

Application guide for Edutech M.Sc. Version 2. Application process 2021

Changelog relative to Version 1.2: Text and screenshots corrections, and additions that align to the current version (June 2021) of the SIM Portal.

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#/Login>. 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 indicating on which page of this guide or step of the process you’re having trouble.

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

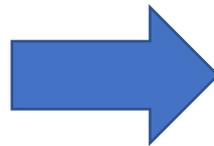
Step 0: Create an account for the SIM platform. Images for this step are taken from this Application Guide: https://www.uni-saarland.de/fileadmin/upload/studium/bewerben/Student_Information_System_engl.pdf

1.2 I have not yet enrolled as a student at Saarland University and I am not yet registered in SIM

Please register using the following link:
<https://sim.uni-saarland.de/bewerbung>
We recommend using the latest version of Mozilla Firefox or Google Chrome as your browser.

Switch language by clicking on  and then [Sprache & Region wählen](#) / [Select Language & Region](#). Choose 'English' from the drop-down menu  and then click [Sprache](#) / [Save](#).

Click on [Create account](#).



SIM: Application Guide for Summer Semester 2020 (15. Januar 2020)



Enter the required data when prompted.
Please note: Please enter an email address that you can access reliably at all times over the entire application period.

Click on [Submit](#).

After a few minutes you should receive an automatic verification email at the email address you specified. The email will ask you to use your existing login ID or to log in using the username specified in the email.

Note: If you have not received the verification email after 15 minutes, please check your email spam folder.
After receiving the verification email, you have 24 hours in which to click on the link in the email, enter your username and password and then click on [Log in](#) to activate your user account. If you do not activate your account within 24 hours, you will

need to go through the [Create account](#) process from the start.

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

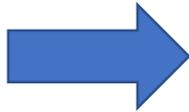
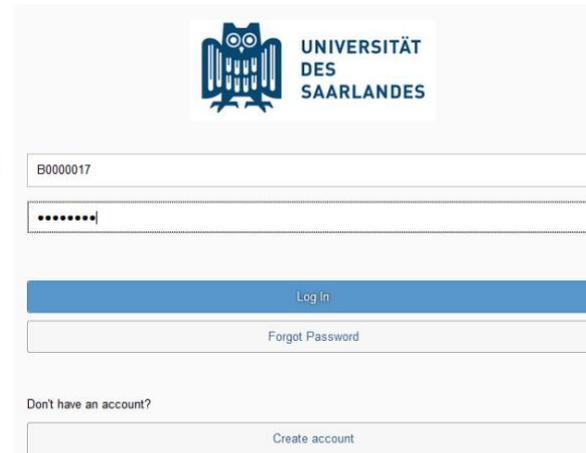
Please use your existing user account, which you can access here:

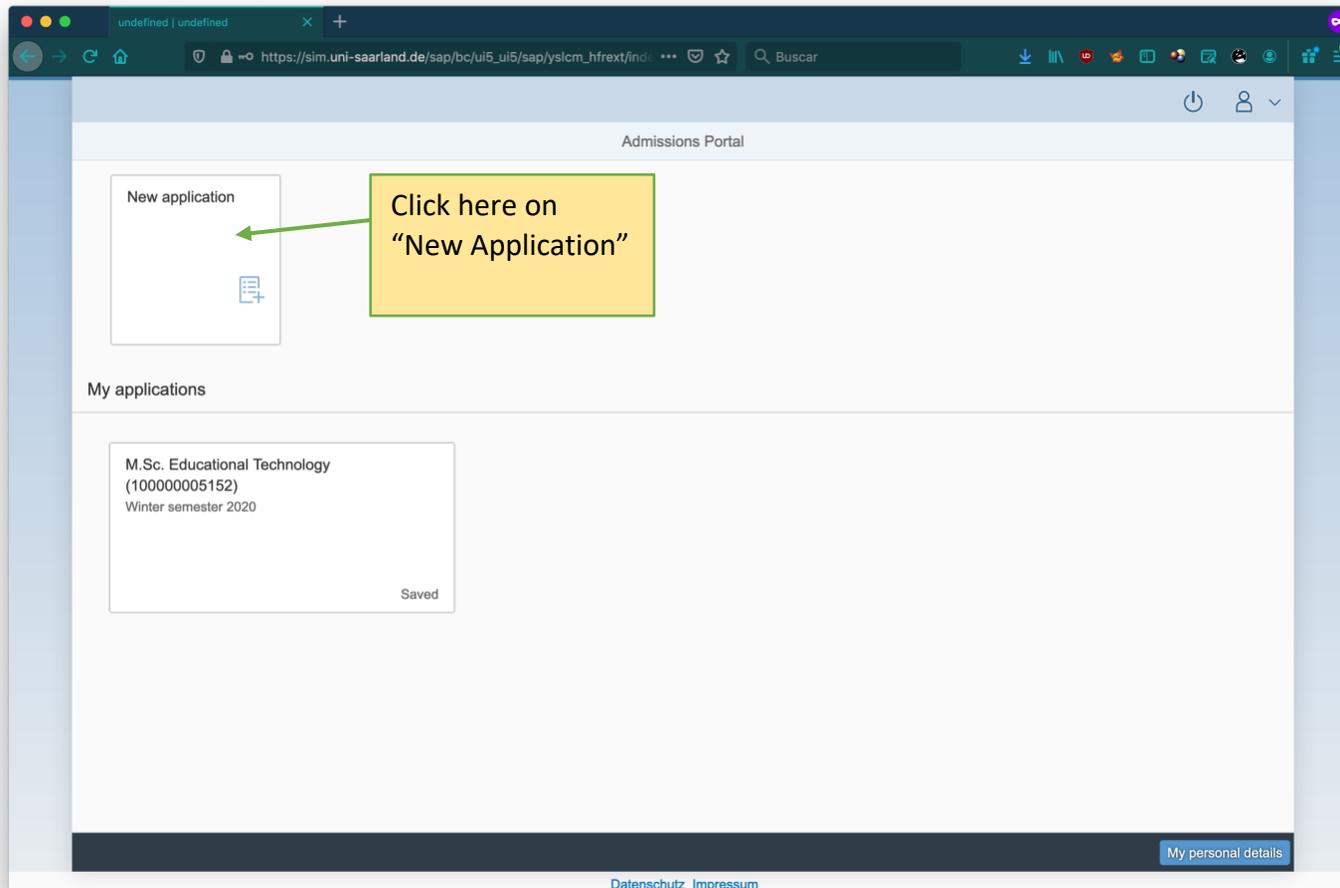
<https://sim.uni-saarland.de/bewerbung>

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

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

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





Application guide for Edutech M.Sc. at Saarland University, Germany

Preliminary Questionnaire

List of academic programmes

Application	Master's degree programmes (1st semester)
Intended qualification (with subject)	M.Sc. Educational Technology
*Intended semester	Winter semester 2021/2022

The following questionnaire is designed to guide you through the process of applying for admission to the first semester of a Master's degree programme.

Please first check whether applications for your Master's programme should be submitted via the SIM portal. To find a description of the current application procedure for your Master's programme, please visit the [Master's programme website](#).

Before completing your application, make sure you know which supporting documents you also need to submit. Details of the admission procedure for each Master's programme at Saarland University can be found on the [Master's programme website](#).

Please click *Next* to continue.

Study semester:

[Apply](#)

[Datenschutz](#) [Impressum](#)

First, for "Application" select "Master's degree programmes (1st semester)" and then for "Intended qualification (with subject)" search and select "M. Sc. Educational Technology".

For "intended semester" ensure the option "winter semester 2021/2022" is selected

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.

The screenshot shows a web browser window with the URL https://sim.uni-saarland.de/sap/bc/ui5_ui5/sap/yslcm. The page title is "Course Offering - M.Sc. Educational Technology". On the left, a sidebar lists sections: Personal details, Pre-university educational credentials, Information about your higher education entrance qualification, Language proficiency, Study history, Examinations taken, Work experience, and File Upload. A green arrow points from a callout box to the "Personal details" section in the sidebar.

The main content area is titled "Personal details" and contains the following fields:

- *Surname: Grimes
- Surname at birth: (empty)
- *First name/s (as shown on your identity card or passport): Frank
- *Gender: male, female, diverse
- *Date of birth: Jan 1, 1990
- *Place of birth: Springfield
- *Nationality: Argentina
- Second nationality: (empty)

The next section is "Your address and contact details" with the following fields:

- *Street name: Taco Street
- *House number: 23
- c/o details/additional address information: (empty)
- *Country of residence: Argentina
- *Postal code: 66111
- *Place of residence (town/city): Buenos Aires
- Phone number (landline): (empty)
- Mobile/Cell number: (empty)
- *Email address: f.grimes@vewku.com

At the bottom right, there are two buttons: "Save and Return" and "Submit". A green arrow points from a callout box to the "Save and Return" button, and another points to the "Submit" button.

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.**

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

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

Information relating to your higher education entrance qualification

*Type of higher education entrance qualification (HEEQ)

*When did you obtain your HEEQ?

*In which country did you obtain your HEEQ?

*Please enter the average grade specified on your HEEQ certificate (expressed as the equivalent grade on the German grading scale, e.g. 2.00)

*Details of higher education entrance qualification (actual designation of school-leaving certificate in country of issue, curricular focus, information on periods of university study)

*Higher education entrance qualification (HEEQ)

Higher education entrance qualification (HEEQ) - Page 2

Higher education entrance qualification (HEEQ) - Page 3

Higher education entrance qualification (HEEQ) - Page 4

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

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

IMPORTANT. Restrictions for uploaded documents
Files that are uploaded to the SIM platform must:
-be either on jpg or pdf format. We **highly** recommend pdf
-have a filename no longer than 35 characters

Remember to upload a scan of your HEEQ here. In case your HEEQ is **not** in German or English, also include the corresponding translation

This part is optional. Fill it if you have the required information at hand

< 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

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File Upload

Verification of input data

Language proficiency

*Language proficiency requirements None of the above

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. None

Proof of language proficiency in German + Upload Document

Proof of language proficiency + Upload Document

Save and Return
Submit

For Edutech applications, please select that option and in the textbox simply 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

undefined | Application Form

https://sim.uni-saarland.de/sap/bc/ui5_ui5/sap/yslcm_hfext/index.h... Buscar

Course Offering - M.Sc. Educational Technology

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

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

+ Upload Document

Certificates of enrolments: Please upload your certificates of enrolment if you were previously enrolled at another university.

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

Optional document. Include it if available

Select based on your case. Consider that these 2 questions refer to studies that took place only the semester before the application to this program.

If you have no idea what to put here, pick any option

Save and Return Submit

Datenschutz Impressum

The screenshot shows a web browser window with the URL https://sim.uni-saarland.de/sap/bc/ui5_ui5/sap. The page title is "Course Offering - M.Sc. Educational Technology". On the left, a sidebar menu lists sections: Personal details, Pre-university educational credentials, Information about your higher education entrance qualification, Language proficiency, Study history, Examinations taken (highlighted), Work experience, File Upload, and Verification of input data.

The main content area is titled "Examinations taken" and contains the following fields:

- *What degree programme/subject have you already studied with regard to the Master's programme that you wish to join? (Text input: Bachelor's in Education)
- *At which university did you study? (Text input: University of Argentina)
- University degree qualification/loss of right of examination (Dropdown: Yes)
- *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? (Dropdown: Yes)
- *Country in which you completed the examinations (Dropdown: Argentina)
- *Type of study (Dropdown: First Study)
- *Degree/Qualification (Dropdown: 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. (Text input: Erziehungswissenschaft (Pädagogik))
- *First subject (Dropdown: Erziehungswissenschaft (Pädagogik))

At the bottom right, there are "Save and Return" and "Submit" buttons.

Four yellow callout boxes provide additional instructions:

- Box 1 (left): "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**"
- Box 2 (top right): "In case you have not yet completed your Bachelor's, select the second option ('I have note yet received...'). Afterwards, you will be prompted to upload the latest version of your transcript of records"
- Box 3 (middle right): "Because the information provided on this section is about your Bachelor's, please select 'First Study' here"
- Box 4 (bottom center): "This section continues on the next page of this guide"

Continuation of previous page

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

*First subject: Erziehungswissenschaft (Pädagogik)

Second subject:

Third subject:

*Date of examination: Mar 7, 2014

*Examination status:

*Overall grade: 8,00

Please enter your grade as a number expressed to two decimal places, e. g. "2,00".

Please enter "9,00" for an irrevocable fail (i. e. after all retakes) if you have academic records from studying in a country other than Germany but you do not know what your grade is equivalent to in the German grading system, please enter "8,00".

Please submit your academic records. Your equivalent German grade will then be determined by the university.

If you have already graduated from a university or you lost the right of examination in a particular subject area, please upload the relevant documents (incl. translations in the case of international certificates).

A translation is required if the original documents are not in German, English or French.

F Grimes Bachelors diploma.pdf

+ Upload Document

+ Upload Document

Examination certificates (incl. translations)

Transcript of records (incl. translations)

Penultimate university degree qualification/loss of right of examination

If you completed an academic degree programme or lost your right of examination before your last higher education qualification, please provide details about this penultimate higher education qualification/loss of right of examination.

*Have you taken any further examinations? Yes No

Save and Return Submit

Datenschutz Impressum

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

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.

If you don't find your exact Bachelor's degree on the list, pick the subject covered, or the one that relates the closest, written in 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
- Informatik (Lehramt) = Teaching of informatics/ Computer Science
- 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

undefined | Application Form

https://sim.uni-saarland.de/sap/bc/ui5_ui5/sap/yslc

Course Offering - M.Sc. Educational Technology

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

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

The screenshot shows a web browser window with the URL https://sim.uni-saarland.de/sap/bc/ui5_ui5/sap/yslcm_hfnext/in. The page title is "Course Offering - M.Sc. Educational Technology". On the left, a sidebar menu lists sections: Personal details, Pre-university educational credentials, Information about your higher education entrance qualification, Language proficiency, Study history, Examinations taken, Work experience, File Upload, and Verification of Input data. The main content area contains instructions and a list of uploaded documents.

Instructions:

- Please make sure that you only upload supporting documentation using the dedicated upload function. Failure to do so may cause problems with your application or may result in your application not being processed.
- Please check whether you need to submit additional subject-specific documents:
 - Master's degree programmes (<https://www.uni-saarland.de/master>)
 - Conversion Master's degree programmes (<https://www.uni-saarland.de/studium/angebot/weiterbildend>)
- Upload any additional documents here.

Document Upload List:

- Subject-specific documents: Please upload the relevant documents if so requested by the university faculty or department. *FGrimesBach docs & translations.pdf*
- Certificates of de-registrations: Please upload your certificates of de-registration if you were previously enrolled at another university. *+ Upload Document*
- CV/Resume: Please upload the relevant documents if so requested by the university faculty or department. *Frank Grimes CV.pdf*
- Personal statement ("statement of purpose") - Please upload the relevant documents if so requested by the university faculty. *Frank Grimes Motivation letter.pdf*
- *Scan of identity card (front and back) or scan of passport. *Frank Grimes Passport.pdf*
- Other documents: *Frank Grimes additional docs.pdf*

Callout Boxes:

- 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.**
- This refers to the **motivation letter**. Even if it is not marked as an obligatory document, **it is indeed an obligatory requirement** for the Edutech program.
- We recommend uploading here a scan of your **passport** or any other official and recent identification document that is in English or German

At the bottom right, there are buttons for "Save and Return" and "Submit". At the bottom center, there is a link for "Datenschutz Impressum".

Checklist of documents that you need to upload on your application

Documents you **must** include

1. 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.
2. Letter of motivation (referred in the SIM Portal as "Personal statement" / "Statement of purpose"): in PDF format, either in English or German.
3. 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.
4. Proof of identity: preferably as PDF, Scan of a valid form of identification. We recommend a scan of your passport because it includes an English translation.

Additional documents we **highly recommend** you include

- CV: in PDF format and in English or German
- Other documents: in PDF, scans or copies of documents (in English or German) related to your academic or work experience such as Recommendation Letters and Certifications.
- **(When applicable) Grading system explanation:** When your application gets processed, we will convert your final grade to the [German grading system](#). Based on this, and to ensure we correctly process your application, it would be very helpful if you can provide us with the following information:
 1. your final grade, also known as GPA, indicated as a **number**.
 2. how the grading system of your university/country works. Namely, we need to know which are the **numeric** minimum and passing grades.If your transcript of records and/or diploma already indicate these 2 pieces of information, that's enough. If not, we **highly recommend** you to include in your application documents a "grading system explanation". For this, if you can get an official letter from your university where these two above-mentioned elements are clarified, that would be ideal. Otherwise, you can write a document yourself where you explain how the grading system works, how to calculate your final grade, etc. If there's any website in English or German that explains this, you can also include them. Don't forget to include any of these two documents (along with translations in German or English, when needed) in your application documents.

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

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

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

// I tried to upload a PDF file to the SIM platform and it doesn't upload. Should I use another file format?

No. You should be able to upload files as PDFs, in case the SIM portal doesn't allow it, please try to log out and restart your browser. If the issue persist, please contact the Admissions Office (anmeldung@uni-saarland.de).

// 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. 17)

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. 17) 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 17 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 cannot 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.

// I already have a master's degree, should I upload that instead my bachelor's?

No. However, you can add the documentation about your master's in the additional documents section

// I submitted my application and after doing that I forgot to upload something, some information is wrong, and/or I would want to correct something. What can I do?

Concerning missing documents, you may later receive a notification requesting those missing documents. In case not or in case you want to include or correct something, you can submit a second application.