



MA National and International Administration and Policy (MA NIA)

Programme director: Prof. Dr. Sabine Kuhlmann



Outline

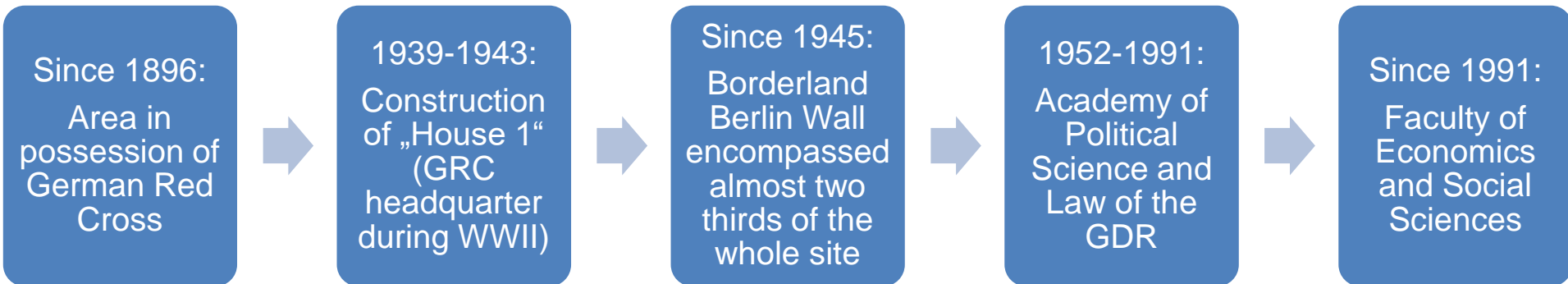
1. University and Campus
2. General Information
3. Modules / Curriculum
4. Online Study Tools (esp. PULS)
5. Contact



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



Campus Griebnitzsee



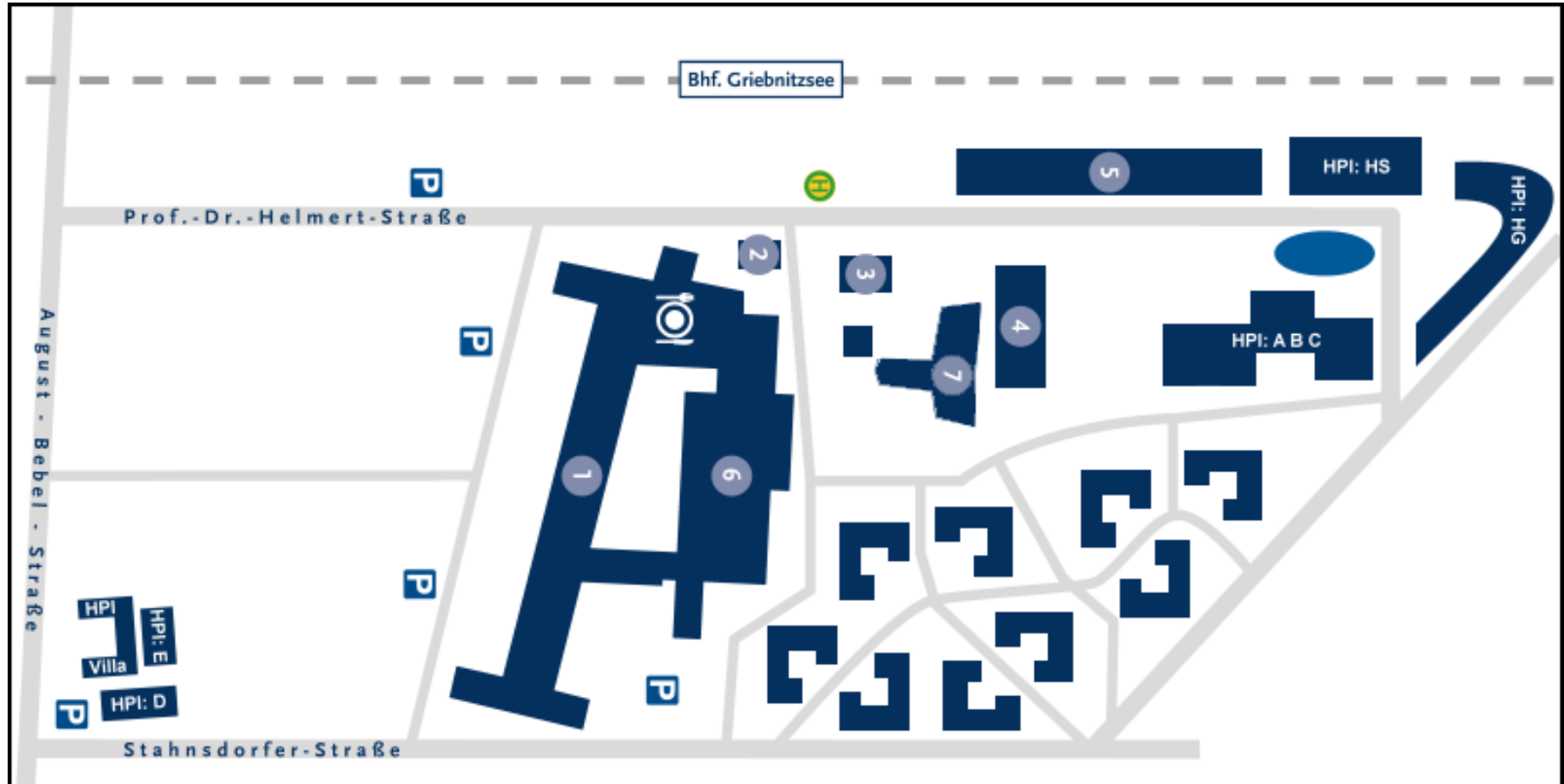
Campus Griebnitzsee



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 19, 2020 – November 30, 2020 (except October 29)

<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

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/lis-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

Modular structure

Your degree programme is structured according to modules.

What does that mean in concrete terms?

- 
- A blue arrow pointing to the right, indicating a continuation or flow of information.
- You will have **mandatory and elective modules**.
 - Some modules consist of one, some of two courses.
 - You will have **module exams**.

You will find the module catalogue on [PULS](#).

Modular 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
- **Two** modules out of M.4, M.5, M.6
- In each of them module exam
- Decide between M.9 and M.10
 - 12 CP
 - **M.9:** two courses, in one of them module exam
 - **M.10:** one course + internship, module exam in course + report for internship

Modular 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:				
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>

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
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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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Total CPs	120
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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



<https://www.youtube.com/watch?v=dm58uoyyl9A&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.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

Registering courses

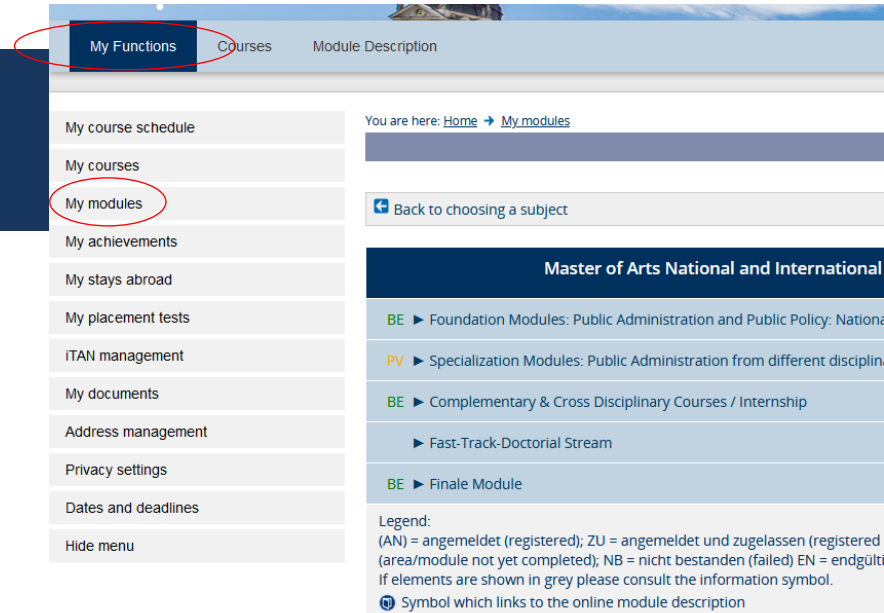
1. Login with the university account

1. Find the relevant course

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

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

4. Enter TAN - save



The screenshot shows the 'My Functions' menu with 'My modules' circled in red. The 'Courses' tab is also circled in red. The 'Module Description' tab is visible on the right. The 'You are here' breadcrumb shows 'Home' and 'My modules'. The 'Back to choosing a subject' button is visible. The 'Master of Arts National and International' program is listed with modules: 'Foundation Modules: Public Administration and Public Policy: National', 'Specialization Modules: Public Administration from different disciplines', 'Complementary & Cross Disciplinary Courses / Internship', 'Fast-Track-Doctoral Stream', and 'Finale Module'. A legend explains the status codes: (AN) = angemeldet (registered); ZU = angemeldet und zugelassen (registered and admitted); NB = nicht bestanden (failed); EN = endgültig (final). A symbol which links to the online module description is also shown.



The screenshot shows the 'Courses' tab with 'Course catalog' and 'Finding a course' circled in red. The 'Course catalog (PDF)' button is also visible. The 'Today's courses' and 'Today's cancelled courses' buttons are at the bottom. The 'You are here' breadcrumb shows 'Home' and 'Courses'. The 'Mitwirkung' (Participation) button is visible on the right. The 'Zur Vermeidung von Doppelbelastungen' (To avoid double loading) button is also visible.

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
<input checked="" type="checkbox"/> Modulprüfung	16.10.2019 - 30.03.2020	Prof. Dr. Fuhr	Anmelden
<input checked="" type="checkbox"/> Modulprüfung	16.10.2019 - 30.03.2020	Dr. Streck	Anmelden

428011 - Seminar - [Prüfungsnebenleistung]

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

428012 - Seminar - [Prüfungsnebenleistung]

Status	Art	Titel	Beleginformation
<input checked="" type="checkbox"/>	Seminar	Climate and energy transition policy	application currently not allowed
<input checked="" type="checkbox"/>	Seminar	Climate Diplomacy	application currently not allowed
<input checked="" type="checkbox"/>	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

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>



Special consultation hours

Q&A Session

When?

Wednesday, 28.10.20 at 2p.m.

Where?

- On Zoom (you received the invitation link by email)

Special consultation hours

When?

Wednesday, 4.11.: 9 – 12a.m. + 1 – 4p.m.

Thursday, 5.11.: 9 – 12a.m.

Where?

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