



# Teaching at Leuphana – Important Information and Contacts



This document is also available in PDF form

<https://www.leuphana.de/en/teaching/service-and-support.html>

Dear colleagues!

Welcome to Leuphana University of Lüneburg! This information sheet is intended to make your arrival easier and to give you an initial overview of the organization of teaching and examinations as well as the teaching services. Please feel free to contact us!

For all matters related to teaching at Leuphana, please visit Leuphana's *Gateway to Teaching* at <https://www.leuphana.de/teaching.html>. All of Leuphana's teaching and examination regulations as well as relevant codes of conduct are available for you on the intranet (VPN access required) at <https://www.leuphana.de/intranet/leitlinien-fuer-den-arbeitsplatz/ordnungen-und-richtlinien-der-universitaet.html> (in German).

## Teaching and Examinations

### CONTACT DETAILS

*(can be reached by telephone at  
+49 4131 677-Extension)*

FULFILLING YOUR TEACHING LOAD	→ IN FACULTY AND SCHOOLS
<p>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).</p> <p>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.</p>	<p><b>Faculty of Education</b> Cathleen Strunz -2061 Carina Oelerich -1648 <a href="mailto:studiendekanat.bildung@leuphana.de">studiendekanat.bildung@leuphana.de</a></p> <p><b>Faculty of Humanities and Social Sciences</b> Jan Teichmüller (College) -1672 Petra Nietzky (Graduate School) -2637 <a href="mailto:studiendekanat.kultur@leuphana.de">studiendekanat.kultur@leuphana.de</a></p> <p><b>Faculty of Sustainability</b> Maike Eisenberg (College) -1694 Britta Marquardt (College) -1345 Patricia Bauer (Graduate School) -2407 <a href="mailto:studiendekanat.nachhaltigkeit@leuphana.de">studiendekanat.nachhaltigkeit@leuphana.de</a></p> <p><b>Faculty of Public Affairs</b> Christina Frese (College) -2743 <a href="mailto:christina.frese@leuphana.de">christina.frese@leuphana.de</a> N.N. (Graduate School)</p>
PLANNING AND SCHEDULING OF TEACHING	
<p>Already at the start of each semester, the University's official course catalogue and examination schedule for the following semester are compiled in myStudy (<a href="https://mystudy.leuphana.de/portal/home?setLocale=en_GB">https://mystudy.leuphana.de/portal/home?setLocale=en_GB</a>).</p> <p>All faculty will be informed via email concerning relevant dates and deadlines related to this process shortly before each semester.</p>	



<p>Among other matters, this message will notify faculty about important timetables for the College, Graduate School, and faculty training programs for the upcoming semester.</p> <p>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.</p> <p>The College and Graduate School are responsible for the coordination of 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: <a href="https://www.leuphana.de/fileadmin/user_upload/INTRANET/Richtlinien/190508_Richtlinie_Planung_Lehrveranstaltungen_beschlossen.pdf">https://www.leuphana.de/fileadmin/user_upload/INTRANET/Richtlinien/190508_Richtlinie_Planung_Lehrveranstaltungen_beschlossen.pdf</a> (in German).</p>	<p><b>Faculty of Business and Economics</b> Anja Roß (College) -2228 Hanka Majewski (College) -2544 Claudia Echelmeyer (Graduate School) -2401 Julia Oehmichen (Graduate School) -2408 <a href="mailto:studiendekanat.wirtschaft@leuphana.de">studiendekanat.wirtschaft@leuphana.de</a></p> <p><b>College</b> <i>for Leuphana Semester and Complementary Studies</i> Dr. Steffi Hobuß (Academic director) -2763 <a href="mailto:hobuss@leuphana.de">hobuss@leuphana.de</a> Sybille Pöppel (Administration) -1401 Britta Viehweger (Administration) -1515 <a href="mailto:college@leuphana.de">college@leuphana.de</a></p> <p><b>Graduate School</b> <i>for Complementary Studies</i> <a href="mailto:komplementaer.gs@leuphana.de">komplementaer.gs@leuphana.de</a></p>
<b>PROOF OF TEACHING LOD AND MINIMUM NUMBER OF PARTICIPANTS</b>	
<p>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. More detailed information can be found in the guideline for the application of the LVVO. This is available as a download on the intranet, chapter "Teaching and Studies" under <a href="https://www.leuphana.de/intranet/leitlinien-fuer-den-arbeitsplatz/ordnungen-und-richtlinien-der-universitaet.html">https://www.leuphana.de/intranet/leitlinien-fuer-den-arbeitsplatz/ordnungen-und-richtlinien-der-universitaet.html</a> (in German).</p>	
<b>TEACHING EVALUATIONS</b>	
<p>The Leuphana Teaching Evaluation supports you in reflecting and further developing your teaching in and through dialogue with the students.</p> <p>The course evaluation (LVE) is based on a standardized and anonymous questionnaire, the main focus areas can be chosen using the modular system. As a full-time lecturer, you evaluate at least one course per academic year. Details can be found at <a href="https://www.leuphana.de/en/university/history/quality-development/feedback-instruments/course-evaluation.html">https://www.leuphana.de/en/university/history/quality-development/feedback-instruments/course-evaluation.html</a>.</p> <p>The qualitative feedback format Shift! offers the opportunity to enter into a direct exchange with your students on the teaching-learning situation in a protected setting and supported by an external moderator. For more information, please visit the website at <a href="https://www.leuphana.de/en/university/history/quality-development/feedback-instruments/shift.html">https://www.leuphana.de/en/university/history/quality-development/feedback-instruments/shift.html</a>.</p>	<p>→ <b>IN TEAM Q AND TEACHING SERVICE</b></p> <p><i>for LVE</i> Ina Pidun (Team Q) -2983 <a href="mailto:leva@leuphana.de">leva@leuphana.de</a></p> <p><i>for Shift!</i> Anke Brehl (Teaching Service) -2978 Dr. Kirsten Mülheims (Team Q) -2244 <a href="mailto:shift@leuphana.de">shift@leuphana.de</a></p>



## 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.

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

The registration and deregistration of students for exams is currently done via the HIS software QIS and is administered by the Student Services. The teachers themselves do not enter information and results for exams in QIS, but in myStudy (<https://mystudy.leuphana.de>). By the summer semester of 2023, the new myCampus system will merge all services. Up-to-date information on the process is available at <https://www.leuphana.de/en/intranet/news/mycampus/project-structure-and-organisation.html> (Intranet).

Detailed descriptions of the modalities around the exam organization are provided on the website as well as in the brochure on exam organization linked there: <https://www.leuphana.de/lehre/organisation/pruefen.html> (in German).

All contact persons in the Student Service can be found, sorted by study program and school, at <https://www.leuphana.de/services/studierendenservice/ansprechpartner-im-studierendenservice.html> (in German).

## Support Services for Faculty

**Teaching Service:** The Teaching Service team offers a wide range of support, training and consulting services. You can reach the Teaching Service at [lehrservice@leuphana.de](mailto:lehrservice@leuphana.de), and for support inquiries, the team is happy to help at [digi-support@leuphana.de](mailto:digi-support@leuphana.de). For more information, visit the website at <https://www.leuphana.de/en/teaching/leuphana-teaching-service.html>.

**Digital infrastructure:** For assistance with all questions regarding your Leuphana account, software, access to tools and platforms, e-mail, WLAN or VPN, the colleagues of the Media and Information Center (MIZ) are at your disposal. An overview of the respective contact persons as well as further useful links can be found at <https://www.leuphana.de/services/miz/service-support/it-support.html>.

**Didactic Support & Tools:** An overview of support services, contact persons and materials – in particular also digital tools for teaching – can be found here: <https://www.leuphana.de/en/lehre/service-und-support/digital-platforms-and-tools.html>

**Teaching Organisation:** Teaching is organized via the information and communication platform myStudy. Here you can find and edit information about your course and exam. In addition, a binding list of registered students is available. Help and instructions are available at <https://mystudy.leuphana.de/portal/ressources>.

**Lernplattform:** Moodle (<https://moodle.leuphana.de/?lang=en>) is a comprehensive learning platform that can be used to design digital course rooms with corresponding teaching/learning scenarios. You can find more information about the functions and possible uses of Moodle here: <https://www.leuphana.de/en/lehre/service-und->



[support/digital-platforms-and-tools/moodle.html](https://www.leuphana.de/en/support/digital-platforms-and-tools/moodle.html). If you have any questions or need support for Moodle, please contact the support team at [digi-support@leuphana.de](mailto:digi-support@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/en/lehre/lehrentwicklung/proposals-and-applications.html>. Contact: Dr. Julia Webersik, Director, Teaching Service, -1827, [webersik@leuphana.de](mailto:webersik@leuphana.de)

**Professional Development:** The Teaching Service offers numerous workshops, training sessions, as well as a higher education teaching certificate to all faculty at Leuphana. More details at <https://www.leuphana.de/en/teaching/further-education-advice.html>. Contact: Anke Brehl, Teaching Service, -2978, [anke.brehl@leuphana.de](mailto:anke.brehl@leuphana.de)

**Newsletter:** Important updates concerning events, funding opportunities, calls for proposal, and further news about teaching at Leuphana are communicated via the Teaching Service's monthly newsletter (in German). You can sign up to receive the newsletter at <https://www.leuphana.de/lehre/austausch-information/newsletter.html>.

**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>.

**Flying Visit:** A librarian from the Information Literacy Team will visit your course and present customized research tools and search strategies based on the course content. You can find more information about the service and how to sign up at <https://www.leuphana.de/en/services/miz/service-support/schulungen/bibliothek/flying-visit.html>