GAUSS
Georg-August University
School of Science

GGNB
Göttingen Graduate Center for
Neurosciences, Biophysics, and Molecular Biosciences

Instructions for course registration
Winter semester 2022/23

For **details** on the courses, see the entries in **HISinOne EXA** or **Stud.IP** (registration only possible in Stud.IP/eCampus).

Please note:

− The **overview** list (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.

  o **Exceptions:** industry excursions, and the application skills courses. For these, preference will be given to participants in the late stage of their PhD.

− *The course on "**Good Scientific Practice**" is **mandatory** for all students in their first year. Registration is nevertheless required.*

	Do…	…what…	…why.
1	Check…	that you have a **Stud.IP account** and that you are affiliated to the correct doctoral program.	Only those in GGNB and GAUSS programs can register. Quotas apply.
2	Read…	…these <u>entire</u> instructions.	We will <u>not</u> reply to e-mails asking questions which are already answered in these instructions.
3	Read…	… the **detailed course descriptions** in EXA or Stud.IP.	Some courses require extensive preparatory work, are only for students at a later stage of their doctorate, or have an unusual duration.
4	Plan…	…your courses carefully. Do NOT register for courses taking place at the same time.	To avoid scheduling conflicts.
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	**Important**: <u>**By registering, you agree to the following**</u> (this is the fine print!):	*1) Frequently (i.e. 2-3 times per week) **check** your **student e-mail account** (Stud-IT) since all messages reg. courses will <u>only</u> be sent to this account.* *2) We may forward your e-mail address to the course instructors/trainers for communication reg. the course.* *3) Once you have a slot in a course: **cancellation** only with **a sick certificate or statement by supervisor (science reasons)**. Exception: courses where the date was not fixed in advance.* ***4) In case of cancellations for other reasons, or no-shows: you will be excluded from courses, travel grants and other financial support for the next 12 months.*** *5) Send any **cancellation** to the **GGNB or GAUSS Office** (ggnb@gwdg.de; office@gauss.uni-goettingen.de).*	To avoid no shows and short-term cancellations as these are a great waste of resources. No exceptions.

		NEVER to the course instructors. *6) Complete* the online *evaluations* for all courses you attended.	
7	Sign in…	…to Stud.IP and search for the courses.	You have to take care that you chose the correct semester to find the resp. courses.
8	Register…	…for courses. You can register for courses from the 1st to the 20th of each month for courses taking place the next but one month after (i.e. registration in February for courses in April). If you register for more than one skills or one methods course, indicate a priority. A description on how to register for courses (and prioritize) in Stud.IP can be found below.	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!
9	Wait…	…for the course assignment (usually on the 25th of the month). Once the assignment is done, you will receive a confirmation by e-mail (***student e-mail account (Stud-IT)***) for the courses in which you can take part or where you hold a position on the waiting list. If you do not get an e-mail for a course you selected, please check your Stud.IP account for possible information whether you have received a slot. If you get no information either way, you are not even on the waiting list, which is then too long.	The method courses will be assigned according to the preferences you have indicated, wherever possible.
10	Verify…	…if you will be able to take all courses you were assigned to (also for waiting list positions).	Make sure that you have not selected overlapping courses!
11	In case you cannot or do not want to participate in some courses…	**…cancel** your participation in your Stud.IP account **immediately** (no later than the last day of the month!) so that the next person on the waiting list can get your slot. All courses you do **not cancel** count as **confirmed**.	On the 1st of the next month, participation becomes **binding** for all courses of the month after that, and later cancellations are only possible with doctor's attestation or written statement by your supervisor. See the fine print (item 6).
12	**Check**…	…your ***student e-mail (Stud-IT)*** and your Stud.IP/eCampus account **frequently**.	Information reg. the courses will only be sent to the e-mail account that is connected to your Stud.IP account, i.e. in almost all cases your student e-mail. No, we cannot send those e-mails to your other e-mail account(s). See the fine print (item 6).
13	**Enjoy…**	**…the courses!**	
14	**Complete…**	**…the evaluations.**	See the fine print (item 6).

How to register for courses in Stud.IP:
- Sign in at https://www.studip.uni-goettingen.de with your Stud.IP account.
- Go to one of the courses you are interested in (search for the EXA/Stud.IP-number mentioned in the newsletter or course overview and make sure to select the correct semester).
- 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.