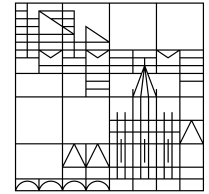


Universität
Konstanz



Welcome to Konstanz!

Information Session for Incoming

Students at the Department of

Politics and Public Administration



Kathrin Ebel

Konstanz, September 15, 2022

Department of Politics and Public Administration

Agenda

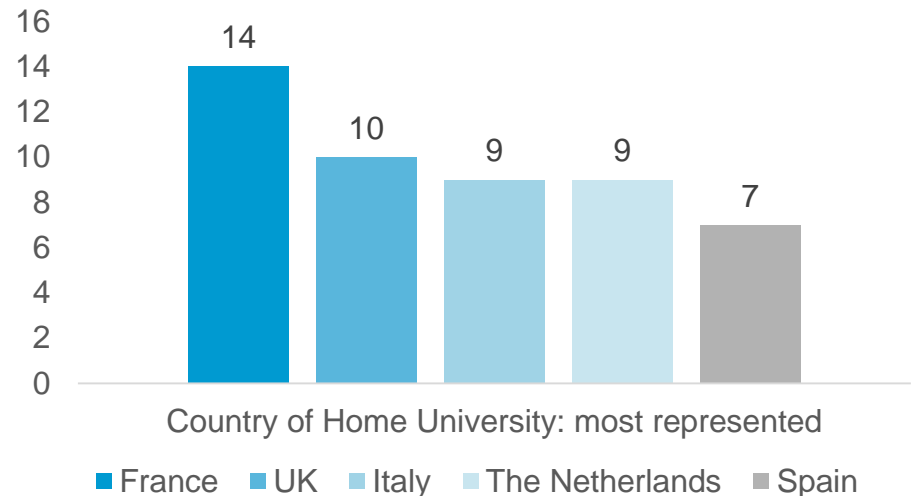
- Who are you?
- Presentation of the Department
- Organisation of your studies: Course choice
- Registration for courses and exams
- Transcript of Records
- Contact persons

Department of Politics and Public Administration

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 1st/2nd year, large group with little interaction, accompanied by tutorials in smaller groups

Type of examination: written exam

- “Proseminar” aka. Introductory Seminar

BA programme 1st/2nd year, few participants (max. 20)

Type of examination: usually oral presentation and written essay at end of the term → not available for International Students

- “Vertiefungsseminar” aka. Advanced Seminar

BA programme 3rd year, few participants (max. 20)

Type of examination: usually oral presentation and written essay at end of term

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Organisation of Your Studies: Course Choice

What Courses Can I Choose? – Bachelor Level

- Courses from 1st/2nd year BA (Lectures)
- Courses from 3rd 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!

Department of Politics and Public Administration

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)

Department of Politics and Public Administration

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.

Department of Politics and Public Administration

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

Department of Politics and Public Administration

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!

Department of Politics and Public Administration



Welcome to ZEuS!

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

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 ...

Department of Politics and Public Administration

Universität Konstanz search menu Student*in University of Konstanz 53 English













[Home](#) [User Functions](#) [My Studies](#) **[Courses](#)** [Organisation](#)

You are here: [Home](#) > [Courses](#) > [Show university course catalogue](#)

Show university course catalogue

University course catalogue for Winter Semester 2022/23

Semester Winter Semester 2022/23

Course catalogue	Actions
Course Catalogue Winter 2022/23	
Permanent Link to course catalogue	 
Bachelor Programmes - Major Subject of Study	
Biological Science (82027H)	 
Politics and Public Administration (82176H)	 
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	

Bachelor's courses
(selection)

Department of Politics and Public Administration

Universität Konstanz search menu Student*in University of Konstanz English
















Home User Functions My Studies **Courses** Organisation

You are here: Home > Courses > Show university course catalogue

Show university course catalogue

University course catalogue for Winter Semester 2022/23

Semester Winter Semester 2022/23

Course catalogue	Actions
Course Catalogue Winter 2022/23	
Permanent Link to course catalogue	 
Bachelor Programmes - Major Subject of Study	
Bachelor Programmes - 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	 

Master's courses
(selection)

Department of Politics and Public Administration


Interdisciplinary Course Offer (International Office, Transferable Skills, Language Institute)

▼	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”:

Rhythm	Day	From - To	Cancellation date	Start date - End date	Exp. Att.	Comment	Performing lecturers	Room
 Weekly	Tue	1:30 PM - 3:00 PM	• 11/01/2022	Oct 25, 2022 - Feb 7, 2023				D431

→ room assigned, class will take place in person

Rhythm	Day	From - To	Cancellation date	Start date - End date	Exp. Att.	Comment
Weekly	Fri	3:15 PM - 4:45 PM		Oct 28, 2022 - Feb 10, 2023		This seminar is held online
Remark*				The seminar is held online		

→ class will take place online

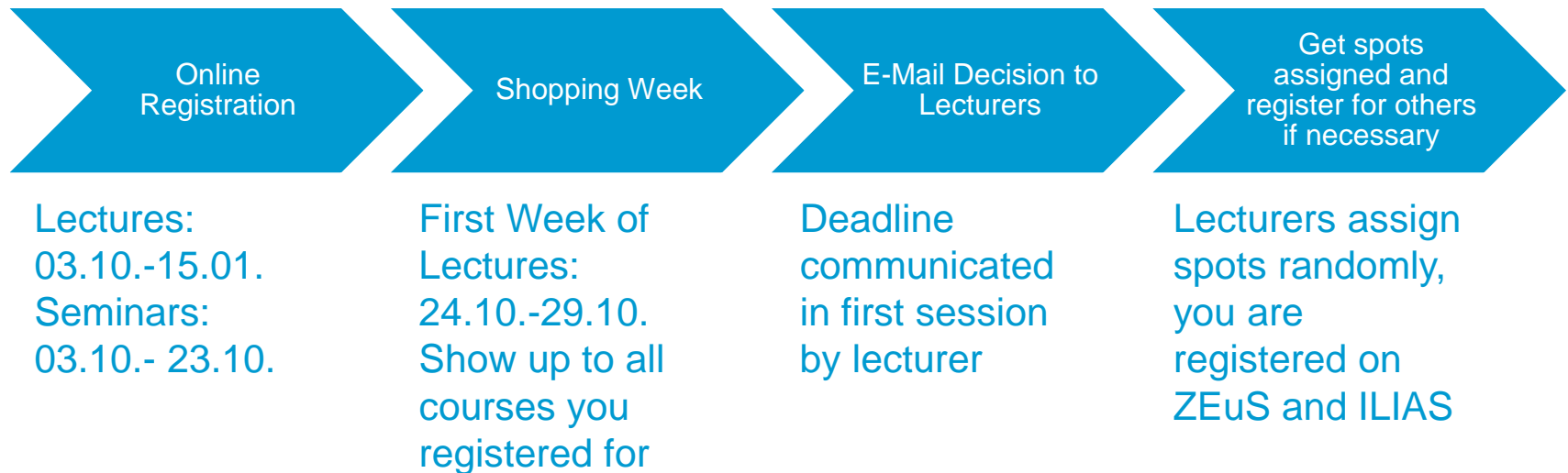
Department of Politics and Public Administration

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

Department of Politics and Public Administration

How do I choose courses? How do I register for them?



Department of Politics and Public Administration

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!**

Department of Politics and Public Administration

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

Department of Politics and Public Administration

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

Department of Politics and Public Administration

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!

Department of Politics and Public Administration

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.

Department of Politics and Public Administration

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:

Kathrin Ebel

Erasmus+ / International Exchange Coordinator

erasmus.polver@uni-konstanz.de

Room D 326

Tel.: +49 (0) 7531 88 5329

Jonas Engel

Student Assistant

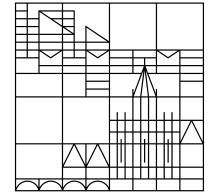
If you have a question or problem, please contact:

erasmus-in.polver@uni-konstanz.de

Department of Politics and Public Administration

We wish you an enriching
and pleasant stay
in Konstanz!





**Thank you for your
attention!**