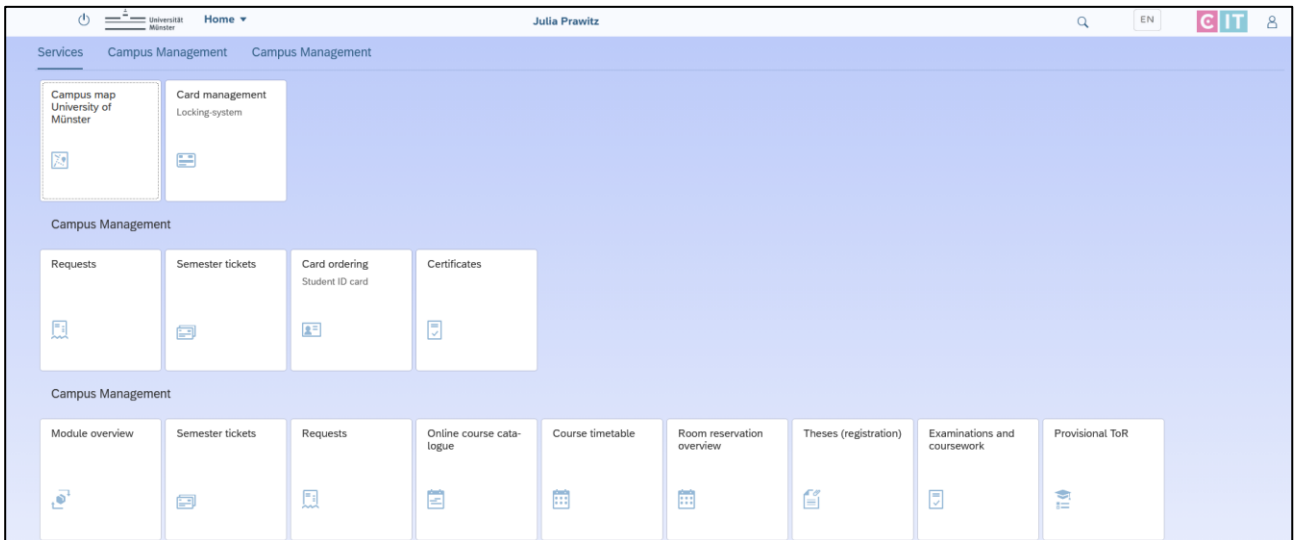


Instructions for Selecting Seminar Courses

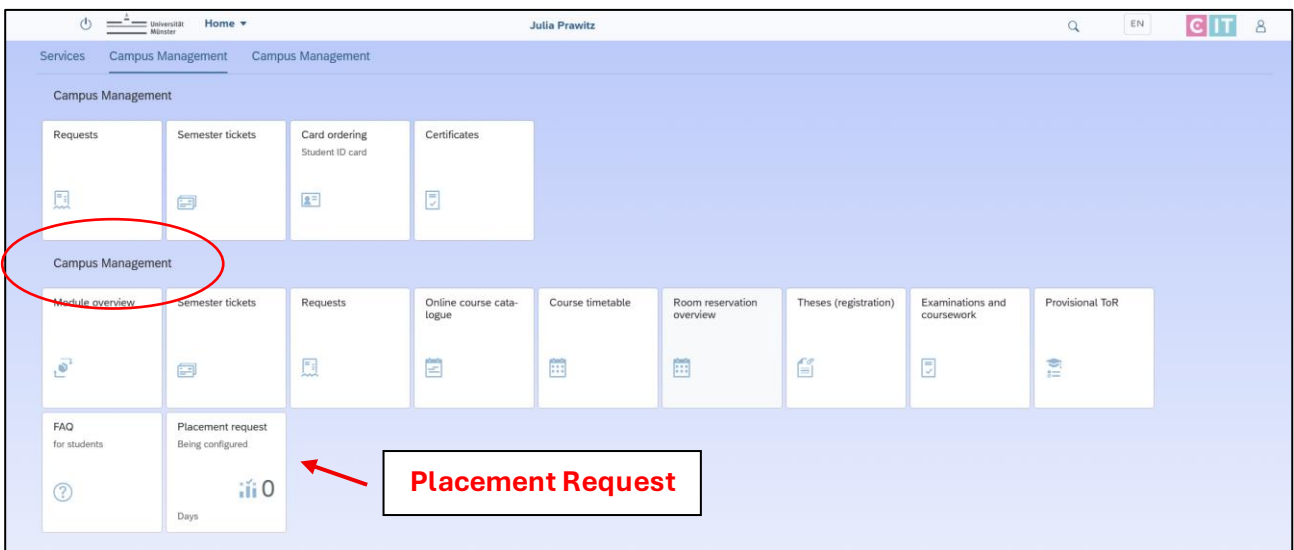
Please note that screenshots as of step 2 are currently only available in German. You can find the corresponding English terms in these instructions to help you follow the steps.

Step 1: Accessing Placement Request

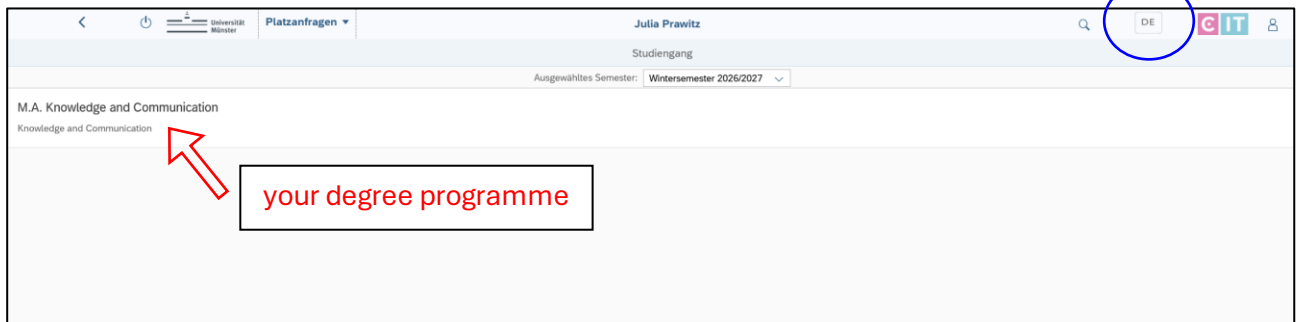
1. Open the [self-service portal](#) in the campus management system.



2. Scroll down to the app called **“Placement request”** within the **“Campus Management”** section.

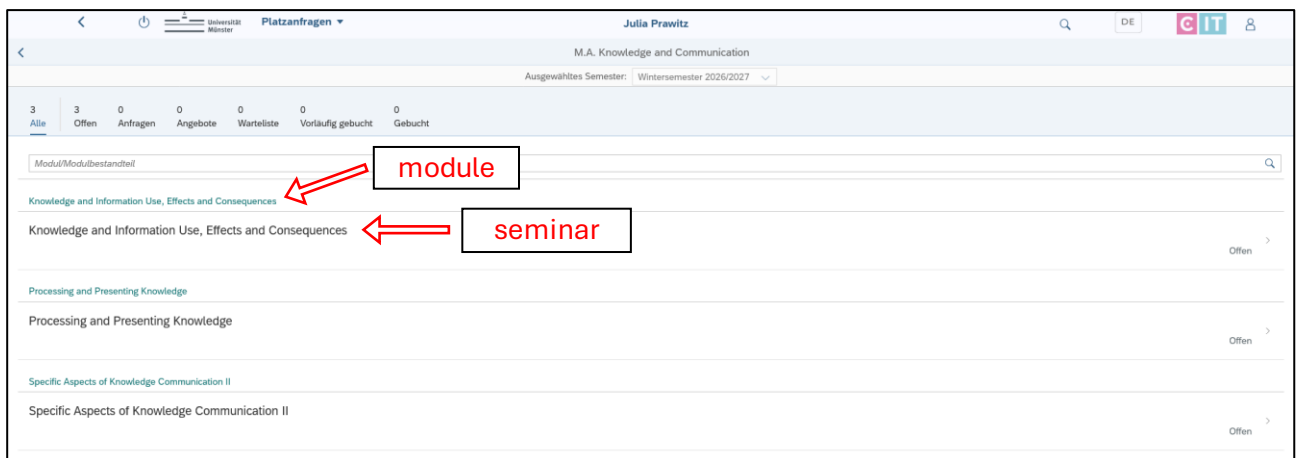


3. Click on the app and select your degree programme. **You have to select German (DE) as language beforehand, otherwise it will not show your courses.**

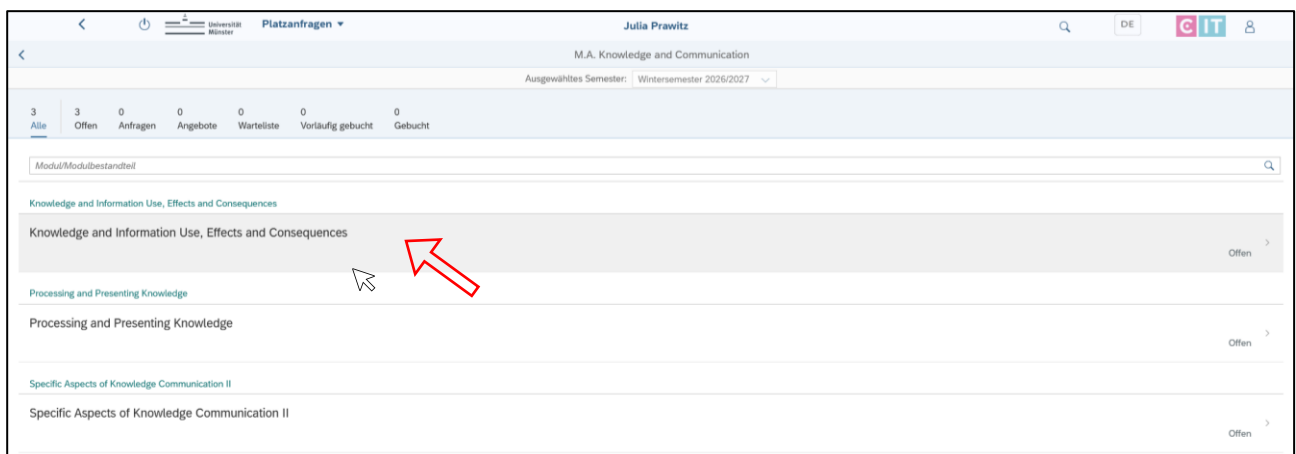


Step 2: Selecting seminars & submitting the request

1. You will now see all the available **modules** and **seminars** that belong to these modules.



2. First, click on the seminar in the module for which you would like to make your selection.



3. Clicking here will display an overview of the available seminars. **Select the seminar** you would like to attend **by clicking on the course first** and then on **“Anfragen” (Request)** in the bottom right-hand corner (see the red circle). The coloured bar on the left will then change **from orange to green**.

The interface shows the 'Platzanfragen' (Seat Requests) page for the 'M.A. Knowledge and Communication' program, Wintersemester 2026/2027. The left sidebar lists available seminars, and the main area shows details for 'Processing and Presenting Knowledge'.

Top Screenshot (Initial State):

- Left sidebar: 'Processing and Presenting Knowledge' is highlighted with an orange bar and labeled 'Offen'.
- Main area: 'LEHRVERANSTALTUNGEN' table shows 0 requests.
- Bottom right: 'Anfragen' button is circled in red.

Titel Lehrende(r)	Termine	Anfragen mit ★1	Plätze
Contested Cures: Analyzing the Nexus of Health Trends and Online (Anti-)Science Lena Maria Küpper, Professor Dr. Thorsten Quandt	MI 14:15 - 15:45	0	16

Bottom Screenshot (After Request):

- Left sidebar: 'Processing and Presenting Knowledge' is highlighted with a green bar and labeled 'Angefragt'.
- Main area: 'LEHRVERANSTALTUNGEN' table shows 1 request.
- Bottom right: 'Anfrage zurückziehen' button is visible.

Titel Lehrende(r)	Termine	Anfragen mit ★1	Plätze
Contested Cures: Analyzing the Nexus of Health Trends and Online (Anti-)Science Lena Maria Küpper, Professor Dr. Thorsten Quandt	MI 14:15 - 15:45	1	16

Note: In certain semesters, there may be several seminars to choose from. In this case, you have to prioritise the seminars. You do this by clicking on the stars next to the seminars in your order of prioritisation. The coloured bar on the left of the seminars will then change from orange to green. If you want to change your prioritisation, you can do this via drag and drop. When you are satisfied with your prioritisation, click on the “Anfragen” (Request) button in the right-hand corner, as well.

- After clicking on the 'Request' button, the status of the seminar entry will change from **“Open”** to **“Requested”**. Only then will your choice be saved!

The screenshot shows the 'M.A. Knowledge and Communication' interface. At the top, it says 'Ausgewähltes Semester: Wintersemester 2026/2027'. Below this, there are tabs for 'Alle', 'Offen', 'Anfragen', 'Angebote', 'Warteliste', and 'Vor'. The 'Anfragen' tab is selected. Below the tabs, there is a search bar labeled 'Modul/Modulbestandteil'. The main content area shows a list of modules. The first module is 'Knowledge and Information Use, Effects and Consequences', which is marked as 'Angefragt'. The second module is 'Processing and Presenting Knowledge', which is also marked as 'Angefragt'. The third module is 'Specific Aspects of Knowledge Communication II', which is marked as 'Offen'. Red arrows point from text boxes to the status labels: 'Angefragt = “Requested”' points to the 'Angefragt' label of the second module, and 'Offen = “still open”' points to the 'Offen' label of the third module.

Step 3: Withdrawing the request (optional!)

If you change your mind:

- Click **“Withdraw request”**. Then your selection will be deleted.

The screenshot shows the 'Withdraw request' button in the seminar selection interface. On the left, there is a list of modules. The first module is 'Knowledge and Information Use, Effects and Consequences', which is marked as 'Angefragt'. The second module is 'Processing and Presenting Knowledge', which is also marked as 'Angefragt'. The third module is 'Specific Aspects of Knowledge Communication II', which is marked as 'Offen'. On the right, there is a table with the following data:

Titel Lehrende(r)	Termine	Anfragen mit ★1	Plätze
Contested Cures: Analyzing the Nexus of Health Trends and Online (Anti-)Science Lena Maria Küpper, Professor Dr. Thorsten Quandt	Mi 14:15 - 15:45	1	16

At the bottom right of the table, there is a button labeled 'Anfrage zurückziehen'. A red arrow points from a text box labeled 'Anfrage zurückziehen = “Withdraw Request”' to this button.

- After that, you can make a new choice and click **“Request”** once more.

Step 4: Repeat for all modules

Repeat the selection process for **all seminars** you want to take. In the end, each desired seminar should be marked as **“Requested”**.

After about 1–2 weeks (you will receive an email announcing the allocation of seminar places):

Step 5: Accepting place offers

- Open the app **Placement request** again.
- Click on the relevant module.
- You will see the seminar that has been offered to you.
- Click on **“Book”**. Only then will your seminar selection be **confirmed**.