Module title	Abbreviation
Basics in Business Administration and Personnel Management	07-SQA-GBP-072-m01

Module coordinator	Module offered by
Coordinator BioCareers	Faculty of Biology

ECTS	Method of grading	Only after succ. compl. of module(s)
5	numerical grade	--

Duration	Module level	Other prerequisites
1 semester	undergraduate	--

Contents

Safety procedures in the biosciences, in particular radiation protection, handling of genetically modified organisms, hygiene procedures and hazardous substances, working with lab animals. Fundamental concepts that help ensure an effective and efficient workflow in the biosciences. Structure and organisation of institutions in the bioscience/biotech sector. Process-based project management. HR management in the biosciences, responsibilities of managers/supervisors, appraisal interviews, target agreements, management styles.

Intended learning outcomes

Students have developed a fundamental knowledge of the regulations governing work in the bioscience sector and are familiar with fundamental organisational principles that are relevant for work in research and production. They are also familiar with fundamental principles of process-based project work in the biosciences.

Courses (type, number of weekly contact hours, language — if other than German)

This module comprises 2 module components. Information on courses will be listed separately for each module component.
- 07-SQA-GBP-1-072: V + V (no information on SWS (weekly contact hours) and course language available)
- 07-SQA-GBP-2-072: S (no information on SWS (weekly contact hours) and course language available)

Method of assessment (type, scope, language — if other than German, examination offered — if not every semester, information on whether module is creditable for bonus)

Assessment in this module comprises the assessments in the individual module components as specified below. Unless stated otherwise, successful completion of the module will require successful completion of all individual assessments.

Assessment in module component 07-SQA-GBP-1-072: Basics in Business Administration and Personnel Management (lecture) Basics in Business Administration and Personnel Management (lecture)
- 4 ECTS, Method of grading: numerical grade
- written examination (approx. 60 minutes)
- Assessment offered: once a year, winter semester

Assessment in module component 07-SQA-GBP-2-072: Basics in Business Administration and Personnel Management (seminar)
- 1 ECTS, Method of grading: (not) successfully completed
- presentation (approx. 20 minutes) or term paper (approx. 5 to 10 pages)
- Assessment offered: once a year, winter semester

Allocation of places

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Additional information

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Workload

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Teaching cycle

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Referred to in LPO I (examination regulations for teaching-degree programmes)
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Module appears in
keinem Studiengang zugeordnet