



# 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





# Campus Griebnitzsee

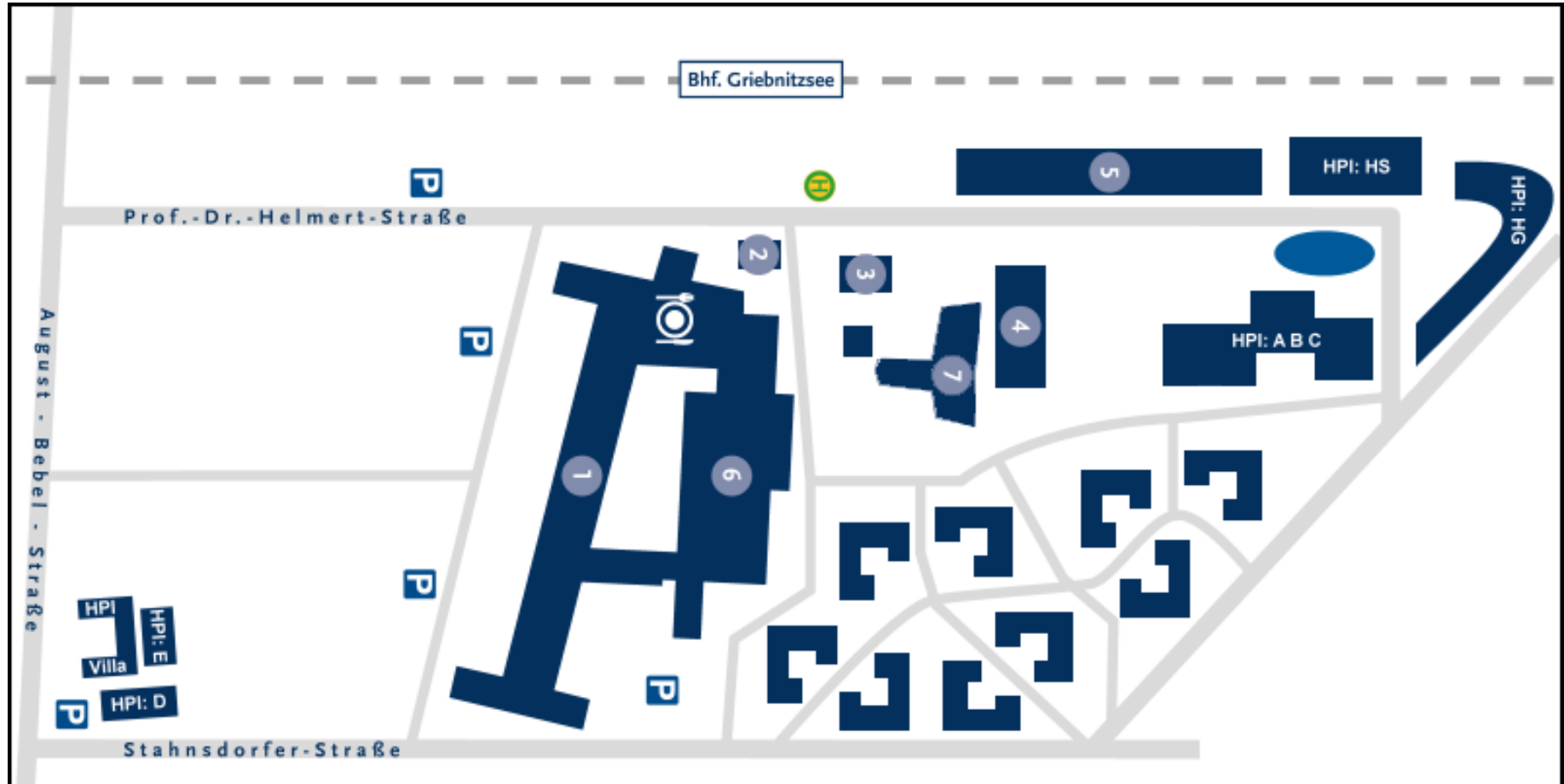




# Campus Griebnitzsee



# Campus Griebnitzsee







# 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](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](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](https://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

n/study/information-concerning-the-master-national-and-international-administration-and-policy-mania.html

Chair for Political Science, Public Administration and Organization

Uni-Startseite Uni A-Z Sitemap English

STUDYING RESEARCH UNIVERSITY ONLINE SERVICES

Staff Study Research Publications Policy Consulting (National Regulatory Control Council)

Overview

Prof. Dr. Sabine Kuhlmann

Secretariat

Benoît Paul Dumas

Moritz Heuberger

External Lecturer

Student Assistants

Alumni

Overview

Information concerning the Master "National and International Administration and Policy (MANIA)"

Information on Student

Presentations and Term Papers

Information on Theses

Current Course Offer

Courses offered in previous semesters

Overview

COST „Local Public Sector Reforms“ (LocRef)

Political Leaders in European Cities (POLLEADER)

Mercator-Project

Local Authority Index (LAI)

Publikationsserie der "LocRef"

Local One-Stop-Shops in Germany

Promotionen und Habilitationen

Overview

Recent Publications

Overview

Expert Reports

National Regulatory Control Council

CLOSE

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

<https://www.uni-potsdam.de/en/is-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			C. Research and Methods Modules		
Module	Name of module	CP	Mandatory module (12 CP)		
<b>A. Foundation Modules:</b> <b>Public Administration and Public Policy: National, International and Comparative Perspectives</b>			M.7	Research and Methods	12
<b>Mandatory module (36 CP)</b>			<b>Complementary &amp; Cross-disciplinary Courses/Internship</b>		
M.1	National and Comparative Public Administration	12	<b>Mandatory module (12 CP)</b>		
M.2	Government, Governance and Organization	12	M.8	Complementary Courses	12
M.3	Public Policy	12	<b>Elective module (12 CP)</b> <b>One module must be completed.</b>		
<b>B. Specialization Modules:</b> <b>Public Administration from different disciplinary perspectives</b>			M.9	Cross-Disciplinary Courses	12
<b>Elective module (18 CP)</b> <b>Two modules must be</b>			M.10	Cross-Disciplinary Courses & Internship	12
M.4	Political Science	9	<b>E. Master's Thesis</b>		
M.5	Public Management and Electronic Government	9	M.11	Colloquium	6
M.6	Law and Administration	9		Thesis & Oral Examination	24
			<b>Total CPs</b>		<b>120</b>



# Modules / Curriculum

Module number	Module description
<b>Mandatory modules (60 CP)</b>	
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
<b>Elective (30 CPs) Select two 9 CP modules and one 12 CP module.</b>	
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
<b>Master's thesis (30 CP)</b>	
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](mailto: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
- Important dates:

Preparation of application:	During 2 <sup>nd</sup> semester
Start Fast Track:	3 <sup>rd</sup> semester

# Fast Track Doctoral Stream

## Master's Studies with Fast-Track Doctoral Stream

Module	Name of module	CP
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### 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
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### 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
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<b>Total CPs</b>	<b>120</b>
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# 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/>

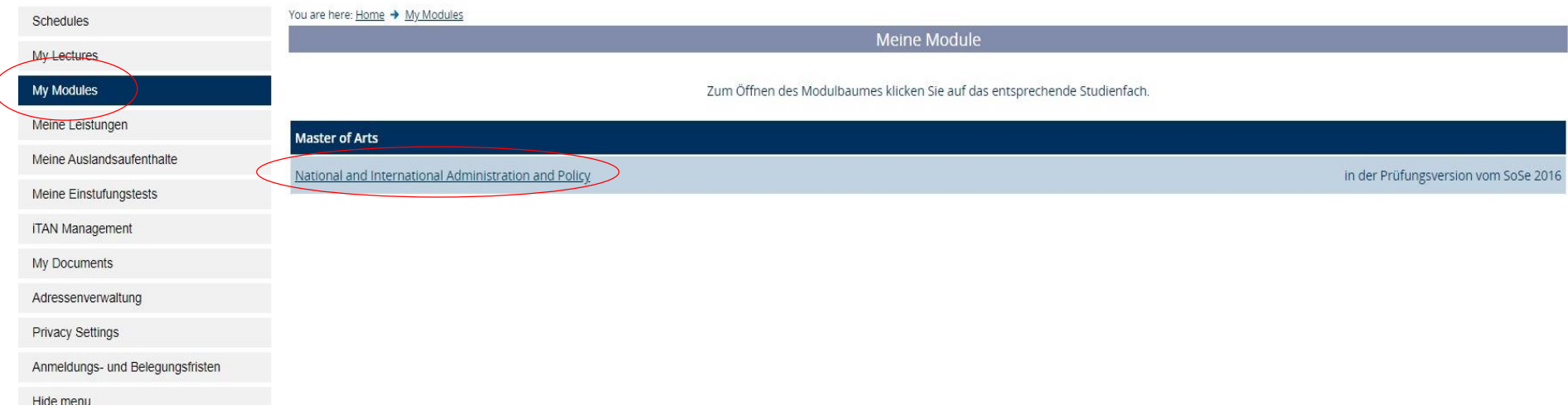
## Questions?

- 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](mailto: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

A screenshot of the PULS system interface. On the left is a vertical sidebar menu with items: Schedules, My Lectures, My Modules (highlighted with a red circle), Meine Leistungen, Meine Auslandsaufenthalte, Meine Einstufungstests, ITAN Management, My Documents, Adressenverwaltung, Privacy Settings, Anmeldungs- und Belegungsfristen, and Hide menu. The main content area has a breadcrumb trail 'You are here: Home → My Modules' and a header 'Meine Module'. Below this is a message: 'Zum Öffnen des Modulbaumes klicken Sie auf das entsprechende Studienfach.' A table lists modules, with the first row 'Master of Arts' containing the module 'National and International Administration and Policy' (circled in red) and the text 'in der Prüfungsversion vom SoSe 2016'.

# 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)

Meine Auslandsaufenthalte

Meine Einstufungstests

ITAN Management

My Documents

Adressenverwaltung

Privacy Settings

Anmeldungs- und Belegungsfristen

Hide menu

Master of Arts National and International Administration and Policy in der Prüfungsversion vom SoSe 2016

PV ▼ Foundation Modules: Public Administration and Public Policy: National, International and Comparative Perspectives / Research and Methods Modules

PV ▶ [NIA-M.1] National and Comparative Public Administration	12 LP 
PV ▶ [NIA-M.2] Government, Governance and Organization	12 LP 
▶ [NIA-M.3] Public Policy	12 LP 
PV ▶ [NIA-M.7] Research and Methods	12 LP 

▶ Specialization Modules: Public Administration from different disciplinary perspectives

▶ Complementary & Cross Disciplinary Courses / Internship

▶ Fast-Track-Doctorial Stream

▶ Finale Module

# 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!!!**

Schedules
My Lectures
My Modules
Meine Leistungen
Meine Auslandsaufenthalte
Meine Einstufungstests
ITAN Management
My Documents
Adressenverwaltung
Privacy Settings
Anmeldungs- und Belegungsfristen
Hide menu

PV ► Foundation Modules: Public Administration and Public Policy: National, International and Comparative Perspectives / Research and Methods Modules

PV ► [NIA-M.1] National and Comparative Public Administration 12 LP

PV ► [NIA-M.2] Government, Governance and Organization 12 LP

▼ [NIA-M.3] Public Policy 12 LP

428001 - Hausarbeit - [Prüfungsleistung]

Art	Anmeldezeitraum	Prüfer	Prüfungsverwaltung
<input type="checkbox"/> Modulprüfung	16.10.2019 - 30.03.2020	Prof. Dr. Fuhr	<a href="#">Anmelden</a>
<input checked="" type="checkbox"/> Modulprüfung	16.10.2019 - 30.03.2020	Dr. Streck	<a href="#">Anmelden</a>

428011 - Seminar - [Prüfungsnebenleistung]

Status	Art	Titel	Beleginformation
<input checked="" type="checkbox"/>	Seminar	<a href="#">Climate and energy transition policy</a>	application currently not allowed
<input checked="" type="checkbox"/>	Seminar	<a href="#">Climate Diplomacy</a>	application currently not allowed
<input checked="" type="checkbox"/>	Seminar	<a href="#">New Challenges in International Development Cooperation</a>	application currently not allowed

428012 - Seminar - [Prüfungsnebenleistung]

Status	Art	Titel	Beleginformation
<input checked="" type="checkbox"/>	Seminar	<a href="#">Climate and energy transition policy</a>	application currently not allowed
<input checked="" type="checkbox"/>	Seminar	<a href="#">Climate Diplomacy</a>	application currently not allowed
<input checked="" type="checkbox"/>	Seminar	<a href="#">New Challenges in International Development Cooperation</a>	application currently not allowed



# Contact

## Content-related questions:

*Prof. Dr. Sabine Kuhlmann:* [sabine.kuhlmann@uni-potsdam.de](mailto: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](mailto: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](mailto: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](mailto:international-office@uni-potsdam.de)

## **Erasmus+ at Faculty of Economics & Social Sciences:**

*Dr. Renate Schmidt:* [rschmidt@uni-potsdam.de](mailto: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](mailto:info-mania@uni-potsdam.de)

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