

Information on the electronic submission of documents for leaders of X-Student Research Groups and X-Tutorials

Please submit documents that you would like to send to us (e.g. invoices for spent material resources) not by email but electronically via upload by uploading the corresponding documents via the following link into our HU box "UPLOADS":

in the case of **X-Student Research Groups**:

<https://box.hu-berlin.de/u/d/ce04b8b52efb4a0b9c01/>

in the case of **X-Tutorials**:

<https://box.hu-berlin.de/u/d/e7226704bacd4149bd2c/>

You can only upload documents to this upload box. You can then no longer "get out" these documents and you can also no longer change them. In addition, you also cannot see which other documents are in the box. Only the StuROP^x-team has access to it.

Please note the following instructions:

1. Please submit documents in pdf format only.
2. Please upload documents one by one (i.e. no folders and not multiple documents simultaneously).
3. Please upload only documents that are labeled according to the following pattern:

in the case of X-Student Research Groups:

Groups_LAST NAME FIRST NAME_Content

in the case of X-Tutorials:

Tuts_LAST NAME FIRST NAME_Content

Note: This is of course your last name and your first name as group leader.
If possible, describe the content in German.

Examples:

Groups_MUSTERMANN MICHAEL_ invoice printing brochure

Groups_MUSTERMANN MICHAEL_ invoice teaching material

Groups_MUSTERMANN MICHAEL_ invoice teaching assignment

Tuts_MUSTERMANN MICHAEL_contract guest lecture_Musterfrau

Tuts_MUSTERMANN MICHAEL_invoice guest lecture_Musterfrau

Tiuts_MUSTERMANN MICHAEL_travel allowance

– Please continue on the next page. –

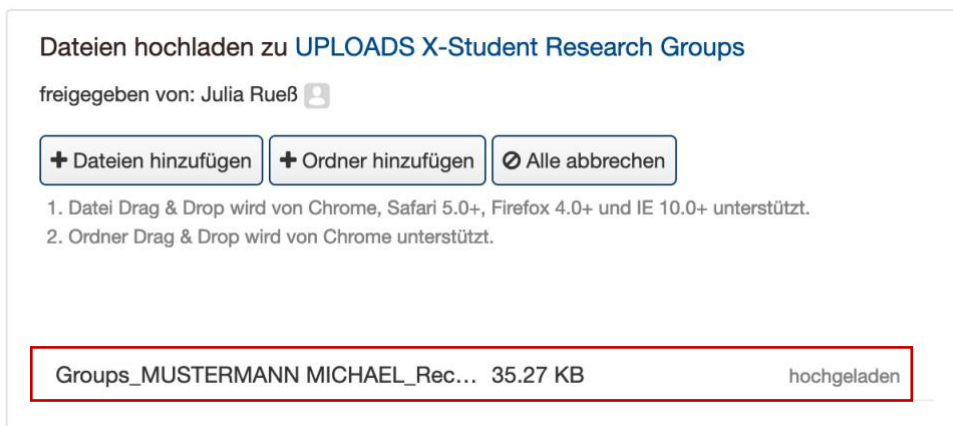
4. When you have correctly labeled the document, click on the link above.
The following window will open:



(Note: in the case of X-Tutorials, the designation is UPLOADS X-Tutorials accordingly).

5. Click on "Add Files" (Dateien hinzufügen) and select the corresponding pdf document on your hard disk.
6. Once you have selected the pdf document, it will be uploaded. You will not receive a confirmation email or anything like that. But you can see – as in the example below – that your document has been uploaded. So you do not need to ask again by email if the document has actually been uploaded. However, you are welcome to take a screenshot for your own documentation.

The StuROPx coordinating office will check the upload folder regularly and will take any further steps. If any questions arise, someone will get back to you.



(Note: in the case of X-Tutorials, the designation is UPLOADS X-Tutorials accordingly).

7. Important: Once the document has been uploaded, you can no longer edit it. If you still need to make changes afterwards, please create a new document. Mark the new document as an update and upload it to the HU-Box again.

Examples:

Groups_MUSTERMANN MICHAEL_invoice teaching assignment_UPDATE 1
Tuts_MUSTERMANN MICHAEL_contract guest lecture_Musterfrau_UPDATE 1