

| University of Applied Sciences for Administration and Legal Affairs in Bavaria Curriculum 2008/2011 compulsory studies undergraduate | | | | | | Distribution of lessons | | | | | | | | | | | | | | | |
|---|---|-----|---------|--|-----------|-------------------------|---------|--------|-------|--------|-------|----------|--------|----------|-------|----------|--|----------|--|--|--|
| | | | | | | months | | | | | | Period 1 | | Period 2 | | Period 3 | | Period 4 | | | |
| | | | | | | calendar months | | | | | | 7 | | 3 | | 4 | | 7 | | | |
| Nr. | subject | hrs | Nr. | Lecture | hrs lect. | hrs exerc. | 10 - 11 | 12 - 2 | 3 - 4 | 9 - 11 | 5 - 6 | 7 - 8 | 12 - 2 | 3 - 4 | 5 - 6 | | | | | | |
| 1 | Law | | | | | | | | | | | | | | | | | | | | |
| 1.01 | Fundamental principles of Law Appliance | 59 | 1.01.01 | Fundamental Principles of Law Enforcement | 32 | | 32 | | | | | | | | | | | | | | |
| | incl. Methods and Technology | | 1.01.02 | Tips for Learning | 3 | | 3 | | | | | | | | | | | | | | |
| | | | 1.01.03 | Technology | 6 | | | 6 | | | | | | | | | | | | | |
| | | | 1.01.04 | Learning methods and scientific work | 8 | | | 8 | | | | | | | | | | | | | |
| | | | 1.01.05 | Methods of case decisions | | 10 | | | | 10 | | | | | | | | | | | |
| 1.02 | Constitutional Law | 76 | 1.02.01 | Constitutional Law | 20 | | 20 | | | | | | | | | | | | | | |
| | | | 1.02.02 | Human and Constitutional Rights I | 40 | | | 40 | | | | | | | | | | | | | |
| | | | 1.02.03 | Human and Constitutional Rights II | 16 | | | | | | | | | 16 | | | | | | | |
| 1.03 | European Law | 20 | 1.03.01 | European Law | 20 | | | | | 20 | | | | | | | | | | | |
| 1.04 | General Administrative Law | 130 | 1.04.01 | Administrative Acting I | 32 | | 32 | | | | | | | | | | | | | | |
| | Administrative Procedural Law | | 1.04.02 | Administrative Acting II | 22 | | | 22 | | | | | | | | | | | | | |
| | | | 1.04.03 | Administrative Action procedure I | 26 | | | | 26 | | | | | | | | | | | | |
| | | | 1.04.04 | Administrative Acting III | 10 | | | | 10 | | | | | | | | | | | | |
| | | | 1.04.05 | Administrative Acting in the fields of trading regulations | 30 | | | | | 30 | | | | | | | | | | | |
| | | | 1.04.06 | Administrative Action procedure II | 10 | | | | | | 10 | | | | | | | | | | |
| 1.05 | Data Protection | 20 | 1.05.01 | Data Protection | 20 | | | | | 20 | | | | | | | | | | | |
| 1.06 | Municipal Law | 114 | 1.06.01 | Municipal Law I | 34 | | 34 | | | | | | | | | | | | | | |
| | | | 1.06.02 | Municipal Law II | 26 | | | 26 | | | | | | | | | | | | | |
| | | | 1.06.03 | Exercises I | | 10 | | | 10 | | | | | | | | | | | | |
| | | | 1.06.04 | Municipal Law III | 24 | | | | | | 24 | | | | | | | | | | |
| | | | 1.06.05 | Exercises II | | 20 | | | | | | | | | 20 | | | | | | |
| 1.07 | Law of Civil Service | 74 | 1.07.01 | Law of Civil Servants | 35 | | 35 | | | | | | | | | | | | | | |
| | | | 1.07.02 | Public Labour Law | 25 | | | | 25 | | | | | | | | | | | | |
| | | | 1.07.03 | Exercises | | 14 | | | | 14 | | | | | | | | | | | |

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| | | | | | | months | | | | | | Period 1 | | | Period 2 | | Period 3 | | | Period 4 | | | |
| | | | | | | calendar months | | | | | | 7 | | | 3 | | 4 | | | 7 | | | |
| Nr. | subject | hrs | Nr. | Lecture | hrs lect. | hrs exerc. | 10 - 11 | 12 - 2 | 3 - 4 | 9 - 11 | 5 - 6 | 7 - 8 | 12 - 2 | 3 - 4 | 5 - 6 | | | | | | | | |
| 1.08 | Law of Security | 66 | 1.08.01 | Law of Security | 26 | | | | 26 | | | | | | | | | | | | | | |
| | Law of Administrative Offences | | 1.08.02 | Law of Administrative Offences I | 20 | | | | | | 20 | | | | | | | | | | | | |
| | | | 1.08.03 | Law of Administrative Offences II | 20 | | | | | | | 20 | | | | | | | | | | | |
| 1.09 | Building Law | 110 | 1.09.01 | Building Law I (Planning Law) | 30 | | | | | | 30 | | | | | | | | | | | | |
| | | | 1.09.02 | Building Law II | 25 | | | | | | | 25 | | | | | | | | | | | |
| | | | 1.09.03 | Building Law III | 25 | | | | | | | | 25 | | | | | | | | | | |
| | | | 1.09.04 | Building Law IV | 14 | | | | | | | | | 14 | | | | | | | | | |
| | | | 1.09.05 | Exercises | | 16 | | | | | | | | | | 16 | | | | | | | |
| 1.10 | Environmental Law | 28 | 1.10.01 | Pollution Law | 24 | | | | | | | | 24 | | | | | | | | | | |
| | | | 1.10.02 | Exercises | | 4 | | | | | | | | 4 | | | | | | | | | |
| 1.11 | Law of Social Administration | | | look program for optional studies | | | | | | | | | | | | | | | | | | | |
| 1.12 | Civil Law | 145 | 1.12.01 | Civil Law I | 30 | | 30 | | | | | | | | | | | | | | | | |
| | | | 1.12.02 | Civil Law II | 28 | | | 28 | | | | | | | | | | | | | | | |
| | | | 1.12.03 | Civil Law III | 15 | | | | 15 | | | | | | | | | | | | | | |
| | | | 1.12.04 | Civil Law IV | 10 | | | | | 10 | | | | | | | | | | | | | |
| | | | 1.12.05 | Exercises I | | 14 | | | | 14 | | | | | | | | | | | | | |
| | | | 1.12.06 | Civil Law V | 10 | | | | | | | 10 | | | | | | | | | | | |
| | | | 1.12.07 | Civil Law VI | 24 | | | | | | | | 24 | | | | | | | | | | |
| | | | 1.12.08 | Exercises II | | 14 | | | | | | | | | | 14 | | | | | | | |
| 1.13 | Formalistic Principles of | 36 | 1.13.01 | Correspondence | 4 | 4 | 8 | | | | | | | | | | | | | | | | |
| | Administrative Acting | | 1.13.02 | Decisions of Public Authorities | 28 | | | | 28 | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | Total of Law Studies | 878 | | | 772 | 106 | 127 | 175 | 116 | 134 | 80 | 89 | 73 | 34 | 50 | | | | | | | | |

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| | | | | | | months | | | | | | Period 1 | | | Period 2 | | Period 3 | | | Period 4 | | | |
| | | | | | | calendar months | | | | | | 7 | | | 3 | | 4 | | | 7 | | | |
| Nr. | subject | hrs | Nr. | Lecture | hrs lect. | hrs exerc. | 10 - 11 | 12 - 2 | 3 - 4 | 9 - 11 | 5 - 6 | 7 - 8 | 12 - 2 | 3 - 4 | 5 - 6 | | | | | | | | |
| 2 | Economics and Finances | | | | | | | | | | | | | | | | | | | | | | |
| 2.00 | Relation of Economics and Administration | 20 | 2.00.01 | Relation of Economics and Administration | 20 | | 20 | | | | | | | | | | | | | | | | |
| 2.01 | Economic and Financial Principles of Administrative Acting | 106 | 2.01.01 | Economic and Financial Principles of Administrative Acting | 32 | | | 32 | | | | | | | | | | | | | | | |
| | | | 2.01.02 | Economic and Financial Principles Exercises I | | 10 | | | 10 | | | | | | | | | | | | | | |
| | | | 2.01.03 | Public Finances | 30 | | | | | 30 | | | | | | | | | | | | | |
| | | | 2.01.04 | Municipal and Regional Policy of Economics | 24 | | | | | | 24 | | | | | | | | | | | | |
| | | | 2.01.05 | Economic and Financial Principles Exercises II | | 10 | | | | | | | | 10 | | | | | | | | | |
| 2.02 | Public Business Management | 134 | 2.03.01 | Municipal Budget Law I | 20 | | 20 | | | | | | | | | | | | | | | | |
| 2.03 | Municipal Finances | 86 | 2.02.01 | Public Accounting and Balance Sheet | 32 | | 32 | | | | | | | | | | | | | | | | |
| | | | 2.02.02 | Cost and Output Accounting | 24 | | | 24 | | | | | | | | | | | | | | | |
| | | | 2.03.02 | Municipal Budget Law II | 26 | | | 26 | | | | | | | | | | | | | | | |
| | | | 2.03.03 | Municipal Budget Law III | 10 | | | | 10 | | | | | | | | | | | | | | |
| | | | 2.02.03 | Controlling | 20 | | | | 20 | | | | | | | | | | | | | | |
| | | | 2.02.04 | Exercises I | | 16 | | | 16 | | | | | | | | | | | | | | |
| | | | 2.03.04 | Municipal Budget Law IV | 20 | | | | | 20 | | | | | | | | | | | | | |
| | | | 2.02.06 | Efficiency Analysis I | 20 | 8 | | | | | 28 | | | | | | | | | | | | |
| | | | 2.02.07 | Efficiency Analysis II | 10 | | | | | | | | 10 | | | | | | | | | | |
| | | | 2.03.05 | Exercises II | | 18 | | | | | | | | | 18 | | | | | | | | |
| 2.04 | State Budget Law (alternatively) | 105 | 2.04.01 | State Budget Law I | 20 | | 20 | | | | | | | | | | | | | | | | |
| | | | 2.04.02 | State Budget Law II | 21 | | | | 21 | | | | | | | | | | | | | | |
| | | | 2.04.03 | Exercises I | | 4 | | | 4 | | | | | | | | | | | | | | |
| | | | 2.02.05 | Exercises in Accounting | | 12 | | | 12 | | | | | | | | | | | | | | |
| | | | 2.04.04 | State Budget Law III | 14 | | | | | 14 | | | | | | | | | | | | | |
| | | | 2.04.05 | State Budget Law IV | 14 | | | | | | | | 14 | | | | | | | | | | |
| | | | 2.04.06 | Exercises II | | 14 | | | | | | | | | 14 | | | | | | | | |
| | | | 2.02.08 | Exercises in Cost-benefit Analysis | | 6 | | | | | | | | | 6 | | | | | | | | |

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| | | | | | | months | | | Period 1 | | | Period 2 | | Period 3 | | Period 4 | | |
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| Nr. | subject | hrs | Nr. | Lecture | hrs lect. | hrs exerc. | 10 - 11 | 12 - 2 | 3 - 4 | 9 - 11 | 5 - 6 | 7 - 8 | 12 - 2 | 3 - 4 | 5 - 6 | | | |
| | Total of Economics and Finances | 346 | | | 288 | 62 | 20 | 84 | 50 | 56 | 50 | 52 | 10 | 10 | 18 | | | |
| 3 | Administrative Sciences | | | | | | | | | | | | | | | | | |
| 3.01 | Administrative Organisation | 46 | 3.01.01 | Administrative Organisation I | 8 | | 8 | | | | | | | | | | | |
| | | | 3.01.02 | Administrative Organisation II | 14 | | | | 14 | | | | | | | | | |
| | | | 3.01.03 | Management Investigations | 24 | | | | | 24 | | | | | | | | |
| 3.02 | Statistics in Public Administration | 28 | 3.02.01 | Statistics | 22 | | | 22 | | | | | | | | | | |
| | | | 3.02.02 | Statistics Exercises | | 6 | | | 6 | | | | | | | | | |
| 3.03 | Informatics | 70 | 3.03.01 | Informatics I | 14 | | 14 | | | | | | | | | | | |
| | | | 3.03.02 | Informatics II | 26 | | | 26 | | | | | | | | | | |
| | | | 3.03.03 | Informatics III | 6 | | | 6 | | | | | | | | | | |
| | | | 3.03.04 | eGovernment | 24 | | | | 24 | | | | | | | | | |
| 3.04 | Social Sciences | 131 | 3.04.01 | Sociology concerning Public Administration | 28 | | 28 | | | | | | | | | | | |
| | Personnel Management | | 3.04.02 | Psychology I | 14 | | 14 | | | | | | | | | | | |
| | Training of Communication | | 3.04.03 | Psychology II | 18 | | | | | | | | 18 | | | | | |
| | | | 3.04.04 | Personnel Management I | 20 | | | | | | | 20 | | | | | | |
| | | | 3.04.05 | Personnel Management II (Leadership) | 16 | | | | | | | | | 16 | | | | |
| | | | 3.04.06 | Performance and Presentation Training | 20 | | | 20 | | | | | | | | | | |
| | | | 3.04.07 | Negotiation and Discussion Training | 15 | | | | | | | | | 15 | | | | |
| | Total Administrative Science | 275 | | | 269 | 6 | 56 | 54 | 28 | 44 | 24 | 20 | 18 | 31 | 0 | | | |
| 4 | Inter-disciplinary Lectures and Exercises | | | | | | | | | | | | | | | | | |
| | Projects | | | | | | | | | | | | | | | | | |

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| | | | | | | months | | | | | | Period 1 | | | Period 2 | | Period 3 | | | Period 4 | | | |
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| 4.01 | Edition of Rules and Regulations | 14 | 4.01.01 | Edition of Rules and Regulations | 14 | | | | | | 14 | | | | | | | | | | | | |
| 4.02 | Intruding Measures of Public Law | 14 | 4.02.01 | Intruding Measures of Public Law | 14 | | | | | | | | 14 | | | | | | | | | | |
| 4.03 | Inter-disciplinary Exercises in Public Law | 64 | 4.03.02 | Human Rights, Administrative Acting, Administrative Action Procedure, Security Law (Exercises) | | 24 | | | 24 | | | | | | | | | | | | | | |
| | | | 4.03.03 | Human Rights, Administrative Acting, Administrative Action Procedure, Security Law, Law of Administrative Offences (Exercises) | | 20 | | | | | | | | 20 | | | | | | | | | |
| | | | 4.03.04 | Human Rights, Administrative Acting, Administrative Action Procedure, Security Law, Law of Administrative Offences (Exercises) | | 20 | | | | | | | | | 20 | | | | | | | | |
| 4.04 | Inter-disciplinary Exercises Administrative Sciences | 16 | 4.04.01 | Administrative Organisation, Sociology, Psychology Personnell Management (Exercises) | | 16 | | | | | | | | | 16 | | | | | | | | |
| 4.05 | Projects | 30 | 4.05.01 | Project I | 12 | | | 12 | | | | | | | | | | | | | | | |
| | | | 4.05.02 | Project II | 18 | | | | | | 9 | 9 | | | | | | | | | | | |
| 4.06 | Diploma Thesis | 135 | 4.06.01 | Dissertation | 135 | | | | | | | | 135 | | | | | | | | | | |
| | Total | | | | | | | | | | | | | | | | | | | | | | |
| | Inter-disciplinary Lectures and Exercises | 273 | | | 193 | 80 | 0 | 0 | 12 | 24 | 23 | 9 | 149 | 20 | 36 | | | | | | | | |
| | Projects | | | | | | | | | | | | | | | | | | | | | | |
| | Diploma Thesis | | | | | | | | | | | | | | | | | | | | | | |
| | | 1.772 | | | 1.522 | 254 | 203 | 313 | 206 | 258 | 177 | 170 | 250 | 95 | 104 | | | | | | | | |
| | | | | | | | | 722 | | 258 | | 347 | | 449 | | | | | | | | | |

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| | Lessons for optional and special studies | 250 | | | | | | | | | | 105** | | | 145** | | | | | | | | |
| | Tests and Reviews | 227 | | | | | 56 | | | 50 | | | 33 | | | 88 | | | | | | | |
| | Examination | 57 | | | | | 0 | | | 16 | | | 0 | | | 41 | | | | | | | |
| | Total | 2.306 | | | | | 778 | | | 324 | | 485 | | | 729 | | | | | | | | |
| _____ Last update: 23.04.2008 | | | | | | | | | | | | | | | | | | | | | | | |