KOPLA

Usermanual

Students

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Content

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1 Introduction

The online portal KOPLA is the entry point to the international master program in electrical engineering and information technology at the University of Applied Sciences, Darmstadt. It is used to enter the personal data of the applicant, upload all required documents for the application process and to communicate the application status between h_da staff and applicant. The basic workflow is shown in the picture below:

Student	Staff

```
Student                          Staff

Registration

    ↓

Enter personal data

    ↓

Upload application
documents                    →   Check qualification

                                     ↓

                                 Formal document
                                 check

Admission process            ←
```
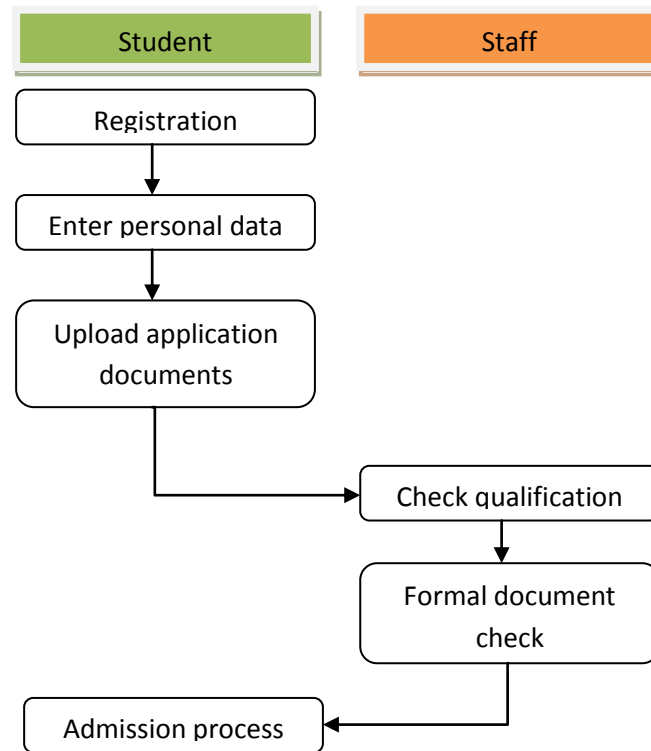
This user manual provides a step by step description for using the KOPLA portal. Please follow the steps carefully for a successful application.

2 Registration

The first step is to create an account for KOPLA. For this, you need a valid email address which must remain valid during the complete application process. Your email address will be your account.

- ✓ Open the KOPLA webpage in your internet browser
- ✓ When entering the webpage for the first time, please choose „Registration"

The following screen will show up:

- ✓ Enter the semester and programme for which you want to apply. Note: Depending on your background and bachelor degree, only certain programs are open. Check the application website for details or contact master@eit.h-da.de in case of doubts.
- ✓ Enter your Surname (family's name) and your Given name (first name).

✓ Enter your e-mail address. Note: your email address will be from now on your user name.

> Note: Consequently, you cannot register twice under the same user name / email address. Equally, it is not allowed that one and the same person register twice under two different e-mail addresses. This will lead automatically to a rejection of your application. You are required to accept the storage and handling of your data to allow for proper processing. Storage and handling comply with German privacy protection legislation.

✓ After completing your registration, click on the Register button, you will receive a link to your password via the provided email account.
✓ Note: In case you do not receive the email, please check your SPAM folder (especially when using gmail) and the correct spelling of your email.

✓ Clicking on the link in the email will open the page with the password. This password may later on be changed in your personal data section.
✓ In case the page shows ˝No data available˝, please refresh it (F5)

3 Login

Once you have created your personal account, you can use the system by either entering your login (email) and password in the top bar or by pressing the Login Link on the left side menu.

✓   Enter your username (email address) and password

✓   Note: In case you forgot your password, please follow the Forgot Password Link in the Login Menu.

4 Personal data

The workflow graphic on the opening screen will guide you through the application process. The first step of the workflow is to enter your personal data. Please note that it is your responsibility to provide correct and complete data.
Before continuing, please note some important elements of the KOPLA system

- The menu on the left hand side provides direct access to the main functionalities
- The workflow graphic shows the progress of your application. Every phase consists of a link to the corresponding form (in the screenshot below the phase "enter your personal data" is completed and the candidate is busy uploading the required documents).
- The Application Overview in the lower part of the screen shows some relevant statistics, e.g. how many data fields have been completed, how many documents are uploaded etc. Note: if the workflow does not switch to the next phase, very likely some mandatory entries are still open (red)

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- ✓ Click on the menu entry Personal Data.
- ✓ The personal data section will open in "reading mode". Click on the link "Edit personal data"

Personal data

Now enter first your personal data. [Save changes] You may want to enter a hyphen '-' in fields, you personally deem not applicable or needed (Title, c/o, etc.).

The following fields MUST contain valid data, because they will be used for the address label in your admission letter and mailing:

- Name
- Street
- ZIP
- City
- Country
- Phone Numbers

Please note: The admission letter will not be resend due to wrongly or incompletely provided address data.

Make sure, that the address label appears as it would be expected from your country's mail delivery services. (green arrow in the picture below)

Language skills

Here you should detail your English, and, if applicable, German language proficiency.

Education

Here you should detail you academic background.

Important: In the section Intended Program "Choice of major" please enter the major you intend to follow. Your application will be evaluated considering this choice and an acceptation will only be valid for this major. It is not allowed / possible to apply for more than one major.

Intended Program

First choice of
major subject

communications

Experiences and ...

Here you should detail your academic, professional and life experience.

- ✓ Enter all required data in all tabs
- ✓ Save the changes by pressing the save changes button
- ✓ When you are finished, click the "Step by Step" tab on the left margin once again to see the workflow screen. Click "Done" only after entering and verifying all your Personal details.

Note: The system will check if all fields are completed. If this is not the case, an error message will be shown and you are requested to complete the missing fields. Enter a "-" in case no data can be provided.

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Username: aryurlearning@gmail.com Logout

Step by step application	
Communication	
Documents	
Personal data	
FAQ	

You have been accepted !!

Please confirm your acception at the HDa

Application Process

Please follow these steps to complete your application:

My Application ID: 20110007

1. Enter your personal data	Done

⬇

2. Upload your Documents

⬇

3. Documents complete

⬇

4. Check in progress

⬇

5. Decision

Application Overview

Total Mails:	0
Properties filled	30
Properties filled in Personal Data Section	14
Properties filled in Language Skills Section	3
Properties filled in Student Status Section	9 -1
Properties filled in Experience Section	4 2

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5 Upload documents

The next phase is uploading all required documents.

- ✓ Now click on "Documents" on the left margin or on the link in the workflow graphic to upload the required Documents.

You are supposed to upload documents with regards to the following document categories:

Curriculum Vitae
- Your CV, containing your personal data, previous high school and university career, GPA, projects and any professional experience

Passport
- A scanned copy of your passport
- or, in case it is not available, any other official document with photograph (e.g. driving license)

Letter of Recommendation
- 2 letters of recommendation of your professor or employer

Degree Certificate
- Bachelor degree certificate (original and certified English copy)
- Any other relevant educational certificates

Language Certificate
- TOEFL or
- IELTS certificate or

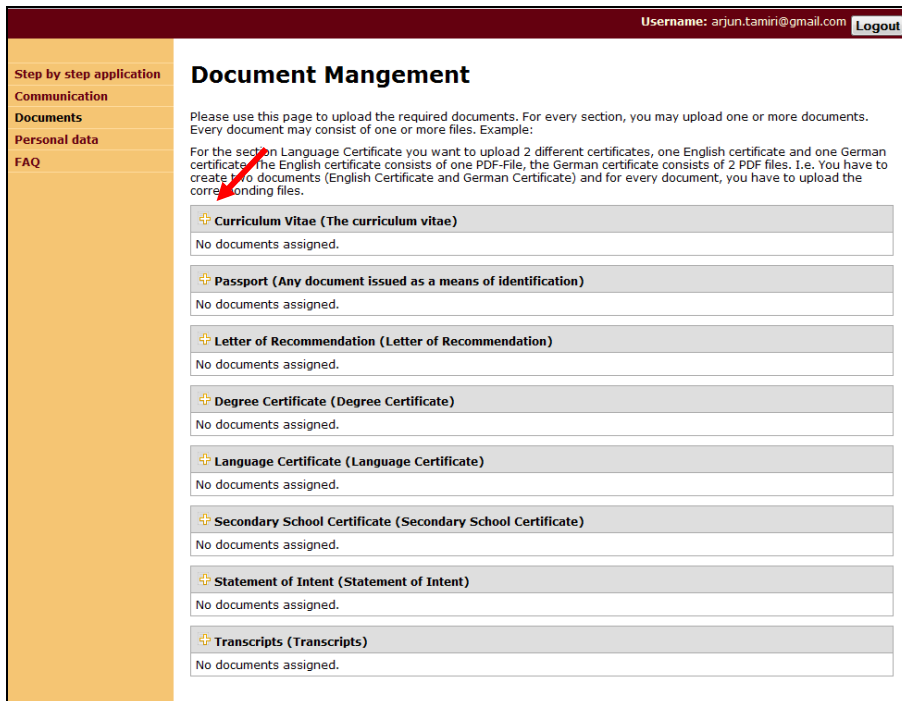Secondary School Certificate
- High school certificate

Statement of Intent
- Your own private statement, why you want to come to Germany and the h_da. Describe your career plans. Be specific; do not copy general purpose statements from the internet.

Transcripts (Bachelor)

- Complete original transcripts of records of your bachelor study
- English translation (certified) of the transcripts of records of your bachelor study
- If existing, transcripts of courses undertaken in a master program (English)

The document upload screen looks as follows:

- ✓ Start by clicking on [+] of the respective category, to upload a certain document for this category. Several documents may be added to a single category
- ✓ In the following form, enter a name (for your reference only) and press Create Document. This will create a logical document in the KOPLA system

Once you have created this document, various activities are offered: ⊕ Show document, ✎ Edit document, 🗑 Delete document or ⇧ Upload document. The Upload function lets you browse through your computer to search and upload a certain document in PDF. Once you have uploaded a document, you may further download it in case of need via ⇩ Download document.
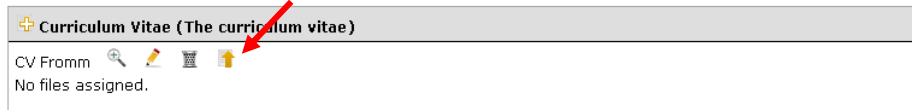
✓ Press the upload button.

Please note: This document can be either a single PDF file (default) or a set of PDF files (e.g. in case every page is scanned individually). The maximum size of the files is limited.
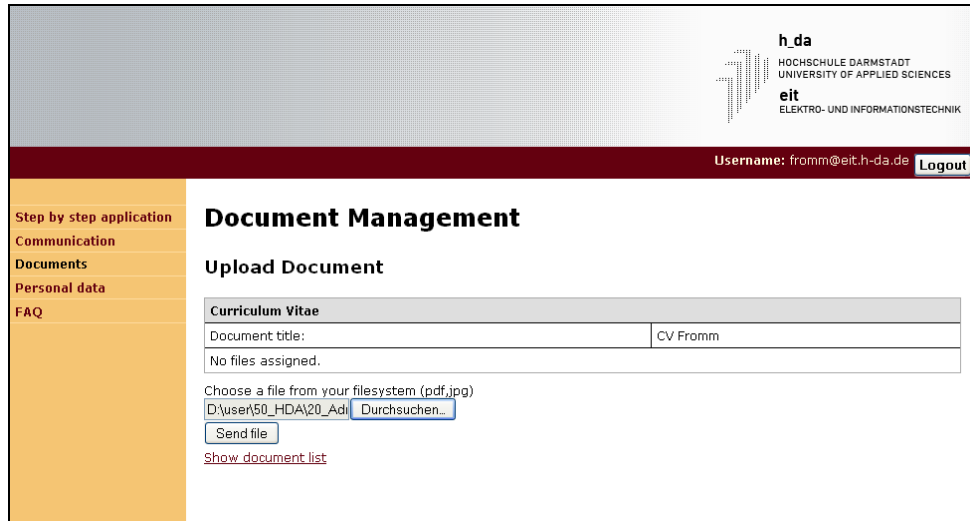
✓ Select the required document by pressing the Browse / Durchsuchen Button
✓ Click the button Send file to store it in the KOPLA system
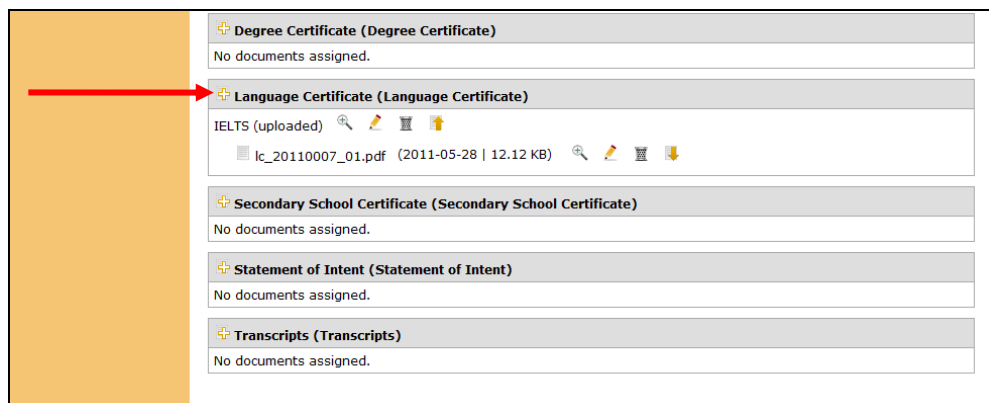✓ The saved file is now visible in your document folder

Note: Upon uploading, the system will rename the file.
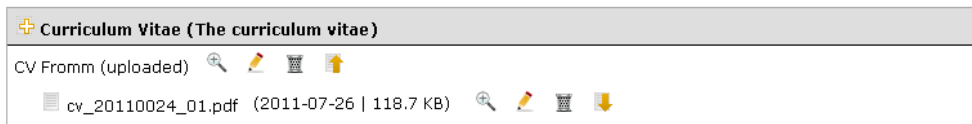
✓ Repeat this process for all required documents.

Uploading several documents in one category

Now, in order to upload one more certificate under Language Certificate (say German), you need to click the "**+**" once again as follows:

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Now upload the German Language Document like other certificates before. This is how you upload Multiple Documents under single category ("Language Certificate" here).

Missing Documents

✓ In case a document is missing, you may upload a PDF stating that the document is still missing and will be provided later on. But please note – complete documents will increase your chances of getting admission!

Upload complete

✓ Once you have completed this for all documents, please move again to the workflow screen (Step by Step application) and press the Done button. From now on, your documents are frozen and cannot be changed anymore, unless unlocked by university staff.

Once KOPLA has indicated, that documents are complete, you deserve a break. Your application data and your documents will now be examined by the Department's Admission Committee. Please be patient. At this point no further action will be required on your part until further notice.

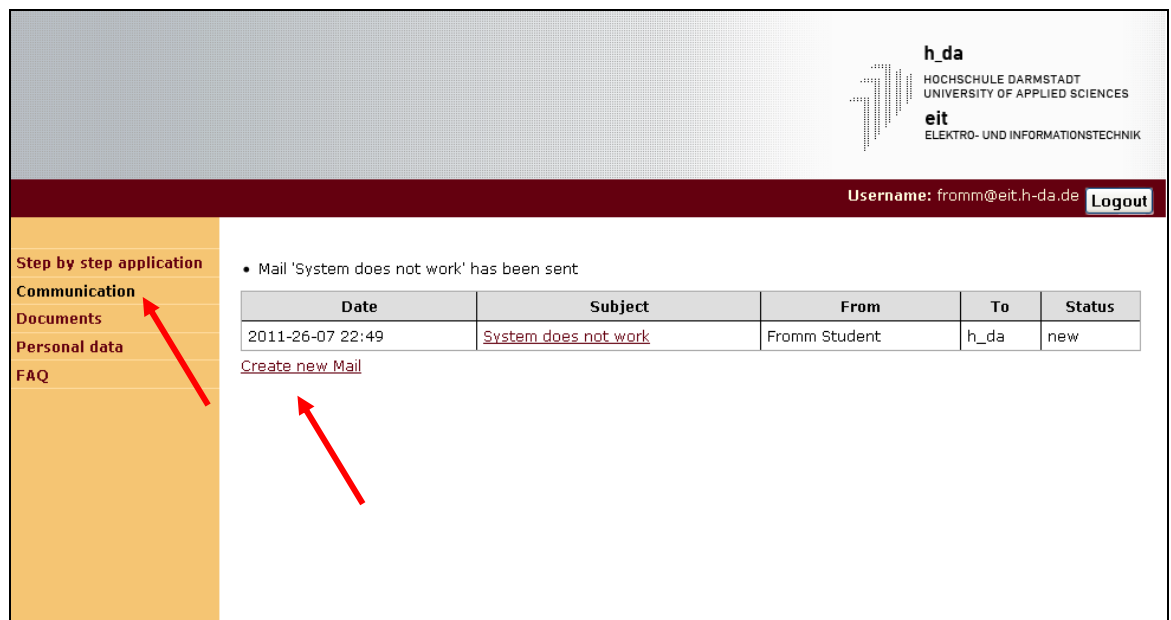If your screen looks like this, everything is ok:
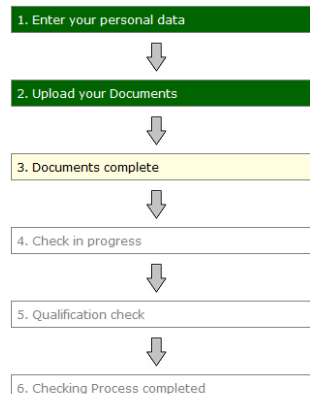
6 Communication System

In case you need assistance, please use the build in communication system.

- ✓ Click on the menu entry Communication. The overview page of the communication system will open – very similar to a webmailing system
- ✓ Click on the link "Create new mail" to send an email to h_da staff. Please make sure that you clearly describe your need.
- ✓ h_da staff will also use this system to communicate with you. Make sure that you check for new mails at least every other day. Click on the "Subject" link to read the content of the mail.

Netiquette:
- ✓ Before sending a question, please check all other sources of information, e.g, this manual, the FAQ section and the websites
- ✓ Avoid emails like "When can I expect an answer" – these will not be answered. During the rush hour, we get more than 100 applications a day. As a concequence, it may take a few weeks until all applications are checked. We guarantee, that all applications will be checked until the communicated deadline.

7 Status Tracking

The workflow page provides you a realtime overview of your application process. Depending of your status, additional information will be provided.

The next source of information are the received mails. Make sure you check the status every few days...

8 Acceptance Status

The workflow will show the status of your electronic document check.

- Electronic document check "In Process": Please be patient, your documents still have to be checked. Depending on the number of applicants, this may take a couple of weeks. Please do not send "query" emails, these will not be answered. We rather spent our time on checking the documents as fast as possible.
- Electronic document check "Accepted" : Congratulations, you fullfil the application criteria of the H-DA. Please proceed with the next chapter
- Electronic document check "Accepted with restrictions": Congratulations, you fullfil the application criteria of the H-DA but some documents, typically English Certificate or a final Bachelor degree are missing. These must be provided until the matriculation at the very latest. Please proceed with the next chapter
- Electronic document check "Not accepted": We are sorry, but your qualification profile does not meet the requirements of our university.

In case of "not accepted" or "accepted with restriction", additional information will be shown on the right hand side of the workflow overview screen.

9 After being accepted

Once you are accepted, three additional pages will become available:
- Further Information
- Further documents
- Private Study

Further Information

This menu lets you confirm your admission, gives you access to the email addresses of other applicants and guides you through the final steps of the application process.

On the top level, the following information is visible:
- Invitation date: This field contains the date on which your official admission letter has been sent out

- Matriculation number: This field will contain the matriculation number at the H-DA later on (optional)
- Courier reference ID: The tracking number of the courier service.
- I accept the offered seat within MSEIT: Tick this to confirm your seat
- I Require housing: Tick this if you need housing
- Personal data free: Tick this if you want to make your email address visible to the other students of your semester
- As well as information on reception of your fees and similar

In the section "Further steps" you will find the information needed to finish your application.
- Sending in paper documents
- Payment of the administrative fee

Please follow these steps carefully!

Further Documents
Here, you may download the softcopy of the acceptance letter and other required documents. If needed, you may also upload additional documents as requested by the Master Course Director, e.g. copies of embassy letters and the like.

Private Study
Here, we you can material for preparing your academic courses at the H-DA. Please use the time before starting your study to prepare yourself. The chances for success will increase significantly by doing this!