Welcome to Konstanz!

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

Hanna Schwarz & Werner Palz
Konstanz, 19th September 2019
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
Department of Politics and Public Administration

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

- 24 (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
Organisation of your studies: Course choice

Types of Courses – Bachelor Level

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

− “Proseminar”: 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 term

− “Vertiefungsseminar”: BA programme 3\textsuperscript{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 Konstanz!

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...
# Bachelor’s courses (selection)

## University course catalogue for Winter Semester 2018/19

### Semester: Winter Semester 2018/19

<table>
<thead>
<tr>
<th>Course category</th>
<th>Course name</th>
<th>Actions</th>
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<td>Bachelor Programmes</td>
<td>Biological Science (B2027H)</td>
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<td>Bachelor Programmes</td>
<td>Physics (B2128H)</td>
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<tr>
<td>Bachelor Programmes</td>
<td>Politics and Public Administration (B2176H)</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>
<td>POL-16960 - Applied Bayesian Statistics - Advanced Level Seminar</td>
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<td></td>
<td>POL-21350 - Legislative Politics: Understanding Strategic Interaction in Law-Making - Introductory Seminar</td>
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<td>POL-12050 - Decision-Making in the European Union - Advanced Level Seminar</td>
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<td>POL-17220 - Introduction to Survey Methodology - Lecture</td>
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<td></td>
<td>POL-18970 - Tutorial Introduction to Survey Methodology - Tutorial</td>
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<td>POL-20310 - Informal Leadership in Teams - Advanced Level Seminar</td>
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<td>POL-14450 - Data Analysis with R - Seminar</td>
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<td></td>
<td>POL-21450 - Religion and Secularism in Liberal Democracy - Advanced Level Seminar</td>
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Department of Politics and Public Administration

How many courses should I choose? Bachelor level

- 1 “Proseminar”

- 1 course from 1\textsuperscript{st}/2\textsuperscript{nd} year BA ("Basisstudium")

- 1 course from 3\textsuperscript{rd} 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 ("S\text{"}chlüsselfqualifikationen" → SQ) Max. 4 courses plus language course / SQ course!
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
Department of Politics and Public Administration

What courses can I choose?

Master level

- Courses from 1\textsuperscript{st}/2\textsuperscript{nd} 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

### Master's courses

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<tr>
<th>Course Title</th>
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<tr>
<td>General Linguistics (88153H)</td>
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<tr>
<td>Politics and Public Administration (88176H)</td>
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<tr>
<td>Introductory Events of the Department of Politics and Public Administration (Master)</td>
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<td>Courses taught in English (Master Programmes)</td>
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<tr>
<td>POL-11970 - International Relations and European Integration - Grundlageseminar</td>
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<tr>
<td>Preparatory Course: Research Methods and Statistics - Exercise</td>
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<tr>
<td>POL-18921 - Colloquium - Colloquium</td>
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<tr>
<td>POL-16060 - Applied Bayesian Statistics - Advanced Level Seminar</td>
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<tr>
<td>POL-17350 - Political Impacts of Information Technology - Seminar</td>
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<tr>
<td>POL-20200 - Research Design I: Research Design and Causal Inference - Lecture</td>
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<tr>
<td>POL-13950 - Introduction to International Administration and Conflict Management - Grundlageseminar</td>
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Welcome to Konstanz!
Department of Politics and Public Administration

Specific courses for International students (both BA and MA) in the Winter Semester 2019/20 (→ ZEuS)

Welcome to Konstanz!
Courses offered by the International Office (IO) in the Winter Semester 2019/20 (→ ZEuS)

- 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
- Study Preparation and Orientation Programmes for International Students
Courses offered by the Centre for Transferable Skills (SQ) in the Winter Semester 2019/20 (ZEUß)

Permanent Link to course catalogue

Bachelor Programmes - Major Subject of Study

Supplementary course offers

Transferable Skills (interdisciplinary, based on occupational fields) - SQ-Zentrum


NEUES BELEGUNGSVERFAHREN AB WINTERSEMESTER 2018/19

1. Belegungen sind nur in den Belegzeiträumen möglich (siehe unten), Zulassung zu den Seminaren erfolgt im Anschluss an den Belegzeitraum.

2. Für alle Veranstaltungen besteht Belegpflicht in ZEUß – außer es ist explizit ein anderes Belegverfahren erwähnt.


4. Für Seminare, in denen es nach Abschluss des Belegungsverfahrens noch freie Plätze gibt können sich Studierende bis einige Tage vor Kursbeginn auf
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
How do I choose courses?

Registration for courses / exams (I)

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

- Registration period for exams: 1 December 2019 – 15 January 2020

- Electronic registration platform: StudIS

- Compact seminars: ZEuS and StudIS

- List of transaction numbers (TAN): SSZ

- **Important**: No registration possible after 15 January 2020!
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 username, 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 up specific login data for StudIS and such, these data will still keep their validity.
Registration for courses / exams (III)

- You will receive an e-mail at the beginning of December 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.
Examinations in lectures

- Written exams: usually during the last week of semester or the first week of holidays → 10 February – 25 February 2020

- If you fail an exam, you usually have a second try (a few weeks later – exact dates are announced online) → 25 March – 9 April 2020
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Examinations in seminars

- Deadline for submission of essays: 31 March (BA) and 15 April (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 us know about such individual agreements!
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!
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!
Recommendations

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

- Check our websites for information and documents:
  https://www.polver.uni-konstanz.de
Department of Politics and Public Administration

Your contact persons at the department

Hanna Schwarz & Werner Palz  
Erasmus+ / International Exchange Coordinators  
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master.polver@uni-konstanz.de  
Room D 326 & D 322

Office hours Hanna Schwarz: Tuesday, Wednesday, Thursday  
Office hours Werner Palz: Tuesday, Wednesday, Thursday  
→ always between 9:00 and 11:00

Piret Sharinghousen, 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!