MA National and International Administration and Policy (MA NIA)

Programme director: **Prof. Dr. Sabine Kuhlmann**

Outline

1. University and Campus
2. General Information
3. Modules / Curriculum
4. Online Study Tools (esp. PULS)
5. Contact

University of Potsdam

- Founded in 1991, 5 faculties

- Students (total): approx. 21.000
- Students (faculty): approx. 4.000

- Staff members: approx. 2.700

Campus Griebnitzsee

Since 1896:
Area in possession of German Red Cross

1939-1943:
Construction of „House 1“ (GRC headquarter during WWII)

Since 1945:
Borderland Berlin Wall encompassed almost two thirds of the whole site

1952-1991:
Academy of Political Science and Law of the GDR

Since 1991:
Faculty of Economics and Social Sciences

Campus Griebnitzsee

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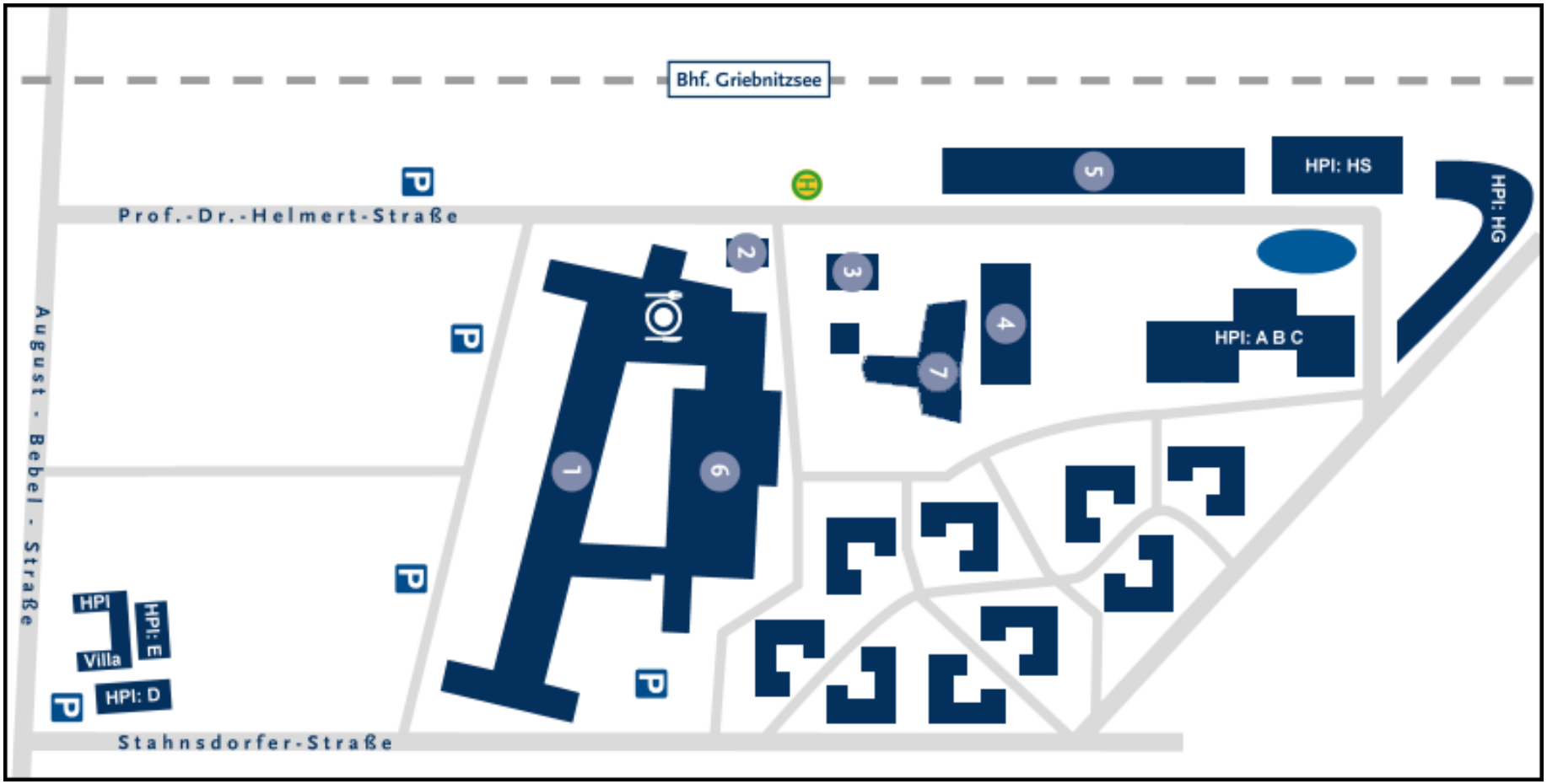

General Information

Degree:	Master of Arts
Standard period of study:	4 terms
Credit Points/ECTS:	120
Language of instruction:	English

- Interdisciplinary perspective on public organisations
- International and comparative perspective
- Administrative Sciences, Public Policy, Management, Economics, Sociology

General Information

Important documents

General Regulations for Study and Examinations for Bachelor's and Master's Degrees (not for teachers in training) at the University of Potsdam (**BAMA-O**)

https://www.uni-potsdam.de/fileadmin01/projects/studium/docs/03_studium_konkret/07_rechtsgrundlagen/BAMAO_Lesefassung_EN.pdf

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Discipline-Specific Regulations for Study and Examinations for the Master's Degree Program in National and International Administration and Policy at the University of Potsdam

https://www.uni-potsdam.de/fileadmin01/projects/studium/docs/03_studium_konkret/07_rechtsgrundlagen/studienordnungen/MA_NIA_StudO_EN.pdf

General Information

- Study Management: **PULS** (puls.uni-potsdam.de)

  Registration, enrollment, and withdrawal period:
  April 20, 2020 – May 10, 2020
  https://www.uni-potsdam.de/en/studium/dates-and-deadlines/important-dates-and-deadlines-during-your-studies.html

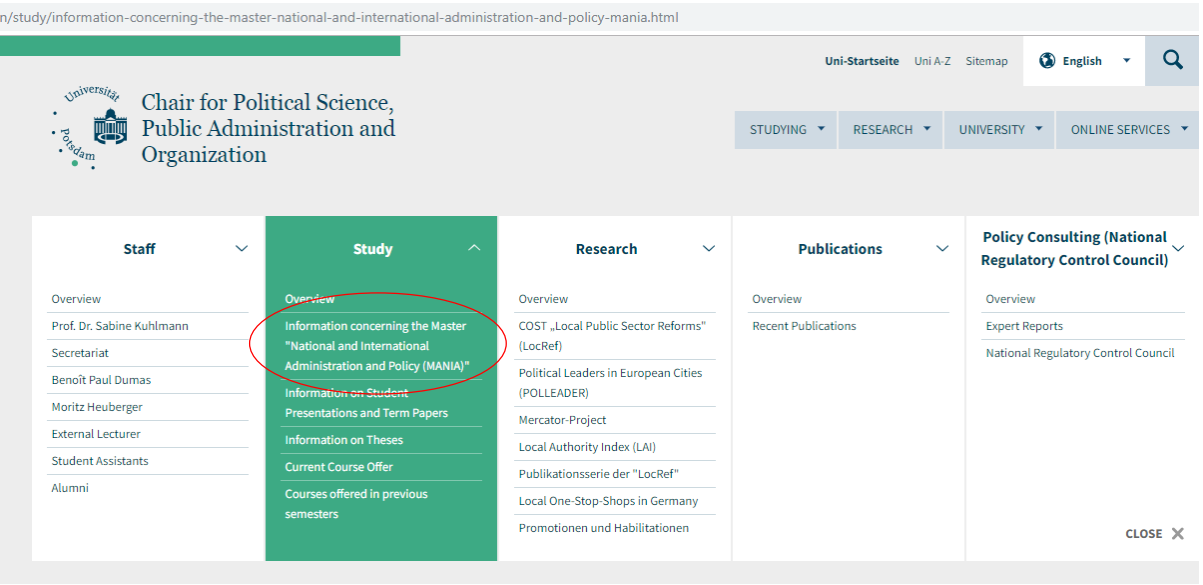
- E-Learning Platform: **Moodle** (https://moodle2.uni-potsdam.de)

  Literature, presentation upload, paper submission, etc.

- Wifi on Campus (**Eduroam**) & VPN Access:

  Zentrum für Informationstechnologie und Medienmanagement (**ZIM**)
  https://www.uni-potsdam.de/de/zim.html

General Information



Homepage **Chair for Political Science, Public Administration and Organization**

Includes information concerning the Master „National and International Administration and Policy (MANIA)“

https://www.uni-potsdam.de/en/ls-kuhlmann/study/information-concerning-the-master-national-and-international-administration-and-policy-mania.html

General Information

Moodle Course for MANIA students: **MANIA_INFO**

- Links to important documents
- Fact sheets and handouts
- Frequently asked questions (FAQs)
- Message board

Modules / Curriculum

Master's Degree		
Module	**Name of module**	**CP**
A. Foundation Modules: Public Administration and Public Policy: National, International and Comparative Perspectives		
Mandatory module (36 CP)		
M.1	National and Comparative Public Administration	12
M.2	Government, Governance and Organization	12
M.3	Public Policy	12
B. Specialization Modules: Public Administration from different disciplinary perspectives		
Elective module (18 CP) Two modules must be		
M.4	Political Science	9
M.5	Public Management and Electronic Government	9
M.6	Law and Administration	9

C. Research and Methods Modules		
Mandatory module (12 CP)		
M.7	Research and Methods	12
Complementary & Cross-disciplinary Courses/Internship		
Mandatory module (12 CP)		
M.8	Complementary Courses	12
Elective module (12 CP) One module must be completed.		
M.9	Cross-Disciplinary Courses	12
M.10	Cross-Disciplinary Courses & Internship	12
E. Master's Thesis		
M.11	Colloquium	6
	Thesis & Oral Examination	24
Total CPs		**120**

Modules / Curriculum

Module number	Module description
Mandatory modules (60 CP)	
M.1	National and Comparative Public Administration
M.2	Government, Governance, and Organization
M.3	Public Policy
M.7	Research and Methods
M.8	Complementary Courses
Elective (30 CPs) Select two 9 CP modules and one 12 CP module.	
M.4	Political Sciences
M.5	Public Management and Electronic Government
M.6	Law and Administration
M.9	Cross-Disciplinary Courses
M.10	Cross-Disciplinary Courses and Internship
Master's thesis (30 CP)	
M.11	Colloquium, Master Thesis, Oral Examination

Mandatory modules:

- Each module 12 CP
- One module consists of two seminars → term paper only in one of the two seminars

Elective modules:

- **Two** seminars out of M.4, M.5, M.6
- In each of them term paper

- Decide between M.9 and M.10
  - **M.9:** two seminars, in one of them term paper
  - **M.10:** one seminar + internship, term paper in seminar + report for internship

Internship

- In general: see link and fact sheet in Moodle
- Questions: praktikumsberatung-sowi@uni-potsdam.de
- Module Catalogue: **M.10**
  - “Cross-Disciplinary courses and Internship”
  - 1 seminar + 1 internship
  - 12 CP

- Internship requirements:
  - 150 hours (ca. 4 weeks full time)
  - Internship report (4-5 pages)
  - No grade

Fast Track Doctoral Stream

§ 6 Fast Track Doctoral Stream

Discipline-Specific Regulations for Study and Examinations for the Master's Degree Program in National and International Administration and Policy

- (1): Upon application to the Examining Board, a student can switch to the Fast Track Doctoral Stream as of the second semester. Instead of taking modules M.8 and M.9/M.10, the student must write a **research proposal**, complete **accompanying course**, and **present and defend their potential doctoral project to a scientific community** (Module M.12; 24 CP). The Master's Thesis colloquium (M.11) should be completed in a doctoral program if possible.

- (2): The prerequisite and criteria for the selection to participate in the Fast Track Doctoral Stream is an agreement with a university instructor who assumes supervision duties, a brief proposal on the potential doctoral project, an overview of previous accomplishments, and an application to the Examining Board.

Fast Track Doctoral Stream

- *Potential supervisors:* Professors (decides about specific requirements for the proposal)
- § 6 (4): It is possible, if the student has the aptitude and performance, that the university instructor will supervise the dissertation after coursework is completed.
- **Important**: Fast-track supervisor might not agree to supervise the PhD project after completion of MANIA

- <u>Important dates</u>:

Preparation of application:	During 2nd semester
Start Fast Track:	3rd semester

Fast Track Doctoral Stream

Master's Studies with Fast-Track Doctoral Stream		
Module	**Name of module**	**CP**
A. Foundation Modules: Public Administration and Public Policy: National, International and Comparative Perspectives		
Mandatory module (36 CP)		
M.1	National and Comparative Public Administration	12
M.2	Government, Governance and Organization	12
M.3	Public Policy	12
B. Specialization Modules: Public Administration from different disciplinary perspectives		
Elective module (18 CP) Two modules must be		
M.4	Political Science	9
M.5	Public Management and Electronic Government	9
M.6	Law and Administration	9

C. Research and Methods Modules		
Mandatory module (12 CP)		
M.7	Research and Methods	12
E. Master's Thesis		
M.11	Colloquium	6
	Thesis & Oral Examination	24
F. Fast-Track Doctoral Stream		
Mandatory module (24 CP)		
M.12	Preparation of Doctoral Project	24
Total CPs		**120**

Sample Course

Appendix 2: Sample Courses of Study

Table 1: Sample Course of Study for the Master's Program without the "Fast-Track Doctoral Stream"

Module number	Module description	Semester				Total CPs
		1st	2nd	3rd	4th	
Mandatory modules (60 CP)						
M.1	National and Comparative Public Administration	12*				12
M.2	Government, Governance, and Organization	12*				12
M.3	Public Policy		12*			12
M.7	Research and Methods		<12>*			12
M.8	Complementary Courses			12*		12
Elective (30 CPs) Select two 9 CP modules and one 12 CP module.						
M.4	Political Sciences		9			9
M.5	Public Management and Electronic Government		9			9
M.6	Law and Administration		9			9
M.9	Cross-Disciplinary Courses			12*		12
M.10	Cross-Disciplinary Courses and Internship			12*		12
Master's thesis (30 CP)						
M.11	Colloquium, Master Thesis, Oral Examination				30	30
Total		30	30	30	30	120

Sample Course

Table 2: Sample Course of Study for the Master's Program with the "Fast-Track Doctoral Stream"

Module number	Module description	Semester				Total CPs
		1st	2nd	3rd	4th	
Mandatory modules (72 CP)						
M.1	National and Comparative Public Administration	12*				12
M.2	Government, Governance, and Organization	12*				12
M.3	Public Policy		12*			12
M.7	Research and Methods		<12>*			12
M.12	Preparation of Doctoral Project			24		24
Elective (18 LP) Select two 9 CP modules.						
M.4	Political Sciences		9			9
M.5	Public Management and Electronic Government		9			9
M.6	Law and Administration		9			9
Master's thesis (30 CP)						
M.11	Colloquium, Master Thesis, Oral Examination				30	30
Total		30	30	30	30	120

PULS

What does PULS provide?

- Information about all available courses
- **Obligation to register for all courses you take**
- **Obligation to register for all module examinations**
- Complete schedule overview
- Overview of grades/ certificates of achievement
  - Transcript of Records (TORs)
- Maintenance of personal data
- Creation of TAN lists

Access to PULS?

- University of Potsdam account necessary
- Login via: https://puls.sb-portal.uni-potsdam.de/

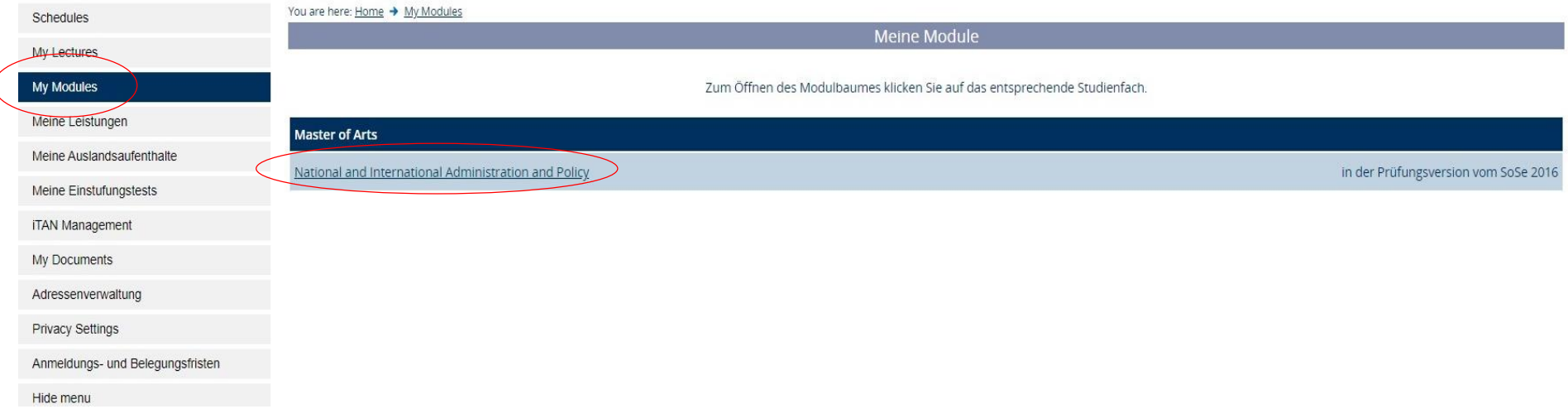
Questions?

- general information at: http://www.sb-portal.uni-potsdam.de/puls.html (University homepage)
- "Help" in PULS
- "FAQ list" in PULS
- Email to: puls-team@uni-potsdam.de

PULS guide

Registering courses

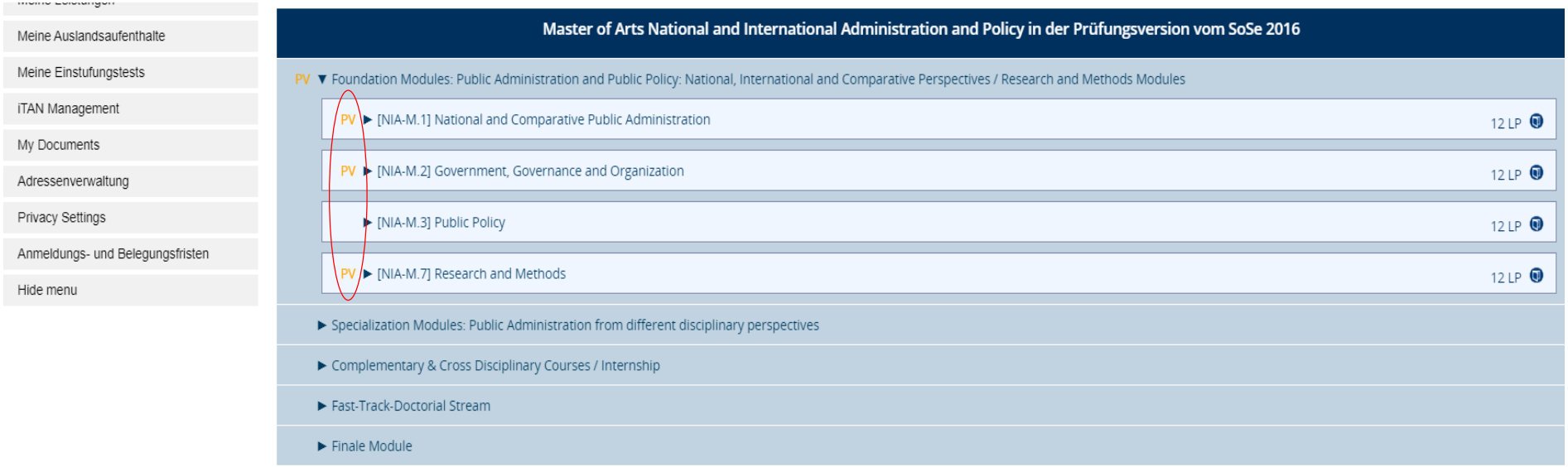
1. Login with the university account
2. Find the relevant course
   - via the course catalog
   - via 'course search‘
3. Select the relevant course and click on the "register / deregister" button
4. Enter TAN - save



PULS Guide

1. **Registering courses:**
   - MA NIA → only English courses can be selected!
   - When successfully registered **AN** (angemeldet = registered) will show next to the course
2. **Approval by the lecturers**
   - when accepted by the lecturer **ZU** (zugelassen = accepted) will show next to the course
   - In case of non-acceptance **AN** will continue to be displayed

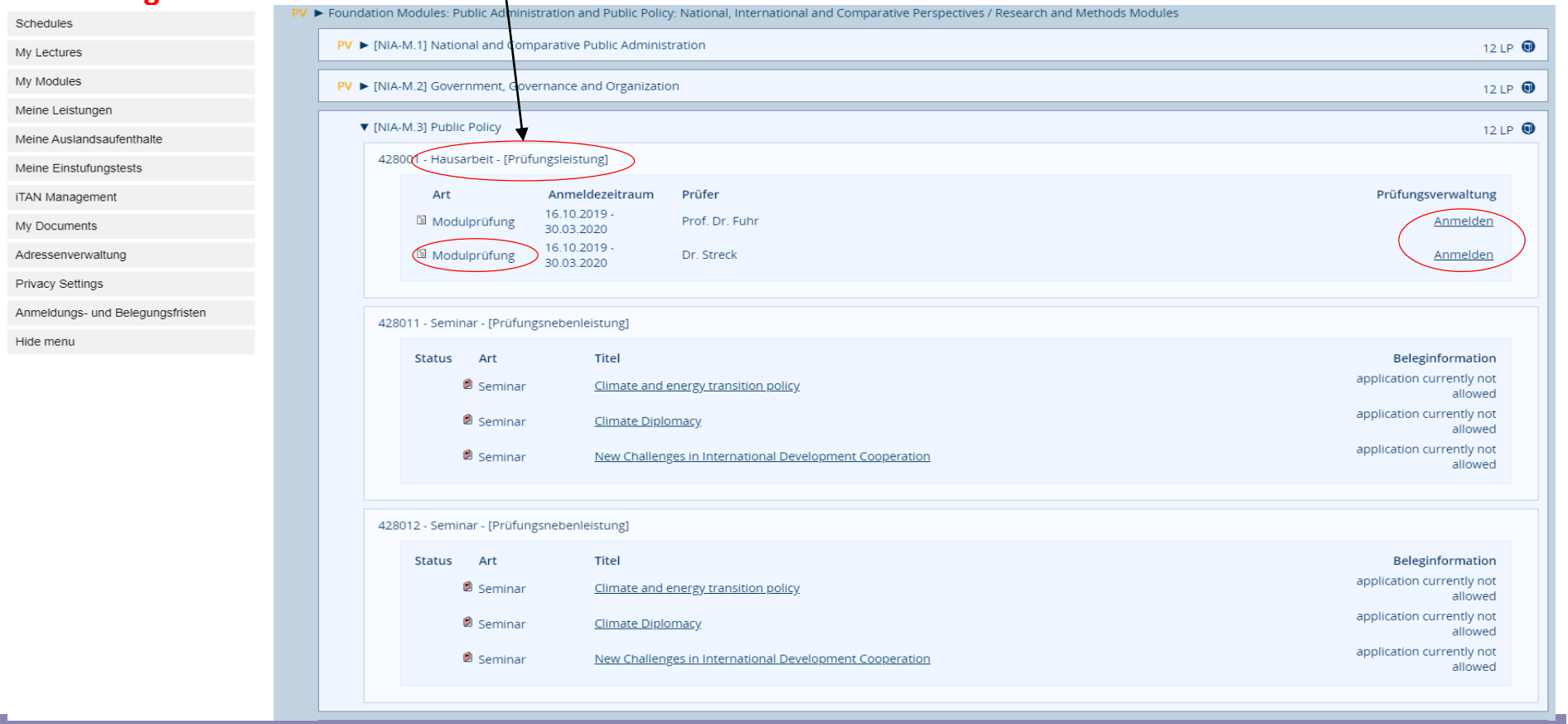
   →*disenroll from a course if you weren't accepted, otherwise it will be registered as **NB** (nicht bestanden = not passed)*
3. **Possibility of deregistration in the first weeks (exact dates for individual courses in PULS)**



PULS guide

4. Registration for the module exam (dates: observe PULS)

= absolutely necessary, otherwise you will not be able to take the exam and no grades will be registered!!!



Contact

Content-related questions:

Prof. Dr. Sabine Kuhlmann: sabine.kuhlmann@uni-potsdam.de

MANIA programme coordinator, Chair of Political Science, Administration and Organization

Office hours: By arrangement (email), Campus Griebnitzsee, House 7, Room 2.22

Franziska Oehlert: info-mania@uni-potsdam.de

Student assistant, Chair of Political Science, Administration and Organization

Office hours: By arrangement (email), Campus Griebnitzsee, House 7, Room 2.20

Questions regarding admission, examination and study organization:

Dr. Birgit Kletzin: kletzin@uni-potsdam.de

Contact person for study organization and examination

Office hours: Tuesdays 13:00-15:00 and Thursdays 9:00-12:00, Campus Griebnitzsee, House 1, Room 1.27

Contact

International matters:

International Office: international-office@uni-potsdam.de

Erasmus+ at Faculty of Economics & Social Sciences:

Dr. Renate Schmidt: rschmidt@uni-potsdam.de

Office hours: On Mondays and Wednesdays 10-12, Campus Griebnitzsee, House 1, Room 1.28

Examination matters:

Central Examination Office:

https://www.uni-potsdam.de/en/studium/advising-and-services/examinationoffice.html

Economic, social, medical and cultural support:

Studentenwerk: https://www.studentenwerk-potsdam.de/?L=1

Contact

If you have further questions after this introductory session, please do not hesitate to contact our MANIA tutor Franziska Oehlert

E-Mail: info-mania@uni-potsdam.de

Feel also free to use the MANIA group on Moodle and ask your questions in the forum.