Welcome to Konstanz!
Information Session for Incoming Students at the Department of Politics and Public Administration

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Department of Politics and Public Administration

Agenda

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

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

- **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), best Political Science Department in Germany (Shanghai Ranking 2021)
Department of Politics and Public Administration

The Department

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

- More than 20 (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, inequality research, comparative politics and policy analysis, management

- Find more information on the professors and their research interests: https://www.polver.uni-konstanz.de/en/research/acadstaff/profs/

- You are also allowed to attend courses offered by other departments
Organisation of your studies: Course choice

Types of Courses – Bachelor Level

- “Vorlesung” aka. Lecture: BA programme 1\textsuperscript{st}/2\textsuperscript{nd} year, large group with less interaction, accompanied by tutorials in smaller groups, type of examination: written exam

- “Proseminar” aka. Introductory Seminar: BA programme 1\textsuperscript{st}/2\textsuperscript{nd} year, few participants (15), type of examination: usually oral presentation and written essay at end of term

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

MA Courses for MA students only!
What courses can I choose?

- You can choose from any of the course types on the previous slide as well as:
  - Courses offered by other departments: Sociology, History, Philosophy etc. Please contact respective advisors for more information, especially since not all courses are suitable for exchange students or students with different majors.
  - Courses offered by the Language Institute (SLI)
  - Courses offered by the Centre for Transferable Skills (SQ)
  - Courses offered by the International Office (IO)
Welcome to ZEuS!

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

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**Applications**
- 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...

**Internationals**
- You want to know more about possibilities for international students...

**Lecturers**
- You teach at the university and want to edit your courses...

**Doctoral researchers**
- You are a doctoral researcher or have decided to pursue doctoral studies and want to learn more...

**Alumni**
- You are a University of Konstanz alumni and want to keep in touch...
Bachelor’s courses (selection)

- Biological Science (B2027H)
- Physics (B2128H)
- Politics and Public Administration (B2176H)
  - Introductory Events of the Department of Politics and Public Administration
  - Courses taught in English (Bachelor Programmes)
    - POL-1960 - Applied Bayesian Statistics - Advanced Level Seminar
    - POL-21350 - Legislative Politics: Understanding Strategic Interaction in Law-Making - Introductory Seminar
    - POL-12050 - Decision-Making in the European Union - Advanced Level Seminar
    - POL-17220 - Introduction to Survey Methodology - Lecture
    - POL-18970 - Tutorial Introduction to Survey Methodology - Tutorial
    - POL-20310 - Informal Leadership in Teams - Advanced Level Seminar
    - POL-14450 - Data Analysis with R - Seminar
    - POL-21450 - Religion and Secularism in Liberal Democracy - Advanced Level Seminar
How many courses should I choose? BA: max 4 + language course

- Pay attention to the workload: Advanced Seminars require a seminar paper at the end of the semester → don’t take more than two!

- Mix different course types to even out workload. Lectures are generally easier than seminars. Also Language Courses and courses from the International Office.
How many courses should I choose? BA: max 4 + language course

- Recommendations this semester:
  - Lecture: “Introduction to Comparative Politics” (6 ECTS) – good to take on its own or parallel to a Advanced Seminar on a comparative politics topic
  - Seminar for exchange students only: “The Scientific Study of Autocracies” (6 ECTS) – will include some basic principles of empirical analysis and research methods, unfortunately only 20 spots available
  - “Data Analysis with R” (7 ECTS) – great opportunity to learn to use a free software for social science research if you know basic statistics

- If you speak German:
  - Lecture: “Einführung in die politische Theorie” (6 ECTS) – good option if your German skills are not quite good to speak, but you are able to listen and understand, some of the readings and slides might be in English
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Types of Courses – Master Level

- “Vorlesung” aka. Lecture: only two courses, “Research Design I” (winter) and “Research Design II” (summer), type of examination: written exam
  - Research Design II has two versions: qualitative and quantitative methods
- “Grundlagenseminar” aka “Basic Seminar”: not recommended for exchange students as spots are limited
- Regular “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

- “Research Design II” and/or any MA Seminars
- 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)

Again, pay attention to workload! Max. 4 courses plus language course / SQ course!
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Interdisciplinary course offer (International Office, Transferrable Skills, Language Institute)

- 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
    - INT-10240 - History and Development of the European Union - Seminar
    - Introduction to Empirical Analysis and Quantitative Methods - Block Course
    - INT-10350 - Morals and Markets - undefiniert
  - Study Preparation and Orientation Programmes for International Students
  - Information Meetings for International Students
  - Information Meetings for International Exchange Students - Information Course
Are courses taught online on in person?

- In the Summer Semester, most of the courses at the Department of Politics and Public Administration will switch back to on-campus teaching.

- To find out for a specific course, please check the ZEuS listing of the course, tab “Appointments and Rooms”:

  - room assigned, meaning class will take place in person

  - class will take place online
How do I choose courses? How do I register for them?

- Pre-registration is required for:
  - All Introductory Seminars (BA): Central Registration via ZEuS (instructions later in this presentation). This is new compared to last semester!
  - Compact/block seminars: follow the instructions on ZEuS! There are very few this semester, so most likely this is irrelevant for you.
  - Potentially, courses from other departments: contact the respective advisors for instructions or visit their info sessions this week.

You don’t need to write E-Mails to any professors unless they say so in the first session!
How do I choose courses? How do I register for them?

- Pre-registration is **not** required:
  
  - All other courses (BA Lectures, BA Advanced Seminars, BA exchange students’ seminar (“The Scientific Study of Autocracies”), MA Seminars)
  
- Instead we will have a **Shopping Week**. Students attend the first session of many courses → decide if they liked it or not → register according to the instructions given in the first session → wait for feedback if they got a spot or are on the waiting list → confirm or decline the offer by a certain deadline

- Due to Covid, Shopping Week will take place **online** (links on ILIAS). Courses that have pre-registration, will start **on campus** right away!
Helpful tips:

- It’s normal for the Shopping Week, that the sessions are overcrowded. Don’t panic! Not everyone will decide to actually sign up for the course. Often you will also get a spot offered later as people start declining spots.

- Pick out a couple more courses that you actually want to take and be flexible! Keep in mind, that’s what everyone does, hence the overcrowded sessions at first.

- Check and read your E-Mails! I added you to a mailing list this morning and will sen you the slides of this session later. If you didn’t receive an E-Mail from erasmus.polver@uni-konstanz.de this morning, please let me know!
Registration for Introductory Seminars (BA)

- Pre-registration via ZEuS from **21.03. to 04.04.** We will send you detailed instructions to help you with this next week, but in a nutshell:

Politics and Public Administration (82176H)

  - Introductory Events of the Department of Politics and Public Administration
  - Courses taught in English (Bachelor Programmes)
  - Bachelor's degree Politics and Public Administration major PO 2015
    - Area 1 Methodology
    - Area 2 Principles and Techniques for Academic Working
  - Module 2: Principles and Techniques for Academic Working
    - Proseminar Politics
  - POL-16370 - Theories of Democracy - Introductory Seminar
  - Platzvergabe - Anmeldung der Proseminare des FB Politik- und Verwaltungswissenschaft *Belegungsfrist 21.3.22-4.4.22* - Platzvergabe
All Introductory Seminars are listed as parallel groups here and you will need to indicate your preference(s) when signing up:
Registration for Introductory Seminars (BA)

- This is **not** a first-come-first-serve system. Everyone submits their preferences and the examination office will divide the spots. **Everyone will only get a spot in one seminar!** You will receive an E-Mail with the name of the seminar that you were assigned to after April 4\(^{th}\). Registration via ZEuS does not automatically mean that you were admitted. Wait for a confirmation E-Mail!

- Since Introductory Seminars are mandatory for Konstanz students, they will have priority in the process. Exchange students will get leftover spots. We hope that you understand!

- This semester, there are only two Introductory Seminars in English:
  - “Political Control of the Bureaucracy or Bureaucratic Politics? Theory and Empirics” and “Why and How Do Policies Succeed or Fail?”
Exam / Seminar Paper registration

- Since most courses don’t have pre-registration, we instead have exam registration from the beginning of May until Mid-June via ZEuS!

- You have to register for all courses that you want to receive ECTS for and have listed on your Transcript of Records at the end of the semester! That means you have to register even if there is no final exam and your grade is based on a paper instead.

- We will send you instructions when the time comes. You are going to need a TAN-list. Please don’t leave this to the last minute in case you run into difficulties!

- Don’t worry, we will help you!
Exam dates for lectures

- Written exams: July 19th until August 1st (may vary at other departments!).
- If you fail an exam, you can take a re-sit exam in October.

Examinations in seminars (essays, seminar papers)

- Deadline for submission of essays: September 15th
- Specific rules for every course as announced by lecturers during first session
Plagiarism + Academic Working

- Plagiarism is a problem that students should avoid under all circumstances.
- The department takes this issue very seriously.
- Software is used to detect and report cases of plagiarism.
- Cite your sources!
- Don’t be afraid to ask your lecturers for tips.
- If you need help → Writing Centre with Writing Tutoring Service in the library!
Transcript of Records

- Final transcripts are issued by our International Office.
- After leaving Konstanz, please continue checking ZEuS.
- Once you see that all marks have been registered, send a brief note to the International Office: international.transcripts@uni-konstanz.de.
- **Attention:** The International Office will only send you the final transcript after receiving a request from you! It will not be done automatically.
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Staying informed throughout the semester

- Sign up for our mailing lists:
  
  All students:
  https://mailman.uni-konstanz.de/mailman/listinfo/vwstudenten

  MA students:
  https://mailman.uni-konstanz.de/mailman/listinfo/vwmaster

- You have all been added to a mailing list for the department’s exchange students. If you didn’t receive an E-Mail from me this morning, please let me know and I will add you!
If you’re worried about methods…

(Same book, different edition.)
Department of Politics and Public Administration

We are here to help you:

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We wish you an enriching and pleasant stay in Konstanz!
Universität Konstanz

Thank you for your attention!