

Student Information Management System for Saarland



Changing Subjects in a Multi-Subject, Non- Restricted Entry Degree Programme Summer semester 2024


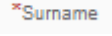
Key information at a glance


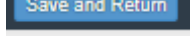
Access to SIM for students at Saarland [University https://sim.uni-saarland.de](https://sim.uni-saarland.de)

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.  Surname); 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/>

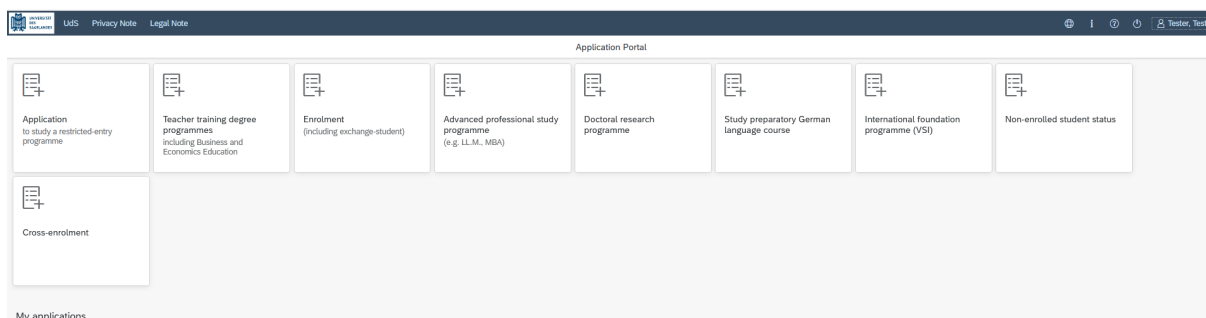
Important note: Please access the SIM portal using the latest version of one of the following browsers: Google Chrome, Mozilla Firefox, Microsoft Edge based on Chromium. The portal may not be displayed correctly if you use an older version of one of these browsers or if you choose to use another browser,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

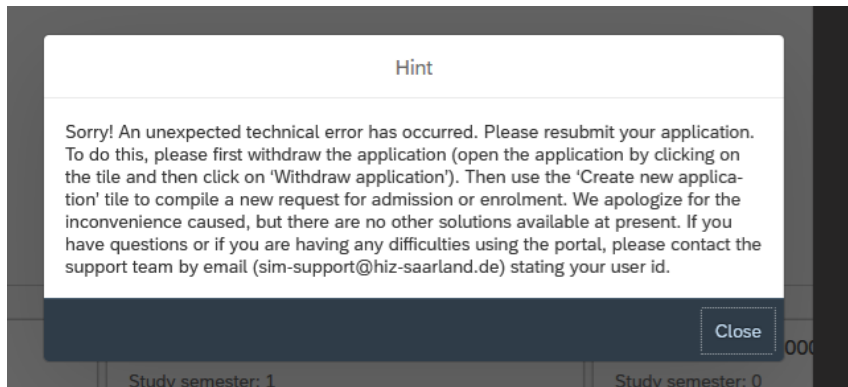
If you would like to change subject within your current multi-subject, non-restricted entry degree programme, please follow the instructions in Section 2.

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 **Save and Return**. 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 **Submit**. 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.

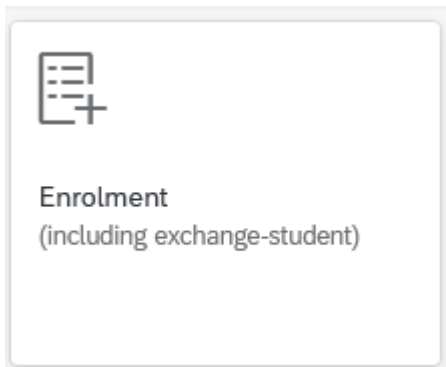


- Always exit the SIM application portal by clicking on the logoff button  at the top right of the window.

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.

 A screenshot of a web browser showing the "Preliminary Questionnaire" form. The form has a dark blue header with navigation links (UDS, Privacy Note, Legal Note) and user information (Tester, Test). The main content area is titled "List of academic programmes". It contains several fields: "Application" (a dropdown menu with a blue arrow icon), "Intended qualification (with subject)" (a text input field), and "Intended semester" (a text input field). The "Application" dropdown menu is open, showing a list of options: "Bachelor's degree programmes", "Bachelor's degree programmes (Letter of adm issued by dept)", "Law", "Master's programmes (Letter of admission issued by dept.)", "Exchange students (Letter of admission from Int. Office)", and "In-session certificates".

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

 A screenshot of the same "Preliminary Questionnaire" form. The "Application" dropdown menu is now closed, and the "Intended qualification (with subject)" dropdown menu is open. The "Intended qualification (with subject)" dropdown menu shows a list of options: "B.A. Französische Kulturwiss. und Interkult. Kommunikation". Below the dropdown menu, there are fields for "Main subject" (a text input field), "Study semester" (a text input field), "Subsidiary subject" (a text input field), and "Intended semester" (a text input field). At the bottom of the form, there is a section titled "Information:" with links to application information and a checklist of documents.

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 **Subject semester** the subject semester that you will be in when studying your main subject next semester.

UdS Privacy Note Legal Note

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: 0

Subsidiary subject: Select

*Intended semester:

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

UdS Privacy Note Legal Note

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: B.A. Philosophie NF

*Study semester: 1

Supplementary subject: Select

*Intended semester:

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. Philosophie – 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).

UdS Privacy Note Legal Note

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: B.A. Philosophie NF

*Study semester: 1

Supplementary subject: B.A. Geschichte EF

*Study semester: 1


*Intended semester:

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.

Subsidiary subject	B.A. Philosophie NF	
*Study semester	1	i
Supplementary subject	B.A. Geschichte EF	
*Study semester	1	i
*Intended semester	Summer semester 2024	

The following questionnaire is designed to guide you through the enrolment process for a place on a non-restricted entry programme in the coming summer semester (application deadline: 31 March)

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>.

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

UdS Privacy Note Legal Note

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: B.A. Philosophie NF

*Study semester: 1

Supplementary subject: B.A. Geschichte EF

*Study semester: 1

*Intended semester: Summer semester 2024


The following questionnaire is designed to guide you through the enrolment process for a place on a non-restricted entry programme in the coming summer semester (application deadline: 31 March)

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>.

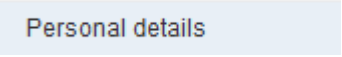
Please click Next to continue.



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 .

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
Further Uploads
Confirm choice of intended qualification (with subject)
Verification of input data

Personal details

Surname: Test
Surname at birth:
First name/s (as shown on your identity card or passport): Tester
Gender: ☒ Male ☐ Female ☐ Nonbinary ☐ Not specified
Date of birth: Nov 7, 2000
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: test@test.de
General information: You can navigate between the questions in the left column.

Save and Return Submit

2.3 Pre-university education credentials

Pre-university educational 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 education credentials
Information about your higher education entrance qualification
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 education credentials

Information about your higher education entrance qualification

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 HEEO?

*In which country did you obtain your HEEO?

*Please enter the average grade specified on your HEEO certificate (expressed as the equivalent grade on the German grading scale, e.g. 2.0; for degrees awarded abroad, please enter 8.0 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 (HEEO) in Germany (e.g. "Fachhochschulreife"),
- previously acquired a higher education entrance qualification (HEEO) 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 HEEO/pre-university educational credentials

[+ Upload Document](#)

2.5 File upload

Click [File Upload](#). 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').

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

Further Uploads

Confirm choice of intended qualification (with subject)

Verification of input data

File Upload

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.

Passport photograph (for your student ID card - JPEG/JPG, max. 10 MB) [+ Upload Document](#)

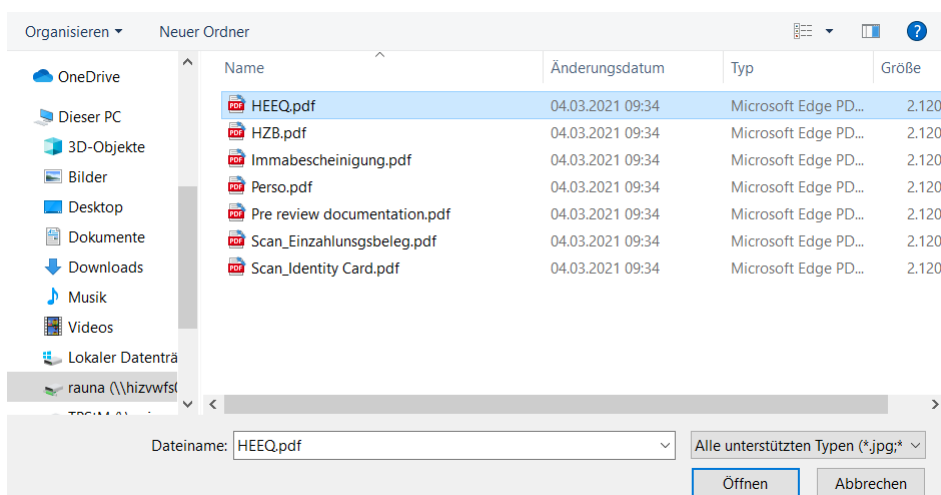
Certification of admission to the higher education access course [+ Upload Document](#)

Certificate of enrolment at another university [+ Upload Document](#)

Certificate of de-registration: [+ Upload Document](#)

Please upload your certificate of de-registration if you were previously enrolled.

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.

university.
*Higher education entrance qualification (HEEQ): Please either upload all the pages of your HEEQ in a single file, or upload just the [HEEQ.pdf](#)



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').

2.6 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.

Select your intended qualification (with subject)

*Intended qualification (with subject)

☐ Change Studies

☒ Change Subject Area

☐ Drittes Lehrschaftsfach

☐ Additional Subject Area

☐ 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.

▼ ☒ Course of study B.A. Frz. Kulturwiss. + IK

☒ Main subject B.A. Frz. Kulturwiss. + IK H (2010) 3 Study semester

☐ Supplementary subject B.Sc. Mathematik N (2011) 1 Study semester

☐ Supplementary subject B.A. Phonetik E (2018) 1 Study semester

☐ new Supplementary subject B.A. Philosophie N (2013) 1 Study semester

☐ new Supplementary subject B.A. Geschichte E (2010) 1 Study semester

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

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.

☒ Course of study B.A. Frz. Kulturwiss. + IK
☒ Main subject B.A. Frz. Kulturwiss. + IK H (2010) 3 Study semester
☐ Supplementary subject B.Sc. Mathematik N (2011) 1 Study semester
☐ Supplementary subject B.A. Phonetik E (2018) 1 Study semester
☒ *new* Supplementary subject B.A. Philosophie N (2013) 1 Study semester
☒ *new* Supplementary subject B.A. Geschichte E (2010) 1 Study semester

2.7 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

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

Section

Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

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.

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 1) 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/qz2PqKmbw>. The information you provide will be evaluated anonymously.

Save and Return Submit

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

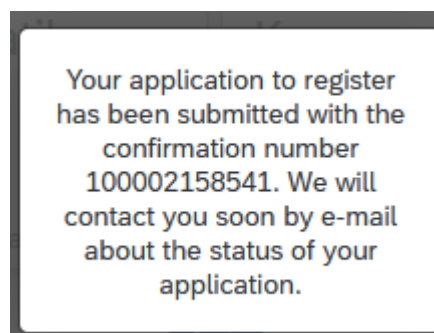
Target studies for the upcoming semester

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:



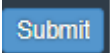
Please check on your start page that the tile for this application displays the status message 'Application submitted'.



B.A. Frz. Kulturwiss. + IK
(100002158541)

Study semester: 1

Submitted

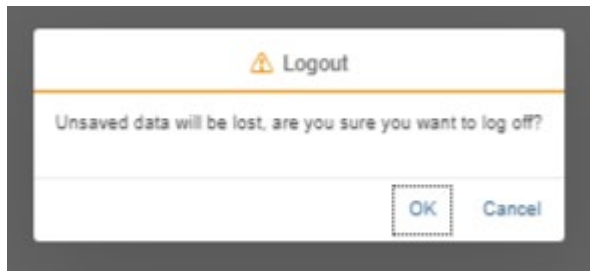
If that is not the case, please check – well before the enrolment deadline is due to expire – that you did actually send your enrolment application via  the button and that you didn't simply save it without submitting it.

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  Kurt Cobain  to confirm that you want to log out.