Guidelines for Lecturers[1]

How to get started – Welcome!

General questions about teaching and studies

General coordination, support in cases of conflicts and problems

You will be assisted by the <u>study coordinator</u> responsible for your course of study.

Organizational issues

The office of your institute will help with organizational issues:

- setting up a personal e-mail address, and, if necessary, a personal website. The entry for the institutional and personal directory (Einrichtungs- und Personenverzeichnis; EPV) is done automatically by the human resources department.
- providing a transponder key (building/office/seminar rooms), and, if necessary a (physical) mailbox,
- if required, providing a computer, installation, etc.,
- answering questions about course coordination, room booking, and the course catalog.

Responsibilities in the institute

An overview of the responsibilities within the institute - e.g. for advising students on internships, studying abroad, recognition of examination results, etc. - can usually be found on the institute's website and in the [institutional and personal directory](#) of the LUH.

For teaching

Course evaluations

According to the Lower Saxony Higher Education Act, every lecturer is obliged to carry out course evaluations. Each semester, the Faculty of Philosophy sets up an online procedure for all suitable course formats and students answer the questionnaire via Stud.IP during one of the course sessions. Students and lecturers are informed about the [modalities](#) at the beginning of the semester.

Examination administration and other organizational issues

You will automatically receive access data for the online booking system from the academic examinations office (Akademisches Prüfungsamt; APA) as soon as you have been selected as an examiner for the first time.

Structure and implementation of teaching

<u>Module catalog</u>
Details on the modules of the courses of study, e.g. module supervisors, contents, competence goals, can be found in the respective module catalogues - they are usually available on the homepage of the institute.

<u>Examination regulations (Prüfungsordnung; PO)</u>
The examination regulations include the module overviews as well as all regulations of a course of study. All examination regulations are sorted according to study programs [here](#).

<u>Course planning/ Courses of study with the option of a teaching profession</u>
Please pay attention to the binding [time frames](#) for the scheduling of your teaching. Further details on the planning, implementation, and improvement of teaching can be found [here.](#)

Course catalog/ list of institutions and persons (EPV)

All courses offered by Leibniz University can be found in the [online directory](#). Next to the different faculties, the directory is structured by institutes, courses, and modules.
You will find the contact details of facilities and employees in the institutional and personal directory ([EPV](#)).

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[1] Translation by Hanna Masslich

Good to know – selected notes on the examination regulations

Course achievements (Studienleistungen)

In addition to module examinations (Prüfungsleistungen), students at LUH are generally required to complete ungraded coursework that helps to practice/test skills. Where necessary, coursework can be graded as 'not passed.' Ungraded coursework is not a prerequisite for registering for or participating in the examination.

Examinations (Prüfungsleistungen)

The examination regulations specify which forms of examination are possible for each module. If more than one is stated, the lecturer has to communicate the mandatory format of examination at the beginning of the semester. To treat everyone equally, the following applies: One format of examination for all students of a course of study! Please note the binding examination periods: Examination information & consultation. Due to the conditions imposed by COVID-19, some examination formats have been adapted. Please find out about these changes in your institute.

Repeat examinations

Repeat examinations after failed examinations can usually only be registered for and take place in the following semester. Exceptions: BA/MA theses and examinations that are linked to internships/projects etc. outside the lecture-free period, or that are undertaken in institutes that have two examination periods per semester. Please enquire about the valid regulations in your institute. (Only) if a repeat exam were delay the student's studies (i.e. if this is the only thing keeping the student from finishing), students who are in their final semester can apply for an exception at the examination office.

Attendance

Regular attendance of the course is not a component of the course or examination performance. Absence from a course may not lead to the exclusion from the course. Attendance is only obligatory if it is recorded in the module description and objectively justified.

Grade recording

General information on the recording of grades can be found on the website of the Studiendekanat (Dean of Studies' Office): Transferring grades to the examination office (Akademisches Prüfungsamt).

When posting examination results, please make sure to enter the date of the examination – NOT the grading date! Four weeks after the end of the semester examination period, and, under any circumstances at the end of the employment/teaching contract, all details of the lecturer must be entered into the online booking system.

Bachelor/Master theses

According to the examination regulations, students may only receive topics for BA/MA theses after they have been admitted for the examination by the academic examination office. The theses have to be submitted in written form and electronically (e.g. via e-mail) to the examiner or the institute office. You have to make sure that the theses and the report are archived at the institute. Saving it on your work computer is not sufficient. Please record the date of submission (not the grading date) for the grade recording.

Plagiarism

Leibniz University IT Services provides the program *docoloc* for plagiarism recognition. Students have to agree to be checked by this software *beforehand.*

Recognition of course and examination achievements

Every institute has a person assigned to the recognition of externally completed course and examination achievements as well as for the classification in the case of a change of study location or subject. Please refer students only to these persons.

Withdrawal from examinations, failure to attend

For examinations without a deadline (written exams, oral exams, etc.), not attending is considered a

withdrawal. Not appearing for an exam will be reported by the examiners in the online booking system with 'NER.' For examinations with a deadline, withdrawal is possible until the topic has been assigned (this also applies to papers and presentations). Afterward, a medical certificate is required.

> *These notes serve as a first orientation. For further information, please refer to the relevant regulations or* http://www.phil.uni-hannover.de/studiumstudienangelegenheiten.html *.*
> *If you have any questions, please contact your coordinator in the Studiendekanat.*

Teaching online/ Teaching in-person

The learning platform Stud.IP enables web-based communication with the participants of your courses (e.g. posting of schedules, bibliographies, working material).

Online teaching and tutorials

- Teaching and learning with digital media

- Designing digital teaching

- Tools and tutorials available at LUH

    o   Tutorials for e.g. campus management system Stud.IP

    o   Online courses with BigBlueButton via Stud.IP. Access to Stud.IP is possible as soon as your entry in the list of institutions and persons is available.

    o   WebEx video conferencing tool

- E-Learning support offered by the ZQS/elsa. Accessing the materials or the platform does not always work. In case of questions and problems but also general interest in working, learning, and living with digital media, the E-Learning Support offers help and support.
  Email: elearning@uni-hannover.de , Phone: 762-4040 (Mon-Fri, 9-12 a.m. and 2-5 p.m.) &
  Live-Support (via Teamviewer)

Further Training and Qualification Offers

- Further training and qualification offers: The university offers, among other things, one-off events, module programs, online courses, and two-day workshop formats. Basic teaching skills can be developed and particular aspects can be fostered.

- Exchange and networking format "Lehre am Mittag" (teaching at noon), organized by the teaching network

Information on the current LUH SARS-CoV-2 framework

https://www.uni-hannover.de/de/universitaet/aktuelles/corona/