

University of Applied Sciences for Administration and Legal Affairs in Bavaria Curriculum 2009/2012 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 Appliace	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	Law of Civil Servants Exercises		7			7														

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Nr.	subject	hrs	Nr.	Lecture	hrs lect.	hrs exerc.													
			1.07.04	Public Labour Law Exercises		7				7									
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	12					12									
			1.12.05	Exercises I		12				12									
			1.12.06	Civil Law V	16								16						
			1.12.07	Civil Law VI	18									18					
			1.12.08	Exercises II		14									14				
1.13	Formalistic Principles of Administrative Acting	36	1.13.01	Correspondence	4	4	8												
			1.13.02	Decisions of Public Authorities	28						28								
	Total of Law Studies	878			774	104	127	175	116	114	80	99	65	52	50				

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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	90	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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	Total of Economics and Finances	350			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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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																						
		1.776			1.524	252	203	313	206	238	177	180	242	113	104								
								722		238		357		459									

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	Lessons for optional and special studies	250											105** 145**							
	Tests and Reviews	227					56													88
	Examination	57					0													41
	Total	2.310					778													729

_____ Last update: 26.04.2010