

Teaching manual

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REGISTRATION OF A TERM PAPER AT CELLS/ REGISTRATION: TERM PAPER AT CELLS

1 Foreword

Dear students, guest students and interested parties,

thank you for your interest in our courses.

We are pleased that the interdisciplinary nature of our work leads the fact that our students come from all degree programmes at LUH. However, the heterogeneity of our participants means that there are also many different examination and study regulations, as well as module catalogues, involved. This often leads to questions and uncertainties. The aim of this handbook is to provide you with an overview of the teaching at 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 familiarise yourself with the framework conditions of your degree programme. Therefore, only the sources available to you as part 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 enjoyment at the events!



Prof. Dr iur. Nils Hoppe



Prof. Dr Philippe van Basshuysen

2 Overview of the events organised by CELLS

CELLS offers various courses. Not every course is offered in every semester. As a student at Leibniz University 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 dates, procedures and modalities relating to coursework and examinations will be published there in due course. Please familiarise yourself with the various functions of Stud.IP and regularly check the "Announcements" of the respective courses. At the beginning of each semester, a questionnaire is also available in Stud.IP, the completion of which is a mandatory requirement for participation in our courses. This questionnaire serves to improve the coordination of content as well as examination and teaching formats.

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

3 Examinations and Courseworks

As part of the courses offered by CELLS, students are required to complete different tasks depending on the study or examination regulations. Below we explain the differentiation between examination and coursework. We would like to explicitly point out that the examination regulations on which your degree programme is based are decisive for the possible forms of courseworks and examinations and that this is therefore not an exhaustive description. It is the student's responsibility to find out about the necessary examinations and courseworks at an early stage.

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

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

We would also like to point out that there is a questionnaire for the CELLS courses on Stud.IP at the beginning of the semester. In the event that you wish to complete a coursework or examination in our courses, it is mandatory that you complete this questionnaire with all the required information. Even if you wish to take part in the courses without having to complete a coursework or examination, the questionnaire must be completed on Stud.IP. If you do not submit the questionnaire within the registration deadline, we will unfortunately not be able to accept any coursework or examination from you for the semester in question.

3.1 Examination (PL)

A PL is usually a graded assignment, e.g. in the form of an oral examination or a term paper.

The type and scope of the PL in a module are specified in the respective examination regulations. Before contacting CELLS, please enquire which forms of PL are possible in your module. If several forms of PL are possible in the module according to your examination regulations, the type of PL will be determined together with the teaching staff or the teaching coordinator at the start of the course by the start of the registration period at the latest.

At the beginning of the semester, we will post a questionnaire in Stud.IP, in which you have to indicate which form of PL you wish to complete. This registration with CELLS does NOT replace the timely registration of your PL with the Academic Examination Office (Akademisches Prüfungsamt (APA)); it is for planning purposes. If you do not register with the APA by the deadline, you will NOT be able to take a PL.

In the course of the semester (usually after the end of the registration period), we will post further information on the examinations under "Announcements" in Stud.IP. Please check there regularly.

CELLS generally offers PL in the form of term papers and oral examinations:

3.1.1 PL in the form of a term paper

In a term paper, you should demonstrate that you are able to work independently on a subject-specific question from the context of a course, taking into account and analysing relevant literature.

In addition to the required questionnaire at the beginning of the semester and registration with the APA, CELLS has a registration form for term papers, which you have to fill in and send to lehre@cells.uni-hannover.de before starting work. The topic will then be agreed upon. Only when this agreement has been made can the processing period begin.

Term papers must be submitted by e-mail as .doc or .docx in the summer semester 2024 by **22 August 2024**. The processing time for term papers at CELLS is four weeks and therefore begins on **25 July 2024**. If there are reasons why the processing time cannot be met, an extension can be granted upon application to the Academic Examination Office.

Detailed requirements for the formal design of written PL in the form of term papers can be found in chapter 3.4. These criteria form the basis for assessment and apply to all written PL at CELLS.

3.1.2 PL in the form of an oral examination

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

- 5 minutes for the presentation of the topic you have worked on
- 15 minutes for questions from the examiners about the topic and/or the course

The oral examinations usually take place in the last weeks of the lecture period. The exact examination dates are provided in Stud.IP. Please select a date there and indicate your preferred topic, otherwise we will assign you a topic.

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

You can use a thesis paper (max. 3 theses) to support the presentation of the topic you have worked on. However, this is not obligatory. If you prepare a thesis paper, please send it to lehre@cells.uni-hannover.de at least one day before the examination. No other aids are permitted.

As a rule, your grade will be recorded by us in the LUH's online grading system QIS within one month of taking or submitting the PL.

3.2 Coursework (SL)

In order to be able to earn the SL at CELLS, you must complete a questionnaire in Stud.IP at the beginning of the semester. Here we ask for your matriculation number, the intended degree and degree programme or subject you are aiming for and the SL number you require. Participation in this enquiry is a prerequisite for taking a SL at CELLS and serves to ensure the correct booking of your SL.

The SL is an ungraded achievement. At CELLS, the SL consists of a 5-minute presentation, which you record and submit to us as a video. You are welcome to use 1-2 slides in the background. The aim is not to summarize the content already presented by the lecturer, but to pick out an important aspect of the topic covered and then examine it in greater depth.

The topics of the respective courses as well as further information in the form of literature and/or presentations are usually published by us in Stud.IP. This gives you the opportunity to choose a topic at an early stage on which you would like to complete your SL.

It is not necessary to use a (professional) animation or similar. It is only important that it is a common file format (e.g. mp4) and that the length of 5 minutes and, if necessary, 1-2 slides is maintained. Please send the video to lehre@cells.uni-hannover.de.

SLs must be submitted by the last course of the current semester.

If the SLs in your degree programme are not yet booked online, please also submit the corresponding pre-filled form by email to lehre@cells.uni-hannover.de.

3.3 Bachelor's/Master's 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.

You must register for the Bachelor's or Master's thesis at the Academic Examinations Office using a separate application form. The application form can be found on the website of the Academic Examination Office. The Academic Examinations Office will check that you fulfil the admission requirements before assigning the topic and will certify this on the form. We will only allocate a topic for your thesis once you have **submitted** this certificate of admission and you may begin your thesis.

For capacity reasons, please contact the CELLS teaching coordinator early on if you wish to write your Bachelor's or Master's thesis at CELLS. Please let us know which processing period you are aiming for and, in particular, for which date you plan to submit your thesis. This is the only way we can estimate whether the professors have the time to review your thesis. In addition, participation in **our thesis colloquium is mandatory**. You can find information on this colloquium in Stud.IP.

The theses must be submitted by e-mail as .doc or .docx to the CELLS teaching coordinator. Detailed requirements for the formal design of written examinations in the form of Bachelor's and Master's theses can be found in chapter 4.4. These criteria form the basis of the assessment and apply to all written examinations at CELLS.

3.4 Criteria for the preparation of written examinations

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

3.4.1 General information

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

- Thematic delimitation, relevance, originality
 - Development of the question
 - Categorisation of the topic in an overarching context
 - Clarification of terms and definitions, presentation of essential aspects of the topic in appropriate breadth and depth, correspondence between complexity of the topic / complexity of the presentation, level of argumentation and reflection, support of the text with illustrations, tables, diagrams, etc. if necessary.
- Careful use of theoretical concepts and/or theories to avoid misinterpretation by the 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
- Transfer services (critical reflection of content, categorisation in discourses)

Diligence in scientific paper [approx. 30% of the grade]

- Comprehensible presentation (e.g. sentence structure), adequate grammar, punctuation and spelling, scientific expression, coherent writing style
- Structure of the thesis, outline and structure (see chapter 4.4.2 Structure of scientific papers)
 - logical structure (common thread, cross-references)
 - sensible allocation to the structure levels (the work is to be divided into suitably selected sections, see below)
 - Suitable summaries and transitions
 - Table of contents and formatting of headings, bibliography (compliance with formal guidelines), affidavit and agreement that the work may be checked with the help of plagiarism software (see chapter 4.5. Use of plagiarism software)
- Appropriate overall scope of the thesis (the scope and any specific requirements for the thesis are regulated by your respective examination regulations. You are responsible for knowing and informing us of your study requirements).
- Consistent citation (Please choose a citation style and use it consistently, see below)
- Page layout (see below)
- Use of suitable illustrations, tables or diagrams

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

- Carry out additional literature research (Please only use reputable scientific databases or sources. It is advisable to read the works listed as literature sources in the courses. Most encyclopaedias and dictionaries as well as popular websites and newspapers do not count as academic support. We recommend:
 - scholar.google.com
 - www.tib.eu/de/
- Correct standardised citation style in the text and bibliography
- Every source that you have researched and used to support your arguments should be cited in the paper and documented in the bibliography

We use the following scheme for grading the paper:

Craft assessment

1. scope of the paper (number of pages, reasonable typeface)
2. Structure / organisation of the paper
 - 2.1. Introduction
 - 2.2. Thesis / Question / Objective
 - 2.3. Method / Signposting
 - 2.4. Discussion
 - 2.5. Conclusion
 - 2.6. Bibliography
3. source work
4. specialised language level
5. originality / dealing with other people's ideas

Content evaluation

6. analysis (not purely descriptive)
7. Technical correctness
8. Appropriate style of argumentation

3.4.2 Structure of scientific papers

Your actual paper should be preceded by a table of contents. On the one hand, this should help the reader to recognise which focal points you have set and, on the other hand, it makes your thought process comprehensible.

The thesis is to be divided into three parts, introduction, main part and conclusion.

In the introduction to a paper, you should emphasise the problem or research question of the paper. Here you must also explain the relevance of the problem or question. In addition, you should briefly outline the procedure for dealing with the problem or research question, whereby a mere reproduction of the outline and conclusions should be avoided.

The main section consists of several chapters, which should be weighted equally in terms of content. You should also ensure a balanced structure in the sense of an equal number of subsections of the individual points.

At the end of your work, you should formulate a conclusion. This basically refers to the problem statement opened in the introduction. The conclusion contains a summary of the results and, if applicable, a reference to future applications or subsequent research tasks. You should also provide an outlook on any unresolved problems or other aspects of your topic.

In addition, the specific requirements for the formal organisation of written examinations at CELLS are set out below.

3.4.3 Formal requirements for the preparation of written examinations

Your academic approach is also reflected in the formal design of your term paper. This is decisive for the overall impression of your examination. You should therefore:

- adhere as far as possible to the following requirements for the formal design.
- express yourself as precisely and comprehensibly as possible in your essay. Avoid unnecessary subordinate clauses and long, convoluted sentence constructions.
- structure your text with paragraphs and headings to make your line of thought and argument clear.
- pay attention to gender-sensitive spelling.

Cover page

Your paper begins with a cover sheet. This should contain the following information:

Name
Matriculation number
Conclusion
Degree programme
Semester
Module
Seminar
Examiner
Delivery date
Title of the work

Table of contents

Please insert a table of contents according to the structure of your work. Use style sheets and the automatic table of contents of your writing program. The table of contents must contain the outline points with the respective page number. Tables and/or figures should be listed in an additional table of tables and/or list of figures.

You may use articles when formulating headings, but you should ensure consistency within the paper.

Page number and page layout

The scope of your written examination paper is regulated by your respective examination regulations.

With the exception of the cover sheet and the declaration of independence, all sheets must be numbered. The numbering of the preceding lists is in Roman numerals; from the first page of text, the numbering begins with Arabic numerals at "1". This page numbering must be retained until the last page of the bibliography. Visual emphasis (bold, italics, etc.) should be used very sparingly. Individual lines of thought should be separated by paragraphs (one complete blank line).

Font and font size

Scientific papers are always written in Times New Roman font, font size 12 or in Arial font, font size 11 and 1.5 line spacing.

Headings should not exceed font size 16 and subheadings size 14 (also Times New Roman). The following formatting is recommended for headings in continuous text:

1 1st level - font size 14 (bold)

1.1 2nd level - font size 12 (bold)

1.1.1 3rd level - font size 12 (italics)

Citation and bibliography in the text

Citation must be done consistently in **ONE** citation style. We recommend the following citation style:

https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html

However, you can also use other citation styles as long as you follow them consistently throughout your paper.

3.5 Use of plagiarism software and declaration of independence

CELLS uses plagiarism detection software as standard for the correction of all written papers. When submitting papers, you must enclose a declaration in which you declare that the work was written independently. In addition, when submitting your work, you give your consent for it to be checked with the help of the plagiarism detection software.

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

https://www.philos.uni-hannover.de/fileadmin/philos/Dateien/Hinweise/Eigenstaendigkeitserklaerung_Plagiarism_statement_iPhil_LUH_2023.pdf

3.6 Excursus: Acquiring writing skills

Helpful information and tips on planning and writing academic papers can be found in the brochure "Starthilfe Schreiben", which we strongly recommend for the preparation of written papers:

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

In addition, Leibniz University Hannover offers you as a student a wide range of programmes on the topic of "Academic writing during your studies". If your native language is German, the 'Key Competence Writing Team' is there for you:

<https://www.zgs.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/>

Various types of support are offered here. On the one hand, there are semester courses that take place throughout the semester (also in English). On the other hand, there is individual writing counselling, 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, which you can register for free as an LUH student (<https://www.llc.uni-hannover.de/de/schreib-support/workshops/>).

4 Questions & contact persons

We hope that this handbook has provided you with an overview of the CELLS courses and answers to the most important organisational questions. Of course, it is inevitable that further questions will arise over time. If you have any additional questions, please do not hesitate to contact us:

Teaching Coordination CELLS (Yvonne Stöber)

Email: lehre@cells.uni-hannover.de

Phone: 0511 762 5222

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

Anmeldung einer Hausarbeit am CELLS/ Registration: Term Paper at CELLS

Name, Vorname/Surname, first name: _____
Matrikelnummer/Matriculation number: _____
Studiengang/Study programme: _____
Semester/semester: _____
Name des Moduls/Name of module: _____
Ggf. Modulnummer/Module number, where applicable: _____
E-Mail/Email: _____
Prüfer:in/Examiner: _____

Gewünschtes Thema (Bitte zwei Themen angeben. Wir entscheiden, welches Thema Sie bearbeiten.)/
Desired topic (Please specify two topics. We will decide which one you need to work on):

1. _____

2. _____

Bearbeitungszeit/Processing period*: 25.07.2024 - 22.08.2024

Datum/Date:

Unterschrift Studierende/Signature Student: _____

* Bitte beachten Sie, dass der vom CELLS festgesetzte Bearbeitungszeitraum für Hausarbeiten vier Wochen beträgt. Das Thema (ggf. mit Änderungen) muss von uns bestätigt werden. Sie erhalten eine entsprechende Bestätigung zeitnah vor dem Beginn der Bearbeitungszeit per Mail. Ein vorheriger Beginn ist nicht zulässig. An dieser Stelle soll der Hinweis erfolgen, dass Ihre einschlägigen Prüfungsordnungen unbedingt zu beachten sind!

* Please note that CELLS allows a time span of four weeks for term papers. The topic (modified, if necessary) for your term paper need to be confirmed by us. You will receive a corresponding confirmation by mail shortly before the start of the processing time. An earlier start - without our consent - is not permitted. At this point, we would like to remind you that it is essential to observe your relevant examination regulations!

Kontakt/Contact:
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Teaching coordination CELLS Yvonne Stöber
Email: lehre@cells.uni-hannover.de
Phone: 0511 762 5222