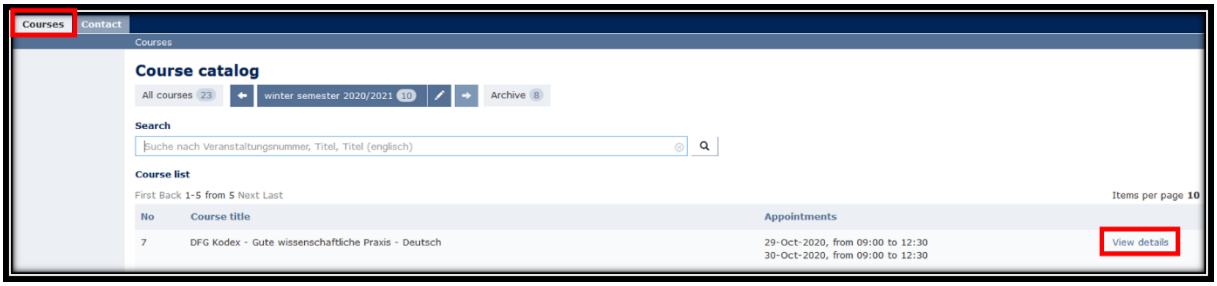
Workshop registration – How does it work?

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

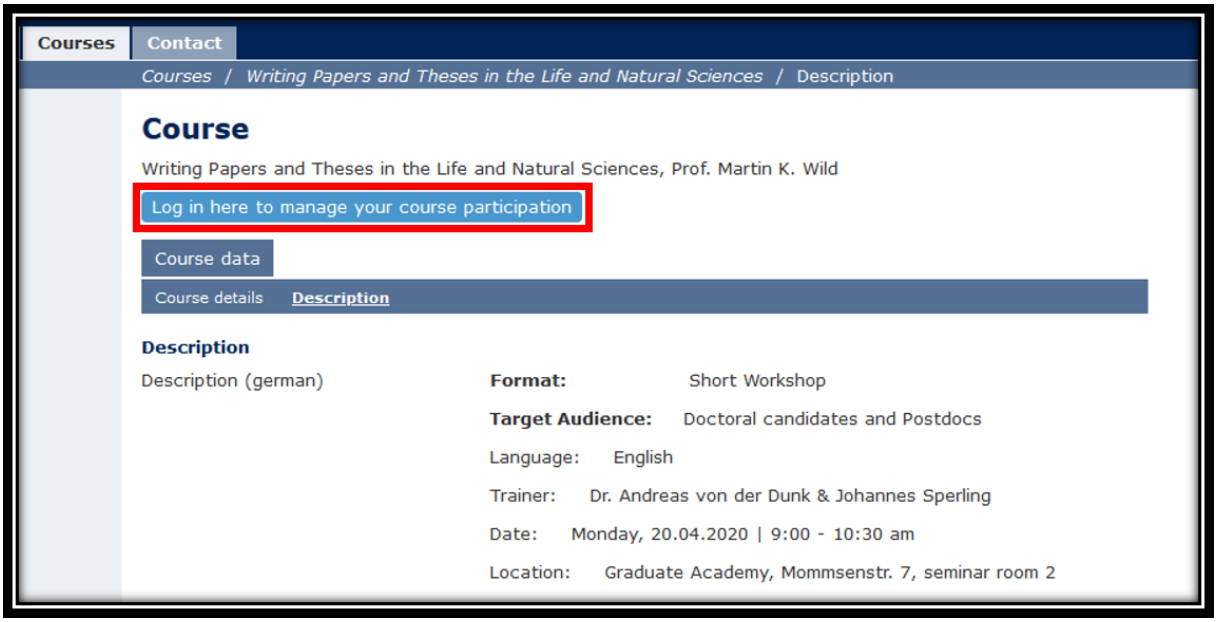
a) Click on the link of the workshop on the website of the Graduate Academy:
Offers for Doctoral Candidates: Link
Offers for Postdocs: Link

OR

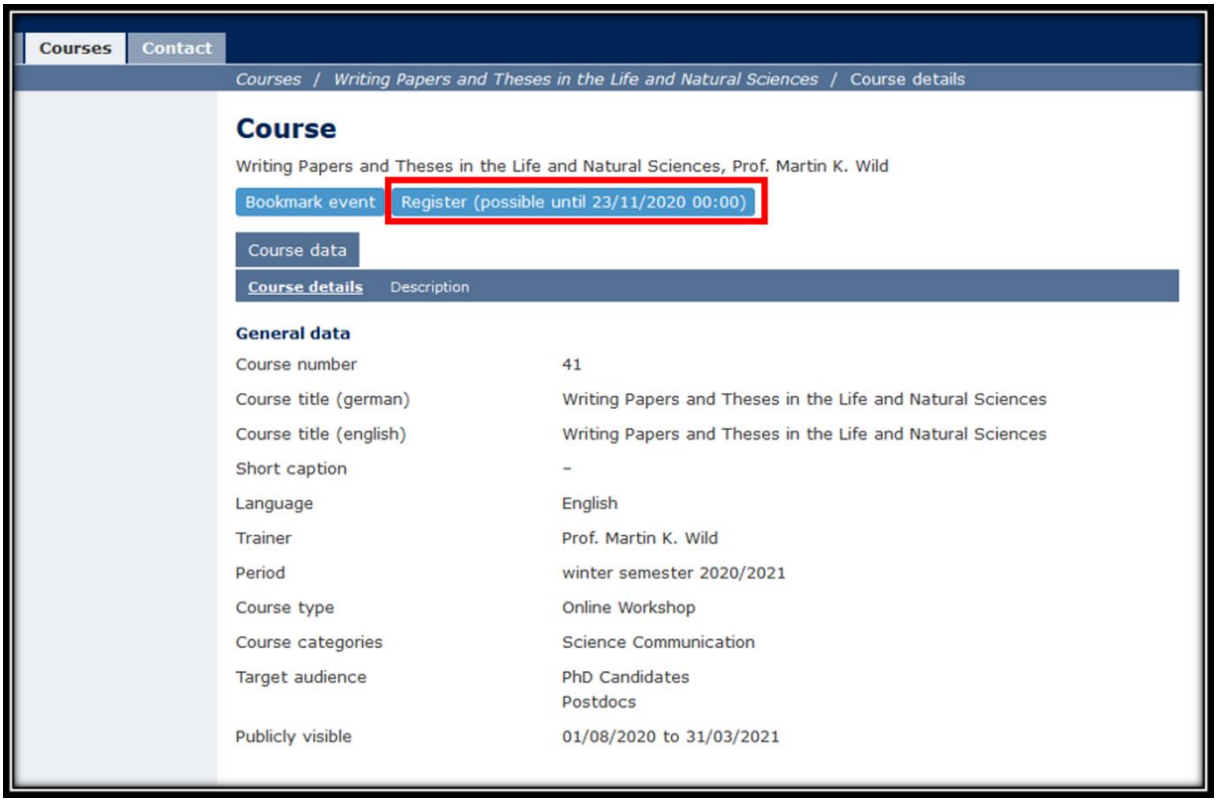
b) Click on „View details“ of your preferred workshop in the overview of courses in Promovendus:



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 your doctoral office or the Graduate Academy.



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



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 of whether you might be on the waiting list. Please note that your registration is binding.

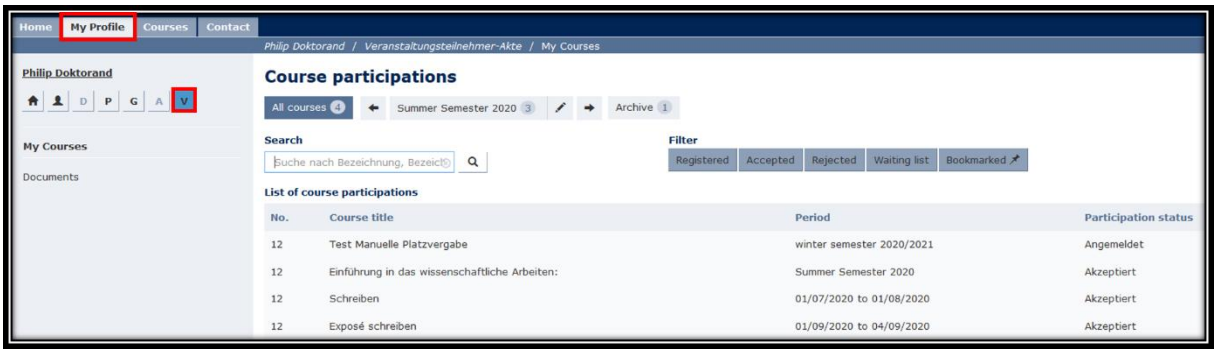
If your registration has been accepted, you will receive an invitation with further details approx. 4 weeks prior to the workshop.

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.

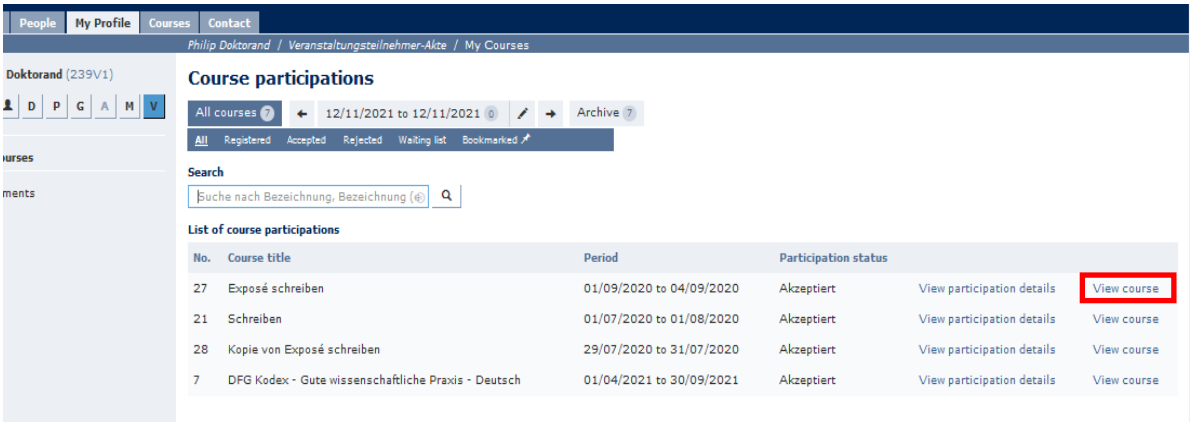
Overview of your registrations and course details

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").



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.

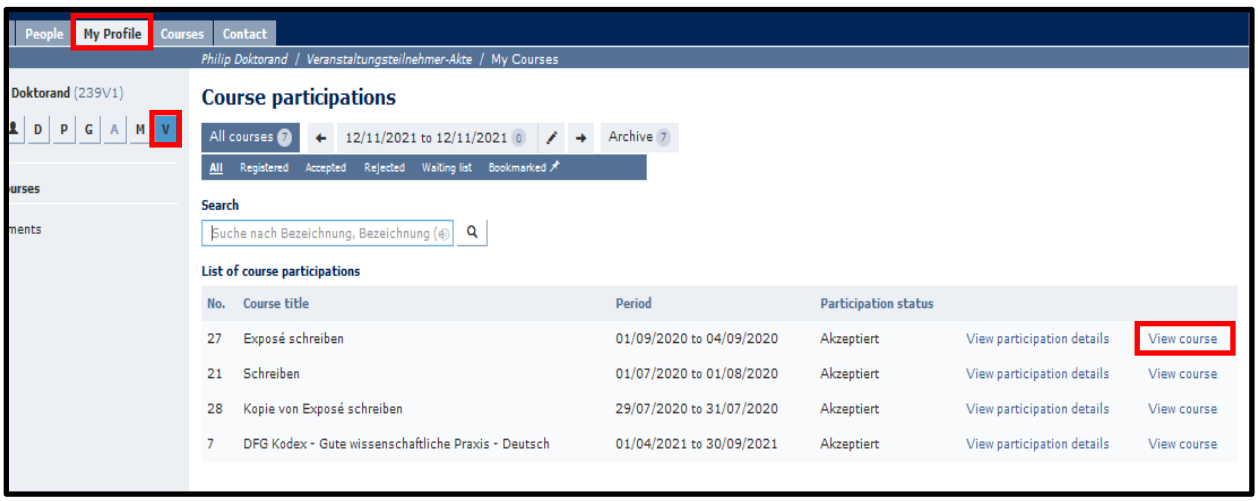
To view all details for a course, such as the date and the description, please click exactly on the field "View course"!



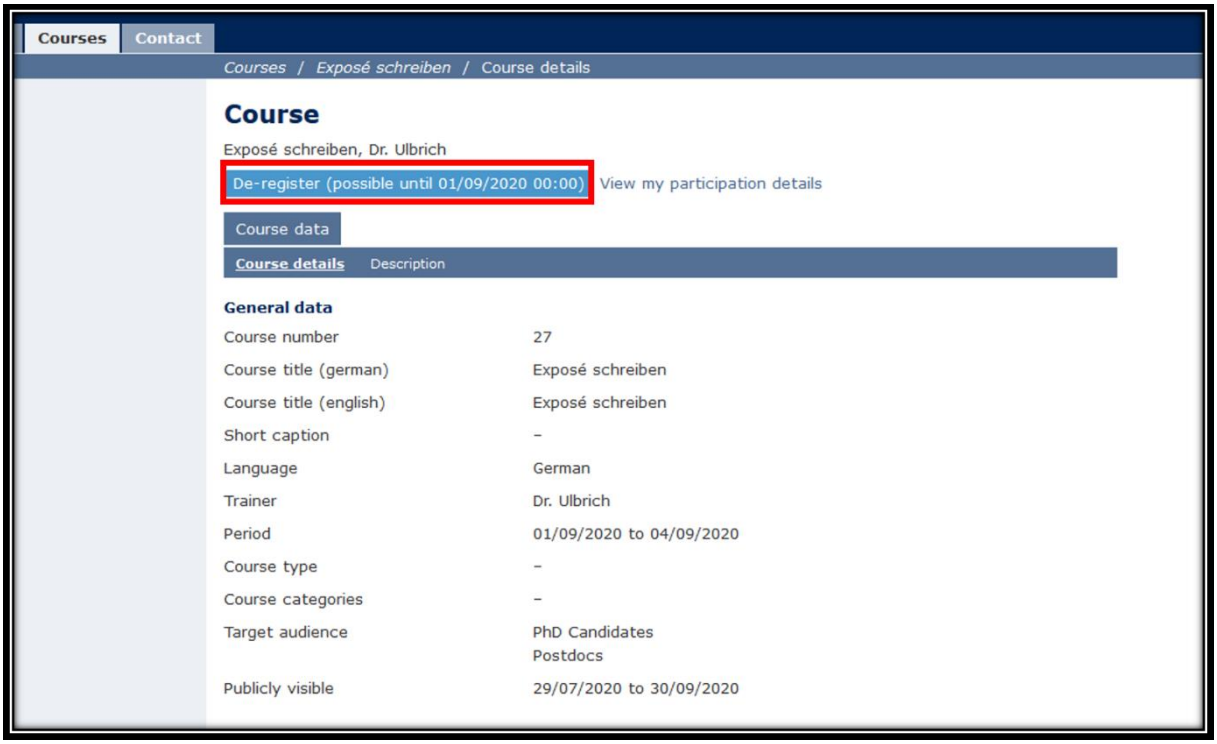
You will then find the details under the "Description" tab.

De-registration from a course

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 exactly on the writing "View course", otherwise you will get to the "Participation status".



By clicking the button „De-register“ you complete the deregistration. 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 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.