



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

- 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

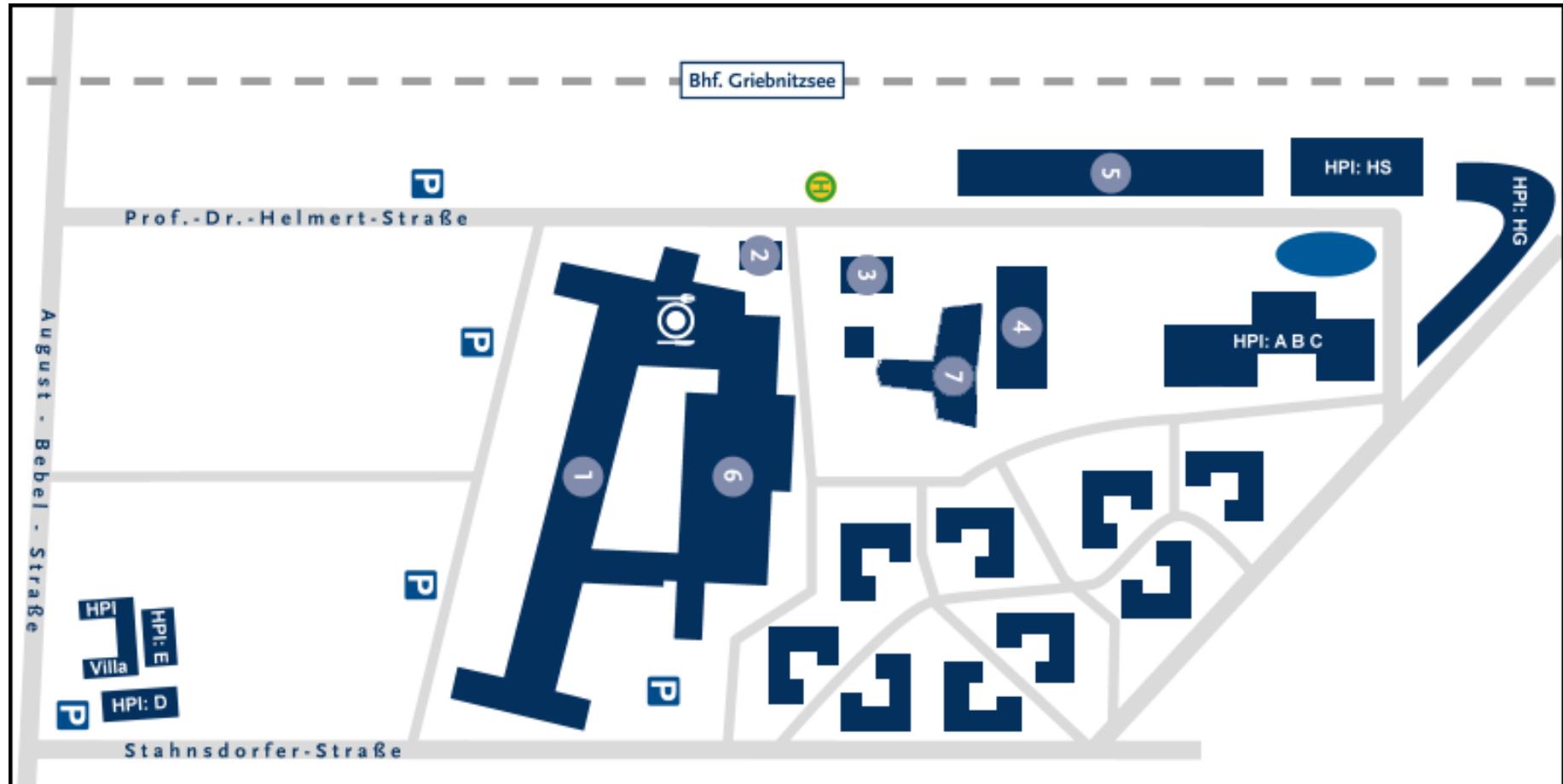




Campus Griebnitzsee



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) (**BAMA-O**)

<https://www.uni-potsdam.de/de/studium/konkret/rechtsgrundlagen/rahmenvorschriften-fuer-bachelor-master.html>

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

<https://www.uni-potsdam.de/en/studium/studying/legalfoundations/studyregulations/national-and-international-administration-and-policy>



General Information

- Study Management: **PULS**

Registration, enrollment, and withdrawal period:

October 1, 2021 – November 10, 2021 (except Oct 21, 2021)

<https://www.uni-potsdam.de/en/studium/dates-and-deadlines/important-dates-and-deadlines-during-your-studies.html>

- E-Learning Platform: **Moodle**

Literature, presentation upload, paper submission, etc.

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

Zentrum für Informationstechnologie und Medienmanagement
(**ZIM**)



General Information

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

Uni-Startseite Uni A-Z Sitemap English ▾

STUDYING ▾ RESEARCH ▾ UNIVERSITY ▾ ONLINE SERVICES ▾

Chair for Political Science, Public Administration and Organization

Staff ▾

- Overview
- Prof. Dr. Sabine Kuhlmann
- Secretariat
- Benoit Paul Dumas
- Moritz Heuberger
- External Lecturer
- Student Assistants
- Alumni

Study ▾

- Overview
- Information concerning the Master "National and International Administration and Policy (MANIA)"** (highlighted with a red circle)
- Information on Student Presentations and Term Papers
- Information on Theses
- Current Course Offer
- Courses offered in previous semesters

Research ▾

- 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

Publications ▾

- Overview
- Recent Publications

Policy Consulting (National Regulatory Control Council) ▾

- Overview
- Expert Reports
- National Regulatory Control Council

CLOSE X

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 structure

| 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 courses
→ module exam only in one of the two courses

Elective modules:

- Each module 9 CP
- Choose Two modules out of M.4, M.5, M.6
- Module exam for each of them

Decide between M.9 and M.10

- Each module 12 CP
- **M.9:** two courses, Module exam for one course

M.10: one course + internship, module exam in course + report for internship

Module structure

Example: M.2 Government, Governance, and Organization

| Module exam (number, form, scope): | 1 term paper (15-20 pages) | | | |
|-------------------------------------|--|---|----------------------------------|--|
| Independent study time (in hours): | 360 | | | |
| Courses (type of teaching) | Contact time (in semester hours) | Supplementary exam work (number, form, scope) | | Module examination (number, form, scope) |
| | | For completing the module | For admission to the module exam | |
| Seminar 1 | 2 | Oral exam (approx. 30 min.) | None | None |
| Seminar 2 | 2 | Oral exam (approx. 30 min.) | None | None |
| Offered: | Every semester | | | |
| Prerequisite for taking the module: | None | | | |
| Teaching unit(s): | Politics and Administration (75%), Sociology (25%) | | | |

Source: Subject-Specific Regulations for Study and Examinations

<https://www.uni-potsdam.de/de/studium/konkret/rechtsgrundlagen/studienordnungen/national-and-international-administration-and-policy>



M.10 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
- Important dates:

| | |
|-----------------------------|---------------------------------|
| Preparation of application: | During 2 nd semester |
| Start Fast Track: | 3 rd 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 Study Plan

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 Study Plan

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



PULS

Potsdamer
Universitäts-
Lehr- und
Studienorganisationsportal



<https://puls.uni-potsdam.de/>



<https://www.youtube.com/watch?v=dm58uooyl9A&feature=youtu.be> (EN subtitles available)

<https://youtu.be/FTLUjGFvJi0> (focus on international program students, e.g., ERASMUS +)

<https://youtu.be/gj3SXUsjuRI> (focus on creating course schedule)



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.uni-potsdam.de>

Questions?

- general information at:
<https://www.uni-potsdam.de/en/studium/advising-and-services/puls-team> (University homepage)
- "Help" in PULS
- "FAQ list" in PULS
- Email to: puls-team@uni-potsdam.de

Registering courses

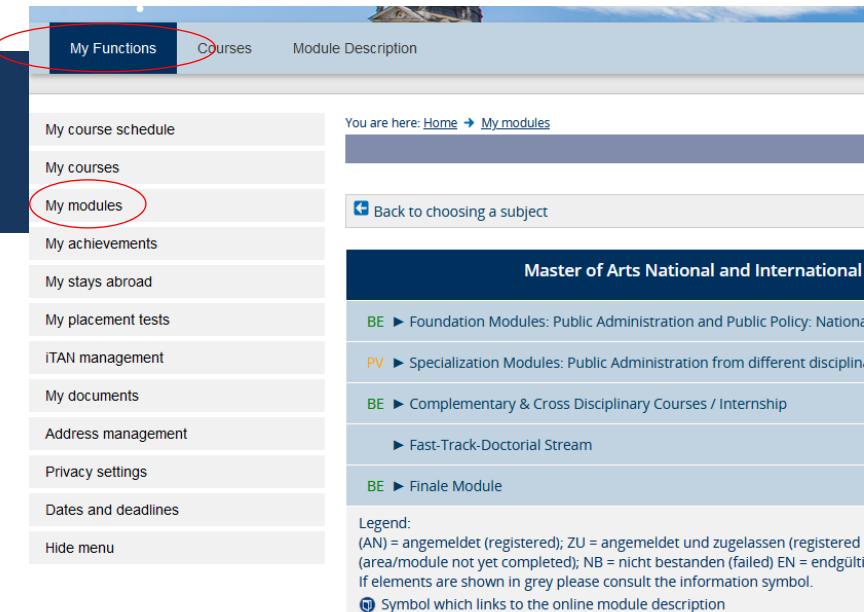
1. Login with the university account

2. Find the relevant course

- via “My Functions” -> “My modules”
- via “Courses” -> “Course catalog”,
“Finding a course”

3. Select the relevant course and click on
the “register / deregister” button

4. Enter TAN - save



My Functions Courses Module Description

My course schedule
My courses
My modules
My achievements
My stays abroad
My placement tests
iTAN management
My documents
Address management
Privacy settings
Dates and deadlines
Hide menu

You are here: Home → My modules

Back to choosing a subject

Master of Arts National and International

BE ► Foundation Modules: Public Administration and Public Policy: National

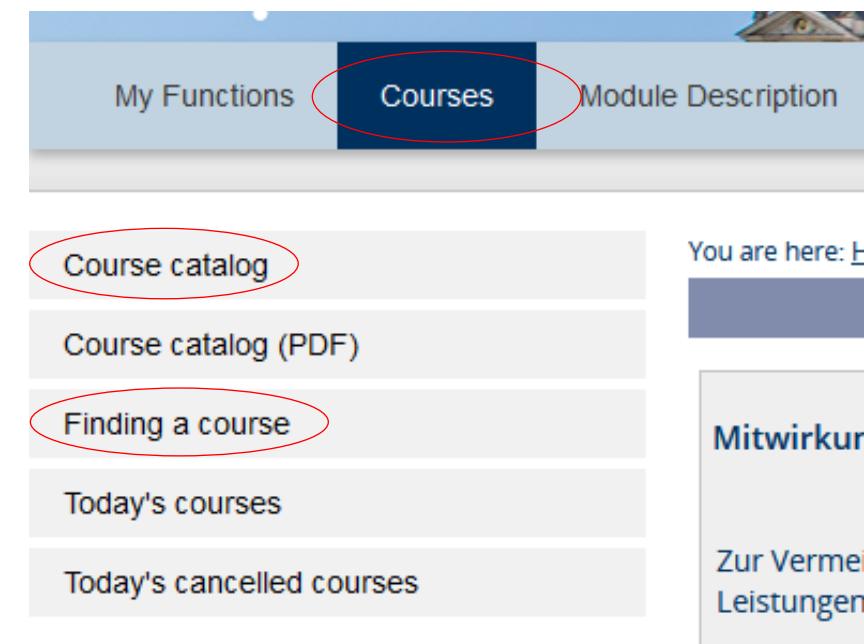
PV ► Specialization Modules: Public Administration from different disciplines

BE ► Complementary & Cross Disciplinary Courses / Internship

► Fast-Track-Doctorial Stream

BE ► Finale Module

Legend:
(AN) = angemeldet (registered); ZU = angemeldet und zugelassen (registered (area/module not yet completed); NB = nicht bestanden (failed) EN = endgültig bestanden (passed))
If elements are shown in grey please consult the information symbol.
Symbol which links to the online module description



My Functions Courses Module Description

Course catalog
Course catalog (PDF)
Finding a course
Today's courses
Today's cancelled courses

You are here: Home → Courses

Mitwirkung

Zur Vermeidung von Leistungsabreichen



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!!!

| |
|----------------------------------|
| 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 |
|--------------|-------------------------|----------------|--------------------------|
| Modulprüfung | 16.10.2019 - 30.03.2020 | Prof. Dr. Fuhr | Anmelden |
| Modulprüfung | 16.10.2019 - 30.03.2020 | Dr. Streck | Anmelden |

428011 - Seminar - [Prüfungsnebenleistung]

| Status | Art | Titel | Beleginformation |
|---------|---|-----------------------------------|------------------|
| Seminar | Climate and energy transition policy | application currently not allowed | |
| Seminar | Climate Diplomacy | application currently not allowed | |
| Seminar | New Challenges in International Development Cooperation | application currently not allowed | |

428012 - Seminar - [Prüfungsnebenleistung]

| Status | Art | Titel | Beleginformation |
|---------|---|-----------------------------------|------------------|
| Seminar | Climate and energy transition policy | application currently not allowed | |
| Seminar | Climate Diplomacy | application currently not allowed | |
| Seminar | New Challenges in International Development Cooperation | application currently not allowed | |



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

Alison Chow: 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

Study in Germany as international student:

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>



Special consultation hours

Q&A Session

When?

Wednesday, 20 October 2021 at 10:00-12:00

Where?

Zoom meeting via <https://uni-potsdam.zoom.us/j/62136579549>

[Meeting ID: 621 3657 9549 Passcode: 08676477]

Special consultation hours

When?

Thursday, 21 October 2021, 10:00-12:00

Friday, 22 October 2021, 10:00-12:00

Where?

- Via Zoom upon arrangement: info-mania@uni-potsdam.de



Thank you for your attention!

**We wish you a fulfilling and successful time
with your study at the University of Potsdam!**