

MYSTUDY USER GUIDE FOR STUDENTS

Winter semester 2023/2024



LEUPHANA
UNIVERSITY LÜNEBURG

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Introduction

About myStudy

myStudy is the teaching organisation system of Leuphana University Lüneburg. Here you create your course schedule and register for courses. All information, contact details and material from your courses are made available here. The myStudy newsletters keep you up to date on what is important and offered in your courses, your field and at the university.

This user guide is intended to help you find your way around myStudy right from the start.

About this user guide

The myStudy user guide for students is primarily aimed at first-year students. Therefore, the focus is on the most important functions of myStudy. Functions that are used rarely or only in special cases are not mentioned here. Nevertheless, this user guide is also intended to serve as a reference book for experienced students.

A few notes on the layout of this document:

- For every function presented here, the user guide always indicates the **path** where you can find it in myStudy.
- Critical information that you should be aware of in order to succeed in your studies is shown in **red** and marked with the word **ATTENTION**.
- Information worth knowing is shown in **hematite grey** and marked with the word **Note**. If the background is grey, notes are shown in **white**.
- If this user guide refers to further information – i.e. information not available in myStudy – or to contact persons, this is shown in **granite grey**.
- Occasionally, there are also prerequisites that must be fulfilled in order for you to be able to use a certain function. These are marked with the word **Prerequisite**.
- Hyperlinks and cross-references to other places in this user guide are shown in **blue**. In the PDF version of this user guide, they are clickable and take you directly to the desired information or function.

If anything goes wrong...

If you encounter technical problems in myStudy, if something does not work as expected or if you have a question that is not answered in this user guide, please first have a look at the [Support](#) section and the places mentioned there.

If you cannot find what you are looking for there, myStudy Support will be happy to help you. You can find our contact details at [If you have problems with myStudy](#). Please note, however, that we can only help you with technical questions and only with myStudy! If you have any questions concerning your study content or other systems (e.g., myCampus, email, Wi-Fi), please contact the persons listed in myStudy (see [Contacts and FAQ](#)).

We wish you every success in your studies at Leuphana!

Your myStudy Support

myStudy account

Create myStudy account

Prerequisite

In order to log in to myStudy, your Leuphana account must be activated!

You will receive activation instructions either by email and SMS or by post when you enrol.

Path: mystudy.leuphana.de

The screenshot shows the login interface with two tabs: 'LEUPHANA LOGIN' (selected) and 'CLASSIC LOGIN'. Below the tabs is a large white box containing a 'Start login' button.

The screenshot shows the 'Leuphana Account' login form. It includes a text input field for the username (containing 'lg089441'), a password input field with masked characters, and two checkboxes: 'Don't Remember Login' and 'Clear prior granting of permission for release of your information to this service.' At the bottom is a red 'Login' button.

The screenshot shows a consent screen for accessing the service 'mystudy.leuphana.de'. It displays the following information:

Information to be Provided to Service	
Principal name	lg089441@leuphana.de
Affiliation	student@leuphana.de member@leuphana.de
Given name	Hansdampf
IDMGlobalID	G0000021959
Affiliation	student@000.950.leuphana student@leuphana student@950.leuphana student@40.000.050.leuphana
E-mail	hansdampf.Gassen@stud.leuphana.de
Home organization (Schac)	leuphana.de
Surname	Gassen
User Name	lg089441

Below the table, there is a checkbox for 'I agree to release this information to the service every time you access it?' and a note: 'This setting can be revoked at any time with the checkbox on the login page.' At the bottom are 'Reject' and 'Accept' buttons.

1. Click on the **Start login** button under the **Leuphana login** tab.

→ A new window opens with a login screen.

2. Enter the access data of your Leuphana account.

Note

— The username consists of a random combination of numbers and letters (e.g., 1AB-CD2).

For students enrolled before summer semester 2023, the username corresponds to the so-called "lg number" (e.g., lg0123456).

— If you have set a separate cloud password on myAccount, you must use this.

3. Click on the **Login** button.

→ The personal data to be transferred from your Leuphana account to myStudy is displayed.

4. Click on the **Accept** button.

Using your Leuphana account for myStudy

You already have a myStudy account

You do not have a myStudy account yet

Create account

- A myStudy account must be created once from your Leuphana account (lg089444).
- The following data has been submitted with your Leuphana account:
 - First name: Hansdampf
 - Last name: Gassen
 - Email address: Hansdampf.Gassen@stud.leuphana.de
 - Roles / Status: Studierende/?
- Please check whether the information is correct. If the information is incorrect, please cancel the process and have the information corrected.

Nutzungsordnung *

Please confirm that you have read and agree to the Terms of Use of myStudy.

Cancel create myStudy account

Student

Your Leuphana account identifies you as a Leuphana student. Further information about you is not necessary at this point.

Your myStudy account is created with the following profile data:

- First name: Hansdampf
- Last name: Gassen
- Email address: Hansdampf.Gassen@stud.leuphana.de
- Choose your role: Studierende/?

After the initial login, you will be redirected to your myStudy profile page. Please complete your contact details, personal details and information about your vita, research and teaching (Lecturers only) here.

Subscribe to newsletter

The following newsletters are currently available in myStudy. Please select the newsletters you would like to receive from the list:

Newsletter

ASIA: Aktuelle Informationen des Allgemeinen Student*innenausschusses

Bibliothek: Newsletter der Universitätsbibliothek

Die Fachschaft Business, Economics & Management: Newsletter der Fachschaft Business, Economics & Management, aktuelles über Sitzungen, Events und Gremien

Eltern im Studium: Aktuelle Informationen rund ums Studieren mit Kind(ern)

Fachschaft Bildung: Neue Informationen aus der Fachschaft

Cancel create myStudy account and log in

Your myStudy account has been successfully created. Welcome to myStudy.

Your first and last name as well as your e-mail address are supplied by the central directory (IDM) of Leuphana. You can change the displayed first name (your so-called call name) in myStudy. However, official documents will bear your official name in the future. Please complete your other contact information now. Lecturers are asked to provide information about their vita, research and teaching.

Continue

5. Click **You do not have a myStudy account yet**.
6. Check that your personal details are correct.

In case of incorrect name data

Help with the correction of master data

Student Services, Building 8,
studierendenservice@leuphana.de

7. Read the terms of use.
 8. Activate the checkbox.
 9. Click on the **create myStudy account** button.
- A confirmation pop-up opens.
10. Confirm the pop-up by clicking **OK**.

11. Select the newsletters you would like to subscribe to.
Alternatively: Take care of your newsletter subscriptions at a later date (see [Manage newsletter subscriptions](#)).
12. Click on the **create myStudy account and log in** button.

- ✓ Your myStudy account will be created and you will be taken directly to your newly created profile.

Note

By default, your profile contains your official name or – if you have such an ID – your name according to the dgti supplemental ID (dgti-Ergänzungsausweis).

If you use a different first name in everyday life, you can also enter it in your profile (see [Edit first name](#)).

Profile

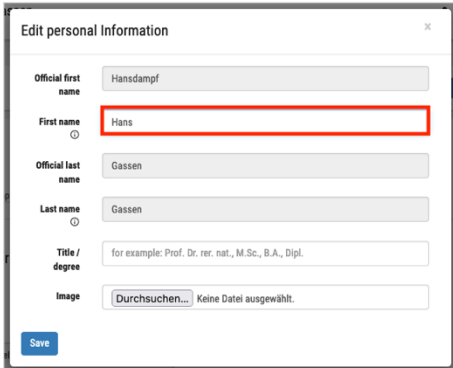
Edit first name

Note

By default, your profile contains your official name or – if you have such an ID – your name according to the dgti supplemental ID (dgti-Ergänzungsausweis).

If you enter a different first name in myStudy, it will be displayed wherever your name is publicly visible (e.g., forum posts, material uploads, newsletter submissions). For legal reasons, however, your official name according to the student database will be displayed additionally or exclusively on documents (participation and assessment lists, study books, etc.).

Path: Administration > Profile > Edit personal information



The screenshot shows a web form titled "Edit personal information". It contains several input fields: "Official first name" with the value "Hansdampf", "First name" with the value "Hans" (highlighted by a red border), "Official last name" with the value "Gassen", and "Last name" with the value "Gassen". There is also a "Title / degree" field with a placeholder "for example: Prof. Dr. rer. nat., M.Sc., B.A., Dipl." and an "Image" field with a "Durchsuchen..." button and the text "Keine Datei ausgewählt.". A blue "Save" button is located at the bottom left of the form.

1. Enter your desired first name in the **First name** field.
 2. Click on the **Save** button.
- ✓ The desired first name will be used by myStudy wherever your name is publicly visible.

Upload/change profile picture

Note

The use of a profile picture is voluntary.

Path: Administration > Profile > Edit personal information

The screenshot shows the 'Edit personal information' form with the following fields:

- Official first name: Hansdampf
- First name: Hans
- Official last name: Gassen
- Last name: Gassen
- Title / degree: for example: Prof. Dr. rer. nat., M.Sc., B.A., Dipl.
- Image: **Durchsuchen...** Keine Datei ausgewählt.

A blue 'Save' button is located at the bottom left of the form.

1. Click on the **Choose File** or **Browse** button (depending on your browser) next to the **Image** label.
 2. Select your desired profile picture via the file selector of your operating system.
 3. Click on the **Save** button.
- ✓ Your profile picture will be displayed in myStudy, e.g., in groups, forum posts and consultation hour bookings.

Delete profile picture

Path: Administration > Profile > Edit personal information

The screenshot shows the 'Edit personal information' form with a profile picture placeholder. The 'Delete image' checkbox is checked, and the text 'Delete image' is visible below the checkbox. A blue 'Save' button is located at the bottom left of the form.

1. Activate the check box **Delete image**.
 2. Click on the **Save** button.
- ✓ Your profile picture will be deleted from myStudy.

Edit telephone contact details

Note

The provision of telephone contact details is voluntary. Your contact details are not publicly visible and can be used by myStudy Support to contact you.

Path: Administration > Profile > edit

The screenshot shows the 'Edit contact details' form with the following fields:

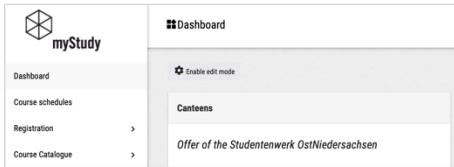
- Phone: [Empty text box]
- Mobile: [Empty text box]
- Email: Hansdampf.Gassen@stud.leuphana.de

A blue 'Save' button with a checkmark is located at the bottom right of the form.

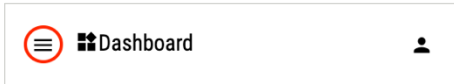
1. Enter your telephone contact details in the **Phone** and/or **Mobile** fields.
 2. Click on the **Save** button.
- ✓ The contact details are stored in your myStudy profile.

User interface

Main navigation

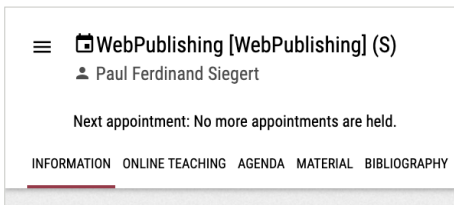


The main navigation bar is located on the left edge of the screen.



On small screens: The main navigation bar is hidden behind a menu button.

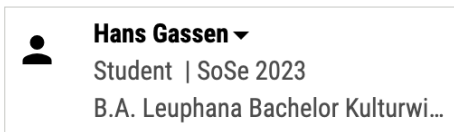
Details and functions



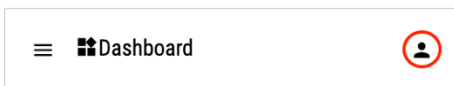
Further or detailed information as well as functions for the respective contents are organised in tabs.

The active tab is marked with a red underline.

Status display



On the top right of every page in myStudy, your name, your role as a student, the semester you are currently in and your programme of study are displayed.




On small screens: The status display is hidden behind your profile picture.

Change semester

Note

In order to see your courses, material, course schedules and notifications for a particular semester, you must switch to that semester. This is especially necessary at the beginning of a new semester!

Path: Status display

 Hans Gassen ▼ Student WiSe... B.A. Leuphana Bachelor Kulturwi...
Student ▼
WiSe 23/24 ▼
↳ Wintersemester 2023/2024 Sommersemester 2023

1. Click on the status display.
→ A drop-down field opens.
2. Click on the currently set semester.
→ The semesters available in myStudy are displayed.
3. Click on the desired semester.
✓ myStudy switches to the selected semester.

Change programme of study

ATTENTION

Before you register for courses, make sure that the correct programme of study is set as active in myStudy! Otherwise you may not be able to register or the registration will be booked for the wrong programme!

Note

This function is only relevant if you have recently changed your programme of study, major, minor or subject, or if you are studying multiple programmes of study at the same time. If none of these apply, this function will not be displayed.

Path: Status display

<p>B.A. Leuphana Bachelor Digital Media ▼</p>
<p>↪ B.A. Leuphana Bachelor Digital Media</p> <p>B.Sc. Leuphana Bachelor Psychologie</p>

1. Click on the status display.
→ A drop-down field opens.
 2. Click on the currently set programme of study.
→ The programmes of study in which you are currently enrolled (black) and in which you were enrolled in the past (grey) are displayed. In the case of Bachelor's programmes of study, the major or the first subject is listed. The currently selected programme of study is marked with an arrow.
 3. Click on the desired programme of study.
- ✓ The selected programme of study is set to active and is also highlighted in your profile as the active programme of study.

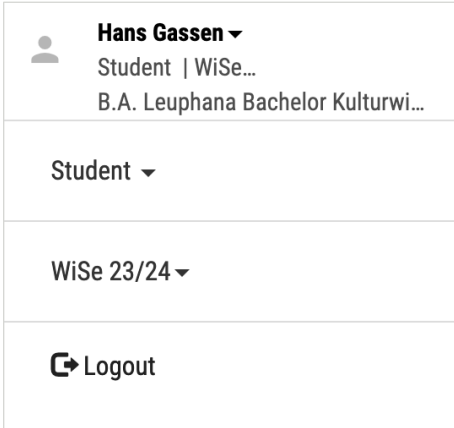
Aktiv	
Degree	Bachelor of Science
Program of study	B.Sc. Leuphana Bachelor Psychologie
Major	Psychologie im 3. Fachsemester (von 2022W bis 2023W)
Minor	Wirtschaftspsychologie im 3. Fachsemester (von 2022W bis 2023W)
	► Übergreifende Studienelemente

Log out

Note

Always log out when you are done with your activities in myStudy!

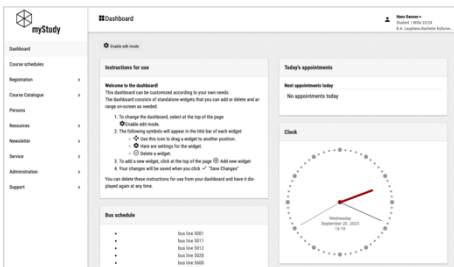
Path: Status display



1. Click on the status display.
→ A drop-down field opens.
 2. Click **Logout**.
- ✓ You will be logged out of myStudy.

Dashboard

Path: Dashboard



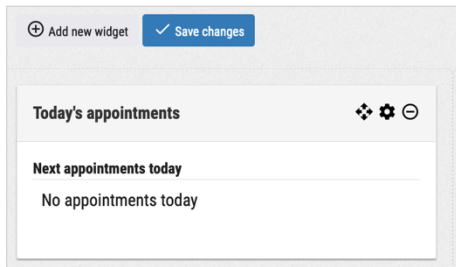
By default, the Dashboard is displayed as the start page after login. It consists of various widgets that display relevant information for your daily study routine, e.g., the time, the cafeteria menu or your course registrations.

Edit dashboard widgets

Note

You can also find instructions on how to edit the widgets directly in the dashboard widget **Instructions for use**.

Path: **Dashboard**



1. Click on the **Enable edit mode** button.
→ The edit mode starts.
 2. Make the desired changes.
 3. Click on the **Save changes** button.
- ✓ Your widgets are now displayed in your desired configuration.

Buttons and symbols in edit mode



Add widget



Move widget



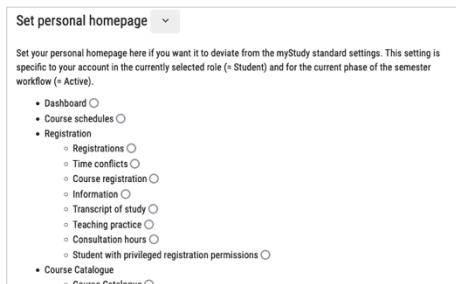
Configure widget content



Delete widget

Set alternative homepage

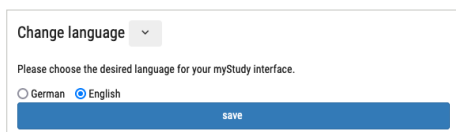
Path: **Administration > Settings > Set personal homepage**



1. Select any page to be displayed as the homepage after login instead of the dashboard.
 2. Click on the **Save** button.
- ✓ In future, the selected page will be called up as the homepage after login.

Change language

Path: **Administration > Settings > Select language**



1. Select whether myStudy should be displayed in German or English.
 2. Click on the **Save** button.
- ✓ myStudy will be displayed in the selected language in future.

Course catalogue

Show course catalogue

[Path: Course catalogue > Course catalogue](#)

Program of study

Leuphana Bachelor (B.A./B.Eng./B.Sc./LL.B.)

additional offers (without CPs)

Leuphana Bachelor (B.A./B.Eng./B.Sc./LL.B.)

Leuphana Semester

Introduction to the discipline

- 32011000 Business Administration: Introduction to the Discipline
- 42043000 Digital Media Studies: Introduction to the Subject Area

Introduction to Digital Media – Stream A [Introduction to Digital Media – ...]

Jan Mjüggenburg, Anna-Lena Wiechern

DATES ALLOCATION & ASSESSMENT ORGANIZATIONAL INFORMATION REGISTRATION PERSONS MEHR

Next Date: 18. October at 09:45

weekly | Wednesday | 09:45 - 13:15 | 18/10/23 - 29/11/23 | HMS | HMS

add to your course schedule

1. Select your **Programme of study** from the drop-down list.
→ A list of all fields in your programme of study is displayed.
 2. Click on the desired field, recognisable by the symbol
 3. Click on a module, recognisable by the symbol
- ✓ All courses in this module are displayed.

Search for courses

[Path: Course catalogue > Search for courses](#)

Program of study

select/choose

Title

Lecturer

Siegert

Extended search options

Delete form search

1. Enter one or more search criteria (programme of study, course title and/or name of the lecturer).
— *Advanced search:* Optionally refine the search with further criteria (tags, dates, language of instruction, type of course).
 2. Click on the **Search** button.
- ✓ All courses matching the search criteria are displayed.

Course information

[Path: Course catalogue > Course catalogue or Course catalogue > Search for courses](#)

WebPublishing [WebPublishing] (S)

Paul Ferdinand Siegert

DATES ALLOCATION & ASSESSMENT ORGANIZATIONAL INFORMATION REGISTRATION PERSONS CONTENT

Next Date: No more appointments are held.

- Click on the respective tab of a course to get further information (e.g., dates, organisational details, lecturers, contents).

Course schedules

Show course schedule

Path: [Course schedules](#)



— Click on the **Schedule view** drop-down box to select one of three views for the course schedule.

	Monday	Tuesday
8:00		
9:00		

a. *Schedule view*: Regular courses are displayed in the time grid, block and individual appointments below as a list.

	Monday 08.05.2023	Tuesday 09.05.2023
8:00		
9:00		

b. *Calendar view*: All appointments of the current week are displayed to the day, including block and individual appointments.

	Advanced Social Psychology (Seminar)
	Oliver Genschow
	weekly Monday 08:15 - 09:45 03/04/23 - 03/07/23 C 12.001 ...
	Conservation ecology (Vorlesung/Seminar)
	Joern Fischer
	weekly Tuesday 08:15 - 11:45 03/04/23 - 07/07/23 C 11.307

c. *List view*: All appointments are displayed as a simple list.

Colours and symbols in the course schedule

	Course		New message in the course
	Consultation hour appointment (only in calendar view)		To the website of the course
	Personal appointment		Registration possible
	To the material of the course		Applied for course
	New material available		Successfully registered

Add courses

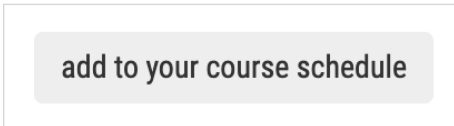
ATTENTION

By adding a course to the course schedule, you do not automatically register for it! You have to register explicitly for it in order to be allowed to attend it (see [Course registration](#)).

Note

Courses for which you are registered are automatically entered in your course schedule.

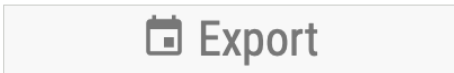
Path: Course catalogue > Course catalogue or Course catalogue > Search for courses



- Click the **add to your course schedule** button to add a course to your course schedule.

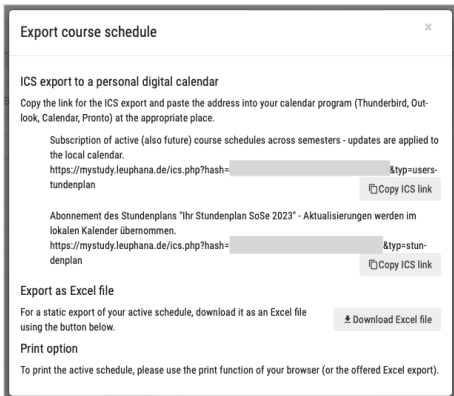
Export course schedule

Path: Course schedules



- Click on the **Export** button to open a selection screen with various export options.

On small screens: The button is hidden behind a menu button.



- ICS export to a personal digital calendar:* Web calendar link to subscribe to your course schedules in a calendar app, optionally for all semesters or only for the active semester.
- Export as Excel file:* Download your course schedule as an Excel spreadsheet.

Note

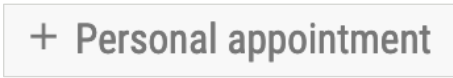
You can print the course schedule using the print function of your browser.

Enter personal appointments

Note

This function only allows you to enter appointments that repeat weekly.

Path: [Course schedules](#)



Personal appointment

Choose a University Sports course or enter your own dates!

University Sports Program

Please select

Title

Text

Day

Monday

From

To

save cancel

1. Click on the **Personal appointment** button.
On small screens: The button is hidden behind a menu button.
- An input mask opens.
2. Enter the parameters of your appointment.
 - *Enter university sports courses:* Optionally select a sports course via the drop-down field **University sports programme** to have its parameters automatically entered.
3. Click on the **save** button.
- ✓ The date will be entered in your course schedule.

Create another course schedule

Path: [Course schedules](#)



Create course schedule

Name

Type of course schedule


Normal timetable

+ create

1. Click on the **Manage** button.
On small screens: The button is hidden behind a menu button.
- The course schedule management view opens.
2. In the **Create Course schedule** section, enter a name for the course schedule.
3. Select the **Type of course schedule** from the drop-down field.
 - a. *Normal timetable:* Course schedule that can only be viewed by you.
 - b. *Common timetable:* Course schedule that can be shared with other users.
4. Click on the **create** button.
- ✓ The new course schedule is created and displayed in the **List of course schedules** section.

Adopt sample course schedule

Path: Course schedules



Sample course schedules

The study program coordinators can prepare sample course schedules and make them available in myStudy.
Here you can check if a sample course schedule is available for your program of study. If so, you can adopt the course schedule.

Sample course schedule

Please select ▼

Copy sample course schedule (A new course schedule is created). ▼

[+ Adopt sample course schedule](#)

1. Click on the **Manage** button.
On small screens: The button is hidden behind a menu button.
- The course schedule management view opens.
2. In the **Sample course schedules** section, use the **Sample course schedule** drop-down box to select which course schedule you would like to adopt.
3. In the second drop-down field, select how the sample course schedule is to be adopted.
 - a. *Copy sample course schedule:* An additional course schedule with the copied dates is created.
 - b. *Import courses from the sample course schedule to ...:* The courses from the sample course schedule are imported into the specified course schedule.
4. Click on the button **Adopt sample course schedule**.
- ✓ The dates of the sample course schedule are adopted as desired.

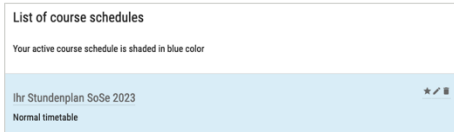
Manage multiple course schedules

Path: Course schedules




— Click on the **Manage** button to open the course schedule management view with the **List of course schedules**.

On small screens: The button is hidden behind a menu button.




Symbols in the course schedule list

★ Active (=standard) course schedule

 Rename course schedule
Manage sharing (only for shared course schedules)

☆ Select as active course schedule

 Delete course schedule

Course registration

The central registration procedure for courses

Places in all curricular courses at Leuphana are allocated via a central registration procedure. This is further subdivided into three different procedures: the list procedure, the lottery procedure and the lottery procedure with cluster.

Registration period

- *Start of registration:* 6.10.2023, 8:00 a.m.
- *Start of the course period:* 16.10.2023
- *Grace period for changes:* 29.10.2023, 00:00 midnight

List procedure

The number of participants is not limited. You will receive a place in the course if you register within the registration period.

Lottery procedure

The number of participants is limited. Places in the course will be allocated via a multi-stage lottery process. If your application is drawn by lot, you will receive a place in the course. Each course in the lottery procedure will be drawn at least once. Courses that are not full after the 1st draw will be drawn a second time. You therefore have the opportunity to apply for a course that is not yet full before the 2nd draw if you did not receive a place in your desired course in the first draw.

- *1st draw:* 11.10.2023, 11:00 p.m.
- *2nd draw:* 13.10.2023, 12:00 noon

Lottery procedure with cluster

The general conditions correspond to those of the lottery procedure. In addition, equivalent or identical courses can be combined into a cluster. You can then only apply for a certain number of courses within the same cluster (usually one). If you were unsuccessful in the 1st draw for your desired course, you can keep your application for the 2nd draw for this course and additionally apply for another course of the same cluster.

Procedure of assignment for remaining places

If a course in the lottery procedure or lottery procedure with clusters is still not full after the 2nd draw, it enters the so-called procedure of assignment for remaining places. The remaining free places in the course are then allocated via a list procedure until all places are filled.

General notes

On the following pages you will find out how to register for courses in myStudy.

There are a few general things to keep in mind. Please read them carefully!

ATTENTION

- Only registration for courses takes place via myStudy. You must register for assessments in myCampus!
- As a Bachelor student, choose only courses from the “Leuphana Semester” field in your first semester!
- Some courses are offered in several modules. When registering, make sure that you register for the course in the correct module!
Otherwise, your achievements may not be credited to your programme of study.
- If you have recently changed your programme of study, major, minor or subject, or if you are studying multiple programmes of study at the same time: Make sure that the correct programme of study is set to active in myStudy (see [Change programme of study](#))!
Otherwise you may not be able to register or the registration will be booked for the wrong programme of study!

Further information

You can find out in which modules and in which semester you should take courses in the course selection information you receive at the start of your studies as well as in the Subject-Specific Schedule (Fachspezifische Anlage) of your field:

- Bachelor: www.leuphana.de/en/college/studies/assessments.html
- Master: www.leuphana.de/en/graduate-school/organise-your-studies/examinations/general-assessment-regulations-and-subject-specific-schedules.html

Register directly

Note

We recommend this registration method for first-year students, as this way you will only be shown courses that are intended for your programme of study.

Path: Registration > Course registration

Selection from the course catalog

Program of study

Masterprogramm Sustainability: Global Sustainability Science (M.Sc. Double Degree) ▾

Field

Vertiefte Perspektiven der Humanwissenschaften ▾

Module

- ✓ select/choose
- Market-oriented Sustainability Management
- Nachhaltigkeitskommunikation
- Nachhaltigkeitssteuerung

show only courses where there are still places available.

1. Filter out a module using the drop-down fields **Programme of study**, **Field** and **Module**.
→ All courses in the module are displayed.

Cluster: GESS_Sust_Manag_Case Studies

In this cluster, you have one choice during the list phases.

☑ Case Studies in Sustainability Management (Group 1 for GESS)[Case Studies in Sustainability Management (Group 1 for GESS)] (U)

▲ N. N., Simon Norris

DATES ALLOCATION & ASSESSMENT ORGANIZATIONAL INFORMATION REGISTRATION PERSONS CONTENT

Lottery procedure centralized multi stage lottery procedure with cluster (with participant limit)

Time period from: 28.7.2023 12:00 h to: 28.10.2023 00:00 h
 - 1st lottery starts at 9.10.2023, 23:00 h.
 - 2nd lottery starts at 13.10.2023, 12:00 h.
 Registration period is underway.

Special features If your registration for this course is successful you will be registered automatically for the course Case Studies in Sustainability Management incl. E-Learning - U (Stefan Schlotterer).

Cluster ▶ This course belongs to the cluster "GESS_Sust_Manag_Case Studies".

Registration status So far, 0 students have applied for 38 vacant places out of a total of 38 places.

Model: Fundamentals of Sustainability Management ⓘ Apply

add to your course schedule

You can find more information about the course under the tabs **Dates**, **Allocation & Assessment**, **Organisational information** and **Persons**.

Cluster: Courses belonging to a cluster are displayed together inside a grey frame.

Under the tab **Registration**, you will find all information about the registration procedure of the course.

2. Click on the green button under the **Registration** tab.
 - a. *List procedure:* **Register**
 - b. *Lottery procedure with or without cluster:* **Apply**
- ✓ You will be entered in the list of participants (*list procedure*) or list of applicants (*lottery procedure, lottery procedure with cluster*) for the course. The course will also be entered in your course schedule.

Register from inside a course

Path: Any course > Information

Registration

Lottery procedure centralized lottery procedure with participant limit

Time period from 28.7.2023 12:00 h to 20.10.2023 00:00 h
 - 1st lottery starts at 9.10.2023, 23:00 h.
 - 2nd lottery starts at 13.10.2023, 12:00 h.
 Registration period is underway.

Registration status So far, 0 students have applied for 170 vacant places out of a total of 170 places.

Modul: Organische Grundlagen der Umweltchemie und der nachhaltigen Chemie Apply

⊙

Modul: Basic Concepts of Organic Environmental and Sustainable Chemistry Apply

⊙

- Click on the green button under the **Information** tab in the **Registration** section to register or apply for a course and enter it in your course schedule.
 - a. *List procedure:* **Register**
 - b. *Lottery procedure with or without cluster:* **Apply**


Register via the course schedule

Prerequisite

You must have already entered the course in your course schedule to be able to use this method (see Add courses).


Path: Course schedules

Monday	
8:00	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <div style="background-color: #800000; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> ☑️ 📁 🗑️ </div> <p style="margin: 5px 0;">DATAx: Data analysis with Python (1)</p> <p style="margin: 5px 0;">👤 Sebastian Wallot</p> </div>

- Click on the icon  above the course schedule entry of your desired course to go directly to the **Registration** section of that course (see [Register from inside a course](#)).

After registration/application

After the 1st or 2nd draw, you will find out under **Registration > Registrations** whether you have received a place in your desired courses.

In your course schedule, you can recognise courses for which you have successfully registered by the symbol .

Note

You will not receive an email if you are successfully registered.

Moving up

If, in exceptional cases, you have been given a place via the moving-up procedure or have been registered or deregistered by lecturers, you will receive an email from myStudy.

Deregister from a course

ATTENTION

- Always cancel courses that you cannot or do not want to attend!
Otherwise, you will block valuable places that your fellow students might need.
- If you have already registered for the assessment in myCampus, you must also deregister from it there!

Path: Registration > Registrations > Registration or Any Course > Information

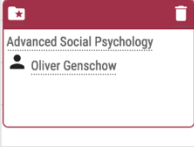

Registration status	You have been accepted for the course! Registration for the module: Ökumene und Religionen for your program of study: B.A. Leuphana Bachelor Kulturwissenschaften
	Deregister

- Click on the red **Unsubscribe** button to unsubscribe from a course.

Courses

Switch to a course


Path: [Any place](#)

	Monday	Tuesday
8:00		
9:00		

— Click on the title of a course anywhere in myStudy to switch to it.

Information

Path: [Any course > Information](#)

 **DATAx: Data analysis with Python (1)**
 Sebastian Wallot
 Next appointment: 16. October at 08:00
 INFORMATION ONLINE TEACHING AGENDA

Here you will find the core data of a course: dates, allocation to programmes of study and modules as well as associated assessments, organisational details, registration information, lecturers, content details and evaluation.

Online teaching

Path: [Any course > Online teaching](#)

INFORMATION **ONLINE TEACHING** AGENDA MATERIAL

Moodle course

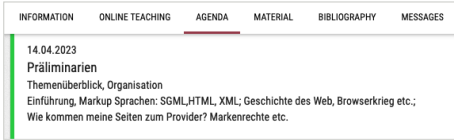
There is currently no Moodle course set up for this course.

If a Moodle course is assigned to the course, you will find a link to the course here.

If a recurring Zoom meeting has been set up for the course, you will find the necessary access data here.

Agenda

Path: Any course > Agenda



Here you can find all the dates of the course.

If the lecturer has entered information about the topics and contents of the respective dates, you can find it here.

Material

Path: Any course > Material



Here you will find files (e.g., lecture notes, literature) and web links that the lecturer provides for the course.

Buttons and symbols in the material management



Download selected file/folder



Upload of files or provision of web links enabled



Upload file (only if enabled by the lecturer)



Sort ascending



Provide web link (only if enabled by the lecturer)



Sort descending

Bibliography

Path: Any course > Bibliography



Here you will find literature that the lecturer expects or recommends you to read to supplement the course.

Literature held by the university library is marked with a Leuphana logo.

- *Literature marked with Leuphana logo:*
Click on the Leuphana logo to get information about location and availability in the university library.

Messages

Path: Any course > Messages

INFORMATION ONLINE TEACHING AGENDA MATERIAL BIBLIOGRAPHY **MESSAGES**

[successfully registered participants] Next appointment cancelled
05.10.2022 - Ludwig Merker

Dear students, I'm unfortunately ill.

Kind regards
Ludwig Merker

Sie erhalten diese Mitteilung aus der Lehrveranstaltung "Test myStudy-Support"
Sie wurde an all successfully registered participants geschickt.

Here you will find all the messages that were sent to the students in the context of the course.

Note

You will also receive all messages from courses by email, unless you have explicitly unsubscribed from this (see [Manage newsletter subscriptions](#)).

Forum

Path: Any course > Forum

INFORMATION ONLINE TEACHING AGENDA MATERIAL BIBLIOGRAPHY MESSAGES **FORUM** GROUPS

✓ save

Create new thread Mark all messages as read

Topic	New	Read	Answers
This is another thread	0	1	0
This is a thread	0	1	0

If the forum is used as part of the course, you will find the discussion threads of the lecturer(s) and the students here.

- Click the **Create new thread** button to start a new discussion.

Groups

Path: Any course > Groups

INFORMATION ONLINE TEACHING AGENDA MATERIAL BIBLIOGRAPHY MESSAGES FORUM **GROUPS**

Name	Description	Participants
Test group	This is a test group.	0/5 no members yet
Test group 2	This is another test group.	0/5 no members yet

If groups are used in myStudy as part of the course (e.g., for project work), you can find the group allocation here.

- *If you can/should register yourself in a group:* Click on the button ✓ to register yourself in a group.

Persons

Search for personal profiles

Note

You can search for the profiles of lecturers and staff members in myStudy.

In addition, wherever you find the name of a lecturer or staff member in myStudy, you can click on it to go directly to the corresponding profile.


Path: Persons

Search for person

First name / last name:

Search

Search results

 Paul Ferdinand Siegert, Dr. phil.
Email: paul.siegert@leuphana.de, Phone: 04131 677 1248

— Enter the first and/or last name of a person in the search field **First name / Last name** to find their personal profile.

Personal information

Path: Any personal profile > Information

☰ **Paul Ferdinand Siegert, Dr. phil.**
External lecturer at Leuphana University of Lüneburg

INFORMATION | COURSES AND ASSESSMENTS | CONSULTATION HOURS | DOCUMENTS

Contact

Here you will find contact information and, if applicable, details of a person's academic curriculum vitae.


Course and assessment offer of a person

Path: Any personal profile > Courses and assessments

Paul Ferdinand Siegert, Dr. phil.
External lecturer at Leuphana University of Lüneburg

INFORMATION | COURSES AND ASSESSMENTS | CONSULTATION HOURS | DOCUMENTS

CURRENT COURSE OFFERINGS

 WebPublishing [WebPublishing] (S)
Paul Ferdinand Siegert

DATES | ALLOCATION & ASSESSMENT | ORGANIZATIONAL INFORMATION | REGISTRATION | PERSONS | CONTENT

Next Date: No more appointments are held.
weekly | Friday 12:15 - 13:45 | 09/04/23 - 01/07/23 | 12:15:02

Add to your course schedule

In case of lecturers, you will find their complete course and assessment offer for the active semester here.

Book a consultation hour appointment

Prerequisite

This only works for lecturers and staff who use myStudy for managing their consultation hours.

Path: Any personal profile > Consultation hours

Consultation hour appointments

25.09.2023 - Sprechstunde von 14:00 bis 15:00 Uhr in Raum: ggf. auch Online

Time	Your message <small>Your name will appear automatically!</small>	Register
14:00 - 14:10	<input type="text"/>	<input type="button" value="⊕"/>
14:10 - 14:20	<input type="text"/>	<input type="button" value="⊕"/>
14:20 - 14:30	<input type="text"/>	<input type="button" value="⊕"/>
14:30 - 14:40	<input type="text"/>	<input type="button" value="⊕"/>
14:40 - 14:50	<input type="text"/>	<input type="button" value="⊕"/>
14:50 - 15:00	<input type="text"/>	<input type="button" value="⊕"/>

Notice:
Your name will be automatically displayed and is visible to other users.
Your comments are only visible to the lecturer.

1. Select the desired date from the drop-down field in the section **Consultation hour appointments**.
 2. In the desired time slot, enter the topic you would like to discuss with the person in the **Your message** field.
 3. Click on the button **⊕**.
- ✓ Your consultation appointment is booked.

Documents

Path: Any profile > Documents

INFORMATION COURSES AND ASSESSMENTS CONSULTATION HOURS DOCUMENTS

Öffentliche Dokumente Sort by

11.07.2023

Here you will find documents made publicly available by the person (e.g., scientific publications, scripts).

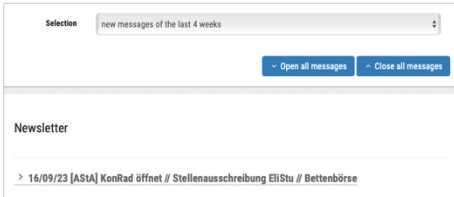
Newsletter

Read new messages

Note

You will also receive all newsletter messages by email, unless you have deliberately unsubscribed from this (see [Manage newsletter subscriptions](#)).

Path: Newsletter > Read messages



Here you can see the unread messages of the newsletters you have subscribed to in the last 4 weeks.

— Filter via the drop-down field **Selection** to read messages from a specific newsletter only.

Manage newsletter subscriptions

Path: Newsletter > Subscribe to newsletter

Name	Description	subscribe	also by e-mail
ASTA Responsible: ASTA	Aktuelle Informationen des Allgemeinen Student*innenausschusses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bibliothek Responsible: Medien- und Informationszentrum - Universitätsbibliothek	Newsletter der Universitätsbibliothek	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Die Fachschaft Business, Economics & Management Responsible: Die Fachschaft Business, Economics & Management	Newsletter der Fachschaft Business, Economics & Management, aktuelles über Sitzungen, Events und Gremien	<input type="checkbox"/>	<input type="checkbox"/>
Etern in Studium Responsible: EIStu - Etern im Studium	Aktuelle Informationen rund ums Studieren mit Kind(ern)	<input type="checkbox"/>	<input type="checkbox"/>

1. Activate or deactivate the checkbox of the desired newsletter in the **subscribe** column.
 - *Receive notifications also by email:* Activate or deactivate the checkbox in the column **also by email** to select whether you would like to receive newsletter messages by email as well.

Note

You cannot unsubscribe from programme of study newsletters, area newsletters or newsletters that you receive due to your role as a student. You can only unsubscribe from additionally receiving them through email.

2. Click on the **update** button.
- ✓ Your newsletter subscriptions will be updated.

Service

Important dates during the semester

Path: [Service](#) > [Information on the semester](#)

Information on the semester

Wintersemester 2023/2024

Semester dates

Current information	The course period starts in 3 weeks and 3 days
Semester time	from 1. October 2023 to 31. March 2024
Course period	from 16. October 2023 to 2. February 2024 (= 14 lecture weeks)
Publication of course directory	Monday, den 26. June. 2023
Block Week 4 Reflection	from 3. February 2024 to 11. February 2024
Holidays	from 21. December 2023 to 3. January 2024 (14 Days)
Holidays	3. October 2023: Tag der deutschen Einheit 31. October 2023: Reformationstag 25. December 2023: 1. Weihnachtstag 26. December 2023: 2. Weihnachtstag 1. January 2024: Neujahr 29. March 2024: Karfreitag

Here you will find all the important key data for the active semester, e.g., the course period, registration dates for courses and assessments, as well as assessment periods.

— Select another semester in the drop-down field under **Information on the semester** to display its data.

Useful links

Path: [Service](#) > [Links for students](#)

Links for students

Career entry, jobs and internships | Facilities for students | Faculty | Free time | Information and appointments | Media and Information Centre | Student engagement | Studying with a child | Living in Lüneburg

Career entry, jobs and internships

Entrepreneurship
 Jobs & Praktika aktuell
 Leaphana Mentoring
 Messe – FOR YOUR CAREER

[Top](#)

Facilities for students

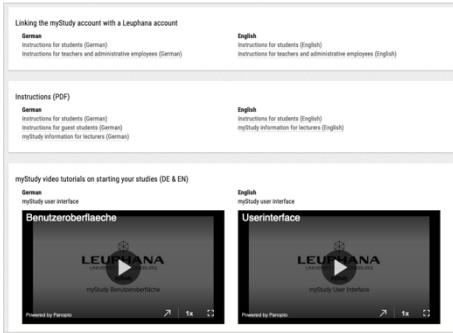
Allgemeiner Hochschulsport
 BAföG- und Finanzierungsberatung
 Career Service

Here you will find a collection of useful links for students, e.g., on the topics “Career entry, jobs and internships”, “Facilities for students” and “Free time”.

Support

Instructions and video tutorials

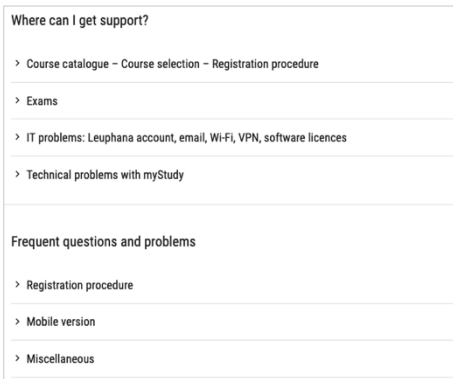
Path: [Support](#) > [Instructions and videos](#)



Here you can find this user guide as well as video tutorials on creating an account, the user interface and the registration procedure for courses.

Contacts and FAQ

Path: [Support](#) > [Contacts and FAQ](#)



Here you can find information about all contact persons for technical as well as content-related questions. You can also find answers to frequently asked questions about using myStudy here.

If you have problems with myStudy

Note

myStudy Support can only help with technical questions regarding myStudy!

For questions about other systems (e.g., myCampus, myAccount, myMail, Moodle) as well as content-related questions (e.g., course offer, course selection, registration procedures), please contact the persons listed in myStudy (see [Contacts and FAQ!](#))

For technical questions about myStudy

Help with technical problems and system errors (except login problems)

myStudy Support, mystudy@leuphana.de

In case of login problems

Help with incorrect or forgotten access data

IT Tutors, library foyer, [04131.677-1222](tel:04131.677-1222), it-tutor@leuphana.de

IMPRINT

Leuphana University Lüneburg, Media and Information Centre (MIZ), Campus Management, Universitätsallee 1, 21335 Lüneburg
Creation and design: myStudy Support | mystudy@leuphana.de | mystudy.leuphana.de | Version 5.0.2, Winter semester 2023/2024
Last edited: 10.10.2023