



Teaching at Leuphana – Important Information and Contacts



This document is also available in PDF form:

<https://www.leuphana.de/universitaet/entwicklung/lehre/support-tools.html>

Teaching and Examinations:

Fulfilling Your Teaching Load

Required individual teaching loads are to be realized principally within Major and Minor areas at the College as well as the Graduate School. Additionally, faculty can and should carry out a portion of their teaching load in the comprehensive areas of the curriculum offered by the College and Graduate School (i.e., Leuphana Semester and Complementary Studies).

As Professors, you are expected to determine the allocation of your teaching load in consultation with relevant deans and colleagues. Approximately 75% of your courses should be offered at the College and 25% at the Graduate School. From the 75% of your teaching within the College, roughly 50% should be allotted to Major and Minor courses and 25% to the College's comprehensive curricula, i.e. interdisciplinary teaching as well as working with students from various Majors/Minors.

Planning and Scheduling of Teaching

Already at the start of each semester, the University's official course catalogue and examination schedule for the following semester are compiled in myStudy (https://mystudy.leuphana.de/portal/home?setLocale=en_GB).

All faculty will be informed via email concerning relevant dates and deadlines related to this process shortly before each semester. Among other matters, this message will notify faculty about important timetables for the College, Graduate School, and faculty training programs for the upcoming semester.

In most cases, decisions internal to each faculty and/or program concerning course scheduling will have already taken place by this time. Depending on given programs or faculties, the scheduling of course offerings will occur in consultation with respective institute heads, program coordinators, deans, and/or heads of schools.

The College and Graduate School are responsible for the coordination of

Contact details for Faculties and Schools at Leuphana

Faculty of Education:

Carina Oelerich (04131-677-1648)
studiendekanat.bildung@leuphana.de

Faculty of Cultural Sciences:

Jan Teichmüller (04131-677-1672)
studiendekanat.kultur@leuphana.de

Faculty of Sustainability:

Maike Eisenberg (04131-677-1694)
 Britta Marquardt (04131-677-1345)
studiendekanat.nachhaltigkeit@leuphana.de

Faculty of Economics:

Anja Roß (04131-677-1437)
 Hanka Majewski (04131-677-2544)
studiendekanat.wirtschaft@leuphana.de

College (for Leuphana Semester and Complementary Studies):

Academic Director College

Dr. Steffi Hobuß (04131-677-2763)
hobuss@leuphana.de

Administration

Sybille Pöppel (04131-677-1401)
 Britta Viehweger (04131-677-1515)
college@leuphana.de



teaching in comprehensive areas and advise faculty on offering courses within them. Further information can be found in the University's guidelines for course planning:

https://www.leuphana.de/fileadmin/user_upload/INTRANET/Richtlinien/190508_Richtlinie_Planung_Lehrveranstaltungen_beschlossen.pdf

Graduate School (for Complementary Studies):
Nadine Dablé (04131-677-2414)
nadine.dable@leuphana.de
Dr. Sigrun Lehnert (04131-677-2412)
sigrun.lehnert@leuphana.de

Support for teaching during the COVID-19 pandemic

The precautions taken in the wake of the corona pandemic are a major challenge for university teaching. Digital learning platforms, tools and the production of videos, podcasts or screencasts can significantly support teaching-learning processes during these special times.

In order to make the transition to digital teaching as easy as possible, the Digital Teaching support team of the Leuphana Teaching Service provides step-by-step explanations and possible application scenarios of various digital tools (Zoom, Moodle, Academic Cloud & myPortfolio and many more).

You can always contact the Leuphana Teaching Service with your questions and support needs:

Digital Teaching Support Team of the Leuphana Teaching Service
digi-support@leuphana.de

An overview of tools that you can use for your teaching as well as other useful information about digital teaching can be found at:

<https://www.leuphana.de/en/university/history/teaching/support-tools/digital-platforms-and-tools.html>

Proof of teaching load and minimum number of participants

All determinations and calculations of required teaching loads follow conditions outlined in the Teaching Requirement Guidelines (LVVO). Courses with fewer than five registered participants must receive permission from appropriate Deans or from the appropriate School in order to count towards an overall required teaching load. Further details concerning the conditions of the LVVO can be found under the link on the right hand.

Teaching Requirement Guidelines; available for download via Campus Intranet:
<https://www.leuphana.de/intranet/leitlinien-fuer-den-arbeitsplatz/ordnungen-und-richtlinien-der-universitaet.html>

Teaching Evaluations

Full-time faculty are required each year to have one course evaluated; all courses taught by adjunct faculty are required to be evaluated. Further information about the course evaluation process can be found here:

<https://www.leuphana.de/en/university/history/teaching/feedback-tools/course-evaluation.html>

In addition to conventional questionnaires, the Teaching Service and Team Q offer "Shift"

(<https://www.leuphana.de/en/university/history/teaching/feedback-tools/shift.html>), a qualitative feedback format.

Team Evaluation & Feedback:
Director: Dr. Kirsten Mühlheims

Teaching Evaluations:
Jana Fiedler (04131-677-2471)
jana.fiedler@leuphana.de

Shift:
Anke Brehl (04131-677-2978)
anke.brehl@leuphana.de



Examinations

The Student Service is responsible for the administration of all exams. The legal basis for this is provided by the University's General Examination Regulations (which also addresses regulations concerning mandatory course attendance) as well as all supplementary, major-specific addenda.

Contact the **Student Service**:
<https://www.leuphana.de/services/studierendenservice/ansprechpartner-im-studierendenservice.html>

- Bachelor: <https://www.leuphana.de/en/college/studies/assessments.html>
- Master: <https://www.leuphana.de/en/graduate-school/master/student-life/examinations.html>

Exam registration and deregistration by students takes place via the HIS-Softward QIS, which is also administered by the Student Service.

Examination announcements as well as individual grades for students are entered directly by faculty into myStudy

(https://mystudy.leuphana.de/portal/home?setLocale=en_GB) instead of QIS.

Terms and conditions regulating the organization of examination at Leuphana can be found in the following brochure:

<https://www.leuphana.de/universitaet/entwicklung/lehre/organisation/pruefen.html>

You can find information about alternative ways of conducting examinations (especially exams) during the Corona semesters here:

<https://www.leuphana.de/en/university/history/teaching/support-tools/digital-platforms-and-tools/online-exams.html>

Support Services for Faculty

Teaching Service: Leuphana's Teaching Service supports faculty through a range of technical, professional development, and consultancy services. Visit <https://www.leuphana.de/en/services/lehrservice.html> for further information. Contact: lehrservice@leuphana.de

Teaching Support & Tools: An overview of support services, contacts, and resources – particularly digital teaching tools – can be found here: <https://www.leuphana.de/en/university/history/teaching/support-tools.html>

Learning Platforms: In addition to myStudy, Leuphana's information and communication platform (see "Planning and Scheduling of Teaching" above), Moodle (<https://moodle.leuphana.de/?lang=en>) provides faculty a multifaceted and configurable online learning space intended to complement their work in the classroom. For further information concerning Moodle's functions and uses, please visit the following link: <https://www.leuphana.de/en/university/history/teaching/support-tools/digital-platforms-and-tools/moodle.html>.

Contact: Rosa Arnold, Digital Learning Specialist, Teaching Service, 04131-677-1556, rosa.arnold@leuphana.de

Funding and Grant-writing: Further support services for faculty requiring assistance with the implementation of new teaching projects, as well as with grant-seeking efforts focused on innovative



teaching formats, are offered by Leuphana's Teaching Service. For further information, please visit: <https://www.leuphana.de/universitaet/entwicklung/lehre/support-tools/antragsstellungen-bewerbungen.html>. Contact: Dr. Julia Webersik, Director, Teaching Service, 04131-677-1827, webersik@leuphana.de

Course Reserves: Materials and texts required for courses can be ordered and placed on reserve at the University library. <https://www.leuphana.de/en/services/miz/searching-for-literature/course-reserves/how-to-set-up-a-course-reserve.html>.

Professional Development: The Teaching Service offers numerous workshops, training sessions, as well as a higher education teaching certificate to all faculty at Leuphana. For further information, please visit <https://www.leuphana.de/en/university/history/teaching/further-education-advice.html>.

Contact: Anke Brehl, Teaching Development Specialist 04131-677-2978, anke.brehl@leuphana.de

University Regulations and Policies: Policies regulating teaching and examinations as well as relevant codes of conduct at Leuphana can be found at the following link: <https://www.leuphana.de/intranet/leitlinien-fuer-den-arbeitsplatz/ordnungen-und-richtlinien-der-universitaet.html>

Gateway to Teaching: For all matters related to teaching at Leuphana, please visit Leuphana's "Gateway to Teaching" at the following link: <https://www.leuphana.de/en/university/history/teaching.html>.

Newsletter: The monthly newsletter of the Teaching Service provides you with information on teaching-related events, useful materials, calls for proposals and news. If you are interested, please register here: <https://www.leuphana.de/services/lehrservice/newsletter.html>. Following the link you will also find the current newsletter and our newsletter archive.