Welcome to Konstanz!

Information Session for Incoming
Students at the Department of
Politics and Public Administration

Dr. Eva Dade & Werner Palz
Konstanz, 21 march 2018
Department of Politics and Public Administration

Agenda

- Presentation of the Department
- Organisation of your studies: Course choice
- Learning Agreement
- Registration for courses and exams
- Transcript of Records
- Contact persons
The Department

- 1 BA / 1 MA / 1 PhD / 1 teacher-training programme

- **Practical dimension**: integrated 6-month internship (BA)

- **Interdisciplinary dimension**: Link between political science, public administration, and other disciplines (law, economics, …)

- **Methodological dimension**: empirical methods of the social sciences

- **International dimension**: compulsory semester abroad (BA), 8 Double-degree programmes (MA), direct cooperation with more than 90 universities in 24 European countries and 5 universities in North America (United States and Canada)

→ You will study at one of the top institutions in Political science in Europe (CHE + THE rankings)
Department of Politics and Public Administration

The Department

- You mainly study at the Department of Politics and Public Administration

- 19 (junior) professors and ca. 70 doctoral and postdoctoral researchers

- Areas of research/teaching: political theory, German politics, public administration, international relations, European integration, conflict resolution and post-conflict reconstruction, comparative politics and policy analysis, management, empirical methods

- You are also allowed to attend courses offered by other departments
Department of Politics and Public Administration

Organisation of your studies: Course choice

Types of Courses – Bachelor Level

- “Vorlesung”: BA programme 1\(^{st}\)/2\(^{nd}\) year (“Basisstudium”), type of examination: written exam

- “Proseminar”: BA programme 1\(^{st}\)/2\(^{nd}\) year, few participants (max. 20), type of examination: usually oral presentation and written essay at end of term

- “Vertiefungsseminar”: BA programme 3\(^{rd}\) year (“Vertiefungsstudium”), few participants (max. 20), type of examination: usually oral presentation and written essay at end of term

- Specific courses for international students!
Department of Politics and Public Administration

What courses can I choose?

Bachelor level

- Courses from 1\textsuperscript{st}/2\textsuperscript{nd} year BA (“Basisstudium”)
- Courses from 3\textsuperscript{rd} year BA (“Vertiefungsstudium”)
- Courses offered by other departments
- Courses offered by the Language Institute (SLI)
- Courses offered by the Centre for Transferable Skills (SQ)
- Courses offered by the International Office (IO)
- M.A. courses only for M.A. students!
Welcome to ZEuS, the University of Konstanz portal

Welcome to ZEuS!

ZEuS is the University of Konstanz's central enrolment and student portal.

ZEuS lets you manage your studies and courses.

Prospective students can use ZEuS to apply for studies at the University of Konstanz.

Alumni can get in touch with the university using ZEuS.

Employers may use the online internship and job portal to recruit new talent and advertise internships.

ZEuS for

**Applicants**
You have decided on a study programme and are ready to apply...

**Current Students**
You are currently studying at the university and want to update your contact details, register for courses or transfer into another study programme...

**Lecturers**
You teach at the university and want to edit your courses...
Department of Politics and Public Administration

Bachelor’s courses (selection)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Code</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Biological Science (82027H)</td>
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<td>Politics and Public Administration (82176H)</td>
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<tr>
<td>Introductory Events of the Department of Politics and Public Administration</td>
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<tr>
<td>Courses taught in English (Bachelor Programmes)</td>
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<tr>
<td>POL-12050 - Decision-Making in the European Union - Advanced Level Seminar</td>
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<td>POL-19640 - Using Digital Trace Data in the Social Sciences - Advanced Level Seminar</td>
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<td>POL-14450 - Data Analysis with R - Seminar</td>
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<td>POL-17720 - Economic Sanctions - Advanced Level Seminar</td>
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<td>POL-21790 - Forecasting Violent Conflict - Advanced Level Seminar</td>
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<td>POL-21830 - Global Social Movements - Introductory Seminar</td>
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<tr>
<td>POL-20850 - Political Control of the Bureaucracy or Bureaucratic Politics? Theoretical Debates and Empirical Insights - Introductory Seminar</td>
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<td>POL-21650 - Causes and Consequences of Political Violence - Advanced Level Seminar</td>
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<td>POL-22000 - Organizational Control Systems and their Effects on Behavior - Advanced Level Seminar</td>
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<td>POL-21660 - Comparative Authoritarian Politics - Advanced Level Seminar</td>
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<td>POL-22130 - State Capacity: Conceptual and Empirical Challenges - Advanced Level Seminar</td>
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<td>POL-21850 - Immigrant Integration in Multi-Level States - Advanced Level Seminar</td>
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<td>POL-21940 - Legislative Behaviour in European Democracies - Advanced Level Seminar</td>
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<td>POL-22110 - Social Movements on Markets and in Organizations - Advanced Level Seminar</td>
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How many courses should I choose? Bachelor level

- 1 “Proseminar”
- 1 course from 1st/2nd year BA (“Basisstudium”)
- 1 course from 3rd year BA (“Vertiefungsstudium”)
- A second course from the “Vertiefungsstudium” or, alternatively, a course offered by another department or the International Office (IO)
- A language course offered by the Language Institute (SLI)
- A course offered by the Competence Centre for Transferable Skills („Schlüsselqualifikationen“ → SQ) Max. 4 courses plus language course / SQ course!
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Types of Courses – Master Level

- “Vorlesung”: only two courses, “Research Design I + II”, type of examination: written exam

- “Basic Seminar”: 1st semester, theoretical overview of chosen programme (4 options), few participants (max. 20), type of examination: usually oral presentation and written essay at end of term

- “Advanced Seminar”: 2nd/3rd semester, in-depth study of determined area, few participants (max. 20), type of examination: usually oral presentation and written essay at end of term
What courses can I choose?

Master level

- Courses from 1st/2nd year MA
- Courses offered by other departments
- Courses offered by the Language Institute (SLI)
- Courses offered by the Centre for Transferable Skills (SQ)
- Courses offered by the International Office (IO)

Max. 4 courses plus language course / SQ course!
# Department of Politics and Public Administration

![Image of ZEuS interface](https://zeus.uni-konstanz.de/hiservlet/pages/cm/esa/coursecatalog/showCourseCatalog.xhtml?courseCatalog=CourseCatalog_Summer2018&role=Student&language=en)

**Master's courses (selection)**

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<tr>
<td>POL-18921 - Colloquium - Colloquium</td>
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<tr>
<td>KEY-15190 - Communication and Negotiation Skills - Workshop</td>
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<td>KEY-14030 - International Communication - Seminar</td>
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<td>POL-22090 - Public Management and Administration - Grundlagentheorie</td>
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<tr>
<td>POL-11105 - International Political Economy and International Organization - Seminar</td>
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<td>POL-22050 - Power-Sharing in Post-Conflict Countries - Seminar</td>
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<td>POL-20100 - Nonviolent Resistance - Seminar</td>
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<tr>
<td>POL-21580 - Advanced Social Network Analysis: The Collection and Analysis of Egocentric Network Data - Seminar</td>
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<tr>
<td>POL-12075 - Differentiated Integration - Seminar</td>
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Specific courses for International students (both BA and MA) in the Summer Semester 2018 (→ ZEuS)
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Courses offered by the International Office (IO) in the Summer Semester 2018 (→ ZEuS)

- Interdisciplinary Programmes
  - International Office
    - GO-Konstanz German Intensive Language Course
    - Regional and additional interdisciplinary courses in English
      - INT-10150 - Life and Cultural Aspects of Post-War Germany - Kompaktseminar
      - INT-10130 - Demography and Social Structures of Germany - Kompaktseminar
      - Leadership in Contemporary European Politics - Kompaktseminar
      - Selected Topics in European Union and EU-Turkey Relations - Seminar
      - History and Development of the European Union - Seminar
      - Romanticism in Central Europe: Germany and England - Seminar
      - Exploring German cultural history through literature - Seminar
      - Contemporary challenges to international security - Seminar
  - Study Preparation and Orientation Programmes for International Students
  - Biology for students of other subjects
  - Career Service
    - Chemistry for students of other subjects
    - Computer-, information- and media competencies (Department: KIM)
    - Graecum/ Latinum
  - Logics
  - Mentoring Program
    - Transferable Skills (interdisciplinary, based on occupational fields) - SQ-Zentrum
Department of Politics and Public Administration

Courses offered by the Centre for Transferable Skills (SQ) in the Summer Semester 2018 (ZEuS)

- 8600 SQ for Bachelor students
  - Permalink SQ für Bachelor-Studierende
- 8605 Society, Sustainability, Responsibility
- 8665 Communicative, social, and personal competences
  - KEY-11560 - Stress management - Workshop
  - KEY-12140 - Mnemonics and memory strategies - Seminar
  - KEY-12290 - SpeedReading - fast, sustainable, and effective reading - Seminar
  - LIT-51040 - Teatro italiano - Workshop
  - KEY-13050 - Public Speaking - Workshop
  - KEY-15500 - German Sign Language I (Introduction) - Seminar
  - KEY-12330 - German Sign Language II - Seminar
  - KEY-12310 - Women's leadership in practice - Workshop
  - KEY-14030 - International Communication - Seminar
  - KEY-14700 - Justin Bieber, Moses and Coca-Cola? The archetypal power of communication - Workshop
  - KEY-12710 - Conflict Communication; to detect, avoid and solve conflicts - Workshop
  - KEY-11050 - Training social skills - Workshop
  - KEY-15590 - Conduct of Negotiations - Workshop
  - KEY-14380 - Working with refugees - a practical project seminar - Project Seminar
  - KEY-12930 - Conflict management - the art of arguing properly - Workshop
  - KEY-15080 - Biodanza - Introduction to a field of experience in dance therapy - Workshop
  - LIN-14000 - Basque I - Block Seminar
  - LIN-15860 - Basque II - Seminar
  - LIT-53770 - Catalan II - Exercise
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You can find information on all courses, rooms, and time-tables here:

**ZEuS** – Zentrales Einschreibe- und Studierendensystem

https://zeus.uni-konstanz.de

**ZEuS** is the University of Konstanz‘s central enrolment and student portal, including online course catalogue
Registration for courses / exams (I)

- No pre-registration for courses! → “Shopping week” at the beginning of the semester (Exception: compact seminars!)

- Registration period for exams: between 1 May and 15 June 2018

- Electronic registration platform: StudIS

- Compact seminars: StudIS and ZEuS

- List of transaction numbers (TAN): SSZ

- Important: No registration possible after 15 June 2018!
Welcome to StudIS/Examinations

Username:
Password:
Login

News
If you would like to receive updates regarding the status of your assessments and grades via email, you can now subscribe to the information service using the following link: Subscribe to StudIS - assessment results.

Advice regarding login
Please enter your first part of your University email address as your user name, usually "firstname.surname". Please enter your corresponding email password. When you have questions to your University email address or to the corresponding password, please click here.

When you set specific login data for StudIS and other these data will still keep their validity.
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Registration for courses / exams (III)

- You will receive an e-mail at the beginning of May with an explanation about how to register

- You will be reminded by a second e-mail a few days before the registration deadline

- Only those courses registered electronically can be listed on your final Transcript of Records
Plagiarism + Academic Working

- Plagiarism is a problem that students should avoid under all circumstances.

- The department takes this issue very seriously.

- Using specific software, we are able to detect and to punish cases of plagiarism.

- Please cite your sources!

- If you need help → **Writing Centre** with **Writing Tutoring Service** in the library!
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Recommendations

- **Sign in on our mailing lists:**
  
  **All students:**
  
  https://mailman.uni-konstanz.de/mailman/listinfo/vwstudenten
  
  **Incoming students:**
  
  https://mailman.uni-konstanz.de/mailman/listinfo/vwincomings
  
  **MA students:**
  
  https://mailman.uni-konstanz.de/mailman/listinfo/vwmaster

- **Check our websites for information and documents:**

  https://www.polver.uni-konstanz.de
Examinations in lectures

- Written exams: usually during the last week of semester or the first week of holidays → 23 July – 31 July 2018

- If you fail an exam, you usually have a second try (a few weeks later – exact dates are announced online) → 24 September – 12 October 2018
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Examinations in seminars

- Deadline for submission of essays: 15 September 2018 (BA and MA)
- Specific rules for every course as announced by lecturers during first session
- You are allowed to make individual agreements with lecturers
  - e.g. (additional) oral exams or essays in English language

Please ask lecturers and let me know about such individual agreements!
Learning Agreement (only Erasmus+ students)

- All Erasmus students have to fill out a Learning Agreement before mobility (and during mobility if there are changes to your course choice)

- Form provided by your home university or, alternatively, our International Office

- Learning Agreement has to be signed by the Erasmus+ coordinator at your home university and at our department
Department of Politics and Public Administration

Transcript of Records

- Final transcripts are issued by our International Office
- After leaving Konstanz, please continue checking StudIS
- Once you see that all marks have been registered, send a brief note to the International Office: international.transcripts@uni-konstanz.de
- They will send the transcript to your home university and email a copy to you
- **Attention**: The International Office will only send you the final transcript after receiving a note from you!
Department of Politics and Public Administration

Your contact persons at the department

Dr. Eva Dade & Werner Palz
Erasmus+ / International Exchange Coordinators
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master.polver@uni-konstanz.de
Room D 326 & D 322
Office hours:
Tue 9-11 h
Wed 9-11 h
Thu 9-11 h

Anselm Fliethmann, Student Assistant
If you have a question or problem, please contact…
erasmus-in.polver@uni-konstanz.de
We wish you an enriching and pleasant stay in Konstanz!
Welcome to Konstanz!
Thank you for your attention!