

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

From November 12, 2014

The Faculty Council of the Faculty of Economics and Social Sciences at the University of Potsdam has approved on November 12, 2014, the following degree and examination regulations on the basis of Article 19 Para 1 and Article 22 Para 2 (1) of the Brandenburg Higher Education Act (BbgHG) of April 28, 2014 ((Law and Ordinance Gazette (GVBl.) I/14, [no. 18], in combination with Article 3 Para 2 of the Ordinance on the Design of Examination Regulations to Guarantee the Equivalency of Studies, Examinations, and Degrees of June 07, 2007 (GVBl. II/07 p. 134), last amended by the Ordinance of June 15, 2010 (GVBl. II/10, [no. 33]), and with Article 14 Para 1 (2) of the Basic Constitution of the University of Potsdam dated December 17, 2009 (Bulletin UP no. 4/2010, p. 60) in the Second Amended Version of the Basic Constitution of the University of Potsdam (GrundO) of May 21, 2014 (Bulletin UP no. 9/2014 p. 448) and Article 1 Para 2 of the new version of the General Admission Regulations for Master’s degree programs at the University of Potsdam not related to teacher education (BAMA-O) (Bulletin UP no. 3/2013, p 35), last amended on February 26, 2014 (Bulletin UP 3/2014, p. 35):¹

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Degree in “National and International Administration and Policy” (MANIA) at the University of Potsdam. These discipline-specific regulations supplement the new version of the 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).

(2) In the event that these regulations contradict the BAMA-O, then the provisions in the BAMA-O supersede these regulations.

§ 2 Degree

The Faculty of Economics and Social Sciences at the University of Potsdam awards the degree of “Master of Arts” (“M.A.”) to students who have completed the necessary credit points and graduation requirements.

§ 3 Objectives of Master’s Program

(1) Graduates can apply their theoretical and empirical knowledge of public administration, organizations, and public policy in international, supranational, and national, including regional and local, as well as comparative, perspectives. They are able to critically examine the knowledge they have acquired, apply it directly, and appropriate new knowledge on their own. The interdisciplinary construction of this degree program is designed to familiarize graduates with the relevant state of knowledge and research results from the fields of administrative, political, and legal sciences, as well as sociology and economics, and to thus prepare them for interdisciplinary examinations in science and practice. Furthermore, the degree program enables graduates to critically reflect upon scholarly literature and trains their analytical faculties. The program broadens their knowledge of qualitative and quantitative methodologies and teaches them how to systematically develop and work through their own research questions. This course of study is meant to contribute to lifelong learning as well as the ability to communicate and to work in teams. With its international orientation and English as the language of instruction, this program strengthens communicative abilities in an international context.

(2) Graduates from this program are able to take up positions in state, regional, and local administrations, in social and political interest groups, political parties, government and non-government organizations, and media with a national or international orientation.

¹ Approved by the President of the University of Potsdam on March 13, 2015.

§ 1 Applicability

(1) These regulations apply to the Master’s

Universities and other research institutions are also other possible employers due to the Master's program's research orientation. Finally, this program's Fast Track Doctoral Stream also enables graduates to subsequently earn a doctoral degree.

§ 4 Duration of Master's studies

(1) The consecutive Master's Degree in National and International Administration and Policy is a research-oriented course of study. It is offered at the University of Potsdam as a single-subject course of study with a standard completion time (full-time study) of 4 semesters and 120 credit points (CP).

(2) The Master's Degree in National and International Administration and Policy is suitable for part-time study. Part-time study requires advising from the relevant faculty so that an individualized plan of study can be created. Proof of this advising must be attached to an application in accordance with Article 3 of the Regulations for Part-Time Studies at the University of Potsdam (Part-Time Regulations). The provisions of the Part-Time Regulations also apply.

§ 5 Organization of Master's studies

(1) The Master's Degree in National and International Administration and Policy is comprised of the following components:

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

(2) The language of instruction and examinations for the Master's Degree in National and International Administration and Policy is English. Nevertheless, some faculty courses may also be in German.

(3) The descriptions of the modules named in Article 1 and Article 6 Para 1 are given in the Module Catalog in Appendix 1 of these regulations.

(4) Sample courses of study for the Master's program are provided in Appendix 2 of these regulations.

(5) One course can only satisfy one module requirement.

§ 6 Fast Track Doctoral Stream

(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.

(3) The selection is performed by the Examining Board or by a Selection Committee appointed by the Examining Board.

(4) It is possible, if the student has the aptitude and performance, that the university instructor will supervise the dissertation after coursework is completed.

(5) The Master's Degree in National and International Administration and Policy in the Fast Track Doctoral Stream is comprised of the following components:

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

§ 7 Stay Abroad

It is recommended that students in the Master's degree program who have not completed a semester abroad for one semester should do so.

§ 8 Special Examination Provisions

In the Master's degree in National and International Administration and Policy, students have two passes that can be used for module exams that they have failed.

§ 9 Master's thesis

(1) As soon as the student has completed at least 90 credit points, he or she must immediately propose a topic for his/her Master's thesis. If there are delays in the university's grading processes, it is sufficient if the student, after completing 60 credit points, furnishes proof of registration for examinations for an additional 30 credit points in accordance with Article 9 Para 4, 5 of BAMA-O.

(2) The Master's thesis, including the oral examination, is equivalent to 24 credit points.

§ 10 Application, Expiration, and Transitional Provisions

(1) These regulations take effect on April 1, 2016.

(2) These regulations apply to all students who enroll in the Master's degree in National and International Administration and Policy at the University of Potsdam after these regulations go into effect.

Appendix 1: Module catalog**A. Foundation Modules: Public Administration and Public Policy: National, International, and Comparative Perspectives**

Name of module: National and Comparative Public Administration (M.1)		Number of credit points (CP): 12		
Module type (mandatory or elective):	Mandatory module			
Content and objective of module:	<p>Students will:</p> <ul style="list-style-type: none"> - Become familiar with public administrations' structures, operations, and reforms from national and comparative perspectives - Acquire research skills regarding administration and organization and be able to put them into practice - Be able to classify national administrative systems based on the circumstances of their emergence and within the European context - Be able to compare the actors, institutions, and forms of governance of Germany's political administration system with those of other countries and draw conclusions - Analyze political and administrative reforms at various levels in Germany and Europe - Be able to summarize and evaluate the reforms' causes and effects - Be acquainted with the conditions for the operation of modern public administrations - Be able to deliver well-organized presentations and to moderate and lead discussions 			
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			

Name of module: Government, Governance, and Organization (M.2)		Number of credit points (CP): 12		
Module type (mandatory or elective):	Mandatory module			
Content and objective of module:	<p>Students will:</p> <ul style="list-style-type: none"> - Be well-versed in the theories of organizational and administrative research as well as more recent theories about multi-level and network governance and be able to draw historical connections on these subjects, critically reflect upon each approach, and apply them to specific empirical cases - Be able to reflect critically on various forms of government, management, and governance and classify them (comparatively) based on their mechanisms and the circumstances of their emergence - Be able to compare the various actors, institutions, and forms of management and governance in political/administrative systems (including their international connections) and draw conclusions - Be able to summarize and evaluate the causes, forms, and effects of reforms to government and governance at various levels in Germany, Europe, selected OECD and non-OECD countries, and international organizations - Be familiar with approaches of international administrations that support national government and governance reforms in non-EU countries - Be able to deliver theoretically sound, well-organized, and media-aided presentations and to moderate and lead discussions - Have acquired the skills to classify theories historically and critically reflect on them as well as to analyze studies for their theoretical content, assess them critically, and apply them to historical and contemporary organizational issues and empirical studies - Be able to analyze and critically evaluate empirical studies and self-sufficiently develop empirical research designs 			
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%)			

Name of module: Public Policy (M.3)		Number of credit points (CP): 12		
Module type (mandatory or elective):	Mandatory module			
Content and objective of module:	<p>Students will:</p> <ul style="list-style-type: none"> - Possess profound knowledge of the theories, concepts, and applications of policy analysis and governance research - Be able to draw comparisons between the structures, workings, and reforms of policy-making and implementation at various levels and to evaluate the contexts of political management, maneuvering constraints, and design leeway when formulating and implementing public policies <p>Be capable of evaluating and explaining the theory of policy change, policy learning, and policy diffusion as well as the transfer of policies among national governmental and administrative systems, especially in regard to phenomena of Europeanization</p> <ul style="list-style-type: none"> - Have acquired discerning, in-depth knowledge of selected areas of policy and be capable of drawing comparisons between different policy areas or individual policy areas across different political systems, taking into account supranational regulatory regimes - Be able to answer critical questions with sound scholarship 			
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			

B. Specialization Modules: Public Administration from different disciplinary perspectives

Name of module: Political Science (M.4)		Number of credit points (CP): 9		
Module type (obligatory or elective):	Elective module			
Content and objective of module:	<p>The module conveys knowledge of political science and political systems, enabling students to analyze, explain, and assess administrative structures and actions in the political context.</p> <p>Students will:</p> <ul style="list-style-type: none"> - Possess profound knowledge of the theories, concepts, and methods of political science - Be familiar with the underlying structures, workings, and reforms of political systems (electoral systems, party systems, governmental systems, parliaments, types of democracy, etc.) - Be familiar with basic theoretical approaches and models underpinning modern political science and be able to apply and critically reflect on them <p>Become acquainted with scientific thought processes and research methods</p> <ul style="list-style-type: none"> - Be able to grasp and critically discuss challenging empirical political science models - Be able to deliver well-organized presentations and to moderate and lead discussions 			
Module exam (number, form, scope):	1 portfolio exam (with an oral presentation [approx. 30 min.] and an associated term paper [15–20 pages])			
Independent study time (in hours):	240			
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	2	Additional written work (approx. 5 pages, usually protocol, essay, abstract, summary position paper, or research exposé)	None	None
Offered:		Every semester		
Prerequisite for taking the module:		None		
Teaching unit(s):		Politics and Administration		

Name of module: Public Management and Electronic Government (M.5)		Number of credit points (CP): 9		
Module type (mandatory or elective):	Elective module			
Content and objective of module:	<p>The module conveys knowledge of operational leadership and management of public administrative bodies (public management) and the policy options enabled by the use of modern information technology as part of political/administrative value creation processes (electronic government).</p> <p>The students may choose freely among the courses offered in the module: The <u>Public Management</u> portion addresses selected issues of management and leadership. The students:</p> <ul style="list-style-type: none"> - Will learn modern management concepts and approaches regarding the subject area - Be familiar with the special features and peculiarities of management in the public sector - Be able to analyze managerial problems and develop and justify solutions or potential results-oriented improvements <p>The <u>Electronic Government</u> portion covers questions of how to design structures and processes using information and communication tools. Alongside the technical and organizational perspectives, this also involves legal, financial, and user-related aspects. The goal is to lead students to identify and resolve problems in the area of software systems in the public sector.</p>			
Module exam (number, form, scope):	1 portfolio exam (with an oral presentation [approx. 30 min.] and an associated term paper [15–20 pages])			
Independent study time (in hours):	240			
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	2	Additional written work (approx. 5 pages, usually protocol, essay, abstract, summary position paper, or research exposé)	None	None
Offered:	Every semester			
Prerequisite for taking the module:	None			
Teaching unit(s):	Economics and business studies			

Name of module: Law and Administration (M.6)		Number of credit points (CP): 9		
Module type (mandatory or elective):	Elective module			
Content and objective of module:	<p>This module conveys knowledge about the legal factors affecting administrative work in the national and supranational contexts. Students will learn the basic structures of German administrative law, but also focus their attention on the Europeanization of administrative law. The module will particularly address member states' requirements for implementing EU law and elements of the body of EU administrative law, which remains under development. Aspects of comparative administration might complete the range of topics.</p> <p>Students will:</p> <ul style="list-style-type: none"> - Have a grasp, after completing the module, of the fundamentals of German and European administrative law and be able to legally classify administrative structures in the national and European contexts - Be able to find the various legal sources for administrative law and recognize their significance for the organizational forms of administration - Acquire the skills to accurately assess administrative processes' legal significance - Be able to apply various specialized perspectives to a thematic area 			
Module exam (number, form, scope):	1 portfolio exam (with an oral presentation [approx. 30 min.] and an associated term paper [15-20 pages] or 1 written exam [60–90 min.]			
Independent study time (in hours):	240			
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	2	Additional written work (approx. 5 pages, usually protocol, essay, abstract, summary position paper, or research exposé)	None	None
Offered:	Every semester			
Prerequisite for taking the module:	None			
Teaching unit(s):	Jurisprudence			

C. Research and Methods Module

Name of module: Research and Methods (M.7)		Number of credit points (CP): 12		
Module type (mandatory or elective):	Mandatory module			
Content and objective of module:	<p>This module conveys advanced skills in qualitative and quantitative research methods in the social and administrative sciences. The courses offered in the module cover a broad spectrum of methodological procedures, and students are required to specialize within the thematic spectrum according to their research interests.</p> <p>The courses offered in this module include the following thematic areas/courses. Two courses must be selected from among the courses offered:</p> <ol style="list-style-type: none"> 1. Quantitative Data Analysis <ul style="list-style-type: none"> - Applied Regression Analysis Using Stata - Public Policy Evaluation 2. Research Design and Application of Methodologies <ul style="list-style-type: none"> - Research Design - Research Seminars in Public Administration/Public Policy - Qualitative Methods in Social Sciences <p>Students will:</p> <ul style="list-style-type: none"> - Have broadened their relevant methodological skills (qualitative and/or quantitative); - Be able to apply adequate scientific methods to solve a research question and to justify the choice of this method. 			
Module exam (number, form, scope):	1 term paper (15–20 pages) or 1 written exam (60–90 min.)			
Independent study time (in hours):	300			
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	1) Oral Exam (ap prox. 30 min.) 2) Completing assignments	None	None
Seminar 2	2	1) Oral Exam (ap prox. 30 min.) 2) Completing assignments	None	None
Offered:	Every semester			
Prerequisite for taking the module:	None			
Teaching unit(s):	Politics and Administration (20%), Sociology (60%), Economics and Business Studies (20%)			

D. Complementary & Cross-Disciplinary Courses/Internship

Name of module: Complementary Courses (M.8)		Number of credit points (CP): 12		
Module type (mandatory or elective):	Mandatory module			
Content and objective of module:	<p>This module gives students a chance to take additional seminars in one or two of the following subject areas:</p> <ul style="list-style-type: none"> - National and Comparative Public Administration - Government, Governance, and Organization - Public Policy - Political Sciences - Public Management and Electronic Government - Law and Administration - Research and Methods <p>Students will:</p> <ul style="list-style-type: none"> - Deepen their knowledge in one or two subfields in order to refine their personal profile in light of their interests and potential career paths - Be capable of applying the theories they have learned to real-world issues - Be able to present their results in a well-structured and accessible manner 			
Module exam (number, form, scope):	1 term paper (15–20 pages) or 1 written exam (60–90 min.)			
Independent study time (in hours):	300			
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	1) Oral Exam (ap prox. 30 min.) 2) Completing assignments	None	None
Seminar 2	2	1) Oral Exam (ap prox. 30 min.) 2) Completing assignments	None	None
Offered:	Every semester			
Prerequisite for taking the module:	None; not offered to students who have been admitted to the			
Teaching unit(s):	Politics and Administration (40%), Sociology (30%), Economics and Business Studies (15%), Law (15%)			

Name of module: Cross Disciplinary Courses (M.9)		Number of credit points (CP): 12		
Module type (mandatory or elective):	Elective module			
Content and objective of module:	<p>This module imparts skills in individual disciplines that constitute the interdisciplinary elements of the administrative sciences.</p> <p>Students will:</p> <ul style="list-style-type: none"> - Acquire advanced knowledge of the administrative sciences' main neighboring disciplines - Be able to apply methodological skills acquired in the Master's program to issues from neighboring disciplines - Be able to give a sound, specialized presentation and answer critical questions confidently - Be able to participate in discussions with practitioners of other disciplines at a highly specialized level 			
Module exam (number, form, scope):	1 term paper (15–20 pages) or 1 written exam (60–90 min.)			
Independent study time (in hours):	300			
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; not offered to students who have been admitted to the			
Teaching unit(s):	Politics and Administration (40%), Sociology (30%), Economics and Business Studies (15%), Law (15%)			

Name of module: Cross Disciplinary Courses & Internship (M.10)	Number of credit points (CP): 12
Module type (mandatory or elective):	Elective module
Content and objective of module:	<p>This module imparts skills in individual disciplines that constitute the interdisciplinary elements of the administrative sciences. Students complete a seminar in a field other than political science or the administrative sciences as well as a four-week internship (totaling 180 hours, including 30 hours for the internship report, preparation, and post-processing).</p> <p>Students will:</p> <ul style="list-style-type: none"> - Acquire advanced knowledge of the administrative sciences' main neighboring disciplines - Be able to apply methodological skills acquired in the Master's program to issues from neighboring disciplines - Be able to give a sound, specialized presentation and answer critical questions confidently - Be able to participate in discussions with practitioners of other disciplines at a highly specialized level <p>Special Components of the Internship Generally, the internship should be completed during the semester break. The intern remains enrolled during the internship.</p> <p><i>Objectives of Internship</i> The objective of the internship is to connect specialized skills, abilities, and methods with professional practice. In particular, it is intended to promote familiarity with complex practical issues and self-sufficient judgment regarding the feasibility of concepts from administrative science. The focus should be on learning the requirements and the context of problems in actual practice.</p> <ul style="list-style-type: none"> - Students may complete their internship in Germany or abroad. These should be subject to a written internship contract. - Following the internship, the intern shall be issued a qualified certificate and a confirmation of having completed the internship. <p><i>Examining Board</i> It is incumbent upon the Examining Board to recognize the internship as part of the students' degree program. The Examining Board may delegate tasks and administrative responsibilities to the internship coordinator of the Faculty of Economics and Social Sciences, particularly:</p> <ul style="list-style-type: none"> - Advising and supporting students before, during, and after the internship - Reviewing the desired internship through an approval process conducted in advance - Supervising and evaluating internship reports - Awarding credit points in the University of Potsdam Campus Management System <p><i>Execution</i></p> <ul style="list-style-type: none"> - Students are responsible for securing their own internship positions. The internship coordinator of the Faculty of Economics and Social Science shall provide advice and assistance with the general preparations for the internship, the selection of appropriate internship organizations/institutions, and the coordination of internship positions. Furthermore, students may take advantage of the advisory services provided by the central institutions of the University of Potsdam (Career Service, International Relations Office, etc.).

	<ul style="list-style-type: none"> - Before the internship begins, it must be approved by the internship coordinator. To this end, students shall submit a written form specifying the establishment at which the internship is to be completed. The form shall be accompanied by a document informally confirming the internship organization’s consent to the planned internship. - The internship coordinator shall verify whether the internship is compatible with the predefined objectives and regulations. Any cases of contention shall be decided upon by the Examining Board. <p><i>Internship Report</i></p> <p>Students must prepare an internship report comprising at least four A4-sized pages. The internship report shall be written in English. In the report, students reflect upon the experiences they gathered during the internship and draw connections to the skills and abilities they have obtained in the degree program. The report shall include:</p> <p>A. A cover page listing the following details:</p> <ul style="list-style-type: none"> - The intern’s name, matriculation no., date of birth, email address, field of study, semester at the time of the internship, and address - Supervisor or contact person, address and industry or field of internship organization - Internship dates, duration, and schedule (full-time or part-time); dates on vacation or absent <p>B. Experience report with the following contents:</p> <ul style="list-style-type: none"> - Tasks and areas of activity during the internship - Use of skills and abilities acquired in the degree program - Description of professional and social competencies acquired during the internship - Supervision and collaboration during the internship - How internship position was acquired (e.g. listing, placement, personal initiative) - Evaluation of the internship’s quality and the competencies acquired - Internship’s impact on career plans <p>The report must be submitted within four weeks after the internship’s completion.</p> <p><i>Awarding of Credit Points for the Internship</i></p> <p>Students shall register for the internship in the electronic examination system. The credit points are awarded after the successful completion of the internship.</p> <p>The internship is not graded, but only evaluated as passed or failed. Credit points are awarded if:</p> <ul style="list-style-type: none"> - An internship approval has been issued and the student was authorized for the internship - The internship organization’s activity confirmation has been provided and includes details on the duration, work schedule, and activities - The internship report has received a passing grade
<p>Module exam (number, form, scope):</p>	<p>Module examinations, see below</p>
<p>Independent study time (in hours):</p>	<p>150 hr in the seminar The internship comprises 180 hours. This includes 30 hours for the internship report, preparation, and post-processing. It is recommended to divide the remaining 150 working hours among four weeks. The internship</p>

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	2	Oral exam (approx. 30 min.)	None	1 term paper (12–15 pages) as part of the seminar
Lab		None	None	Internship report (not graded)
Offered:		Every semester		
Prerequisite for taking the module:		None; not offered to students who have been admitted to the		
Teaching unit(s):		Politics and Administration		

E. Master's Thesis

Name of module: Colloquium (M.11)		Number of credit points (CP): 6		
Module type (mandatory or elective):	Mandatory module			
Content and objective of module:	Students will: <ul style="list-style-type: none"> - Be familiar with the formal and content-related requirements for a Master's thesis - Possess techniques for researching the literature and be familiar with the relevant databases - Be capable of developing a research question and a research design - Possess the ability to present the results of the research project in writing - Be able to present their research project persuasively and defend it against critical objections - Be able to apply adequate scientific methods to answer a research question and to justify the choice of this method 			
Module exam (number, form, scope):	1 exposé and an oral presentation of the Master's thesis project during class (approx. 30 min.); the colloquium is not graded			
Independent study time (in hours):	150			
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	
Colloquium	2	None	None	None
Offered:		Every semester		
Prerequisite for taking the module:		None		
Teaching unit(s):		Politics and Administration		

F. Fast-Track Doctoral Stream

Name of module: Preparation for Doctoral Project (M.12)		Number of credit points (CP): 24		
Module type (mandatory or elective):	Mandatory module (only for students who have been admitted to the fast-track doctoral stream)			
Content and objective of module:	<p>Students will:</p> <ul style="list-style-type: none"> - Have acquired self-sufficient, advanced knowledge of a research field of their choosing - Be able to research and organize literature self-sufficiently and summarize the current state of research on given topics - Be able to critically assess and discuss academic publications and current research findings - Plan their own questions using appropriate methods and present them suitably - Be able to judge problems in composing a dissertation - Be capable of creating a schedule for a long-term doctoral research project - Be capable of introducing and defending their doctoral research project in front of a scientific community <p>After completing the module, the students will have developed an exposé for a possible dissertation under a supervisor's guidance.</p>			
Module exam (number, form, scope):	1 portfolio examination (exposé on doctoral research project [approx. 15 pages] followed by a defense of the doctoral research project in front of a scientific community [approx. 45 min.])			
Independent study time (in hours):	690			
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	2	Completing assignments (approx. 10 pages)	None	None
Offered:	Every semester			
Prerequisite for taking the module:	Admission to the fast-track doctoral stream under § 6			
Teaching unit(s):	Politics and Administration			

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

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

* Some mandatory and elective modules comprise two seminars of 2 semester hours each. Students are advised to complete the modules within a semester or across two semesters (i.e., in the 1st and 2nd *or* the 2nd and 3rd semesters). Because the elective modules are offered every semester, there is an enormous range of options.