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:	1939-1943:	Since 1945:	1952-1991:	Since 1991:
Area in possession of German Red Cross	Construction of „House 1“ (GRC headquarter during WWII)	Borderland Berlin Wall encompassed almost two thirds of the whole site	Academy of Political Science and Law of the GDR	Faculty of Economics and Social Sciences

Campus Griebnitzsee

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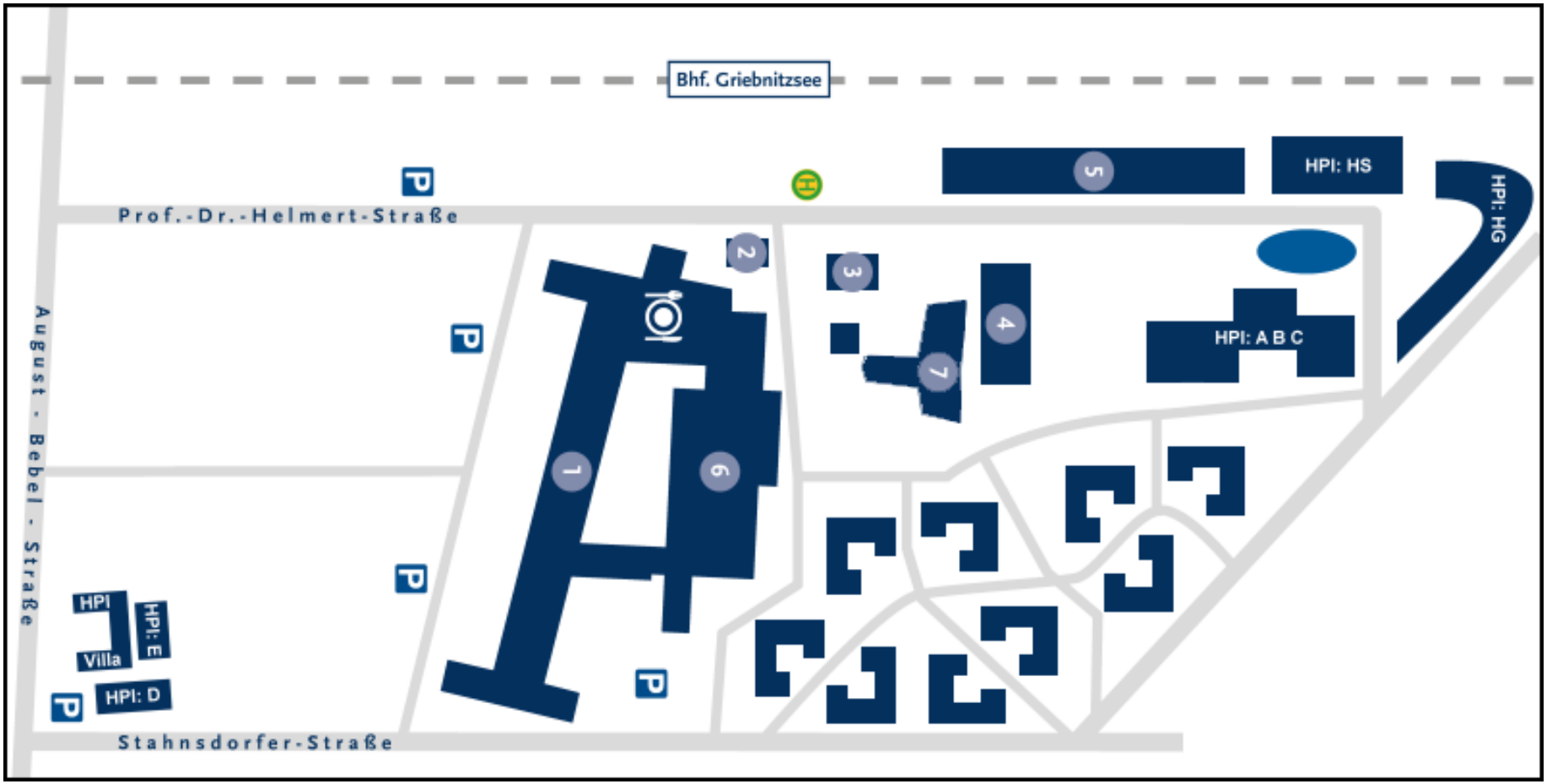

General Information

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) (**BAMA-O**)

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

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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

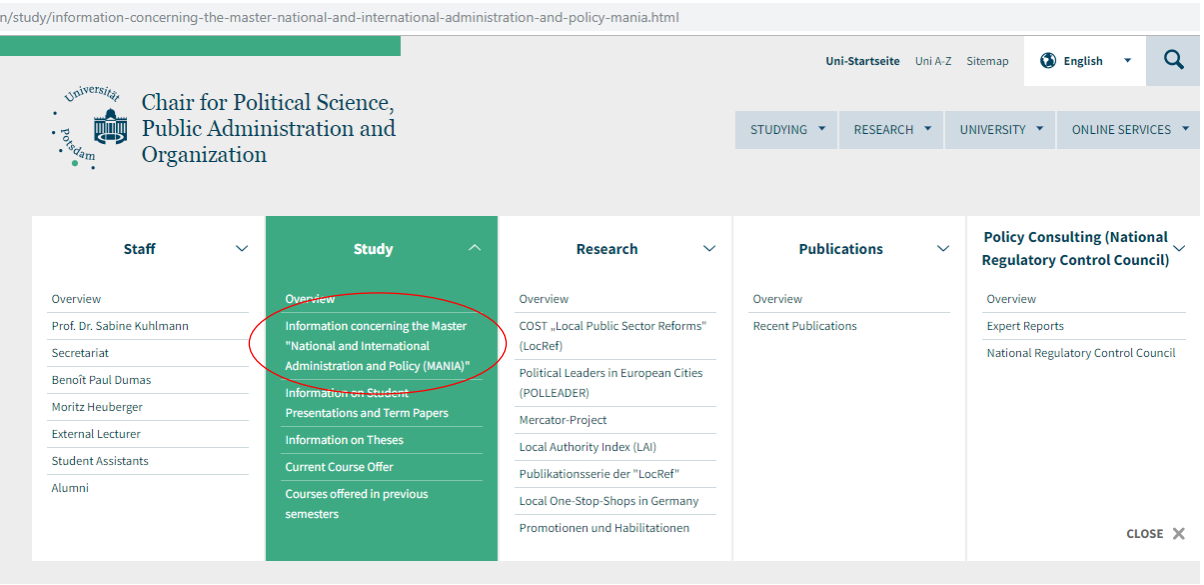
- E-Learning Platform: **Moodle**

  Literature, presentation upload, paper submission, etc.

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

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

General Information



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

- <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 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

https://www.youtube.com/watch?v=dm58uoyyI9A&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

PULS guide

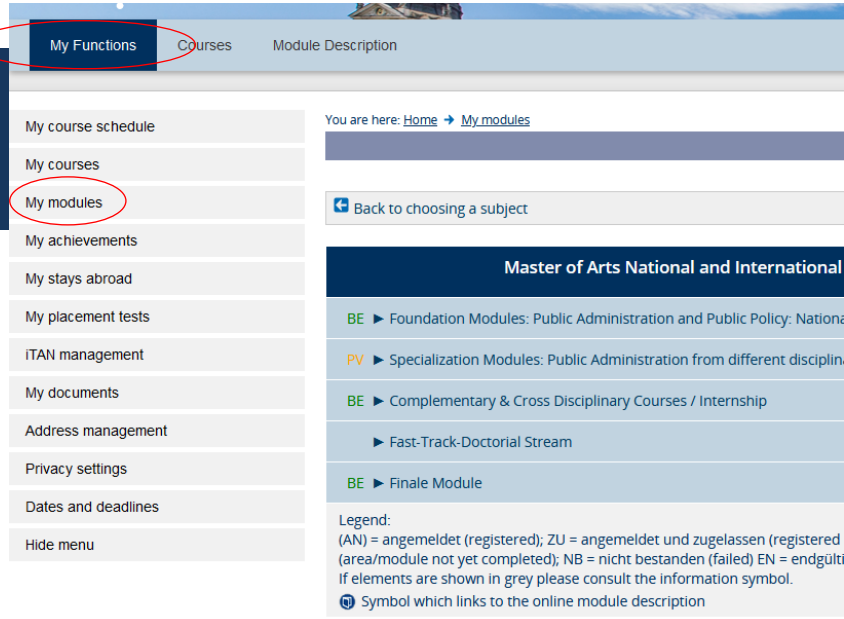
Registering courses

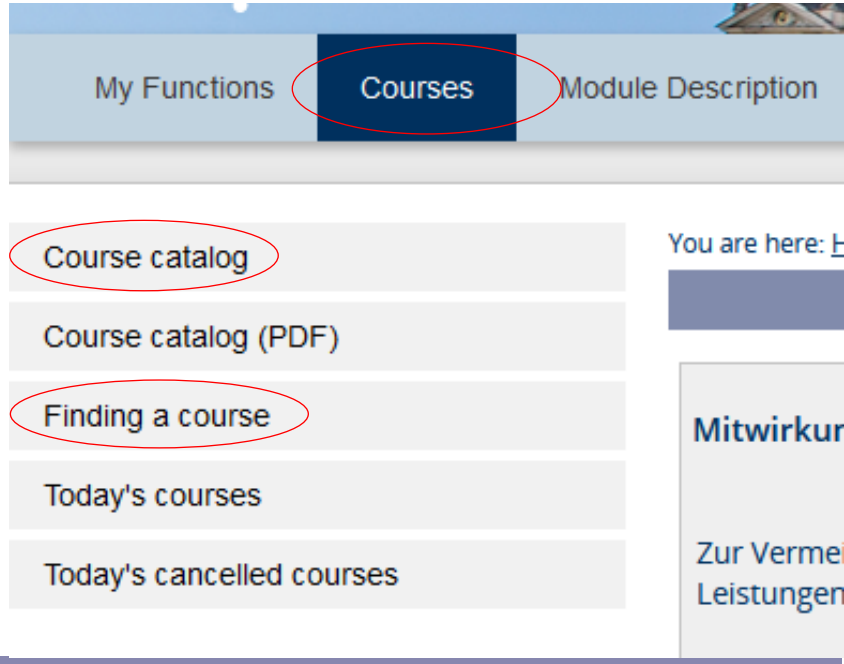
1. Login with the university account

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





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

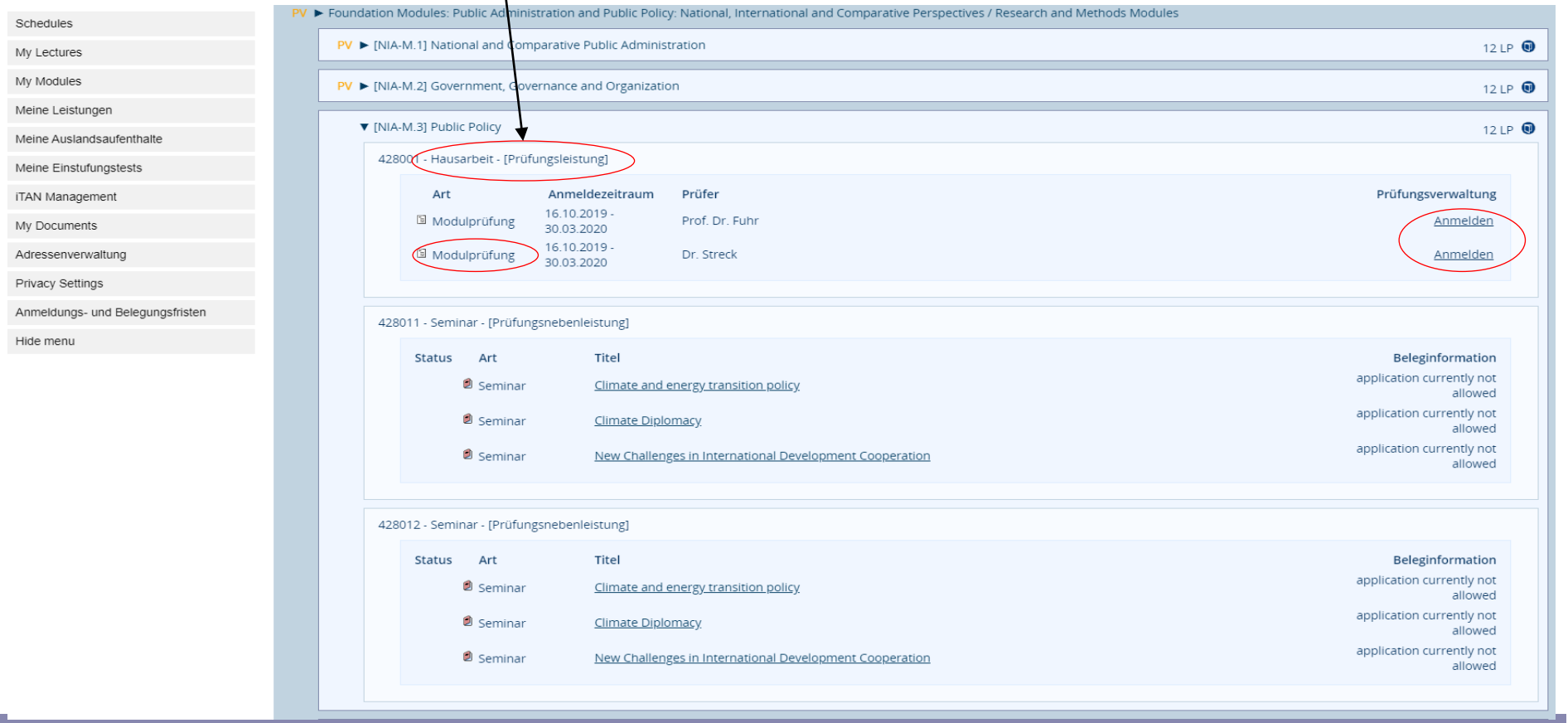
   →*disenroll from a course if you weren't accepted, otherwise it will be registered as* ***NB*** *(nicht bestanden = not passed)*

3. **Possibility of deregistration in the first weeks (exact dates for individual courses in PULS)**

PULS guide

4. Registration for the <u>module exam</u> (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

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!