

MYSTUDY USER GUIDE FOR STUDENTS

Winter semester 2026/2027



LEUPHANA
UNIVERSITY OF LÜNEBURG

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Introduction

myStudy is the teaching organization system of Leuphana University of 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

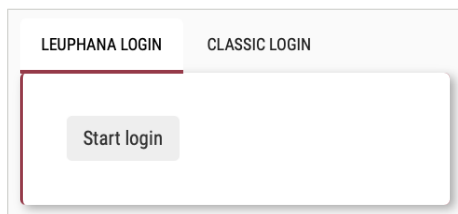
Create myStudy account

Prerequisite

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

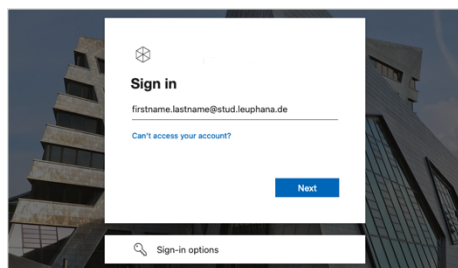
You will receive activation instructions either by email and SMS or by post when you enrol.

Path: mystudy.leuphana.de

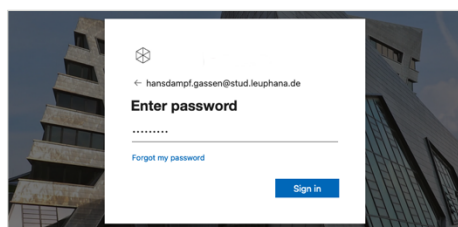


1. Click on the **Start login** button under the **Leuphana login** tab.

→ A new window with a login screen opens.



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

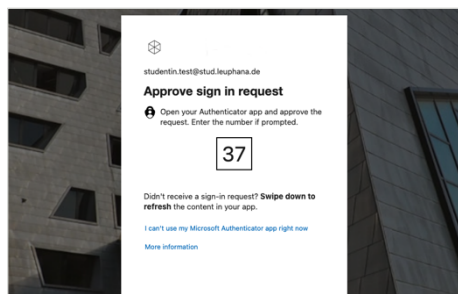


4. Enter your password.

Note

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

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



6. Approve the sign-in request in the "Microsoft Authenticator" app.

Note

If you have not yet set up multi-factor authentication (MFA), you will now be prompted to do so. You can find step-by-step instructions [here](#).


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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

☐ **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)

☐ **Fachschäft 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.

7. Click on the **Akzeptieren** button.

→ The window closes.

8. Click **You do not have a myStudy account yet**.

9. 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

10. Read the terms of use.

11. Activate the checkbox.

12. Click on the **create myStudy account** button.

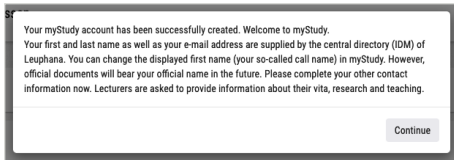
→ A confirmation pop-up opens.

13. Confirm the pop-up by clicking **OK**.

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

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

15. 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

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.

Edit phone contact details

Note

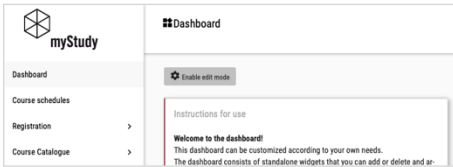
The provision of phone contact details is voluntary. Your contact details are not publicly visible and can be used by myStudy Support to contact you.

Path: Administration > Profile > edit

1. Enter your phone 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.



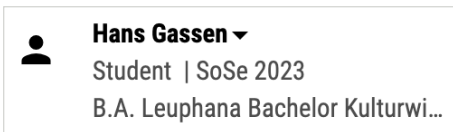
On small screens: The main navigation bar is hidden behind a menu button.

Details and functions



Further or detailed information as well as functions for the respective contents are organized 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 program 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

	Student*in Test ▼ Student WiSe 25/26 B.A. Leuphana Bachelor Kulturwi...
	Logout
Student ▼	
WiSe 25/26 ▼	
↔ Wintersemester 2025/2026	
Sommersemester 2025	

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 program of study

ATTENTION

Before you register for courses, make sure that the correct program 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 program!

Note

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

Path: Status display

B.A. Leuphana Bachelor Digital Media ▼
↳ B.A. Leuphana Bachelor Digital Media B.Sc. Leuphana Bachelor Psychologie

1. Click on the status display.
→ A drop-down field opens.
 2. Click on the currently set program of study.
→ The programs 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 programs of study, the major or the first subject is listed.
The currently selected program of study is marked with an arrow.
 3. Click on the desired program of study.
- ✓ The selected program of study is set to active and is also highlighted in your profile as the active program of study.

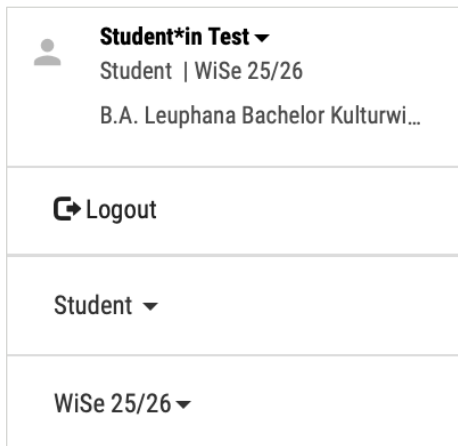
Aktiv	
Degree	Bachelor of Science
Program of study	B.Sc. Leuphana Bachelor Psychologie
Major	Psychology im 3. Fachsemester (von 2022W bis 2023W)
Minor	Wirtschaftspsychologie im 3. Fachsemester (von 2022W bis 2023W)
	► Übergreifende Studienelemente

Log out

Note

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

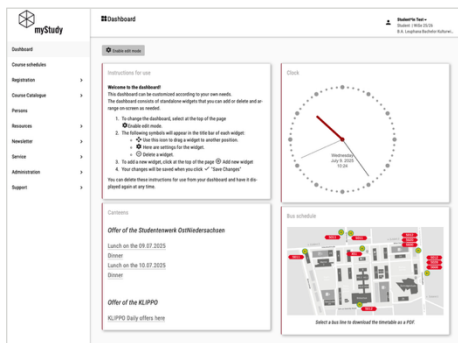
Path: Status display



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

Dashboard

Path: Dashboard



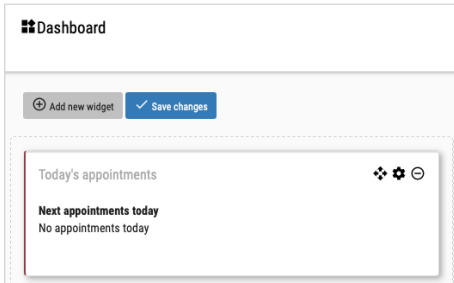
By default, the Dashboard is displayed as the start page after login. It consists of various widgets that display relevant information for your daily study routine, e.g., the time, the cafeteria menu or your course registrations.

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



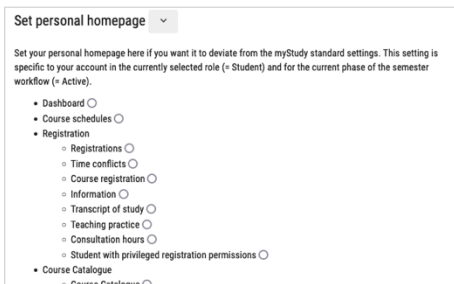
Configure widget content



Delete widget

Set alternative homepage

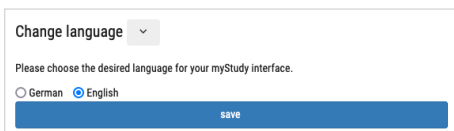
Path: Administration > Settings > Set personal homepage



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](#)

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

Search for courses

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

1. Enter one or more search criteria (program 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](#)

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

Course schedules

View course schedule

Path: [Course schedules](#)

Schedule view ▼

	Monday	Tuesday
8:00	 	 
	Advanced Social Psychology	Conservation ecology
	 Oliver Genschow	 Joern Fischer
9:00		

	Monday 08.05.2023	Tuesday 09.05.2023
8:00	 	 
	Advanced Social Psychology	Conservation ecology
	 Oliver Genschow	 Joern Fischer
9:00		

	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	

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

On small screens: The drop-down field is hidden behind a menu button, and the list view is set as the default view.

- Schedule view:* Regular courses are displayed in the time grid. Block and individual appointments are displayed below the time grid as a list.
- Calendar view:* All appointments of the current week are displayed to the day, including block and individual appointments.
- 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

add to your course schedule

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

Export course schedule

Path: Course schedules

 Export

- 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=

&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=

&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

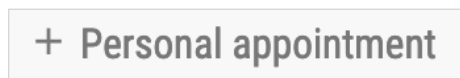
You can print the course schedule using the print function of your browser.

Enter personal appointments

Note

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

Path: Course schedules



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 program** 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

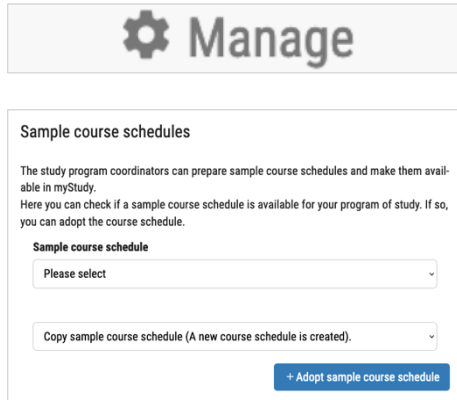
Normal timetable

+ 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



The screenshot shows two parts of the user interface. The top part is a grey button with a gear icon and the text 'Manage'. The bottom part is a white box titled 'Sample course schedules'. Inside this box, there is explanatory text about how coordinators can prepare and adopt sample course schedules. Below the text are two dropdown menus: the first is labeled 'Sample course schedule' and currently shows 'Please select'; the second is labeled 'Copy sample course schedule (A new course schedule is created)'. At the bottom right of the box is a blue button with a plus icon and the text '+ 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 field 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.

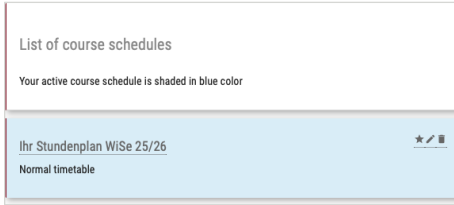
Manage multiple course schedules

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:* 2.10.2026, 8:00 a.m.
- *Start of the lecture period:* 12.10.2026
- *End of registration:* 12.10.2026, 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 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:* 6.10.2026, 11:00 p.m.
- *2nd draw:* 9.10.2026, 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. The procedure of assignment for remaining places ends with the end of registration.

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 program of study.
- If you have recently changed your program of study, major, minor or subject, or if you are studying multiple programs of study at the same time: Make sure that the correct program of study is set to active in myStudy (see [Change program of study](#))!
Otherwise you may not be able to register or the registration will be booked for the wrong program 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 program 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 **Program of study**, **Field** and **Module**.
 → All courses in the module are displayed.

Cluster: BAE_Management Accounting

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

Management Accounting - Exercise 1 (Ü)

Dr. Sophie Constance Bornhöft

DATES CURRICULUM CONTEXT ORGANIZATIONAL INFORMATION REGISTRATION PERSONS CONTENT

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

Time period
 from 15.7.2025 9:00 h to 15.10.2025 23:59 h
 - 1st lottery starts at 07.10.2025, 23:00 h
 - 2nd lottery starts at 15.10.2025, 12:00 h
 Registration period is online.

Special features
 If your registration for this course is successful you will be registered automatically for the course Management Accounting - V (Dr. Sophie Constance Bornhöft, Dr. Gerd Grottel).

The registration is restricted to the following fields or courses of study:
 • Leuphana Bachelor / Major Betriebswirtschaftliche Info. Studienbeginn WiSe 19/20 / alle Semester
 • Leuphana Bachelor / Major International Business Administration & Entrepreneurship / alle Semester
 • Sozialpädagogik / Wirtschaftspädagogik / Berufliche Fachrichtung Wirtschaftswissenschaften (bei Studienbeginn WiSe 21/22) / alle Semester
 • Leuphana Bachelor / Major Betriebswirtschaftliche Info. Studienbeginn WiSe 18/19 / alle Semester

Cluster
 • This course belongs to the cluster "BAE_Management Accounting".

Registration status
 So far, 0 students have applied for 90 vacant places out of a total of 90 places.

Modul: Management Accounting

Apply

You can find more information about the course under the tabs **Dates**, **Curriculum context**, **Organizational information** and **Persons**.

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

Under the **Registration** tab, 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

DATAx: Data analysis with Python (1)

 **Sebastian Wallot**

— Click on the symbol  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 recognize courses for which you have successfully registered by the symbol .

Note

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

Deregistration by lecturers in case of non-attendance

ACHTUNG

If you do not attend a course during the first two weeks of the course without notifying the lecturer, the lecturer may deregister you from the course!

Therefore, please inform the lecturer if you know that you will not be able to attend a course during the first two weeks. You must do this by email using your student email address.

Moving up

If a course is full but places become available during the first two weeks of the lecture period, these will be allocated at random to those on the list of alternates. This means that during this period, you have the chance to get a place on a course that you were not allocated in the lottery procedure.

— *End of moving up: 23.10.2026, 11:59 p.m.*

Deregister from a course

ATTENTION

- Always deregister from 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

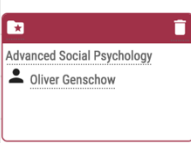
Registration status	You have been accepted for the course! Registration for the module: Ökumene und Religionen for your program of study: B.A. Leuphana Bachelor Kulturwissenschaften
	Deregister

- Click on the red **Deregister** button to deregister 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


WebPublishing [WebPublishing] (S)
 Paul Ferdinand Siegert

Next appointment: Friday at 12:15

[INFORMATION](#)
[ONLINE TEACHING](#)
[AGENDA](#)
[MATERIAL](#)

Here you will find the core data of a course: dates, curriculum context (i.e., the allocation of the course to programs of study and modules) as well as associated assessments, organizational details, registration information, lecturers, content details and evaluation.

Online teaching

Path: Any course > Online teaching

[INFORMATION](#)
[ONLINE TEACHING](#)
[AGENDA](#)
[MATERIAL](#)

Moodle course

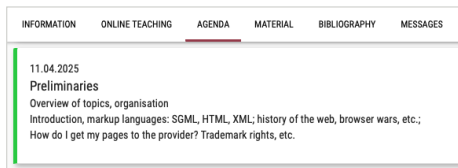
There is currently no Moodle course set up for this course.

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



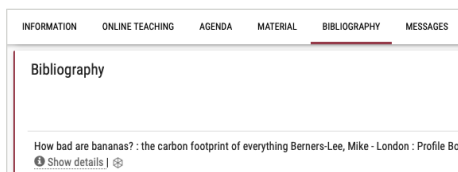
Provide web link (only if enabled by the lecturer)



Sort descending

Bibliography

Path: Any course > Bibliography



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

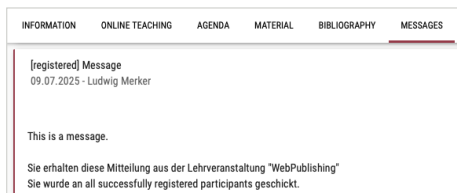
Literature held by the university library is marked with a Leuphana logo.

— *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



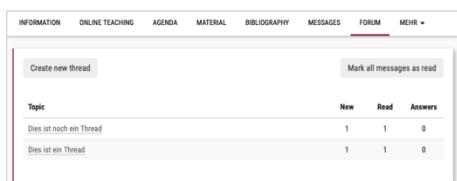
Here you will find all the messages that were sent to the students in the context of the course.

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

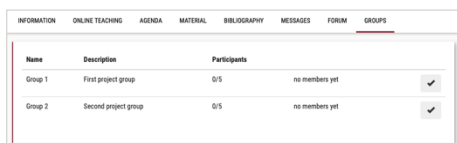


If the forum is used as part of the course, you will find the discussion threads of the lecturer(s) and the students here.

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

Groups

Path: Any course > Groups



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

Digital Media Basics (Grundlagen digitaler Medientechnik) (V)

DATE CURRICULUM CONTEXT ORGANISATIONAL INFORMATION REGISTRATION PERSONS CONTENT

Next Date: No more appointments are held.

weekly | Wednesday | 10:15 - 11:45 | 06.04.2026 - 10.07.2026 | 12.005 Semesterraum

add to your course schedule

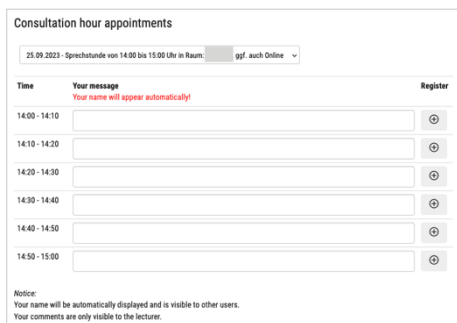
In case of lecturers, you will find their complete course and assessment offer for the active semester here.

Book a consultation hour appointment

Prerequisite

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

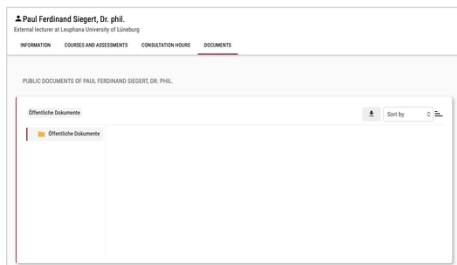
Path: Any personal profile > Consultation hours



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



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

Subscribe to newsletter			
Name	Description	subscribe	also by e-mail
ASIA Responsible: ASIA	Aktuelle Informationen des Allgemeinen Student*innenausschusses	☒	☒
Bibliothek Responsible: Medien- und Informationszentrum - Universitätsbibliothek	Newsletter der Universitätsbibliothek	☒	☒
Die Fachschaft Business, Economics & Management Responsible: Die Fachschaft Business, Economics & Management	Newsletter der Fachschaft Business, Economics & Management, aktuelles über Sitzungen, Events und Gremien	☐	☐
Eltern im Studium Responsible: ElStu - Eltern im Studium	Aktuelle Informationen rund ums Studieren mit Kind(ern)	☐	☐

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 program 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

Semester
Wintersemester 2025/2026

Semester dates

Current information	Die Vorlesungszeit beginnt in 12 Woche(n) und 5 Tage(n).
Semester time	from 01. October 2025 to 31. March 2026
Lecture period	from 13. October 2025 to 30. January 2026 (~14 lecture weeks)
Publication of course directory	Monday, den 23. June 2025
Block Week & Reflection	from 31. January 2026 to 08. February 2026
Holidays	from 20. December 2025 to 03. January 2026 (~16 days)
Public holidays	03. October 2025: Day of German Unity 31. October 2025: Reformation Day 25. December 2025: Christmas Day 26. December 2025: Boxing Day 01. January 2026: 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 **Information on the semester** to display its data.

Useful links

Path: Service > Links for students

Links for students

Categories

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

Facilities for students

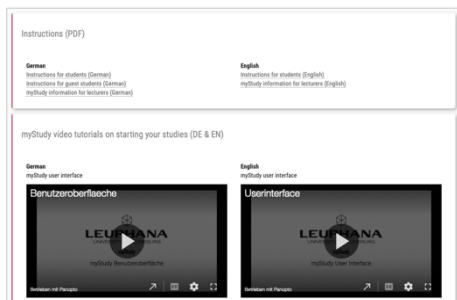
Allgemeiner Hochschulsport
BAföG- und Finanzierungsberatung
Career Service
College
Finanzen
Gleichstellung und Diversität
Equal Opportunities Office

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

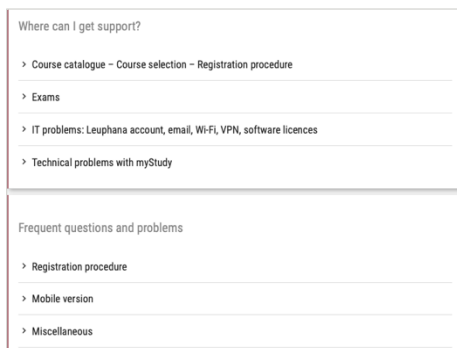
Path: Support > Instructions and videos



Here you can find this user guide as well as video tutorials on 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, email, 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 Service, IT counter in the library foyer, [04131.677-1222](tel:04131.677-1222), it-tutor@leuphana.de

IMPRINT

Leuphana University of Lüneburg, Media and Information Centre (MIZ), Campus Management, Universitätsallee 1, 21335 Lüneburg

Creation and design: myStudy Support | mystudy@leuphana.de | mystudy.leuphana.de | Version 5.4.0, Winter semester 2026/2027

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