Welcome to the MSc Political Science

DEPARTMENT OF POLITICAL SCIENCE
UNIVERSITY OF COPENHAGEN

Text by the Student Advisory Service, Department of Political Science, June 2020
Photos by Sara Galbiati
Welcome to the MSc Political Science

Dear student at the MSc in Political Science.

Welcome to Department of Political Science at University of Copenhagen!

This is your study start pamphlet and it contains a lot of important and practical information for you to get a good study start.

At the first pages, you will find information on the Introduction Day. Afterwards follows information on your programme, some COVID-19 information, the different types of courses, registration for courses at the first semester and "nice-to-know"-information on studying at UCPH.

We wish you a great study start and look forward to meet you!

Kindest Regards

DEPARTMENT OF POLITICAL SCIENCE
FACULTY OF SOCIAL SCIENCES
UNIVERSITY OF COPENHAGEN
Introduction Day August 27

<table>
<thead>
<tr>
<th>Programme</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival</td>
<td>10.00-10.15</td>
</tr>
<tr>
<td>Welcome to the department</td>
<td>10.15-10.20</td>
</tr>
<tr>
<td>Introduction to your programme by the Student Advisory Service</td>
<td>10.20-11.00</td>
</tr>
<tr>
<td>Introduction to the academic disciplines in your programme by the Head of Studies</td>
<td>11.00-11.15</td>
</tr>
<tr>
<td>Introduction to student life by Intro Guides</td>
<td>11.15-11.30</td>
</tr>
<tr>
<td>Social activity arranged by your Intro Guide off campus</td>
<td>11.30-19.00</td>
</tr>
</tbody>
</table>

Information on the Introduction Day, August 27

We are currently working on planning the best Introduction Day, so you can be ready for study start in week 36.

Now, we highly expect to be able to give you an introduction on campus and we expect it to follow the itinerary on the left-hand side.

Due to corona-restrictions, we need you to register for the introduction day. In week 32, we will send detailed information on how to register for the day.

Practical information

Registration: We will sent more information in week 32 on how to register. In week 34, we will send you an e-mail with detailed information on how your Introduction Day will look like.

Costs: It is free to participate in the Introduction Day, but you have to bring your own lunch or money to buy lunch.

Place: Faculty of Social Sciences, Øster Farimagsgade 5, 1353 Copenhagen K
Room 2.0.63

The easiest way to find your way to campus and on campus is by using the UCPH Map
Your study programme

As a student at the MSc in Political Science, you can design most your study programme yourself.

The programme consists of a core subject track (22.5 ECTS), Public Law (7.5 ECTS), elective elements (60 ECTS) and your Master’s thesis (30 ECTS):

1st semester
Autumn

<table>
<thead>
<tr>
<th>Core subject A (15 ECTS)</th>
<th>Core subject B (7.5 ECTS)</th>
<th>Public Law (7.5 ECTS)</th>
</tr>
</thead>
</table>

2nd semester
Spring

<table>
<thead>
<tr>
<th>Elective (7.5 ECTS)</th>
<th>Elective (7.5 ECTS)</th>
<th>Elective (7.5 ECTS)</th>
<th>Elective (7.5 ECTS)</th>
</tr>
</thead>
</table>

3rd semester
Autumn

<table>
<thead>
<tr>
<th>Elective (7.5 ECTS)</th>
<th>Elective (7.5 ECTS)</th>
<th>Elective (7.5 ECTS)</th>
<th>Elective (7.5 ECTS)</th>
</tr>
</thead>
</table>

4th semester
Spring

<table>
<thead>
<tr>
<th>Master’s Thesis (30 ECTS)</th>
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</table>

This allows you to compose a programme that suits your field of interest. However, when you plan your studies, you must be aware of certain rules and restrictions in order to meet the requirements in the curriculum.

On the following page, we have highlighted the most important rules you have to be aware of when you plan your studies.

Your first semester

What does my first semester look like?

It is recommended you begin your MSc programme by taking the core subject track (22.5 ECTS) and Public Law (7.5 ECTS). Then you have passed the mandatory elements (apart from the Master’s thesis) and you can use your elective elements as you wish before writing your Master’s thesis. It is, however, not a requirement to do so. You can also start your MSc by taking electives at the department or use some of your other possibilities.

Core subject tracks

You can only take a core subject track at an autumn semester. At the autumn semester 2020, the following core subject tracks will be available in English:

- Political Theory
- European Politics
- Foreign Policy
- International Political Economy
- The Politics of Environment, Climate and Sustainability
- International Relations and Conflict Resolution

It is not possible to register for only one of the courses in a core subject track since the two courses fit together academically.

Public Law

The course Public Law (7.5 ECTS) is mandatory to pass for everyone studying at the MSc in Political Science. Public Law is only available in English at autumn semesters.
Rules for Planning your Studies

When designing your programme, you must be aware of the following restrictions:

- The MSc in Political Science is a two years full-time master’s programme consisting of 120 ECTS points.

- Students most often take 30 ECTS per semester as this corresponds to being a full-time student.

- The main subject area is political science.

- It is mandatory to pass a core subject track of total 22.5 ECTS points. The core subject track consists of two courses, which you have to take during the same autumn semester.

- It is mandatory to pass the course “Public Law” (7.5 ECTS points) for non-Danish speaking students and “Offentlig Ret” (7.5 ECTS points) for Danish speaking students.

- You have the option of doing an academic internship equivalent to 15 or 30 ECTS points, but this is not compulsory. The academic internship will replace two/four of your elective elements (15/30 ECTS points).

- You can take a maximum of 60 ECTS points outside the Department of Political Science, i.e. through exchange or at another department at UCPH. Up to 30 ECTS of these can be within the broader field of social sciences (i.e. sociology, economics, anthropology, psychology) – the rest must be within the field of political science.

You can find information about your possibilities at your Study Information pages:

- Academic Internship
- Study abroad
- Take courses from other programmes
- Master’s thesis

If you wish to go abroad on an exchange, to do courses outside of the department or to do an academic internship, you have to start planning at least one semester before you wish to do one of these things since you have to apply for a pre-approval.
COVID-19 information

Requirements for entering Denmark
We recommend you to keep yourself updated on the latest news as the situation may change quickly due to corona.

To begin with, please check the UCPH information for Master’s students arriving to Denmark. At this page, you can find guidance on what to do in order to be able to enter Denmark.

You can also keep yourself updated by checking the website of The Danish Police or the Danish Health Authority.

Teaching in the autumn semester
Due to the measures in place and the guidelines on social distancing, UCPH is currently working on how to organise the autumn semester so that we can offer a positive learning experience, follow the national guidelines, and ensure the health and safety of both students and staff.

We are currently planning a blended learning approach, combining both online and in-person teaching for the autumn semester. You will receive more details about this before the start of the semester.
Course Registration

You can find the course catalogue for each semester at https://kurser.ku.dk/. The course catalogue changes every semester. The course catalogue for the autumn semester is available online from May 1 and the course catalogue for the spring semester is available online from November 1.

When looking for courses it is a good idea to use the filters available at the page, for example by choosing Department of Political Science under “department”, 2020/2021 under “volume” and autumn under “block”.

You can register for all MSc courses with seats available offered by Department of Political Science, except the courses that are compulsory at the MSc Security Risk Management. These are marked so in their course descriptions.

What should I be aware of when picking my courses?

The MSc in Political Science is a quite freely structured programme. That allows you the opportunity of composing your studies in a unique way that fits your interests. However, the freedom comes with a price, as there are certain things that you must be aware of yourself when you pick your elective courses.

The two most important things to be aware of are:

1) When does the course take place/when is it scheduled? (in order to avoid timetable overlaps)

2) What is the exam form? (in order to avoid exam overlaps)
1. When does the course take place?

Courses run through one semester and they are marked with the category ‘spring’ or ‘autumn’:

- The autumn semester runs from week 36 – 50 (except autumn break in week 42). The autumn exam period runs from week 49 – 50.

A few courses have an intensive workload for only half of the semester – either the first 7 weeks or the last 7 weeks of the semester. These are marked with blocks. Block 1 and 2 run during autumn, block 3 and 4 during spring.

The timetable for each course is available at https://kurser.ku.dk/. Click on the course’s course description. Then click on timetable to see when the course is taking place.

2. What is the exam form?

Once you have signed up for courses, you are also registered for the first exam attempt.

It is important to be aware of the exam form when choosing a course, since courses with similar exam forms take place within the same days during the exam period. In order to enjoy a more balanced exam period, choose courses with different exam forms.

The department operates with four different types of exams:

- Free written assignments
- Oral examination with synopsis
- 3-day take home assignment – please do not register for two courses with this exam form since they will have the exact same examination days
- Portfolio exam

The lecturers use the 7-point grading scale to grade the exams. There are formal requirements for all examinations, which you have to comply. For instance, the exam paper cannot exceed the specified length in the curriculum.

On the next page, you will find a brief explanation of the different exam forms.
Oral examination with synopsis

The oral examination takes its point of departure in a small piece of written work - a *synopsis* – that you submit a while before the examination. The synopsis is a springboard for the discussion during the exam. You will solely be graded on your oral performance and not your synopsis; however, handing in the synopsis within its deadline is compulsory in order to do the oral examination. You can write the synopsis individually or in a group of 2 or 3 students. However, at the oral examination, you will be examined individually and the rest of your group cannot be present during the examination.

Free written assignment

A free written assignment is a paper where you have to make a research question yourself and within the syllabus of the course answer this question. You can write your assignment/paper individually or in a group of 2 or 3 students.

3-day take home assignment

For a 3-day take home assignment, you will be given a research question when the exam begins which you must answer by using the courses' syllabus within 3 days. You can choose to write your assignment individually or in a group of 2 or 3 students.

Portfolio exam

The portfolio exam consists of two compulsory papers, which you hand in during the semester. Based on these two papers you will receive one grade. You can choose to write the papers individually or in a group of 2 or 3 students.

If you work in a group:

If you work in a group, you must clearly state whom has written which parts in order for the lecturer to grade you individually.
How to register for courses

You can register for your courses for your first semester in the registration period: August 1-7.

You have to register digitally through Self Service at KUnet.

Visual Course Registration Guide

How to register for core subject tracks, electives and Public Law

This information will be relevant to you when you are logged onto KUnet during the course registration period and are about to register for your courses.

Registration for core subject track
When registering for a core subject track in Self Service you only have to register for the overall core subject track and not the two compulsory courses independently. In Self Service, it looks like the core subject track is worth “0 ECTS”. This is, however, not the case. A core subject track is of course worth 22.5 ECTS.

There are at least 10 seats available for each core subject track at the autumn semester. If more students than available seats register for one core subject track, the seats are allocated by drawing lots. We therefore recommend that you register for a 1st and a 2nd priority.
Registration for elective courses
You can register for all electives at the Department of Political Science where there are still seats available.

*The number of electives you mark as priority 1 defines the amount of ECTS you wish to take as electives during that specific semester.*

If you wish to sign up for 4 electives during the Autumn semester, you have to state 4 electives as your first priority. Since there are limited seats at each elective, we recommend that you remember to state your 2nd - 5th priority as you cannot expect to be admitted to your first priority.

The elective courses will be established with minimum 20 and maximum 45 students. If more than 45 students are registered, the students will be admitted on the basis of how many ECTS they have passed when the course registration period ends. Students who have passed most ECTS will get admitted first.

Registration for Public Law
You can register for the mandatory course Public Law (7,5 ECTS) by choosing it from the drop-down menu of electives.

Public Law is only offered at Autumn semesters, so we highly recommend you to take the course alongside with your core subject track.

Let’s get some examples

Example 1: You wish to register for a core subject track (22.5 ECTS) and Public Law (7.5 ECTS) making it 30 ECTS in total.
- You choose the drop-down menu with core subject tracks and mark your first priority with the number “1” and your second priority with the number “2”.
- Afterwards, you choose the drop-down menu with the elective courses and you mark Public Law with the number “1”, your second priority of elective with the number “2”, your third priority of elective with the number “3” and so on.

Example 2: You wish to register for a core subject track (22.5 ECTS) and one elective (7.5 ECTS) making it 30 ECTS in total.
- You choose the drop-down menu with core subject tracks and mark your first priority with the number “1” and your second priority with the number “2”.
- Afterwards, you choose the drop-down menu with the elective courses and you mark your first priority with the number “1”, your second priority with the number “2”, your third priority with the number “3” and so on.

Example 3: You wish to register for 4 electives of 7.5 ECTS (30 ECTS in total).
- You choose the drop-down menu with the elective courses and you mark four electives of 7.5 ECTS as your first priority with the number “1”. Afterwards you mark your second priority with the number “2”, your third priority with the number “3” and so on.

Example 4: You wish to register for 30 ECTS in total of electives, one course worth 15 ECTS and two courses worth 7.5 ECTS.
- You choose the drop-down menu with the elective courses and you mark two electives of 7.5 ECTS and one elective of 15 ECTS as your first priority with the number “1”. Afterwards you mark your second priority with the number “2”, your third priority with the number “3” and so on.
When will I know which core subject track and electives I get?
After August 7, the Study Administration will allocate seats at core subject tracks and electives. This work will be done as soon as possible after the registration deadline and we expect you will know your course registration before August 12.

Can I change my course registrations after August 7?
You can change your course registrations in the post registration period from August 12-25.

When the post registration period ends, your course registrations are binding. This means, you have to pass the courses you have registered for in order to get your MSc degree. You will not be able to change your registrations unless you apply for an exemption due to exceptional circumstances. Therefore, please do not apply for more courses than you wish to take.

I can't sign up for courses through KUnet, what do I do?
First, it is a good idea to check the guide for problems when logging on KUnet.

If you still experience problems, please contact the Student Advisory Service at studievej@ifs.ku.dk within the registration period.
Please include the following information in the email:
• What kind of problem you experience
• How many ECTS you would like to take during the Autumn semester 20
• Which courses you would like to follow (please write a prioritised list of twice as many courses as you wish to follow).

The following semesters....
Each semester has two registration periods: the ordinary course registration period and the post registration period. You can find the periods at your study information pages under the question when and how do I register for courses.
Study Start at UCPH

As a new student, you probably have many different questions, and in this nice-to-know section we have included the most frequently asked questions. Here, you will find information on:

- KUnet *(your access-point for all information and communication with UCPH)*
- Exams, exam language, syllabus/literature list, plagiarism and the Danish grading system
- Your Student Advisory Service
- Library Services
- IT facilities
- The most important webpages
- Housing, “SU”, living in CPH and job
- CPR number and change of address
KUnet
KUnet (www.kunet.ku.dk) is the access-point for all the communication between you and UCPH. Therefore, use some time getting to know the different features at KUnet. From the front page, you have access to a lot of different subpages. Make sure you know these subpages:

- Study messages
- Self Service
- My KUmail
- Digital Exam
- Study information page for MSC in Political Science
- Absalon

Study messages
Important information concerning your studies in general sent from both your department and your faculty (deadlines, rules, changes to the curriculum etc.). Study messages are shown in the middle of the front page.

Self Service
Exam results, course registration, exam information, personal information. You access Self Service by choosing “Self Service” in the top of the front page at the grey bar.

My KUmail
Information from the Department to you as part of a smaller group or as an individual. If you want to get in contact with a unit at UCPH, you should also write from your KUmail. You access My KUmail by choosing the grey square at the front page.

Digital Exam
Digital Exam is where you can see the exams coming up and also where you hand in all your written exam papers. You can access the Digital Exam under My System Access under the News flow.

Study information page for MSc in Political Science
We have gathered most of the information you need on your studies during your study time at these pages. You can find deadlines for exam or course registration, rules on Master’s thesis, academic internship, exchange and what to do, if you want to apply for an exemption.

You access your study information pages by choosing “red square” at the front page of KUnet.

Absalon
UCPH uses the internet portal Absalon for further course information. At Absalon, each course has its website, where you can find the plan of the lectures, slides, notes, assignments etc. Keep yourself updated by checking Absalon on a regular basis.

You access Absalon by choosing the green-blue square at the front page.

The courses you are enrolled in will be shown at the main page at Absalon under ‘Courses’. From here, you can get access to subpages for each course.
Exams

In this section, we will briefly explain some of the pitfalls for non-Danish students regarding the exam.

It is your own responsibility to:

- Make sure you are registered for the correct exam and be aware of the exam dates.
- Make sure your exam paper meets the formal requirements (length, language, literature list etc.) You can find the formal requirements in the curriculum.
- Avoid plagiarism by always quoting whenever you use something you have not written yourself or you have written yourself in a different paper.

Exam registration and exam dates
You can access an overview of the exams that you are registered for by logging on to KUnet and choosing: Self Service → Enrolment, courses and exams → Exams → View registrations and cancellations.

You can find the exam dates in the exam schedule under the question how do I find time and place for my exams at your study information pages on KUnet.

It is your responsibility to be aware of the exam dates and to hand in your paper within the deadline. It is not possible to hand in any papers after deadline unless you have exceptional circumstances.

You hand in the paper digitally and it is not possible to hand in the paper directly to the lecturer.

If you are unable to take the ordinary exam or if you do not pass the ordinary exam it is always a good idea to talk to the Student Advisory Service about your possibilities since you have to register for your second or third exam attempts.

Exam language
Your exam should be performed in the language in which a course was taught. However, if a course is taught in Danish you can write your exam in Danish, Swedish or Norwegian.

In the present academic environment perfect English cannot be required of the many non-native speakers who use the language. Instead, an effective “international English” has developed. In this version, grammar and word usage is sufficiently correct for a text to be readable without being subtle or sophisticated. You should aim for that.

Syllabus and list of references
Syllabus is the list of books and articles compiled by your lecturer, which she/he expects you to have read for the classes. The syllabus is available via the course’s portal at Absalon by the beginning of the semester.

You have to place your list of references at the end of your papers and should be a full list of all sources referred to and/or quoted in the paper. It does not have to be identical with your syllabus, but you must include substantial parts of the syllabus in your exam paper.
Plagiarism
Plagiarising is taking credit for someone else's work or work that you have previously handed in. It can take different forms:
- Self-plagiarism (copying your own previous work)
- "Borrowing" from a fellow student
- "Borrowing" from other articles, scientists etc.

The most severe form of plagiarising is copying someone else's text into your paper, not stating where you took it from and hence implying that you wrote the statement yourself. This text may come from a book, from another student’s written work, or even from your own previously successful exam papers.

A less severe form of plagiarism is referring to other people's theories without crediting them. If you are not familiar with referencing in academia, you might be in risk of performing this kind of plagiarism. If you are in doubt whether to cite an author, please do not hesitate to ask your lecturer for advice.

Plagiarism is monitored electronically when you upload your paper. Your paper is compared to all online text materials. This applies both for semester papers and exams.

The consequences of plagiarism is firstly that your paper or exam will be invalid. Secondly, you are at risk at being expelled for ½ a year. If you do plagiarism twice, you are not allowed to finish your degree at Department of Political Science. You can read more about the procedure when exam cheating is expected here.

Hence, avoid doing plagiarism by always quoting whenever you use something that you have not written yourself or you have written in a previous paper.

The Danish Grading Scale
You will be graded according to the Danish grading system the “7-point grading scale (12-10-7-4-02-00-3). At least the grade “02” is needed to pass your exam. The grade-average is calculated simply by adding the received grades and dividing this figure with the number of courses taken.

An occasional alternative to the 12-scale is the simple evaluation 'pass or fail'.

<table>
<thead>
<tr>
<th>Pass</th>
<th>12</th>
<th>The exceptional performance, that demonstrates a fulfilment of the objective of the course with no or only a few flaws</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
<td>The excellent performance that demonstrates an extensive fulfilment of the objective of the course with a few minor but important flaws</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>The good performance that demonstrates fulfilment of the objective of the course but with some deficiencies</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>The mediocre performance that demonstrates a lesser degree of fulfilment of the objective of the course with a lot of important deficiencies</td>
</tr>
<tr>
<td></td>
<td>02</td>
<td>The just acceptable performance, that demonstrates the minimum acceptable degree of fulfilment of the objectives of the course</td>
</tr>
<tr>
<td>Fail</td>
<td>00</td>
<td>The unsatisfactory performance</td>
</tr>
<tr>
<td></td>
<td>-3</td>
<td>The completely unacceptable performance</td>
</tr>
</tbody>
</table>
The Student Advisory Service

The Student Advisory Service can help you in relation to your studies whether it concerns formal requirements, practical information, personal or social issues. For instance, if you want to plan an individual study plan, if you have doubts whether you are studying the right degree or if you have specific dreams for your study time, the Student Advisory Service is a good place to start.

The Student Advisory Service can also help you if you experience personal challenges that affect you during your study life.

The Student Advisory Service is subject to the Public Administration Act and we are thereby bound to confidentiality (except in criminal actions, e.g. exam cheating/plagiarism).

You can find their contact information and opening hours here.

The Student Advisory Service looks forward to meet you Steffen, Anna, Louise and Mette
Library services

As a student at the MSc in Political Science, there are a number of different ways of gaining new knowledge.

New library users
Please fill in this electronic registration form to register as a reader. Once you are registered, you may order books, get access to e-resources, etc. Please bring your social security card (“the yellow card”) + your student ID-card for checking out books.

The Library search database “REX”
www.kb.dk/rex:
Search catalogue for all materials (books-journals-databases.)
Sign in – get remote access to e-resources
Get shortcuts to e-articles and books in full text - just sign in to REX and search for Google Scholar. Then start your literature search.

The Faculty Library of Social Sciences offers you…
- Almost 300 study desks - reading rooms, study cells, group rooms, lounge seats, IT-free zones...
- Course literature in separate collections
- Day-to-day delivery of books from Copenhagen University Libraries + The Royal Library
- Remote access to databases, electronic books and journals
- Loans from other libraries
- Wireless network, IT-facilities and support
- Lockers
- Opening hours Monday-Friday 8-22; Saturday-Sunday 10-16
- Courses, guides and e-learning

The CSS Study library offers you
- Reading rooms, group rooms, lounge areas
- Course literature
- Access to electronic resources available at Copenhagen University
- Lockers, dictaphones
- IT-facilities

Useful Library Services Links
- The Faculty Library of Social Sciences
- The Libguide for Political Science
- General information about University of Copenhagen University library services
- Library contact information
- Regulations
- Cultural events at the library
- Order books from other libraries
IT-facilities

All students at the CSS campus have access (using your KU-ID-card and PIN code) to IT-facilities incl. computers 24 hours a day, 7 days a week in the basement of building 2 (2.01.14 + 2.01.16 + 2.01.22 + 2.01.28).

IT-advisor: Building 2.01.02, open 8-17
E-mail: brugerrumsvagt@stud.ibt.ku.dk
Phone: +45 35 32 32 46

Wireless internet
Almost all over Campus, wireless internet is installed and in the study rooms, it is possible to connect to the internet using a regular connection. Contact the IT-advisor (Building 2.01.02, open 8-17) if you have problems with the connection.

Printing & photocopying
To print or copy, you need to top up your print account. You can do so electronically at this page.
Printers are located in the basement of Building 7.
If you need any help, please contact our print & photo copying help desk - building 2.0.26 (daily open hours 8-16), phone: + 45 35 32 71 24

Useful links to IT-facilities
- Information for new students
- Error reporting: brugerrumsvagt@ibt.ku.dk
- General information from the Faculty
- Eduroam wireless internet at campus:
- Print, copy and scan webpay

The most important webpages

http://kunet.ku.dk/ – your access point to UCPH
www.kurser.ku.dk – where you can find the course catalogue
www.ku.dk/international - The international Office at University of Copenhagen.
http://polsci.ku.dk/english/international_students/ - the homepage of the Department of Political Science.
Housing, “SU”, living and working in Copenhagen

Housing
It is difficult to get a permanent place to live in Copenhagen – even for Copenhageners as well. Most often people find somewhere to live through friends of friends, Facebook or the private housing market. You can also contact the Housing Foundation at [http://housingfoundation.ku.dk/](http://housingfoundation.ku.dk/)

The Danish SU
All questions regarding SU are handled by the SU Office at UCPH. Please do not hesitate to contact their office if you have any questions.

Living in Copenhagen
The City of Copenhagen has created a Host Programme for people who come to Copenhagen from all over the world. The program matches newcomers with local volunteer hosts. You can get either a career-host or a culture-host.

Job
You can start by having a look at UCPH Projects and Job
If you want an independent career counselling, you can contact Project and Career Advisory Service at the Faculty of Social Sciences:

CPR number and change of address
In order to get help to change from a pseudo CPR number to a CPR number or to change your address, you have to contact the Student Information Desk at Faculty of Social Sciences