

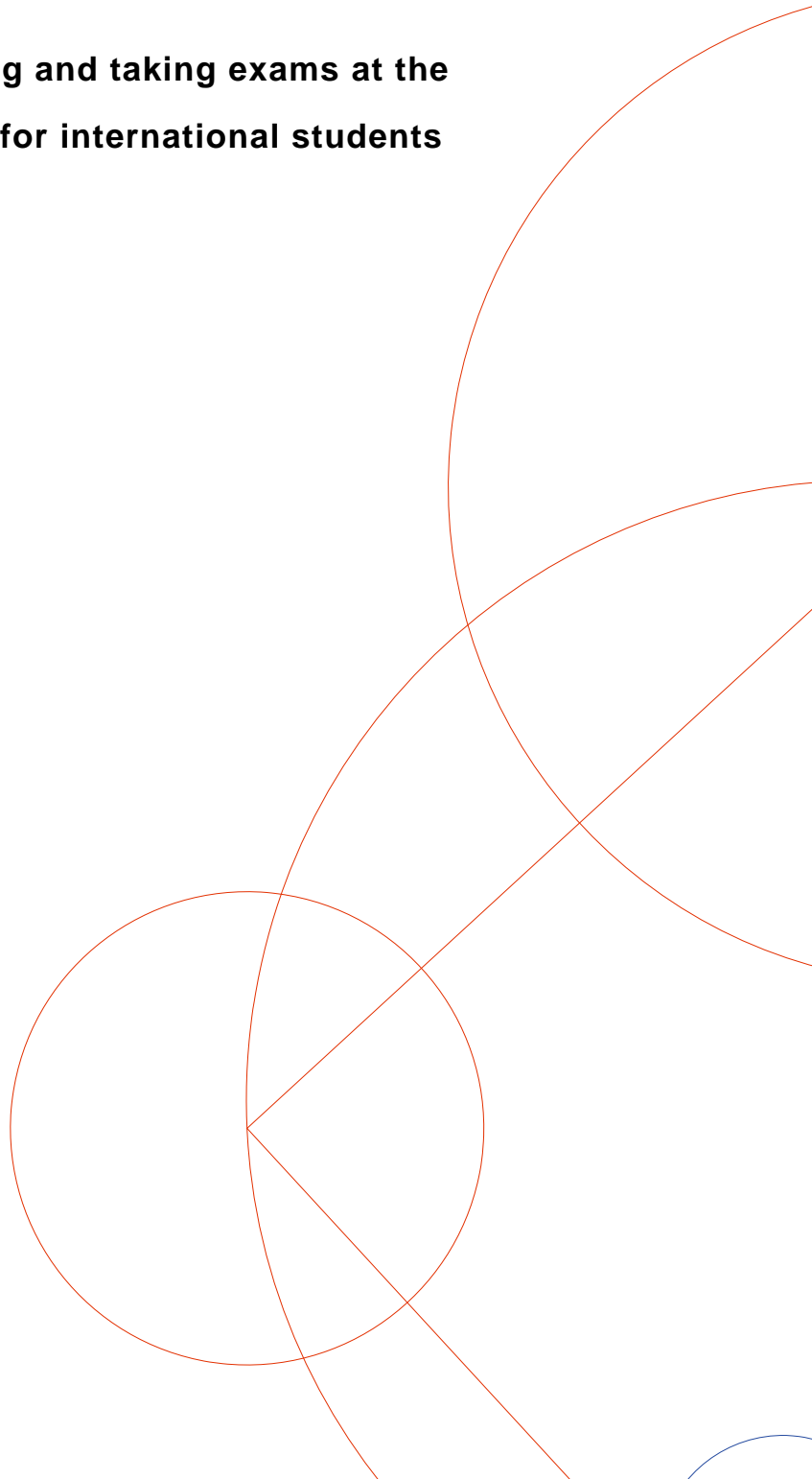


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## **Guideline and advice on studying and taking exams at the Department of Political Science for international students**

**Academic year 2011/2012**

rev. September 2011



## **Guidelines and Advice on Studying and Taking Examinations at the Department of Political Science, University of Copenhagen**

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## General information about courses, exams and websites

Every semester the Department of Political Science offers a broad variety of courses in English covering political science, international politics and public administration. The courses offered vary considerably from year to year, so you cannot expect the same course to be offered in two consecutive semesters.

## **Course registration -**

You have to send an application form in order to be signed up for courses. The form can be found on [http://polsci.ku.dk/english/international\\_students/](http://polsci.ku.dk/english/international_students/). The application must be send electronically to the International Study Coordinator Merete Rishøj Møller ([mrm@ifs.ku.dk](mailto:mrm@ifs.ku.dk)) before the 29<sup>th</sup> June 2011 for the autumn semester 2011. You will get an opportunity to change your course registrations and examination forms during the period 12<sup>th</sup> September-21<sup>st</sup> October by sending an email to Merete Rishøj Møller ([mrm@ifs.ku.dk](mailto:mrm@ifs.ku.dk)) Once you have decided on the courses you prefer (it is recommend that you take a full course-load equivalent to 30 ECTS), it is assumed that you attend classes, even though it is not obligatory and the teachers do not check whether you are present or not.

Generally, the teachers are not expected to present the texts that you have read for class, but rather to engage in discussion, comparison and case-analysis. In other words, for you to get the full benefit of studying at the department, you ought to read the suggested material and attend classes on a regular basis.

When you have been registered for a course you will automatically be registered as a participant in the course web-site in Absalon (see below)

## **Webpages**

### ***Absalon***

The Department of Political Science uses the internet portal Absalon for further course information. In 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](http://www.kunet.dk) on the bar at the right side. Press the link to enter Absalon.

### **Change of language**

The standard language on Absalon is Danish, but you can change the language to English or another preferred language from the list. You do this in the following way: Choose 'Mine indstillinger' in the upper right bar. Choose 'Tilpas it's learning'. Under 'Internationale indstillinger', choose the option 'vælg sprog', select your preferred language from the list. Press 'Gem' (Save).

It's learning 3.3 - Windows Internet Explorer

https://absalon.ku.dk/main.aspx?Course=1&HierarchyID=1

KØBENHAVNS UNIVERSITET

Katrine Schøler Kristensen 1390 65 | Kubis | Hjælp/Om | Log af

Absalon

Genveje

Hovedside | Fag | Projekter | Kalender | Beskeder | ePortfolio | Sag | **Mine indstillinger**

Du er her: [Startside](#) > KU

KU

Det Samfundsvidenskab  
Studieinformation  
Programmel til undervisning

**KU**

**Nyheder**

<a href="#">Direkte adgang til Absalon/direct access to Absalon</a>	KU
<a href="#">SMS/Text Message service</a>	KU
<a href="#">Absalon support - tilmeld dig her</a>	KU

**Mine abonnemeter** [Abonner](#)

Der er ikke nogen nyheder

**Fag**

[Fagkatalog](#)

[IFS-E09-KA IP Religion i international politik](#) (20-09-2009 20:25)

**Oplysninger**

**Dagens aktiviteter**

Der er ikke nogen aktiviteter

**Opgaveliste** [Vis skjulte opgaver](#)

Der er ingen nye opgaver

**Projekter**

[Tilføj projekt](#)

Der er ikke nogen projekter. Under fanen Projekt kan du angive, hvilke projekter der skal vises her

start

PUNKT KU - Wi... PUNKT KU - Int... it's learning 3... Efterår 09 E09 Guidelne... EKSAMEN-E20... Microsoft Powe... DA Search Desktop 100% 16:19

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

### Course information

When you have been enrolled for courses you will receive mails and important messages related to the courses through Absalon. The webpage will also give you access to uploaded power point slides from the lectures, lists of literature etc.

When entering the page you will find the important documents related to the course on the left side of the screen. You might also receive mails from your professors which are to be found underneath the heading 'new and edited elements' on the right side.

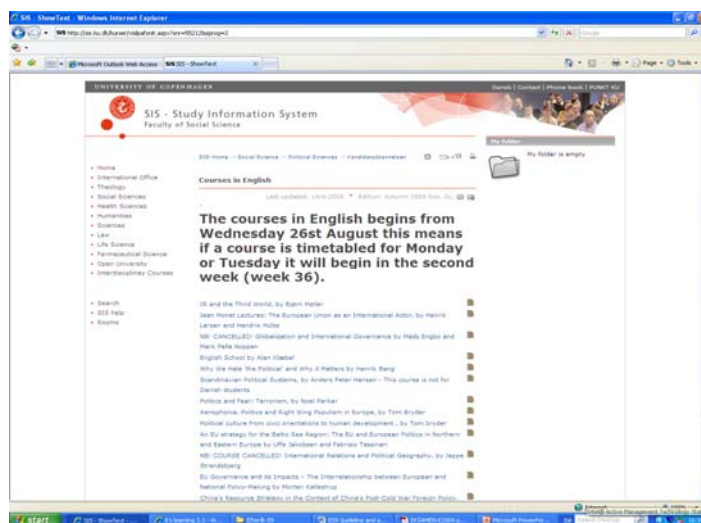
### How to withdraw from a course webpage

If you wish to withdraw from a course press on the course title at the main page. Then you click on 'Properties' situated in the upper left corner of the page. When entering the site you go to the bottom of the page, where you will find a grey box with the writing 'Withdraw from course'. Click on the box then you are no longer registered for the course and the course should no longer appear on your front page.

### Information about time and place of the courses

At <http://www.sis.ku.dk> you find the course catalogue with all the available courses. Choose the Faculty of Social Science, then Political Science, courses in English. You need to click on the icon at the right of the course title to enter the course website.

You can also access the course catalogue from the [www.polsci.ku.dk](http://www.polsci.ku.dk) via 'Fag og kurser': Choose 'Alle' under the headline 'Detaljeringsgrad' and press 'Opdater'. Go to 'Courses in English' and choose the preferred course. When you have entered the course



'Courses in English' and choose the preferred course. When you have entered the course

website choose 'forår' (spring). Now you can see the time and place of the course week after week. If you wish to see the schedule for the following week press 'næste uges skema' at the bottom of the page. Start = beginning of the course, Slut = end of the course, Lokale = room where the course takes place.

Information on courses is also available from The International Office's website – [www.ku.dk/International](http://www.ku.dk/International).

## Signing up for the international group room

All important information for the international students at the Department of Political Science will be processed through the Erasmus group room at KUnet. To sign up for a group room, log on to KUnet. Search for 'Erasmus' in the search box. Choose the relevant group room 'Erasmus' and click on 'Brugere og grupper' on the right side. On the next page you choose 'Erasmus-medlemmer'. On this page you choose 'Handleringer' and then 'Tilmeld gruppe'. Do not choose 'Forlad gruppe' before you leave – if you choose that option you decide no longer to be a member of the group room and you will therefore not receive all the important information.

The screenshot shows the KUnet interface for the Erasmus group room. The page title is "Brugere og grupper: Erasmus-medlemmer". A dropdown menu is open over the "Grupper" column, showing options: "Opkald/meddelelse til de markerede brugere", "Ring op til de markerede brugere", and "Forlad gruppe". The main table lists members with columns for "Om mig selv", "Titel", and "Afdeling". Visible members include Albane Deau, Aleksandra Leyk, Alexander Grieswald, and Alexander Joseph Burns.

**The most important webpages are:**

[www.ku.dk/international](http://www.ku.dk/international) - The international Office at University of Copenhagen.

<http://www.polsci.ku.dk/english/index.htm> - the Department of Political Science.

[www.kunet.dk](http://www.kunet.dk) – the ‘self-service’ system at University of Copenhagen, where you have your e-mail account, the Erasmus group room and where you sign up for exams.

<https://absalon.ku.dk/> - course information.

## Examinations

**Once you have been signed up for courses you will automatically be registered for exams within a few weeks.** Please note that if you take courses outside the Department of Political Science – e.g. in the Department of Sociology or Law Faculty, you should consult them about registering for courses and exams.

### ***Synopsis/Oral exam versus free assignment/written exams***

#### ***Free assignments/written assignments individually or in groups***

At the Department of Political Science you may decide whether you want to take an oral exam (synopsisexam) or a written exam (free assignment). You chose the examination form when signing up for course but you get an opportunity to change the examination form during the semester. Decide if you prefer to write a free assignment/written exam you need to choose whether you want to hand in an assignment as an individual or in groups of two or three students. As a consequence we are frequently being asked if it is best to choose one or the other option. The answer depends on preferences and whether the problem you wish to investigate is more suited for a written (free assignment) or oral/synopsis exam.

We have listed the general pros and cons for the different exam options:

<b>Free assignment/Written exam</b>	
<b>Pros</b>	<b>Cons</b>
<ul style="list-style-type: none"><li>• Total control of your argument, structure and progress.</li><li>• More preparation time available than in the case of an oral exam.</li><li>• No direct confrontation with the examiners if you're uncomfortable with that.</li><li>• Certainty of mentioning your most important points in a well structured way.</li><li>• Possibility to get individual advice on</li></ul>	<ul style="list-style-type: none"><li>• No critique / feedback from the examiners, you just get the grade.</li><li>• You finish later, so when all your friends who did the oral exams are partying you have to write your paper.</li><li>• It's easy to avoid getting anyone to read the paper before it's due, resulting in a worse product.</li><li>• Demanding in relation to independent work load.</li></ul>

early drafts from your lecturer.	
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<b>Synopsis/Oral exam</b>	
<b>Pros</b>	<b>Cons</b>
<ul style="list-style-type: none"> <li>• Practices your ability to present complicated theoretical and empirical questions verbally.</li> <li>• Constructive critique / feedback from the examiners.</li> <li>• The “result” is presented to you right away.</li> </ul>	<ul style="list-style-type: none"> <li>• Possibility that you don’t get to say all your brilliant points.</li> <li>• Requires a lot of preparations before the exam: Figuring out what you want to say, how you want to structure your argument – and actually saying it out loud.</li> </ul>

<b>Free assignment/Individual written exam</b>	
<b>Pros</b>	<b>Cons</b>
<ul style="list-style-type: none"> <li>• There is no hiding – you are responsible for your own work.</li> <li>• You might be able to reach conclusions faster than when you have to debate the content with other students</li> <li>• You can take all the credit of a good result.</li> </ul>	<ul style="list-style-type: none"> <li>• There is no hiding – you are responsible for your own work.</li> <li>• You can become so absorbed with your own thinking that you do not realise that you could approach the task in a different and maybe better manner</li> <li>• You must take all the blame from a bad result.</li> </ul>

**Group assignments – only applies to free assignments / written exams**

Pros	Cons
<ul style="list-style-type: none"> <li>• Usually a better result – because you are forced to discuss everything beforehand.</li> <li>• The process of studying and writing the paper is more pleasant because you share the burden with other students.</li> <li>• More time / length to show how much you know about the subject.</li> </ul>	<ul style="list-style-type: none"> <li>• There might be free-riders in the group, who profit from your hard work.</li> <li>• Time consuming since you have to discuss everything with someone else.</li> </ul>

### ***Our recommendations***

In the Mentor group we suggest that you try both the synopsis/oral and free assignment /written exam if you have the option. Taking three exams of the same kind means that you need to deliver them within a timespan of a few days and this is difficult. But if you balance synopsis/oral and free assignment/written exams, you have more time to concentrate on each of them.

The same rule of thumb applies to the individual free assignment/written exam or group assignment. Trying one of each will give you the best insight into studying political science at the University of Copenhagen and provide you with different tools to present your knowledge.

### **Free assignment/ Written exam/paper**

Beneath you will find good things to know if you choose to make a free assignment at the Department of Political Science.

You can choose 2 different options. Either you can write a free assignment/paper covering 1 course giving you 10 ECTS or 20 ECTS or a paper covering 1 or 2 related courses giving you 20 ECTS.

You can choose to write your assignment/paper individually or in a group of 2 or 3 students. **If you write in a group, it is a requirement that you clearly state who has written which parts in order for the lecturer to give you individual grades.**

The option you choose determines the length of the paper as described in the box below. A standard page is 350 words. Front page, notes, footnotes, figures, charts and literature list are NOT included.

	1 course paper (10 ECTS) ( <b>Maximum</b> length of papers)	2 courses paper (20 ECTS) ( <b>Maximum</b> length of papers)
1 Student	15 pages = 5250 words	25 pages = 8750 words
2 Students	25 pages = 8750 words	40 pages = 14000 words
3 Students	35 pages = 12250 words	55 pages = 19250 words

Included in your paper should be a list of academic literature (petitum) that you have used to acquire knowledge of the topic you are writing about. The list should be approved and signed by the lecturer(s) of the relevant course(s) before handing in your assignment.

The assignment option you choose decides how many pages of literature your petitum should include as a minimum. If the assignment is a 10 ECTS paper the petitum should be minimum 1200 pages of literature, if it is a 20 ECTS assignment it should be minimum 2400 pages.

If you choose to write a free assignment/paper, there are certain things that you need to pay attention to regarding the content and structure. These can be summed up in the following.

***Before you start writing:***

- It is a good idea to start thinking about a subject that you want to write about as early as possible in order to focus the reading for the class in relation to your paper.
- Do a brain-storm and find all of the topics and angles in relation to your subject.
- You decide the subject of the paper, but it has to be related to the course(s) and be approved by the lecturer(s).
- Write a short outline for your lecturer(s), in which you make a research question, suggest cases, theories and literature.
- Discuss the outline with your lecturer.
- Ask the lecturer what she/he expects from a paper.

- Make a plan for the writing process.
- Decide and make clear which texts you'll use and which you will not use, why you take this approach and not a different one.

### ***Structure of the assignment/paper***

1. Title	Remember: Clearly state your full name (name of other group members), the name of the course(s), the name of lecturer(s) and which exam you are taking (eg. Exam Spring 2010, 10 ECTS) on the front page
2. Introduction - research question - method	Explain the problem, delimit the problem and explain procedure and method used in the paper.
3. Main section - exposition (of a theory for example) - discussion	The problem is discussed within the framework of the introduction and using the theories actively. Argue, critique the theories in relation to your subject
4. Conclusion (possibly putting the question of the paper into perspective)	Connects the problem explained in the introduction with the results of the discussion in the main section. Consider the advantages and disadvantages of the procedure or method used in the paper.

### ***The introduction***

- The assignment begins with an introduction where you shortly summarize which questions you will seek to answer and which topics you wish to discuss in your paper.
- Furthermore you use the introduction to show the angle that you wish to focus your research question on.
- It can be useful to set forward certain parameters that you want to discuss in your paper.
- Sometimes it is a good idea to argue about the way you have chosen to look upon the research question and why you have left certain things out – but remember it has to be a short argument.

### ***The research question***

The assignment consists of one or more research questions that you wish to answer.

- A research question is a requirement in papers written within the Anglo-Saxon writing tradition.
- The research question serves to explain to your reader what you intend to do in your paper, how you do it, and why you do it.
- The research question helps you decide what to include in your paper and what to let out: That is your paper should focus on reaching some sort of explanation on the problem that the research question poses using relevant methods, angles, theories from the course(s)
- Remember to reflect upon and rethink the question(s) so that you are absolutely certain about the purpose of your research before you start writing.
- It is also very important to select the relevant literature for your subject. You may want to ask your lecturer for help on this matter
- Make an outline of the topics you want to cover and follow this outline throughout your paper.

### ***The good research question - basic requirements***

A good research question has to meet two basic requirements

1. A good research question concerns:

- a gap in the common, assumed knowledge within an academic field
- an 'unfinished business' within a field
- something still not or not satisfactorily
  - categorised, characterised, mapped out
  - explained
  - analysed or interpreted
  - discussed, mediated
  - argued
  - (re)evaluated
  - constructed
  - acted upon.

2. A good research question is operationally based', i.e. it is possible to answer the question by means of suitable methods, theories and data within the given time frame.

### ***Two possible pitfalls:***

We recommend you to keep these two pitfalls in mind when formulating your research question:

#### **Pitfall 1**

The answer to your research question is too obvious or can easily be found, e.g. in an encyclopaedia.

#### **Pitfall 2**

Your research question is not operationally based, i.e. the course(s) you have been taken do(es) not provide the methods and theories necessary for answering your research question.

### ***Description of method***

Following the introduction you should describe the method you are going to use

#### **The method section:**

- The method section explains the relationship between the theory/ approach and the research question.
- A research method is a technique for collecting and analysing data, so you need to explain how your data has been collected and how you wish to analyse it.
- If you use some specific research design – e.g. case study or comparative study - describe briefly what your procedure is and why you have chosen this particular design.
- You might also want to explain, whether you use a quantitative or qualitative research strategy or a combined strategy.
- Put simply, you just need to state how your assignment combines your theoretical assumptions with the data you have collected.
- It is also a good idea to comment on which sources of data you have used (e.g. academic books / journals / interviews / reports). The quality of the sources etc.
- It is important that you discuss your choice of method critically. That is you should both describe the advantages and possible disadvantages of your choice.

If you feel that you lack some knowledge on literature you will find some books on the matter listed below:

Bryman, Alan (2004): *Social Research Methods*. Second edition. Oxford University Press, Oxford.

Yin, Robert K. (2003): *Case Study Research. Design and Methods*. Third edition. Sage Publications. Thousands Oaks, California.

### ***The main section***

In the main section you analyse your research questions using theories/ approaches/ methods in practise. This analysis is typically followed by a discussion in which you parallel your results from the analysis, include other angles or compare them to previous results for instants using some of the literature on your pensum/petitum list.

### ***Exposition (statement / analysis)***

- An exposition is an explanatory presentation of a subject, theory, line of thought etc.
- The focus should be on the contents of the question. When writing, ask yourself now and then if you are answering the research question!
- You should organize your text according to the subject of the analysis.
- The exposition should not merely be a summary of one or more texts.
- The exposition should be objective and not have your own unsupported pronouncements in it. Remember to show your independent view on the literature and the theories.
- The exposition should define theoretical concepts and explain the subject so that people with no knowledge about the subject can gain an overview by reading the text.
- The exposition should be documented.
- The exposition should contain a short conclusion that briefly summarizes the answer to the research question.

### ***Discussion***

- A discussion is a structured comparison of the arguments for and against a point of view.
- The focus should be on the contents of the questions (what is being asked?)

- The discussion should contain an objective and balanced presentation of arguments for and against.
- Again show your independence in the paper, but make sure it does not become normative; your own opinion does not count, unless you can support it by the literature.
- The argumentation must be reasoned, not unsupported value-statements.

### ***References to literature***

- Throughout the assignment/paper it is very important to make references whenever you refer to contents of texts you have written in relation to your field of subject.
- You make direct references when you quote the exact words from a text, or nearly so. The quote is written in italics and followed by the name of the author, the year of publication and page number. For example: *'The identity of the indigenous tribe members were strongly influenced by Western values'* (Bartelson, 1999: 203).
- You make indirect references when you refer to an author's general point of view without quoting. Here you do not need to state any particular page. For example: As Bartelson writes, identity is formed by discursive processes (Bartelson, 1999).

### ***(Foot) notes***

- If you have some additional information that is not vital for the paper, but still too good to leave out, you can include it in a foot note. For instants hard facts.

### **In short**

A basic formula for the structure of the paper could be the following:

- You start with an introduction stating
  - what you want to investigate: description of your subject and your research question
  - why you want to investigate this
- Following the introduction you write
  - what other people have said about your subject/problem
  - and you continue by evaluating the weaknesses and strengths of their arguments
- Then you
  - clarify the methods and theoretical approaches you want to apply

- You go on to
  - applying the approach on your case – the analysis
- You formulate
  - A reply to your basic research question indicating what your analysis shows
  - a critical self-evaluation of the theories, empirical material and methods you have applied
- In the conclusion
  - you summarize your interesting findings and discuss their implications
- Finally, you
  - Make sure that the formal requirements are fulfilled (references, quotation-marks, length, spelling etc.).

### ***Rules of thumb***

The academic paper should:

- argue, give reasons for, prove, discuss, interpret, differentiate, raise problems, make probable, examine and estimate

#### **You should avoid:**

- a lack of focus on, and explanation of the problem the paper deals with
- a lack of structure. Always explain what you want to do, why and how
- theoretical “overload” – i.e. rehearsing too much theory without analysis
- failure to consider relevant empirical material, to support theory with empirical material
- lack of your own ideas
- Agitations, unsupported value based viewpoints
- bad language
- lack of references

### ***Deadline for submitting assignments***

Deadline for submitting the assignments/papers are on Friday the 6<sup>th</sup> of January 2012, at 12 noon at the latest. The paper must be submitted in 2 copies to Merete Rishøj Møller, room 4.2.18 B.

REMEMBER to enclose the petitum list – in both copies of the paper - approved and signed by the lecturer of the course you are examined in.

If you have left Copenhagen by the deadline, please e-mail your, front page, paper(s) and the approved and signed literature in **one file** to Merete Rishøj Møller: mrm@ifs.ku.dk.

## Synopsis/oral exams

A synopsis/ oral exam equals 10 ECTS points and can only be taken individually. The oral examination takes its point of departure in a small piece of written work - a synopsis – that you hand in 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. Although the synopsis doesn't count when deciding the final grade, make an effort to ensure that the synopsis is well written. It will help you at the examination table.

The formal requirements for the synopsis are (this is a maximum number of pages, the synopsis can be shorter):

	Synopsis max. length	Examined Literature	Examination
1 Student	3 pages = 1050 words	1200 pages	30 min

A standard page is 350 words. Front page, notes, footnotes and literature list are NOT included.

In the synopsis you state a general problem, which reflects your approved literature and raises a series of questions that you would like to discuss during the oral exam. A good synopsis contains background information for the examination so that you don't have to repeat well-known theories, methodology or facts in the examination room, but can instead concentrate on a discussion of your chosen subject.

You can have your synopsis with you at the exam, but you are not allowed to make notes in it.

So just bring it in the same shape as when you handed it in. You also have the possibility to bring 100 words that you can use as reminders during the exam.

## ***Preparation***

- It is a good idea to start thinking about the subject you want to cover as early as possible so you will be able to focus your reading at an early stage. Remember: The deadline for turning in the synopsis often tend to arrive as a surprise for Danish as well as for international students!
- It's your choice what the focus of the synopsis should be. However, it should be within the field covered in the course. Very often you combine some theory/theories with (a) specific case/cases. It is a good idea to talk to your lecturer and ask if he/she thinks the subject is a possible option.
- In your synopsis you should include a list of literature / a petitem that the examination will centre around. This list should consist of literature equalising a minimum of 1200 pages.
- You choose the petitem yourself – your lecturer will surely provide you with a list of relevant literature during class that you can pick from. Sometimes your lecturer will put a requirement on how much literature you should choose from his/her own list for instants at least 70 percent, leaving 30 percent that you can decide for yourself.
- Remember to get the petitem approved and signed by your lecturer before you hand in the synopsis.
- During class and before the exam you can ask your lecturer how he/she prefers to conduct the examination – it can vary a bit from lecturer to lecturer.

## ***Writing the synopsis***

- You can treat your synopsis as a short outline. Write it with a hypothesis, perhaps a small analysis and perspective
- Or you can choose to write it more like a 'note': some short prompts to discuss, like a brain-storming. However, be careful that the content of the synopsis isn't too chaotic.
- Explain why you are taking up this subject/case. Why it is interesting. What can we learn?
- Set a clear focus of your synopsis, don't make it too broad. The examination last about 20 minutes, so it's not possible to cover everything you have learned.

- It is also a good idea to write explicitly that you choose to exclude something, limiting the problem. It shows that you have a broad knowledge even though you are not covering everything during the examination
- At the end of the synopsis you can write some questions you wish to discuss during the examination, but remember that you have to be able to answer them.
- Don't worry if your research is not fully conducted when you hand in your synopsis. You will have time to read the literature more thoroughly during the preparation period.
- You can even change your mind, shift the focus, have a different conclusion than stated in your synopsis when you enter the examination room. If your focus has completely changed remember to say it in the beginning of the examination so your lecturer, the external examiner do not get confused.
- Try as far as possible to stick to your original idea.

### ***Preparing for the synopsis/oral exam***

- Read everything on your petitum list; you never know what you will be asked about.
- Make a small presentation of how you wish to start your oral examination and include all your good points so they are well presented and structured and so you know how to pronounce all the words.
- Preferably try to present your presentation to one of your fellow students.
- Do not prepare a speech for 20 minutes as mostly you will be interrupted during the examination. Try instead to focus a broad overview.

### ***The synopsis/oral exam***

- Arrive in time – preferably be there at least 30 minutes before your exam begins.
- Generally you start with a short presentation of your research, but don't use too much time repeating what you have already written in your synopsis! You have already presented your case, the theories and method, so use more time on the discussion on your interesting findings.
- The oral exam is a good opportunity to discuss and explain your arguments – of course arguments that you can substantiate in the literature.
- Refer to the texts you have read while making your points. It shows that you know and understand the literature.

- Try to say the most important things and good points first, before the lecturer starts to engage in the discussion.
- When examined be active, take the initiative, present your synopsis, don't be afraid to argue and discuss. The exam is like a conversation.
- Don't worry if you get a lot of questions, it doesn't mean that you are doing bad, but sometimes the lecturer or external examiner want to check how much you know, and how independently you think. Remember that the lecturer and external examiner wish that you perform well but that also means pushing you as far as possible.
- The grade does not only depend on your ability to report the 1200 pages, but also your independent attitude towards the petitem, as well as a general knowledge about the topic.
- It is a good idea to sum up, conclude in the end, usually the lecturer will provide you with some time to finish off

### ***After the exam***

- Your lecturer and the external examiner will thank you for your performance and ask you to leave the room.
- Afterwards they will take about 5 minutes to decide on your grade
- They will call you in, present your grade and explain the reason for it. Remember that you are entitled to an evaluation.

### ***Important dates – synopsis/oral examinations***

#### **Deadline for submitting the synopsis**

The synopsis is to be submitted to Merete Rishøj Møller, room 4.2.18 B on Thursday 10<sup>th</sup> of November 2011 in 3 copies.

REMEMBER to attach the petitem list (1200 pages) approved and signed by the lecturer for the course to each of the 3 copies of the synopsis.

#### **Dates of oral examinations**

Oral examinations will take place from the **12th to the 20<sup>th</sup> of December 2011.**

The time table for oral exams will be announced at the Erasmus group room on KUnet and at the notice board next to the reception at the department.

## Re-examination

If you don't pass a written or oral exam, you have the possibility to do a re-exam.

The deadline for registering for this is Friday the 10<sup>th</sup> of February 2012 in room 4.2.18 B or via e-mail to Merete Rishøj Møller: [mrm@ifs.ku.dk](mailto:mrm@ifs.ku.dk).

Please note that even though you have failed an oral exam you only have the possibility of writing an assignment for your re-exam.

The deadline for submitting the paper for the re-exam is the 20<sup>th</sup> of February 2012.

**Important: It will not be possible to do the re-exam unless you handed in / delivered a product at the ordinary exam. It does not suffice to hand in blank pages or simply not show up for your examination.**

## Pensum / Petitem / Literature list

**Pensum:** The list of books / articles compiled by your lecturer, which he/ she expect you to have read for the classes. Usually you get it from the lecturer when the course starts or you can download it from the course's website at Absalon.

**Petitem:** When you undertake an exam, you make a "petitem" - a list consisting of the literature you agree to be tested on. This list must contain 1200/2400 pages of literature, as a minimum depending on which form of exam you are taking.

You place the books on your petitem list in alphabetical order starting with the author's last name. When listing the books/articles you should use the same requirements as when making the bibliography – read section 6 on formal requirements)

Remember to clearly state the pages you are using from the book and how many pages it adds up to in total e.g.:

"Buzan, Barry & Ole Wæver (2003): *Regions and powers: the structure of international security*, Cambridge: Cambridge University Press, pp. 2-12 **10 pages**"

Your petitem must be approved and signed by your lecturer before being handed in with your paper or synopsis. You are allowed to include literature from the course (pensum) in the petitem. Sometimes you are even required to use a certain percentage of the literature from the pensum list. Often, however, you will have to find additional books and articles that are relevant to your topic.

It is important to note that you are not allowed to re-use petitum texts, that is, you can not use the same pages from a source twice. However, you are allowed to re-use books/articles as long as the page numbers differs from previous petitum lists.

Literature list (bibliography): Is placed at the end of the paper / synopsis and consists of a list of all the sources you have referred to and/or quoted. It doesn't have to be identical with your petitum.

## **Formal requirements**

These guidelines apply both to papers and synopsisises.

### **Requirements for the format of the paper/synopsis:**

#### **Maximum number of words / pages:**

A standard page is equivalent to 350 words. The maximum number of pages does not include: the front page, table of contents, figures, notes, list of literature and annex / appendix.

Always comply with the maximum amount of words. Remember to do a regular 'Word count' on your computer while writing.

If your written work is longer than the maximum amount of words this could be a reason to fail you.

#### **Abbreviations:**

Commonly used abbreviations and acronyms are allowed. If you choose to use uncommon abbreviations or abbreviations of your own creation, it is important to specify what they stand for, the very first time they are introduced. A list of abbreviations could also be added as an appendix.

**Quotations and references in the text:**

Whenever another author's text is reproduced word for word this must be indicated by quotation marks followed by a clear reference.

**Example:** *"...security is a relative concept, and it should be understood as a 'broad' concept, encompassing much more than military security."* (Kelstrup, 1992: 133, emphasis in original).

When a part of your written work refers to, or is based on other authors' texts even though you are not citing them directly you should still use clear references such as "(Bartelson, 1999:99)".

When you are referring to a general point of view/statement/idea of one of your authors, you should still state the last name and year of publication, but leave out the page number "(Kitschelt, 1993)".

The reference should provide the reader with the information he or she needs to find the text in your list of literature

If you like, you can also make the references as footnotes or endnotes.

**References in the literature list/ bibliography**

At the end of your written work you should have a list of literature stating all the books you have referred to when writing.

Below are listed the different ways that specific kinds of literature should be stated in the list of literature.

**References to books should include:**

- author(s)
- title
- place of publication
- publisher(s)
- year
- page of relevant text

The title is underlined/written in italics.

**Example:** Buzan, Barry & Ole Wæver (2003): *Regions and powers: the structure of international security*, Cambridge: Cambridge University Press.

**Reference to articles in anthologies should include:**

- author(s) of the article
- title of the article
- name(s) of editor(s)
- title of the anthology
- place of publication
- publisher(s)
- year
- page of the article.

The title of the anthology is underlined/written in italics.

**Example:** Hall, John (1993): Ideas and the Social Sciences, in: Goldstein, Judith & Keohane, Robert (eds.): *Ideas and Foreign Policy. Beliefs, Institutions, and Political Change*. Ithaca & London: Cornell University Press, pp. 31-56.

**Reference to articles in journals should comprise:**

- author of the article
- title of the article
- title of the journal
- volume (vol.)
- issue
- page

The name of the publication is underlined/written in italics.

Example: Rommertvedt, Hilmar (1992): The Norwegian Storting: The Central Assembly of the Periphery, *Scandinavian Political Studies*, Vol. 15, No. 2, pp. 79-97.

When referring to other kinds of written material, for example brochures or newspaper articles, you should present them in a way that makes it possible for others to find them (the above examples may be used as a guideline). Newspaper references, for example, should comprise name, title, and (preferably) number of the page where you found the information used. When referring to a newspaper article that is not a straightforward report of an event, the author of the article should be mentioned. When referring to an editorial, it should also be mentioned.

**Reference to Internet publications should comprise:**

- author of the article
- title of the article
- precise URL-address
- title of the journal and/or organization publishing the webpage
- volume no. (vol.), if any
- issue no., if any
- the date of which the page in question was created or last edited – if known
- date on which you accessed the material

**Example:** Harris, Robert: "Evaluation Research Sources". <http://www.vanguard.edu/rharris/avalu8it.htm>. Home Page, 17 November 1997. Vanguard University. Accessed 1 July 1999.

If one chooses to place the references at the bottom of each page, the complete reference should be presented the first time a book or an article is mentioned. Thereafter, the same reference could be presented in an abbreviated form in a later footnote (example: "Nielsen, 1989").

**How many references do you need?**

This of course depends on your paper. A good rule of thumb is "rather one too many than one too few". I.e., if in doubt, provide a reference. Be sure to at least have references if you make statements that can seem controversial. Some say approximately 3-4

references per page, but again, this is a very general rule that may not apply to your paper.

Please note that you're tested on how well you're able to use the knowledge you've gained throughout your course. Therefore, it is expected of you to use the texts you have read during the course. You don't get extra credit for pretending you've invented the theories yourself. On the contrary, you will get higher marks for being able to critically read your literature through, referring to it and then evaluate the theories.

### **Notes:**

There are different ways of listing notes in a paper – either at the bottom of the page or at the very end of the paper. You can choose either way. However, remember to be consistent.

### **Language:**

In the present academic environment perfect English cannot be required of the many non-native speakers who use the language. Instead a kind of effective “international English” has developed. In this version, grammar and word usage are sufficiently correct for a text to be readable without being subtle or sophisticated. You should aim for that. Your lecturer might also allow you to submit papers in a language other than English e.g. French or German. Ask whether this is possible.

## **Plagiarising**

Plagiarising is taking credit for someone else's work.

The most severe form of plagiarising is copying someone else's text into your paper, not saying 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 is referring to other people's theories without crediting them.

This is a form of cheating that is especially common amongst the international students who are not familiar with making references.

**Sanctions:** If you're caught in plagiarising, this will have severe consequences. For one thing, you won't be able to transfer your credits from the course you have taken. In severe cases, you may not get any credits from the University of Copenhagen at all. Also, your home university may take disciplinary action – see their rules for further info.

If in doubt, ask a teacher or your mentor for help.

## The Danish Grading System

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’.

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

## **Library services at the University**

Welcome to CULIS - Copenhagen University Library and Information Service – and the libraries of political sciences:

The Library of the Department of Political Science  
The Faculty Library of Social Sciences

Please fill in an electronic registration form via the web-site for The Royal Library/University Library Service:

<http://www.kb.dk/en/index.html>:

1. Lending 2. New users 3. A student – without Danish CPR-number

After registration you are entitled to borrow books and journals – just bring your student ID-card and social security card (the yellow card). Please remember to inform the library if you change address.

### ***The Department of Political Science***

Librarians: Lorna Wildgaard and Jette Spøer

Opening Hours: Monday–Thursday: 9–17; Friday: 9-16

The entrance to the library is in the middle of the hallway – next to the departmental library for Economics.

The library has a large collection of books, journals, working papers, etc. Additionally it holds all the final theses from the graduates of the Department of Political Science at the University of Copenhagen.

### **Compulsory literature**

To make sure that the literature for all classes is available the library lends out books from “course shelves” for 1 hour at a time. The course shelves are arranged by the course headings.

### **How do I search**

As a starting point you search all collections within CULIS - [www.polsci.ku.dk/english/library](http://www.polsci.ku.dk/english/library) - in the online catalogue REX.

- ▶ Restrict e.g. your search to The Department of Political Science.
- ▶ Limit the subfields to author, title, etc.

When you search for a specific item you will find the entire holdings information of all locations in one search set.

In the beginning you may find that the findings of your retrieval are too broad. However, it is possible to narrow your results by using the facets on the left hand-side of the page. Here you can choose a facet by selecting e.g. topic, language, year of publication, etc. By choosing Advanced Search you can refine your search furthermore.

In order to locate books and journals you click on View details. Here you will find information about the requested item.

Under Shelfmark you will be able to see the classification code. In addition, you will find the full details under Availability and location.

## **Lending books and magazines**

All books and journals have an alarm attached to them. Therefore make sure to register Your loans at the self-service-counter before leaving the library.

## **Loan periods**

The normal loan period is 1 month for books and 14 days for journals. However, if the material is already reserved when borrowed, the loan period is only 14 days for books and 7 days for journals.

If the books are not reserved, you can renew the loan for a month at a time.

Renewals are made in REX, before the due date.

## **Fees**

The due date is printed on the loan receipt. This serves as a first recall notice.

If materials are not returned by the due date, the fees are:

1. recall DKK. 25 (sent as e-mail)
2. recall DKK. 50 ( - - - - )

If materials are not returned after the second recall, a claim for compensation will be made and the right to borrow is revoked.

## **E-resources**

The university network gives you access to online resources available via the online catalogue REX.

To get remote access you need to Sign in. The Log on is also required when you want to use the option to save your findings or to order material 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.

Further information can be obtained:

<http://edb-sal.sund.ku.dk/english>

Web-site: <http://samf-it.ku.dk/english/stud/>

E-mail: [brugerrumsvagt@stud.ibt.ku.dk](mailto:brugerrumsvagt@stud.ibt.ku.dk)

IT-Guard – Building 7.01.04 + 2.0.26

Phone: 35 32 37 00

## **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.

## **Printing & photo copying**

To print or copy, you need to have money on your account.

You can insert money, either by using the Danish credit card "Dankort".

Find information on this web-site:

<http://edb-sal.sund.ku.dk/english>

## ***The Faculty Library for Social Science***

The library offers 272 study desks in different locations: quiet study rooms, it-free zones, group rooms and lounge seats.

In the basement of the faculty library you find the collection of social science books acquired since 2005 – older books are in storage and can be ordered via REX. Materials ordered before 7 am. can be picked up on the same day after 14:00.

Address & Opening hours

Gothersgade 140

1123 Copenhagen K

Phone:33-47 47 81

[kubissamfinfo@kb.dk](mailto:kubissamfinfo@kb.dk)

Opening hours:

Monday-Friday: 8-22

Saturday-Sunday: 10-16

Evening 18-22 and sunday – access only with your university card

The National library – also called “the Black Diamond” - is located in the centre of Copenhagen. Here are excellent studying areas.

As a general rule, the materials in the National Library do not circulate. They must be preserved for future generations and therefore only be used in the reading rooms. Some items can be borrowed to the reading rooms of other libraries, but the majority must be used in the reading rooms of the Black Diamond. You can order copies of most items.

Address:

Slotsholmen, Søren Kierkegaards Plads 1.

Opening hours: Monday - Friday 9-18 and Saturday 10-14.

Requests – books from other libraries

A membership of The University Library gives You permission to order books, magazines, etc. from other libraries in Denmark. In the online-catalogue [www.bibliotek.dk](http://www.bibliotek.dk) you will find records of all items published in Denmark as well as all items found in the Danish public and research libraries.

The procedure is to search and send orders via [www.bibliotek.dk](http://www.bibliotek.dk). Choose to pick up reserved materials e.g. at the Faculty Library of Social Science, Gothersgade 140, 1123 Copenhagen K.

For further information you can contact

the International Student Advisor on

[mentor@ifs.ku.dk](mailto:mentor@ifs.ku.dk) or

visit the office in room 5.1.38A on

Wednesdays from 3 – 5 pm