

<b>Module title</b>		<b>Abbreviation</b>
Perspectives, Personal Competence and Communication Skills		07-SQF-KEB-132-m01
<b>Module coordinator</b>		<b>Module offered by</b>
Coordinator BioCareers		Faculty of Biology
<b>ECTS</b>	<b>Method of grading</b>	<b>Only after succ. compl. of module(s)</b>
5	numerical grade	--
<b>Duration</b>	<b>Module level</b>	<b>Other prerequisites</b>
1 semester	undergraduate	--
<b>Contents</b>		
<p>This module will provide students with information on potential areas of employment for life scientists and will address the topic of job application and staff selection. It will discuss methods for analysing personality types and will acquaint students with criteria for developing personal and social skills. Building on this, the module will develop fundamental criteria for working in groups and teams. The fundamental principles of a project-oriented approach to work and of communication (incl. rhetoric and body language) will be discussed. Students will also receive advice on how to design and structure talks.</p>		
<b>Intended learning outcomes</b>		
<p>Students know what it takes to succeed in the job market. They are familiar with current developments in the job market, know how to go job hunting, and are familiar with recruitment practices of employers. Students have developed a fundamental knowledge of personality assessment methods and are familiar with conflict management methods. They are able to work in a team-based environment and have developed a fundamental knowledge of project management methods and approaches. Students have enhanced their teaching skills and are proficient in the theory and practice of communication. They know how to design and structure talks as well as to present data in both oral and written form. Students are aware of what body language may communicate.</p>		
<b>Courses</b> (type, number of weekly contact hours, language — if other than German)		
V + S (no information on SWS (weekly contact hours) and course language available)		
<b>Method of assessment</b> (type, scope, language — if other than German, examination offered — if not every semester, information on whether module is creditable for bonus)		
written examination (approx. 30 to 60 minutes)		
<b>Allocation of places</b>		
<p>Number of places: 120. Should the number of applications exceed the number of available places, places will be allocated as follows: Places will primarily be allocated to students of the Bachelor's degree subject Biologie (Biology) with 180 ECTS credits. Should the module be used in other subjects, there will be two quotas: 95% of places will be allocated to students of the Bachelor's degree subject Biologie (Biology) with 180 ECTS credits and 5% of places (a minimum of one participant in total) will be allocated to students of the Bachelor's degree subject Biologie (Biology) with 60 ECTS credits and to students of the Bachelor's degree subjects Computational Mathematics and Mathematik (Mathematics), each with 180 ECTS credits, as part of the application-oriented subject Biology (as well as potentially to students of other 'importing' subjects). Should the number of places available in one quota exceed the number of applications, the remaining places will be allocated to applicants from the other quota. Should there be, within one module component, several courses with a restricted number of places, there will be a uniform regulation for the courses of one module component. In this case, places on all courses of a module component that are concerned will be allocated in a standardised procedure. In this procedure, applicants who already have successfully completed at least one other module component of the respective module will be given preferential consideration. A waiting list will be maintained and places re-allocated as they become available. Selection process group 1 (95%): Places will primarily be allocated according to the applicants' previous academic achievements. For this purpose, applicants will be ranked according to the number of ECTS credits they have achieved and their average grade of all assessments taken during their studies or of all module components in the subject of Biologie (Biology) (excluding Chemie (Chemistry), Physik (Physics), Mathematik (Mathematics)) at the time of application. This will be done as follows: First, applicants will be ranked, firstly, according to their average grade weighted according to the number of ECTS credits (qualitative ranking) and, secondly, according to their total number of ECTS credits achieved (quantitative ranking). The applicants'</p>		

position in a third ranking will be calculated as the sum of these two rankings, and places will be allocated according to this third ranking. Among applicants with the same ranking, places will be allocated according to the qualitative ranking or otherwise by lot. Selection process group 2 (5%): Places will be allocated according to the following quotas: Quota 1 (50% of places): total number of ECTS credits already achieved in modules/module components of the Faculty of Biology; among applicants with the same number of ECTS credits achieved, places will be allocated by lot. Quota 2 (25% of places): number of subject semesters of the respective applicant; among applicants with the same number of subject semesters, places will be allocated by lot. Quota 3 (25% of places): allocation by lot. Should the module be used only in the Bachelor's degree subject Biologie (Biology) with 180 ECTS credits, places will be allocated according to the selection process of group 1.

**Additional information**

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**Referred to in LPO I** (examination regulations for teaching-degree programmes)

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**Module appears in**

Bachelor' degree (1 major) Biology (2013)