



# Module Catalogue for the Master's Program "National and International Administration and Policy" (MANIA)

Master of Arts

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## Course of Study

**Figure 1: Course of Study for the Master without “Fast-Track-Doctoral Stream”**

Code	Module Title	Semester				Σ CP
		1.	2.	3.	4.	
Compulsory 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 modules (30 CP) – There are two modules to choose from M.4-M6 and one module from M.9 to M.10.						
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 Thesis (30 CP)						
M.11	Colloquium, Master Thesis, Disputation				30	30
Total		30	30	30	30	120

**Figure 2: Course of Study for the Master with “Fast-Track-Doctoral Stream”**

Code	Module Title	Semester				Σ CP
		1.	2.	3.	4.	
Compulsory 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 Doctoral Project			24		24
Elective modules (18 CP) - There are two modules to choose.						
M.4	Political Sciences		9			9
M.5	Public Management and Electronic Government		9			9
M.6	Law and Administration		9			9
Master Thesis (30 CP)						
M.11	Colloquium, Master Thesis, Disputation				30	30
Total		30	30	30	30	120

\* Some compulsory modules and elective modules consist of two seminars together with each 2 hours per week. Students are advised to complete the modules within one semester and / or within two semesters (i.e. the 1st and 2nd or 2nd and 3rd semester). Since the modules of the elective area are offered each semester, there is the greatest possible freedom of choice.

# Module Catalogue

## A. Foundation Modules: Public Administration and Public Policy: National, International and Comparative Perspectives

National and Comparative Public Administration			Total Credits: 12 CP (Credit Points)	
Module Code		M.1		
Module Type		compulsory module		
Learning Outcomes and Module Content		On successful completion of this module, students will: <ul style="list-style-type: none"><li>- know structures, functioning and reform developments in public administrations from a national and a comparative perspective;</li><li>- acquire knowledge on administration research and organization research and are able to apply this knowledge;</li><li>- be able to put national administration systems in their respective context of national traditions and the European context;</li><li>- be able to compare actors, institutions and forms of steering in the politico-administrative system in Germany with other countries and draw conclusions from the analysis;</li><li>- analyze policy and administrative reforms on different levels in Germany and Europe;</li><li>- be able to summarize and assess causes and effects of reforms;</li><li>- know the operating conditions of modern public administrations;</li><li>- be able to hold structured presentations as well as to head discussions.</li></ul>		
Method of Assessment (Assessment Type)		Seminar Paper (15-20 pages)		
Self-Study (in hours)		360 hours		
Course Type (Teaching Activities)	Contact hours (hours per week)	Obligatory Coursework (number, form, extent)		Course-oriented examination
		For completion of the module	Requirement for admission to assessment	
Seminar	2	oral presentation (ca. 30 minutes)	none	none
Seminar	2	oral presentation (ca. 30 minutes)	none	none
Frequency		Every semester		
Prerequisites		None		
Departments offering the module		Political Sciences and Public Administration		

Government, Governance and Organization		Total Credits: 12 CP (Credit Points)		
Module Code		M.2		
Module Type		compulsory module		
Learning Outcomes and Module Content		On successful completion of this module, students will: <ul style="list-style-type: none"><li>- know the main theories of organization and administration as well as current approaches on Global Governance; they will be able to establish historical relationships and critically reflect on these approaches as well as apply them to empirical cases;</li><li>- be able to reflect on different modes/types of governance from different perspectives and categorize them with regard to specific contexts and functionalities;</li><li>- be able to compare different actors, institutions, and modes of governance in political-administrative systems and in their international setting and draw conclusions from the analysis</li><li>- be able to analyze and evaluate causes, forms and effects of government and governance reforms on different levels in Germany, Europe, selective OECD and non-OECD countries and international organizations;</li><li>- know the main approaches by international bureaucracies for supporting national government and governance reforms in third countries and networks;</li><li>- be able to hold structured presentations as well as to head discussions</li><li>- acquire the ability to recognize and place theories in their historical context and to analyze existing studies with regard to their theoretical approach and apply these perspectives to historical and current organization-related research questions and empirical studies;</li><li>- analyze empirical studies and critically evaluate them as well as develop empirical research designs on their own.</li></ul>		
Method of Assessment (Assessment Type)		Seminar Paper (15-20 pages)		
Self-Study (in hours)		360 hours		
Course Type (Teaching Activities)	Contact hours (hours per week)	Obligatory Coursework (number, form, extent)		Course-oriented examination
		For completion of the module	Requirement for admission to assessment	
Seminar	2	oral presentation (ca. 30 minutes)	none	none
Seminar	2	oral presentation (ca. 30 minutes)	none	none
Frequency		Every semester		
Prerequisites		None		
Departments offering the module		Political Sciences and Public Administration and Sociology		

Public Policy		Total Credits: 12 CP (Credit Points)		
Module Code		M.3		
Module Type		compulsory module		
Learning Outcomes and Module Content		On successful completion of this module, students will: <ul style="list-style-type: none"><li>- have in-depth knowledge of policy analysis and governance theories, concepts and applications;</li><li>- are able to compare between structures, modes of operations and reform developments of policy-making and implementation processes at various jurisdictional levels of the European multilevel governance system;</li><li>- are able to assess leeway and constraints of political action and control in the formulation and implementation of public policies;</li><li>- are able to explain and evaluate processes of policy change, policy learning and the diffusion and transfer of policies between national governments and administrative systems theoretically – particularly in the context of Europeanization phenomena;</li><li>- acquire in-depth knowledge of selected policies and are able to make comparisons both, between different policy areas or individual policies in different political systems, taking into account supranational regulatory regimes;</li><li>- are able to answer and asses academic questions in a sound and critical way.</li></ul>		
Method of Assessment (Assessment Type)		Seminar Paper (15-20 pages)		
Self-Study (in hours)		360 hours		
Course Type (Teaching Activities)	Contact hours (hours per week)	Obligatory Coursework (number, form, extent)		Course-oriented examination
		For completion of the module	Requirement for admission to assessment	
Seminar	2	oral presentation (ca. 30 minutes)	none	none
Seminar	2	oral presentation (ca. 30 minutes)	none	none
Frequency		Every semester		
Prerequisites		None		
Departments offering the module		Political Sciences, Public Administration and Sociology		

## B. Specialization Modules: Public Administration from different disciplinary perspectives

Political Sciences		Total Credits: 9 CP (Credit Points)		
Module Code		M.4		
Module Type		elective module		
Learning Outcomes and Module Content		<p>The module conveys insights from political science and the study of political systems to ground an analysis of administrative structures and action in their political context.</p> <p>The students</p> <ul style="list-style-type: none"><li>- have profound knowledge of the theories, concepts, and methods of political science;</li><li>- know the basic structures, functions, and reform developments of political systems (electoral systems, party systems, governments, parliaments, types of democracies, etc.);</li><li>- know the basic theoretical approaches and models of modern political science and how to use them and reflect them critically;</li><li>- are familiar with scientific ways of thinking and working in research processes;</li><li>- are able to understand and critically discuss sophisticated empirical models of political science;</li><li>- are able to hold structured presentations and to lead discussions.</li></ul>		
Method of Assessment (Assessment Type)		1 Portfolio-Exam (Oral Presentation (about 30 minutes) and a corresponding seminar paper (15-20 pages))		
Self-Study (in hours)		240 hours		
Course Type (Teaching Activities)	Contact hours (hours per week)	Obligatory Coursework (number, form, extent)		Course-oriented examination
		For completion of the module	Requirement for admission to assessment	
Seminar	2	Further written course requirement (about 5 pages, normally in the form of protocol, essay, abstract, position paper, exposé)	none	none
Frequency		Every semester		
Prerequisites		None		
Departments offering the module		Political Sciences		



Public Management and Electronic Government		Total Credits: 9 CP (Credit Points)		
Module Code		M.5		
Module Type		elective module		
Learning Outcomes and Module Content		<p>The module imparts knowledge for operational management of public sector organizations (Public Management) as well as opportunities created by the use of modern information technology in the scope of administrative value processes (Electronic Government).</p> <p>The students can choose from the offered modules: In the section Public Management, selected questions about Management and Leadership are addressed. The students</p> <ul style="list-style-type: none"><li>- learn about modern management concepts and approaches in the research field;</li><li>- know the particular and specific characteristics of management in the public sector;</li><li>- can analyze management-related problem settings and establish reasonable solutions or output-orientated improvement options.</li></ul> <ul style="list-style-type: none"><li>- The section Electronic Government contains questions concerning the configuration of structures and processes based on the use of information and communication technologies. In addition to the technical and organizational perspective, legal, economic and user-related aspects are discussed. The aim is to raise the student's awareness of problems in the field of application systems in the public sector and how to solve them.</li></ul>		
Method of Assessment (Assessment Type)		1 Portfolio-Exam (Oral Presentation (about 30 minutes) and a corresponding seminar paper (15-20 pages))		
Self-Study (in hours)		240 hours		
Course Type (Teaching Activities)	Contact hours (hours per week)	Obligatory Coursework (number, form, extent)		Course-oriented examination
		For completion of the module	Requirement for admission to assessment	
Seminar	2	Further written course requirement (about 5 pages, normally in the form of protocol, essay, abstract, position paper, exposé)	none	none
Frequency		Every semester		
Prerequisites		None		
Departments offering the module		Economics		



Law and Administration		Total Credits: 9 CP (Credit Points)		
Module Code		M.6		
Module Type		elective module		
Learning Outcomes and Module Content		<p>This module imparts knowledge of the legal framework for administrative work in national and supranational context. On the one hand, students shall comprehend the basic structure of German administrative law. On the other hand, the focus of interest shall be on the Europeanisation of administrative law; especially on requirements for the execution of EU Law by EU member states, and on elements of the developing EU administrative law. Aspects of comparison of administrative law may complete range of topics.</p> <p>After completion of this module, the students shall</p> <ul style="list-style-type: none"><li>- comprehend the basic structure of German and European administrative law and be able to put German and European administrative structures into legal context;</li><li>- be able to find several legal sources of administrative law and to assess these sources with regards to their significance for the organisational forms of administration;</li><li>- acquire the expertise to correctly assess the legal meaning of administrative procedures;</li><li>- be able to apply various specialist perspectives to a topic.</li></ul>		
Method of Assessment (Assessment Type)		1 Portfolio-Exam (Oral Presentation (about 30 minutes) and a corresponding seminar paper (15-20 pages)) or 1 exam (60-90 minutes).		
Self-Study (in hours)		240 hours		
Course Type (Teaching Activities)	Contact hours (hours per week)	Obligatory Coursework (number, form, extent)		Course-oriented examination
		For completion of the module	Requirement for admission to assessment	
Seminar	2	Further written course requirement (about 5 pages, normally in the form of protocol, essay, abstract, position paper, exposé)	none	none
Frequency		Every semester		
Prerequisites		None		
Departments offering the module		Law		

## C. Research and Methods Module

Research and Methods		Total Credits: 12 CP (Credit Points)		
Module Code		M.7		
Module Type		compulsory module		
Learning Outcomes and Module Content		<p>This module is a revision to ensure common knowledge of fundamentals for MA students with different levels of previous knowledge of fundamental methods of empirical social research. Based on this, the module presents different models of the general linear model and its application using a data analysis software. The complementary tutorial deals with fundamental research designs in order to implement descriptive and causal inference.</p> <p>On successful completion of this module, students:</p> <ul style="list-style-type: none"><li>– Will have acquired in-depth knowledge of multiple linear regressions (application of categorical co-variants, modeling of non-linear relationships, interaction effects, regression diagnostics)</li><li>– Know fundamental advanced models of linear regression (e.g. regression models of panel data)</li><li>– Know regression models for binary dependent variabels (Logit/Probit)</li><li>– May use computer-based analysis of individual statistical records</li><li>– Know fundamental concepts of descriptive and causal inference</li></ul> <p>Are able to evaluate the design and the statistical research methods of studies already published.</p>		
Method of Assessment (Assessment Type)		examination (60 minutes)		
Self-Study (in hours)		300 hours		
Course Type (Teaching Activities)	Contact hours (hours per week)	Course Type (Teaching Activities)		Contact hours (hours per week)
		For completion of the module	Requirement for admission to assessment	
Lecture	2		Completion of tasks	
Seminar	2		Presentation (20 min) and Academic Essay (3000 words)	
Frequency		Once a year (winter term)		
Prerequisites		Basic knowledge of descriptive statistics and linear regression analysis		
Departments offering the module		Sociology		

## D. Complementary & Cross Disciplinary Courses / Internship

Complementary Courses		Total Credits: 12 CP (Credit Points)		
Module Code		M.8		
Module Type		compulsory module		
Learning Outcomes and Module Content		<p>The module may be completed either choosing seminars from one or two fields of study:</p> <ul style="list-style-type: none"><li>- National and Comparative Public Administration;</li><li>- Government, Governance and Organization;</li><li>- Public Policy;</li><li>- Political Sciences;</li><li>- Public Management and Electronic Government;</li><li>- Law and Administration;</li><li>- Research and Methods.</li></ul> <p>On successful completion of this module, students will:</p> <ul style="list-style-type: none"><li>- Have deepened their knowledge concerning one or two specialized fields in order to focus on their individual profile regarding interests and potential vocational areas of expertise</li><li>- Be able to apply theoretical knowledge to existing problems</li><li>- Be able to present results in a clear and structured manner</li></ul>		
Method of Assessment (Assessment Type)		Seminar Paper (15-20 pages) <i>or</i> written examination (60-90 minutes)		
Self-Study (in hours)		300 hours		
Course Type (Teaching Activities)	Contact hours (hours per week)	Obligatory Coursework (number, form, extent)		Course-oriented examination
		For completion of the module	Requirement for admission to assessment	
Seminar 1	2	1) oral presentation (ca. 30 minutes); 2) completion of tasks (ca 5 pages each)	none	none
Seminar 2	2	1) oral presentation (ca. 30 minutes); 2) completion of tasks (ca 5 pages each)	none	none
Frequency		Every semester		
Prerequisites		None; not to be taken by students of the Fast-Track-Doctoral Stream according to §6		
Departments offering the module		Political Science and Public Administration (40%), Sociology (30%), Economics (15%), Law (15%)		

Cross Disciplinary Courses		Total Credits: 12 CP (Credit Points)		
Module Code		M.9		
Module Type		mandatory module		
Learning Outcomes and Module Content		The module contributes to the acquisition of knowledge in all disciplines, which determines the interdisciplinary nature of administrative sciences. Students <ul style="list-style-type: none"><li>- acquire in-depth knowledge in key disciplines of administrative science;</li><li>- can apply their methodological knowledge, acquired in their master courses, to questions from neighbouring disciplines;</li><li>- shall be able to give a sound professional presentation and respond confidently to critical questions;</li><li>- discuss with representatives of other disciplines at a high academic level.</li></ul>		
Method of Assessment (Assessment Type)		Seminar Paper (15-20 pages) <i>or</i> written examination (60-90 minutes)		
Self-Study (in hours)		300 hours		
Course Type (Teaching Activities)	Contact hours (hours per week)	Obligatory Coursework (number, form, extent)		Course-oriented examination
		For completion of the module	Requirement for admission to assessment	
Seminar 1	2	oral presentation (ca. 30 minutes)	none	none
Seminar 2	2	oral presentation (ca. 30 minutes)	none	none
Frequency		Every semester		
Prerequisites		None; not to be taken by students of the Fast-Track-Doctoral Stream according to §6		
Departments offering the module		Political Science and Public Administration (40%), Sociology (30%), Economics (15%), Law (15%)		

Cross Disciplinary Courses & Internship		Total Credits: 12 CP (Credit Points)
Module Code	M.10	
Module Type	mandatory module	
Learning Outcomes and Module Content	<p>The module contributes to the acquisition of knowledge in all disciplines, which determines the interdisciplinary nature of administrative sciences.</p> <p>It consists of a seminar to be taken in neither political sciences nor administrative science but is located at another department; as well as a four-week internship (180 hours, with 30 hours for the internship report, as well as for preparation and re-view).</p> <p>Students</p> <ul style="list-style-type: none"> <li>- acquire in-depth knowledge in key disciplines of administrative science;</li> <li>- can apply their methodological knowledge, acquired in their master courses, to questions from neighbouring disciplines;</li> <li>- shall be able to give a sound professional presentation and respond confidently to critical questions;</li> <li>- discuss with representatives of other disciplines at a high academic level.</li> </ul> <p><b>Special contents of the internship</b></p> <p>The internship should generally take place during the semester but not during the lecture period. The trainee remains enrolled at the university during the internship period.</p> <p><i>Objectives of the internship</i></p> <ul style="list-style-type: none"> <li>- The goal of the internship is to combine professional knowledge, skills and methods with professional practice. In particular, knowledge of complex practical problems and independent judgment about the feasibility of scientific concepts should be encouraged. The focus is the identification of conditions and problems in the context of practical application of knowledge acquired during the studies.</li> <li>- Students may complete the internship at home and abroad, it should be justified by a written training agreement.</li> <li>- The host institution will issue a qualified certificate and a certificate of training at the end of the internship.</li> </ul> <p><i>Examination board</i></p> <p>The examination board is responsible for the approval of the internship as a valid academic performance. It may delegate tasks and responsibilities to the internship coordinator of the Faculty of Economic and Social Sciences. These include in particular:</p> <ul style="list-style-type: none"> <li>- Advice and support of students before, during and after the internship,</li> <li>- Examination of the desired internship as part of a pre-approval procedure,</li> <li>- Monitoring and evaluation of the internship reports;</li> <li>- Accounting of credit points in the Campus Management System of the University of Potsdam.</li> </ul> <p><i>Implementation</i></p> <ul style="list-style-type: none"> <li>- Finding and applying to a suitable internship program is the individual student's responsibility. The internship advisor of the Faculty of Economic and Social Sciences offers students advice and assistance in the general preparation of the internship, the selection of suitable employers and internship placements. In addition, students may also seek help and support at central institutions of the University of Potsdam (e.g. Career Service, International Office, etc.).</li> <li>- The internship coordinator must approve the internship prior to its beginning. Students have to submit a form, which indicates in which institution the internship will take place. In addition, the provider of the internship has to submit an informal consent for the internship.</li> </ul>	

	<ul style="list-style-type: none"> <li>- The internship advisor shall examine whether the proposed internship will fit with the objectives and regulations. In case of dispute, the examination board decides.</li> </ul> <p><i>Internship report</i> Students have to write an internship report to the extent of at least four A4 pages in English. In the report, the students reflect on the experience gained during the internship and link them with the knowledge and skills acquired in their studies. The report includes:</p> <p>A. A cover sheet with the following information:</p> <ul style="list-style-type: none"> <li>- Name, student ID number, date of birth, e-mail address, field of study, semester during the internship and address of trainee;</li> <li>- Supervisor or contact person, address and his/her field of responsibility;</li> <li>- Date, duration and temporal extent (full- or part-time work) of the internship; vacation and sick days.</li> </ul> <p>B. Report of experiences with the following contents:</p> <ul style="list-style-type: none"> <li>- Activities and tasks during the internship;</li> <li>- Application of knowledge and skills acquired in the studies;</li> <li>- Description of the acquired practical technical and social skills;</li> <li>- Support and cooperation during the internship;</li> <li>- Way of finding the internship (e.g. tender, mediation, initiative);</li> <li>- Evaluation of the internship in terms of the quality of the placement and the acquired competencies;</li> <li>- Contribution of the internship for career orientation.</li> </ul> <p>The report must be submitted no later than four weeks after the end of the internship.</p> <p><i>Allocation of credit points for the internship</i> Students have to register for the internship in the electronic examination system. Credits are posted after the successful completion of the internship. The internship will not be graded, but only rated with either pass or fail. The credits are awarded if the following conditions are met:</p> <ul style="list-style-type: none"> <li>- An internship permission was granted and the student was admitted to the internship;</li> <li>- The activity certificate of the provider of the internship with reference to the date, tasks and assessment of the trainee is present;</li> <li>- The placement report was graded "passed".</li> </ul>
Method of Assessment (Assessment Type)	Module part exam see below.
Self-Study (in hours)	<p>150 hours in the seminar.</p> <p>The internship takes 180 h, including 30 hours for the internship report, preparation and review. The distribution of the remaining 150 hours over four weeks is recommended. The internship is not graded.</p>

Course Type (Teaching Activities)	Contact hours (hours per week)	Obligatory Coursework (number, form, extent)		Course-oriented examination
		For completion of the module	Requirement for admis- sion to assessment	
Seminar 1	2	oral presentation (ca. 30 minutes)	none	1 seminar paper (12- 15 pages) in the seminar
Internship		None	none	Internship report (not graded)
Frequency		Every semester		
Prerequisites		None; not to be taken by students of the Fast-Track-Doctoral Stream according to §6		
Departments offering the module		Political Science and Public Administration		



## E. Master Thesis

Colloquium		Total Credits: 6 CP (Credit Points)		
Module Code		M.11		
Module Type		mandatory module		
Learning Outcomes and Module Content		Students <ul style="list-style-type: none"><li>- are aware of the formal and substantive requirements of a Master’s thesis;</li><li>- know how to search for literature and use appropriate databases;</li><li>- are able to develop a research question and a research design;</li><li>- possess the skills required to present their research findings in written form;</li><li>- are able to present their proposed research in a convincing manner and defend it against criticism;</li><li>- are able to apply appropriate research methods to answer their research question and to justify their choice of methods.</li></ul>		
Method of Assessment (Assessment Type)		1 outline and 1 oral presentation on the proposed thesis topic (30 min) to be completed during the course; students will not receive a grade for the colloquium.		
Self-Study (in hours)		150 hours		
Course Type (Teaching Activities)	Contact hours (hours per week)	Obligatory Coursework (number, form, extent)		Course-oriented examination
		For completion of the module	Requirement for admission to assessment	
Colloquium	2	none	none	none
Frequency		Every semester		
Prerequisites		None		
Departments offering the module		Political Sciences and Public Administration		

## F. Fast-Track-Doctoral Stream

Preparation Doctoral Project		Total Credits: 24 CP (Credit Points)		
Module Code		M.12		
Module Type		mandatory module (for students enrolled in the Fast-Track-Doctoral Stream only)		
Learning Outcomes and Module Content		<p>On successful completion of this module, students:</p> <ul style="list-style-type: none"><li>- Will have succeeded in independently acquiring in-depth knowledge about research area of their own choice;</li><li>- Are able to research and organize scientific literature as well as being able to summarize the latest research approaches concerning a given topic;</li><li>- Are able to criticize and discuss scientific publications and recent research;</li><li>- Are able to plan and present their own thesis in an adequate methodological manner;</li><li>- May assess problems arising in the process of dissertation writing;</li><li>- Are able to formulate a schedule for a long-term promotion project;</li><li>- Are able to present and defend their dissertation project/thesis in front of a scientific community.</li></ul> <p>- On successful completion of this module, students will have developed an exposé on a possible dissertation project, guided by their supervisor</p>		
Method of Assessment (Assessment Type)		1 portfolio (exposé on the dissertation project (ca. 15 pages), including an oral defense of the thesis in front of a scientific community (ca. 45 min.).		
Self-Study (in hours)		690 hours		
Course Type (Teaching Activities)	Contact hours (hours per week)	Obligatory Coursework (number, form, extent)		Course-oriented examination
		For completion of the module	Requirement for admission to assessment	
Seminar	2	Completion of tasks (ca. 10 pages)	none	none
Frequency		Every semester		
Prerequisites		Admission to the Fast-Track-Doctoral Stream according to § 6.		
Departments offering the module		Political Sciences and Public Administration		