

Annex SFB

Studienfachbeschreibung (subject description, SFB) for the subject Professional Skills with the degree "Zertifikatsprogramm als Zusatzstudium" (20 ECTS credits)

Responsible:

Examination regulations version: 2025

Abbreviations used: Course types: **E** = field trip, **K** = colloquium, **O** = conversatorium, **P** = placement/lab course, **R** = project, **S** = seminar, **T** = tutorial, **Ü** = exercise, **V** = lecture

Term: **SS** = summer semester, **WS** = winter semester

Methods of grading: **NUM** = numerical grade, **B/NB** = (not) successfully completed

Regulations: **(L)ASPO** = general academic and examination regulations (for teaching-degree programmes), **FSB** = subject-specific provisions, **SFB** = list of modules

Other: **A** = thesis, **LV** = course(s), **PL** = assessment(s), **TN** = participants, **VL** = prerequisite(s)

Conventions for the modules in this SFB: Unless otherwise stated, courses and assessments will be held in German, assessments will be offered every semester and modules are not creditable for bonus.

Information on assessment procedures: Should there be the option to choose between several methods of assessment, the lecturer will agree with the module coordinator on the method of assessment to be used in the current semester by two weeks after the start of the course at the latest and will communicate this in the customary manner.

Should a module comprise more than one graded assessment, all assessments will be equally weighted, unless otherwise stated below.

Should the assessment comprise several individual assessments, successful completion of the module will require successful completion of all individual assessments.

In accordance with the general regulations governing the degree subject described in this module catalogue:

ZASPO2025

associated official publications (FSB (subject-specific provisions)/SFB (list of modules)):

06-Aug-2025 (2025-84)

This module handbook seeks to render, as accurately as possible, the data that is of statutory relevance according to the examination regulations of the degree subject. However, only the FSB (subject-specific provisions) and SFB (list of modules) in their officially published versions shall be legally binding. In the case of doubt, the provisions on, in particular, module assessments specified in the FSB/SFB shall prevail.

Every module will be described using the following form:

Abbreviation	Module title						
	ECTS		Duration	(in semesters)	Method of grading		Module level
	Courses		To be specified in the form X (y) with course type X abbreviated as specified above and number of weekly contact hours y				
	Method of assessment						
	Only after successful completion of		if applicable				
	Other prerequisites		if applicable				
	Participants and allocation of places		if applicable				
	Additional information		if applicable				
	Referred to in LPO I		if applicable (examination regulations for teaching-degree programmes)				

Compulsory Courses (10 ECTS credits)								
38-CS-KOMP-252-mo1	Communicative competence in the Professional Skills Certificate							
	ECTS	5	Duration		Method of grading	(not) successfully completed	Modul level	
	Courses	Ü (2) Module taught in: German and/or English						
	Method of assessment	portfolio (15 to 20 pages) Language of assessment: German and/or English						
	other prerequisites	Regular attendance in the course is strongly recommended.						
	Additional Information	The exercise consists of 3 to 6 workshops with a total attendance time of 36 hours.						
38-CS-SKO-252-mo1	Self-competence in the Professional Skills Certificate							
	ECTS	5	Duration		Method of grading	(not) successfully completed	Modul level	undergraduate
	Courses	Ü (2) Module taught in: German and/or English						
	Method of assessment	portfolio (15 to 20 pages) Language of assessment: German and/or English						
	other prerequisites	Regular attendance in the course is strongly recommended.						
	Additional Information	The exercise consists of 3 to 6 workshops with a total attendance time of 36 hours.						
Compulsory Courses (10 ECTS credits)								
38-CS-FMK-252-mo1	Expertise and methodological skills in the Professional Skills Certificate							
	ECTS	5	Duration		Method of grading	(not) successfully completed	Modul level	undergraduate
	Courses	Ü (2) Module taught in: German and/or English						
	Method of assessment	portfolio (15 to 20 pages) Language of assessment: German and/or English						
	other prerequisites	Regular attendance in the course is strongly recommended.						
	Additional Information	The exercise consists of 3 to 6 workshops with a total attendance time of 36 hours.						
38-CS-IN-KO-252-mo1	Intercultural competence in the Professional Skills Certificate							
	ECTS	5	Duration		Method of grading	(not) successfully completed	Modul level	undergraduate
	Courses	Ü (2) Module taught in: German and/or English						
	Method of assessment	portfolio (15 to 20 pages) Language of assessment: German and/or English						
	other prerequisites	Regular attendance in the course is strongly recommended.						
	Additional Information	The exercise consists of 3 to 6 workshops with a total attendance time of 36 hours.						

38-CS-DI- GI-252-m01	Digital competence in the Professional Skills Certificate							
	ECTS	5	Duration		Method of grading	(not) successfully completed	Modul level	undergraduate
	Courses		Ü (2) Module taught in: German and/or English					
	Method of assessment		portfolio (15 to 20 pages) Language of assessment: German and/or English					
	other prerequisites		Regular attendance in the course is strongly recommended.					
	Additional Information		The exercise consists of 3 to 6 workshops with a total attendance time of 36 hours.					
38-CS-SO- KO-252-m01	Social competence in the Professional Skills Certificate							
	ECTS	5	Duration		Method of grading	(not) successfully completed	Modul level	undergraduate
	Courses		Ü (2) Module taught in: German and/or English					
	Method of assessment		portfolio (15 to 20 pages) Language of assessment: German and/or English					
	other prerequisites		Regular attendance in the course is strongly recommended.					
	Additional Information		The exercise consists of 3 to 6 workshops with a total attendance time of 36 hours.					