

Teaching Manual



Centre for
Ethics and Law
in the Life Sciences

2. Edition 04/2022

Table Content

1	<u>PREFACE</u>	3
2	<u>OVERVIEW OF THE CELLS COURSES</u>	4
3	<u>DEGREE PROGRAM REGULATIONS</u>	5
3.1	FÄCHERÜBERGREIFENDES BACHELORSTUDIUM PHILOSOPHIE	5
3.2	M.A. PHILOSOPHY OF SCIENCE	5
3.3	M.ED. LEHRAMT AN GYMNASIEN	5
3.4	ERGÄNZUNGSSTUDIENGANG LEHRAMT AN GYMNASIEN	5
3.5	RECHTSWISSENSCHAFTEN (SCHWERPUNKTBEREICH 9)	5
4	<u>EXAMINATION (PL) AND STUDY ACHIEVEMENTS (SL)</u>	7
4.1	EXAMINATION PERFORMANCE (PL)	7
4.1.1	GENERAL	7
4.1.2	REGISTRATION AND PERFORMANCE OF EXAMINATIONS	8
4.1.3	CRITERIA FOR THE PREPARATION OF WRITTEN EXAMINATION (TERM) PAPERS.....	9
4.1.4	USE OF PLAGIARISM SOFTWARE	10
4.1.5	EXAMINATION IN THE FORM OF A TERM PAPER	11
4.1.6	EXAMINATION IN THE FORM OF AN ORAL EXAMINATION	12
4.2	COURSE ACHIEVEMENT/STUDIENLEISTUNG (SL)	12
4.2.1	COURSE ACHIEVEMENT IN THE FORM OF A PRESENTATION.....	13
4.2.2	COURSE ACHIEVEMENT IN THE FORM OF AN ESSAY	13
4.3	BACHELOR/MASTER THESIS	14
4.4	GUEST AUDITOR STUDIES – PARTICIPATION AT COURSE WORK AND EXAMINATIONS, REGULATIONS	15
4.5	EXCURSUS: ACQUIRING WRITING SKILLS	15
5	<u>ERASMUS STUDENTS (INCOMINGS)</u>	17
6	<u>QUESTIONS & CONTACT</u>	18

1 Preface

Dear students, guest auditors and interested parties,

Thank you for your interest in our courses.

We are pleased that the interdisciplinary nature of our work also means that our students come from all degree programmes at LUH. However, the heterogeneity of our participants means that many different examination and study regulations, as well as module catalogues, are also involved. This often leads to questions and uncertainties. This handbook is intended to provide you with an overview of the courses offered by the Centre for Ethics and Law in the Life Sciences and to answer important related questions as early as possible so that you can concentrate on participating in our courses.

Of course, this can only be a guide for you. It remains your responsibility to understand and meet the requirements of your program of study. Therefore, only the sources available to you within the framework of your degree programme are binding.

If you have any further questions, please do not hesitate to contact us.

We wish you much success and hope you enjoy your courses!

Your CELLS Team

2 Overview of the CELLS courses

The courses listed below are an overview of the CELLS event formats. Not every event is offered in every semester. As a student of Leibniz Universität Hannover, you can log in to the Stud.IP portal with your access data and register for the courses relevant to you in the respective semester. More detailed information on the procedure will be announced there in due course. At the beginning of each semester, a short questionnaire is available in Stud.IP, the completion of which is a prerequisite for participation in our courses. This questionnaire serves to better coordinate content as well as examination and teaching formats.

If you want to participate in our courses as a guest student and have problems with access via Stud.IP, please contact the CELLS teaching coordination (lehre@cells.uni-hannover.de).

Altinok	Hoppe	Reydon	Sample
Epistemic Injustice in Life Sciences (wöchentlich)	Forschungs-kolloquium Ethik und Recht in den Lebens-wissenschaften (wöchentlich)	The Ethics of Agricultural Biotechnology and Food	Knowing Democracies: Introduction to Science and Technology Studies (wöchentlich)
	Wicked Cases: Law and Medicals Ethics in Practice (wöchentlich)	Umweltethik und die Philosophie von Biodiversitäts- und Naturschutz	Global Justice: Cosmopolitanism in a Techno-scientific World (wöchentlich)
	Eigentum und Wissenschaft: Wem gehört der Mensch? (wöchentlich)		(Ir)Responsible Science and Engineering (wöchentlich)
	Ethik in der Medizin (wöchentlich)		Constituting the Human: Biolaw, Biofiction, and Democracy (Summerschool, Blockseminar)
	Projektseminar Xenotransplantation (Blockseminar)		Science and the State (Blockseminar)
	Abschlussarbeiten-kolloquium		

3 Degree program regulations

The courses of the CELLS are aimed at different fields of study and degree programs.

A detailed description of which modules and degree programs each course is aimed at can be found in the course catalogue. Below we have listed the links to the examination regulations of the degree programs that are served by the individual CELLS courses.

3.1 Fächerübergreifendes Bachelorstudium Philosophie

<https://www.uni-hannover.de/de/studium/im-studium/pruefungsinfos-fachberatung/faecheruebergreifender-bachelorstudiengang/ordnungen/>

3.2 M.A. Philosophy of Science

<https://www.uni-hannover.de/de/studium/im-studium/pruefungsinfos-fachberatung/philosophy-of-science-ma/ordnungen/>

3.3 M.Ed. Lehramt an Gymnasien

<https://www.uni-hannover.de/de/studium/im-studium/pruefungsinfos-fachberatung/lehramt-an-gymnasien-med/ordnungen/>

3.4 Ergänzungsstudiengang Lehramt an Gymnasien

<https://www.uni-hannover.de/de/studium/im-studium/pruefungsinfos-fachberatung/lehramt-an-gymnasien-drittes-fach/ordnungen/>

3.5 Rechtswissenschaften (Schwerpunktbereich 9)

https://www.uni-hannover.de/fileadmin/luh/studium/ordnungen/stpo/f_jura_sbpo5n.pdf

The following explanations refer to the course "Ethics in Medicine", as this is currently the only course at CELLS open to law students in specialisation area 9 "Insurance Law and Medical Law".

The examination regulations for the specialisation area examination provide for a written study paper, a presentation and an oral examination in order to pass the specialisation area (cf. § 8 Promulgation Gazette No. 13/2019).

In the oral examination, contents from the specified (and taken) 16 SWS can be examined (compulsory subjects are always specified or they are not excludable, in the case of compulsory elective subjects, the students have the choice). "Ethics in Medicine" is marked as a compulsory elective subject in the current course catalogue. The contents of this course can thus be examined in the oral examination that concludes the focus, if the course is indicated to the examination office of the Faculty of Law as "taken". Law students are not required to take any course work or examinations for this course beyond those mentioned above.

If you have any further questions regarding the specialisation area, please contact the examination office of the Faculty of Law at pruefungsamt@jura.uni-hannover.de.

4 Examination (PL) and Study Achievements (SL)

Within the framework of the courses offered at CELLS, students are required to perform various tasks depending on the study or examination regulations. In the following, we present the differentiation between examination (Prüfungsleistung (PL)) and study performance (Studienleistung (SL)) and give examples of such performances to be rendered in the context of teaching at CELLS.

At this point, we explicitly point out that the respective examination regulations for your degree programme are decisive for the possible forms of study and examination achievements and therefore this is not a conclusive presentation. It is always the student's responsibility to find out about the necessary examination and study achievements at an early stage.

You can find a general overview of the topics of examination and study achievements as well as other relevant topics under the following link:

<https://www.phil.uni-hannover.de/de/studium/im-studium/1x1studierenpruefen/>

Furthermore, we would like to point out that there is a questionnaire for each CELLS course at the beginning of the semester on Stud.IP. If you want to take a course achievement (SL) or exam (PL) in the CELLS courses, it is obligatory that you fill out this questionnaire with all the required information and send it to us. Even if you want to participate in the courses without taking a SL or PL, you have to fill in the questionnaire on Stud.IP. If you do not submit the questionnaire within the registration deadline, we will unfortunately not be able to award you a SL or PL credit for the semester in question. You will then be removed from the course.

4.1 Examination Performance (PL)

4.1.1 General

An examination is usually a graded piece of work, e.g. in the form of a written examination at the end of the semester, an oral examination or a term paper.

The type and scope of the examinations in a module are bindingly defined in the annexes to the respective examination regulations. Before contacting CELLS, please find out which forms of examination performance are possible in your degree programme. If, according to your examination regulations, several forms of examination performance are possible in the module, the type of examination performance is determined together with the teaching staff or the teaching coordination at the beginning of the course, at the latest by the beginning of the registration period.

4.1.2 Registration and Performance of Examinations

Please contact the CELLS teaching coordinator in good time if you wish to take an examination in one of the CELLS courses. The coordinator will then work with you and the respective lecturer to coordinate a suitable format for the examination and also a time.

Registration with CELLS does NOT replace the timely registration of your examination with the Academic Examination Office.

You can find all important information on deadlines, regulations, exam registrations or exam withdrawals as well as forms and certificates for your degree programme at:

<https://www.uni-hannover.de/de/studium/im-studium/pruefungsinfos-fachberatung/>

Please note the relevant registration periods for you and ensure that you register your examination performance with the Academic Examination Office in good time. Late registrations are not possible. If you do not register on time, you will not be able to take an examination.

Depending on the degree programme, you must register for examinations either online or using a registration form. You can find the form on the website of the Academic Examinations Office. In some degree programmes, such as the interdisciplinary Bachelor's degree or the Master's degree in teaching at grammar schools, students only register for oral examinations and written examinations at the Academic Examinations Office. Registration for all other types of examinations, such as written assignments, is done directly with the CELLS teaching coordination.

Before contacting CELLS, please inform yourself independently about the form in which registrations for your degree programme are regulated.

Your examination performance will be taken in the examination period after consultation with the teaching coordinator with the respective lecturer. You can find the examination period for your degree programme under:

<https://www.uni-hannover.de/de/studium/im-studium/pruefungsinfos-fachberatung/>

Please contact the CELLS teaching coordinator in good time so that your preferred date can be guaranteed.

You will usually receive your grade within one month after taking the examination. Depending on the course of study, you will be notified by us in the online grade booking system or on an appropriate form. In this case, please send the pre-filled form to the CELLS teaching coordination. We will send it to the Academic Examination Office.

4.1.3 Criteria for the Preparation of written Examination (Term) Papers

The following criteria apply to all written examinations (term papers, Bachelor's or Master's theses) at CELLS.

Helpful information and tips for planning and writing academic papers are provided in the brochure "Starthilfe Schreiben", which we recommend for the preparation of written papers:

https://www.zqs.uni-hannover.de/fileadmin/zqs/PDF/Schlüsselkompetenzen/Starthilfe_Schreiben.pdf

In addition, the following specific instructions apply to the preparation of written examination papers at CELLS (see here also the Guidelines for the Assessment of Written Papers of the Faculty of Humanities of LUH https://www.phil.uni-hannover.de/fileadmin/phil/TOP_7_Bewertung_PhilFakLUH_06-2015.pdf):

Scientific understanding of the topics and materials [approx. 50% of the mark]

- Thematic coherence, relevance, originality
 - Development of the question
 - Placing the topic in an overarching context
 - Clarification of terms and definitions, presentation of essential aspects of the topic in appropriate breadth and depth, correspondence complexity of the topic / complexity of the presentation, level of argumentation and reflection, if necessary support of the text by illustrations, tables, diagrams, etc.
- Careful use of theoretical concepts and/or theories to avoid misinterpretation of authors
- Integration of findings from scientific literature
 - from the events and
 - from own research in academic literature databases
 - no popular media, blog posts, newspaper articles or personal anecdotes
- Critical reflection on the contents, classification in discourses

Careful scientific writing and argument [approx. 30% of the grade]

- Comprehensible presentation (e.g. sentence structure), adequate grammar, punctuation and spelling, scientific expression, coherent writing style
- Structure of the paper, outline and structure (introduction, main part, conclusion)
 - Logical structure (cross-references)
 - meaningful allocation to the outline levels (the work is to be subdivided into sections to be chosen appropriately)
 - appropriate summaries and transitions
 - Table of contents and formatting of headings, bibliography (compliance with formal guidelines), affidavit and consent that the work may be checked with the help of plagiarism software (see chapter 4.1.4. Use of plagiarism software).

- Appropriate overall scope of the thesis (the scope and, if applicable, specific requirements for the thesis are regulated by your respective examination regulations. It is your own responsibility to know your study requirements and to inform us of them).
- Consistent citation (Please choose a citation style and use it consistently).
- Page layout (uniform headings, margins, hyphenation, justification, page numbers, etc.)
- Use of appropriate illustrations, table or diagrams

Documentation of sources and citation [approx. 20% of the mark].

- Conduct additional literature research (Please use only reputable scientific databases or sources. It is useful to read the works listed in the literature sources mentioned in the events. Most encyclopaedias and dictionaries as well as popular websites and newspapers are not considered as scientific support. We recommend:
 - scholar.google.com
 - www.tib.eu/de/)
- Correct uniform citation in the text and bibliography
- Any source you have researched and use to support your arguments should be cited in the paper and documented in the bibliography

Please note that these explanations are not exhaustive and cannot replace a detailed discussion of your work with your supervisor. Please contact us if you need help.

4.1.4 Use of Plagiarism Software

CELLS uses plagiarism detection software as standard in the correction of all written work. When submitting written work, you must include a statement declaring that the work was written independently. Furthermore, when submitting the work, you give your consent that the work can be checked with the help of the plagiarism software.

You can find a corresponding form for the declaration of independence and consent to plagiarism checking by plagiarism software here:

<https://www.philos.uni-hannover.de/fileadmin/philos/Dateien/Hinweise/Eigenstaendigkeit.pdf>

All papers must be submitted in two versions: in paper form with cover sheet and as an anonymised PDF document.

4.1.5 Examination in the form of a Term Paper

A term paper is a graded examination. In a term paper, you should prove that you are able to work independently on a subject-specific question from the context of a course, taking into account and evaluating relevant specialist literature.

If you want to write a term paper at CELLS, please observe the relevant registration periods for your degree programme (see also the explanations in chapter 4.1.2 Registration and Performance of Examinations) and additionally register with the CELLS teaching coordination within this registration period.

We have compiled important criteria as well as information and tips on planning and writing academic papers in chapter 4.1.3 (Criteria for the preparation of written examination papers). These criteria form the basis of the assessment and apply to all written examinations at CELLS.

Term papers must be submitted by e-mail as .doc or .docx by the deadline, at the latest by the end of the examination period applicable to your degree programme. Please make the exact arrangements with your supervisor or the CELLS teaching coordination.

In addition to the required questionnaire at the beginning of the semester, there will be another questionnaire which you should fill out and send to lehre@cells.uni-hannover.de. The topic and the specific timeframe for the work will be agreed upon. Only when this agreement has been made can an examination performance in the form of a term paper be carried out at CELLS.

It is compulsory to note the following information on the cover sheet of the term paper:

- Name
- Matriculation number
- Degree
- Course of study, subject if applicable

At this point, we would like to point out that § 15 of the examination regulations for the Fächerübergreifender Bachelor Philosophie and § 15 of the examination regulations for the Philosophy of Science (Master) programme must be observed! This also applies to regulations on withdrawal, failure and extension of deadlines in examination regulations of other degree programmes, if you are not studying philosophy in the Bachelor's or Master's programme and nevertheless participate in the courses of CELLS.

Please make the exact arrangements with your supervisor or the CELLS teaching coordinator.

4.1.6 Examination in the form of an oral examination

An oral examination usually lasts about 20 minutes (depending on the requirements of your examination regulations) and is structured as follows:

- Approx. 10 minutes for the presentation of your developed topic.
- Approx. 10 minutes for questions from the examiners on the topic developed and/or the event.

The content of the examination (topics, focal points, etc.) is determined in advance by the examiner or the teaching coordinator in consultation with you. In addition to the examiner and you, a minute-taker/examiner will be present to document the course of the examination.

In the context of the presentation of the topic you have worked on, you can use a presentation or a thesis paper as support. However, this is not obligatory.

Please contact the CELLS teaching coordinator in good time so that your preferred date can be guaranteed.

4.2 Course achievement/Studienleistung (SL)

A course achievement is usually an ungraded achievement, e.g. in the form of regular participation in the course, the preparation of an essay or a presentation.

The type of coursework to be completed is explained in more detail in the module descriptions relevant to your degree programme or defined and specified by the course director at the latest at the beginning of the course. Course achievements should be completed within one year after the end of the course. However, we recommend that you complete the course work as soon as possible.

Please contact the CELLS course coordinator early in the semester if you wish to complete a course within the framework of one of the CELLS courses. Together with you and the course director, the coordinator will then coordinate a suitable format for the course work and also a time.

Starting with the winter semester 2021/22, study achievements for students of the Faculty of Humanities will be booked online. The paper forms will be discontinued with immediate effect. In order for us to be able to book the study achievements correctly, a query (via the questionnaire function) is made in Stud.IP at the beginning of each semester. Here, we ask you for your matriculation number, the degree you are aiming for and the course or subject you are studying, and the required course work (incl. course work number). Participation in this query is a prerequisite for taking a course credit at CELLS.

There are a few exceptions that have been approved to remain in the Subject-Specific Annex (FSA) (this includes all teaching export programs). In these cases, notification of use of old forms must be made by you in advance to the instructor.

Attention: Please do not confuse this registration with the registration process for an examination performance, where examinations and oral examinations must be registered within the registration and examination periods via the registration form of the Academic Examination Office.

4.2.1 Course achievement in the form of a presentation

The topics of the respective courses are usually published in Stud.IP at the beginning of the respective semester. This gives you the opportunity to choose a topic on which you would like to give a lecture at an early stage.

The procedure is as follows: The lecturer first gives his lecture. After the lecture, you can present an analysis of the topic/case of this course from the student's point of view in an approx. 5-minute presentation.

This is not a summary of the contents already presented by the lecturer, but rather that you pick out an important ethical aspect of the topic/case dealt with and then examine it in greater depth. You can prepare 1-2 slides for this.

As part of the course SL in the form of a lecture, it is also possible to submit the lecture in the format of a short video. You can send your presentation of approx. 5 minutes as a short video to lehre@cells.uni-hannover.de. You are welcome to use one or two slides in the background. It is not necessary to use a (professional) animation or similar. The only important thing is that it is in a common file format and that the length of five minutes and, if necessary, one or two slides is adhered to. The time of submission will be announced in good time via Stud.IP under the announcements.

4.2.2 Course achievement in the form of an essay

An essay is a short paper on a scientific question. An essay is usually 5 pages long (please note that your examination regulations may stipulate this) and is structured as follows:

- Introduction: Introduce the question and your own point of view.
- Main section: Support your point of view with theses and examples - with the aim of giving the reader food for thought.
- Conclusion: Summarise the most important arguments and give an outlook.

The main purpose of an essay is to reflect on the chosen topic, to elaborate your own theses and perspectives and to take a stand. Unlike a term paper or term paper, the focus here is on presenting your own thoughts and arguments convincingly and not on reproducing the positions of others. As a rule, you can freely choose a topic from the subject area of the respective course.

The essay consists of a cover sheet, the actual text (approx. 5 pages) and a bibliography. The essay should therefore be written as a continuous text, there is no outline as in a term paper, footnotes are to be dispensed with, but a bibliography is to be integrated. Within an essay, no source references in the text and no scientific substantiation are necessary. However, when quoting or drawing on the thoughts of other authors, it should still be clear whose considerations are being used.

On the first page of the essay, it is mandatory to provide us with the following information:

- Name
- Matriculation number
- Degree
- Course of study, subject if applicable
- Required SL number

This information is required, otherwise the booking of your study performance cannot take place.

If you would like to write an essay at CELLS, please register with the CELLS teaching coordinator early, but no later than the end of the registration periods relevant to your degree programme, so that we can plan our capacities accordingly.

4.3 Bachelor/Master Thesis

The supervision of a thesis at CELLS requires prior consultation with the supervisor. Only then can the thesis be registered. Without a corresponding prior agreement, the thesis cannot be accepted for supervision and assessment.

If you would like to write your Bachelor's or Master's thesis at CELLS, please inform us in advance about the time frame you are aiming for and in particular the date for which you plan to hand in your thesis. This is the only way we can estimate whether the professors have the capacity to review your thesis.

You must register for the Bachelor's or Master's thesis at the Academic Examinations Office using a separate application form. You can find the application form on the website of the Academic Examinations Office. The Academic Examinations Office checks whether the admission requirements have been met before assigning the topic and certifies this on the form. Only after you have submitted this admission certificate will we assign a topic for your paper and you may start working on it.

Theses must be submitted in writing and electronically to the CELLS teaching coordinator. Please observe the criteria for the preparation of written examination papers (see chapter 4.1.3.).

For capacity reasons, please contact the CELLS teaching coordination early if you want to write your Bachelor's or Master's thesis at CELLS. In preparation for your thesis, we recommend that you attend our **thesis colloquium**. If you would like to write your thesis at CELLS, the participation at thesis colloquium is obligatory.

4.4 Guest auditor studies – Participation at course work and examinations, regulations

The guest auditor regulations stipulate that you, as a guest auditor, must complete both coursework and examinations in the courses that are open to guest auditors on the part of CELLS. These achievements can be recognised for later studies. The decision on the recognition of the achievements is then incumbent on the responsible faculty and is usually made during the application and admission in the sense of a classification by the receiving subject. Each subject/institute has a recognition officer for such questions.

Please contact the CELLS teaching coordinator in good time if you are planning to take coursework or examinations in one of our courses. You will receive a corresponding certificate after successfully completing your studies at CELLS.

You can find all relevant information on guest auditor studies here:

<https://www.ghs.uni-hannover.de/>

You can find the guest auditor regulations here:

[https://www.ghs.uni-hannover.de/fileadmin/ghs/downloads/GHS -
Ordnung fuer Gasthoererinnen und Gasthoerer an der Leibniz Universitaet Hannover
Verkuendungsblatt 13-2014.pdf](https://www.ghs.uni-hannover.de/fileadmin/ghs/downloads/GHS_-_Ordnung_fuer_Gasthoererinnen_und_Gasthoerer_an_der_Leibniz_Universitaet_Hannover_Verkuendungsblatt_13-2014.pdf)

We welcome guest auditors to attend our courses and are happy to take your special needs into account in our teaching and examination planning. However, please understand that regular teaching must take precedence in case of conflict. This applies in particular to the consideration of examination dates and the limitation of the number of participants in certain types of events.

4.5 Excursus: Acquiring writing skills

Helpful information and tips on planning and writing academic papers are provided in the brochure "Starthilfe Schreiben", which we strongly recommend for writing papers:

[https://www.zqs.uni-
hannover.de/fileadmin/zqs/PDF/Schlueselkompetenzen/Starthilfe_Schreiben.pdf](https://www.zqs.uni-hannover.de/fileadmin/zqs/PDF/Schlueselkompetenzen/Starthilfe_Schreiben.pdf)

In addition, Leibniz Universität Hannover offers you as a student a wide range of services on the topic of 'academic writing in your studies'. If your native language is German, the 'Team Schlüsselkompetenz Schreiben' is responsible for you:

<https://www.zqs.uni-hannover.de/de/sk/schreiben/>

Students with a mother tongue other than German or English, are supported by the 'International Writing Team' (InterWRITE):

<https://www.llc.uni-hannover.de/de/schreib-support/>

Here are offered different types of support. On the one hand, there are semester courses that take place throughout the semester (also in English). On the other hand, there is an individual writing consultation, where you will receive advice on your current work and the guidelines and academic requirements for writing an academic paper in a one-hour appointment. In addition, workshops are advertised on the website for which you can register free of charge as a LUH student. (<https://www.llc.uni-hannover.de/de/schreib-support/workshops/>)

Finally, there are weekly writing groups in which several students work on their assignments and an advisor is present in each case. There is space for exchange, feedback, etc.

5 Erasmus students (Incomings)

You are enrolled at Leibniz Universität Hannover (LUH) for a stay abroad or an Erasmus stay and would like to participate in CELLS courses?

With regard to the course (SL) and examination achievements (PL), the specifications mentioned in chapter 4 may deviate. For this reason, please contact the teaching coordinator (lehre@cells.uni-hannover.de) at the beginning of the semester. We will then discuss everything else.

6 Questions & Contact

We hope that with this handbook we have been able to give you an overview of the courses at CELLS as well as answers to the most important organisational questions.

Of course, it is not impossible that further questions will arise in the course of time. Please feel free to contact us - we would be happy to hear from you if you have any comments or suggestions for improvement.

Contact for general questions:

Teaching Coordination CELLS
Yvonne Stöber
Email: lehre@cells.uni-hannover.de
Tel.: 0511 762 5222

Please use your student e-mail address (name@stud.uni-hannover.de) to contact the CELLS.