

UFZ – Learning & Development System
The most important features at a glance
For UFZ guests and external partners

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1. How can I browse the course programme?

Follow the link <https://www.ufz.de/index.php?en=46137> to see the course programme available to UFZ guests and

1. The search function is on top of the catalogue.
2. Select one or more criteria to filter your search.
3. Click on the search button. The search results will be shown.
4. If you like to start a new search or like to view the complete course programme, click on “Reset search”.

Focus on scientific transfer: **Yes**, Event language: **English** and Target group: **Doctoral Researchers** **Reset search** 4.

1.

SEARCH

Title:

Date:

Date format: DD/MM/YYYY

Focus on scientific transfer:

Event language:

Target group:

- Administrative Staff
- Apprentices & BA Students
- Assistants & Secretaries
- Doctoral Researchers
- Management Staff
- Postdocs & Senior Scientists
- Science Managers
- Technical Staff

2.

Doctoral Researchers

Course category:

- Administration & Organisation
- Scientific Courses
- Leadership & Management
- Health Promotion, First Aid
- Career Development
- Communication & Presentation
- Teaching & Supervision
- Writing & Publishing
- Computational & Statistical Methods
- IT Tools

3.

2. How can I register for a course?

1. Click on a course from the list.

Ersthelfer - Fortbildung

German | 11.04.2019 08:00 - 16:00 |

Design and Analysis of Experiments

English | 20.05.2019 09:00 - 21.05.2019 12:00 |

Introduction to Probability and Applied Statistics Using R [UFZ Magdeburg]

English | 17.06.2019 09:00 - 20.06.2019 16:30 |

Ersthelfer-Ausbildung

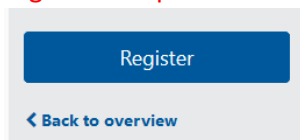
German | 20.06.2019 08:00 - 16:00 |

Introduction to R

English | 03.07.2019 09:00 - 04.07.2019 12:00 |

2. A detailed description is shown, including more information about contents, required prior knowledge, additional remarks etc. If the course meets your learning needs, register by clicking on **„Register“**.

Please note: For registration to a course, an individual user account is required. If you do not have an account already and like to register for the first time, you will be asked to enter your personal data during the registration process. This automatically creates an account and finalizes the registration procedure.



3. Read and agree on the **Conditions of Participation and Use**, if you like to register, and click on **„Register“**.

Home My profile My courses Course catalogue

Introduction to Probability and Applied Statistics Using R [UFZ Magdeburg] - Confirmation of registration

Name: Mia Roth

Event: Introduction to Probability and Applied Statistics Using R [UFZ Magdeburg]

Target date: 17.06.2019 09:00 -20.06.2019 16:30

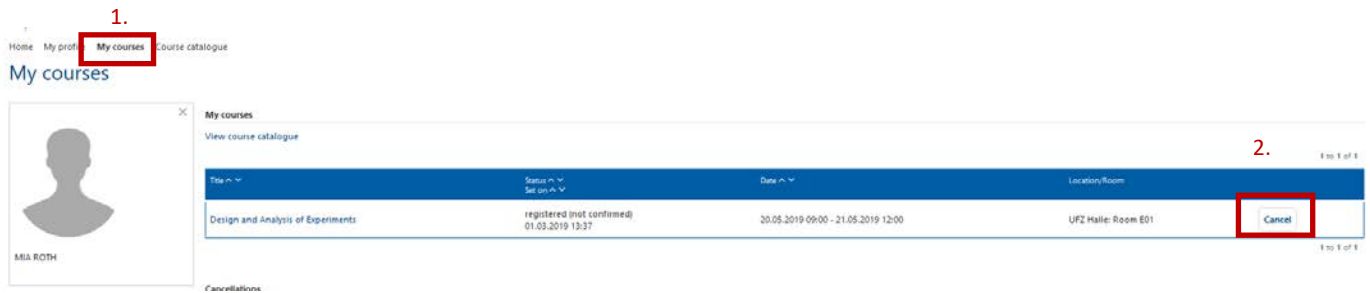
[Click here for our conditions of participation and use](#)

Conditions of participation and use: I have read and accepted the conditions of participation and use.

[✔ Register](#) [✖ Cancel](#)

4. I cannot participate. How can I cancel?

1. Go to “My courses”.
2. Click on „Cancel“ in the specific course.



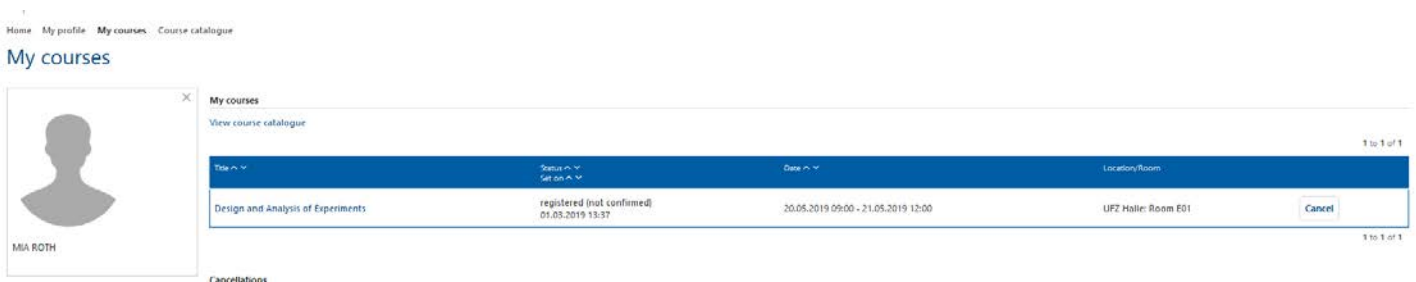
Please give a reason for your cancellation and click on „Confirm“.



3. Your registration is now cancelled. The status will automatically be set to “cancelled” in your profile and the course organiser will be informed.

5. Where can I see for which courses I am registered or which courses I attended?

Under „My courses“ you can see all courses including registrations, cancellations and participations

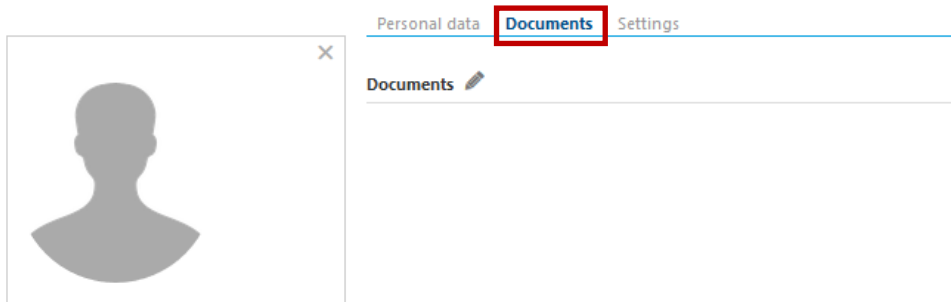


6. How Can I Download a Certificate of Participation?

Under “My profile” > “Documents” you can see and download all certificates of courses you attended.

Home **My profile** My courses Course catalogue

Documents



Another option is to view course certificates under “My course records” by clicking on the specific course.