

Student Information Management System for Saarland



Changing Subjects in a Multi-Subject, Non- Restricted Entry Degree Programme Winter semester 2024/25


Key information at a glance


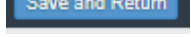
Access to SIM for students at Saarland [University https://sim.uni-saarland.de](https://sim.uni-saarland.de)

Please access the SIM portal using the latest version of one of the following browsers: Google Chrome, Mozilla Firefox, Microsoft Edge based on Chromium. Apple Safari and Internet Explorer are not fully supported.

Always exit the SIM application portal using **the Logoff button**  **and then close the browser.**

Using the application interface: **Navigate** to the different sections using the navigation menu on the left

side of the  window; **mandatory fields** are indicated by a red asterisk (e.g.); to see

help texts click  on the symbol; to save your draft application, click on .

For more information on the application procedure: www.uni-saarland.de/bewerbung

If you are having **technical issues with the SIM application portal**, please send your questions to:
sim-support@hiz-saarland.de

If you send us a question, please provide us with at least the following information: your first name, your surname, your date of birth, your HIZ ID code (if you are already enrolled as a student at UdS) **or** your SIM application portal username (if you are a new applicant who has registered with SIM), and the name of the higher education institution that you wish to study at.

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1. Open the SIM student web portal by clicking on the following link

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

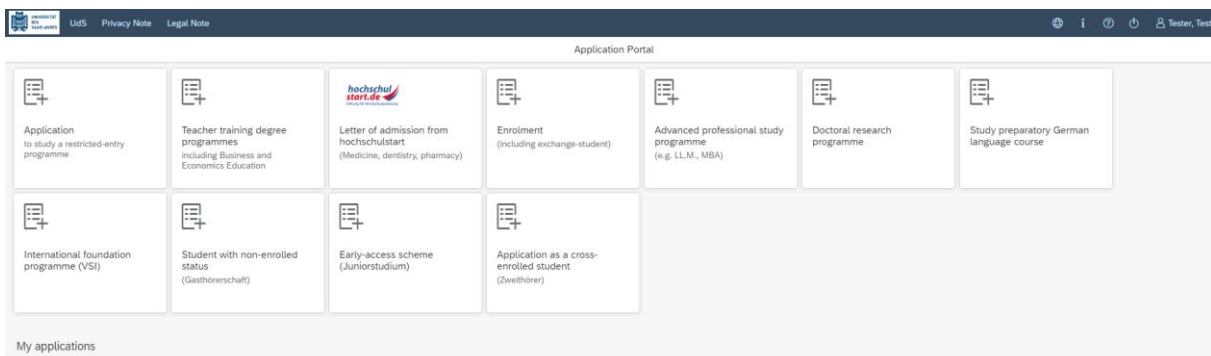
Important note: Please access the SIM portal using the latest version of one of the following browsers: Google Chrome, Mozilla Firefox, Microsoft Edge based on Chromium. The portal may not be displayed correctly if you use an older version of one of these browsers or if you choose to use another browser,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

Open the SIM student web portal by clicking on the following link <https://sim.uni-saarland.de/>

Log in using your HIZ/UdS ID code. Once on your start page, click on the tile:





You are now on your start page in the SIM application portal.

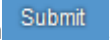


(Note: The tile *hochschulstart.de* is only visible on your start page during the relevant enrolment period.)

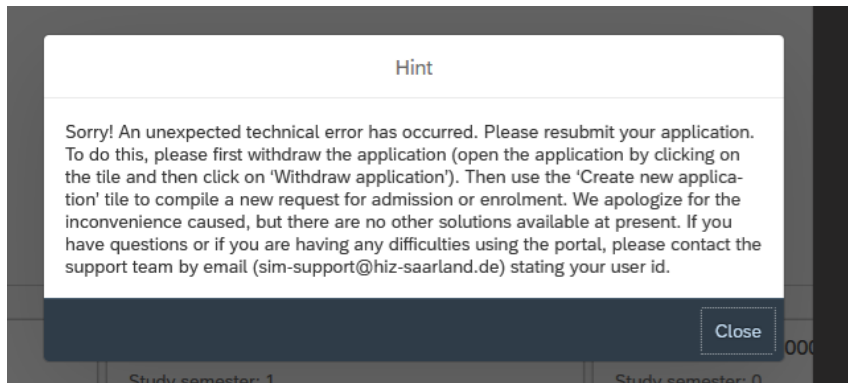
If you would like to change subject within your current multi-subject, non-restricted entry degree programme, please follow the instructions in Section 2.

General information:

- You may experience a delay while the system processes your selection. Please be patient and do not cancel your application.
- Select the individual sections of the navigation bar on the left of the window and enter the required information. Depending on the particular degree programme and subject chosen, the precise appearance of the application form may differ from the screenshots shown in this user guide.
- Mandatory fields are indicated by a red asterisk (e.g. **Surname*).
- If a help text is available, you can view it by clicking on the  symbol.
- To save the data entered in your application so far and go back to your start page, click on . You can continue with your application at a later date by clicking on the relevant tile.
- You may only submit your application once all of the required fields have been completed and all of the required documents have been uploaded. To submit your enrolment application to

Saarland University, click on . Please do not send paper documents after submitting your online application. You should be aware that any incorrect information you supply may lead to your exclusion from the enrolment process.

- If you change the language in the form, you will be automatically redirected back to the application portal start page. To continue your application, please click on your application tile. The information you have entered so far has been saved.
- If technical problems occur during your application, the following message will be displayed and “Technical error” message will be displayed on your application tile. In this case, please follow the instructions in the message. To do this, please first withdraw the application and then use the ‘Create new application’ tile to compile a new request for admission or enrolment.

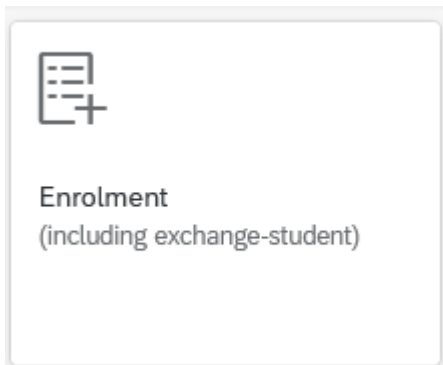



- Always exit the SIM application portal by clicking on the logoff button  at the top right of the window.

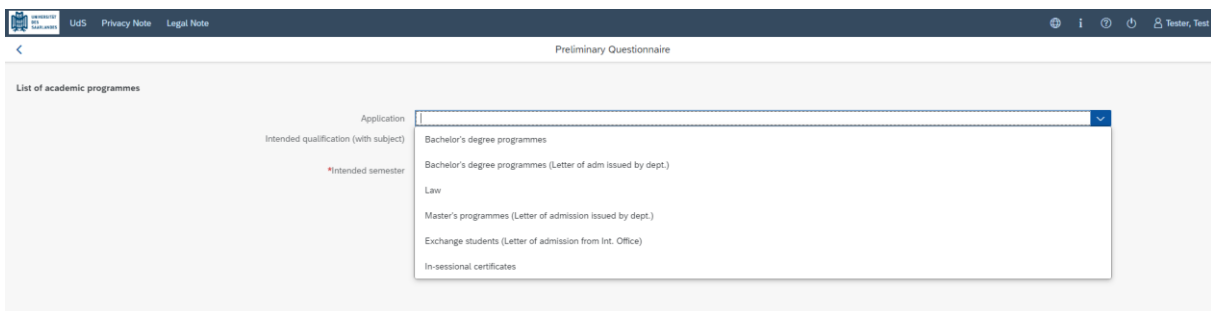
2. How to change subject

2.1 Preliminary questionnaire

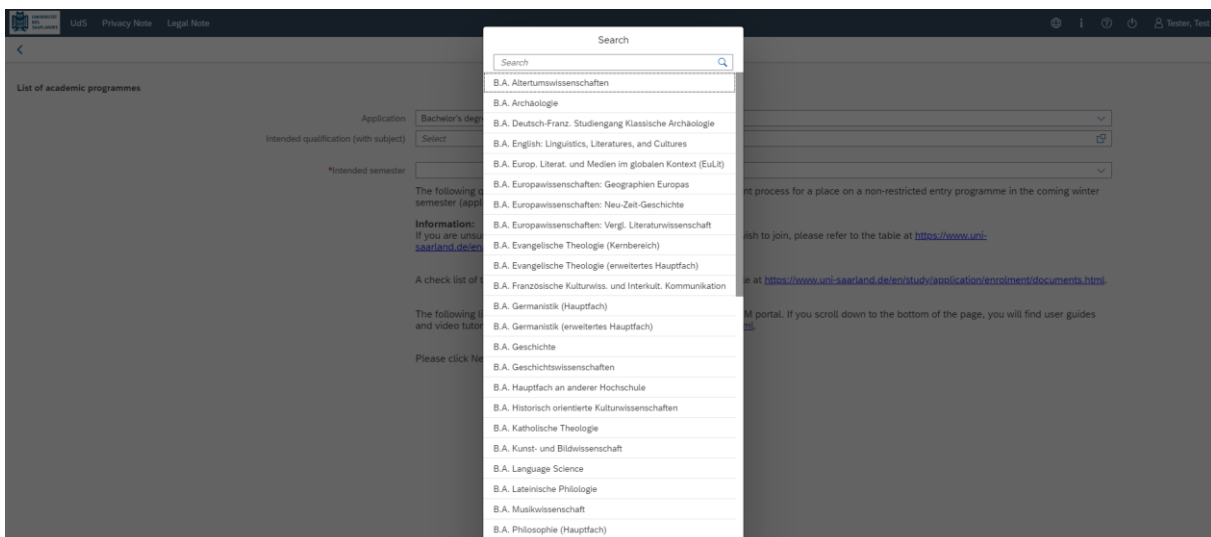
To change a subject in your current multi-subject, non-restricted entry degree programme, please access your start page and then click on the tile:



Go to the combo box **Application** and select the appropriate item from the drop-down menu. Click  to see the list of options.




Select your current **intended qualification (with subject)** by clicking on  to see the list of options.

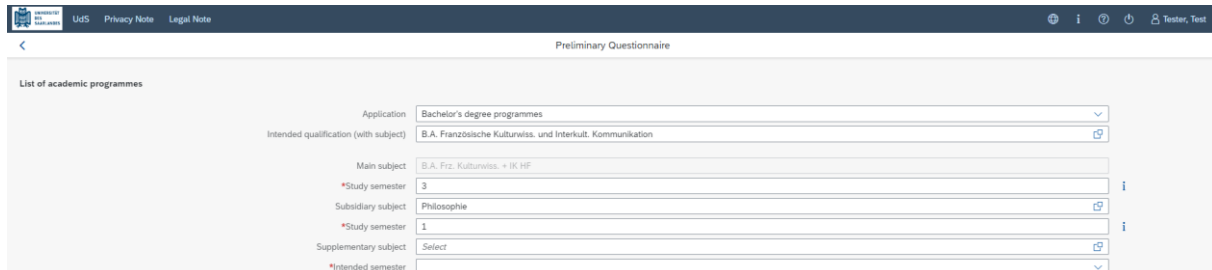


Important note: If you cannot find your intended qualification and subject in the drop-down list, please carefully review the application information that you have already entered.

The entry under **Main subject** is your current main subject; it is greyed-out as it is shown for information purposes only and cannot be changed.

Please enter under **Study semester** the subject semester that you will be in when studying your main subject next semester.

Now select under **Subsidiary subject** (*Nebenfach*) the new subsidiary subject that you wish to study; click on  to see a list of options.



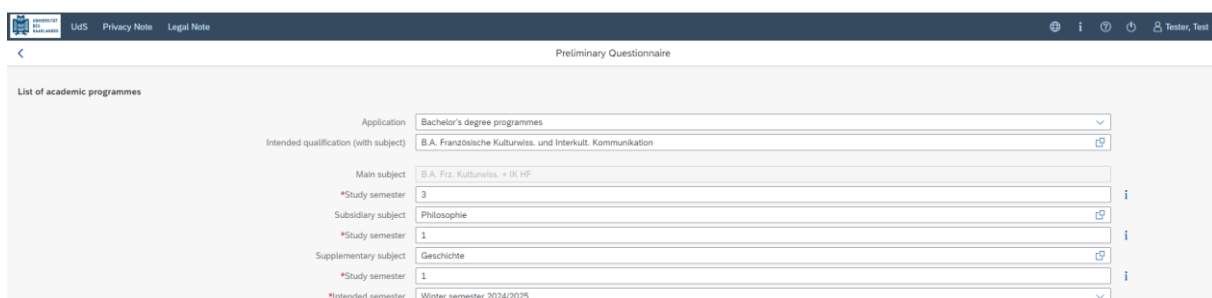
The screenshot shows a web form titled 'Preliminary Questionnaire'. Under the heading 'List of academic programmes', there are several rows of input fields:

- Application:** Bachelor's degree programmes
- Intended qualification (with subject):** B.A. Französische Kulturwiss. und Interkult. Kommunikation
- Main subject:** B.A. Frz. Kulturwiss. + IK HF
- *Study semester:** 3
- Subsidiary subject:** Philosophie
- *Study semester:** 1
- Supplementary subject:** Select
- *Intended semester:** (empty)

After selecting your new subsidiary subject, a number of other input boxes will appear. If you are just starting to study this subject, please enter '1'. If you also want to change your **supplementary subject** (*Ergänzungsfach*), please follow the same procedure as for your subsidiary subject.


Example: Student A is currently studying her main subject in the second semester and she now wants to change her subsidiary and supplementary subjects for the coming semester. That means that in the coming semester she will be in her third study semester for her main subject. She therefore has to enter a '3' (for the third study semester) in the input box *Study semester*, which is located below *Main subject*. As she wants to change her subsidiary subject and she has not previously studied this subject before, she selects her new subject 'B.A. Philosophy – subsidiary subj.' from the list of options in the *Subsidiary subject* combo box and then enters in the Study semester box a '1' to indicate that she will be in the first study semester for this subject. She also wants to change her supplementary subject, which she does by following the same procedure used for the subsidiary subject(s).

The starting semester that you specify should be the semester in which you wish the change of subject to take effect. Typically, the only option available is the coming semester.



The screenshot shows the same web form as above, but with updated values:

- Subsidiary subject:** Philosophie
- *Study semester:** 1
- Supplementary subject:** Geschichte
- *Study semester:** 1
- *Intended semester:** Winter semester 2024/2025

Click on  to automatically open the online application form for your chosen degree programme and subject.

UdS Privacy Note Legal Note

Testier, Test

Preliminary Questionnaire

List of academic programmes

Application: Bachelor's degree programmes

Intended qualification (with subject): B.A. Französische Kulturwiss. und Interkult. Kommunikation

Main subject: B.A. Frz. Kulturwiss. + IK HF

*Study semester: 3

Subsidiary subject: Philosophie

*Study semester: 1

Supplementary subject: Geschichte

*Study semester: 1

*Intended semester: Winter semester 2024/2025

The following questionnaire is designed to guide you through the enrolment process for a place on a non-restricted entry programme in the coming winter semester (application deadline: 30 September)

Information:
If you are unsure whether entry restrictions apply to the programme you wish to join, please refer to the table at <https://www.uni-saarland.de/en/study/application/first-degree.html>.

A check list of the documents you will need for your application is available at <https://www.uni-saarland.de/en/study/application/enrolment/documents.html>.

The following link provides information on how to apply or enrol via the SIM portal. If you scroll down to the bottom of the page, you will find user guides and video tutorials: <https://www.uni-saarland.de/en/studies/sim/request.html>.

Please click Next to continue.

Next

Important note: You may experience a delay while the system processes your selection. Please be patient and do not cancel your application.

Please now complete the short-form questionnaire shown below.

2.2 Personal details

The personal details that you have already entered into the system will be displayed on the screen. If you want to edit your personal details, please click on **Personal details**.

UdS Privacy Note Legal Note

Testier, Test

Section: Course Offering - B.A. Frz. Kulturwiss. + IK

Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Examinations taken

Further Uploads

Confirm choice of intended qualification (with subject)

Verification of input data

Surname: Tester

Surname at birth: Tester

First name(s) (as shown on your identity card or passport): Test

Gender: Male Female Nonbinary Not specified

Date of birth: Sep 9, 1999

Place of birth: Saarbrücken

Nationality: Germany

Second nationality:

Your address and contact details

Street name: Teststraße

House number: 1

Country of residence: Germany

Postal code: 66111

Place of residence (town/city): Saarbrücken

Phone number (landline):

Mobile/Cell number:

Email address: teste00024@stud.uni-saarland.de

General information: You can navigate between the questions in the left column.

2.3 Pre-university education credentials

Please click on **Pre-university educational credentials** and complete all mandatory fields. Depending on the data you enter, additional questions may appear on the screen that you will need to answer. You will also have the opportunity to upload the relevant documents.

Section: Course Offering - B.A. Frz. Kulturwiss. + IK

Personal details

Information regarding applicant's pre-university educational credentials

Information about your higher education entrance qualification

Examinations taken

Further Uploads

Confirm choice of intended qualification (with subject)

Verification of input data

Pre-university educational credentials

*Where did you obtain your higher education entrance qualification (HEEQ)?

Germany

Not in Germany

Higher education assessment test at a Studienkolleg in Germany

2.4 Information about your higher education entrance qualification (HEEQ)

Information about your higher education entrance qualification

Please click on **Information about your higher education entrance qualification** and complete all mandatory fields. If you have a German general higher education entrance qualification (*Abitur*), please select '*Gymnasium (aHR)*'. Please upload your HEEQ using the relevant 'Upload document' button.

Section: Course Offering - B.A. Frz. Kulturwiss. + IK

Personal details

Information regarding applicant's pre-university educational credentials

Information about your higher education entrance qualification

Examinations taken

Further Uploads

Confirm choice of intended qualification (with subject)

Verification of input data

Information relating to your higher education entrance qualification (HEEQ) that permits you to be admitted to study at Saarland University

*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. 2.0; for degrees awarded abroad, please enter 0.0 as the grade).

Information about your previous higher education entrance qualification

Please complete the following fields, if you

- previously acquired a higher education entrance qualification (HEEQ) in Germany (e.g. 'Fachhochschulreife'),
- previously acquired a higher education entrance qualification (HEEQ) in a country other than Germany or
- have taken a higher education assessment test ('Feststellungsprüfung' (FSP)).

When did you obtain your higher education entrance qualification/pre-university educational credentials?

Where did you obtain your higher education entrance qualification/pre-university educational credentials?

Overall grade

Previous HEEQ/pre-university educational credentials

2.5 Examinations taken

Examinations taken

Click on **Examinations taken**. Please answer the mandatory question. If you respond with 'Yes', you will be presented with further questions to answer. Please upload the required document(s) using the relevant 'Upload document' button.

Section: Course Offering - B.A. Frz. Kulturwiss. + IK

Personal details

Information regarding applicant's pre-university educational credentials

Information about your higher education entrance qualification

Examinations taken

Further Uploads

Confirm choice of intended qualification (with subject)

Verification of input data

Examinations taken

Last university degree qualification or loss of right of examination

*Have you already completed the final academic assessment stage/final examinations at a university in Germany or abroad, or have you already lost the right of assessment or examination at such a university?

*Country in which you completed the examinations

*Type of study

*Degree/Qualification

*First subject

Second subject

Third subject

*Date of examination

*Examination status

*Overall grade

Please enter your overall grade in the format X.X (e.g. 2.0). (Please note the use of a comma as the decimal separator.) In the case of an irrevocable fail (i.e. after all retakes), please enter 0.0.

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 0.0. Please submit these academic records with your other documents. Your equivalent German grade will be determined by the university.

If you have already graduated from a university or you have lost the right of examination in a particular subject area ('irrevocable fail'), 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.

*If you passed the final examinations, please submit your graduation documents (e.g. graduation certificates); if you failed the final examinations, please submit proof of your irrevocable loss of right to further examination (incl. translation).

Examination certificates (incl. translations)

Transcript of records (incl. translations)

Penultimate university degree qualification or 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 another final examination at a university? Yes No

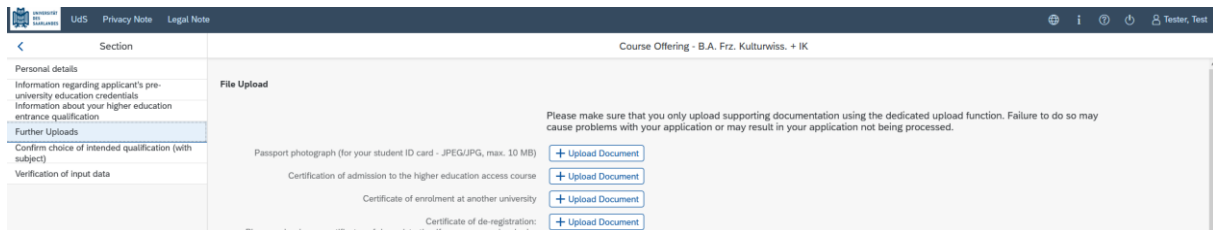
2.6 File upload

Click **Further Uploads**. Please upload all of the mandatory documents, by clicking on the

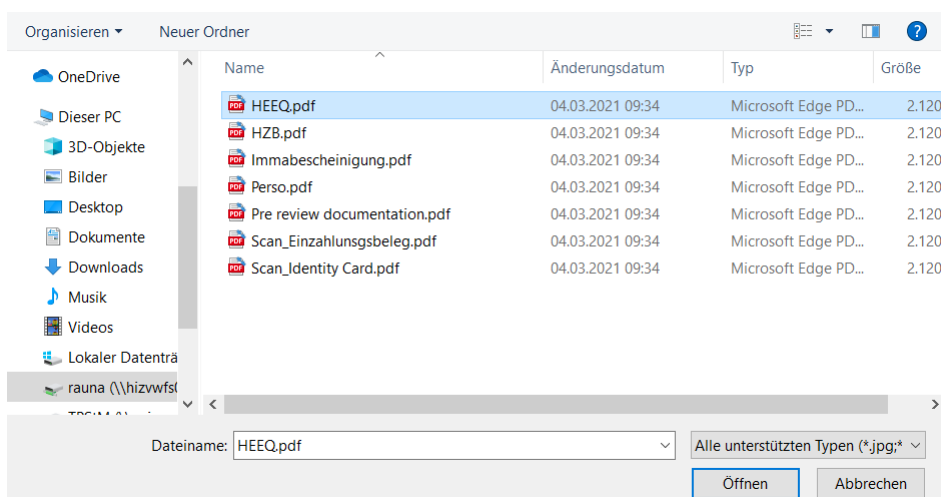
+ Upload Document button next to the relevant field. Please ensure that you assign each document to the correct upload field.

Only *one* file can be uploaded per required document; permissible file formats are **JPEG/JPG** or **PDF**.

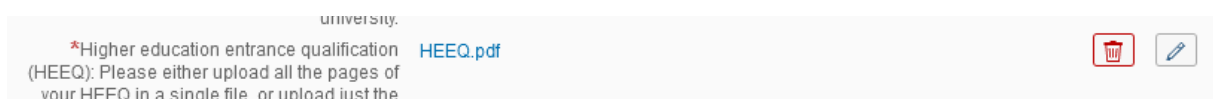
If you need to create a single PDF file from several documents (e.g. multiple JPEG files), instructions are available online (e.g. try searching for 'Combine multiple files into one PDF').



When the window opens, select the file you want to upload by clicking on it and then click **open**. All uploaded documents must be legible.



If the file was uploaded successfully, this will be indicated accordingly.



If you need to swap or replace a document, click on the pencil symbol and select a new file to upload.

Note: Instructions on how to create a single PDF file from several documents (e.g. several JPG scans) can be found online (try searching for 'Combine multiple JPG files into one PDF').

2.7 Confirm choice of intended qualification (with subject)

Select the option 'Change Subject Area' if you are currently studying for a multi-subject, non-restricted entry degree and want to change one or more of your subjects.

Please choose the subject(s) that you would like to study in future by ticking the appropriate box(es).

Section: Course Offering - B.A. Frz. Kulturwiss. + IK

Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Examinations taken

Further Uploads

Confirm choice of intended qualification (with subject)

Verification of input data

Select your intended qualification (with subject)

*Intended qualification (with subject)

Change Studies

Change Subject Area

Additional Studies

Admission to higher semester

Select this option if you are currently studying for a multiple-subject degree or a teacher training degree and you want to change one of the subjects you are studying. Please select the subjects that you wish to study in future by ticking the relevant checkboxes.

Please note that to enrol for a subject that has entry restrictions, you must first upload a valid letter of admission via the 'File Upload' menu option. Please note that not all subject combinations are permitted in multiple-subject degree programmes.

Once you have enrolled for the new subject, you will be deregistered with respect to the subject you no longer wish to study. If enrolment for the new subject is not possible, your existing enrolment status will be retained provided that all enrolment or re-registration requirements have been met.

Note:

- In addition to your degree programme/subject of study, you will also see your chosen area of focus and the examination regulations that apply.
- Lines that are highlighted in grey cannot be altered.

<input checked="" type="checkbox"/>	Course of study	B.A. Frz. Kulturwiss. + IK	
<input checked="" type="checkbox"/>	Main subject	B.A. Frz. Kulturwiss. + IK H (2010)	2 Study semester
<input type="checkbox"/>	Subsidiary subject	Mathematik (2011)	1 Study semester
<input type="checkbox"/>	Supplementary subject	Phonetik (2018)	1 Study semester
<input checked="" type="checkbox"/>	new Subsidiary subject	Philosophie (2013)	1 Study semester
<input checked="" type="checkbox"/>	new Supplementary subject	Geschichte (2010)	1 Study semester

2.8 Verification of input data

Click **Verification of input data**. In this final section, you are required to provide a declaration (in lieu of oath) *[Eidesstattliche Erklärung]* before submitting your application. Read the text carefully and then indicate your consent by ticking the checkbox before you submit your application.

I hereby confirm the disclosures and declarations made above.

Please complete all mandatory fields.

Important note: Please note that the checkbox in the print preview or preview is not shown as having been selected (ticked). This does not mean that the box in your application was not selected (ticked). Your application can only be sent if you have given your consent.

Please submit your application by clicking on **Submit** so that Saarland University can review your application and complete the enrolment process.

UDS Privacy Note Legal Note

Section Course Offering - B.A. Frz. Kulturwiss. + IK

Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Examinations taken

Further Uploads

Confirm choice of intended qualification (with subject)

Verification of input data

Declaration (in lieu of oath)

I hereby apply to be enrolled at 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 subject areas that I have applied for.

Due to your requested enrolment, payment of fees and any other applicable charges is now due. Please submit proof of payment as a PDF upload. Further information about payment details (fee rates and bank details) can be found online at <https://www.uni-saarland.de/en/study/application/enrolment/documents.html> under item 'f) Proof of payment'.

One final request

We would be grateful if you would participate in our feedback survey and kindly ask for a few minutes of your time. You can fill in the survey online at <https://forms.office.com/r/gsz2Pa6Kmbw>. The information you provide will be evaluated anonymously.

Save and Return Submit

At the end of the process, you will be asked to reconfirm the information you have supplied.

Target studies for the upcoming semester

Please confirm your selection

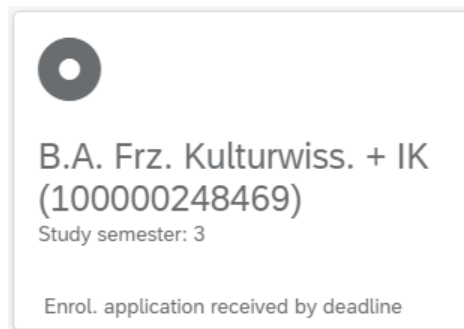
> Course of study B.A. Frz. Kulturwiss. + IK

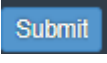
Commit Cancel

You will receive on-screen confirmation that your enrolment application has been submitted and you will be notified of your application number:

Your application to register has been submitted with the confirmation number 10000248469. We will contact you soon by e-mail about the status of your application.

Please check on your start page that the tile for this application displays the status message 'Enrol. application received by deadline'. If that is not the case, please clear your browser cache using the key combination CTRL+F5.



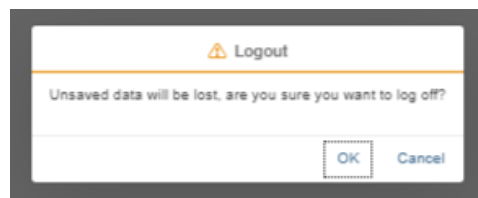
Please check – well before the enrolment deadline is due to expire – that you did actually send your enrolment application via  the button and that you didn't simply save it without submitting it.

3. Logging out of the SIM application portal

Click on the 'logoff' button shown at the top left of your screen:



Confirm that you wish to log out and then close the browser.



Important note:

If you want to log out of the student web portal (only accessible to students already enrolled at Saarland University), please proceed as follows:

Click on the 'person' icon shown at the top left of your screen



Click  to confirm that you want to log out.

