

## Instructions for course registration

- For **details** on the courses, see the entries in [EXA](#) or **Stud.IP**. Registration is only possible in Stud.IP/eCampus.
- A course on “**Good Scientific Practice**” is **mandatory** for all students in their first year (if possible). Registration is nevertheless required.
- The **overview** (pdf) of **professional skills courses and industry excursions** features a “**traffic light**” system. Green corresponds to the early, yellow to the middle and red to the late phase of the PhD. The “lights” are a **recommendation** and indicate for which stage of the PhD we deem the course to be especially suitable.

**Important:** By registering for GGNB/GAUSS courses, you agree to the following:

1. **Check** your **student e-mail account** (Stud-IT) **frequently** since all messages reg. courses will only be sent to this account. It is not possible to use other e-mail addresses for this.
2. We may forward your e-mail address to the course instructors/trainers for communication reg. the course.
3. Course **cancellation** is only possible during the cancellation period, or, after that, with a **sick note** or **statement by supervisor (for science reasons)**.
  - a. Exception: courses where the date was not fixed in advance or had to be changed.
4. Do not register for two courses taking place on the same dates.
5. Do not contact the course instructors directly to ask for a slot. Course slots are administered solely by GGNB and GAUSS.
6. In case of cancellations for any other reason, no-shows or overlapping bookings you will be **excluded** from **courses, travel grants and other financial support** for the next **12 months. No exceptions.**
7. Send your **cancellation** to the **GGNB or GAUSS Office** ([ggnb@gwdg.de](mailto:ggnb@gwdg.de); [office@gauss.uni-goettingen.de](mailto:office@gauss.uni-goettingen.de)). **NEVER** to the course instructors.
8. **Complete** the online **evaluations** for all courses you attended.
9. You can only receive credits for attending the entire workshop - you will not get partial credits for part-time attendance.

	<b>Do...</b>	<b>...what...</b>	<b>...why.</b>
1	Read...	...these <u>entire</u> instructions.	We will <u>not</u> reply to e-mails asking questions which are already answered in these instructions.
2	Check...	that you have a <b>Stud.IP account</b> and that you are affiliated to the correct doctoral program.	Only those in GGNB and GAUSS programs can register.
3	Read...	... the <b>detailed course descriptions</b> in EXA or Stud.IP.	Some courses require <b>preparatory work</b> , are only for students at a <b>later stage of their doctorate</b> , or have an unusual <b>duration!</b> Only sign up if you will comply with required pre-work, the course fits your schedule, etc.
4	Plan...	...your courses carefully. Do NOT register for courses taking place at the same time.	To avoid scheduling conflicts. Sanctions apply.
5	Discuss...	...your plans for courses with your supervisor or even with your thesis committee.	It helps avoid conflicts with the boss if he/she agrees to you attending the courses.
6	Sign in...	...to Stud.IP and search for the courses.	Choose the correct semester to find the resp. courses.

7	Register...	<p>...for courses.</p> <p>You can register for courses from the 1st to the 20th of each month for courses taking place the next but one month after (e.g. registration in February for courses in April).</p> <p>If you register for more than one skills or one methods course, indicate a priority.</p> <p>A description on how to register for courses (and prioritize) in Stud.IP can be found below.</p>	You can choose max. 3 courses/industry excursions and max. two methods courses per month. Please remember to sort your courses according to your priority!
8	Wait...	<p>...for the course <b>assignment</b> (usually on the 25th of the month). Once the assignment is done, please check your Stud.IP account whether you have received a slot. For heavily overbooked courses, we have to cut off the waiting list. In these rare cases you might neither receive a slot not a waiting list position.</p>	The method courses will be assigned according to the preferences you have indicated, wherever possible.
9	Verify...	<p>...if you will be able to take all courses you were assigned to (also for waiting list positions).</p>	Make sure that you have not selected overlapping courses!
10	In case you cannot or do not want to participate in some courses...	<p>...<b>cancel</b> your participation <b>immediately</b> (no later than the last day of the month!) so that the next person on the waiting list can get your slot.</p>	On the 1st of the next month, participation becomes <b>binding</b> for all courses; later cancellations ( <b>only</b> to <a href="mailto:ggnb@gwdg.de">ggnb@gwdg.de</a> ) are only possible with a sick certificate or statement by your supervisor (for science reasons). Sanctions apply (see above).
11	Check...	<p>...your <b>student e-mail</b> (<i>Stud-IT</i>) and your Stud.IP/eCampus account <b>frequently</b>.</p>	See above.
12	Enjoy...	<p>...the courses.</p>	
13	Complete...	<p>...<b>the evaluations</b>.</p>	You will receive a link to the evaluations in Stud.IP after the course. Please complete them asap. Both the trainers and we need this feedback to improve the courses.

#### How to register for courses in Stud.IP:

- Sign in at eCampus or Stud.IP with your Stud.IP account.
- Select the correct semester.
- Go to one of the courses you are interested in (search for the EXA/Stud.IP-number mentioned in the newsletter or course overview).
- Check the course details to make sure that the course fits your interest and schedule.
- Register by clicking "Go to course" in the left menu. All available method **or** skill courses for the respective month are now depicted on the left side of a table (please be aware that method and skill courses are listed separately). Simply drag and drop the course(s) you want to register for onto the right side (drop above the text). You can now sort the courses according to your priorities.
- On the top of the page, you can choose the maximal number of courses you would want to be assigned to this month (max. two method courses and three skill courses possible). Thereby, registration is possible for as many courses as you like without being assigned to more courses than planned. In case of an assignment to courses with a high priority, the other registrations with lower priorities will be ignored.