



UNIVERSITÄT
DES
SAARLANDES

**HERZLICH WILLKOMMEN –
WELCOME
WS 2025/26
to the department of Language
Science and Technology (LST)!**

Topics

- ❖ The LST department
- ❖ Navigating the LSF portal
- ❖ Creating a semester plan
- ❖ Courses for Erasmus students
- ❖ How to register for courses and exams
- ❖ Libraries, language center and free time activities
- ❖ Erasmus Office
- ❖ The Learning Agreement
- ❖ The Transcript of Records and Certificates
- ❖ Questions?
- ❖ Checklist of Erasmus documents

The LST department

- Language Science and Technology (LST) department:

- Bachelor degrees:

- 1) Language Science (B.A.)

- 2) Computerlinguistik (B.Sc.)

- Master degrees:

- 1) Translation Science and Technology (M.A.)

- 2) Language Science and Technology (M.Sc.)

- 3) Language and Communication Technologies (M.Sc.)

Our website

- You can find this presentation uploaded on our website:

<https://www.uni-saarland.de/fachrichtung/lst/studium/internationales/erasmus/incomings-1.html>

Incomings



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♥ Bewerbung

♥ Learning Agreement

♥ Transcript of Records

♥ Informationsveranstaltung

Kurz vor Beginn jeden Semesters gibt es eine Informationsveranstaltung für alle Studierenden, die das Semester mit Erasmus+ an der Fachrichtung Sprachwissenschaft und Sprachtechnologie verbringen. Wir stellen Ihnen vor, was Sie wissen müssen und helfen Ihnen, sich in der Bürokratie von Erasmus zurechtzufinden. Ihre Fragen können wir in dieser Veranstaltung ausführlich beantworten. Nutzen Sie diese Gelegenheit zu einem persönlichen Gespräch!

Der nächste Termin findet am Donnerstag, 9. Oktober statt. Ort bzw. Link und Uhrzeit werden noch bekanntgegeben.

Die Folien der Präsentation von der letzten Veranstaltung finden Sie [hier](#).



Student's Corner

Course

You are here: [Home](#) → [Courses](#)

[Course Overview](#)

[Search for Lectures](#)

[Lectures today](#)

[Lectures cancelled today](#)

[Search for Lectures](#)

[Hide menu](#)

Welcome on HIS Online-Portal - t

Username:

OK

Password:

[Passwort vergessen?](#)

[Fragen zur Anmeldung?](#)

[Imprint and privacy](#)

NAVIGATING THE LSF PORTAL

Uni Saarland LSF portal

- You can log in by entering your “Benutzerkennung” (username) and your password
- The username is usually received after the enrollment is complete
- In case you face problems related to the log-in process → contact the HiZ (support@hiz-saarland.de)

Student's Corner

Courses

Orgunits

→ [Course Overview](#)

Course Overview (WiSe 2023/24)

❶ Vorlesungsverzeichnis

→ ❶ Bachelor (inkl. Optionalbereich)

→ ❶ Master

→ ❶ Teaching-study (modularized)

→ ❶ State examination (except Magisterium)

→ ❶ French statements

→ ❶ Certificates (inkl. Europaicum)

→ ❶ Human and Business Sciences

→ ❶ Medicine

→ ❶ Mathematics and Computer Science

→ ❶ Natural Sciences and Technology

→ ❶ Humanities

→ ❶ Law

→ ❶ Services for Prospective Students, starter- and junior st

→ ❶ Services for International Students

→ ❶ Career Center

→ ❶ GradUS

→ ❶ Language courses at the language center

→ ❶ Business start-up

→ ❶ Further education

→ ❶ Center for Key Competencies and University Didactics (

→ ❶ Center for lifelong learning (Zell)

Navigating the LSF portal

- Courses from all departments
- Courses from our department
- Courses for international students

Creating a semester plan

- Log into your account (Benutzerkennung + password)
- Pick the course you want to add to your schedule
- Click on „vormerken“ (preselect) and then on „markierte Termine vormerken“ (Schedule preselected)

ERASMUS - Übersetzen F-D - Einzelansicht

[Zurück](#)

Funktionen: [markierte Termine vormerken](#) [belegen/abmelden](#)

Seiteninhalt: [Grunddaten](#) | [Termine](#) | [Zugeordnete Person](#) | [Hochschulstruktur](#) | [Inhalt](#) | [Str](#)

Grunddaten

Veranstaltungsart	Übung	Langtext
Veranstaltungsnummer	124689	Kurztext
Semester	WiSe 2020/21	SWS
Erwartete Teilnehmer/-innen		Max. Teilneh
Turnus		Veranstaltu
Credits	3	
Belegungsfrist	WindhundWarte Sprachwissenschaft 03.07.2020 - 08.11.20	

Termine Gruppe:

	Tag	Zeit	Turnus	Dauer	Raum	Raumplan
	Di.	10:00 bis 12:00	woch		Gebäude A2 2 - Sprachlabor 1.22	

Gruppe: ☒ vormerken [jetzt belegen / abmelden](#) [markierte Termine vormerken](#)

Creating a semester plan

Startseite | Abmelden | Frau Jana Roxane Waldmann | Sie sind angemeldet als: s8jawald | in der Rolle: Student/-in | Winter 2020/21 | / 德 | Sitemap

Meine Funktionen | Veranstaltungen | Hochschulstruktur | Räume und Gebäude | Personen

Sie sind hier: Startseite > Veranstaltungen > Vorlesungsverzeichnis

Zum Umschalten zwischen Semestern klicken Sie bitte auf die Semesterangabe in der blauen Menüleiste

Anzeigeoptionen

Semesteransicht aktuell: Semesteransicht Liste: > kurz > mittel > lang Plan: > kurz > mittel > lang Druckversion (PDF)

Persönlicher Stundenplan

Einzeltermin Blockveranstaltung 14-tägl. Veranstaltung Buchungen

Zeit	Montag	Dienstag	Mittwoch	Donnerstag	Freitag
vor 8					
8					
9					
10					
11					
12					
13					
14					
15					
16					

ERASMUS - Übersetzen F-D

V	B	Platz beantragen	Information	X
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- Go to „My functions“ and click on „Schedules“ on the left side of the menu
- The courses you have preselected should appear on the time plan
- Click on „save schedule“
- To download your course schedule as a PDF file, click on „print PDF“
- You can also register for courses via the schedule function by clicking on „apply / cancel application“

Course Overview (WiSe 2023/24)

- ① Vorlesungsverzeichnis
 - ① Bachelor (inkl. Optionalbereich)
 - ① Language Science
 - ① Gesamt
 - ① Zusatzlehrveranstaltungen
 - ① (P1) Theoretische und methodische Grundlagen
 - ① (P2) Sprachkompetenz Englisch
 - ① (P3) Schlüsselkompetenzen
 - ① (P4) Abschlussarbeit
 - ① (WP1) Europäische Sprachen
 - ① (WP2) Sprachverarbeitung
 - ① (WP3) Phonetik
 - ① (WP4) Translation

Course Overview (WiSe 2023/24)

- ① Vorlesungsverzeichnis
 - ① Master
 - ① Master (konsekutiv)
 - ① Translation Science and Technology (2 B-Sprach

Lect.-No.	Lecture
147812	Intensivkurs Deutsch (C1-C2) für MA T

 - ① 1. Jahr
 - ① 2. Jahr
 - ① Zusatzlehrveranstaltungen

Courses for Erasmus students

- 1) Bachelor degree “Language Science” courses
- 2) Master degree “Translation Science and Technology” courses

→ ⓘ Services for International Students

Lect.-No.	Lecture
145732	Konversation
145733	Phonetik
145734	Allgemeiner Sprachkurs: Deutsch für Teilnehmer/innen mit Vorkenntnissen
145735	German for beginners
145736	Fachsprache Technik
145737	Allgemeiner Sprachkurs für Doktoranden mit Vorkenntnissen
145738	Grammatik
145739	UKS Homburg: Allgemeinkurs für ERASMUS-Studierende und Doktoranden
145740	Fachsprache Wirtschaft
145741	Referat und Hausarbeit in der fremden Wissenschaftssprache Deutsch
145742	Deutsche Landeskunde
145743	Studienbegleitete Deutschkurse ISZ Saar - Brandes
145744	Studienvorbereitende Deutschkurse und Fachkurse ISZ Saar - Aulbach
145745	Intensivkurs Oktober
145746	Studienbegleitete Deutschkurse ISZ Saar - Brandes
145747	Studienvorbereitende Deutschkurse und Fachkurse ISZ Saar - Aulbach
146485	Intensivkurs März

→ ⓘ ERASMUS-Angebote FR Sprachwissenschaft und Sprachtechnologie

→ ⓘ Vorbereitungsstudium International MINT (VSi MINT)

→ ⓘ Internationales Studienzentrum Saar (ISZ-Saar)

→ ⓘ Deutsch-Sprachkurse

Courses for Erasmus students

- As Erasmus students, you can also choose courses from other departments, e.g. Germanistik, Anglistik etc.

IMPORTANT

Check the module handbooks of the degrees the courses belong to, to make sure that there are no prerequisites to attend the course or to see, if you meet those requirements!

How to register for courses

- Log into your LSF account
- Choose a course
- Click on „jetzt belegen / abmelden“ (apply now / cancel application)

ERASMUS - Übersetzen F-D - Einzelansicht
[Zurück](#)

Funktionen: [markierte Termine vormerken](#) [belegen/abmelden](#)

Seiteninhalt: [Grunddaten](#) | [Termine](#) | [Zugeordnete Person](#) | [Hochschulstruktur](#) | [Inhalt](#) | [Strukturbaum](#)

Grunddaten

Veranstaltungsart	Übung	Langtext	
Veranstaltungsnummer	124689	Kurztext	
Semester	WiSe 2020/21	SWS	2
Erwartete Teilnehmer/-innen		Max. Teilnehmer/-innen	6
Turnus		Veranstaltungsanmeldung	Veranstaltungsbelegung im LSF
Credits	3		
Belegungsfrist	WindhundWarte Sprachwissenschaft 03.07.2020 - 08.11.2020 aktuell		

Termine Gruppe: 

	Tag	Zeit	Turnus	Dauer	Raum	Raum-plan	Lehrperson	Status	Bemerkung	fällt aus am	Max. Teilnehmer/-innen
	Di.	10:00 bis 12:00	woch		Gebäude A2 2 - Sprachlabor 1.22						

Gruppe : ☐ vormerken [jetzt belegen / abmelden](#) [markierte Termine vormerken](#)

How to register for courses

- Some courses have their own websites (occasionally the links to those websites are provided on LSF) and sometimes the course registration takes place via those websites

Mathematische Grundlagen: Logik - Einzelansicht

[Zurück](#)

Funktionen: [markierte Termine vormerken](#) [belegen/abmelden](#)

Seiteninhalt: [Grunddaten](#) | [Termine](#) | [Zugeordnete Person](#) | [Studiengänge](#) | [Hochschulstruktur](#) | [Inhalt](#) | [Strukturbaum](#)

Grunddaten

Veranstaltungsart	Vorlesung / Übung	Langtext	
Veranstaltungsnummer	144579	Kurztext	
Semester	WiSe 2023/24	SWS	4
Erwartete Teilnehmer/-innen		Max. Teilnehmer/-innen	
Turnus	jedes 2. Semester	Veranstaltungsanmeldung	Veranstaltungsbelegung im LSF
Credits	6		
Weitere Links	https://www.coli.uni-saarland.de/courses/mathe-logik/		

How to register for courses

- For other courses, it is not possible to apply via LSF or another website. In this case, please send an e-mail to the professor teaching that subject to inform them that you want to attend their course!
- In other cases, there are guiding comments or contact details in the „Comments“ section of the courses on LSF

IMPORTANT

- Always check the „Comments“ section, you may find useful and important information there!

Gruppe : ☐ vormerken → [jetzt belegen / abmelden](#) [markierte Termine vormerken](#)

Zugeordnete Person

Zugeordnete Person	Zuständigkeit
Andreeva, Bistra, Prof. Dr.	

Studiengänge

Abschluss	Studiengang	Semester	Prüfungsversion	Kommentar	LP	BP	ECTS
Bachelor (HF/NF/EF)	Phonetik	-	20131				
Bachelor (KB)	LangSc	-	20161				
Bachelor (KB)	Computerlinguistik	-	20161				
Bachelor (KB)	Computerlinguistik	-	20201				

Zuordnung zu Einrichtungen

[Sprachwissenschaft und Sprachtechnologie](#)

[Phonetik und Phonologie](#)

Inhalt

Bemerkung
Anmeldefrist (Prüfung): 02.02.2024

How to register for exams

- Registration for the exams rarely happens through the LSF portal!
- Please ask your professors to inform you about the exams, the examination dates, as well as the exam registration process and other formalities at the beginning of the semester. The earlier you know this information, the better!
- **To note:** You can only receive your Credit Points / ECTS points from the courses you have actually attended, if you successfully pass the respective exam!
- In case a course does not offer an exam, please clarify the details with the professor (e.g. how to receive a grade or how to pass the course and receive a certificate (Schein) for it)

Cheating in exams

- Prohibited at our university like at others and heavily frowned upon
- Attempts to cheat will be prosecuted!
- If certain research tools are not allowed, you do not use them
- In case you try to use forbidden tools, you fail the exam
- Immediate fail on the exam and the course, no grade, no ECTS points
- International Office and teaching staff informed
- Home university gets informed

- Please remember: Cheating is not worth the consequences afterwards!

Libraries

- You can use and study at any one of the libraries to be found on our campus, e.g. the SULB

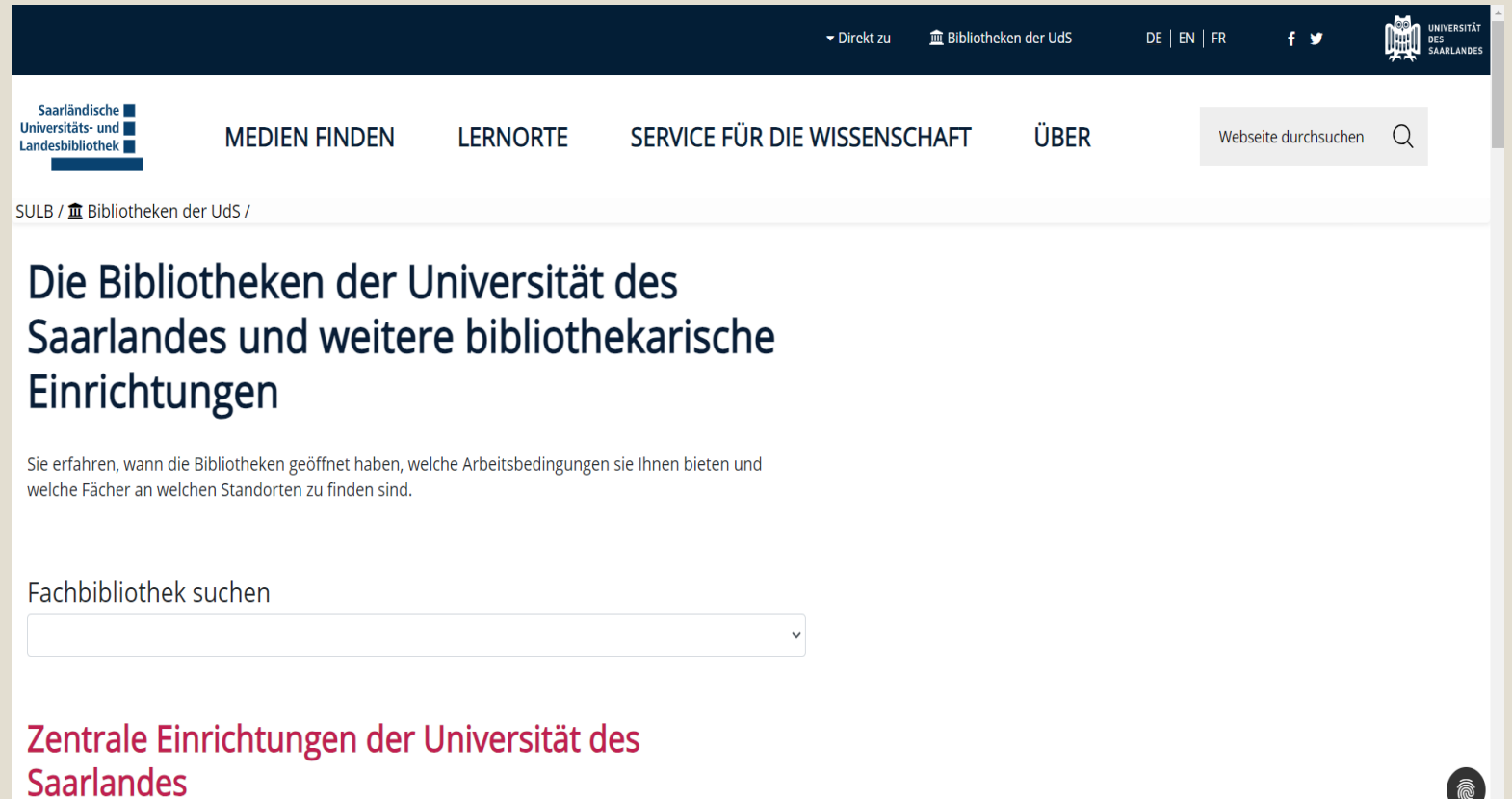
Saarländische Universitäts- und Landesbibliothek (SULB)

■ Opening hours:

Mo - Fr 08:00– 21:00

Sa: 10:00-18:00

So: closed



▼ Direkt zu  Bibliotheken der UdS DE | EN | FR   

Saarländische Universitäts- und Landesbibliothek **MEDIEN FINDEN** **LERNORTE** **SERVICE FÜR DIE WISSENSCHAFT** **ÜBER** 

SULB /  Bibliotheken der UdS /

Die Bibliotheken der Universität des Saarlandes und weitere bibliothekarische Einrichtungen

Sie erfahren, wann die Bibliotheken geöffnet haben, welche Arbeitsbedingungen sie Ihnen bieten und welche Fächer an welchen Standorten zu finden sind.

Fachbibliothek suchen

Zentrale Einrichtungen der Universität des Saarlandes 

Language Center

(<https://www.szsbs.uni-saarland.de/kursangebot.html>)

- For any courses offered by the Language Center, you need to download the certificates with your grades on your own from your account on the website after the successful completion of the classes and their exams

The screenshot displays the website of the Zentrales Institut für Sprache und Kommunikation (ZISK) at Saarland University. The header includes the ZISK logo, navigation buttons for 'Kursangebot', 'Meine Kurse', 'Lernplattform', and 'Kontakt', and the university's logo. A sidebar on the left lists various services and resources. The main content area is titled 'Kursangebot des Sprachenzentrums im Wintersemester 2023-24' and provides information about the start and end dates of the semester. It also lists the languages offered for the semester, including Arabic, Chinese, German Sign Language, English, French, Greek, Italian, Japanese, Korean, Croatian/Serbian/Bosnian, Lithuanian, Polish, Portuguese, Russian, Spanish, Ukrainian, and Swedish. A section at the bottom asks if the user wants to take an entrance test, with links for 'Zu den Kursen in Homburg' and 'Anfänger? Hier geht's zu den Einstiegerskursen'.

Zentrales Institut für Sprache und Kommunikation

Kursangebot Meine Kurse
Lernplattform Kontakt

szsbs > Kursangebot

Kursangebot des Sprachenzentrums im Wintersemester 2023-24

Die Veranstaltungen des Sprachenzentrums im Wintersemester 2023-24 beginnen üblicherweise am 26.10.23 und enden am 09.02.24. Beginn der allgemeinen Anmeldefrist ist der 24.10.23.

Anmeldebeginn, Kursbeginn und Kursende können bei einzelnen Veranstaltungen davon abweichen. Beachten Sie bitte die entsprechenden Hinweise bei den Kursübersichten und den Veranstaltungsdetails.

Wichtig: das folgende Kursangebot ist unverbindlich, kurzfristige Änderungen sind leider nicht auszuschließen. Bitte informieren Sie sich deshalb regelmäßig auf unseren Webseiten. Wir bieten in diesem Semester Kurse in den unten aufgeführten Sprachen an:

Um Informationen zu den Kursen zu erhalten, klicken Sie eine der unten stehenden Optionen an.

Arabisch	Chinesisch	Dt. Gebärdensprache	Englisch	Französisch
Griechisch	Italienisch	Japanisch	Koreanisch	Kroatisch/Serbisch/Bosnisch
Litauisch	Polnisch	Portugiesisch	Russisch	Schwedisch
Spanisch	Ukrainisch			

Sie wollen einen Einstufungstest machen?

Zu den Kursen in Homburg.

Anfänger? Hier geht's zu den Einstiegerskursen.

Free time activities

- University sports courses and groups → <https://www.uni-saarland.de/en/institution/sports.html>
- ZiS (Centre for International Students) for excursions, game nights, cultural events and outings → <https://www.uni-saarland.de/en/global/welcome-center/intercultural-life/zis.html>
- ESN (Erasmus Student Network) for more events, parties and excursions → <https://saarbruecken.esn-germany.de/>

Departmental Erasmus Office

- Room No. 2.08.02, Building A2.2
- E-mail address: erasmus-languages@io.uni-saarland.de
- **Out of office:** Announced on our website and via a note on the office door & via autoreply to emails to our address
- For further updates, please check our website. You can always communicate with us per email! The answer will take some time. Please do not re-write before two weeks.
- You can also book an appointment with us in case your questions cannot be answered via email: <https://www.uni-saarland.de/fachrichtung/ist/studium/internationales/erasmus/sprechstunde.html>

Departmental Erasmus Coordination **vs** General Erasmus Office & International Office

- Your Erasmus Coordinator at our university is: Ms. Dimitra Papadopoulou
- The departmental coordinator is: Ms. Andrea Wurm
- For questions and issues related to your **Learning Agreements, Transcripts of Records** and / or other **questions regarding your studies**, please **first check our website** and if your questions remain unanswered, contact us at: [**erasmus-languages@io.uni-saarland.de**](mailto:erasmus-languages@io.uni-saarland.de)
- For questions related to the **financial aspects of your Erasmus exchange** or for your **Erasmus funding and scholarships**, please contact the International Office at: [**erasmus@uni-saarland.de**](mailto:erasmus@uni-saarland.de)
- For other questions related to your **daily life** here, please contact the Welcome Center at: [**welcome@uni-saarland.de**](mailto:welcome@uni-saarland.de)

Departmental Erasmus Coordination **vs** General Erasmus Office & International Office

- The departmental Erasmus Coordination is **NOT** the same as the general Erasmus Office or the International Office!
- For the signing of the **Certificates of Arrival, Stay and Departure**, please contact either the International Office: erasmus@uni-saarland.de or the Welcome Center: welcome@uni-saarland.de
- **Exception**: Exchange students from the **East Partnership** programmes → those Certificates are signed by Ms. Dimitra Papadopoulos

Respect and politeness

- Be polite and considerate
- Try to use German when contacting professors not teaching in English
- Use courtesy plural for talking to professors and teaching staff (unless they have allowed you to be more casual themselves)
- E-Mail introductions with "Herr/Frau + Surname" (again, unless otherwise instructed)
- Request **kindly**, DO NOT demand
- Do your own research first and think critically, ask only if you are unsure
- Please keep in mind: You are not the only students in contact with us or having questions
- Be patient

The Learning Agreement

- In the end your Learning Agreement (LA) needs to correspond to your Transcript of Records, so please remember to enter any changes in your courses on your LA, as well!
- The **Learning Agreement** is **signed by the Erasmus Coordinator, Dimitra Papadopolou**
- You can send it to me either per email as a PDF or Word document or via the **OLA portal** and the **EWP system**
- **IMPORTANT:** For me to receive a notification about your LA on the EWP platform, please enter the name Dimitra Papadopolou and the email address: erasmus-languages@io.uni-saarland.de in both sections titled „**Contact person**“ and „**Responsible person at the Receiving Institution**“!!!

The Learning Agreement

- Regarding the recognition of the courses you have attended at our university back at your home institution → please contact your home coordinator to clarify the details with them
- In case the Credit Points / ECTS points of a course are not stated on the LSF portal → please check the module guide of the degree the course belongs to (e.g. the Language Science module guide: https://www.uni-saarland.de/fileadmin/upload/studium/angebot/mhb_ba/MHB2016/MHB_Language_BA.pdf) or you can, alternatively, also contact us

The Learning Agreement

- Please also make sure that the rest of the course details on the Learning Agreement are accurate and updated
- Try to avoid entering the title of a module as a course. Modules usually consist of multiple and different courses and the ECTS points are divided among them → You receive separate certificates (Scheine) for such courses and those are entered separately on the Transcript of Records, as well!
- Feel free to contact us as often as needed, if you need your Learning Agreement signed or if you need to change it!

The Learning Agreement

- Changes can be made at the beginning of the semester, as well as towards the end, but **ONLY** if your home university allows that (e.g. you feel like the content of the course is not what you were expecting, the language level is higher than expected, there are time slots clashing, you end up not participating in an exam etc.) → delete any courses you are not taking from your LA and enter the new ones → either create a new LA or make changes to your already existing one
- **Please make sure that your home coordinator is also informed about the changes to your Learning Agreement**
- You can also let them know that we are willing to sign changes to your LA multiple times

The Transcript of Records and Certificates

- At the end of the semester, the grades and certificates for the courses you attended from our department will be sent directly to me per email or sent to the office postbox
- Alternatively, get your „Scheine“ and / or grades from the lecturers and then send them to me **per email** or submit them at the office. For courses not offered by our department, it is up to you to receive your certificates!
- **Tip:** Ask the professors from your courses right from the start to send the grades and certificates to the Erasmus coordinator (Dimitra Papadopoulou, erasmus-languages@io.uni-saarland.de)

The Transcript of Records and Certificates

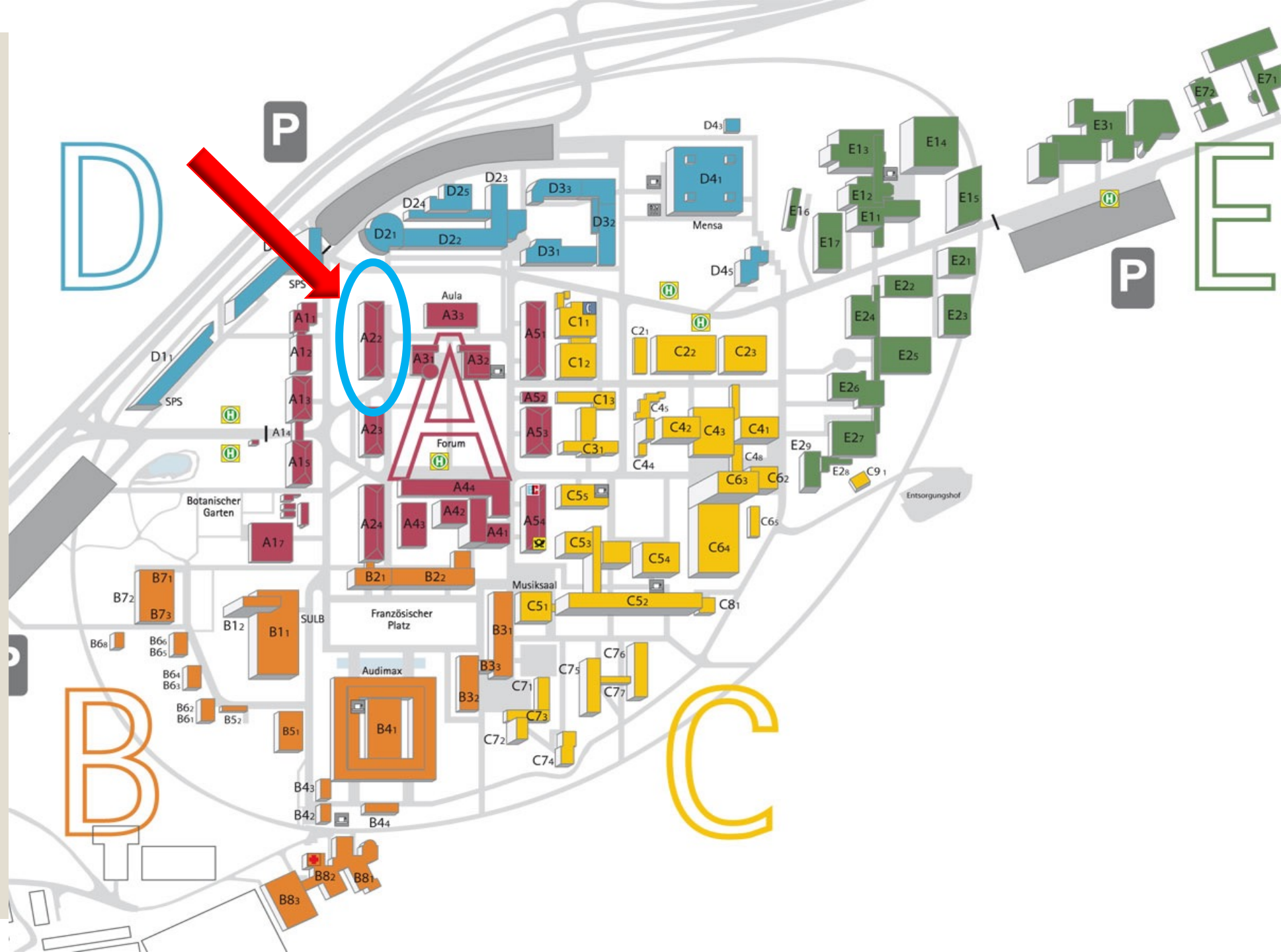
- The **Transcript of Records** is **issued by Dimitra Papadopoulou or the colleagues from the International Office**, once all your grades have been received and uploaded to our system
- Exam and term paper correction time varies widely and cannot be influenced by the Erasmus coordination!
- Please **let me know your deadlines** (if there are any) on time!

The Transcript of Records and Certificates

- You can ask me for an overview of the grades I have received for you at any point towards the end of the semester
- In case you urgently need your Transcript of Records but are still missing one or two grades, you can contact us about it → We can probably issue you a temporary ToR!
- Once the ToR is issued, it is signed by the Erasmus Coordinator (or the International Office in our absence) and sent either to your email address or to that of your home coordinator / home university

Campus map

Find us in
building
A2.2,
room
2.08.02!



Questions?

Contact us:

Dr. Andrea Wurm: **a.wurm@mx.uni-saarland.de**

Dimitra Papadopoulou: **erasmus-languages@io.uni-saarland.de**

Website: **<https://www.uni-saarland.de/fakultaet-p/erasmus-lst.html>**

Checklist for Erasmus documents

At semester start:

- ☐ Certificate of Arrival signed (International Office)
- ☐ Initial Learning Agreement created and signed by all parties and sent to home university (Erasmus coordination LST)
- ☐ Registration to the courses (LSF/Coli website/professors individually)

At semester end:

- ☐ Final Learning Agreement updated and signed by all parties and sent to home uni (Erasmus coordination)
- ☐ Course certificates and grades from outside LST received and sent to the Erasmus coordination
- ☐ Certificate of Stay / Departure signed and sent to home university (International Office)
- ☐ Transcript of Records received and sent to home university