

UNIVERSITY OF KONSTANZ Study and examination regulations for the Master's Programme in Politics and Public Administrations	B 22.14
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The German version of this document is the only *legally binding version*. This English translation is for your convenience only.

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I. General provisions

§ 1 Applicability

These examination regulations govern studies and examinations in the consecutive, research-oriented master's programme in Politics and Public Administration at the University of Konstanz.

§ 2 Academic degree

Once candidates have passed the master's examination, the academic degree "Master of Arts" (abbreviated: "MA") in Politics and Public Administration will be awarded.

§ 3 Programme structure, standard period of study, workload, ECTS credits

- (1) The standard period of study for the master's programme is four semesters. The study programme amounts to a total of 120 ECTS credits.
- (2) The master's programme encompasses the scientific core area of politics and public administration as well as courses in neighbouring disciplines. The core subject is divided into three areas of specialisation (first major):
 - International Politics
 - Comparative Politics and Public Policy
 - Management and Public Administration

The area of specialisation is determined at the time of admission. At a later date, students may change it once by applying to the Examination Board (*StPA*). In the respective area of specialisation, students must complete one basic seminar (Study Area 2) and two seminars (Study Area 3). Students may optionally take additional courses in Study Area 4 of their area of specialisation.

If students complete at least 21 of the total 28 ECTS credits in one of the following four areas in Study Area 4, they will optionally acquire an additional specialisation (second major) in either:

- Methods in Politics and Public Administration
- Political Economy and Inequality
- Conflict Studies
- European Integration

Spending a semester abroad at one of the department's partner universities is highly recommended. Students can participate in one of the available double degree options (synonymous to a "dual degree option"). The requirements for participation and the contents of the programme have been determined in a separate agreement between the University of Konstanz and the corresponding partner universities, as well as in § 23 and appendices 2 and 3. The appendices are part

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of these examination regulations. Double degree options are offered in cooperation with the following universities:

- Institut d'Etudes Politiques (SciencesPo) Grenoble, France
- University Pompeu Fabra Barcelona, Spain
- University of Gothenburg, Sweden
- Utrecht University, the Netherlands
- Charles University Prague, Czech Republic
- University of Essex, UK
- The University of Nottingham, UK
- University of Warwick, UK

(3) The curriculum is divided into the following modules.

Part I of the master's examination (90 ECTS credits in total) consists of written performance assessments as well as two coursework components – the course Information Literacy and the course MA-Colloquium – which have to be completed during the master's programme in the master's modules listed below.

Study Area 1: Methods

The following four modules have to be completed in Study Area 1:

- Module Research Design I (9 cr)
- Module Research Design II (9 cr)
- Module Information Literacy (5 cr)
- Module MA-Colloquium (4 cr)

Both the modules Information Literacy and MA-Colloquium will not be graded, but must both be assessed as "passed".

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Study Area 2: Theoretical and Empirical Foundations

In Study Area 2, two modules chosen from the field of basic seminars have to be completed:

- Module Basic Seminar in the chosen area of specialisation (7 cr)
- Module Basic Seminar in another area of specialisation (7 cr)

Study Area 3: Applied Methods and Theories

In Study Area 3, two modules chosen from the field of advanced level seminars have to be completed. In one module, students must complete two seminars in their area of specialisation. In the other module, they must complete one seminar from one of the other two areas of specialisation.

- Module Seminars in the chosen area of specialisation (14 cr)
 - o Seminar I (7 cr)
 - o Seminar II (7 cr)
- Module Seminar in another area of specialisation (7 cr)

Study Area 4: Elective Courses

In Study Area 4, students have to choose two modules from the field of required elective courses:

- Module Elective Courses in Politics, Public Administration or Management (14 cr)
 - o Seminar I (7 cr)
 - o Seminar II (7 cr)
- Module Elective Courses in Social Sciences (14 cr), e.g.:
 - o Seminar I (7 cr)
 - o Seminar II (7 cr)

A minimum of two of the elective courses must be from the curriculum of the master's programme in Politics and Public Administration (basic seminar or seminar). The remaining elective courses, amounting to 14 ECTS credits, can be chosen from the master's courses in Politics and Public Administration or from the bachelor's and master's programmes (or equivalent) in the subjects computer science, global European studies, economics, law, sociology, history, philosophy or psychology.

If students have earned the total of 28 ECTS credits required in Study Area 4, they can take no more courses.

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The modules are listed in the appendix, which is an integral part of these examination regulations.

- (4) In the compulsory and elective modules, students gain the core competencies of the subjects of the study programme. In the elective modules in Study Area 4, students can gain in-depth insight into central theories, methods and research questions of related disciplines. Compulsory courses are modules that teach core competencies of the subject that can only be acquired in the specifically designated course. In elective modules, students may choose between several courses. Students must successfully complete the compulsory and elective areas. Retaking performance assessments in these modules and study areas is governed by § 21.
- (5) The workload required for completing the modules is reflected in the European Credit Transfer System (ECTS). One ECTS credit corresponds to a workload of approximately 30 hours.
- (6) ECTS credits can be granted only if the course-related performance assessments required for the corresponding course or module were successfully completed. The same performance assessment cannot be counted several times for several modules in the same study programme.
- (7) The ECTS credits listed for each module are the minimum to be achieved.

§ 4 Structure of examinations, deadlines

- (1) The master's examination comprises coursework and performance assessments in the compulsory and elective modules as listed in the appendix as well as a final module with the master's thesis as per § 26.
- (2) The master's examination has to be completed by the end of the fourth semester. If the master's examination is not completed by the end of the eighth semester, the right to take exams expires unless the reasons for not completing the master's examination in time are beyond the student's control.
- (3) If a student does not complete an exam in due time and the reasons for exceeding the deadline are beyond the student's control, the Examination Board (*StPA*) will grant an extension of the deadline upon written request and accompanied by the corresponding documentation. Special regulations apply for the extension of deadlines for completing final theses, see § 26.

§ 5 Exam administration

Data base systems and web applications are used for exam administration. Students are required to inform themselves about dates and information on exams as well as data and notifications related to their student status, at regular intervals and on specific occasions as needed. If they fail to do so, they will have to bear the consequences.

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§ 6 Examination Board (*StPA*)

- (1) The Examination Board (*StPA*) is responsible for establishing proper examination procedures. The *StPA* ensures that the provisions stipulated in these examination regulations are observed. In examination procedures, the *StPA* decides about requests and deals with objections. It may assign certain tasks to the chairperson and take its decisions in a circular procedure.
- (2) The members of the *StPA* are: eligible to vote: three university teachers, one academic staff member; in an advisory capacity: two students, the secretary of the *StPA*.
- (3) The Study Commission of the study programme appoints the members of the *StPA* for a period of two years. The student representative is appointed for one year. The *StPA* elects one of its university teachers as chairperson and at least one as vice chairperson.
- (4) For every member eligible to vote, a representative should be elected who can act in case the member is prevented or biased.
- (5) The *StPA* is quorate if at least half of all its members eligible to vote are present.
- (6) Decisions about exam parts governed by these examination regulations that are completed in other subjects are taken in agreement between the *StPA* of the relevant study programme and the Examination Board of the other subject as far as subject-related contents are concerned.
- (7) The members of the *StPA* have the right to sit in on exams.
- (8) The members of the *StPA* and the examiners are legally bound to maintain confidentiality. Those who are not in civil service shall be instructed by the chairperson to maintain confidentiality.

§ 7 Examiners

- (1) The Examination Board (*StPA*) appoints the examiners for the master's thesis. The *StPA* can task the chairperson with these appointments.
- (2) Only university teachers, *Privatdozenten* (lecturers) and academic staff members of the University of Konstanz who have been authorized to conduct exams as per § 52 para. 1 Sentence 6 *Landeshochschulgesetz LHG* (state law on higher education) may assign topics for master's theses and supervise and assess the theses. At least one of the two reviewers should have completed a *Habilitation* or equivalent postdoctoral qualification. Contract lecturers may only be appointed as supervisors or examiners of final theses if there is not a sufficient number of persons authorized to conduct exams as per Sentence 1 available. External reviewers can only be appointed in justified exceptional cases and generally only as second reviewer upon written request of the student. For students participating in one of the double degree options, the regulations as per § 23 paras. 2 and 3 apply.
- (3) Course-related performance assessments are usually conducted by the course instructors.

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§ 8 Recognition of coursework and performance assessments

- (1) On request, coursework and performance assessments completed as part of a study programme offered by another state or state-approved institution of higher education in the Federal Republic of Germany or abroad, or a German *Berufsakademie* are recognized, provided the competencies thus acquired do not differ significantly from the achievements they replace. In this process, ECTS credits in line with those granted at the University of Konstanz for the corresponding achievements in accordance with these examination regulations are taken into account. There is no significant difference if contents, learning objectives and exams largely correspond to the requirements of the relevant master's programme at the University of Konstanz. When recognizing credits, the exam periods laid down in these examination regulations are to be taken into account.
- (2) When recognizing coursework and performance assessments completed outside of Germany, the following have to be considered:
 - Recommendations of the *Kultusministerkonferenz, Zentralstelle für ausländisches Bildungswesen* (Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany, Central Office for Foreign Education)
 - Agreements on Equivalence of the Federal Republic of Germany
 - Agreements with partner universities.
- (3) Coursework or performance assessments completed at another institution of higher education or in another study programme cannot be recognized as master's thesis. For students participating in a double degree option, separate regulations apply for the thesis, cf. § 23.
- (4) If coursework and performance assessments are recognized, the grades earned – insofar as the grading systems are comparable – will be transferred and included in the calculations of the grades for the modules and the overall grade. Ungraded achievements completed at another institution of higher education that are recognized as graded achievements as per paragraph 1 will be included in the calculation of the overall grade with the grade 4.0 ("sufficient"). If the grading systems are not comparable, the grade "passed" will be applied and the achievement may be included with the grade 4.0 ("sufficient") in the calculation of the overall grade. Recognitions may be marked as such in the certificate.
- (5) Students must submit the required documents when applying for recognition of credit. If the pre-requisites (see para. 1 and 2) are met, students are legally entitled to recognition of credits. If the corresponding achievements were completed before starting the current study programme at the University of Konstanz, the application for recognition usually must be submitted by the end of the semester the student started the study programme at the University of Konstanz. Applications for the recognition of coursework and performance assessments completed during a study abroad stay must be submitted within twelve months after completing the stay abroad.
- (6) The corresponding Examination Board (see § 6), or a person appointed by it, makes decisions as per paragraphs 1 - 5 in cooperation with the representatives of the subject.

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- (7) Coursework and performance assessments that were part of a bachelor's examination that was an admission requirement for this master's programme cannot be recognized as achievements in the master's programme; however, they will not necessarily have to be repeated in the master's programme but may be replaced by an equivalent alternative achievement in agreement with the Examination Board (*StPA*) or a person appointed by it.

§ 9 Recognition of non-higher education achievements

- (1) Non-higher education achievements will be assessed as coursework and performance assessments if the following apply:
- The knowledge and skills thus acquired are equivalent to the coursework and performance assessments they stand to replace
 - The pre-requisites for acceptance at an institution of higher education are met at the time credit is granted for such achievements
 - The institution at which the knowledge or skills were acquired has implemented a quality assurance system.
- (2) An overall view must be taken and an overall assessment made when determining whether knowledge and skills are equivalent. They are considered equivalent if there is no significant difference regarding the knowledge and skills acquired. There is no significant difference if the knowledge and skills achieved outside of any institution of higher education largely correspond to the contents, learning objectives and requirements of the corresponding achievement in the study programme at the University of Konstanz.
- (3) If equivalence cannot be determined, a placement test may be administered.
- (4) A maximum of 5 ECTS credits can be granted for achievements obtained outside the university system.
- (5) Decisions on whether to recognize the achievements and on the necessity and form of placement tests shall be made by the Examination Board (*StPA*) or a person appointed by it.

§ 10 Non-attendance, withdrawal, fraud, breach of regulations

- (1) A performance assessment will be considered as "fail" (5.0) if the student fails to attend or withdraws from an exam after it has already started without giving compelling reasons. The same applies if a written performance assessment is not completed within the allotted time, unless the reasons for not completing it in time were beyond the student's control.
- (2) Students must provide the Examination Board (*StPA*), without delay, with credible reason for missing or withdrawing from an exam. In the case of illness, students have to submit a medical certificate including the medical findings (symptoms) for their inability to take the exam. The required form provided by the Central Examination Office must be used for the medical certificate. In case of doubt, a medical certificate from a doctor specified by the university may be requested. If the reason is accepted, the student usually has to take the exam at the next exam date available.

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- (3) If students attempt to influence the result of coursework or performance assessments through fraud (e.g. plagiarism) or the use of aids that are not permitted, the corresponding coursework or performance assessment will be considered as "fail" (5.0). The examiner or supervisor can exclude a student who has disturbed the proper proceedings of a performance assessment from continuing the performance assessment. In this case, the corresponding performance assessment is considered to have failed. For repeated or otherwise serious fraud or plagiarism cases, the corresponding *StPA* may decide to exclude the candidate from the exam retake, resulting in a complete loss of right to take exams. If the fraud is detected only after the assessment of the achievement was announced, sentences 1 and 4 apply accordingly.
- (4) The student must be notified of an incriminating decision by the *StPA* without delay; the decision must be substantiated in writing, and information on available options for legal recourse must be included. Before the *StPA* takes a decision, the student has to be given the opportunity to comment the case.

§ 11 Academic adjustments and extension of exam deadlines

- (1) In case of disabilities, chronic illnesses or longer-term health impairments that make it difficult for students to complete coursework and performance assessments, the Examination Board (*StPA*) may, upon written request, determine suitable measures to counterbalance the health impairments (academic adjustments). The option of academic adjustments may be used only if the illness, impairment or disability allows that students can prove the competencies required in the corresponding exam in another form or within another period of time. In case of written exams, such adjustments may, in particular, include a reasonable extension of the time limit, rest periods which do not count towards the time limit, or the admission of personal or material aids. Requests for academic adjustments should be submitted to the *StPA* as early as possible and, as a rule, one month before the corresponding exam at the latest. Students must describe their impairments and document them with a medical certificate that must include the medical findings required for assessing the situation. The medical certificate should, if possible, contain suggestions for suitable academic adjustments.
- (2) The option of taking a leave of absence from studying should also be considered. Possible reasons for a leave of absence, the procedure as well as the legal consequences are governed by § 12 of the Admission and Enrolment Regulations (ZimmO).
- (3) In case of a pregnancy, the student will be asked to declare whether she will take or continue the coursework or performance assessment. The maternity protection periods (Mutterschutzfrist), as determined by the applicable federal law in Germany on the protection of working mothers (MuSchG), have to be taken into consideration. If students take a mother protection period, this period interrupts any deadline stated in these examination regulations; the mother protection period is not counted as time passed for the deadline.
- (4) Similarly, *Elternzeit* (parental leave) as set out in the *Bundeselternzeit- und Elternzeitgesetz BEEG* (law on parental leave allowance and parental leave) will

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be taken into consideration on request. The student must inform the Examination Board (*StPA*) of the period(s) of *Elternzeit* to be taken no later than four weeks before the first day of planned *Elternzeit*. This must be done in writing and include the necessary documentation. The *StPA* will assess whether the legal pre-requisites are met under which employees have the right to *Elternzeit* in accordance with the *BEEG*, and shall inform the student without delay of their decision and, if applicable, of the new schedule for exam dates. The time period allowed for completing the master's thesis (part of the final exam) cannot be interrupted by *Elternzeit*. In this case, the topic is considered not to have been assigned. After the *Elternzeit* period has ended, the student will be assigned a new topic.

- (5) Students with family commitments that go beyond those set out in paragraph 4 (taking care of children or relatives as per the *Pflegezeitgesetz* (German act on care leave)), can also apply to the *StPA* for a deadline extension. The required documentation must be submitted with the request. Paragraph 4 Sentences 4 to 6 apply accordingly.
- (6) Paragraph 5 applies accordingly to extension requests of exam deadlines by maximal one year of students who are elected members in statutory committees or statutory university bodies, the Students' Union or student services for at least one year.
- (7) Additional extensions of exam deadlines may be requested as per §§ 4, 21, and 26 and will be granted in justified cases in line with the corresponding provisions.
- (8) If the *StPA* declines the entire or part of a request for academic adjustments or the extension of exam deadlines, the decision must be substantiated in writing, and information on available options for legal recourse must be included.

§ 12 Course and examination languages

- (1) As a rule, courses are taught in German or English. In the area of specialisation "Comparative Politics" and "Public Policy" as well as "International Politics", students can generally complete the entire study programme in English. In the area of specialisation "Management and Public Administration", however, courses both in English and German must be completed.
- (2) The language in which coursework and exams are written, corresponds to the language in which the course is taught. In agreement with the examiners, the corresponding exam may also be completed in another language.

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II. Course-related performance assessments

§ 13 Registration and admission

- (1) Students have to register for course-related performance assessments in the announced form using data base systems and web applications for registration. Exam dates and registration deadlines (cut-off date) are announced via the department's website and mailing lists.
- (2) When registering for a course-related performance assessment, students automatically apply for admission to the corresponding course-related performance assessment.
- (3) Persons appointed by the responsible Examination Board will grant admission to course-related performance assessments if there is no reason for non-admission as per para. 4 and, if applicable, additional requirements as per para. 5 are fulfilled. If admission requirements have not been fulfilled by the time of registration, conditional admission may be granted.
- (4) The responsible Examination Board or persons appointed by it may revoke admission to a course-related performance assessment if the student is no longer enrolled in the corresponding study programme at the time of the performance assessment, the right to take exams in that study programme has expired, subject-specific or course-specific admission requirements are not fulfilled or the student is not entitled to participate in the exam because of a leave of absence as per § 12 of the Admission and Enrolment Regulations (*ZImmO*) of the University of Konstanz.
- (5) Additional requirements for completing a course-related performance assessment or acquiring ECTS credits in a module or part of a module will be announced in writing or electronically at the beginning of the course. Such requirements may be, for example, successful participation in practice tutorials or regular attendance in the course.
- (6) If a performance assessment is completed without prior registration, it will be deemed invalid regardless of the result and will not be counted as exam attempt.
- (7) Registration is also required for coursework. In courses where coursework is combined with a performance assessment, students register for coursework in the context of the registration for the corresponding performance assessment.
- (8) Under certain conditions, students of the bachelor's programme in Politics and Public Administration have the possibility to take courses from the master's programme already in the final phase of their studies, which subsequently, after official admission to the master's programme, can be credited for this programme upon application.

Students may be admitted to master's courses if they (a) have earned at least 168 ECTS credits in the bachelor's programme, (b) have a preliminary grade point average of 2.0 or better in the bachelor's programme, and (c) have already submitted the bachelor's thesis. The Examination Board (*StPA*) or an appointed representative decides on admissions. Admission to master's seminars during the bachelor's programme does not automatically mean admission to the master's

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programme. Students still have to take part in the regular application process for the master's programme.

If a performance assessment is taken earlier and failed, this will count towards the master's programme in Politics and Public Administration. If the failed performance assessment can no longer be repeated, students lose the right to take exams in the master's programme in Politics and Public Administration.

§ 14 Type and procedure

- (1) Course-related performance assessments in the sense of these examination regulations are:
 - Module exams if the module consists of only one component;
 - Partial module exams in several components of a module.
- (2) The type of course-related performance assessments is listed in these examination regulations. Furthermore, the course instructor will announce the type of performance assessment at the beginning of the course.
- (3) Course-related performance assessments, partial exams and course-work may also be carried out online as per § 32a and § 32b Landeshochschulgesetz LHG (state law on higher education) and the provisions of § 15 and § 16, provided this is possible in terms of content and technology, and equal exam conditions are guaranteed. For such online formats, the university provides information and communication systems that comply with data protection regulations. Exam minutes will be taken for online formats, just like for non-electronic formats. The minutes have to include that the exam took place online, as well as any technical problems that might have occurred and a resulting termination of the exam. The participants must immediately report any technical problems during the exam..
- (4) If a performance assessment was not completed on campus and under supervision, students must provide confirmation (in the announced form) that they have worked independently, without the help of third parties, and that they have only used permitted aids.
- (5) Group work is only permissible if the individual contribution can be clearly distinguished, assessed and graded.
- (6) A course-related performance assessment may also consist of several separate exam components. In this case, the exam may comprise other types of assessment such as mini-tests, presentations, essays, posters etc. in addition to or instead of a written exam or term paper. At the beginning of the course, the course instructor announces the number and type of (partial) performance assessments, the method for calculating the overall grade and determines when a performance assessment is passed as well as the options for a retake. Partial exam components cannot be retaken separately. Instead, the entire performance assessment has to be retaken. Course instructors may deviate from this provision and may determine that a certain exam component can be retaken separately; they must announce this option at the beginning of the course.

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- (6) If all required performance assessments are completed in a module, no further exams can be taken in that module.

§ 15 Written course-related performance assessments and online exams in text form

- (1) Written performance assessments may be written on-campus exams, term papers, seminar papers, essays and other written exam types. The examiner may determine that students have to work on the exam offline in electronic form and/or submit it electronically (e.g. take home exam). Usually, written exams shall last at least 60 minutes but not more than 240 minutes. Term papers must be submitted by 15 April (winter semester) or 15 September (summer semester). The course instructor will announce the details at the beginning of the course.
- (2) The examiner may also determine that the written exam has to be completed online. Such online exams take place either supervised on campus or, if it has not been determined that the exam is a written on-campus exam or other supervised exam format, without supervision off campus. Off-campus online exams with video supervision are not permitted. University devices or the students' own devices will be used for written online exams on campus. If students use their own devices for an online exam, they will be informed about the minimum technical requirements for these devices in good time before the exam. Written online exams take place for all participants in the same form as off-campus online exam without supervision or as on-campus online exam with supervision; if applicable also at different university locations.
- (3) The time taken to assess written performance assessments should not exceed six weeks.
- (4) Written performance assessments can partially or entirely be multiple-choice tests. In the assessment of multiple-choice test parts, negative (partial) points are only permitted within questions with multiple answer options. For each question, cumulative negative points result in 0 points (no negative points for questions). The examiners may determine the further assessment rules. These rules have to be announced to the students at the beginning of the exam at the latest. Students pass a multiple-choice exam if they reach the pass threshold. If the calculated pass threshold is not a whole number, the value shall be rounded to the students' advantage. In addition to this, an exam will be passed if the grade is 4.0 ("sufficient") or better.
- (5) The respective examiners are responsible for the exam tasks and the grading scheme (assignment of points to the tasks) that has to be determined before the exam is handed out.

§ 16 Oral course-related performance assessments

- (1) Oral performance assessments may be class presentations and other oral forms of exams. Oral performance assessments may be group or individual exams. The course instructor will announce the details at the beginning of the course.

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- (2) Oral partial exams, e.g. the oral part of (class) presentations or other course-related performance assessments and coursework completed orally, may be conducted online via videoconferencing upon the student's informal request to the lecturer involved. The lecturer decides whether the requirements as per § 14 para. 3 are met and whether the request is granted. Before the exam starts, students have to show, via camera, their student ID card or an official photo ID at the request of the examiner. All persons involved also have to confirm that the image and sound quality of the video connection is sufficient. When students show an ID card or passport, they are allowed to cover information not required for identification. Recording or storing video and/or sound files of an online exam is not permitted, unless this is required for the transmission of the online partial exam or coursework. The teacher/examiner will point this fact out to the participants at the start of the exam at the latest.
- (3) In the curricular procedure provided for by higher education law, courses and exams in the area of required electives or electives may be offered that are conducted online, especially if this strengthens the competency orientation of teaching and exams. In these cases, registration for a correspondingly marked course documents that students voluntarily chose to participate in the relevant oral online partial exam or coursework.

§ 17 Coursework

- (1) Coursework are individual written, oral or practical achievements that students usually complete in connection with courses; they may also consist of regular attendance at a course, for which in itself no ECTS credits are granted. Which coursework has to be completed in the individual modules and which coursework is a prerequisite for the admission to a module exam will be announced at the beginning of the corresponding course at the latest.
- (2) Analogous to course-related performance assessments, coursework, too, may be completed online as per § 14 paras. 3 and 4, § 15 para. 2 as well as § 16 paras. 2 and 3.
- (3) Coursework can be retaken an unlimited number of times. The instructor of the corresponding course determines the form of the retake.

§ 18 Regular attendance as special form of coursework

- (1) The course instructor **may** request regular attendance in seminars, tutorial groups and other dialogue-oriented courses as a pre-requisite for completing coursework and performance assessments and/or acquiring credits. In this case, it must be announced, in writing or electronically and at the beginning of the course, that regular attendance is an admission requirement for course-related achievements and/or a pre-requisite for acquiring credits.
- (2) Regular attendance means that students do not miss more than one fifth of course time or course dates. Otherwise, admission to coursework and performance assessments in that course will be denied, irrespective of whether or not the student is responsible for the absences. In this case, no ECTS credits can be acquired. In

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justified cases* it is possible to deviate from these regulations in favour of the students; corresponding requests have to be submitted to the Examination Board (StPA) via its secretary.

§ 19 Assessment

(1) Grades for the individual performance assessments are determined by the corresponding examiner. The following grades are used:

- 1 = very good = excellent performance
- 2 = good = performance well above average
- 3 = satisfactory = average performance
- 4 = sufficient = performance that meets the requirements despite short comings
- 5 = fail = performance that does not meet the requirements due to considerable shortcomings

For a more detailed evaluation of the student's performance, grades can be raised or lowered by a value of 0.3. Values of 0.7, 4.3, 4.7 or 5.3, however, are not permitted.

(2) If an exam is evaluated by more than one examiner, the grade shall be calculated by the arithmetic mean of the grades given by each of the examiners according to paragraph 1. Grades for individual performance assessments are calculated to only one decimal place. Additional decimal places are discarded without rounding. The same applies for the calculation of a grade from partial grades, for the calculation of module grades from partial module grades as well as the calculation of the overall grade of the master's examination; a potentially deviating weighting of individual grade components remains unaffected by this.

(3) The grades are as follows:

- an average up to 1.5 = very good
- an average above 1.5 up to 2.5 = good
- an average above 2.5 up to 3.5 = satisfactory
- an average above 3.5 up to 4.0 = sufficient
- an average above 4.0 = fail

(4) A performance assessment is passed if the grade is "sufficient" (4.0) or better.

* Cases for which exceptions may be granted are, in particular: 1. Students with a medically certified chronic or longer-term illness who may request academic adjustments in line with these examination regulations and who cannot participate in all dates of the course for health reasons; 2. Student-parents whose child is ill as well as students with relatives in need of care if they submit corresponding documentation that the care is necessary; 3. Students who are members of a university body or a committee of the student body (*Verfasste Studierendenschaft*) in the current semester and consequently miss individual classes; they have to submit documentation of their participation in the respective meeting; 4. Top athletes in the sense of the university's cooperation agreement for supporting top-class sports if they can document that they were required to participate in competitions or training camps; 5. Study abroad stays during the ongoing semester with corresponding documentation; 6. Startup founders with corresponding documentation.

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- (5) The course instructor has to assess coursework as "pass" or "fail", or can also grade the coursework. Graded coursework, however, is not included in the overall grade.
- (6) The grades of individual performance assessments obtained at partner universities abroad will be converted based on a grade conversion table (see appendix 4).

§ 20 Module grades

- (1) If a module has to be completed with a final module exam or a module exam, the grade for this exam will be the grade for that module.
- (2) If several partial module exams have to be completed in a module, the average grade (after credit-based weighting) of **all** grades for the partial module exams will be the grade for that module. Deviating from this, the following applies: If students have completed more partial module exams in Study Area 4 than required, only the exams that were completed first will be considered for the respective module grade. The results of the individual partial module exams are weighted according to the number of ECTS credits actually acquired.
- (3) The module grade is:
 - an average up to 1.5 = very good
 - an average above 1.5 up to 2.5 = good
 - an average above 2.5 up to 3.5 = satisfactory
 - an average above 3.5 up to 4.0 = sufficient
 - an average above 4.0 = fail
- (4) For the calculation of the preliminary average grade of the study programme, the arithmetic mean of the module grades is calculated in accordance with the weighting of the modules determined in § 27. That grade will also include modules for which not all required achievements have been completed yet.

§ 21 Retaking course-related performance assessments

- (1) Performance assessments that were passed cannot be retaken.
- (2) Performance assessments that were not passed can be retaken once. Students should retake the exam at the next exam date available.
- (3) If the student's performance in an exam retake is yet again graded "fail", the Examination Board may, once per Study Area and as an exception, permit the candidate to retake the exam a second time to avoid undue hardship. To be admitted, candidates have to submit a written application stating the reasons for undue hardship. Candidates must submit this application for a second exam retake no later than six weeks after the result of the first exam retake was announced. If the application was not submitted within six weeks after the result of the first exam retake was announced, a second exam retake is no longer an option, unless the reasons for missing the deadline were beyond the candidate's control.

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- (4) In those modules and module parts where students can choose between several courses, they can retake failed performance assessments by replacing them with a passed exam in another course in the same module (part) taken as a substitute. In required elective courses that are not offered on a regular basis, retaking performance assessments in the same course is excluded in justified cases; in these cases, students can retake the performance assessment in another course belonging to the same module in the corresponding Study Area. For modules of Study Areas 3 and 4 that consist of several courses (module parts), exam attempts are counted as follows: If students do not pass a performance assessment of a module, the next performance assessment completed within the same module counts as its retake (only after that can they complete another module part).
- (5) Exam retakes or exam attempts should be taken at the next available exam date, however, no later than in the two semesters following the failed exam. As a rule, the exam retake or exam attempt should take place no sooner than three weeks after the result of the first exam was announced.
- (6) The course instructor determines the form of the exam retake or next exam attempt. Contents and requirements must be largely comparable to the first exam.
- (7) Performance assessments are finally failed if the permitted retakes were also failed, no (further) retakes or exam attempts are possible in the corresponding Study Area or the examination regulations do not permit students to compensate for the failed performance assessment by completing another equivalent performance assessment.

§ 22 Course-related performance assessments in courses from other departments

Details on course-related performance assessments in courses from other departments (registration for and admission to exams, as well as the procedure, form, content and assessment of exams) are governed by the examination regulations that apply to the curriculum of the study programme to which the course belongs. The record of academic achievement must contain the grades and the number of ECTS credits. Retaking course-related performance assessments in courses from other departments is governed by § 21 of these examination regulations.

§ 23 Special provisions for double degree options

- (1) Konstanz participants in one of the double degree options study one year at the University of Konstanz and one year at one of the partner universities listed in § 3 paragraph 2. Participants from the partner universities also study one year at their home university and one year in Konstanz. With some options, students can choose at which university they want to spend their first year of studies. The details are listed in the plans of study in appendices 2 and 3 to these examination regulations. After successfully completing their studies, students will receive a certificate from each of the universities. The University of Konstanz confers a master's degree as per § 2. The examination certificate will state the participation in double degree studies.

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- (2) The performance assessments at the partner universities will be completed in line with the examination regulations of the corresponding university and will be recognized by the University of Konstanz. Students who complete the first year of the master's programme at the partner university and the second year at the University of Konstanz, register for the master's thesis at the University of Konstanz. One of the university teachers of the department will be the first reviewer of the thesis. The second reviewer may be a university teacher from the partner university. The University of Konstanz sends the results of the master's thesis, along with the results of the course-related performance assessments, to the partner university.
- (3) Students who complete their first year of the master's programme at the University of Konstanz and the second year at the partner university, register for the master's thesis there in line with the examination regulations of the partner university. One supervisor authorized to conduct exams from the partner university and one from the University of Konstanz supervise the master's thesis. After completing the academic year and the master's thesis, the following have to be submitted to the Examination Board: filled in request form for recognition, complete transcript of records issued by the partner university, a digital copy of the master's thesis, the filled in declaration of authorship (form available at the University of Konstanz).
- (4) The overall grades for the double degree options are determined along the lines of the regular master's programme. In the recognition process, courses completed at the partner universities will be allocated to the corresponding study areas and modules listed in § 3 paragraph 3. As a rule, a performance assessment completed at a partner university replaces a performance assessment at the University of Konstanz. The weighting of the master's thesis for the overall grade is determined in § 27 para. 2.

III. Master's examination

§ 24 Aim and scope of the master's examination

- (1) The master's examination provides students with an advanced degree in the corresponding subject that qualifies them to enter a profession. In the master's examination, students must show that they have extensive knowledge in the chosen field, are able to work independently according to scientific principles and can apply scientific methods and insights.
- (2) The master's examination consists of the coursework and performance assessments in course-related modules listed in appendix 1 and the master's thesis in the final module.

§ 25 Registration for and admission to the master's thesis

- (1) Students can only be admitted to the master's thesis if they
 - are enrolled in the master's programme in Politics and Public Administration at the University of Konstanz,
 - have not lost their right to take exams in this master's programme, and

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- have completed all required course-related performance assessments as per § 3 paragraph 3, with the exception of the modules Research Design II and MA-Colloquium; these can also be completed after admission to the master's thesis.
- (2) Students have to submit their application for admission to the master's thesis via the department's examination office to the Examination Board (*StPA*) on the announced registration dates. They must do so in writing before the time allotted for writing the thesis begins and attach the required documentation as per paragraph 1.
 - (3) The application for admission may include a suggestion of a topic for the master's thesis, a supervisor and the reviewers. There is no right guaranteeing that this suggestion will be considered. The *StPA* or a person appointed by it decides about admission based on the submitted documents and the data relating to paragraph 1 in the student and exam administration systems. The *StPA* appoints the examiners including the supervisor, and determines the topic. Admission is granted with the provision that the student remains enrolled until submission of the master's thesis, including a retake, if applicable.
 - (4) Admission must be denied if the requirements as per paragraph 1 are not fulfilled, the application is not complete or, even upon request, has not been submitted completely within the deadline, the master's examination in the corresponding study programme was finally failed or the student has lost the right to take exams in that study programme.

§ 26 Master's thesis

- (1) The master's thesis is a written exam paper in which students have to demonstrate that they are able to work independently and according to scientific principles on a more extensive task from the field of their study subject within a set deadline.
- (2) The successfully completed master's thesis is worth 30 ECTS credits.
- (3) Group work is not permitted.
- (4) Two reviewers will assess the master's thesis. The Examination Board (*StPA*) decides about the suggested topic, supervisor and reviewers. The master's thesis must be written on a topic that is relevant to the chosen area of specialisation. First reviewer and supervisor will usually be the person who assigned the topic. The *StPA* determines the second reviewer after consultation with the first reviewer. The *StPA* informs the student about the time of the assignment, the topic, the supervisor and the appointed reviewers. This information has to be kept on file. The period for completing the master's thesis begins with the assignment of the topic; at the same time, the supervision duties of the supervisor begin.
- (5) The time allotted for writing the master's thesis is 4 months. Topic and supervision must match that time period.
- (6) Students may return a topic only once and only within one month after it was assigned. In this case, they must immediately request a new topic; otherwise a

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new topic will be assigned. This does not apply in case of incapability because of illness, documented by a medical certificate.

- (7) In individual cases and upon justified request, the *StPA* may grant an extension of the deadline for the time period the incapability lasted – but no more than half of the regularly allotted time. The request must be submitted via the Central Examination Office and must have been received by the *StPA* no later than two weeks before the allotted time period ends, except in justified cases, and must be approved by the supervisor of the master's thesis. The provisions of §10 shall apply accordingly. If the incapability prevails after that time period, the topic is considered as not assigned. If students do not request a new topic within one month after the incapability ended, the *StPA* will assign a new topic.
- (8) Two bound, typewritten copies in DIN A4 format (if applicable, combined with attachments on a storage device), as well as additionally one complete digital copy of the master's thesis in the form specified by the Central Examination Office must be submitted via the Central Examination Office within the prescribed time limit. One digital copy will remain with the Central Examination Office until the conclusion of the examination procedure. The date of submission must be recorded. If the thesis is not submitted by the due date, it will be graded "fail" (5.0), unless the deadline was missed due to circumstances beyond the student's control.
- (9) When submitting the master's thesis, students must provide confirmation (in the announced form) of being the sole author of the thesis and of not having used any sources or aids other than the ones stated, and that this thesis was not submitted before in the context of another master's examination. Students must retain any materials that can prove their sole authorship until the examination procedure has been concluded.
- (10) As a rule, two reviewers have to assess the thesis as per § 19 paragraph 1 within eight weeks. The grade will be calculated as the arithmetic mean from both reviews as per § 19 paragraphs 2 and 3.
- (11) If one reviewer grades the master's thesis "sufficient" (4.0) or better, and the other reviewer grades it "fail" (5.0), the *StPA* will appoint a third reviewer. If the third reviewer grades the thesis "sufficient" or better, the master's thesis is passed. In this case, the grade will be "4.0", or will be calculated as the arithmetic mean from all three reviews as per § 19 paragraphs 2 and 3 if that grade is better. If the third reviewer grades the thesis "fail" (5.0), the master's thesis has failed.
- (12) If the master's thesis is graded "fail", it can be repeated once. If students do not request a new topic within three months after the result was announced, the *StPA* will assign a new topic ex officio, unless the student claims and documents an obstacle which is recognized by the *StPA*; in this case a new topic, if applicable on request of the student, may be assigned after the obstacle has ceased to prevail. A third attempt of the master's thesis is not permitted. The second topic can only be given back within the time limit mentioned in paragraph 6 if students did not use this option during their first attempt.
- (13) If the second year of studies is spent at one of the partner universities listed in § 3 paragraph 2 in the context of double degree studies, the master's thesis will be

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written in line with the administrative regulations of the corresponding partner university. At any rate, one reviewer for the master's thesis has to be chosen and appointed from among the persons authorized to conduct exams at the Department of Politics and Public Administration at the University of Konstanz. See also § 23 paragraphs 2 and 3.

IV. Final provisions

§ 27 Results of the master's examination, overall grade

- (1) The master's examination will be passed if all required modules as per § 3 paragraph 3 and § 26 were completed and assessed as "pass".
- (2) The overall grade is calculated as follows: 60 % average grade of the course-related module grades, 40 % master's thesis. The average grade is determined from the grades of course-related modules as per § 20 paragraphs 1-3 with the following weighting of the modules:
 - Study Area 1:
 - Module Research Design I: 10 %
 - Module Research Design II: 10 %
 - As only coursework, but no performance assessments are required in the modules Information Literacy and Colloquium, they will not be taken into account for the calculation of the overall grade.
 - Study Area 2:
 - Module Basic Seminar in the chosen area of specialisation: 10 %
 - Module Basic Seminar in another area of specialisation: 10 %
 - Study Area 3:
 - Module Seminars (I and II) in the chosen area of specialisation: 16 %
 - Module Seminars in another area of specialisation: 8 %
 - Study Area 4:
 - Module Elective Courses (I and II) in politics, public administration or management: 18 %
 - Module Elective Courses (I and II) in the social sciences: 18 %

The grades are calculated to only one decimal place. Additional decimal places are discarded without rounding.
- (3) If all required achievements as per paragraph 1 are completed, the overall grade will be calculated based on the coursework and performance assessments available and allocated to the corresponding modules/study areas at the time the certificate is requested; a reallocation later on is not possible.

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§ 28 Examination certificate and degree certificate

- (1) Once students have passed the master's examination and all achievements relevant for passing the exam have been recorded, they will receive an examination certificate stating the overall grade achieved in their study programme. The certificate includes the grade and topic of the master's thesis as well as the chosen area of specialisation. If students have completed an optional additional specialisation (second major) or a double degree option (see § 3 paragraph 2), this will also be included in the certificate.
- (2) The certificate will be awarded "with distinction" if students achieve an overall grade of 1.2 or better.
- (3) With the examination certificate, students also receive a degree certificate confirming that they have earned an academic master's degree and indicating the subject studied, including the area of specialisation and, if applicable, the optional additional specialisation (second major) and/or double degree option.
- (4) The examination and degree certificate are signed by the chairperson of the Examination Board *StPA* and stamped with the seal of the University of Konstanz. The date to be entered is the date on which, according to the request for issuing a certificate, the last coursework or performance assessment was completed.
- (5) A diploma supplement in line with the European Diploma Supplement Model and a transcript of records are issued as further components of the certificate. The transcript of records contains the completed modules and their components, the module grades, the ECTS credits acquired in the modules and the overall number of ECTS credits as well as the grades for the completed coursework and performance assessments; ungraded modules and achievements will be included with a remark about successful participation. Coursework and performance assessments that are not included in the master's examination will be included in the transcript of records as "Sonstige Leistungen" / "Additional voluntary course work".
- (6) In addition to that, a transcript of records as per paragraph 5 is issued without specifying the grades for individual coursework and performance assessments.
- (7) On request of the student, the duration of studies until completion of the study programme can be included in the transcript of records.
- (8) All documents mentioned in paragraphs 1, 3, 5 and 6 will be issued in German and – as far as possible – in English.
- (9) The English designation of the study programme is "Master of Arts in Politics and Public Administration".
- (10) Students who have successfully completed their double degree studies also receive an examination certificate from the corresponding partner university. Students have to request this examination certificate from the partner universities in line with the regulations of that university. The degree titles from the partner universities are as follows:
 - Institut d'études politiques (SciencesPo) Grenoble: Diplôme de Sciences Politiques

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- University Pompeu Fabra, Barcelona: Master of Research in Political Science
- University of Essex, depending on the area of specialisation: Master of Arts, or Master of Science in Political Science, including the area of specialisation
- University of Gothenburg, depending on the area of specialisation: Master of Arts in International Administration and Global Governance, Master of Arts in Political Science or Master of Arts in European Studies
- Charles University Prague, depending on the area of specialisation: Master of Arts in International Relations or Master of Arts in International Security Studies
- The University of Nottingham: depending on the area of specialisation: Master of Arts, or Master of Science in Political Science, including the area of specialisation
- Utrecht University: Master of Science in European Studies
- University of Warwick, depending on the area of specialisation: Master of Arts, or Master of Science in Political Science, including the area of specialisation

§ 29 Final failure

- (1) The entire master's examination will have finally failed and the right to take exams in this study programme will expire if a performance assessment required as per the examination regulations is assessed as "fail" and was not retaken within the deadline or, in case this is permissible, was not compensated for and the corresponding student is responsible for this fact; or the permitted retakes were not passed; or if a retake is excluded as per § 10 para. 3.
- (2) If students finally fail the master's examination, the Central Examination Office will send a written notification along with information on the options available for legal recourse.
- (3) If students have finally failed the master's examination, they will be issued, on request, a written confirmation listing all performance assessments they have passed and, if applicable, coursework they have completed. It will also state that the master's examination was finally failed.

§ 30 Invalidation of the master's examination

- (1) If a student has cheated on an exam and this fact is discovered after the exam has been completed or the certificate has been issued, the Examination Board (*StPA*) may subsequently correct the corresponding grades and may declare all or part of the exam failed.
- (2) If the pre-requisites for admission to an exam were not met, and this fact is discovered after the exam has been completed or the certificate was issued, the deficit will be deemed to have been rectified by the passing of the exam, provided the student

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had no intent to deceive. If the student intentionally practised deceit to obtain admission to the exam, the *StPA* will decide.

- (3) Before a decision goes into effect, the student will be given opportunity to make a statement.
- (4) The incorrect examination certificate will be revoked and, if appropriate, a new certificate issued. If the master's examination is declared "fail" due to deceitful practices, the degree certificate will be revoked along with the examination certificate.
- (5) Revocation of the academic degree will be handled in accordance with statutory provisions.

§ 31 Inspection of examination records

- (1) Within one year after the certificate was received and on written request, students are permitted to inspect, within a reasonable period, their thesis and the corresponding reviews.
- (2) It is possible to inspect course-related coursework and performance assessments and the corresponding evaluations as well as the exam minutes in case of course-related exams completed orally on the dates offered by the department and in agreement with the examiner within two years, starting at the end of the semester in which the performance assessment/exam was completed.

§ 32 Legal recourse

Students can object to decisions in the examination procedure that constitute an administrative act (§§ 68 et. seq. *VwGO*). The Vice Rector for Teaching will issue a ruling on the matter following a recommendation of the Central Examination Board, which will hear the *StPA* on that matter.

§ 33 Effective date and transitional provisions

- (1) These examination regulations come into effect on 01 October 2022. They apply to all students who begin their studies in the master's programme in Politics and Public Administration in the winter semester 2022/23 or later. At the same time the previously valid version of the examination regulations dated 13 February 2017 (*Amtliche Bekanntmachungen* (official announcements) 3/2017), last amendment on 26 May 2021 (*Amtliche Bekanntmachungen* 27/2021), subject to paragraph 2, expires.
- (2) Students who started their studies before these examination regulations came into effect, continue their studies in accordance with the examination regulations that have previously applied; they have to complete their studies by the end of the summer semester 2025 at the latest. After this date, they can only continue their studies in accordance with this new version of the examination regulations. In justified cases and upon application, the Examination Board (*StPA*) may extend this deadline.

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- (3) The amendments as of 21 July 2023 come into effect the day after their publication in the "Amtliche Bekanntmachungen" of the University of Konstanz

Appendix

Note:

The German version of these study and examination regulations was published in the *Amtliche Bekanntmachungen* (official announcements) of the University of Konstanz No. 42/2022 on 07 July 2022.

The German version of the amendment to these study and examination regulations was published in the *Amtliche Bekanntmachungen* (official announcements) of the University of Konstanz No. 60/2023 on 21 July 2023.

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Appendix 1: plan of study for the master's programme in Politics and Public Administration

The department recommends the following course of study:

Sem	Study Area 1 Methods	Study Area 2 Theoretical and Empirical Foundations	Study Area 3 Applied Methods and Theories	Study Area 4 Required electives	Final Module
Cr	27cr	14cr	21cr*	28cr**+***	30cr
1. 30cr	Module Research Design I 9cr	Module Basic Seminar in the area of specialisation 7cr Module Basic Seminar in another area of specialisation 7cr	Module part Seminar I in the chosen area of specialisation 7cr		
2. 30cr	Module Research Design II 9cr		Module part Seminar II in the chosen area of specialisation 7cr	Module part Required Elective Course I in Politics, Admin. or Management 7cr Module part Required Elective Course II in Politics, Admin. or Management 7cr	
3. 30cr	Module Information Literacy 5cr Module MA-Colloquium 4cr		Module Seminar in another area of specialisation 7cr	Module part Required Elective Course I in Soc. Science 7cr Module part Required Elective Course II in Soc. Science 7cr	
4. 30cr					Master's thesis 30cr

* In Study Area 3, students have to complete a minimum of two seminars from the chosen area of specialisation. The third seminar has to be chosen from one of the two other areas of specialisation.

** In Study Area 4, they have to choose a minimum of two seminars from the course range of the master's programme in Politics and Public Administration. A maximum of two seminars may be chosen from the course range of neighbouring disciplines (sociology, history, law, economics, philosophy, psychology, computer science, global European studies).

*** If students complete a total of 21 ECTS in one of the four optional further specialisations (second major) in Study Area 4, this specialisation will be listed on the examination certificate.

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Appendix 2: Plan of study for the master's programme in Politics and Public Administration

Double degree option with the first academic year at the University of Konstanz and the second year at the partner university

First academic year – at the University of Konstanz

Semester	Study Area 1	Study Area 2	Study Area 3	Study Area 4
Credits	Methods	Theoretical and Empirical Foundations	Applied Methods and Theories	Elective Courses
1. 30cr	Research Design I 9cr	Basic Seminar I 7cr Basic Seminar II 7cr	Seminar I 7cr	
2. 30cr	Research Design II 9cr		Seminar II 7cr	Elective Course I 7cr Elective Course II 7c

Second academic year – at the partner university

Course-related performance assessments as well as a master's thesis amounting to a total of 60 cr have to be completed at the partner university. The type of performance assessments is in line with the examination regulations of the partner university, or is determined by the corresponding course instructor. The courses at the partner universities have to be chosen along the following lines:

Institut d'études politiques (SciencesPo), Grenoble:

Programme options:

- "Etudes internationales et européennes"
- "Politiques publiques et changement social"
 - 9 cr in the area Methods (e.g. courses of the type Atelier de Recherche or Avancée de Mémoire) (modules Information Literacy and Colloquium)
 - 7 cr in the chosen area of specialisation (module Seminar)
 - 14 cr in the area of required electives (module Elective Courses in Social Sciences)
 - 30 cr master's thesis (in combination with preparatory course Avancée de Mémoire and/or Stage)

Pompeu Fabra University, Barcelona

Programme options:

- "Comparative Politics"
- "Political Behaviour"
- "International Relations"
 - 9 cr in the area Methods (modules Information Literacy and Colloquium)
 - 7 cr in the chosen area of specialisation (module Seminar)
 - 14 cr in the area of required electives (module Elective Courses in Social Sciences)
 - 30 cr master's thesis

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University of Essex:

Programme options:

- "International Relations"
- "Political Economy"
- "Ideology and Discourse Analysis"
 - 9 cr in the area Methods (modules Information Literacy and Colloquium)
 - 7 cr in the chosen area of specialisation (module Seminar)
 - 14 cr in the area of required electives (module Elective Courses in Social Sciences)
 - 30 cr master's thesis

University of Gothenburg:

Programme options:

- "European Studies"
- "Political Science"
- "International Administration and Global Governance"
 - 9 cr in the area Methods (modules Information Literacy and Colloquium)
 - 7 cr in the chosen area of specialisation (module Seminar)
 - 14 cr in the area of required electives (module Elective Courses in Social Sciences)
 - 30 cr master's thesis (in combination with a research internship, if applicable)

Charles University Prague:

Programme options:

- "International Relations"
- "International Security Studies"
 - 9 cr in the area Methods (modules Information Literacy and Colloquium)
 - 7 cr in the chosen area of specialisation (module Seminar)
 - 14 cr in the area of required electives (module Elective Courses in Social Sciences)
 - 30 cr master's thesis

The University of Nottingham:

Programme option:

- "Political Development and Democratization"
 - 9 cr in the area Methods (modules Information Literacy and Colloquium)
 - 7 cr in the chosen area of specialisation (module Seminar)
 - 14 cr in the area of required electives (module Elective Courses in Social Sciences)
 - 30 cr master's thesis

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Utrecht University:

Programme option:

- "European Governance"
 - 9 cr in the area Methods (modules Information Literacy and Colloquium)
 - 7 cr in the chosen area of specialisation (module Seminar)
 - 14 cr in the area of required electives (module Elective Courses in Social Sciences)
 - 30 cr master's thesis (in combination with a research internship)

University of Warwick:

Programme options:

- "International Politics & Europe"
- "International Politics & East Asia"
- "International Security"
- "International Political Economy"
- "International Relations"
- "Public Policy"
 - 9 cr in the area Methods (modules Information Literacy and Colloquium)
 - 7 cr in the chosen area of specialisation (module Seminar)
 - 14 cr in the area of required electives (module Elective Courses in Social Sciences)
 - 30 cr master's thesis

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Appendix 3: Plan of study for the master's programme in Politics and Public Administration

Double degree option with the first academic year at the partner university and the second year at the University of Konstanz

First academic year – at the partner university

Students have to complete course-related performance assessments worth at least 60 cr in their first year of study at the partner university. The type of performance assessments is in line with the examination regulations of the partner university, or is determined by the corresponding course instructor. The courses at the partner universities have to be chosen along the following lines:

Institut d'études politiques (SciencesPo), Grenoble:

- The option of spending the first academic year at the IEP Grenoble is **not** available.

Pompeu Fabra University, Barcelona:

Programme options:

- "Comparative Politics"
- "Political Behaviour"
- "International Relations"
 - 5 cr in the area Methods (module Information Literacy)
 - 7 cr basic seminar in another area of specialisation than the chosen one (module 2b)
 - 14 cr in the chosen area of specialisation (module Seminar)
 - 28 cr in the area of required electives (module Elective Courses in Social Sciences)

University of Essex:

Programme options:

- "International Relations"
- "Political Economy"
- "Ideology and Discourse Analysis"
 - 5 cr in the area Methods (module Information Literacy)
 - 7 cr basic seminar in another area of specialisation than the chosen one (module 2b)
 - 14 cr in the chosen area of specialisation (module Seminar)
 - 28 cr in the area of required electives (module Elective Courses in Social Sciences)

University of Gothenburg:

- The option of spending the first academic year at the University of Gothenburg is **not** available.

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Charles University Prague:

Programme options:

- "International Relations"
- "International Security Studies"
 - 5 cr in the area Methods (module Information Literacy)
 - 7 cr basic seminar in another area of specialisation than the chosen one (module 2b)
 - 14 cr in the chosen area of specialisation (module Seminar)
 - 28 cr in the area of required electives (module Elective Courses in Social Sciences)

The University of Nottingham:

Programme option:

- "Political Development and Democratization"
 - 5 cr in the area Methods (module Information Literacy)
 - 7 cr basic seminar in another area of specialisation than the chosen one (module 2b)
 - 14 cr in the chosen area of specialisation (module Seminar)
 - 28 cr in the area of required electives (module Elective Courses in Social Sciences)

Utrecht University:

- The option of spending the first academic year at Utrecht University is **not** available.

University of Warwick:

Programme options:

- "International Politics & Europe"
- "International Politics & East Asia"
- "International Security"
- "International Political Economy"
- "International Relations"
 - "Public Policy"
 - 5 cr in the area Methods (e.g. Master's Dissertation Seminar, module Information Literacy)
 - 7 cr basic seminar in another area of specialisation than the chosen one (module 2b)
 - 14 cr in the chosen area of specialisation (module Seminar)
 - 28 cr in the area of required electives (module Elective Courses in Social Sciences)

Second academic year – at the University of Konstanz

Semester Credits	Study Area 1 Methods	Study Area 2 Theoretical and Em- pirical Foundations	Study Area 3 Applied Methods and Theories	Study Area 4 Elective Courses
3. 30cr	Research Design I 9cr	Basic Seminar I 7cr	Seminar I 7cr Seminar II 7cr	
4. 43cr	Research Design II 9cr Colloquium 4cr		Master's thesis (4 months) 30cr	

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Appendix 4:
Conversion of grades achieved at partner universities outside of Germany

Grades University of Kon- stanz	1.0	1.3	1.7	2.0	2.3	2.7	3.0	3.3	3.7	4.0
IEP Grenoble	20-15	14.5	14	13.5	13	12	11.5	11	10.5	10
Warwick, Essex, Nottingham	100-70	69-65	64-62	61-60	59-58	57-56	55-54	53-52	51	50
Utrecht	10-8.5	8.5-8.2	8.1-7.9	7.8-7.4	7.3-7.1	7.0-6.8	6.7-6.3	6.2-6.0	5.9-5.7	5.6-5.0
Gothenburg 1	VG	VG	VG	G	G	G	G	G	G	G
Gothenburg 2	A		B		C			D		E
UPF Barcelona	10-9.5	9.49- 9.0	8.99- 8.34	7.67- 8.33	7.66- 7.0	6-6.99	6.59- 6.1	6.09- 5.7	5.69- 5.3	5.29- 5.0
Prague 1	A+	A	B+	B	C+	C	D+	D	E+	E
Prague 2	1				2					3