

Workshop registration – How does it work?

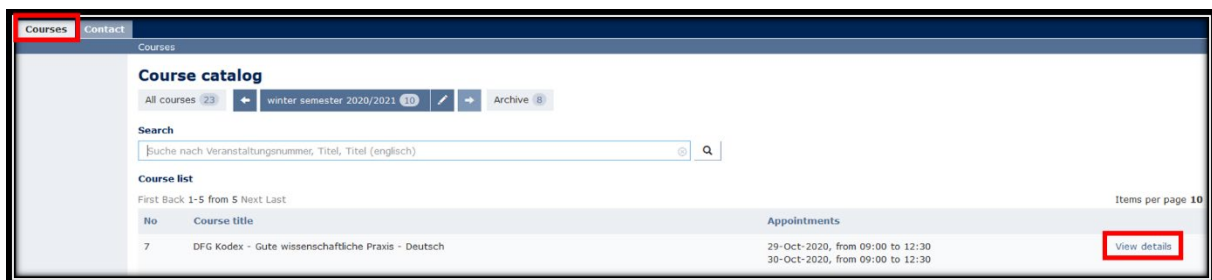
Choose a workshop that you would like to participate in and navigate to the details of the workshop. You have two options to do that:

- a) Click on the link of the workshop on the [website of the Graduate Academy](#):

SKILLS FOR SCIENTIFIC RESEARCH	
Do 8.10.2020	Gute Wissenschaftliche Praxis mit dem Schwerpunkt: Wie schreibe ich mein Laborbuch?
Do 8.10. bis Do 17.12.2020	Gelassen bleiben im Forschungsalltag: Einführung in die Praxis des achtsamkeitsbasierten Stressmanagements
Mo, 12.10.2020	Short Workshop Structuring a Research Paper

OR

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



The screenshot shows the 'Course catalog' interface in Promovendus. It includes a search bar, a table of course listings, and a 'View details' button for the selected course.

No	Course title	Appointments
7	DFG Kodex - Gute wissenschaftliche Praxis - Deutsch	29-Oct-2020, from 09:00 to 12:30 30-Oct-2020, from 09:00 to 12:30

Please acquaint yourself with the details 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 should not have a ZIH login yet, please contact the Graduate Academy.



Courses / Writing Papers and Theses in the Life and Natural Sciences / Description

Course

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

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

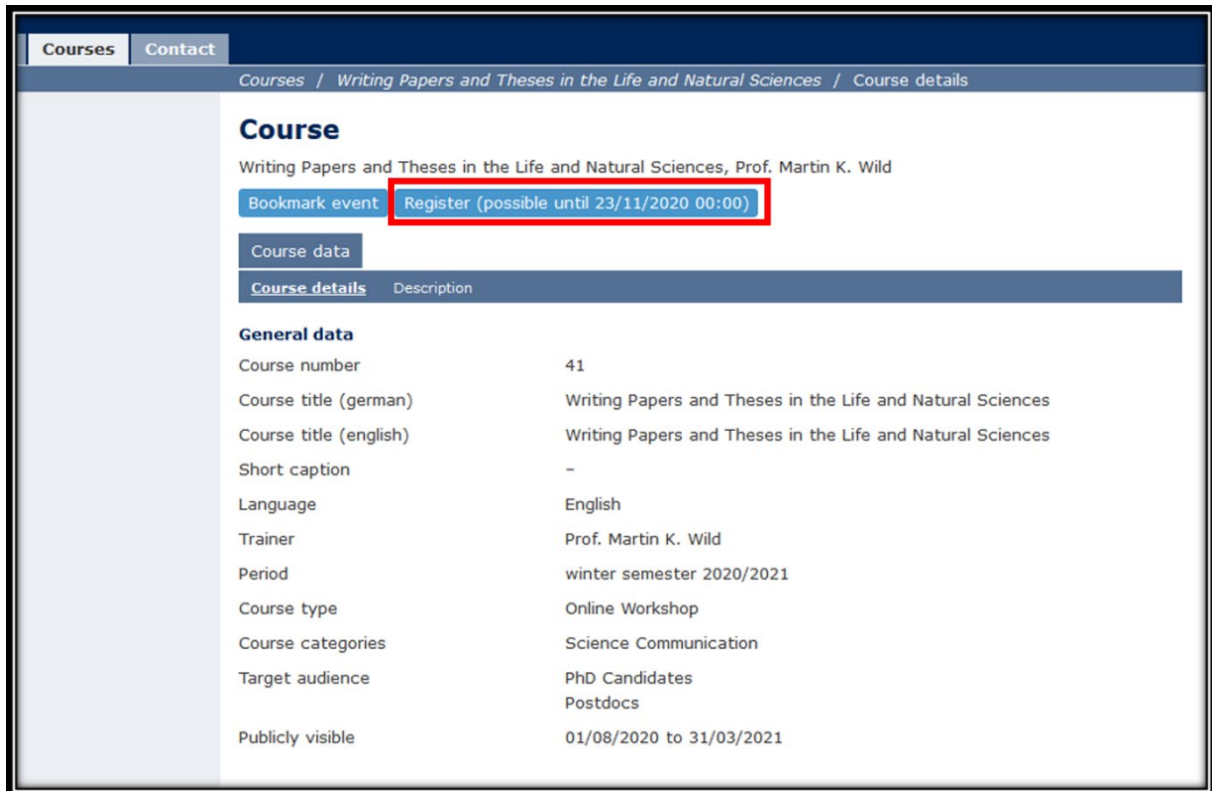
Course data

Course details **Description**

Description

Description (german)	Format:	Short Workshop
	Target Audience:	Doctoral candidates and Postdocs
	Language:	English
	Trainer:	Dr. Andreas von der Dunk & Johannes Sperling
	Date:	Monday, 20.04.2020 9:00 - 10:30 am
	Location:	Graduate Academy, Mommsenstr. 7, seminar room 2

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



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
Short caption	-
Language	English
Trainer	Prof. Martin K. Wild
Period	winter semester 2020/2021
Course type	Online Workshop
Course categories	Science Communication
Target audience	PhD Candidates Postdocs
Publicly visible	01/08/2020 to 31/03/2021

The registration for a workshop can only be executed via the button “Register” which 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 also

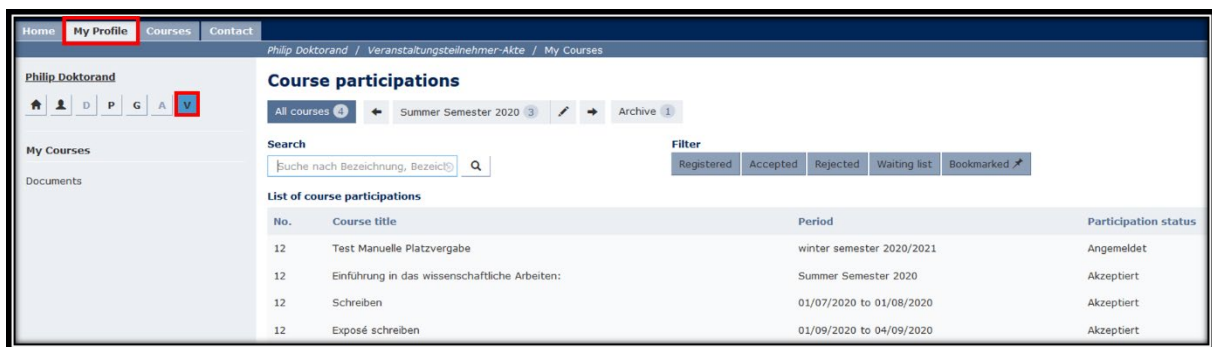
informs you whether your registration has been accepted or whether you might be on the waiting list. Please note that your registration is binding.

If your registration has been accepted, you will receive an invitation with further details approx. 4 weeks prior to the workshop.

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.

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



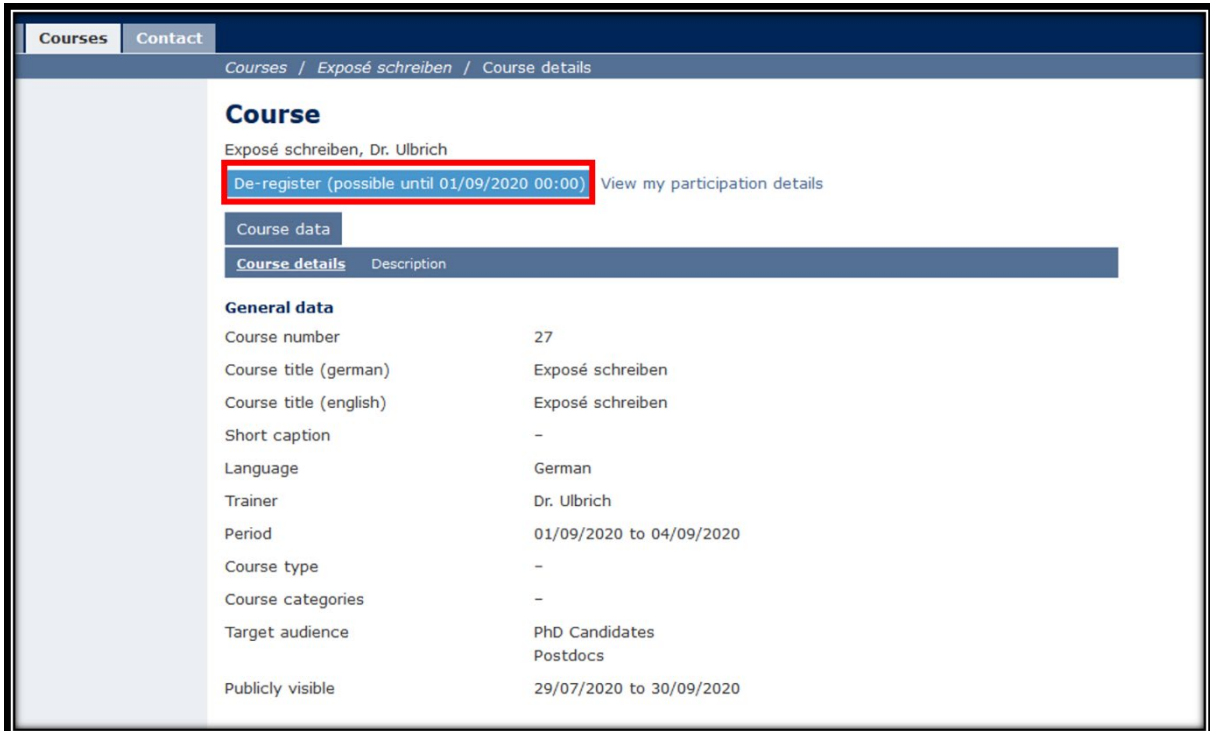
The screenshot shows the 'My Profile' page of the Graduiertenakademie. The user is Philip Doktorand. The page displays a list of course participations with the following data:

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

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

De-registration from a workshop

If you want to de-register from a workshop (or its waiting list), you can do so by clicking the button „De-register“. This button is active until the deadline for de-registration is over:



Courses | **Contact**

Courses / Exposé schreiben / Course details

Course

Exposé schreiben, Dr. Ulbrich

De-register (possible until 01/09/2020 00:00) [View my participation details](#)

Course data

Course details | Description

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.