

Complementary Studies teaching FAQs

Dear Complementary Studies Teachers,

We have put together a series of questions that we are regularly asked by teachers on the Complementary Studies programme. The questions are wide-ranging and this document is therefore fairly long. To help you navigate, we have listed all the questions on the next page and added links to the responses. Simply click on a question on the first page and you will be taken to the relevant point in the text.

If you cannot find the answers to your questions here, please do not hesitate to phone or e-mail us. Our contact details:

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Information on Complementary Studies

- Information on Complementary Studies:
- <https://www.leuphana.de/en/college/study-program/complementary-studies-programme.html>
<https://www.leuphana.de/college/studium/ks.html>
- Gazette No. 22/15 Subject-specific Schedule No. 8 (Complementary Studies) to the General Assessment Regulations [Section 4];
https://www.leuphana.de/fileadmin/user_upload/Aktuell/files/Gazetten/Gazette_22_15_final.pdf

Other key documents

- Guidelines on issuing and remuneration of temporary teaching assignments in undergraduate degree pro-grams at Leuphana College [*Richtlinie zur Erteilung und Vergütung von Lehraufträgen in grundständigen Studiengängen und anderen grundständigen Studienangeboten am Leuphana College und an der Leuphana Graduate School*]
(https://www.leuphana.de/fileadmin/user_upload/portale/lehre/12_Lehrorganisation/01_Lehrauftrag/Richtlinie_Lehrauftraege_grundstaendig_09.06.2021.pdf)
- Guidelines on Applying the Policy for Defining Teaching Responsibilities [*Leitlinien zur Anwendung der Richtlinie über die Grundsätze zur Festlegung der Lehrverpflichtung*] (Gazette 56/17 – 29 June 2017)
https://www.leuphana.de/fileadmin/user_upload/Aktuell/files/Gazetten/Gazette_56_2017.pdf
- Guidelines on Course Planning and Realisation [*Richtlinie zur Planung von Lehrveranstaltungen*] (Presidential Committee decision of 25 September 2023)
https://www.leuphana.de/fileadmin/user_upload/INTRANET/Richtlinien/190508_Richtlinie_Planung_Lehrveranstaltungen_beschlossen.pdf
- General Assessment Regulations for Leuphana Bachelor (RPO) (Gazette Nr. 50/23 – 16. Juni 2023)
https://www.leuphana.de/fileadmin/user_upload/Aktuell/files/Gazetten/Gazette_2023_50_2023-06-16.pdf



Complementary Studies FAQs

- ☐ What are the objectives of Complementary Studies at Leuphana College?
- ☐ How is Complementary Studies structured?
- ☐ Where can I find more information on content and objectives of the individual modules?
- ☐ What do teaching staff need to know about module selection rules for students?
- ☐ What qualifies as a course in a foreign language (FSL) and what language skills are required?
- ☐ How do I design courses for Complementary Studies?
- ☐ Can courses run over more than one semester?
- ☐ What qualifications are required for teachers?
- ☐ What is expected of me as a Complementary Studies teacher?
- ☐ I am on the teaching staff at Leuphana University. How and when do I need to submit my course?
- ☐ How and when can I apply for a teaching contract for Complementary Studies?
- ☐ What do I need to remember if I want to teach with another person?
- ☐ Who decides on the courses submitted?
- ☐ How and when are temporary teaching contracts for Complementary Studies paid?
- ☐ Who can claim travel expenses?
- ☐ How do I include a lecture from a guest lecturer in my course?
- ☐ How do I include an excursion in my course?
- ☐ At what times can I offer Complementary Studies classes?
- ☐ What is the relationship between credit points, workload, average periods per week and periods? How should I calculate class contact time and private study?



- ☐ How many students should I expect?
- ☐ Can I define prerequisites for my seminar?
- ☐ Gender & Diversity Certificate
- ☐ Certificate in Intercultural Communication and Languages (ZiKS)
- ☐ How are seminar spaces assigned and how should I respond if students approach me in person for a space in my seminar?
- ☐ Are there exceptions to allocation through the central lottery system?
- ☐ Is attendance mandatory and can I remove from my course students who are regularly absent?
- ☐ What does it mean for my course to be open to school pupils/'junior study' programmes, the Bridging Programme and to auditing students?
- ☐ How should I select coursework and assessments for my course?

❑ What are the objectives of Complementary Studies at Leuphana College?

Complementary Studies is aimed at systematically developing students' interdisciplinary skills throughout their Bachelor degree. Individual Complementary Studies courses are designed to offer new perspectives that complement the areas covered in students' chosen degree programmes, giving an insight into the approaches and methods used in other disciplines and critically examining what assumptions students take from their own subject background. Students can select Complementary Studies modules with a specific profile in mind, creating a specialisation in line with their personal interests.

❑ How is Complementary Studies structured?

Complementary Studies comprises 12 separate, distinct modules and students may only take each module once. The 12 modules together cover four different perspectives and three different approaches. Three of the four perspectives are based on fields taught and researched at Leuphana: humanities, social sciences and natural sciences. The fourth is an interdisciplinary and transdisciplinary perspective that reflects the University's interdisciplinary approach. Each of the four perspectives is divided into the following three approaches:

- **Method-oriented** courses should introduce students to specific methods from the various subjects or fields, build on those fundamentals and/or explore methods in practice, and help students to reflect on the potential and limits of those methods.
- In **practice-oriented** courses, students design, plan and/or conduct projects and explore links to theories in the four perspectives. Critical reflection on project work and links to practice are the key focus.
- **Mediality-oriented** courses use texts to explore theories and debates of particular significance or topical relevance to subjects in the four perspectives. The definition of "text" is purposefully broad, covering all forms of cultural expression – from the written word to visual, audio-visual and interactive media.

PERSPECTIVES				
APPROACHES	Social Sciences method oriented	Humanities method oriented	Sciences method oriented	inter- and trans- disciplinary sciences method oriented
	Social Sciences practice oriented	Humanities practice oriented	Sciences practice oriented	inter- and trans- disciplinary sciences practice oriented
	Social Sciences mediality oriented	Humanities mediality oriented	Sciences mediality oriented	inter- and trans- disciplinary sciences mediality oriented

❑ Where can I find more information on content and objectives of the individual modules?

Please see the module descriptions for detailed information. These can be found in the course catalogue in myStudy under >> *Course Catalogue* >> *Module Handbook*.

☐ What do teaching staff need to know about module selection rules for students?

Students studying for a Leuphana Bachelor require a total of 30 CP (Credit Points) in Complementary Studies, including 5 CP in a course in a foreign language (FSL). 5 CP are awarded for each successfully completed class. Different rules apply for students on teacher training programmes; these are set out in the relevant subject-specific schedules and can be found on our website at <https://www.leuphana.de/college/studium/la.html>. Each of the 12 Complementary Studies modules may only be taken once; this applies to all students, including those wishing to take a module again as a voluntary additional credit. Students can choose from a wide range of classes for each module each semester.

☐ What qualifies as a course in a foreign language (FSL) and what language skills are required?

Courses in foreign languages are marked “FSL” in myStudy. For courses with “FSL” in the title, all course-work and assessments are to be completed in the relevant foreign language. All descriptions for courses in foreign languages are also to be written in the relevant foreign language. This also applies to the title. The English translation of the title is also always required, as it appears in a student’s transcript of records. The general minimum prerequisite for all foreign language classes is a CEFR (Common European Framework of Reference for Languages) level of B2. Teaching staff may set a higher minimum level for certain courses if they feel this is necessary. Students can take a free test at the Language Center Self-Access Center (room C5.104) to establish their level.

☐ How do I design courses for Complementary Studies?

Complementary Studies courses are aimed at groups of participants from a range of different academic disciplines. Courses should therefore as far as possible be designed to introduce students to questions or issues using a problem-based approach that does not require specific prior knowledge. Ideally, discussions should draw on students’ various different subject backgrounds and the seminars should encourage participants to reflect on possible differences between disciplinary perspectives. All courses must come under one of the perspectives defined above and have a method-oriented, practice-oriented or mediality-oriented focus. It is not unusual for some courses to cover more than one approach; however, one specific approach should be particularly clear and explicitly explored with students.

☐ Can courses run over more than one semester?

Each course ends with its own separate assessment. Individual courses can be designed to run over two semesters. However, please note that in such cases there must still be a separate assessment for each semester, as students cannot be required to take both semesters of a two-semester course. Each of the two parts of two-semester courses must also be part of two different modules. This means that either a different perspective or a different approach (for example method-oriented and then practice-oriented) must be selected for each semester.

☐ What qualifications are required for teachers?

Those applying to teach on Complementary Studies for the first time must submit a brief CV. Proof of relevant academic qualifications, generally a doctorate, is required. The minimum requirement is a Masters, *Magister* or *Diploma* degree. Candidates must also demonstrate that they have engaged with the seminar topic in depth, for example through relevant practical experience. Proof of candidates' suitability for teaching is also required. Details of the requirements for the award of temporary teaching contracts can be found in the Guidelines on issuing and remuneration of temporary teaching assignments in undergraduate degree programs at Leuphana College [*Richtlinie zur Erteilung und Vergütung von Lehraufträgen in grundständigen Studiengängen (...) am Leuphana College*] (Section 3).

☐ What is expected of me as a Complementary Studies teacher?

We are committed to maintaining high teaching standards across the board at Leuphana College and set the requirements for our teaching staff accordingly. Good teaching means the right content at the right level, the right teaching concept and compliance with certain general requirements. These include providing sufficient information about the course in good time, supporting and assisting students (this includes set consultation hours) and participating in course evaluations. All these requirements are set out in the "Quality assurance measures" [*Maßnahmen zur Qualitätssicherung*] (see above mentioned guidelines, Section 4.). You must sign to confirm that you have read and will comply with the agreement before a temporary teaching contract is awarded.

☐ I am on the teaching staff at Leuphana University. How and when do I need to submit my course?

Leuphana teaching staff can submit their Complementary Studies courses in myStudy before beginning of the preceding semester (the same deadlines as for the majors and minors apply). If a course is to be offered with another person who is not on the teaching staff at Leuphana, a temporary teaching contract must also be applied for. The College will only add the name of the temporary lecturer to the course details in myStudy once the teaching contract has been approved by the competent University bodies; up until that point, the second person has to appear in myStudy as "N.N."

☐ How and when can I apply for a teaching contract for Complementary Studies?

The call for course proposals is usually announced on our website a few weeks before the start of the preceding semester (i.e. before the start of the summer semester for the following winter semester and vice versa). The current forms for course submission are available online from that point on at <https://www.leuphana.de/college/lehrauftrag.html> >> *Fächerübergreifende Lehre* >> *Ausschreibungen für fachübergreifende Lehre* >> *Komplementärstudium*.

Forms from previous semesters cannot be used as all forms must have exactly the same layout for automatic processing. You will also need to complete the form using Adobe Reader and *save* it as a PDF file (not *print* it as a PDF) to allow electronic processing. There is a separate application form for each of the four perspectives. First choose the perspective for your course to access the correct form. Click at the top of the form to select the approach within the perspective. We will contact you if any changes are required as regards classification.

Once the call for applications is announced, you have several weeks in which to submit your course and thus apply for a temporary teaching contract for Complementary Studies by sending the relevant form to komplementaerstudium@leuphana.de. We are unfortunately unable to consider applications that are incomplete or received after the deadline or submitted using the wrong form. Please also note that Leuphana University does not assign temporary teaching contracts for more than an average of four periods per week (4 SWS) to any one person for any given semester (cf. above mentioned guidelines, Section 7.).

Should you be planning a course that requires more than one semester to organise (for example because it involves other partners), you can submit an informal application two semesters in advance. We will then get back to you in good time.

☐ What do I need to remember if I want to teach with another person?

If you are planning to run a course with another person, you will first need to decide on the number of periods per week per teacher. In other words: are you and your fellow lecturer going to take it in turns and each take a certain number of periods (this is what we generally assume to be the case), or are you planning team teaching? *Team teaching* is when the various members of teaching staff come from different disciplines and are all equally involved in the preparation, teaching and review of each period. Team teaching is only possible for courses of 25 or more students and must be approved (a letter setting out the reasons for the approach is to be submitted when you submit your course).

If teaching is to be shared between two members of Leuphana teaching staff, both must be entered in myStudy; for more information, see *Gazette 56/17 (Item 9)*. For courses to be taught by a member of Leuphana teaching staff and a temporary lecturer, the latter must submit the relevant application form for a temporary teaching contract, specifying the other lecturer to be involved, while the former enters their details (and their details only!) in myStudy. Where two temporary lecturers wish to teach together, each must submit a form and specify the other temporary teaching contract on their form.

☐ Who decides on the courses submitted?

Decisions on courses are taken by the Senate. Working with the Complementary Studies team of research assistants, the module coordinators (professors from the various faculties) first check the content of the courses submitted and put them together in a semester programme. The proposed programme must then be accepted by the *Leuphana Semester and Complementary Studies Academic Committee* and subsequently approved by the Senate. The Senate generally decides on the programme for the summer semester at Mid-December and the programme for the winter semester around the end of June. We will then notify you of the decision in writing as soon as possible.

☐ How and when are temporary teaching contracts for Complementary Studies paid?

Provided staff meet the quality standards pursuant to see above mentioned guidelines (Section 8.) (see *What is expected of me as a Complementary Studies teacher?*), the rates per period (=45 minutes) for temporary teaching contracts from 1. October 2019 are as follows:

- (1) Professors: EUR 70,--
- (2) Staff holding a doctorate or habilitation: EUR 55,--
- (3) Graduates (Mag./M.A.): EUR 40,--

Remuneration under temporary teaching contracts is paid out as a lump sum at the end of the semester following submission of the course completion statement [*Dienstliche Erklärung*]. In exceptional cases, staff may apply to Anja Banse (anja.banse@leuphana.de) for payment in instalments.

☐ Who can claim travel expenses?

Temporary lecturers who do not live in Lüneburg or the surrounding area can claim travel expenses. Up to a maximum of € 350 per semester can generally be awarded on the basis of original receipts for travel and accommodation costs (including breakfast). Travel expenses in excess of this limit must be approved in advance by the College administration. Your entitlement to travel expenses will be assessed when you submit your course, so please provide a rough estimate of your probable travel costs at that point. We will then send you the necessary forms for travel expenses claims with your teaching contract. Please note:

- You can only claim for second class tickets if travelling by train.



- You will need to provide reasons if travelling by car. In accordance with the German Travel Expenses Act (BRKG), car journeys are reimbursed at a flat rate (temporarily limited until 31.12.2024 of 25 cents per kilometre).
- Accommodation costs of up to € 80 a night can be reimbursed.
- Valid reasons must be provided if you are claiming for hire cars/taxis/air travel.
- All travel expense claims must be received within 6 months of the end of the trip in question.

☐ How do I include a lecture from a guest lecturer in my course?

If you wish to invite another expert to speak, you can apply to our colleague Sybille Pöppel (sybille.poeppel@leuphana.de) in the College Administration once you receive confirmation of your temporary teaching contract. Please note the deadline for any such application indicated in the letter of confirmation. If there are clear and good reasons for involving the guest speaker in the seminar as a whole, a guest lecture of 1.5 hours is generally approved for a course of 2 periods a week. A fee of € 150 is paid for guest lecturers. The invited speaker can also claim reasonable travel expenses. They must complete the necessary forms (available to download from: https://www.leuphana.de/fileadmin/user_upload/uniprojekte/lehrendenportal/Komplementaerstudium/Gastvortraege_KS_SoSe14_fuer_Reader.pdf >> Formulare & Downloads für Lehrbeauftragte) themselves and submit these to Ms Sybille Pöppel. Longer guest lectures are only approved in exceptional cases and no more than € 300 can be paid in fees.

☐ How do I include an excursion in my course?

Leuphana University has no resources available to fund excursions as part of Complementary Studies. If you are planning an excursion or an excursion is an essential element of your course, Leuphana College will need a detailed plan demonstrating how and from what sources you are to acquire the necessary funding and how much students will have to pay themselves. Should you require more time to plan your course in light of the above, you can submit an informal course application two semesters in advance rather than one.

☐ At what times can I offer Complementary Studies classes?

The general timetable for Leuphana College is designed to avoid timetable clashes as far as possible. We can therefore only accept applications for courses that comply with that timetable. The following time slots are currently available for teaching in Complementary Studies:

- **Mondays at any time (between 8:15 and 21:45)**
Courses of 2 or 4 periods weekly are possible. Block seminars lasting more than 4 periods cannot be held on Mondays. Clashes with minor/major classes are possible during this time slot.
- **Wednesdays at any time (between 8:15 and 21:45)**
Courses of 2 or 4 periods weekly are possible. Block seminars lasting more than 4 periods cannot be held on Wednesdays. Clashes with minor classes are possible between 8:15 and 13:45.
- **Fridays at any time (between 8:15 and 21:45); from 14.15 onwards block seminars are possible**
From 8:15 to 15:45 there may be clashes with minor classes.
- **Saturdays and Sundays at any time (until 20:00)**
Leuphana teaching staff are required to offer their classes on a weekly or fortnightly basis (cf. Guidelines on Course Planning *Richtlinie zur Planung von Lehrveranstaltungen*). External temporary lecturers, on the other hand, can also offer block seminars at weekends (if necessary including the Friday afternoon). Please note when planning that a course scheduled as 2 periods weekly should involve 21 hours of actual teaching; you will need to allow for sufficient breaks on top of those 21 hours. Block seminars should therefore comprise at least three sessions of 8 hours including breaks. One sensible

option is two units of Friday afternoon (2x4h) and all day Saturday (2x8h) so that the students have the Sunday off.

❑ What is the relationship between credit points, workload, average periods per week and periods? How should I calculate class time and private study?

The student workload is the basis for the award of credit points (CP). 1 CP corresponds to a workload of 30 periods of 45 min. (30 periods). The 5 CP awarded for passing a Complementary Studies course therefore correspond to a workload of around 150 periods.

Complementary Studies courses generally have a class contact time of an average of 2 periods week over the semester (SWS) as a whole. This means that there is an average of two 45-min. periods each week over the 14-week teaching period. If necessary for the purposes of the course, class contact time can be increased to an average of 3 or indeed 4 periods weekly. In this case, the number of hours of private study are to be reduced accordingly. We work on the basis of a workload of 150 periods (112.5 hours) for each class, irrespective of whether the average class contact time is 2 or 4 periods weekly. In the case of block seminars, time must be allowed for sufficient breaks on top of the actual class contact time of 21 hours (for seminars of 2 periods per week as a semester average) or 42 hours (for seminars of 4 periods per week as a semester average) (cf. the overview below).

Students' private study time is for preparing for and revising classes and completing assignments and assessments. Teaching staff should be aware and remind their students that 91.5 hours should be set aside for private study each semester for a class of 2 periods weekly (i.e. a total of 21 hours). Please design your course to ensure that it can be successfully completed with a workload of 150 periods.

SWS	Periods /LVS (1 period = 45 minutes)	Hours	Hours of private study (including assignments and assessments)	Workload	Credit Points
2	28	21	91,5	150 periods or 112,5 hours resp.	5 CP
3	42	31,5	81		
4	56	42	70,5		

Block courses offered over the lunch period should ideally include at least a 45-minute break. In addition, a 30-minute break after 2 teaching units (every 90 minutes) should be observed as a matter of principle.

Example times for a block course spread over two weekends with a total of 2 SWS:

- 2 x Saturdays: 8:15-9:45 h 10:15-11:45 h 12:30-14 h 14:30-16 h
- 2 x Sundays: 10:15-11:45 h 12:30-14 h 14:30-16 h

❑ How many students should I expect?

There are generally 35 students to a class in Complementary Studies. Justified exceptions to this rule are possible if the design of the course requires fewer or more participants; however, classes should always be for at least 25 students – also in the case of team teaching.

Classes for which fewer than five students register will be cancelled. Classes are generally also cancelled if fewer than five students attend the first two sessions despite large numbers having registered.

Please do not allow extra students in if your seminar is oversubscribed, even if there is a long waiting list, as this is not compatible with our commitment to discussion and debate or with the calculated capacity.

❑ Can I define prerequisites for my seminar?

Complementary Studies courses are open to students from all years and all majors and minors. Subject-specific prior knowledge therefore cannot be required. Teaching staff can nonetheless set certain selection criteria for various reasons. For example, you can request personal statements or run informal interviews.



For a small number of courses, it is also acceptable to require certain methodological skills to ensure that students are able to cope with the content covered. Proof of language skills at a certain level is similarly an acceptable prerequisite. For courses over two semesters, students can also be required to pass the first part for admission to the second. You should have the results of any preselection before the start of the lottery process in myStudy so that any students who do not meet the criteria can be notified in good time and are able to sign up for another class.

☐ **Gender Diversity Certificate**

The Gender Diversity Certificate, launched in the 2012/13 winter semester, is coordinated by the Leuphana University Office for Equal Opportunities. Students have the opportunity to develop their skills and knowledge in this area as part of Complementary Studies by taking four of the courses – in any modules – that are labelled accordingly in myStudy. Students wishing to pass the Certificate explore one gender and/or diversity aspect as part of their assessment. Courses in this cluster must have a particular focus on aspects of gender diversity and be taught by a member of staff with proven qualifications in this field.

Teaching staff wishing to offer a gender and/or diversity-related course should tick the box for the Gender Diversity Certificate in their application for a temporary teaching contract or in myStudy. The Office for Equal Opportunities will then contact you and ask you to complete a questionnaire to ensure that the class meets the requirements. You can find more information and an overview of courses offered as part of the Certificate in previous semesters here: <https://www.leuphana.de/en/institutions/office-for-equal-opportunities/offers-and-information/gender-diversity-certificate-gdz/gdz-bachelor.html>.

☐ **Certificate in Intercultural Communication and Languages (ZiKS)**

The “Certificate in Intercultural Communication and Languages (ZiKS)” has been offered for all Bachelor students since the 2015/16 winter semester. It certifies students’ knowledge of at least two foreign languages and intercultural communication skills for a professional or academic context. ZiKS modules are offered as part of Complementary Studies and as BASE (*Bereich Allgemeiner SprachErwerb*) general language acquisition courses. More information is available at: <https://www.leuphana.de/einrichtungen/sprachenzentrum/zertifikate-toeic/ziks.html>.

☐ **How are seminar spaces assigned and how should I respond if students approach me in person for a space in my seminar?**

Spaces on Complementary Studies seminars are allocated in a centralised lottery system. When the lottery process starts ca. two weeks before the beginning of the teaching period, students can apply for a course of their choice in myStudy. Whether or not they are successful is decided by the central lottery system.

Every semester, there are students who seek to bypass this system and approach the tutor directly about a place in their seminar. On the grounds of equal opportunities and the set class size, usually a max. of 35, we would ask you not to accept such requests and not to allow more than the specified number of students into your class. Please feel free to refer students to the Complementary Studies team. We guarantee that there will be more than one seminar space per student each semester. Students who wish to attend more than one course in any given semester therefore have an opportunity to do so. However, to ensure that all students have an equal chance of admission to their first-choice seminar, students wishing to take additional seminars must wait until the lottery is complete and then apply using the sign-up lists with free places.

☐ **Are there exceptions to allocation through the central lottery system?**

It is possible to set up an individual application process in addition to the lottery system. Any such process should take place before the first stage of the lottery. For example, you can require students to submit a personal statement to you before they can enter the lottery process for a space on your seminar. If students



who have not submitted a personal statement are allocated a space through the lottery, you can deregister them in myStudy to free up the spaces for those who have. To prevent applications without personal statements from being submitted at all, we can also first set the number of participants to 0 in myStudy and only allow a lottery of applicants with personal statements. If you would like us to do this, please contact the Complementary Studies team as soon as possible after your course has been approved.

❑ Is attendance mandatory and can I remove from my course students who are regularly absent?

Leuphana has no mandatory attendance requirement for its students. This means that all students who have successfully registered for a class on myStudy must be allowed to sit the assessment – even if they have never come to the seminar. (However, if a name appears on the assessment list that is not on your class list, please inform the student that there has been an error in registration for the assessment.) You can nonetheless keep a sign-in sheet to record for yourself who regularly attends. If you do, you must let the students know that it has no formal implications but is merely to allow you to keep track of who will have to cover certain content on their own. Students do have a duty to provide information. This may, for example, be useful to you when your teaching is evaluated and you want to check whether students have in fact been in your seminar.

❑ What does it mean for my course to be open to school pupils/‘junior study’ programmes, and to auditing students?

‘Junior study’ is a programme for secondary school pupils that allows them to attend University classes and acquire CP while still at school.
<https://www.leuphana.de/college/studienberatung/studieninteressierte/schuelerstudium.html>

For auditing students seeking professional development or wishing to explore certain areas of interest in more depth, Leuphana University of Lüneburg offers a wide range of classes each semester as part of its Open Lecture Hall programme. <https://www.leuphana.de/en/professional-school/continuing-education/guest-auditors.html>

All these target groups are relatively small, and from experience demand will therefore be low. We ask teaching staff in Complementary Studies to support these programmes by opening up their courses to the above groups.

❑ Where can I find information about assignments and assessments?

The Subject-Specific Schedule to the General Assessment Regulations for Complementary Studies (current version: Gazette 22/15 of 25 June 2015, pp. 19-21) specifies which assignments and assessments apply for each perspective. There are two forms of class and assessment to choose from for each module. These are set out in a drop-down menu in myStudy and in the form for temporary teaching staff.

You can find all information on the rules and deadlines for assessments under <https://www.leuphana.de/lehre/organisation/pruefungsorganisation-fuer-lehrende.html>. It sets out the entire assessment process in detail. Please read these instructions carefully and observe the regulations described in order to ensure a smooth and legally secure examination procedure.