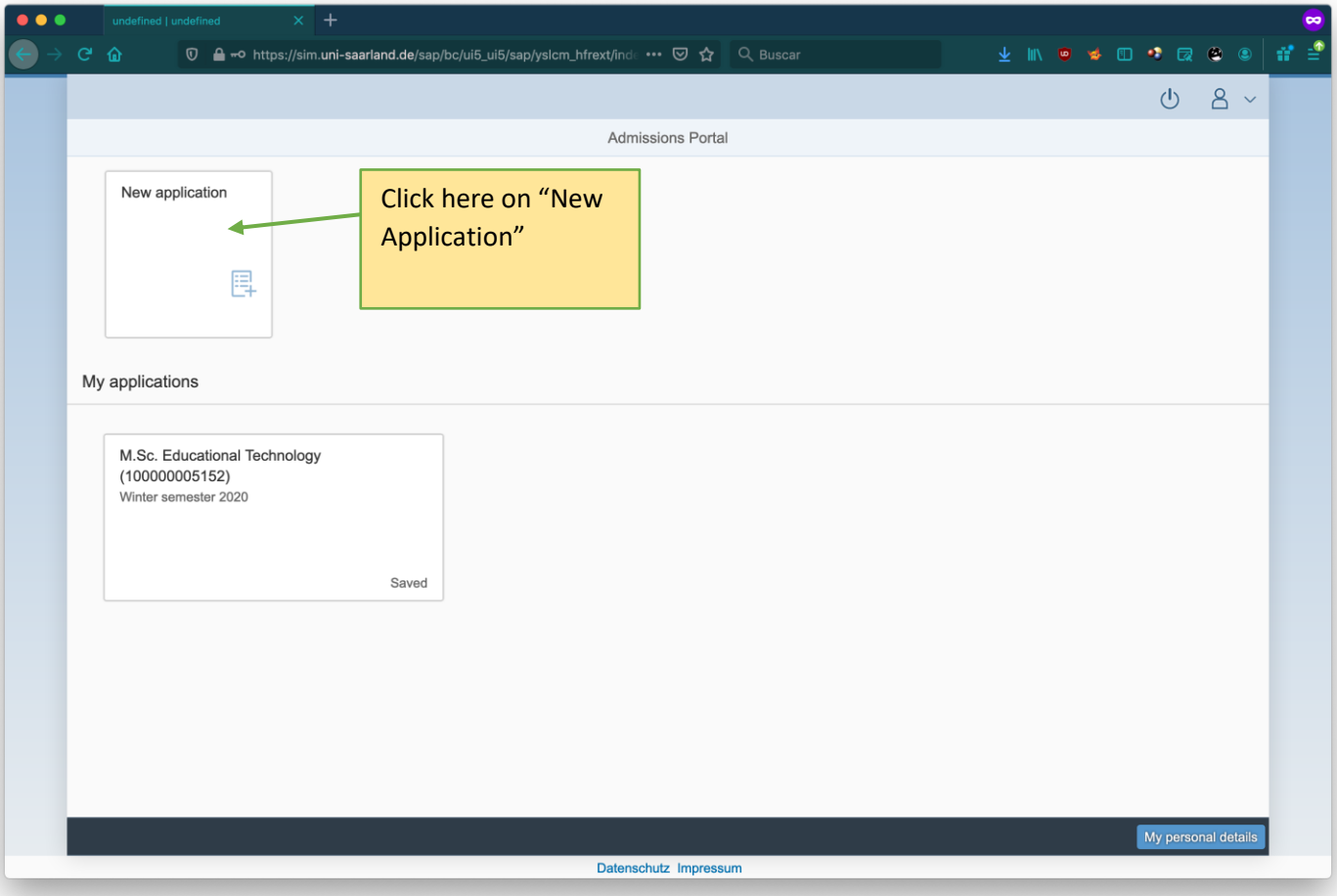
https://sim.uni-saarland.de/bewerbung

Log in with your username (e.g. B0000xx) and your password. Click on Log In.

If you have forgotten your password, please click on the Forgot Password button.

Please note: If the window does **not** appear as shown here, please clear your browser cache using CTRL+F5 and restart the browser.

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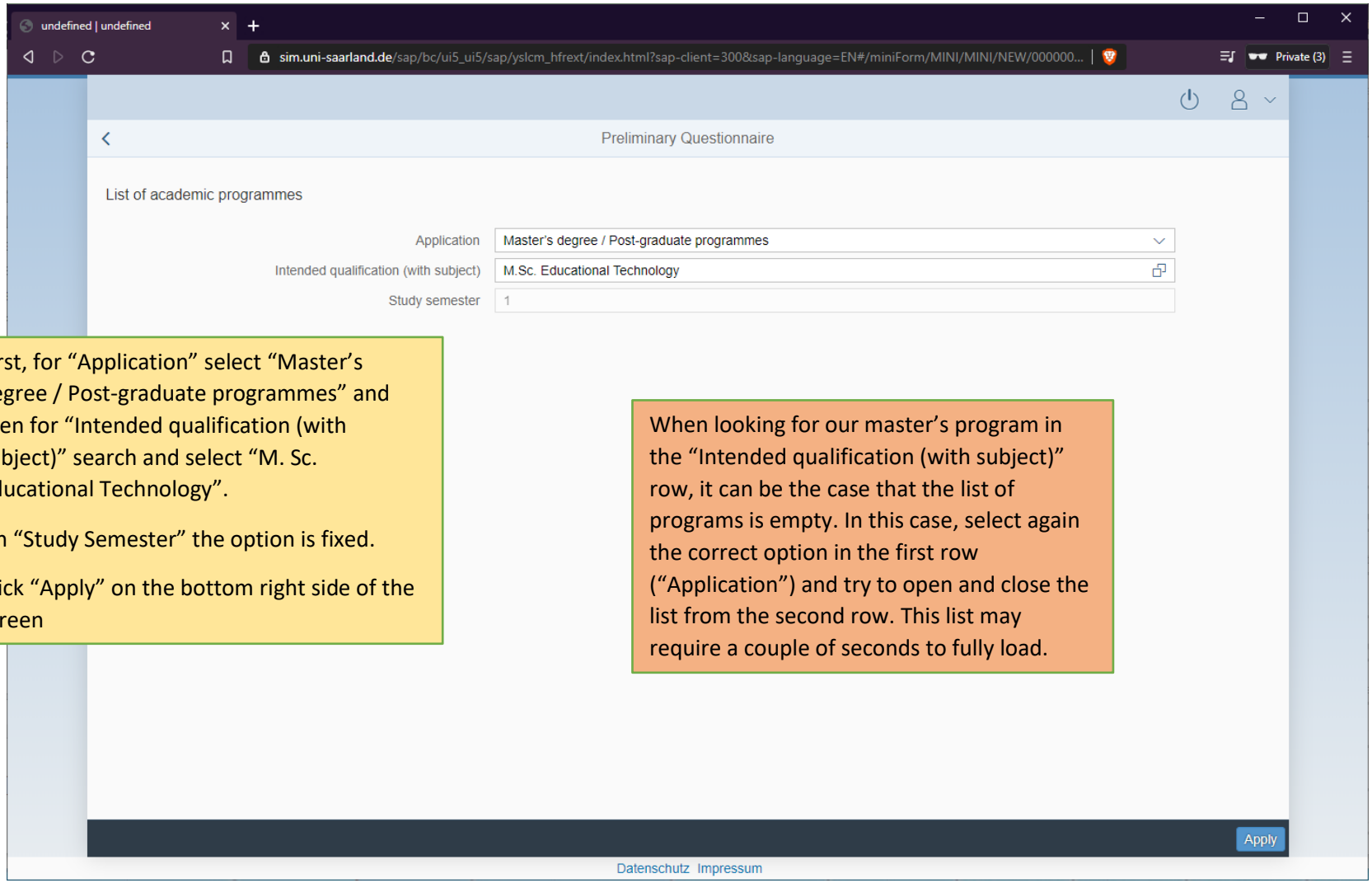
https://sim.uni-saarland.de/sap/bc/ui5_ui5/sap/yslcm_hfrext/ind
Buscar
Admissions Portal
New application
Click here on “New Application”
My applications
M.Sc. Educational Technology
(100000005152)
Winter semester 2020
Saved
My personal details
Datenschutz Impressum

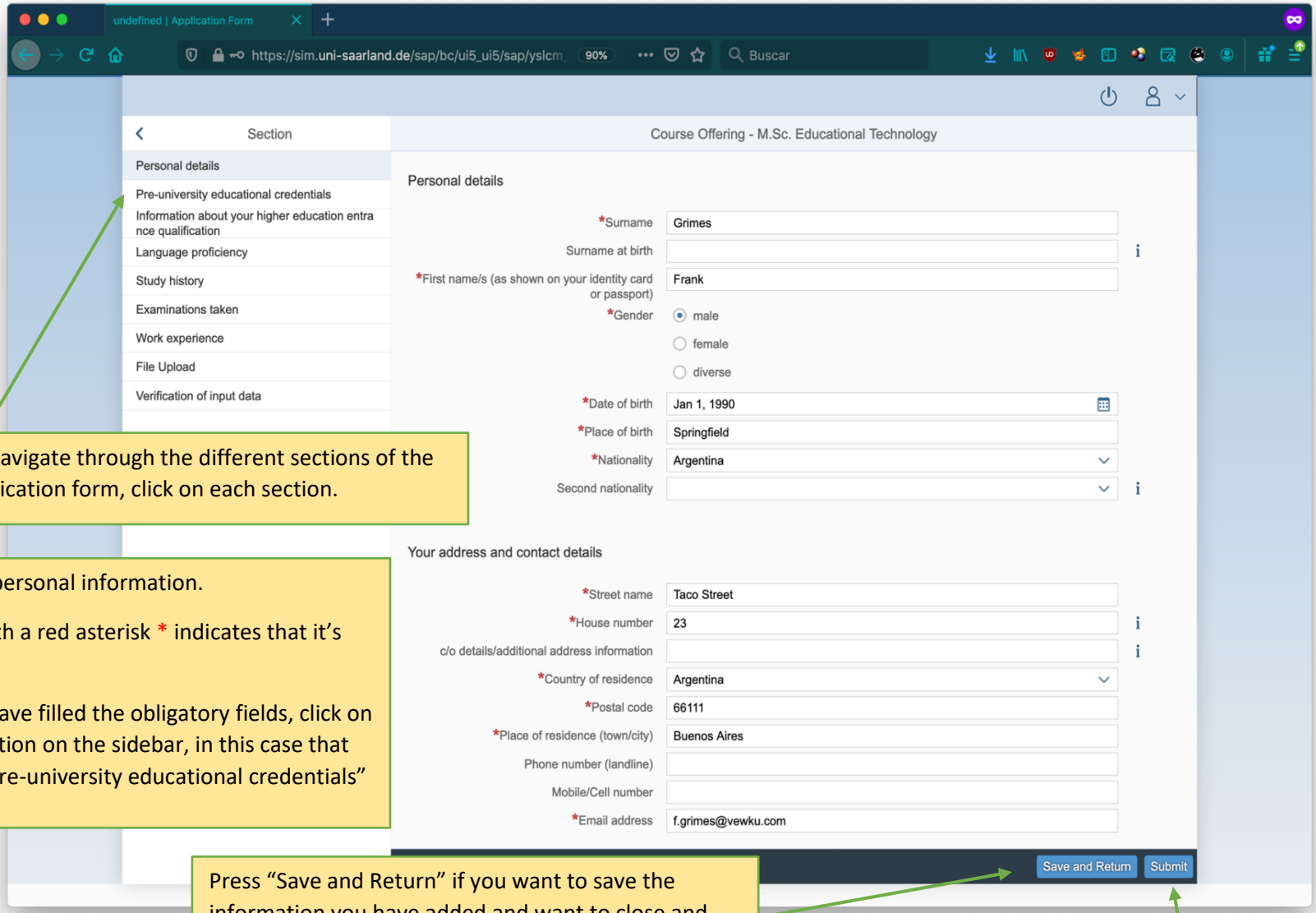


First, for “Application” select “Master’s degree / Post-graduate programmes” and then for “Intended qualification (with subject)” search and select “M. Sc. Educational Technology”.

On “Study Semester” the option is fixed.

Click “Apply” on the bottom right side of the screen

When looking for our master’s program in the “Intended qualification (with subject)” row, it can be the case that the list of programs is empty. In this case, select again the correct option in the first row (“Application”) and try to open and close the list from the second row. This list may require a couple of seconds to fully load.



To navigate through the different sections of the application form, click on each section.

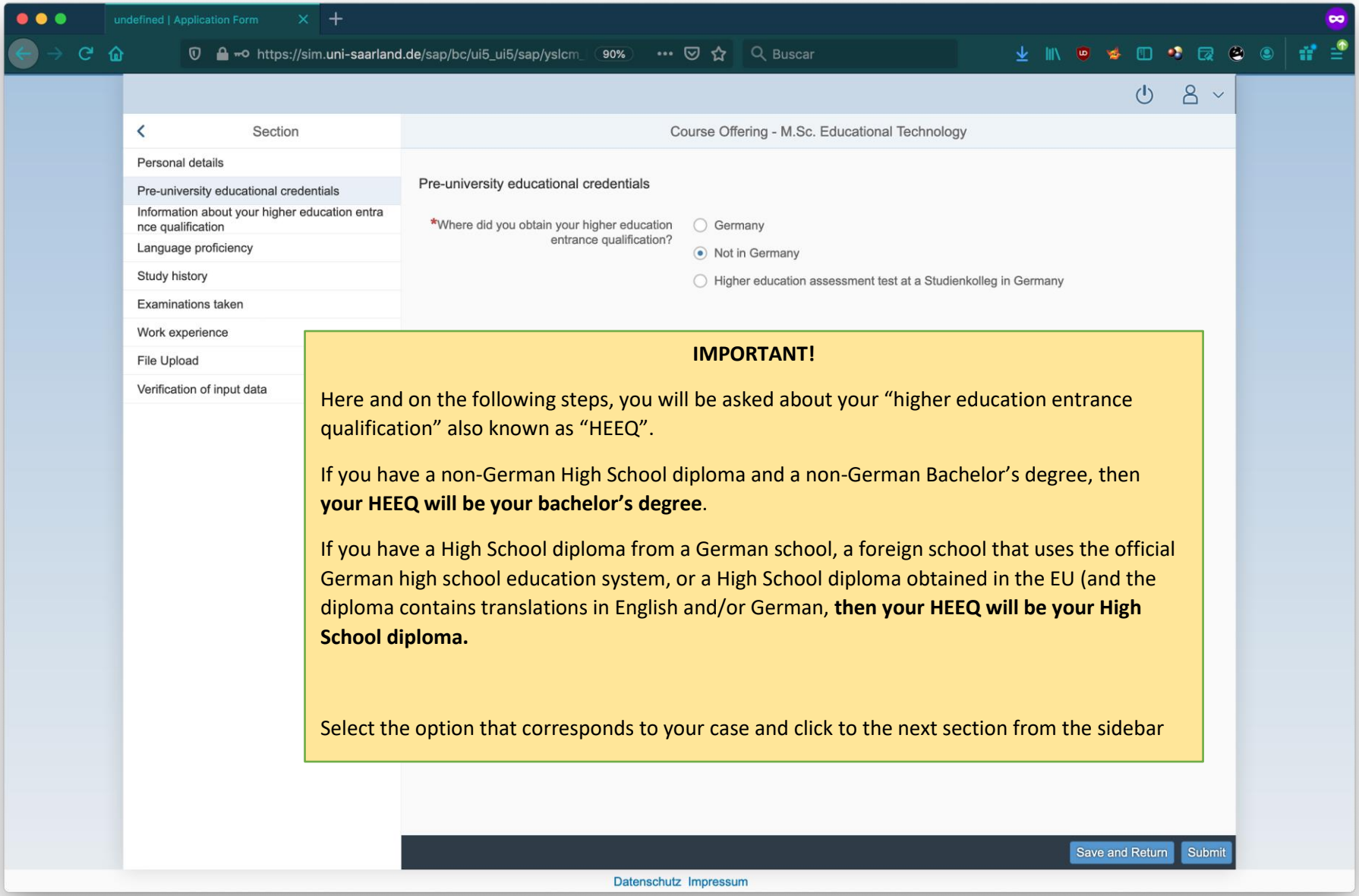
Write your personal information.

Any field with a red asterisk * indicates that it's obligatory

When you have filled the obligatory fields, click on the next section on the sidebar, in this case that would be "Pre-university educational credentials"

Press "Save and Return" if you want to save the information you have added and want to close and log-out from the platform.

Press "Submit" **only after** you have filled all the sections and want to officially submit your application. **If you click this button, your application will be sent and you won't be able to edit it again**.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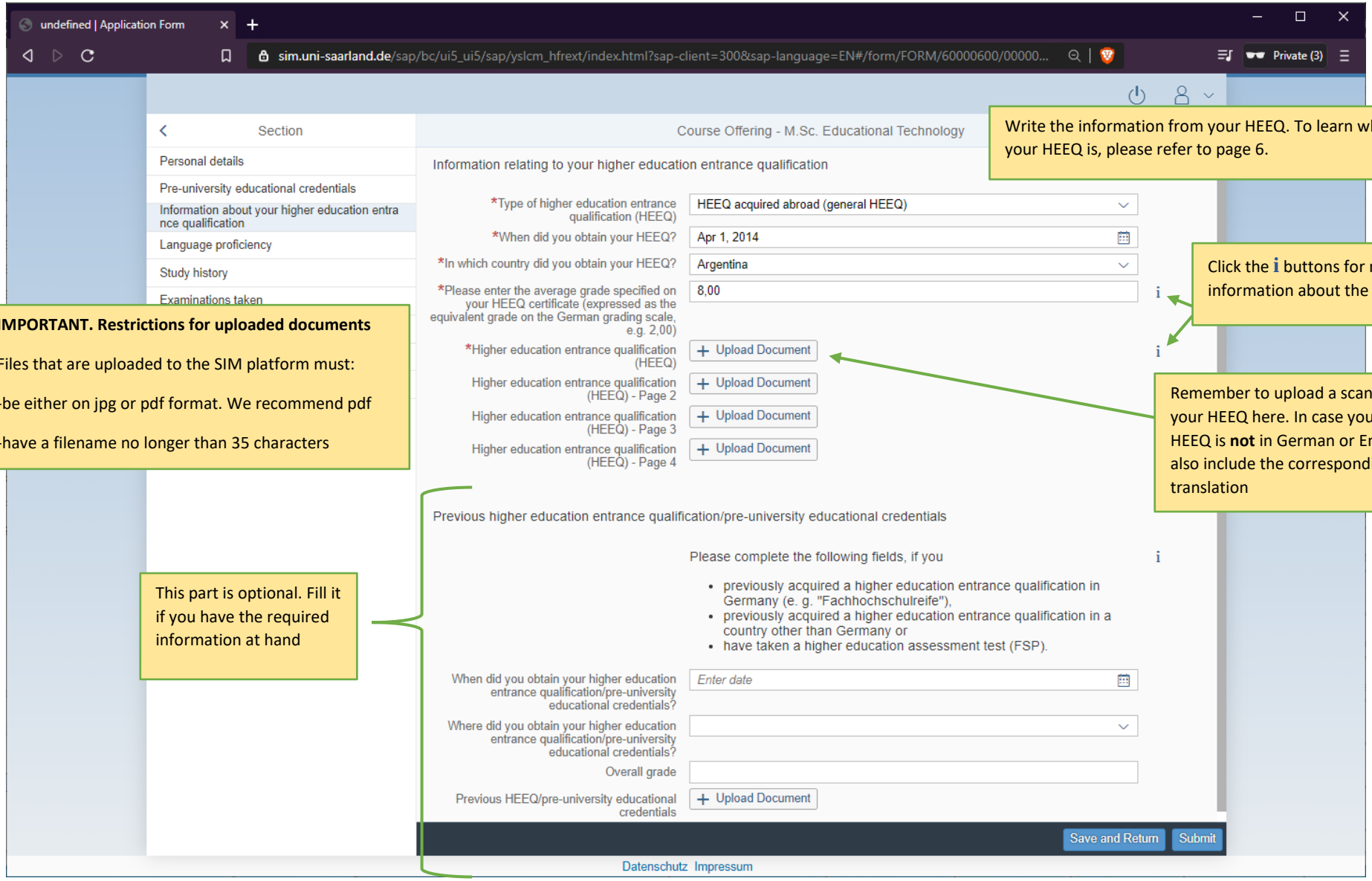
Buscar
Section
Personal details
Pre-university educational credentials
Information about your higher education entrance qualification
Language proficiency
Study history
Examinations taken
Work experience
File Upload
Verification of input data
Course Offering - M.Sc. Educational Technology
Pre-university educational credentials
*Where did you obtain your higher education entrance qualification?
Germany
Not in Germany
Higher education assessment test at a Studienkolleg in Germany
IMPORTANT!
Here and on the following steps, you will be asked about your “higher education entrance qualification” also known as “HEEQ”.
If you have a non-German High School diploma and a non-German Bachelor’s degree, then your HEEQ will be your bachelor’s degree.
If you have a High School diploma from a German school, a foreign school that uses the official German high school education system, or a High School diploma obtained in the EU (and the diploma contains translations in English and/or German, then your HEEQ will be your High School diploma.
Select the option that corresponds to your case and click to the next section from the sidebar
Save and Return
Submit
Datenschutz Impressum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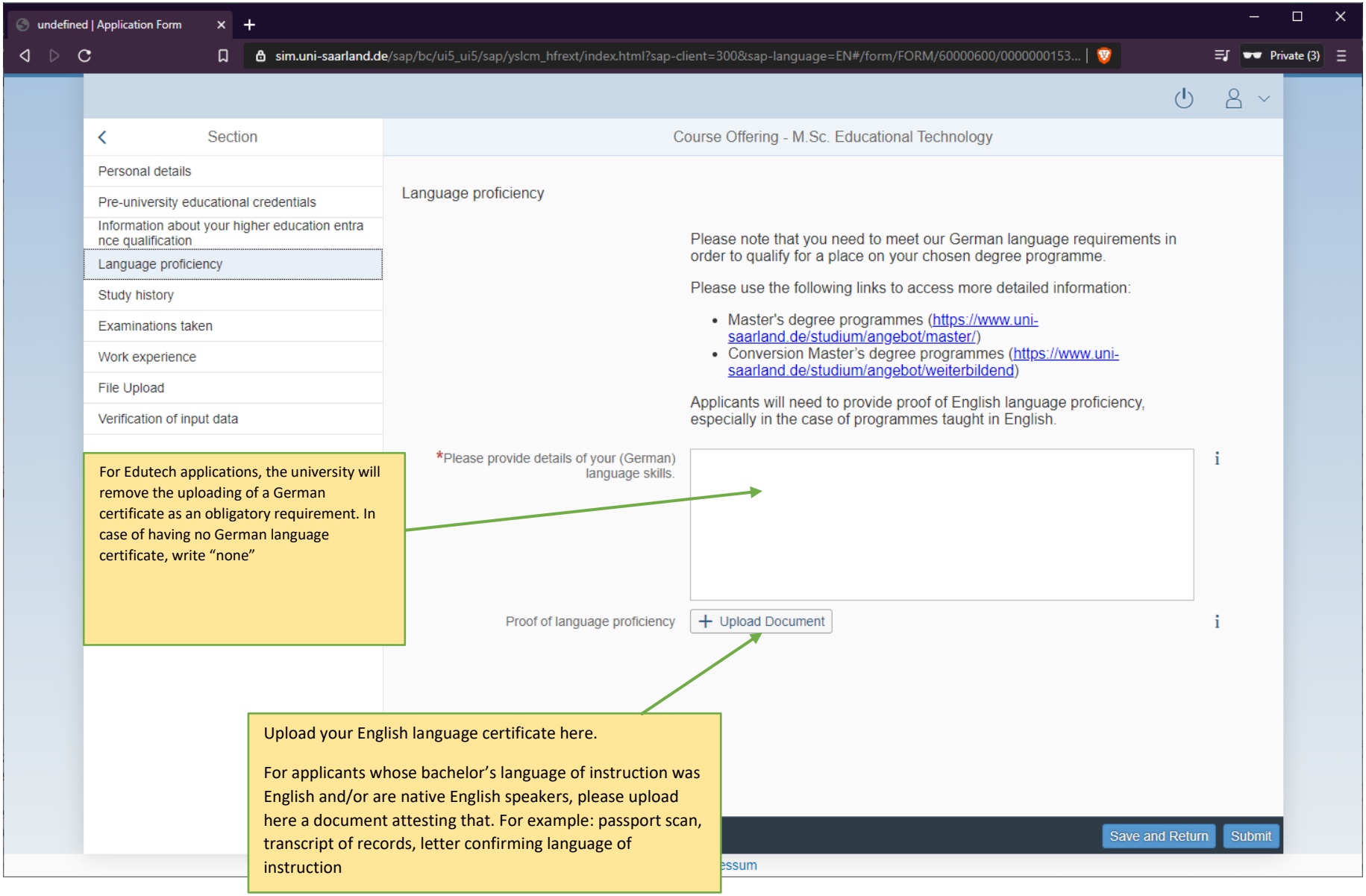
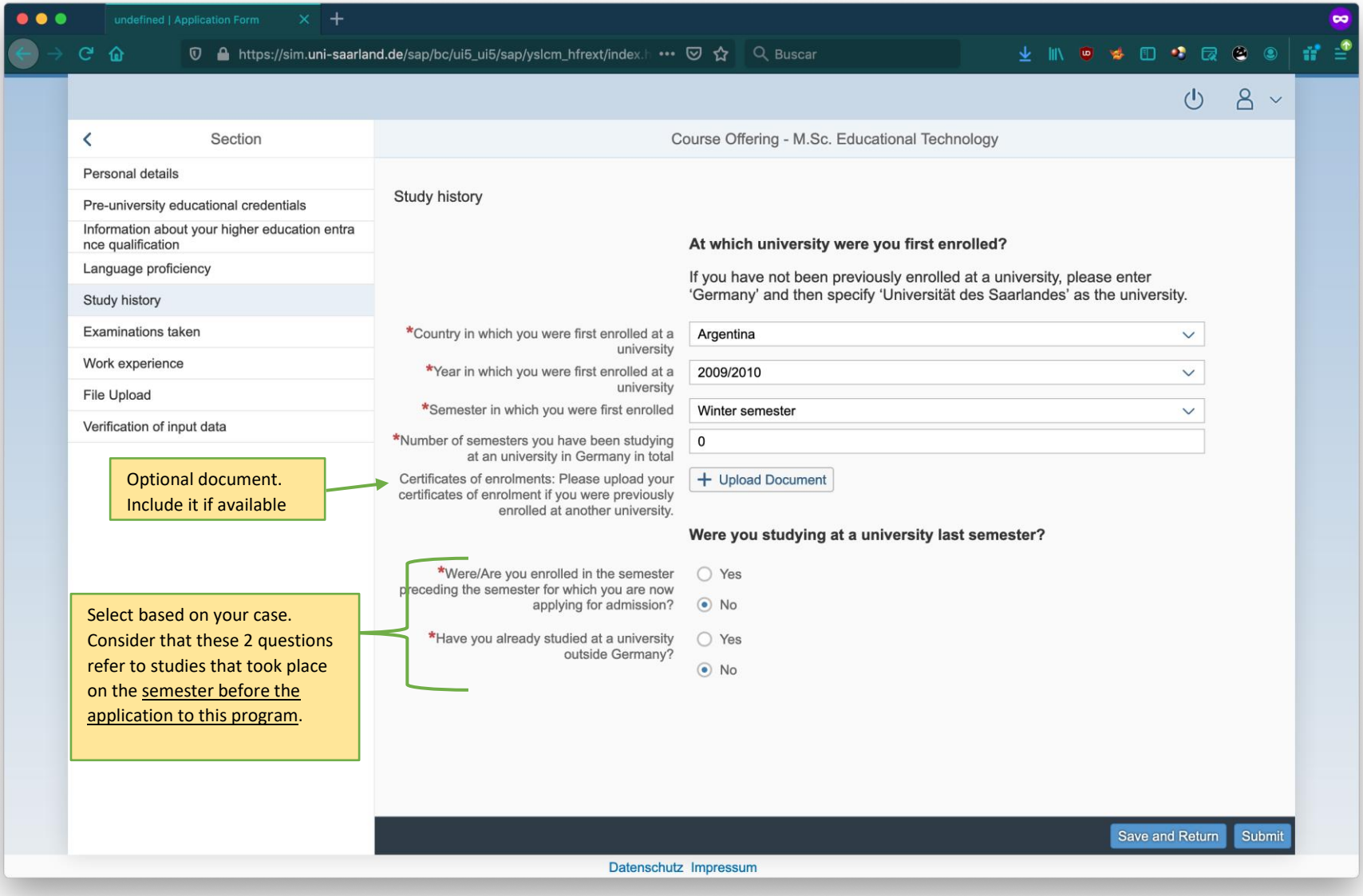
Private (3)
Section
Personal details
Pre-university educational credentials
Information about your higher education entra nce qualification
Language proficiency
Study history
Examinations taken
Course Offering - M.Sc. Educational Technology
Information relating to your higher education entrance qualification
*Type of higher education entrance qualification (HEEQ)
HEEQ acquired abroad (general HEEQ)
*When did you obtain your HEEQ?
Apr 1, 2014
*In which country did you obtain your HEEQ?
Argentina
*Please enter the average grade specified on your HEEQ certificate (expressed as the equivalent grade on the German grading scale, e.g. 2,00)
8,00
*Higher education entrance qualification (HEEQ)
Upload Document
Higher education entrance qualification (HEEQ) - Page 2
Upload Document
Higher education entrance qualification (HEEQ) - Page 3
Upload Document
Higher education entrance qualification (HEEQ) - Page 4
Upload Document
Previous higher education entrance qualification/pre-university educational credentials
Please complete the following fields, if you
previously acquired a higher education entrance qualification in Germany (e. g. "Fachhochschulreife"),
previously acquired a higher education entrance qualification in a country other than Germany or
have taken a higher education assessment test (FSP).
When did you obtain your higher education entrance qualification/pre-university educational credentials?
Enter date
Where did you obtain your higher education entrance qualification/pre-university educational credentials?
Overall grade
Previous HEEQ/pre-university educational credentials
Upload Document
Save and Return
Submit
Datenschutz
Impressum
Write the information from your HEEQ. To learn what your HEEQ is, please refer to page 6.
Click the i buttons for more information about the given field
Remember to upload a scan of your HEEQ here. In case your HEEQ is not in German or English, also include the corresponding translation
IMPORTANT. Restrictions for uploaded documents
Files that are uploaded to the SIM platform must:
-be either on jpg or pdf format. We recommend pdf
-have a filename no longer than 35 characters
This part is optional. Fill it if you have the required information at hand


undefined | Application Form
sim.uni-saarland.de/sap/bc/ui5_ui5/sap/yslcm_hfrext/index.html?sap-client=300&sap-language=EN#/form/FORM/60000600/0000000153...
Private (3)
Section
Personal details
Pre-university educational credentials
Information about your higher education entra nce qualification
Language proficiency
Study history
Examinations taken
Work experience
File Upload
Verification of input data
Course Offering - M.Sc. Educational Technology
Language proficiency
Please note that you need to meet our German language requirements in order to qualify for a place on your chosen degree programme.
Please use the following links to access more detailed information:
Master's degree programmes (https://www.uni-saarland.de/studium/angebot/master/)
Conversion Master's degree programmes (https://www.uni-saarland.de/studium/angebot/weiterbildend)
Applicants will need to provide proof of English language proficiency, especially in the case of programmes taught in English.
*Please provide details of your (German) language skills.
Proof of language proficiency
+ Upload Document
For Edutech applications, the university will remove the uploading of a German certificate as an obligatory requirement. In case of having no German language certificate, write "none"
Upload your English language certificate here.
For applicants whose bachelor's language of instruction was English and/or are native English speakers, please upload here a document attesting that. For example: passport scan, transcript of records, letter confirming language of instruction
Save and Return
Submit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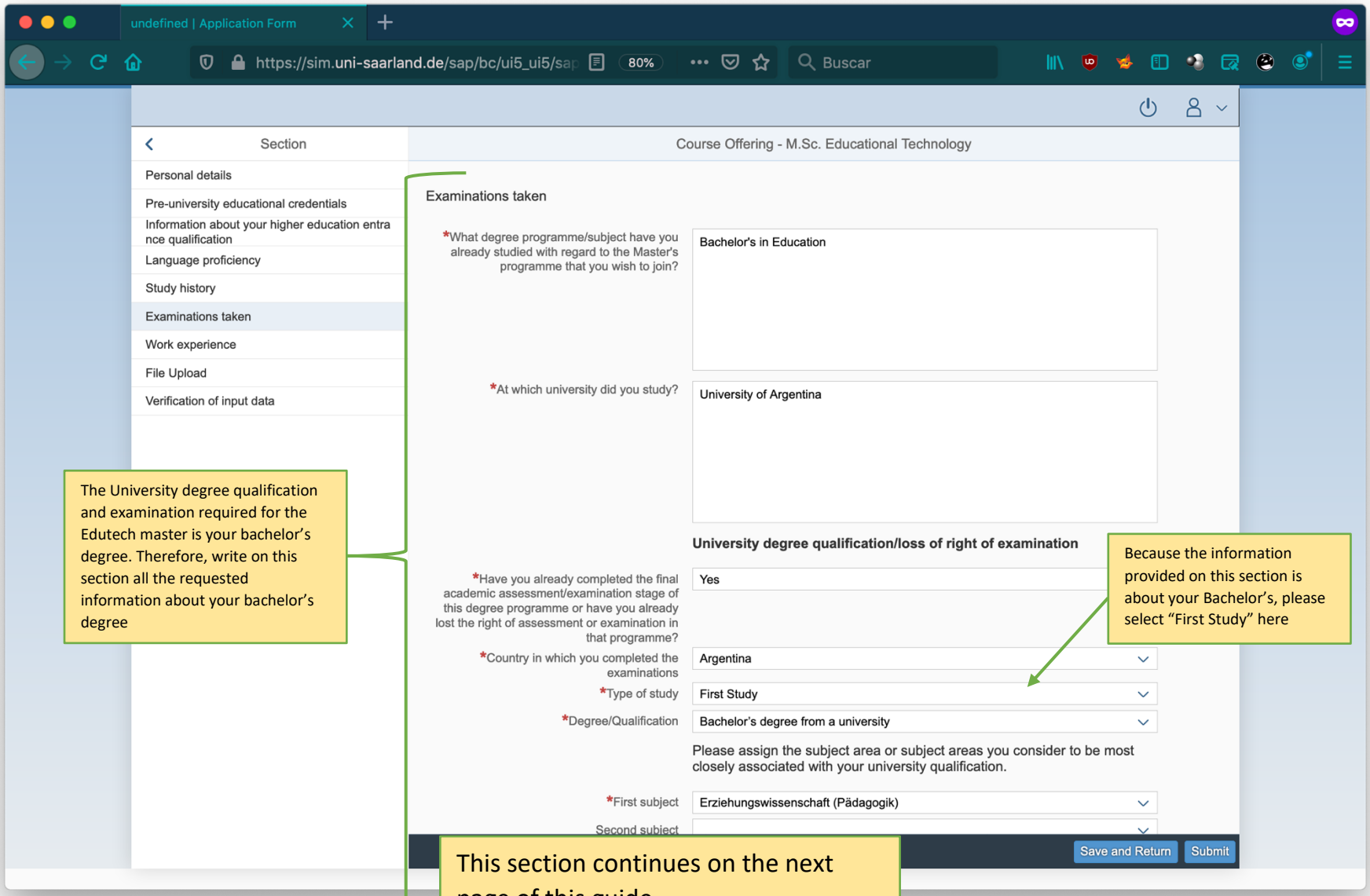
https://sim.uni-saarland.de/sap/bc/ui5_ui5/sap/yslcm_hfrext/index.h
Buscar
Section
Personal details
Pre-university educational credentials
Information about your higher education entrance qualification
Language proficiency
Study history
Examinations taken
Work experience
File Upload
Verification of input data
Course Offering - M.Sc. Educational Technology
Study history
At which university were you first enrolled?
If you have not been previously enrolled at a university, please enter 'Germany' and then specify 'Universität des Saarlandes' as the university.
*Country in which you were first enrolled at a university
Argentina
*Year in which you were first enrolled at a university
2009/2010
*Semester in which you were first enrolled
Winter semester
*Number of semesters you have been studying at an university in Germany in total
0
Certificates of enrolments: Please upload your certificates of enrolment if you were previously enrolled at another university.
Upload Document
Optional document. Include it if available
Were you studying at a university last semester?
*Were/Are you enrolled in the semester preceding the semester for which you are now applying for admission?
Yes
No
*Have you already studied at a university outside Germany?
Yes
No
Select based on your case. Consider that these 2 questions refer to studies that took place on the semester before the application to this program.
Save and Return
Submit
Datenschutz
Impressum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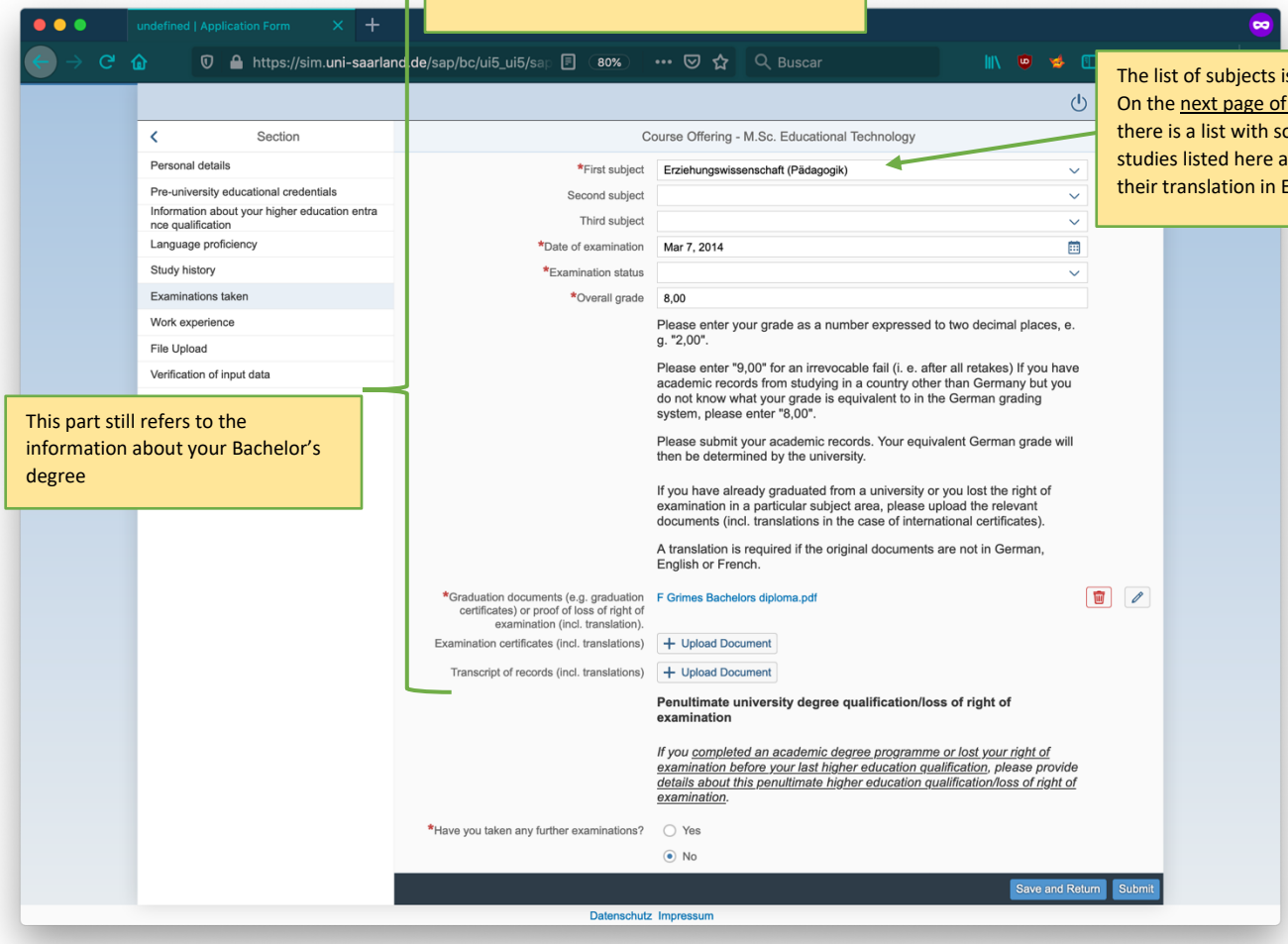
Buscar
Section
Course Offering - M.Sc. Educational Technology
Personal details
Pre-university educational credentials
Information about your higher education entrance qualification
Language proficiency
Study history
Examinations taken
Work experience
File Upload
Verification of input data
Examinations taken
*What degree programme/subject have you already studied with regard to the Master's programme that you wish to join?
Bachelor's in Education
*At which university did you study?
University of Argentina
University degree qualification/loss of right of examination
*Have you already completed the final academic assessment/examination stage of this degree programme or have you already lost the right of assessment or examination in that programme?
Yes
*Country in which you completed the examinations
Argentina
*Type of study
First Study
*Degree/Qualification
Bachelor's degree from a university
Please assign the subject area or subject areas you consider to be most closely associated with your university qualification.
*First subject
Erziehungswissenschaft (Pädagogik)
Second subject
Save and Return
Submit
The University degree qualification and examination required for the Edutech master is your bachelor's degree. Therefore, write on this section all the requested information about your bachelor's degree
Because the information provided on this section is about your Bachelor's, please select "First Study" here
This section continues on the next page of this guide

Continuation of previous page



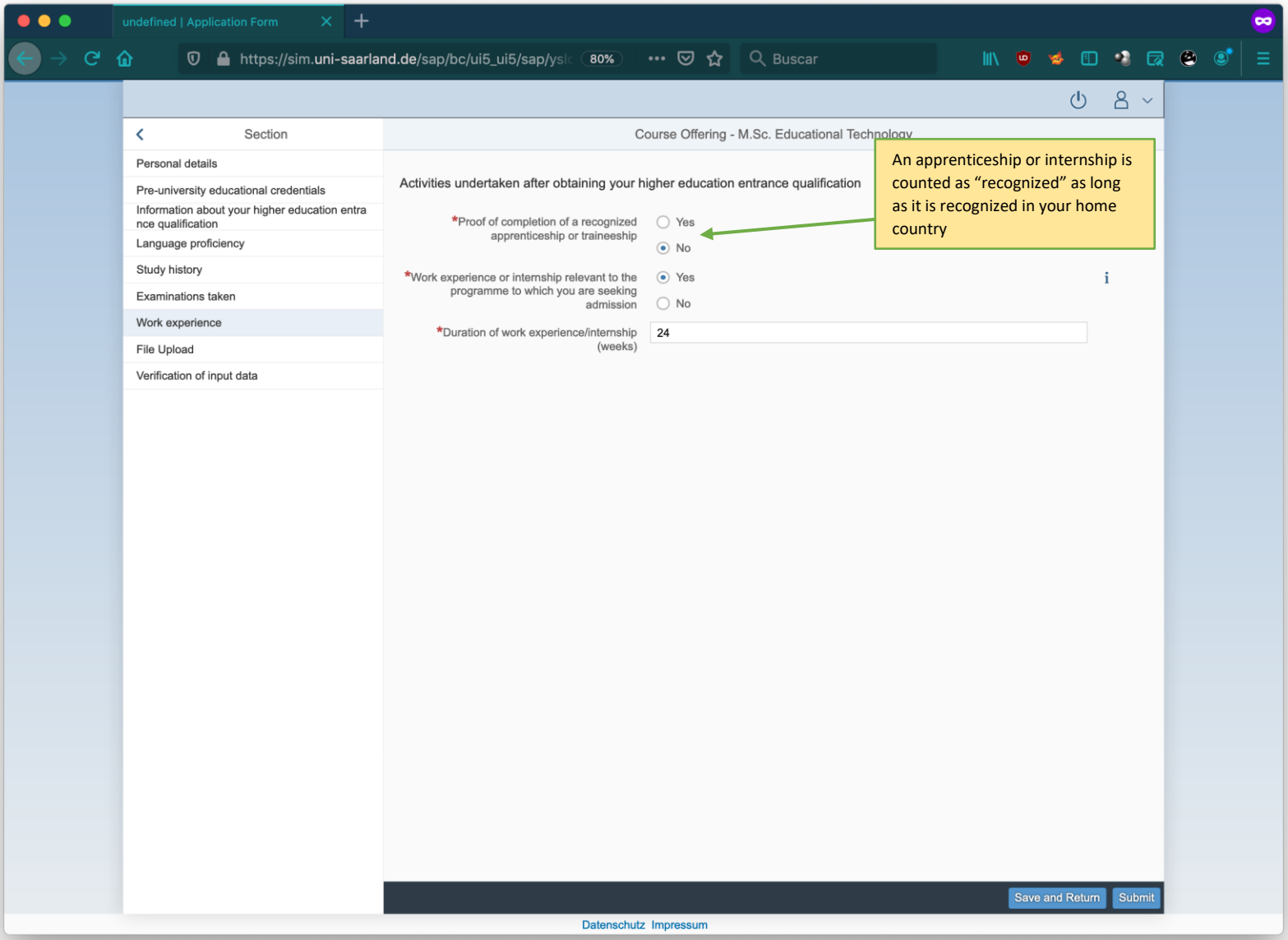
The list of subjects is in German. On the next page of this guide there is a list with some degree studies listed here along with their translation in English.

This part still refers to the information about your Bachelor's degree

Section: Examinations taken, list of some First Subjects and their translation

Pick the subject covered, or the one that relates the closest, written in your bachelor's degree

- Arbeitslehre/Wirtschaftslehre = Teaching of work/ economics
- Erziehungswissenschaft (Pädagogik) = Pedagogy/ Educational science
- Interdisziplinäre Studien (Schwerpunkt Ingenieurwissenschaft) = Interdisciplinary studies (focus on engineering sciences)
- Informatik = Informatics
- Ausländerpädagogik = Pedagogy for foreigners
- Psychologie = Psychology
- Angewandte Systemwissenschaften = Applied Systems Science
- Sozialwissenschaft = Social Sciences
- Soziologie = Sociology
- Computerlinguistik = Computer Linguistics
- Computer- und Kommunikationstechniken = Computer and communications technologies
- Kommunikations- und Informationstechnik = Communications and Informations technologies
- Sozialpädagogik = Social Pedagogy
- Deutsch als Fremdsprache oder als Zweitsprache = German as foreign/ second language
- Angewandte Sprachwissenschaft = Applied Language sciences
- Medienwissenschaft = Media Sciences
- Kommunikationswissenschaft/Publizistik = Communication sciences/ journalism
- Medientechnik = Media technologies
- Schulpädagogik = School pedagogics/ Teacher Education
- Pädagogik der frühen Kindheit = Early childhood pedagogy
- ohne Angabe/ungeklärt = no Information/ unclear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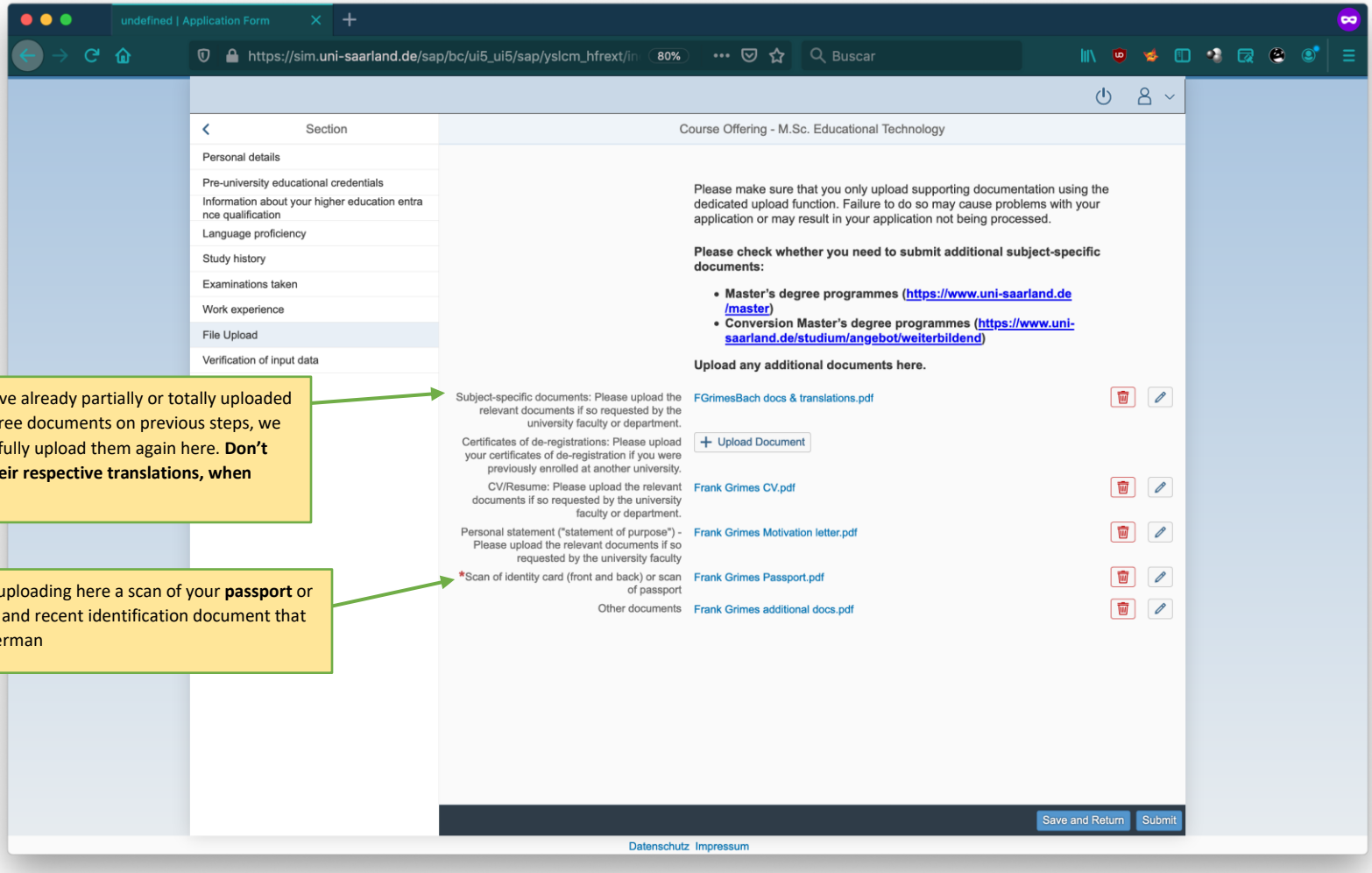
Section
Personal details
Pre-university educational credentials
Information about your higher education entrance qualification
Language proficiency
Study history
Examinations taken
Work experience
File Upload
Verification of input data
Course Offering - M.Sc. Educational Technology
Activities undertaken after obtaining your higher education entrance qualification
*Proof of completion of a recognized apprenticeship or traineeship
Yes
No
*Work experience or internship relevant to the programme to which you are seeking admission
Yes
No
*Duration of work experience/internship (weeks)
24
An apprenticeship or internship is counted as “recognized” as long as it is recognized in your home country
Save and Return
Submit
Datenschutz Impressum



Even though you have already partially or totally uploaded your bachelor's degree documents on previous steps, we recommend you to fully upload them again here. **Don't forget to include their respective translations, when needed.**

We recommend uploading here a scan of your **passport** or any other official and recent identification document that is in English or German

Checklist of documents that you need to upload on your application

Documents you must include

- Bachelor's degree documents: 1 PDF with scan of Bachelor's Diploma and Transcript of Records. When these documents are **not** in English or German, include in this file the translations (in German or English) of them.

- Letter of motivation: in PDF format, either in English or German.

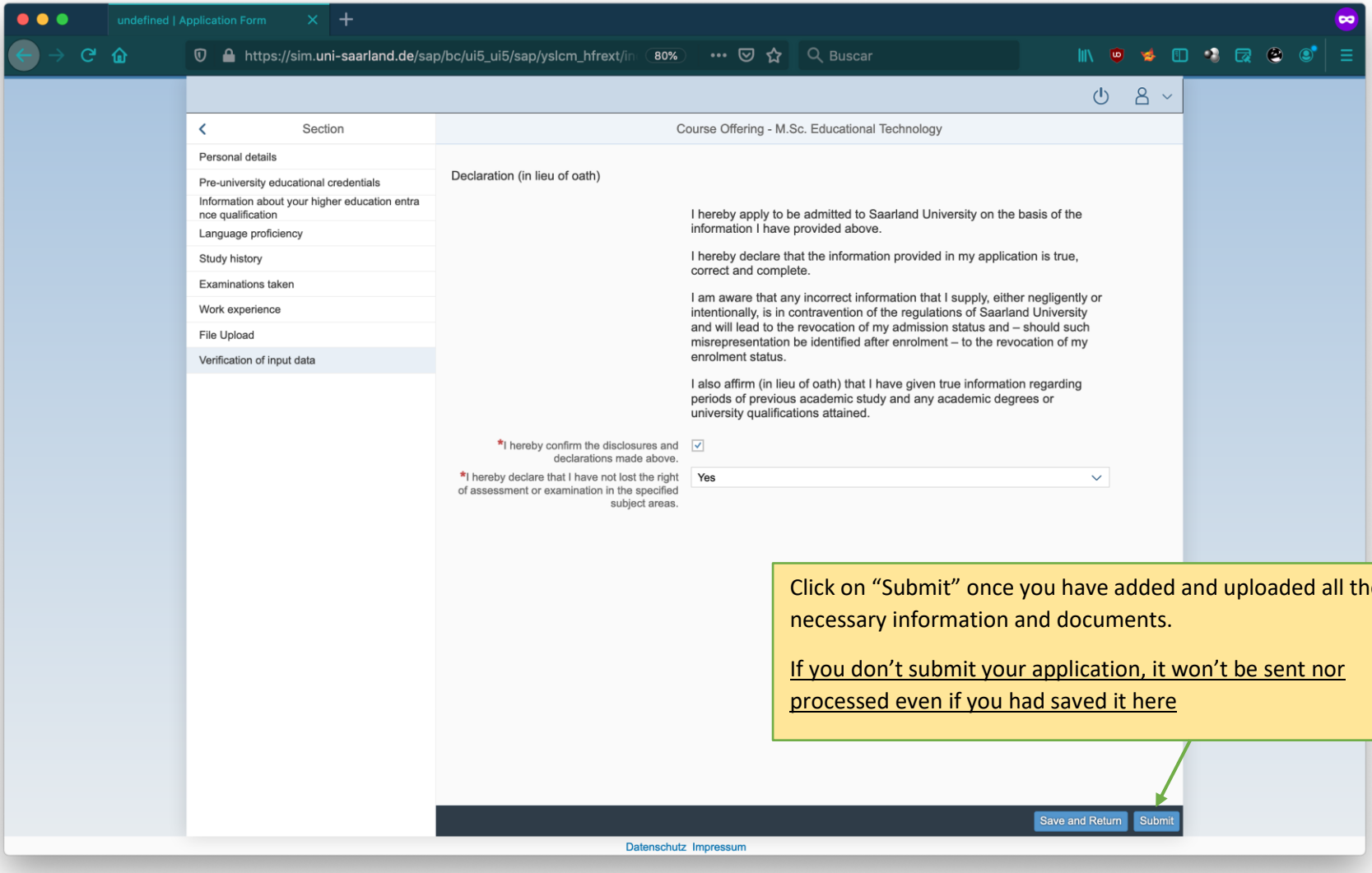
- Proof of English language skills: This document is only uploaded on the "Language proficiency" section. 1 PDF with the certificate and/or results that show that you have at least a B2 level in English. For applicants whose bachelor's language of instruction was English and/or are native English speakers, please upload here a document attesting that. For example: passport scan, transcript of records, letter confirming language of instruction.

- Proof of identity: Scan of a valid form of identification. We recommend a scan of your passport because it includes an English translation.

Additional documents we recommend you include

- CV: in PDF format and in English or German

- Other documents: Scans or copies of documents (in English or German) related to your academic or work experience such as Recommendation Letters and Certifications.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80%
Buscar
Section
Personal details
Pre-university educational credentials
Information about your higher education entra nce qualification
Language proficiency
Study history
Examinations taken
Work experience
File Upload
Verification of input data
Course Offering - M.Sc. Educational Technology
Declaration (in lieu of oath)
I hereby apply to be admitted to Saarland University on the basis of the information I have provided above.
I hereby declare that the information provided in my application is true, correct and complete.
I am aware that any incorrect information that I supply, either negligently or intentionally, is in contravention of the regulations of Saarland University and will lead to the revocation of my admission status and – should such misrepresentation be identified after enrolment – to the revocation of my enrolment status.
I also affirm (in lieu of oath) that I have given true information regarding periods of previous academic study and any academic degrees or university qualifications attained.
*I hereby confirm the disclosures and declarations made above.
*I hereby declare that I have not lost the right of assessment or examination in the specified subject areas.
Yes
Click on “Submit” once you have added and uploaded all the necessary information and documents.
If you don’t submit your application, it won’t be sent nor processed even if you had saved it here
Save and Return
Submit
Datenschutz Impressum

FAQ & Troubleshooting:

// Display issues

If the any window or section does not appear as shown in this guide, please clear your browser cache and restart the browser. We recommend accessing the SIM platform through a desktop computer or laptop. The supported browsers are: Google Chrome, Mozilla Firefox, and Microsoft Edge based on Chromium. In other browsers, the display quality may be compromised.

// Recommended browsers

Please use the latest version of one of the following browsers to view the portal: Google Chrome, Mozilla Firefox, Microsoft Edge based on Chromium. The portal may not be displayed correctly if you use an older version of one of these browsers or if you choose to use another browser, such as Apple Safari or Internet Explorer

// Can you, the Edutech dept., confirm me that you received my application? / I applied on the platform. Will I receive a confirmation email?

During the application process period, we don't have access to the applications because that and the platform is managed by the Admissions Office of the university. The submitted applications will be forwarded to us once the application period is over.

After you click on "Submit" on the application platform, you will receive on-screen confirmation that your application was submitted and you will be notified of your application number. You will be able to view your application in the 'My applications' section of the SIM platform. Thus, you will **not** receive a confirmation email.
In case the University requires you to send them additional supporting documentation, they will send you an email explaining what they need and the status of your application will change. If that happens, please follow the instructions from this Application guide of the Admissions Office (section 3, p. 14)

We the Edutech dept. have no control of the application platform nor its technical infrastructure. For any of these queries, I would recommend you to contact the Admissions Office (anmeldung@uni-saarland.de).

// How can I know that my application was correctly submitted?

When clicking on the “Submit” button, the SIM platform will check if all the mandatory fields and documents are filled. If an obligatory field or section is not filled, the SIM platform won’t allow the submission and you will be indicated where are the pending fields that need to be filled. Please beware that the SIM platform only checks that information and documents were added to the obligatory fields and it doesn’t check if the information is correct.

If you click the “Submit” button and you receive on-screen confirmation that your application was submitted, that’s the indication that your application was correctly submitted. You will be able to view your application in the ‘My applications’ section.

// I submitted my application to the platform and there it says "to be verified", is my application good?

During the application process period, we don't have access to the applications because that and the platform is managed by the Admissions Office of the university. The submitted applications will be forwarded to us once the application period is over. Regarding that "to be verified" message, please check the section 3 (p. 14) called "What happens after I have submitted my application" of the Application guide of the Admissions Office

// I submitted my application to the platform and there it says "pre-excluded", is my application good?

Please check the section 3 (p. 14) called "What happens after I have submitted my application" of the Application guide of the Admissions Office. If after some days, the status of your application has not changed and you have not received any email as specified on page 14 of the above-linked guide, please contact the Admissions Office (anmeldung@uni-saarland.de).

// I can't click certain checkbox. / I filled my application form with all my info and documents but later nothing is saved. / There’s a mandatory field that I can check or input info to / I submitted my application but afterwards it shows some sections empty

We the Edutech dept. have no control of the application platform nor its technical infrastructure so we would recommend you to contact the Admissions Office (anmeldung@uni-saarland.de).

As a quick troubleshooting solution, you can try to log-out from the platform, clear the cache and navigation history from your

browser, restart your browser, and log in to the SIM platform again. If that doesn't work, try with another of the supported browsers (Google Chrome, Mozilla Firefox, and Microsoft Edge based on Chromium). If the problem still persists, please reach out to the Admissions Office (anmeldung@uni-saarland.de) for more technical support.

As a last resort, you can withdraw your application and apply again, ensuring that you fill all the obligatory fields and taking evidence (i.e. screenshots) showing that you filled everything correctly, in case the issue happens again.