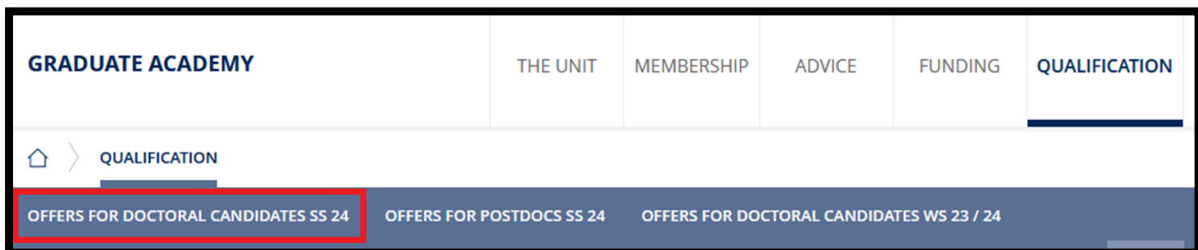


How to: Register for Workshops

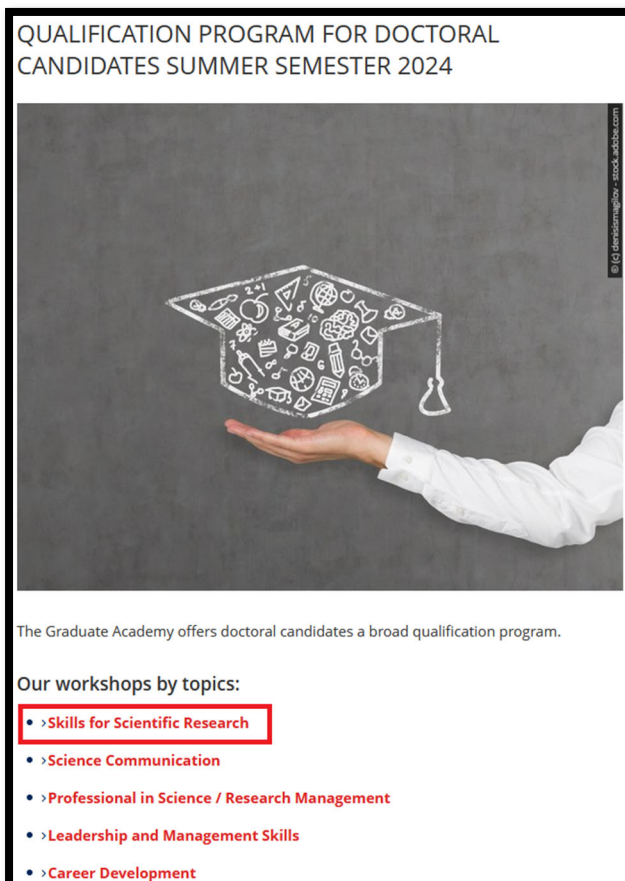
1. How do I get to the detail page of a workshop?
2. How do I register for a workshop?
3. Where can I find an overview of my workshop registrations?
4. Where can I find all the details on a workshop?
5. How do I cancel my registration for a workshop?

1. How do I get to the detail page of a workshop?

- 1) Please see the [qualification program of the Graduate Academy](#).
- 2) Choose the respective semester in the task bar.



- 3) Please choose the respective category, for example "Skills for Scientific Research".



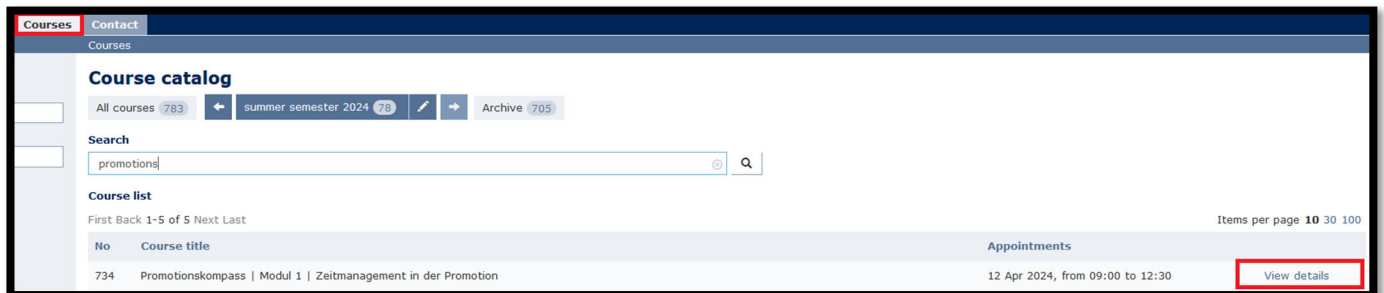
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- 4) Please click on the link of the workshop you are interested in and you will be redirected to the detail page in Promovendus!

Datum / Date	Thema / Topic	Format
Fr, 12.04.	Promotionskompass Modul 1 Zeitmanagement in der Promotion	Präsenz
Fr, 19.04.	PhD Starter Kit Module 5 How to plan my career?	On-site

OR

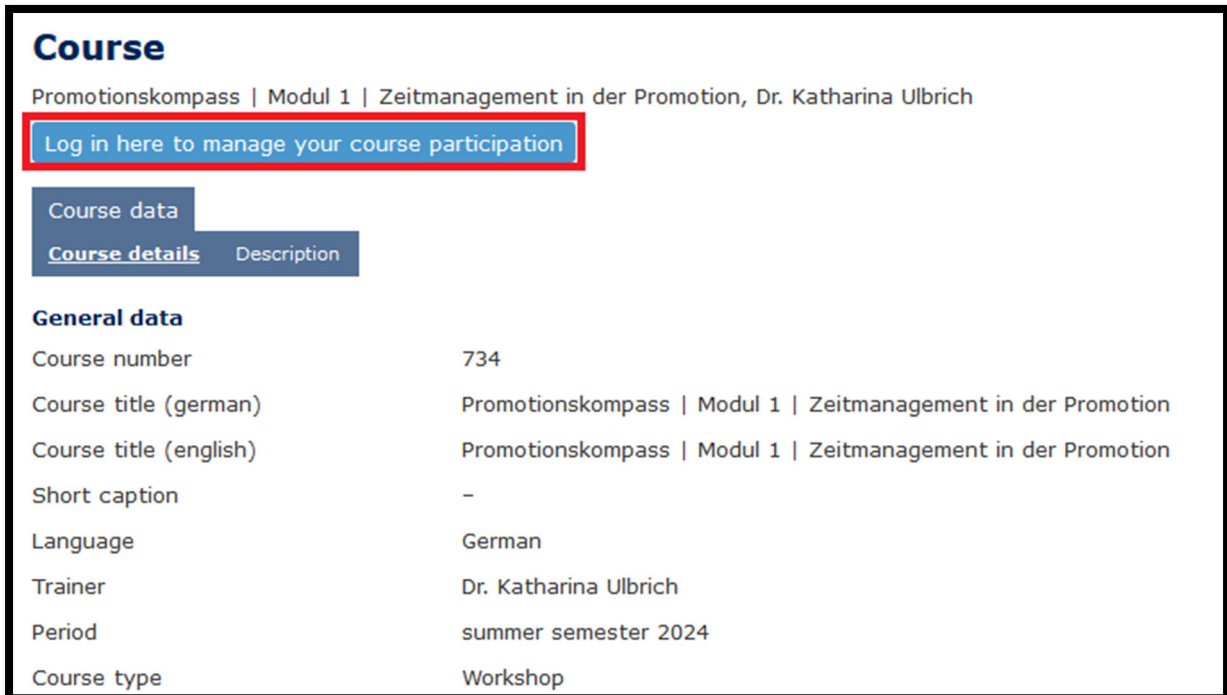
- 5) Click on „View details“ of your preferred workshop in the overview of courses in [Promovendus](#):



The screenshot shows the Promovendus course catalog interface. At the top, there are tabs for 'Courses' and 'Contact'. Below the tabs, the 'Courses' section is active, displaying a 'Course catalog' with filters for 'All courses (783)', 'summer semester 2024 (78)', and 'Archive (705)'. A search bar contains the text 'promotions'. Below the search bar, a 'Course list' is shown with a table of results. The table has columns for 'No.', 'Course title', and 'Appointments'. The first row shows course number 734, title 'Promotionskompass | Modul 1 | Zeitmanagement in der Promotion', and appointments '12 Apr 2024, from 09:00 to 12:30'. A 'View details' button is highlighted in red at the end of the row.

2. How do I register for a workshop?

- 1) Please familiarise yourself with the details and description of the workshop. If you would like to participate in the workshop, you have to **be logged in to Promovendus**. For this purpose, you need a ZIH user account. If you do not have a ZIH login yet, please contact your doctoral office or the Graduate Academy.



Course
Promotionskompass | Modul 1 | Zeitmanagement in der Promotion, Dr. Katharina Ulbrich

[Log in here to manage your course participation](#)

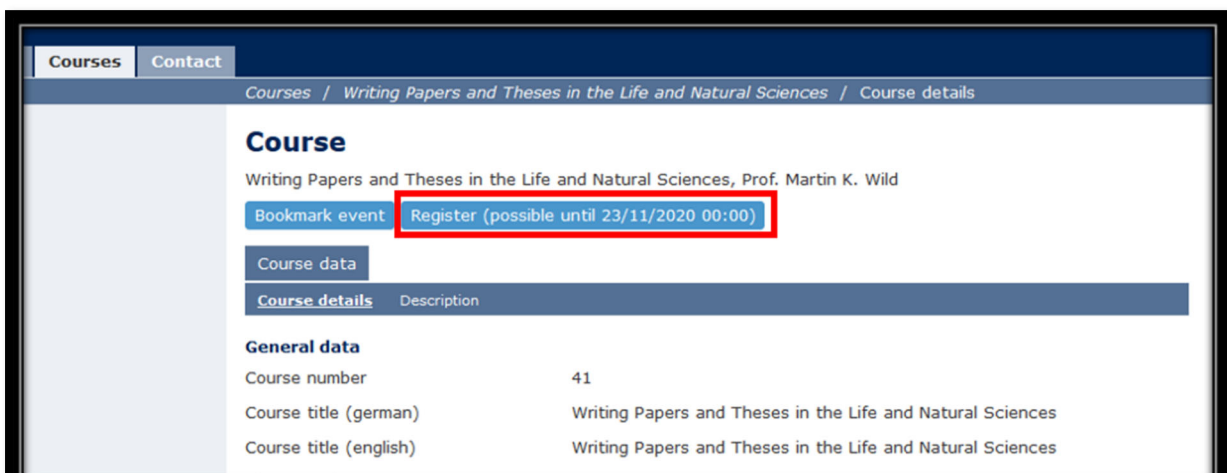
Course data

[Course details](#) Description

General data

Course number	734
Course title (german)	Promotionskompass Modul 1 Zeitmanagement in der Promotion
Course title (english)	Promotionskompass Modul 1 Zeitmanagement in der Promotion
Short caption	-
Language	German
Trainer	Dr. Katharina Ulbrich
Period	summer semester 2024
Course type	Workshop

- 2) Once you are logged in, please use the button „Register“ above the workshop details:



Courses **Contact**

Courses / Writing Papers and Theses in the Life and Natural Sciences / Course details

Course
Writing Papers and Theses in the Life and Natural Sciences, Prof. Martin K. Wild

[Bookmark event](#) [Register \(possible until 23/11/2020 00:00\)](#)

Course data

[Course details](#) Description

General data

Course number	41
Course title (german)	Writing Papers and Theses in the Life and Natural Sciences
Course title (english)	Writing Papers and Theses in the Life and Natural Sciences

Please note!

- You can only register for a workshop via the button “Register”. This button will be active until the end of the registration period. As soon as you click the button “Register” and confirm your registration, you will receive an automatic email confirmation. The email

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also informs you whether your registration has been accepted or whether you might be on the waiting list. Please note that your registration is binding.

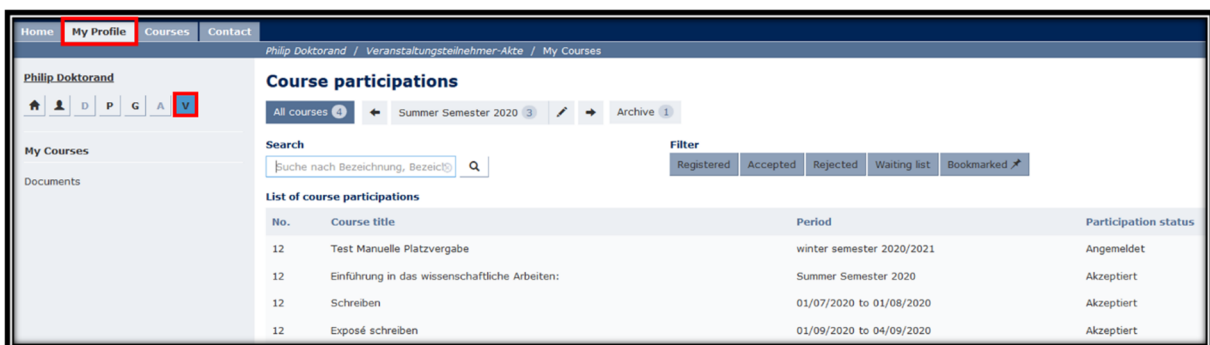
- If your registration has been accepted, you will receive an invitation with further details approx. 4 weeks prior to the workshop as well as one week in advance.
- If you are on the waiting list, you will be informed as soon as a place becomes available for you.

Hint: You can also use the button „Bookmark event“ – in this case, the workshop will be saved in the list of your courses in “My profile” in your participation record (marked by a “V” for the German word “Veranstaltung”). However, note that in this case you are not yet registered for the workshop!

3. Where can I find an overview of my workshop registrations?

You can view details on your registrations and the respective status via „My profile” in your participation record (marked by a “V” for the German word “Veranstaltung”) in Promovendus.

You can also filter your list of courses. For this purpose, use the search option or the filters in the upper section.

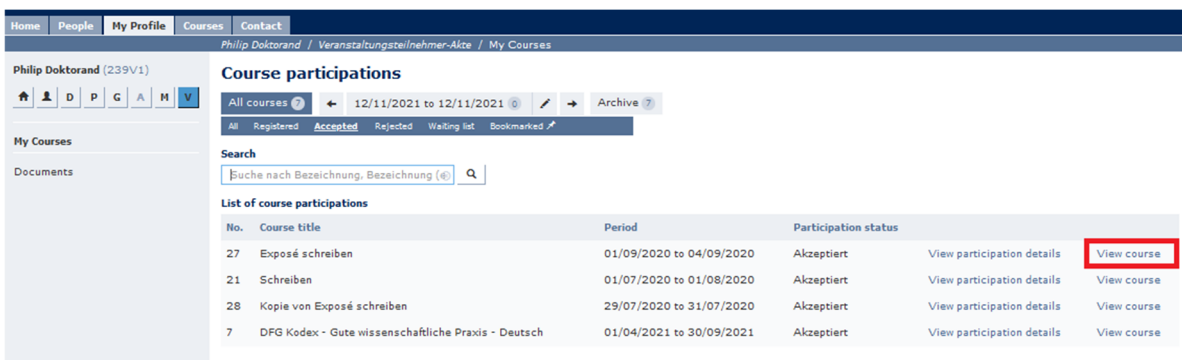


The screenshot shows the 'My Profile' page with the 'Course participations' section. The 'My Courses' tab is active, and a 'V' icon is highlighted in the top navigation bar. The 'Course participations' section includes a search bar, a filter dropdown (set to 'All courses'), and a table of course participations.

No.	Course title	Period	Participation status
12	Test Manuelle Platzvergabe	winter semester 2020/2021	Angemeldet
12	Einführung in das wissenschaftliche Arbeiten:	Summer Semester 2020	Akzeptiert
12	Schreiben	01/07/2020 to 01/08/2020	Akzeptiert
12	Exposé schreiben	01/09/2020 to 04/09/2020	Akzeptiert

4. Where can I find all the details on a workshop?

To view all details of a course, such as date and description, please click on the exact field of "View course"!



The screenshot shows the 'My Profile' page with the 'Course participations' section. The 'My Profile' tab is active, and a 'V' icon is highlighted in the top navigation bar. The 'Course participations' section includes a search bar, a filter dropdown (set to 'All'), and a table of course participations. The 'View course' button for the first row is highlighted with a red box.

No.	Course title	Period	Participation status		
27	Exposé schreiben	01/09/2020 to 04/09/2020	Akzeptiert	View participation details	View course
21	Schreiben	01/07/2020 to 01/08/2020	Akzeptiert	View participation details	View course
28	Kopie von Exposé schreiben	29/07/2020 to 31/07/2020	Akzeptiert	View participation details	View course
7	DFG Kodex - Gute wissenschaftliche Praxis - Deutsch	01/04/2021 to 30/09/2021	Akzeptiert	View participation details	View course

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You will then find the course details under the "Description" tab.



Courses | **Contact**

Courses / Open Access - mehr als eine Fördervorgabe? / Description

Course

Open Access - mehr als eine Fördervorgabe?, Michael Wohlgemuth, Capice Thomas, Eloisa Deola Borges

View my participation details

Course data

Course details | **Description** | Appointments

Description

Description (german)

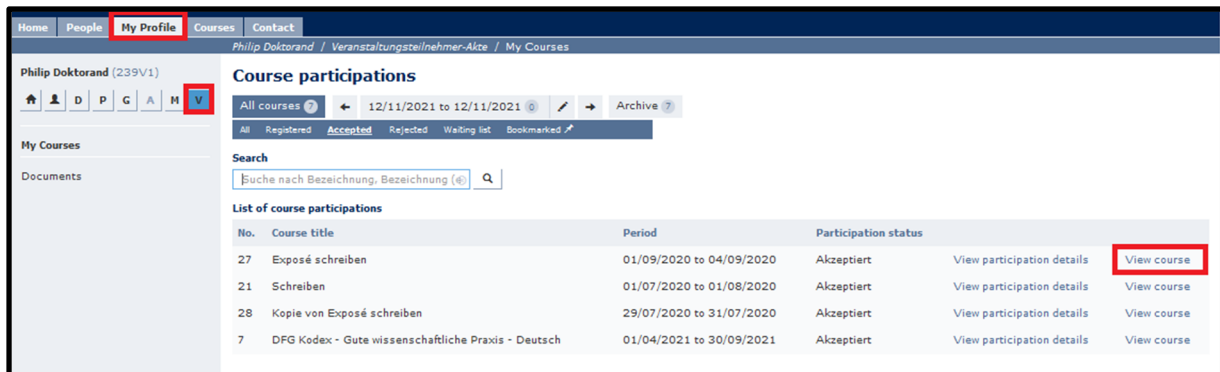
Datum:
Dienstag, 19.03.2020 | 10:00-11:30 Uhr

Ort:
Graduiertenakademie, Mommsenstr. 7, Seminarraum 02

Beschreibung:
Das Thema Open Access erfährt über die Forschungsförderung eine wachsende Bedeutung gerade auch für Doktorant/-innen. Zwei Referent/-innen des Open-Access-Service der SLUB beantworten Nachwuchswissenschaftler/-innen die praktischen Fragen und Fördermöglichkeiten rund um das Thema Open-Access-Publizieren. Konkret aufgegriffen werden folgende Aspekte:

5. How do I cancel my registration for a workshop?

You can de-register from a course (or its waiting list) until the deadline for the de-registration is over. To do so, go to your V-file via the tab "My profile". Then click on "View course" to see the course details.



Home | People | **My Profile** | Courses | Contact

Philip Doktorand / Veranstaltungsteilnehmer-Akte / My Courses

Philip Doktorand (239V1)

Course participations

All courses | 12/11/2021 to 12/11/2021 | Archive

All | Registered | **Accepted** | Rejected | Waiting list | Bookmarked

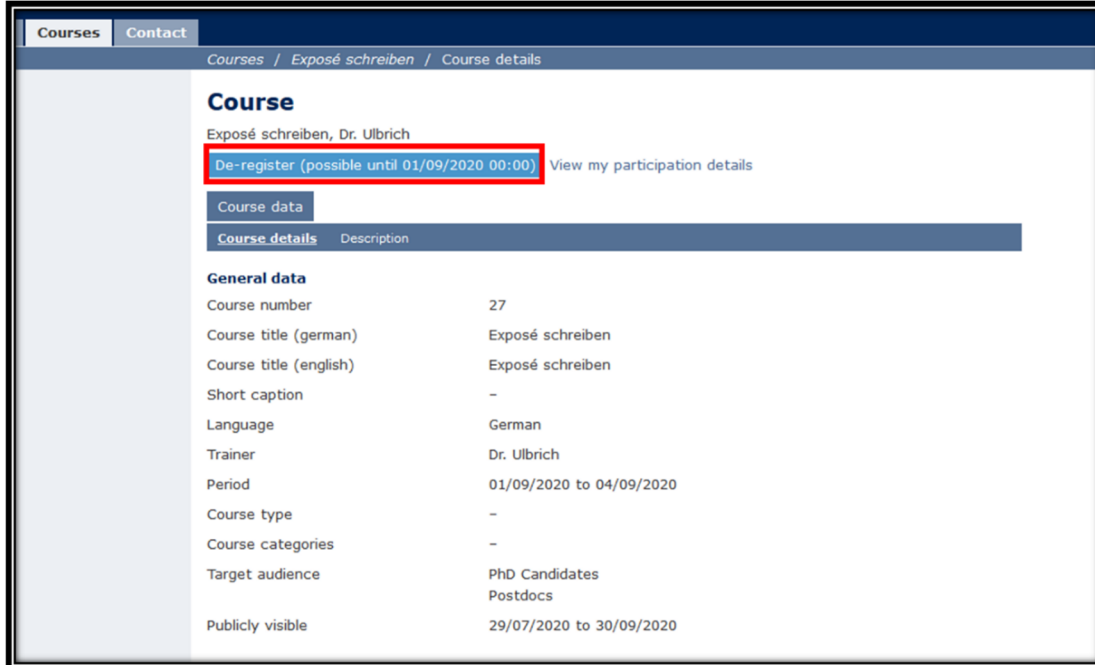
Search: Suche nach Bezeichnung, Bezeichnung (6)

No.	Course title	Period	Participation status		
27	Exposé schreiben	01/09/2020 to 04/09/2020	Akzeptiert	View participation details	View course
21	Schreiben	01/07/2020 to 01/08/2020	Akzeptiert	View participation details	View course
28	Kopie von Exposé schreiben	29/07/2020 to 31/07/2020	Akzeptiert	View participation details	View course
7	DFG Kodex - Gute wissenschaftliche Praxis - Deutsch	01/04/2021 to 30/09/2021	Akzeptiert	View participation details	View course

Hint: You have to click on the exact tab of "View course", otherwise you will get to the "Participation details".

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By clicking the button „De-register“, you complete your de-registration. This button is active until the deadline for de-registration is over.



The screenshot shows a web interface for course management. At the top, there are tabs for 'Courses' and 'Contact'. Below this is a breadcrumb trail: 'Courses / Exposé schreiben / Course details'. The main heading is 'Course', followed by 'Exposé schreiben, Dr. Ulbrich'. A red box highlights the button 'De-register (possible until 01/09/2020 00:00)', with a link 'View my participation details' next to it. Below the button is a 'Course data' section with a sub-tab 'Course details' and 'Description'. The 'General data' section contains the following information:

General data	
Course number	27
Course title (german)	Exposé schreiben
Course title (english)	Exposé schreiben
Short caption	-
Language	German
Trainer	Dr. Ulbrich
Period	01/09/2020 to 04/09/2020
Course type	-
Course categories	-
Target audience	PhD Candidates Postdocs
Publicly visible	29/07/2020 to 30/09/2020

After the deadline, a de-registration is not possible via Promovendus anymore.

Hint: The deadline for cancellation is set approximately 4 weeks before the start of the course due to organisational reasons. However, you can cancel your registration up to 10 working days before the event. Please send us an email to graduiertenakademie@tu-dresden.de.