

Opening help for the personal information form (dynamic PDF)

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Step 1: Open the website.

Please open with your webbrowser (for example Microsoft Edge or Google Chrome) the link <https://soz-kult.hs-duesseldorf.de/service/lehrbeauftragte/beantragung>. There you will find the information page for application for a temporary teaching appointment. The website is only in german available.

Step 2: Chose and open the file.

On the right side below "Downloads" you will find the file „Personalbogen / Personal information form“.

Hochschule Düsseldorf
University of Applied Sciences

Fachbereich Sozial- & Kulturwissenschaften
Faculty of Social Sciences and Cultural Studies

English site Quicklinks

HSD SK

Aktuelles Studium Forschung Weiterbildung Personen Profil Gremien Service

BEANTRAGUNG

HSD - Sozial- & Kulturwissenschaften > Service > Infos für Lehrbeauftragte > Beantragung

Aktuelles **Beantragung** Seminar Planung Seminar Durchführung Prüfungen und Abschlussarbeiten Abrechnung Organisatorisches FAQ

BEANTRAGUNG IHRES LEHRAUFTRAGS

Um den Lehrauftrag intern zu beantragen, benötigen wir von Ihnen folgende Formulare (ausgefüllt):

- **Personalbogen** (mit korrektem akademischem Titel und aktueller Adresse)
- Kopie von Zeugnissen, Urkunden, besonderen Qualifizierungen (bei Ersterteilung oder bei Veränderungen)
- ggf. **Nebentätigkeitsanzeige-genehmigung** (bei hauptamtlicher Tätigkeit im öffentlichen Dienst)
- **Erklärung zur Erreichbarkeit per E-Mail** (nur bei Ersterteilung)

Bitte beachten Sie, dass wir Ihren Lehrauftrag u.U. absagen müssen, wenn sich in der Seminaranmeldung am Ende des Vorsemesters zu wenige oder gar keine Studierenden für Ihre Seminare angemeldet haben.

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DOWNLOADS

- **Personalbogen / Personal information form**
- **Nebentätigkeitsanzeige**
- **Erklärung zur Erreichbarkeit**

Now your webbrowser will open the file in the same tab or in a new one. You can see the message „Please wait...“

Bitte beachten Sie, dass wir Ihren Lehrauftrag u.U. absagen müssen, wenn sich in der Seminaranmeldung am Ende des Vorsemesters zu wenige oder gar keine Studierenden für Ihre Seminare angemeldet haben.

PLEASE WAIT...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

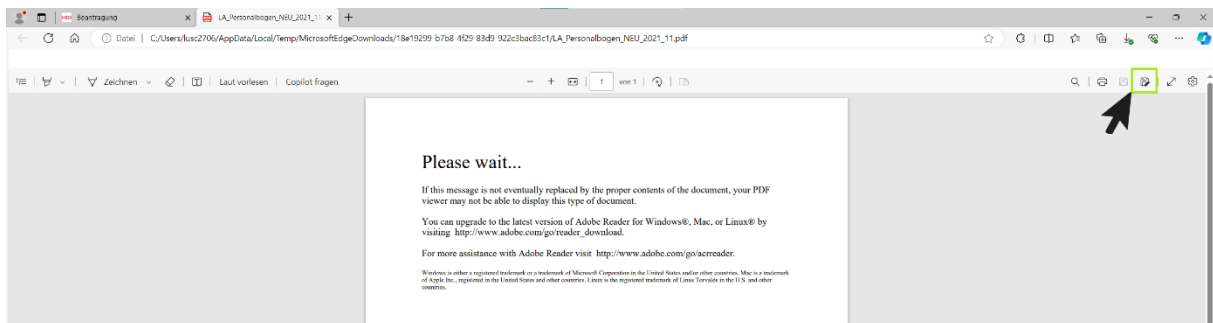
You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download.

For more assistance with Adobe Reader visit <http://www.adobe.com/go/ncreader>.

Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

Step 3: download and save the file

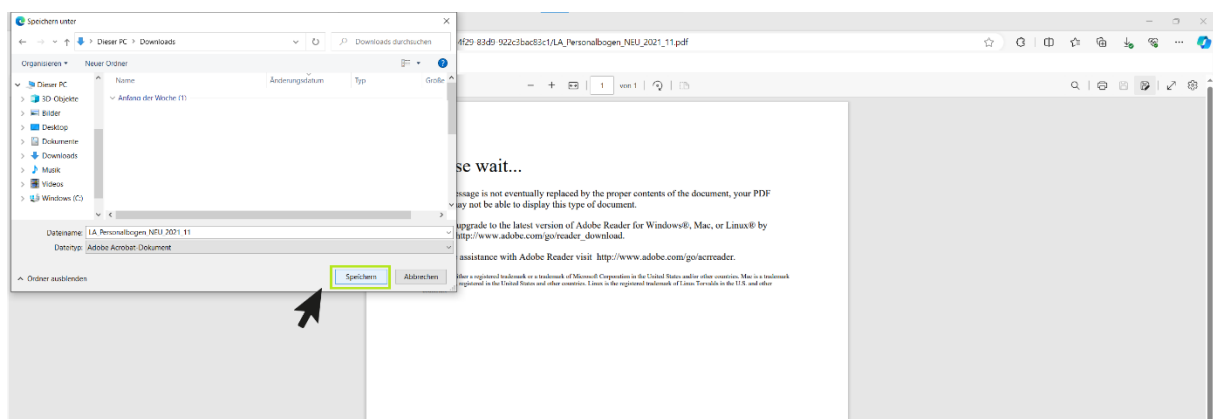
The message „Please wait...“ will stay because the webbrowser is'nt able to open dynamic PDF's. For fill out the file you have to download and save the file on your computer. Mostly the save-button looks like a disk.



Hint: If you can't find the button you can use the key combination „**Strg+S**“. The keys must be pressed at the same time and than you can go ahead to Step 4.

Step 4: Choose storage location.

A new window will open after clicking on the button or using the key combination. Now you can chose the storage location and finish the step with click on the button „save“.



Step 5: Open program „Adobe Acrobat/Adobe Reader“

The webbrowser will inform you about a succesfully download. Now you can open the programm „Adobe Acrobat/Adobe Reader“.

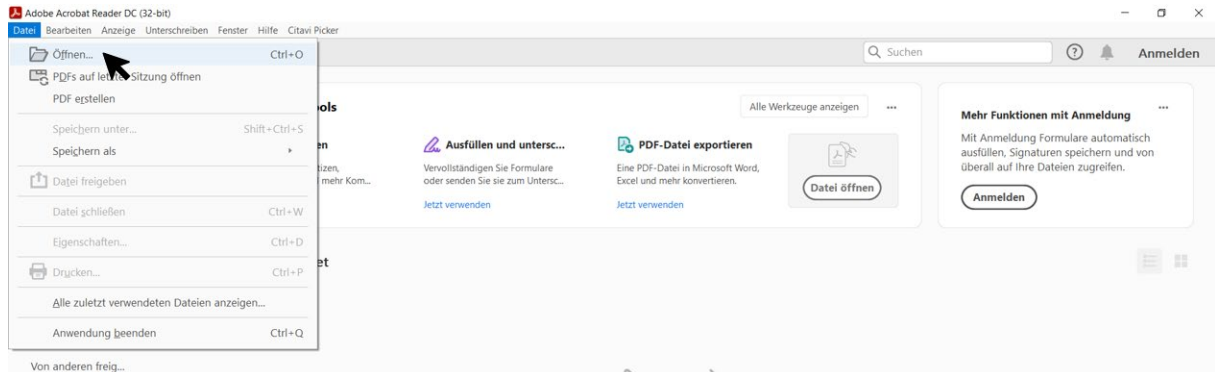
You can get the software about the website of our Campus IT: <https://share.hs-duesseldorf.de/citipedia/Seiten/AdobeBeschaeftigte.aspx>.

Although you can get a free version of Adobe Reader about the website Adobe: <https://acrobat.adobe.com/de/de/acrobat/pdf-reader.html>.

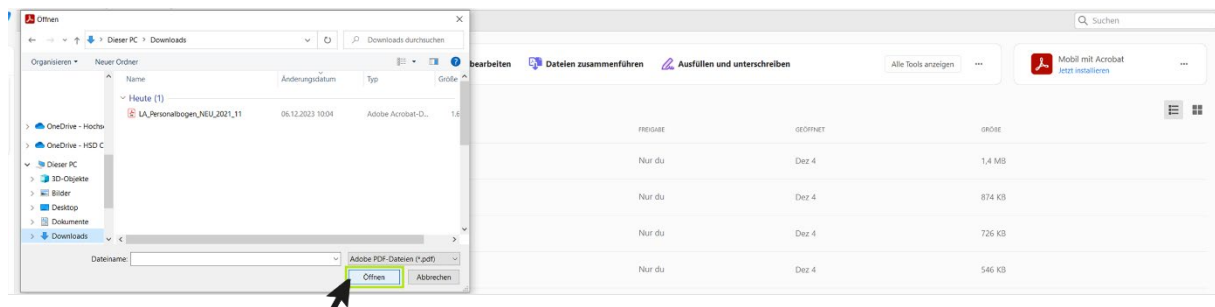
With both tools you can open and work on the file „Personal information form“.

Step 6: Open the file „Personal information form“

For working on the file you have to click on the button “file/Datei” and on “open/ Öffnen”. Afterward you have to look for the storage location where you save the file in step 4.

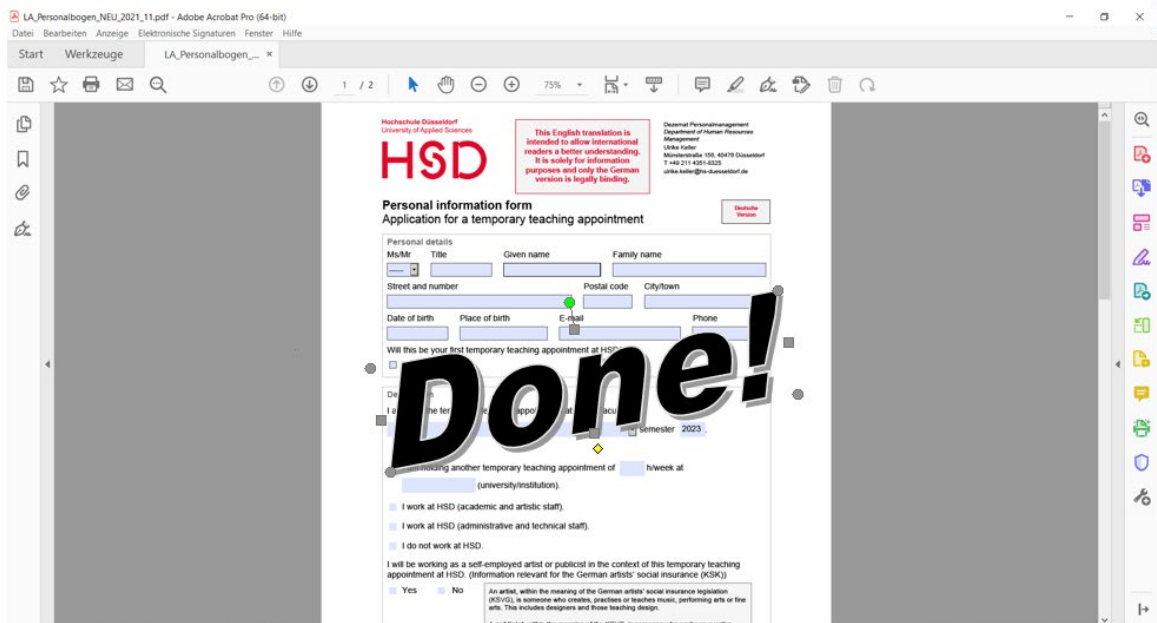


Then chose the file and confirm with click on „open/ Öffnen“.



Step 7: Work on the „Personal information form“

Now you got it and the file is ready to work on.



Do you have any questions how to work on the „Personal information form“?

In case of any questions please take a look on our sample for the personal information form. You will find it [here](#).