Welcome to Konstanz!

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

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Konstanz, September 15, 2022
Department of Politics and Public Administration

Agenda

- Who are you?
- Presentation of the Department
- Organisation of your studies: Course choice
- Registration for courses and exams
- Transcript of Records
- Contact persons
Who are you?

76 international students

- About 50% one semester, 50% two semesters
- From 41 different universities, 23 countries
- 65 Erasmus+, 11 global
- 69 BA, 7 MA
Department of Politics and Public Administration

The Department

- 1 BA / 2 MA / 1 PhD / 1 Teacher-Training Programme
- Interdisciplinary Dimension
  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 US & Canada

⇒ One of the top political science institutes in Europe (CHE + THE rankings), (second) best political science department in Germany (Shanghai Ranking 2021, 2022)
Department of Politics and Public Administration

The Department

- More than 20 (junior) professors and ca. 70 doctoral and postdoctoral researchers
- Areas of research/teaching: political theory, German politics, European integration, international relations, conflict resolution and post-conflict reconstruction, comparative politics and policy analysis, public administration, management, empirical methods
- Find more information [here](#) on the professors and their research interests
- You mainly study at this department but you can also 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 little 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 (max. 20)
  Type of examination: usually oral presentation and written essay at end of the term \(\rightarrow\) not available for International Students

- “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
Organisation of Your Studies: Course Choice
What Courses Can I Choose? – Bachelor Level

- Courses from 1\textsuperscript{st}/2\textsuperscript{nd} year BA (Lectures)
- Courses from 3\textsuperscript{rd} year BA (Advanced Seminars)
- Seminars for International Exchange Students
- Courses offered by other departments: Sociology, History, Philosophy etc. Please contact respective advisors for more information!
- Courses offered by the:
  - Language Institute (SLI)
  - Centre for Transferable Skills (SQ)
  - Courses offered by the International Office (IO)
- M.A. courses only for M.A. students!
Organisation of Your Studies: Course Choice
How many courses should I choose? – Bachelor Level

Max. 4 Courses + Language Course

- Pay attention to the workload: Advanced Seminars (BA 3rd year) require a seminar paper at the end of the semester → don’t take more than two!

- Good options:
  - Lectures (easier, end with a written exam)
  - International Office courses, courses from other departments, language courses (SLI)
Organisation of Your Studies: Course Choice
How many courses should I choose? – Bachelor Level

Recommendations for this semester

- Lectures: Empirical Research Methods (9 ECTS) and Introduction to Survey Methodology (6 ECTS + optional tutorial for 3 ECTS) → profit from the methodological strength of the Department

- Erasmus Seminars (6 ECTS): The Scientific Study of Autocracies, Causes and Consequences of Democratic Decline

- Data Analysis with R (7 ECTS): acquire skills in free statistics software

- If you know German: Das Politische System Deutschlands (6 ECTS) – learn about German politics and practice your German.
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

- "Grundlagenseminar" aka “Basic Seminar”: 1st semester, 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
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Which Courses Can I Choose?

Master Level

- Research Design I and 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)

Max. 4 courses plus language course / SQ course!
Welcome to ZEuS!

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

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**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...

**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...
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Show university course catalogue

University course catalogue for Winter Semester 2022/23

Course catalogue

- Bachelor’s courses (selection)
  - Permanent Link to course catalogue
  - Bachelor Programmes - Major Subject of Study
    - Biological Science (B2027H)
    - Politics and Public Administration (B2170H)
    - Introductory Events of the Department of Politics and Public Administration
  - Courses taught in English (Bachelor Programmes)
    - POL-17220 - Introduction to Survey Methodology - Lecture
    - POL-18970 - Tutorial Introduction to Survey Methodology - Tutorial
    - POL-14450 - Data Analysis with R - Seminar
### Show university course catalogue

#### University course catalogue for Winter Semester 2022/23

- **Semester**: Winter Semester 2022/23

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- **Bachelor Programmes**
  - Major Subject of Study
  - Minor Area of Study

- **Master Programmes**
  - General Linguistics (88153H)
  - Courses taught in English (Master Programmes)

- **Master's degree Politics and Public Administration major PO 2022**
  - Study Area 1: Methods
# Interdisciplinary Course Offer (International Office, Transferable Skills, Language Institute)

1. **Interdisciplinary Programmes**
   - Biology for students of other subjects
   - International Office
     - GO-Konstanz German Intensive Language Course
     - Regional and Additional Interdisciplinary Courses in English
     - Study Preparation and Orientation Programmes for International Students
     - Information Meetings for International Students
   - Courses offered by the ERUA partner universities
   - Logics
   - Mentoring Program
   - Sustainability
   - Transferable Skills (interdisciplinary, based on occupational fields) - SQ-Zentrum
   - Schreibzentrum
   - SLI (Language Institute)

Registration for Courses by the Centre for Transferable Skills has already started – first come, first serve!
Are Courses Taught Online or in Person?

- The vast majority of courses at the Department of Politics and Public Administration will be taught in person.

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

  → room assigned, class will take place in person

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

− Course registration via ZEuS
− Start of registration: October 3rd
− Deadlines:
  − Lectures: January 15th (same as exam registration deadline)
  − Seminars: October 23rd (Sunday before first lecture week)
− Information will follow via E-Mail and on this website
How do I choose courses? How do I register for them?

- **Online Registration**
  - Lectures: 03.10.-15.01.
  - Seminars: 03.10.-23.10.

- **Shopping Week**
  - First Week of Lectures: 24.10.-29.10.
  - Show up to all courses you registered for

- **E-Mail Decision to Lecturers**
  - Deadline communicated in first session by lecturer

- **Get spots assigned and register for others if necessary**
  - Lecturers assign spots randomly, you are registered on ZEuS and ILIAS
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.

- 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 first sessions.

- Check and read your E-Mails! I added you to a mailing list and will send you the slides after this meeting. If you don’t receive an E-Mail from erasmus.polver@uni-konstanz.de, please let me know!
Exam / Seminar Paper Registration

- There is not only course registration but also exam registration from the beginning of December until Mid-January 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!

International Office Info Session on TAN-List and Exam Registration: Dec 7th & 8th, 5:00-6:30 PM, G300
Exam Dates for Lectures

- Written exams: usually during the last week of semester or the first week of holidays → Mid-February
- If you fail an exam, you can take a re-sit a few weeks later – exact dates are announced online

Examinations in Seminars (Essays, Seminar Papers)

- Deadline for submission of essays: March 31st (BA) or April 15th (MA)
- Specific rules for every course as announced by lecturers during first session
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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!
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Transcript of Records

- Final transcripts are issued by our International Office
- After leaving Konstanz, please continue checking ZEuS
- Ask your home university when they need your grades and let your lecturer know in case you need them earlier than the end of April
- Once you see that all grades 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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Stay in the Loop

- Website for Information and Documents:
  https://www.polver.uni-konstanz.de

- Mailing Lists:
  All students:
  https://mailman.uni-konstanz.de/mailman/listinfo/vwstudenten
  MA students:
  https://mailman.uni-konstanz.de/mailman/listinfo/vwmaster
  Incomings: You have been added, please let me know if you did not get an e-mail!

- Instagram Account: @konstanz_pol_pa
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!
Thank you for your attention!