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”.

The Graduate Academy offers doctoral candidates a broad qualification program.

Our workshops by topics:
- Skills for Scientific Research
- Science Communication
- Professional in Science / Research Management
- Leadership and Management Skills
- Career Development
4) Please click on the link of the workshop you are interested in and you will be redirected to the detail page in Promovendus!

5) Click on „View details“ of your preferred workshop in the overview of courses in Promovendus:
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](image1)

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

![Courses](image2)

**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
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.

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”!
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.

*Hint:* You have to click on the exact tab of "View course", otherwise you will get to the “Participation details".
By clicking the button „De-register“, you complete your de-registration. This button is active until the deadline for de-registration is over.

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](mailto:graduiertenakademie@tu-dresden.de).*