Welcome to the MSc Political Science

Text by the Student Advisory Service, Department of Political Science, May 2019
Photos by Sara Galbiati
Welcome to the
MSc Political Science

Dear master’s student at the MSc in Political Science.

Welcome to Department of Political Science at University of Copenhagen!

This booklet is your guide to getting the best possible start to your master’s studies. At the first pages, you will find the programme for the Introduction Day alongside with practical information regarding the Introduction Day. Afterwards follows a study start pamphlet with general information on your programme, the different types of courses, registration for courses at the first semester and general “nice-to-know”-information. At the right side of this page, you can find an overview of the content.

The Department wishes you the best possible start at your MSc in Political Science.

We look forward to meet!

Kindest Regards

DEPARTMENT OF POLITICAL SCIENCE
FACULTY OF SOCIAL SCIENCES
UNIVERSITY OF COPENHAGEN
## Introduction Day, August 29

The introduction day start in room 35.01.05

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>9.00-9.30</td>
<td>Denmark and Danish Culture by CultureAct</td>
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<tr>
<td>9.30-10.00</td>
<td>Danish study culture</td>
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<tr>
<td>10.00-10.30</td>
<td>Break</td>
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<tr>
<td>10.30-11.00</td>
<td>Welcome to the Faculty of Social Sciences by Associate Dean for Education Andreas de Neergaard</td>
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<tr>
<td>11.00-11.15</td>
<td>Presentation of Career Services by Maibritt Jensen</td>
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<tr>
<td>11.15-12.00</td>
<td>Introduction to IT and libraries</td>
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<tr>
<td>12.00-12.30</td>
<td>BAZAR</td>
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<tr>
<td>12.30-13.00</td>
<td>Lunch on your own</td>
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<tr>
<td>13.00-14.30</td>
<td>NB: Room 35.01.06 Welcome to the department by Head of Studies and introduction to your MSc programme by the Student Advisory Service</td>
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<tr>
<td>14.30-?</td>
<td>Social activity arranged by your Intro Guides</td>
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### Practical information on the Introduction Day, August 30

The Faculty of Social Sciences has arranged first part of the Introduction Day. After lunch, the Head of Studies welcomes you to the Department of Political Science and the Student Advisory Service introduces your MSc programme. After this, a team of intro guides take over. They have arranged different social activities for you and your fellow new MSc students.

**Registration?**

It is not necessary to register – just show up!

**Costs**

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

**Place**

Faculty of Social Sciences, Øster Farimagsgade 5, 1353 Copenhagen K Rooms 35.01.05 and 35.01.06

The easiest way to find your way to campus and on campus is by using the [UCPH Map](#).
Your Study Programme

In order to get a good study start, we recommend that you read the following information carefully.

As a student at the MSc in Political Science you have the opportunity of designing a large part of your programme yourself. You must choose a core subject track for your first semester and electives for your second and third semesters. You find more information on the Core Subject Tracks here. This allows you to compose a programme that suits your unique fields of interests. However, when you plan your studies, you must be aware of certain rules and restrictions in order to meet the requirements in the curriculum. Please do familiarise yourself with the contents of the curriculum in order to get the most out of the many possibilities inherent in your MSc programme.

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

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Your first semester

What is planned for my first semester?

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 (a part from the Master’s thesis) and you can use your elective elements as you wish to 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 2019, the following core subject tracks will be available in English:

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

It is not possible only to register for 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 available both at autumn and spring semesters.

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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 must be taken during the same 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 courses (15/30 ECTS points)

- You can take a maximum of 60 ECTS point outside Department of Political Science, i.e. through exchange or at another department at UCPH. Up to 30 ECTS out of these can be within the broader area 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 MSc 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.
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 1st May and the course catalogue for the Spring semester is available online from 1st November.

When looking for courses it is a good idea to use the filters available at the page, by for example choosing Department of Political Science under “department”, 2019/2020 under “volume” and Autumn under “block”.

You can register for all available MSc courses 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 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 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) How is the course assessed? (in order to avoid exam overlaps)
1. When is the course scheduled?

Courses run through one semester and 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 – 5.
- The Spring semester runs from week 6 – 21 (except Easter break, 2020: week 15, 2021: week 13). The Spring exam period runs from week 20 – 26

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 time table for each course is available at [https://kurser.ku.dk/](https://kurser.ku.dk/). Click on the course’s course description. Then click on timetable to see when the course is taking place.

2. How is the course assessed?

Once you have been signed up for courses you will automatically be registered for the first exam attempt. It is important to be aware of the exam form when choosing a course, since exams with similar exam forms usually are held within the same days during the exam period. In order to enjoy a more balanced exam period, you might want to choose courses with different exam forms.

The department operates with four different types of exams:

- Free written assignments
- Oral exam with synopsis
- 3-day take home assignment – please do not register for two courses with this exam form
- Portfolio exam

All exams are graded on the 7-point grading scale. For all exams there are formal requirements which you have to comply with. 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 exam 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 pass the course. The synopsis can be written individually or in a group of 2 or 3 students. However, at the oral exam you will be examined individually and the rest of your group cannot be present during the examination.

Free written assignment

You can choose to write your assignment/paper individually or in a group of 2 or 3 students. If you work in a group, it is a requirement that you clearly state whom has written what parts in order for the lecturer to be able to mark you individually.

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. You can choose to write your assignment individually or in a group of 2 or 3 students. If you work in a group, you must clearly state whom has written what parts in order for the lecturer to grade you individually. Please note that you should not sign up for two or more courses with this exam form, as they will be held during the same three days.

Portfolio exam

The portfolio exam consists of two compulsory papers, which are handed in during the semester. Based on these two papers you will receive one mark. You can choose to write the papers individually or in a group of 2 or 3 students. If you work in a group, you must clearly state whom has written what parts in order for the lecturer to mark you individually.
Course Registration – how to

You can register for your courses for your first semester in the registration period: August 2-9

You have to do your registration digitally through Self Service at KUnet. The registration only takes place during the registration periods.

Visual Course Registration Guide

Important details about course registration

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 is stated when registering for a core subject track that it is worth “0 ECTS”. This is, however, not the case. A core subject track is of course worth 22.5 ECTS.

There are limited seats at each core subject track. We therefore recommend that you register for a 1st and a 2nd priority.

When you have to register for core subject tracks, there are at least 10 seats available for each core subject track at the autumn semester. The seats are allocated by drawing lots.
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.

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 with the number “2”, your third priority 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.

Can I change my course registrations after August 9?
You can change your course registrations in the post registration period from the 14th-27th of August.

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. And 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 studievjl@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 2018
- 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 a lot of different questions, and in this nice-to-know section we have included the most frequently asked questions. Here, you will find information about:

- 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
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 haven’t 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 yourself for any second or third exam attempts.

Exam language

Your exam should be performed in the language in which a course was taught. 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.

Your list of references should be placed at the end your papers / synopses 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 or not 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 it firstly that your paper or exam will be invalid. Secondly, you are at risk at getting 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'.

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<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>Pass</td>
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<td></td>
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<td>7</td>
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<td></td>
<td>02</td>
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<tr>
<td>Fail</td>
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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. The Student Advisory Service is a good place to start if you have a question regarding your studies. If we cannot answer your question, we probably know who can.

We are 5 people working at the Student Advisory Service and we are or have been studying at Department of Political Science. This gives us a direct insight in the student environment and the challenges all students face. We are bound to confidentiality. However, we are required to hand on information about criminal actions and exam cheating such as plagiarism in semester papers and exams.

Do not hesitate to contact us - if you have an urgent question, we are reachable on the phone 4 days per week.

If you wish to talk face-to-face with a student advisor, please book an appointment. One appointment is of 25 minutes time. We do also give advice and answer questions via email and we will of course get back to you as soon as possible.

You can find all our contact information and opening hours here.

We look forward to meeting you!

The Student Advisory Service
Louise, Mette, Nikolaj, Katrine & Anemarie
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-ressources, 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](http://www.kb.dk/rex):
Search catalogue for all materials (books-journals-databases..)
Sign in – get remote access to e-ressources
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 & photo copying
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/ – the ‘self-service’ system at University of Copenhagen, where you have your e-mail account, Absalon (the course room) and study messages.
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 Department of Political Science.

KUnet
KUnet is the access-point for all the communication between you and the department. Therefore, use some time getting to know the different features at KUnet. Make sure you know these elements:

- Study messages
- Self Service
- Email
- Study information page for MSc in Political Science
- Absalon

Study messages
Important information concerning your studies in general (deadlines, rules etc.)

Self Service
Exam results, course registration, exam informations, personal information

Email
Information from the Department to you as part of a smaller group or as an individual
Study information page for MSc in Political Science
All the information (rules, form for pre-approval etc.) you need about your study

Absalon
The Department of Political Science 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 the course webpage on a regular basis. You find the link to Absalon at www.kunet.dk in the bar in the right side. Press the link to enter Absalon.

The courses you have been enrolled in will be shown at the main page at Absalon under ‘Courses’. From here, you can get access to their respective websites.

Housing, “SU”, living and working in Copenhagen

Housing
It is really 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/

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 either get 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 Carreer Advisory Service at the Faculty of Social Sciences:

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