MA Politics/ Public Administration

Information Session about the second year of studies

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2. Second year in Konstanz:
   a. Course registration
   b. MA thesis: registration
   c. MA thesis: supervisors
   d. MA thesis: rules: length, style

3. Second year abroad
   a. MA thesis: supervisors
   b. Transfer grades: courses and thesis

4. Questions and answers

• All classes at the Department of Politics and Public Administration will start on April 27, 2020. The week starting from April 20 will be needed for preparation for the changeover to digital teaching. Lecture period will end on July 18, 2020, as planned. Please note that this date applies only to the Department of Politics and Public Administration. If you are attending courses from other departments, please inform yourself accordingly from the responsible student advisors.

• Information about the specific format of each course will be available in the respective ILIAS listings of the courses by April 20 at the latest. Please check back regularly and follow the instructions of the lecturers.

• Neither the university nor the department require a specific tool to be used for teaching. Each lecturer is individually responsible for finding a suitable form of teaching their courses. The university offers support to lecturers through personal consulting as well as a website on the possibilities of e-learning. As a result, it is possible that a wide range of different teaching formats will emerge. Please be understanding in case of initial difficulties in the set-up of the digital teaching and, if possible, support your lecturers so that the semester can be valuable for all parties concerned.

• A central spot allocation process for all Master seminars will take place via ZEuS. By the week starting on April 20, at the latest, you will know with certainty, which seminar you will be able to attend. Unfortunately, we are currently able to allocate only one seminar spot per student via ZEuS. This means that free spots in seminars are going to have to be allocated by the lecturers to students who would like to attend a second or a third seminar. Details on this process will be sent out in an E-Mail soon.

• The registration deadlines for the Master thesis in the Summer Semester 2020 will remain unchanged for now.

- Unfortunately, we are not able to say when the postponed retry exams of the Winter Semester 2019/2020 will be allowed to take place. We will, of course, inform you on all new developments in this regard.
- Requests to the examination board can be submitted under https://www.polver.uni-konstanz.de/service/formalitaeten/formulare-und-downloads/antragma/. Submission of requests is possible after signing into the website with your university username and password.
- These and further regulations of the department during the standby operations will be available under: https://www.polver.uni-konstanz.de/en/covid19/.
2. Second year of MA-Studies in Konstanz
MA-Thesis: Introduction

- There will be one single application deadline during this semester (Special rules because of the lockdown of the campus)

The deadline is the 26th of May. Please do not wait until the very last day. The link to the application document is:

https://www.polver.uni-konstanz.de/en/studies/master/mapolver/thesis/

- The application process always opens around three weeks before the deadline.
MA-Thesis: Registration

• There will be one single application deadline during this semester (Special rules because of the lockdown of the campus)

1. You will have to fill-out an online application.

2. After successful completion, you will receive an e-mail with two attached documents

3. Fill out the attached documents, sign them and save them as PDFs or Word-documents. In one of the documents, you have to indicate the thesis title and the two supervisors. In the other document, you have to indicate the courses taken, according to the study areas. It makes sense to have the ZEUs-website with your course list open when filling out that document.

3. Ask the supervisors to confirm (in an e-mail to you) that they will supervise your project. Save that e-mail, convert it into a PDF or word document

4. Send the forms and attachments in one single e-mail our examination office (Ms Christine Pietron, pruefungsverwaltung.polver@uni.kn).
MA-Thesis: Registration

- **PlagScan**
- **Supervisor provides code**
- **Student uploads .doc/.docx of thesis on PlagScan website**
- **Student hands in, together with thesis:**
  - Declaration of independent work (attached to thesis)
  - PlagScan from (bound into hard copy of thesis)
You have two supervisors!

First supervisor:

- Has to be a professor from the study area that you have selected (IACM, IREI, MAPA, CPPA).

- Only Full Professors, Associate Professors and Senior Lecturers can serve as supervisors.

- At least one of the two supervisors has to be a Full Professor.

- Both supervisors must not work at the same chair.
Second supervisor:

Option A:
A staff member from our department, fulfilling the criteria mentioned on the previous slide + most postdoctoral researcher at the department.

Option B (i.e. for double degree students):
External Supervisor from our partner institution

If the second supervisor is an external person, the first supervisor always has to be a full professor. Please contact me in advance and send me the CV/link to personal website of the person for a pre-check.
MA-Thesis: Rules (I)

• After successful application, you will receive a letter confirming the supervisors, topic and indicating the final date of submission of the thesis.

• The confirmation letter will be issued in German, and an English translation of the main technical details will be enclosed.

PLEASE NOTE:

• The title that you will indicate on the front page of your thesis has to be identical to the title named in the confirmation letter. Changes are possible but you need to ask your first supervisor for an OK and hand in a written application to the exams board.

• The confirmation letter contains all necessary information regarding the layout and the binding of the printed version. Spiral bindings are not allowed.

• General questions about the length, the structure or the style of the dissertation should be discussed directly with the first supervisor.
MA-Thesis: Rules (II)

• You have 4 months to work on the dissertation

• Hence, you will have time until the end of September

• You can ask for an extension of up to 1 months. The request has to be decided by the exams board and needs to be handed in via our examination office.

• In case of medical condition, please inform the central exams office (denis.katterre@uni-konstanz.de) immediately. Hand in a medical note as soon as possible. Use the form provided by exams office.

• Please note that you need to enroll for the winter semester 2020/21 if you plan to hand in the thesis after the 1st of October.
MA-Thesis: Change of Title

- A change of the thesis title has to be officially requested from the examination board. A form which can be used for such type of requests can be found here:
  

- The first supervisor of the thesis has to countersign the application.

- The application needs to be handed in at the examination secretariat (D 323) at least one week before the official deadline of the thesis.
MA-Thesis: Extension of Deadline

If you cannot complete the work within the prescribed time due to circumstances beyond your control, you can apply to the joint examination board for an extension of the deadline. The application must be filed with the Central Examination Office no later than two weeks before the original deadline is reached. Your application needs to be signed by your first supervisor, too.

Reasons for an extension of the deadline can be the following:

1. Illness
In case of illness, candidates have to hand in a medical certificate at the examination office (C 403). Students are obliged to use the standard form issued by the examination office.

2. Other Reasons
Other reasons have to be directly connected to the composition of the final thesis. Reasons can be e.g.:
• Problems with the data set (i.e. license, obstacles at access)
• An interview partner postpones the date of the meeting
• Problems with the response rate
2. Second year of MA-Studies at Partner Institution
General Information

• To find information about the course selection at the partner institution:

  http://www.polver.uni-konstanz.de/en/study-programmes/master-programmes/

  ➔ Select Name of Partner Institution ➔ Click on „Study Plan“

• Also check the website of our partners.

• In addition, our colleagues will provide with all necessary information during the process of enrolment.
MA-Thesis written abroad: Overview

- You will write your dissertation at the partner university.

- The thesis forms part of the credits that need to be obtained abroad.

- Thus, you will have to follow only the administrative processes at our partner university.
MA-Thesis written abroad: Supervisors

• It is important for us to maintain the quality standards

• For that reasons, one of the two supervisors of the dissertation has to be a full-professor from Konstanz (c.f. slide number 6).

• We recommend you to learn to know potential supervisors from Konstanz already during this semester and – towards the end of the semester – contact them and check their availability.

• The partner university will inform the supervisors about their exact duties.
MA-Thesis written abroad: Formalities

At the end of year 2, after having submitted the final dissertation, you will have to hand in a form here in Konstanz, requesting the recognition of the study year, including the MA dissertation. Everything can be handed in by e-mail/PDF.

You need to present:

1. A PDF-copy of your dissertation
2. The official plagiarism form
3. A copy of the final transcript of grades of the partner institution
4. The recognition form

➢ Please hand in the forms as soon as possible.
Questions and Answers
Thank you for your attention!

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