SONA-Manual for LMU-students (subjects)

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1. Why register at SONA?

Students of the subjects psychology (major and minor subject) as well as studenty of the subjects school psychology are required to participate in psychological research as part of their degree program and collect what are known as subject hours.

All studies of the chairs of psychology, where you can get subject hours for are listet on the SONA-LMU-platform (https://lmu-psy.sona-systems.com). Furthermore you can find studies on that platform, for which you can get money or a voucher.

By participating, you will facilitate your own study search to achieve the subject hours and at the same time you will make a significant contribution to research at chairs of the LMU-München.

2. General Information / Recognition

Depending in which study program (course) you are registered, a different amount of subject hours is required (see the respective examination regulations).

After study participation, these subject hours will be credited to you in the SONA system. As soon as you have collected all the necessary VPN hours, you can have them recogniced. You will find instructions on how to do this in the following points.

3. How do I create an account in SONA?

Please go to our SONA-LMU-website (https://lmu-psy.sona-systems.com). Here you can request an account by clicking the button „request account" on the right side of the website.

Please specify following informations here:

- First and last name
- User-ID (the part of your e-mail, that is in front of the „@campus.lmu.de")
- Your LMU e-mail-adress
- Student-ID (matriculation number)
- Phone number (voluntary; experiment manager can contact you, in case there might be a change of plans
- Course (course affiliation)

Please keep in mind, that you will register yourself with your user-ID at SONA in the future. For that, the part, that ist infront of your e-mail-adress „@campus.lmu.de" is sufficient.

For example: Your LMU e-mail adress is: „Max.Mueller@campus.lmu.de", so you enter „max.mueller" as your user-ID.

In a last step you can check your inputs again. Did you do that you can click on „request account". A short time later you will receive an e-mail with your preliminary access data.

In case you don't receive an e-mail, please also check your spam-folder, as it happens, that your confirmation e-mail ended up there.

Please note as well, that registration is possible only once! If the administrator discovers multiple accounts, every account will be locked until the situation is clear. Study participation is not possible in that time!

4. What do I do, if I made a mistake at creating my account?

If there was a mistake during the account creation, that you can't change, for example course affiliation, please contact the main responsible SONA-administrator (SONA@fak11.lmu.de).

Do not create a new account until the situation is clear!

5. First steps

After creating your account, you will recieve an automatic e-mail from SONA, that contains your access data. Please log in on the SONA-LMU-website (https://lmu-psy.sona-systems.com). with the access data of the e-mail.

At first-time registration you are going to be asked to change your password. Fort hat, you have to enter your new password after your registration and confirm it by repeated entering. To confirm your change, please click „update". Please keep your SONA password strictly confidential and do not use the same one as in your university account.

To continue with the use, you have to read an accept the participant- and privacy policies.

After that, there will be some questions regarding your person in the „prescreen". Please enter your sex, year of birth, your study subject as well as the year, in which you started your studies. You can check your data again and save it. Answering the question has the purpose, that you only get proposed experiments, that fits to you. (For example studies, in which only men can participate will only proposed to men).

Please keep in mind, that SONA is logging you out automaticly after an inactivity of 20 minutes. At „log out" in the menu you can do it by yourself.

6. What is my ID/Identity Code?

To protect your privacy, the experimenter doesn't see your name at registration, only your numeric code. You are getting that code automaticly by the system. Please take your ID-Code with you for your appointment. You're finding your ID-Code under „user data".

7. Types of studies

In the SONA-System there're three kinds of studies, that have two types of remuneration: subject hours or monetary remuneration.

The three kinds of studies are:

1. Standard study: that's a normal laboratory study
2. Two-parts study: A normal laboratory study, which consists of two parts respectively appointments
3. Online study: an online study on an external website

8. Are there any prerequisites, to take part in a study?

To take part in a study, you normally have to be 18 years old. Furthermore for the majority oft he experiments it is important, that you can speak German.

Further prerequisites you will get in the description of the study (for example right-handedness).

9. How do I register for a study?

As always log in at your SONA-Account. Click on „studies" or „view available studies" on the home page.

By clicking you will get a list with every study, that is included in SONA. For every of that study you can register yourself.

You can also see relevant information on prerequisites (for example right-handedness), the kind of the study (for example in the laboratory) and the amount of recieved subject hours. Please check the prerequisites, as the SONA-system can't check it for you.

If you click on a title of a study, you will see the description of the study. In the description you will find further information, for example the procedure of the study or contact details of the experimenter. Now, click „view time slot for this study". There you will see all currently open dates of the study, as

well as the location where the study takes place. Then clock on „Register" to register for an available date.

After registration you will be asked by SONA to write down the registration informations of the study. To check the informations on your registration again, please click „my participation and credits" on the respective study.

Normally you can register yourself until 6pm the day before to take part in a study.

At registrations for online studies after clicking „registration" you will get to a new page with registration successful. Click on "complete survey now" on this page to access the online questionnaire. Generally, it is recommended to participate immediately upon registration, but you have until the closing date to complete the survey.

Normally you will recieve one day before the experiment an automatic e-mail from SONA to your entered e-mail. The e-mail includes every relevant informations for your study participation. It may happen, that the e-mail ends up in the spam-folder. Therefore, please make sure yourself that you don't miss any appointment.

The registration for a two-part study follows the same system. After your registration for the first part of the study you will recieve a second lift with available appointments for the second part oft he study. Onlye when you have selected an appointment slot for both parts, the registration via the SONA-system is completed. When selecting the date for the second appointment, it is possible that you will only be offered a few appointments up to only one further possible follow-up appointment. This is the case if the second part of the study should take place after a certain period of time or at the same time as the first part.

Please keep in mind, that the registration for a study is binding. The experimenters are expecting you, being on time for your appointment! Please take your ID-Code with you to your first appointment. The experimenter only sees your ID-Code because oft he privacy policy. You find your ID-Code under „my user data".

If you're interested in a study, don't hesitate too long with the registration, because studies are deactivated after the end of data collection. Also the offer of studies is constantly changing and that's why you should register at SONA regulary.

In addition, your data will remain anonymous ar all times and you can cancelt the study at any time during participation.

If you do not show up, please cancel the study in time.

10. What do I do if I have to cancel the appointment?

If you are registeres for a study, and don't have time at the choosen time slot, you can, depending on study, deregister up to 12 hours before the appointment via SONA.

Please note, that you deregister as soon as possible, that the experimenter can give your appointment to another person.

At early deregistration please follow these steps:

1. Click „my participation and credits"
2. Click the study you have to deregister from
3. Click „deregister"
4. Click „yes I want to cancel my appointment"

If you deregister the second appointment from a two-part study, the first appointment is not automaticly canceled. As the participation at only one part of the study is not purposeful, you should contact the experimenter and arrange a new appointment for the second part or deregister from the first part as well.

If you have to cancel short-term (less than 12 or 24 hours before the appointment) for example due to illness, there is no deregistration via SONA possible.

In that case, please contact the experimener under the phone number or e-mail that is given in the study description.

Also note, that unexcused absences from registered studies will be noted in the SONA system and may result in a suspension of your account.

11. What compensation do I receive for participating in studies?

Depending on study, you can either receive credits, or a payment. If there're only subject hours offered, it is not possible to recieve money for the participation. If you're still interested in participation, is that of course possible. At some studies (mostly online-studies) is it possible to take part at a raffle of vouchers.

Paid studies are studies, where you recieve money or vouchers for your participation. Those studies can't be credited as subject hours. Normally you will recieve the money in cash right after your participation.

At credit-studies subject hours will be credited after your participation at the study. The amount of subject-hours depends on the actual duration of the participation. For example if you take part in a 15 minute-study, you will recieve 0.25 subject hours, at a 1 hour study you will reach 1 subject hour.

The duration of the study and the recieved subject hours are mentioned in the study description.

12. How many subject hours do I recieve for a study participation?

Subject hours are set by the experimenter, depending on the duration of the study. The anticipated duration, as well as the amount of recieved subject hours, that you will get after participation, are mentioned in the respective study description.

If you discontinue the study during its implementation, you will be credited with the number of subject hours corresponding to the duration of your participation until your abort.

13. When will I be credited with subject hours?

The experimenter recieves an e-mail on their SONA-Account after the appointment, informing them, that the subject hours have to be credited to you. After that the award of the subject hours of the laboratory studies will be done in a couple of days. If you haven't recieved your subject within a week, contact the experimenter via phone or e-mail (contact details in the description of the respective study).

Subject hours, that you acquire via online-studies, normally are credited a few weeks later, as the credit can be given after the ending of the survey phase. Contact the experimenter in urgent cases.

14. Where can I see, how many subject hours I've collected?

Log in as always on the SONA-LMU-website. Under „partcipation and credits" in the menu you can see how many subject hours you've accounted in SONA. Furthermore you will find a list with every study you took part in.

15. What do I do with subject hours, I did not collected via SONA?

In case you have acquired subject hours elsewhere, for example trough other online studies or earlier studies at the LMU, please also keep your certificates acquired there well. Besides the subject hours elsewhere collected you can purchase your remaining required hours through SONA, bringing your total to the needed subject hours count.

For example:

- You are majoring in psychology and need 22 subject hours
- You have already earned 10 subject hours through online studies or previous studies at LMU
- Thus, you only need to acquire 12 subject hours within SONA

You can then submit the VPN certificates of the other studies, as well as the VPN certificate of SONA together as proof of performance.

Attention: Subject hours that have been completed at other universities or other faculties cannot be credited. Exception can be found on the following page FAQ Anerkennung von Leistungen - Lehrstuhl für Psychologische Methodenlehre und Diagnostik - LMU München under the point „Werden VP-Stunden von anderen Unis anerkannt".

16. How can I have my subject hours entered into the Transcript of Records?

If you've completed your count of subject hours, please submit the recieved amount of achieved subject hours via SONA, together with other eventual subject hour certifications.

For submitting your subject hours, you've achieved via SONA, please proceed the following:

1. Log into SONA-System as usual
2. Click on the button „My Schedule/Credits" in the upper left corner
3. On this page please click on the green „Download"-Button in the upper right corner
4. You will recieve a PDF with all your informations
5. Hand in the PDF. This point may differ depending on the degree programm an the PStO in which your studying. Therefore, please observe the submission modalities that you will receive from your lecturer/module.

Please hand in the documents (SONA-PDF and previous collected VPN hours) collectively, according to the submission modalities of your lecturer/module.

The VPN hours that you have acquired within the framework of SONA will also be verified.

After successful verification, you will receive your ECTS points.

16.1. Submission modalities based on your degree programm and the PStO

Depending on the degree programme and study regulations (PStO), the number of VPN hours and the modules in which they are included differs. Consequently, the submission modalities also differ in some cases.

If you are studying psychology as a major subject in the PStO of 2010, you must acquire 22 VPN hours. You submit the VPN hours achieved to the examination office together with your registration for the Bachelor's thesis.

If you are studying psychology as a major subject in the PStO of 2018, you need 20 VPN hours. The acquisition here is an admission requirement for module P 19 "Gesprächsführung und Interviewtechniken". Please follow the instructions under: "Abgabe der Versuchspersonenstunden - Klinische Psychologie - LMU München" ([Abgabe der Versuchspersonenstunden - Klinische Psychologie - LMU München](#)).

If you are studying psychology as a major subject in the PStO of 2020, you need 20 VPN hours. The acquisition falls under the compulsory elective module WP3 "Berufsqualifizierende Tätigkeit I" (alternatively compulsory elective module WP4 "Berufsbezogenes Praktikum"). Please follow the instructions of your internship supervisor regarding the submission modalities.

If you are studying psychology as a minor subject, you must acquire 12 VPN hours. These are an admission requirement for the module P5 "Anwendungen der Psychologie". This module comprises four lectures. Each lecture concludes with its own written examination. This means that you can only register for the examination for these four lectures online in LSF if the confirmations of all subject hours have been submitted to Ms Göppel in the examination office before. Ms Göppel then enters the subject hours into the POS system of the examination office. Only then can you register for the examination.

If you are studying school psychology, you must acquire 12 VPN hours as part of module P8 "Empirisch-Psychologisches Praktikum". Please hand in the proof of acquisition to your EMPRA lecturer or follow the instructions of your EMPRA lecturer on the submission modalities.

17. As a student, can I create in SONA?

No, students can't create any studies in SONA, only professors, research assistants and the respective secreteriats are authorized to create studies in SONA. If you have to create/apply for a study as part of a course, final paper or project, your supervisor is responsible for managing the study via SONA.

18. I am a student, but don't have to provide subject hours

The SONA-system of the LMU Munich is a service for students, that have to provide subject hours. For students, that don't have to provide subject hours or external students, there is no commitment to use SONA.

On our part, there is no committment, to create any certifications for other students. If you need to proof your subject hours, please screenshot your achieved subject hours as well as the other students. You can once request an e-mail at the administrators (SONA@fak11.lmu.de).

The e-mail should include the count oft he studies, you took part in, the count oft he duration oft he study, as well as your ID.

19. I receive weekly emails with study announcements. Can I unsubscribe from them?

You are recieving the weekly e-mails of a standard setting. You can deregister yourself by clicking the link, that is standing at the end of the weekly sent e-mail.

Beside that, you can shut down the e-mails under „my profile" at any time.

20. How do I delete my account?

You can delate your account at any time. However we recommand you to wait with that until the ending of your subject hours as well as the entering in the transcript of records. If you're still interested in participating in studies, you can keep your account activated and take part in studies further.

If you want to delete your account anyway, please follow those steps,

1. On the homepage, please click „modify contact information"
2. On the right side you will find a column „delete account"

The deletion is irrevocable. Stored data such as the current VPN status will be deleted.

A renewed registration with SONA is possible again at a later time.

21. SONA-APP

SONA is moreover available as an APP for Android and iOS in the respective play store under „Sona Mobile". You can download the app for free.

For android phones and tablets:

https://play.google.com/store/apps/details?id=com.sona_systems.mobile

For Iphones and Ipads: http://appfinder.lisisoft.com/app/sona-mobile.htm

However, the functionalities of the app are less than those of the homepage.

22. Why is SONA in english?

SONA is a american software and is used by several universities in the USA, the netherlands and in great britain. More and more in Germany. However, a German version is not yet available.

23. Still questions?

If you have any questions, please read the guide carefully. There is an english video provided by the SONA-system. You find it under the link https://www.youtube.com/watch?v=_1OnT2ZU6QQ z zur Verfügung gestellt.

If you have still questions please contact the administrator (SONA@fak11.lmu.de).

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