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
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

Universität Potsdam

Prof. Dr. Sabine Kuhlmann
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
Important documents

**General Regulations** for Study and Examinations for Bachelor’s and Master’s Degrees (not for teachers in training) *(BAMA-O)*


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

General Information

- **Study Management:** [PULS](https://www.uni-potsdam.de/en/studium/dates-and-deadlines/important-dates-and-deadlines-during-your-studies.html)
  
  Registration, enrollment, and withdrawal period: **April 1, 2022 – May 10, 2022 (except April 13, 2022)**

- **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)“

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

<table>
<thead>
<tr>
<th>Module</th>
<th>Name of module</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Foundation Modules:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Administration and Public Policy: National, International and Comparative Perspectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mandatory module (36 CP)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.1</td>
<td>National and Comparative Public Administration</td>
<td>12</td>
</tr>
<tr>
<td>M.2</td>
<td>Government, Governance and Organization</td>
<td>12</td>
</tr>
<tr>
<td>M.3</td>
<td>Public Policy</td>
<td>12</td>
</tr>
<tr>
<td>B. Specialization Modules:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Administration from different disciplinary perspectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Elective module (18 CP)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.4</td>
<td>Political Science</td>
<td>9</td>
</tr>
<tr>
<td>M.5</td>
<td>Public Management and Electronic Government</td>
<td>9</td>
</tr>
<tr>
<td>M.6</td>
<td>Law and Administration</td>
<td>9</td>
</tr>
</tbody>
</table>

## C. Research and Methods Modules

<table>
<thead>
<tr>
<th>Mandatory module (12 CP)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>M.7</td>
<td>Research and Methods</td>
<td>12</td>
</tr>
</tbody>
</table>

## Complementary & Cross-disciplinary Courses/Internship

<table>
<thead>
<tr>
<th>Mandatory module (12 CP)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>M.8</td>
<td>Complementary Courses</td>
<td>12</td>
</tr>
</tbody>
</table>

## Elective module (12 CP)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>M.9</td>
<td>Cross-Disciplinary Courses</td>
<td>12</td>
</tr>
<tr>
<td>M.10</td>
<td>Cross-Disciplinary Courses &amp; Internship</td>
<td>12</td>
</tr>
</tbody>
</table>

## E. Master’s Thesis

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>M.11</td>
<td>Colloquium</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Thesis &amp; Oral Examination</td>
<td>24</td>
</tr>
</tbody>
</table>

**Total CPs**

| | |
|--------------------------|------------------|-----|
| | | **120** |
## Modules structure

### 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

<table>
<thead>
<tr>
<th>Module number</th>
<th>Module description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.1</td>
<td>National and Comparative Public Administration</td>
</tr>
<tr>
<td>M.2</td>
<td>Government, Governance, and Organization</td>
</tr>
<tr>
<td>M.3</td>
<td>Public Policy</td>
</tr>
<tr>
<td>M.4</td>
<td>Select two 9 CP modules and one 12 CP module</td>
</tr>
<tr>
<td>M.5</td>
<td>Political Sciences</td>
</tr>
<tr>
<td>M.6</td>
<td>Public Management and Electronic Government</td>
</tr>
<tr>
<td>M.7</td>
<td>Law and Administration</td>
</tr>
<tr>
<td>M.8</td>
<td>Complementary Courses</td>
</tr>
<tr>
<td>M.9</td>
<td>Cross-Disciplinary Courses</td>
</tr>
<tr>
<td>M.10</td>
<td>Cross-Disciplinary Courses and Internship</td>
</tr>
<tr>
<td>M.11</td>
<td>Colloquium, Master Thesis, Oral Examination</td>
</tr>
</tbody>
</table>

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Prof. Dr. Sabine Kuhlmann
## Module structure

**Example: M.2 Government, Governance, and Organization**

<table>
<thead>
<tr>
<th>Module exam (number, form, scope):</th>
<th>1 term paper (15-20 pages)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent study time (in hours):</td>
<td>360</td>
</tr>
<tr>
<td>Courses (type of teaching)</td>
<td>Contact time (in semester hours)</td>
</tr>
<tr>
<td>Seminar 1</td>
<td>2</td>
</tr>
<tr>
<td>Seminar 2</td>
<td>2</td>
</tr>
</tbody>
</table>

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  
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
§ 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\textsuperscript{nd} semester
  - Start Fast Track: 3\textsuperscript{rd} semester
# Fast Track Doctoral Stream

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

<table>
<thead>
<tr>
<th>Module</th>
<th>Name of module</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Foundation Modules: Public Administration and Public Policy: National, International and Comparative Perspectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.1</td>
<td>National and Comparative Public Administration</td>
<td>12</td>
</tr>
<tr>
<td>M.2</td>
<td>Government, Governance and Organization</td>
<td>12</td>
</tr>
<tr>
<td>M.3</td>
<td>Public Policy</td>
<td>12</td>
</tr>
<tr>
<td>B. Specialization Modules: Public Administration from different disciplinary perspectives</td>
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<td></td>
</tr>
<tr>
<td>M.4</td>
<td>Political Science</td>
<td>9</td>
</tr>
<tr>
<td>M.5</td>
<td>Public Management and Electronic Government</td>
<td>9</td>
</tr>
<tr>
<td>M.6</td>
<td>Law and Administration</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td><strong>Elective module (18 CP)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Two modules must be</strong></td>
<td></td>
</tr>
<tr>
<td>C. Research and Methods Modules</td>
<td>Mandatory module (12 CP)</td>
<td></td>
</tr>
<tr>
<td>M.7</td>
<td>Research and Methods</td>
<td>12</td>
</tr>
<tr>
<td>E. Master’s Thesis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.11</td>
<td>Colloquium</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Thesis &amp; Oral Examination</td>
<td>24</td>
</tr>
<tr>
<td>F. Fast-Track Doctoral Stream</td>
<td>Mandatory module (24 CP)</td>
<td></td>
</tr>
<tr>
<td>M.12</td>
<td>Preparation of Doctoral Project</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td><strong>Total CPs</strong></td>
<td>120</td>
</tr>
</tbody>
</table>
## 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”

<table>
<thead>
<tr>
<th>Module number</th>
<th>Module description</th>
<th>Semester</th>
<th>Total CPs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1st</td>
<td>2nd</td>
</tr>
<tr>
<td><strong>Mandatory modules (60 CP)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.1</td>
<td>National and Comparative Public Administration</td>
<td>12*</td>
<td></td>
</tr>
<tr>
<td>M.2</td>
<td>Government, Governance, and Organization</td>
<td>12*</td>
<td></td>
</tr>
<tr>
<td>M.3</td>
<td>Public Policy</td>
<td></td>
<td>12*</td>
</tr>
<tr>
<td>M.7</td>
<td>Research and Methods</td>
<td>&lt;12&gt;*</td>
<td></td>
</tr>
<tr>
<td>M.8</td>
<td>Complementary Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Elective (30 CPs) Select two 9 CP modules and one 12 CP module.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.4</td>
<td>Political Sciences</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>M.5</td>
<td>Public Management and Electronic Government</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>M.6</td>
<td>Law and Administration</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>M.9</td>
<td>Cross-Disciplinary Courses</td>
<td></td>
<td>12*</td>
</tr>
<tr>
<td>M.10</td>
<td>Cross-Disciplinary Courses and Internship</td>
<td></td>
<td>12*</td>
</tr>
<tr>
<td><strong>Master’s thesis (30 CP)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.11</td>
<td>Colloquium, Master Thesis, Oral Examination</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>
### Sample Study Plan

**Table 2: Sample Course of Study for the Master’s Program with the “Fast-Track Doctoral Stream”**

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

Prof. Dr. Sabine Kuhlmann
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)
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

Questions?

- General information at: [https://www.uni-potsdam.de/en/studium/advising-and-services/puls-team](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

**Access to PULS?**

- University of Potsdam account necessary
- Login via: [https://puls.uni-potsdam.de](https://puls.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
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
     → dis en rol l 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)
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!!!
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:*  

Economic, social, medical and cultural support:  
*Studentenwerk:* https://www.studentenwerk-potsdam.de/?L=1
Q&A Session
When?
Monday, 4 April 2022 at 10:00-12:00
Where?
Zoom meeting via https://uni-potsdam.zoom.us/j/64684856843
[Meeting ID: 646 8485 6843 Passcode: 11488657]

Special consultation hours
When?
Wednesday, 6 April 2022, 10:00-12:00
Monday, 11 April 2022, 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!