Welcome to Konstanz!

Information Session for Incoming

Students at the Department of

Politics and Public Administration

Piret Sharinghousen
Konstanz, 14 October 2020
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

Welcome to Konstanz!
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
- 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, comparative politics and policy analysis, management, empirical methods
- 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 (max. 20), 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
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What courses can I choose?

Bachelor level

- Courses from 1\textsuperscript{st}/2\textsuperscript{nd} year BA (Lectures and Introductory Seminars)
- Courses from 3\textsuperscript{rd} year BA (Advanced Seminars)
- Courses offered by other departments: Sociology, History, Philosophy etc. Please contact respective advisors for more information!
- 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 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...
## Bachelor's courses (selection)

### University course catalogue for Winter Semester 2018/19

#### Semester: Winter Semester 2018/19

<table>
<thead>
<tr>
<th>Course Catalogue Winter 2018/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Permanent Link to course catalogue</td>
</tr>
<tr>
<td>- Bachelor Programmes - Major Subject of Study</td>
</tr>
<tr>
<td>- Biological Science (B2027H)</td>
</tr>
<tr>
<td>- Physics (B2128H)</td>
</tr>
<tr>
<td>- Politics and Public Administration (B2176H)</td>
</tr>
<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>
</tr>
<tr>
<td>- POL-16960 - Applied Bayesian Statistics - Advanced Level Seminar</td>
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<tr>
<td>- POL-21350 - Legislative Politics: Understanding Strategic Interaction in Law-Making - Introductory Seminar</td>
</tr>
<tr>
<td>- POL-12050 - Decision-Making in the European Union - Advanced Level Seminar</td>
</tr>
<tr>
<td>- POL-17220 - Introduction to Survey Methodology - Lecture</td>
</tr>
<tr>
<td>- POL-18970 - Tutorial Introduction to Survey Methodology - Tutorial</td>
</tr>
<tr>
<td>- POL-20310 - Informal Leadership in Teams - Advanced Level Seminar</td>
</tr>
<tr>
<td>- POL-14450 - Data Analysis with R - Seminar</td>
</tr>
<tr>
<td>- POL-21450 - Religion and Secularism in Liberal Democracy - Advanced Level Seminar</td>
</tr>
</tbody>
</table>
How many courses should I choose? Bachelor level

- Two courses from the 1\textsuperscript{st}/2\textsuperscript{nd} year BA selection (Lectures and Introductory Seminars)
- One course from 3\textsuperscript{rd} year BA (Advanced Seminar)
- Another Advanced Seminar or, alternatively, a course offered by another department or the International Office (IO)
- A language course offered by the Language Institute (SLI) or by the Competence Centre for Transferable Skills („Schlüsselqualifikationen“ → SQ)

Max. 4 courses plus language course / SQ course!
Department of Politics and Public Administration

Types of Courses – Master Level

- “Vorlesung” aka. Lecture: only two courses, “Research Design I” and “Research Design II”, type of examination: written exam

- “Grundlagenseminar” aka “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

- 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

- All MA-level courses
- 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 Konstanz!

Master’s courses (selection)

Course catalogue

- Permanent Link to course catalogue
- Bachelor Programmes - Major Subject of Study
- Bachelor Programmes - Minor Area of Study
- Master Programmes
  - General Linguistics (88153H)
  - Politics and Public Administration (88176H)
    - Introductory Events of the Department of Politics and Public Administration (Master)
    - Courses taught in English (Master Programmes)
      - POL-11970 - International Relations and European Integration - Grundlagenseminar
      - Preparatory Course: Research Methods and Statistics - Exercise
      - POL-18921 - Colloquium - Colloquium
      - POL-16060 - Applied Bayesian Statistics - Advanced Level Seminar
      - POL-17350 - Political Impacts of Information Technology - Seminar
      - POL-20200 - Research Design I: Research Design and Causal Inference - Lecture
      - POL-13950 - Introduction to International Administration and Conflict Management - Grundlagenseminar
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Specific courses for International students (both BA and MA) in the Winter Semester 2020/21 (→ ZEuS)

Supplementary course offers

- Department of Biology
- Department of Chemistry
- Department of History and Sociology
- Department of Computer and Information Science
- Department of Literature, Art and Media Studies
- Department of Philosophy
- Department of Physics
- Department of Psychology

- Department of Politics and Public Administration
  - Introductory Events of the Department of Politics and Public Administration
  - Lectures for Exchange Students
    - KEY-12210 - Academic Writing for Master Students - Seminar
    - KEY-15190 - Communication and Negotiation Skills - Workshop
    - KEY-12750 - Developing Writing Skills - Seminar
Courses offered by the International Office (IO) in the Winter Semester 2019/20 (→ ZEuS)

- Interdisciplinary Programmes
  - 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
    - 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
Courses offered by the Centre for Transferable Skills (SQ) in the Winter Semester 2019/20 (ZEuS)

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


BELEGUNGSVERFAHREN WINTERSEMESTER 2020/21

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


3. Nach der Zulassung zu den Seminaren haben die Studierenden im Sornozeitraum die Möglichkeit, sich von Seminarplätzen, zu denen sie zugelassen wurden, wieder abzumelden.


5. Für bereits voll belegte Kurse erhalten Sie mit der Anmeldung einen Wartelistenplatz, von dem aus Sie automatisch nachrücken. Bitte kontrollieren Sie Ihren Belegstatus regelmäßig auf ZEuS.

Wichtig:
Belegung/Anmeldung heißt NICHT Zulassung! Bitte prüfen Sie Ihren Status in ZEuS.

AN bedeutet angemeldet (aber noch nicht für den Kurs zugelassen).
ZU bedeutet, Sie sind als TeilnehmerIn für den Kurs zugelassen.

Detaillierte Informationen und die Anleitung für das Belegverfahren finden Sie auf unserer Website unter folgendem Link: www.uni-konstanz.de/sq

Belegzeiträume im Sommersemester 2020:

Sorno: 20. – 21. Oktober 2020


Kontakt:
SQ-Zentrum (Raum D 422 / D 423)
http://www.sq.uni-konstanz.de
Tel: 07531/88-5260 oder 07531/88-4756
Email: sq@uni-konstanz.de
You can find information on all courses, rooms, and time-tables here:

**ZEU**S – Zentrales Einschreibe- und Studierendensystem

https://zeus.uni-konstanz.de

**ZEU**S is the University of Konstanz‘s central enrolment and student portal, including online course catalogue
How do I choose courses? How do I register for them?

- Pre-registration is required for:
  
  - All Introductory Seminars: E-Mail to lecturer!
  
  - Due to Corona: All classes held (partly) in-person: Registration via ZEuS by November 11\textsuperscript{th}. These are: https://www.polver.uni-konstanz.de/typo3temp/secure_downloads/103166/0/9b8806f4ed4593cd7a1da27407192c431dde472e/Praesenzveranstaltungen_Polver_WS_2020.pdf

- Compact seminars: follow the instructions on ZEuS!

- Courses from other departments: contact the respective advisors for instructions.
How do I choose courses? How do I register for them?

- Pre-registration is not required:

  - All courses offered online = courses that are not on the list linked on the previous slide and don’t have a room number assigned on ZEuS = most courses at our department this semester!

  - To attend those: search for the course on ILIAS and follow the instructions! For example, you might have to attend the first session online.

- This process is called the **SHOPPING WEEK**, meaning:

  - 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
Department of Politics and Public Administration

Ok but what do I need to do?!

- Find out if you need to pre-register for a course (Introductory Seminars, Face to Face Classes, Blockseminars). If not, simply search for the course on ILIAS and attend the first session.

- Pick out a couple more courses that you actually want to take and be flexible!

- Don’t panic if there are three times as many people as there are spots attending the first session: everybody is checking out more courses than they actually need (remember shopping week)!

- This information is also available here: https://www.polver.uni-konstanz.de/en/studies/course-catalogue/
Exam / Seminar Paper registration

- Since most courses don’t have pre-registration, we instead have 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!
Department of Politics and Public Administration

Find the structure of the department

Or click „show examination regulations“
### Examination regulations structure - 3. Subject related semester

<table>
<thead>
<tr>
<th>Master's degree Politics and Public Administration major PO 2017</th>
<th>9 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>8905 - Part I of the Master Programme's Examinations - 90.0 Credits</td>
<td>Your actual status: examination documented Term of the examination: SS 2020</td>
</tr>
<tr>
<td>2000 - Study Area 1: Methods - 27.0 Credits</td>
<td></td>
</tr>
<tr>
<td>2110 - Module Research Design I - compulsory - 9.0 Credits</td>
<td></td>
</tr>
<tr>
<td>2210 - Module Research Design II - compulsory - 9.0 Credits</td>
<td></td>
</tr>
<tr>
<td>2310 - Module Information Literacy - compulsory - 5.0 Credits</td>
<td></td>
</tr>
<tr>
<td>POL-14487 - Data Analysis with Stata - Seminar</td>
<td></td>
</tr>
<tr>
<td>POL-14450 - Data Analysis with R - Seminar</td>
<td></td>
</tr>
<tr>
<td>POL-14477 - Data Analysis with R - Seminar</td>
<td></td>
</tr>
<tr>
<td>KEY-15190 - Communication and Negotiation Skills - Workshop</td>
<td>Register</td>
</tr>
<tr>
<td>KEY-14030 - International Communication - Seminar</td>
<td></td>
</tr>
<tr>
<td>KEY-12210 - Academic Writing for Master Students - Seminar</td>
<td>Register</td>
</tr>
</tbody>
</table>
Examinations in lectures

- Written exams: usually during the last week of semester or the first week of holidays → 15 February – 03 March 2021

- If you fail an exam, you usually have a second try (a few weeks later – exact dates are announced online) → 31 March – 15 April 2021

- These dates are general corridors, concrete exam dates will be posted on the department homepage during the semester.
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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. essays in English language

Please ask lecturers and let us know about such individual agreements!
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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.
- 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
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
- 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

We are here to help you:

**Piret Sharinghousen**  
**Erasmus+ / International Exchange Coordinator**  
erasmus.polver@uni-konstanz.de  
Room D 326

Office hours Piret Sharinghousen: Tuesday, Wednesday, Thursday  
→ always between 9:00 and 11:00  
→ Due to the pandemic: please write an E-Mail and we will get back to you ASAP!

**Felix Korff, Student Assistant**  
If you have a question or problem, please contact:  
erasmus-in.polver@uni-konstanz.de
We wish you an enriching and pleasant stay in Konstanz!
Thank you for your attention!