Welcome to Konstanz!

Introductory session for students of the master’s programme
Politics and Public Administration

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Welcome to Konstanz!

Outline:

- Programme Overview
- International Cooperation
- Course Selection
- Formalities
- Corona – Social Activities
- Internships
- The KIM – Library services
Programme Overview

The Department

- You mainly study at the Department of Politics and Public Administration
- Currently 16 chairs and 8 adjunct professors
- Areas of investigation/study: political/state theory, German politics and public administration, local/regional politics, international relations, conflict resolution and post-conflict reconstruction, policy analysis, comparative politics, management, empirical methods
- You are also allowed to take in courses offered by other departments
Programme Overview

Development of Study Programmes

- Department founded in 1968
- Until 2003 “Diplom in Verwaltungswissenschaft”
  - Compulsory 6-7 month internship, high degree of internationalisation
  - Department constantly top-ranked, “Konstanz-Modell”
- 2008: Two double degree programmes (Barcelona and Grenoble)
- Since 2010: eight double degree options
- Since 2017: All existing double degree options in one single programme
Programme Overview

Dean of Studies:
Prof. Peter Selb

Department‘s Spokesperson and Chair Examination Board MA Programmes:
Prof. Gerald Schneider
Programme Overview

Important Contact Persons

- Study Advisors Master Programmes:
  Leonie Kattermann, D 326 and Werner Palz, D 350

- Examination Office:
  Christine Pietron, D 323

- Erasmus Exchange
  Piret Sharinghousen, D 325

- Admin. Heads of Department:
  Werner Palz (D350) and Michael Schuhmacher (C301)
2. International Cooperation

Four Ways of Studying Abroad:

- Erasmus
- Overseas exchange
- Double Degree
- Internship
2. International Cooperation

Application deadlines

- USA/Canada (incl. DD Rutgers)
  2 Nov 2020

- Erasmus Exchange
  1 Feb 2021

- DD Barcelona, Grenoble, Gothenburg, Utrecht, Nottingham, Warwick, Essex, Prague
  1 Feb 2021
2. International Cooperation

Erasmus:

- Department has more than 90 partner universities
- Nearly 60 partners also offer exchange on MA-level
- Different specializations possible
2. International Cooperation

Overseas Exchange:

- 8 options in the US/Canada
- 2 options in Latin America
- 10 options in Asia
- 3 options in Africa
- 2 options in Australia/NZ
2. International Cooperation

Double Degree:

- Spend one year in KN and one year abroad and receive two degrees
- Exchange is possible both in year one and two
- Recognition of ECTS guaranteed
- Tuition fees / scholarships vary depending on chosen option
2. International Cooperation

Internships:

- Approx. 50% of students do internship during MA, often as a gap-semester
- Internship database (BA and MA students)
- Alumni network (Konnet)
2. International Cooperation

Information Sessions Study Abroad (via Zoom)

1. Overseas Exchange + Double Degree
   Fri, 13 Nov (13.30-15.00h)

2. Erasmus Exchange
   Northern Europe: Fri, 15 Nov (13.30-15.00h)
   Southern Europe: Fri, 27 Nov (13.30-15.00h)
   Eastern Europe: Fri, 4 Dec (13.30-15.00h)

4. Start of Summer Semester (April 2020): Info session for all MA students planning to go abroad: funding, course selection, MA thesis
3. Course Selection

Majors

- Degree awarded: MA in Politics and Public Administration

- 4 Fields of Specialization:
  
  - Comparative Politics and Policy Analysis, CPPA
    Responsible: Prof. Breunig and Prof. Busemeyer
  
  - Management and Public Administration, MAPA
    Responsible: Prof. Kunze, Prof. Boerner and Prof. Mergel
  
  - International Relations and European Integration, IREI
    Responsible: Prof. Mader, Prof. G. Schneider and Prof. Leuffen
  
  - Intl. Administration and Conflict Management, IACM
    Responsible: Prof. Seibel, Prof. Holzinger, JunProf. Eckard
3. Course Selection

Social Sciences Methods

- Core part of the department’s scientific orientation
- Optional major possible:
  - Take at least three methods classes in module 4
  - Major will be listed in your diploma supplement
3. Course Selection

Methods – Intensive Course

Intensive Course taking place 19th to 30th October, on Mondays, Wednesdays and Fridays from 10:00 to 13:00h

PD Dr. Michael Herrmann
3. Course Selection

Study Areas

Study Area 1: Methods 20%
- Research Design I (9 cr)
- Research Design II (9 cr)
- Information Literacy (5 cr)
- Colloquium (4 cr)

Study Area 2: Theoretical and Empirical Foundations 20%
- Basic Seminar I (7 cr)
- Basic Seminar II (7 cr)

Study Area 3: Applied Methods and Theories 24%
- 3 Seminar (à 7 cr)

Study Area 4: Elective Courses 36%
- Elective Course I (7 cr)
- Elective Course II (7 cr)
- Elective Course III (7 cr)
- Elective Course IV (7 cr)

Master’s Thesis (30 cr) 40%
# 3. Course Selection

**MA Politics/Public Administration – Course Choice – Study Year 2020/21**

<table>
<thead>
<tr>
<th>Sem. Credits</th>
<th>Study Area 1 Methods</th>
<th>Study Area 2 Theoretical and Empirical Foundations</th>
<th>Study Area 3 Applied Methods and Theories</th>
<th>Study Area 4 Elective Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 28cr</td>
<td>Research Design I 9cr, Information Literacy 5cr</td>
<td>Basic Seminar I 7cr, Basic Seminar II 7cr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. 30cr</td>
<td>Research Design II 9cr</td>
<td></td>
<td>Seminar I 7cr</td>
<td>Elective Course I 7cr, Elective Course II 7c</td>
</tr>
<tr>
<td>3. 32cr</td>
<td>Colloquium 4cr</td>
<td></td>
<td>Seminar II 7cr, Seminar III 7cr</td>
<td>Elective Course III 7cr, Elective Course IV 7c</td>
</tr>
<tr>
<td>4. 30cr</td>
<td></td>
<td></td>
<td>Master's Thesis (4 Months) 30cr</td>
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</tbody>
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19.10.2016
3. Course Selection - Double Degree I

Double MA students who spend their first year in Konstanz and the second year abroad are recommended to take the following seminars at the U of Konstanz:

<table>
<thead>
<tr>
<th>Sem. Credits</th>
<th>Study Area 1 Methods</th>
<th>Study Area 2 Theoretical and Empirical Foundations</th>
<th>Study Area 3 Applied Methods and Theories</th>
<th>Study Area 4 Elective Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 30cr</td>
<td>Research Design I 9cr</td>
<td>Basic Seminar I 7cr Basic Seminar II 7cr</td>
<td>Seminar I 7cr</td>
<td></td>
</tr>
<tr>
<td>2. 30cr</td>
<td>Research Design II 9cr</td>
<td></td>
<td>Seminar II 7cr</td>
<td>Elective Course I 7cr</td>
</tr>
</tbody>
</table>

Elective Course II 7c
3. Course Selection - Double Degree I

- If Basic Seminars in Konstanz are full – please chose Advanced Seminars instead – Basic Seminars can also be recognized from abroad
- Keep in mind that, at the end of the second year, a professor from Konstanz and the partner university will be co-supervising your final thesis.
- Get in contact with possible professors already during year 1 and make pre-arrangements.
- At the end of year 2 – hand in necessary forms at Konstanz (regarding courses taken and MA thesis)
Double MA students who have spent their first year abroad and will spend the second year in Konstanz are recommended to take the following seminars at the U of Konstanz:

* Either Basic Seminar or Advanced Seminar

<table>
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<tr>
<th>Sem. Credits</th>
<th>Study Area 1 Methods</th>
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<th>Study Area 3 Applied Methods and Theories</th>
<th>Study Area 4 Elective Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 30cr</td>
<td>Research Design I 9cr (Basic Seminar II 7cr*)</td>
<td>Basic Seminar I 7cr</td>
<td>Seminar I 7cr (Seminar II 7cr*)</td>
<td></td>
</tr>
<tr>
<td>2. 43cr</td>
<td>Research Design II 9cr Colloquium 4cr</td>
<td>Master's Thesis (4 Months) 30cr</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Either Basic Seminar or Advanced Seminar
3. Course Selection - Double Degree II

- At the beginning of year 2, come to the office of the study advisor and bring:
  - Copy of Transcript of Records
  - Form regarding recognition of courses
- Keep in mind that, at the end of the second year, a professor from Konstanz and the partner university will be co-supervising your final thesis.
- Follow the admin. procedures regarding MA thesis (application deadline etc.)
3. Course Selection

Additional Courses?

- Study Area 4: up to two seminars can be taken from other areas (social sciences)
- Optional:
  - Language Courses: “Sprachlehrinstitut” SLI,
  - Key Competences
  → Courses can be listed on transcript but do not count towards the degree
4. Formalities

Course calendar & Registration

ZEUS:
https://zeus.uni-konstanz.de/
4. Formalities

ZEUS
4. Formalities

Recommendations

- Sign in on MAILING LISTS:
  https://www.polver.uni-konstanz.de/service/infos/mailinglisten/

One mailing list for all students at the department and another mailing list especially for MA students
4. Formalities

Registration for courses/exams

- Registration period: between 10 Dec 2020 and 15 Jan 2021
- Electronic platform: ZEuS
- List of transaction numbers
- **Attention:** No registration possible after 15 January!
4. Formalities

Tuition Fees

- Admin. fee and contribution to student union (160 €/Semester)
- Besides: Tuition fees (1500 €/Semester) introduced in Baden-Württemberg in 2017 for non-EU students
- Student status = benefits (Mensa, Bus, Kindergeld, Bafög)
- Also students who are studying abroad have to pay fees (incl. double degree students and interns)
Important Note

Your fellow students Moritz Bizer and Benedikt Beck will organize some events to get to know each other for you!

If you have any questions, please do not hesitate to reach out.

− Moritz Bizer, moritz.bizer@uni-konstanz.de
− Benedikt Beck, benedikt.beck@uni-konstanz.de

There are welcome packages for each student:

https://www.polver.uni-konstanz.de/studium/master/mapolver/bewerbung/infos-zum-studienbeginn/welcome-bags/
5. Internships

Many options to integrate a voluntary internship into curriculum

e.g. gap semester in 3rd or 4th semester – or internship after MA thesis

some DD tracks with mandatory or optional internship (Grenoble, Utrecht, Gothenburg)

Excellent database for internships and funding options: 
https://www.polver.uni-konstanz.de/studium/bachelor/bapolver/praktika/praktikumsboerse/interne-praktikumsboerse/
The KIM
IT- and Library Services
Short Introduction Services Communication, Information, Media Centre (KIM)

Britta Kressin
<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uni-Email</td>
<td>Communication regarding the University or forwarding to private account. Info KIM</td>
</tr>
<tr>
<td>ZEuS</td>
<td>Central enrolment and student portal; courses and exams; Reservation library study spaces. Login ZEuS</td>
</tr>
<tr>
<td>ILIAS</td>
<td>E-Learning-Plattform. Login ILIAS</td>
</tr>
<tr>
<td>WLAN</td>
<td>„eduroam“; Installation CAT-Tool necessary</td>
</tr>
<tr>
<td>VPN</td>
<td>Virtual Private Network = Data gateway between your device and the campus network of the University; Installation Cisco-Client necessary</td>
</tr>
<tr>
<td>Cloud</td>
<td>University Cloud: storage, backup, sharing. Platform for collaboration. Info KIM</td>
</tr>
<tr>
<td>Copy, Print &amp;</td>
<td>Via UniCard; one-time registration at a printer with your University Account</td>
</tr>
<tr>
<td>Scan</td>
<td></td>
</tr>
</tbody>
</table>
Library on-site

Library study spaces
- Currently restricted to 450 spaces
- Reservation via ZEuS: courses „Reservierung Arbeitsplätze Bibliothek“
- Please bring your UniCard and the confirmation of reservation
- You can choose your space freely among those with a green dot

Lending
- You can order books via the local catalogue or if you booked a space you can pick them yourself at the shelves
- Lending takes place at the book loan machines at the main entrance
- Preordered books are in the shelves on the left hand side from the main entrance, please bring your confirmation email.
- Current opening hours: Mo – Fr 8:00-20:30 Uhr ; Sa 8:00 – 18:30 Uhr;
- Loan period: 4 weeks – prolongs automatically – max. 5 months
- Return at machines in front of the main entrance

All current information is available here: https://www.kim.uni-konstanz.de/en/the-kim/emergency-operations-due-to-corona-closure/
Digital library

Local catalogue
Search for books, E-books, Journals, DVDs

KonSearch
Local catalogue + databases
Digital library

**EZB**
electronic journals

**DBIS**
Subject specific databases

**TIPS**
Office365 for students, 3,99 €/year

Antivirus program Sophos Endpoint Security
https://www.kim.uni-konstanz.de/e-mail-und-internet/it-sicherheit/sicheres-endgeraet/software-gegen-schadprogramme/
Further information, contact


| Library Information | Questions regarding literature research and general questions regarding KIM  
|                     | Email: beratung.kim@uni-konstanz.de |
| IT-Support          | Assistance with problems regarding your University account and technical support  
|                     | Email: support@uni-konstanz.de |
| Subject specialist  | Contact person for literature requests and complex literature research problems  
|                     | Email: fachreferat.pol-soz@uni-konstanz.de  
|                     | Currently: Britta Kressin (Replacement)  
|                     | From March 15th, 2021: Judith Heeg |
B4
Entrance to reserved study spaces

B4
Main entrance, collection of preordered books
Konstanz...
Konstanz...
Konstanz...
The surroundings...
The surroundings…
Thank you for your attention!

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Tue, Wed, Thu, 9-11h