

# **MYSTUDY** USER GUIDE FOR STUDENTS

Winter semester 2024/2025

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**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

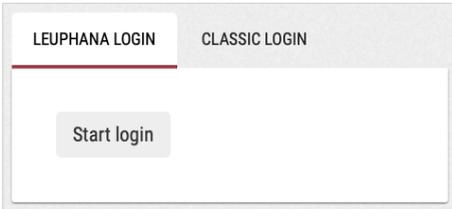
## Create myStudy account

### Prerequisite

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

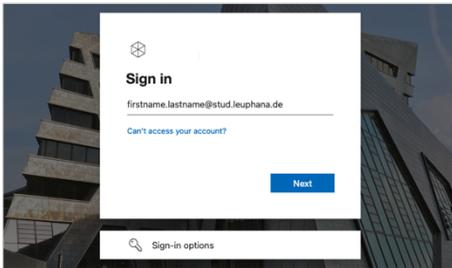
You will receive activation instructions either by email and SMS or by post when you enrol.

**Path:** [mystudy.leuphana.de](https://mystudy.leuphana.de)

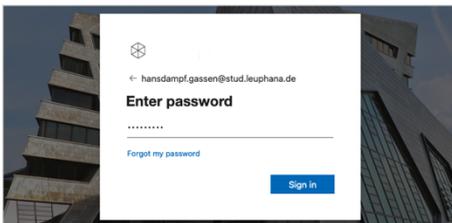


1. Click on the **Start login** button under the **Leuphana login** tab.

→ A new window with a login screen opens.



2. Enter your Leuphana email address.
3. Click on the **Next** button.

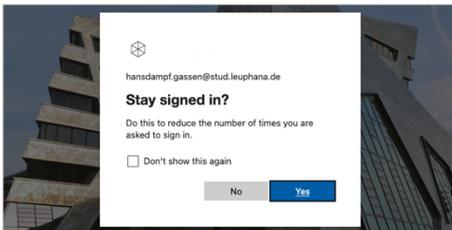


4. Enter your password.

### Note

If you have set a separate cloud password on my-Account, you must use this.

5. Click on the **Login** button.



- *Stay signed in:* If you want to stay logged in to your Leuphana account in this browser permanently, click on the button **Yes**. You will then be logged into myStudy faster in the future and will have to enter your access data less often.

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### Informationsweitergabe

Sie sind dabei auf diesen Dienst zuzugreifen:  
**mystudy.leuphana.de**

► An den Dienst zu übermittelnde Informationen

Die oben aufgeführten Informationen werden an den Dienst weitergegeben, falls Sie fortfahren. Sind Sie einverstanden, dass diese Informationen bei jedem Zugriff auf diesen Dienst an ihn weitergegeben werden?

**Wählen Sie die Dauer, für die Ihre Entscheidung zur Informationsweitergabe gültig sein soll:**

Bei nächster Anmeldung erneut fragen.  
Ich bin einverstanden, meine Informationen dieses Mal zu senden.

Erneut fragen, wenn sich die Informationen ändern, welche diesem Dienst weitergegeben werden.  
Ich bin einverstanden, dass dieselben Informationen in Zukunft automatisch an diesen Dienst weitergegeben werden.

Akzeptieren
Ablehnen

Diese Einstellung kann jederzeit mit der Checkbox auf der Anmeldeseite widerrufen werden.

### 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 (lg089441).
- 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/r
- 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/r

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**

- ASBA:** 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

→ The system asks you whether the data from your Leuphana account may be transferred to myStudy.

**Note**

This screen is unfortunately only available in German at the moment. We are working on a translation.

6. Click on the **Akzeptieren** button.
- The window closes.

7. Click **You do not have a myStudy account yet.**
8. 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](mailto:studierendenservice@leuphana.de)

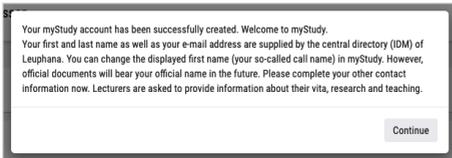
9. Read the terms of use.
10. Activate the checkbox.
11. Click on the **create myStudy account** button.

→ A confirmation pop-up opens.  
12. Confirm the pop-up by clicking **OK.**

13. Select the newsletters you would like to subscribe to.

*Alternatively:* Take care of your newsletter subscriptions at a later date (see [Manage newsletter subscriptions](#)).

14. 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). myStudy receives this data from the student database.

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

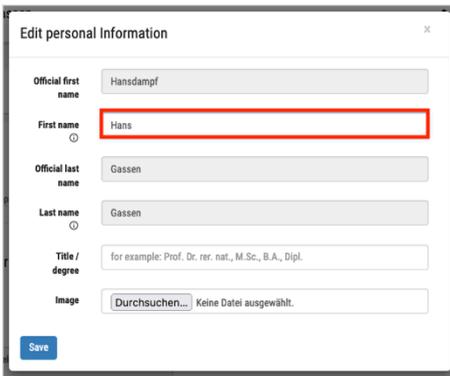
# Profile

## 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). myStudy receives this data from the student database. 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" with a close button (X) in the top right corner. The form contains several input fields:

- Official first name:** A text input field containing "Hansdampf".
- First name:** A text input field containing "Hans", which is highlighted with a red border.
- Official last name:** A text input field containing "Gassen".
- Last name:** A text input field containing "Gassen".
- Title / degree:** A text input field with the placeholder text "for example: Prof. Dr. rer. nat., M.Sc., B.A., Dipl.".
- Image:** A file selection area 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**

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**

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

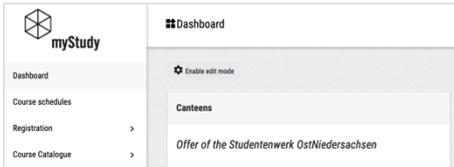
The provision of telephone contact details is voluntary. Your contact details are not publicly visible and can be used by myStudy Support to contact you.

**Path: Administration > Profile > edit**

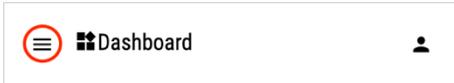
1. Enter your telephone contact details in the **Phone** and/or **Mobile** fields.
  2. Click on the **Save** button.
- ✓ The contact details are stored in your myStudy profile.

# User interface

## Main navigation

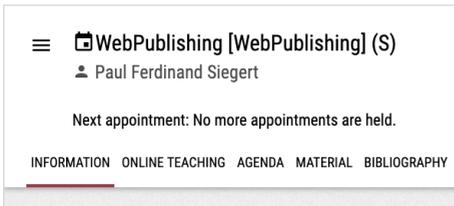


The main navigation bar is located on the left edge of the screen.



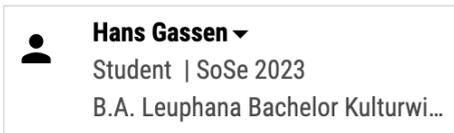
*On small screens:* The main navigation bar is hidden behind a menu button.

## 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

 <b>Hans Gassen</b> ▾ Student   WiSe... B.A. Leuphana Bachelor Kulturwi...
Student ▾
WiSe 23/24 ▾
↳ Wintersemester 2023/2024  <b>Sommersemester 2023</b>

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

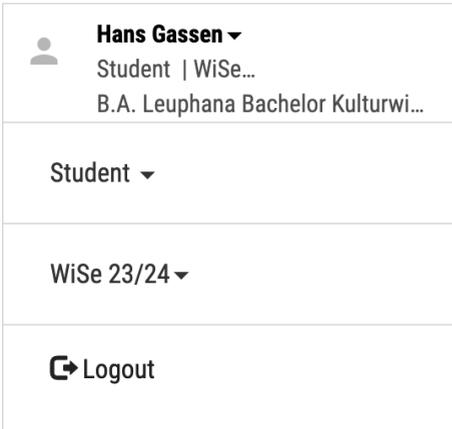
Aktiv	
<b>Degree</b>	Bachelor of Science
<b>Program of study</b>	B.Sc. Leuphana Bachelor Psychologie
<b>Major</b>	Psychologie im 3. Fachsemester (von 2022W bis 2023W)
<b>Minor</b>	Wirtschaftspsychologie im 3. Fachsemester (von 2022W bis 2023W)
	► Übergreifende Studienelemente

# Log out

## Note

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

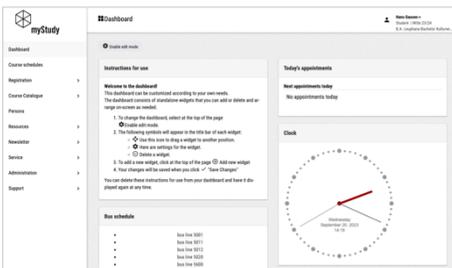
### Path: Status display



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

# Dashboard

### Path: Dashboard



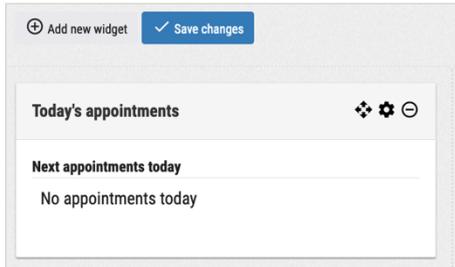
By default, the Dashboard is displayed as the start page after login. It consists of various widgets that display relevant information for your daily study routine, e.g., the time, the cafeteria menu or your course registrations.

## 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



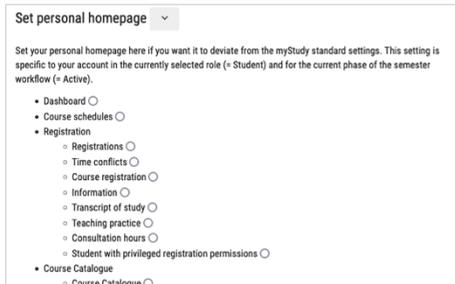
Configure widget content



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 CP)

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

Leuphana semester

Introduction to the discipline

- 22011000 Business Administration: Introduction to the Discipline
- 11011000 Cultural Studies: Organization, Society, and the Arts – An Introduction
- 42043000 Digital Media Studies: Introduction to the Subject Area
- 32721000 Economics: Introduction to the Discipline

Principles of Economics [Principles of Economics] (V/U)

Mario Mechtel

DATES CURRICULUM CONTEXT ORGANIZATIONAL INFORMATION REGISTRATION PERSONS CONTENT

Next Date: 16. October at 08:15

single appointment | We, 16.10.2024, 08:15 - We, 16.10.2024, 09:45 | C: 14.006 Seminarraum  
 single appointment | We, 23.10.2024, 08:15 - We, 23.10.2024, 11:45 | C: 14.006 Seminarraum  
 single appointment | We, 30.10.2024, 08:15 - We, 30.10.2024, 11:45 | C: 43.154 Seminarraum  
 weekly | Wednesday | 08:15 - 11:45 | 04.11.2024 - 31.01.2025 | C: 14.006 Seminarraum

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

Siebert

Extended search options

Delete form

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](#)

Principles of Economics [Principles of Economics] (V/U)

Mario Mechtel

DATES CURRICULUM CONTEXT ORGANIZATIONAL INFORMATION REGISTRATION PERSONS CONTENT

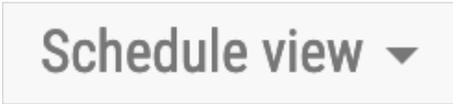
Next Date: 16. October at 08:15

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

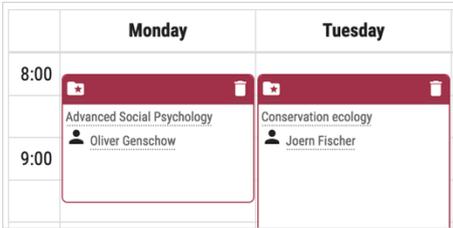
# Course schedules

## Show course schedule

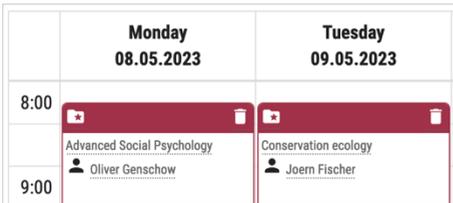
**Path:** [Course schedules](#)



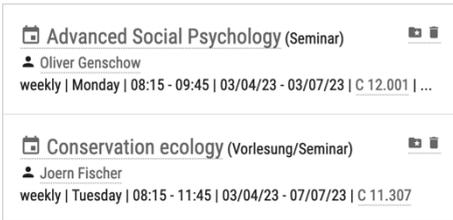
— Click on the **Schedule view** drop-down box to select one of three views for the course schedule.



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



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



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

### Colours and symbols in the course schedule

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

**Export course schedule** ✕

---

**ICS export to a personal digital calendar**

Copy the link for the ICS export and paste the address into your calendar program (Thunderbird, Outlook, Calendar, Pronto) at the appropriate place.

Subscription of active (also future) course schedules across semesters - updates are applied to the local calendar.  
[https://mystudy.leuphana.de/ics.php?hash=...](https://mystudy.leuphana.de/ics.php?hash=...&typ=users-tundenplan) [&typ=users-tundenplan](#) 🔗 Copy ICS link

Abonnement des Stundenplans "Ihr Stundenplan SoSe 2023" - Aktualisierungen werden im lokalen Kalender übernommen.  
[https://mystudy.leuphana.de/ics.php?hash=...](https://mystudy.leuphana.de/ics.php?hash=...&typ=stundenplan) [&typ=stundenplan](#) 🔗 Copy ICS link

**Export as Excel file**

For a static export of your active schedule, download it as an Excel file using the button below. 📄 Download Excel file

**Print option**

To print the active schedule, please use the print function of your browser (or the offered Excel export).

- 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

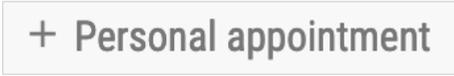
You can print the course schedule using the print function of your browser.

## Enter personal appointments

### Note

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

### Path: Course schedules



1. Click on the **Personal appointment** button.  
*On small screens:* The button is hidden behind a menu button.

**Personal appointment**

Choose a University Sports course or enter your own dates!

University Sports Program

Please select

Title

Text

Day

Monday

From

To

- 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

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.

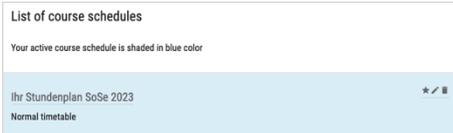
## Manage multiple course schedules

### 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:* 2.10.2024, 8:00 a.m.
- *Start of the course period:* 14.10.2024
- *Grace period for changes:* 27.10.2024, 11:59 p.m.

### 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 1<sup>st</sup> draw will be drawn a second time. You therefore have the opportunity to apply for a course that is not yet full before the 2<sup>nd</sup> draw if you did not receive a place in your desired course in the first draw.

- *1<sup>st</sup> draw:* 9.10.2024, 11:00 p.m.
- *2<sup>nd</sup> draw:* 11.10.2024, 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 1<sup>st</sup> draw for your desired course, you can keep your application for the 2<sup>nd</sup> 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 2<sup>nd</sup> 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](http://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](http://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.

Cluster: UNi/GESE\_Electives\_5.Semester

In this cluster, you have a maximum of 2 of choices during the 1st phases.

☑ Renewable Resources & Sustainability: Case Studies in Sustainable Chemistry/Renewable Resources & Sustainability: Case Studies in Sustainable Chemistry (S)

A. Viana Gomes Zain Zaidler

DATES	CURRICULUM CONTEXT	ORGANIZATIONAL INFORMATION	REGISTRATION	PERSONS	CONTENT
<b>Lottery procedure</b> centralized multi stage lottery procedure with cluster (with participant limit)					
<b>Time period</b> from 14.8.2024 8:00 h to 27.10.2024 23:59 h					
- 1st lottery starts at 09.10.2024, 23:00 h.					
- 2nd lottery starts at 11.10.2024, 12:00 h.					
Registration period is underway.					
<b>Special features</b> The registration is restricted to the following fields or courses of study:					
<ul style="list-style-type: none"> <li>• Leuphana Bachelor / Major Environmental and Sustainability Studies (ab Studienbeginn WiSe 17/18) / nur ab Semester 5</li> <li>• Leuphana Bachelor / Major Global Environmental and Sustainability Studies / nur ab Semester 5</li> <li>• Leuphana Bachelor / Major Studium Individuelle / alle Semester</li> <li>• Leuphana Bachelor / Major Umweltwissenschaften (ab Studienbeginn WiSe 17/18) / nur ab Semester 5</li> <li>• Lehre und Lernen / Umwelttechnik Biologie / nur ab Semester 5</li> </ul>					
<b>Cluster</b> ▶ This course belongs to the cluster "UNi/GESE_Electives_5.Semester".					
<b>Registration status</b> 50 fac. 0 students have applied for 25 vacant places out of a total of 25 places.					
Modul: Fundamentals of Natural Sustainability Science ⓘ					<input type="button" value="Next"/>

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

You can find more information about the course under the tabs **Dates**, **Curriculum context**, **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.
- List procedure: **Register**
  - 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="display: flex; justify-content: space-between; align-items: center;"> <span>☑</span> <span>📁</span> <span>🗑</span> </div> <p style="margin: 0;">DATAx: Data analysis with Python (1)</p> <p style="margin: 0; font-size: 0.9em;">👤 Sebastian Wallot</p>

- 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

<b>Registration status</b>	You have been accepted for the course! Registration for the module: Ökumene und Religionen for your program of study: B.A. Leuphana Bachelor Kulturwissenschaften
	<a href="#">Deregister</a>

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

# Courses

## Switch to a course

**Path:** [Any place](#)

	Monday	Tuesday
8:00	<div>Advanced Social Psychology Oliver Genschow</div>	<div>Conservation ecology Joern Fischer</div>
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, curriculum context (i.e., the allocation of the course 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**

INFORMATION	ONLINE TEACHING	AGENDA	MATERIAL	BIBLIOGRAPHY	MESSAGES
14.04.2023					
Präliminarien					
Themenüberblick, Organisation					
Einführung, Markup Sprachen: SGML,HTML, XML; Geschichte des Web, Browserkrieg etc.;					
Wie kommen meine Seiten zum Provider? Markenrechte etc.					

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**

WebPublikation > Aufgaben		Sort by
WebPublikation	Bilder.pdf	27.04.2023
Aufgaben	CSS und Farben.pdf	05.05.2023
	Grundgerüst.pdf	27.04.2023
	Tabele.pdf	19.05.2023

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**

INFORMATION	ONLINE TEACHING	AGENDA	MATERIAL	BIBLIOGRAPHY	MESSAGES
Bibliography					
Die Geschichte der E-Mail : Erfolg und Krise eines Massenmediums Siegert, Paul Ferdinand - Bielef					
Show details					

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**

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**

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**

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

The screenshot shows a search box with the text "Search for person" at the top. Below it is a label "First name / last name:" followed by a text input field containing the name "Siegert". To the right of the input field is a blue "Search" button. Below the search area is a section titled "Search results" with a blue link. Underneath, there is a profile card for "Paul Ferdinand Siegert, Dr. phil." which includes a person icon, the name, and contact information: "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

The screenshot shows the profile page for "Paul Ferdinand Siegert, Dr. phil." with the title "External lecturer at Leuphana University of Lüneburg". Below the name are four tabs: "INFORMATION", "COURSES AND ASSESSMENTS", "CONSULTATION HOURS", and "DOCUMENTS". The "INFORMATION" tab is selected and highlighted in red. Underneath, the "Contact" section is visible.

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

The screenshot shows the "CURRENT COURSE OFFERINGS" section for Paul Ferdinand Siegert. It features a card for the course "WebPublishing [WebPublishing] (S)". The card includes the course title, a small icon, and a list of tabs: "DATES", "ALLOCATION & ASSESSMENT", "ORGANIZATIONAL INFORMATION", "REGISTRATION", "PERSONS", and "CONTENT". The "DATES" tab is selected. Below the tabs, it states "Next Date: No more appointments are held." and "weekly | Friday 12:15 - 13:45 | 09/04/23 - 01/07/23 | 12:102". At the bottom right of the card is a link that says "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 ▾

📁 Öffentliche Dokumente
📄 Textdatei.pdf
11.07.2023

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

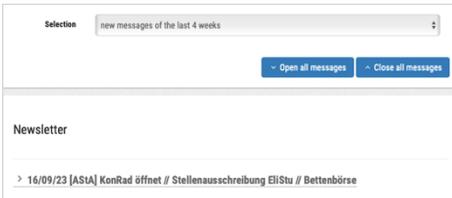
# Newsletter

## 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
<b>ASTA</b> Responsible: ASTA	Aktuelle Informationen des Allgemeinen Student*innenausschusses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Bibliothek</b> Responsible: Media- und Informationszentrum - Universitätsbibliothek	Newsletter der Universitätsbibliothek	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Die Fachschaft Business, Economics &amp; Management</b> Responsible: Die Fachschaft Business, Economics & Management	Newsletter der Fachschaft Business, Economics & Management, aktuelles über Sitzungen, Events und Gremien	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ehren im Studium</b> Responsible: EISStu - Ehren 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 2024/2025

Semester dates

<b>Current information</b>	The course period starts in 8 week(s) and 3 day(s).
<b>Semester time</b>	from 01. October 2024 to 31. March 2025
<b>Course period</b>	from 14. October 2024 to 31. January 2025 (= 14 lecture weeks)
<b>Publication of course directory</b>	Monday, den 24. June 2024
<b>Block Week &amp; Reflection</b>	from 01. February 2025 to 09. February 2025
<b>Holidays</b>	from 23. December 2024 to 04. January 2025 (= 14 days)
<b>Holidays</b>	03. October 2024: Day of German Unity 31. October 2024: Reformation Day 25. December 2024: Christmas Day 26. December 2024: Boxing Day 01. January 2025: New Year

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](#)

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**Facilities for students**

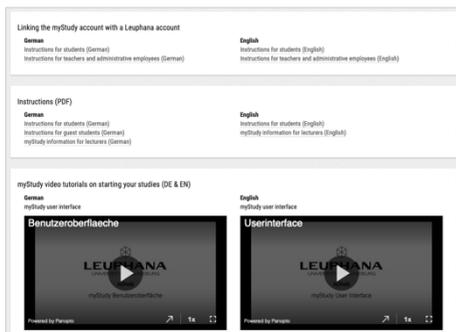
[Allgemeiner Hochschulsport](#)  
[BAföG- und Finanzierungsberatung](#)  
[Career Service](#)

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

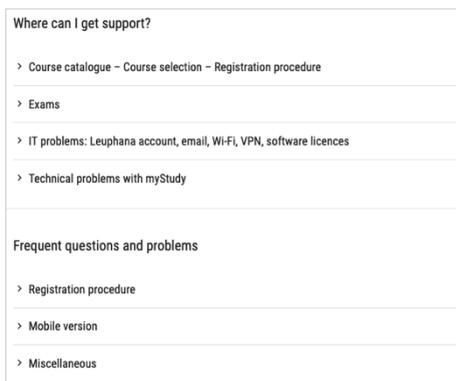
### Path: Support > Instructions and videos



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](mailto: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](mailto: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](mailto:mystudy@leuphana.de) | [mystudy.leuphana.de](https://mystudy.leuphana.de) | Version 5.2.0, Winter semester 2024/2025

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