

Hochschule für den öffentlichen Dienst in Bayern - Fachbereich Allgemeine Innere Verwaltung -

Curriculum 2022/2025 compulsory studies undergraduate							Distribution of lessons												
							month					FSA 1		FSA 2	FSA 3		FSA 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 incl. Methods and Technology	46	1.01.01	Fundamental Principles I	32		32												
			1.01.02	Tips for learning	4		4												
			1.01.03	Technology	10			10											
1.02	Constitutional Law	66	1.02.01	Constitutional Law	15		15												
			1.02.02	Human and Constitutional Rights I	35			35											
			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 Administrative Procedural Law	146	1.04.01	Administrative Acting I	34			34											
			1.04.02	Administrative Acting II	22			22											
			1.04.03	Administrative Action procedure I	26				26										
			1.04.04	Administrative Acting III	18				18										
			1.04.05	Administrative Acting in the fields of trading regulations	28					28									
			1.04.06	Administrative Action procedure II	18						18								
1.05	Data Protection	24	1.05.01	Data Protection	24				24										
1.06	Municipal Law	116	1.06.01	Municipal Law I	32		32												
			1.06.02	Municipal Law II	32			32											
			1.06.03	Edition of Rules and Regulations	16					16									
			1.06.04	Municipal Law Exercises I		14			14										
			1.06.05	Municipal Law IV	10						10								
			1.06.06	Municipal Law Exercises II		12									12				
1.07	Law of Civil Service	170	1.07.01	Law of Civil Servants I	35		35												
			1.07.02	Law of Civil Servants Exercises I		7			7										
			1.07.03	Law of Civil Servants II	22								22						
			1.07.04	Law of Civil Servants Exercises II		7									7				
			1.07.05	Public Labour Law I	32					32									
			1.07.06	Public Labour Law II	28						28								

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			1.07.07	Public Labour Law III	25									25				
			1.07.08	Public Labour Law Exercises		14									14			
1.08	Law of Security Law of Administrative Offences	100	1.08.01	Active defense and punishment of statutory violation I	28				28									
			1.08.02	Active defense and punishment of statutory violation II	24						24							
			1.08.03	Active defense and punishment of statutory violation III	16							16						
			1.08.04	Active defense and punishment of statutory violation IV	14								14					
			1.08.05	foreigner and asylum law	18								18					
1.09	Building Law	112	1.09.01	Building Law I (Planning Law)	28						28							
			1.09.02	Building Law II	32							32						
			1.09.03	Building Law III	18								18					
			1.09.04	Building Law IV	18									18				
			1.09.05	Building Law Exercises		16									16			
1.10	Environmental Law	58	1.10.01	Immission control law	30								30					
			1.10.02	Water Law	20									20				
			1.10.02	Environmental Law Exercises		8									8			
1.11	Law of Social Administration	86	1.11.01	Law of Unemployment Benefit	26						26							
			1.11.02	Administrative Acting and Protest Procedure in Social Law	22							22						
			1.11.03	Law of Social Welfare I	10								10					
			1.11.04	Law of Social Welfare II	14									14				
			1.11.05	Law of Social Administration Exercises		14									14			
1.12	Civil Law	124	1.12.01	Civil Law I	30		30											
			1.12.02	Civil Law II	24			24										
			1.12.03	Civil Law III	14				14									
			1.12.05	Civil Law Exercises I		12				12								
			1.12.06	Civil Law V	15								15					
			1.12.07	Civil Law VI	15									15				
			1.12.08	Civil Law Exercises II		14									14			
1.13	Formalistic Principles of Administrative Acting	38	1.13.01	Correspondence	4	4	8											
			1.13.02	Decisions of Public Authorities	30				30									

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Nr.	subject	hrs	Nr.	Lecture	hrs lect.	hrs exerc.													
1.14	Public Procurement Law	14	1.14.01	Public Procurement Law	14									14					
	Public Labour Law (alternatively)		1.07.09	Public Labour Law I	32					32									
			1.07.10	Public Labour Law II	30						30								
			1.07.11	Public Labour Law III	23								23						
			1.07.12	Public Labour Law Exercises		14									14				
			1.07.13	Law of Civil Servants III	12										12				
	Total of Law Studies	1.120			982	138	121	192	88	101	158	126	105	144	85				
2	Economics and Finances																		
2.01	Economic and Financial Principles of Administrative Acting	76	2.01.01	Economic Principles of Administrative Acting	26			26											
			2.01.02	Economic Principles Exercises I		6				6									
			2.01.03	Public Finances I	28						28								
			2.01.04	Public Finances II	10								10						
			2.01.05	Economic Principles Exercises II		6									6				
2.02	Municipal Finances	356	2.02.01	Basics of Municipal Finances (preparatory course)	14		14												
			2.02.02	Public Business Management (preparatory course)	12		12												
			2.02.03	Basics of Budget Planning for Accountancy	20			20											
			2.02.04	Basics of Commercial Budget	18			18											
			2.02.05	Planning of Governmental Budget	23				23										
			2.02.06	Planning of Commercial Budget	26				26										
			2.02.07	Cost and Output Accounting I	20				20										
			2.02.08	Cost and Output Accounting II	14					14									
			2.02.09	Controlling	18					18									
			2.02.10	Municipal Finances Case Studies / Exercises I		12				12									
			2.02.11	Public Business Management Exercises		8				8									
			2.02.12	Implementation of Governmental Budget I	14						14								
			2.02.13	Implementation of Commercial Budget	24						24								
			2.02.14	Implementation of Governmental Budget II	18							18							
			2.02.15	Cost-benefit Analysis	33							33							

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													7			3	4		7		
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			2.02.16	Reporting in Governmental Budget System	10								10								
			2.02.17	Reporting in Commercial Budget System	18								18								
			2.02.18	Share management and Public Enterprises	20								20								
			2.02.19	Value added tax system I	4									4							
			2.02.20	Value added tax system II		4								4							
			2.02.21	Municipal Finances Exercises II		18									18						
			2.02.22	Public Business Management Exercises		8									8						
2.03	State Finances	334	2.03.01	Basics of State Finances (preparatory course)	14		14														
			2.03.02	Public Business Management (preparatory course)	12		12														
			2.03.03	State Budget Law I	30			30													
			2.03.04	Basics of Commercial Budget	18			18													
			2.03.05	State Budget Law II	30				30												
			2.03.06	Cost and Output Accounting I	20					20											
			2.03.07	Cost and Output Accounting II	14					14											
			2.03.08	Controlling	18					18											
			2.03.09	State Budget Law Exercises I		8				8											
			2.03.10	Public Business Management Exercises		8				8											
			2.03.11	State Budget Law III	20						20										
			2.03.12	Public Granting	20							20									
			2.03.13	Cost-benefit Analysis	33							33									
			2.03.14	State Budget Law IV	20								20								
			2.03.15	Share management and Public Enterprises	20								20								
			2.03.16	Property Management and Obtaining	25									25							
			2.03.17	State Budget Law Exercises II		16									16						
			2.03.18	Public Business Management Exercises		8									8						
	Total of Economics and Finances	432			370	62	26	64	69	58	38	79	48	18	32						
3	Administrative Sciences																				
3.01	Administrative Organisation	34	3.01.01	Administrative Organisation I	8			8													
			3.01.02	Administrative Organisation II	14					14											
			3.01.03	Administrative Organisation - Processes	12								12								
3.02	Statistics in Public Administration	28	3.02.01	Statistics	22				22												
			3.02.02	Statistics Exercises		6				6											

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Nr.	subject	hrs	Nr.	Lecture	hrs lect.	hrs exerc.														
3.03	Informatics	78	3.03.01	Informatics I	16		16													
			3.03.02	EGovernment I	4		4													
			3.03.03	Informatics I	26			26												
			3.03.04	Informatics III	6				6											
			3.03.05	EGovernment II	14					14										
			3.03.06	EGovernment III	12								12							
3.04	Social Sciences, Personnel Management, Training of Communication	142	3.04.01	Social science principles in administrative organization	14		14													
			3.04.02	Verbal and Media Presentations	16			16												
			3.04.03	Working and Communication in Groups	24			24												
			3.04.04	Organization development	12				12											
			3.04.05	Empirical Methods	20					20										
			3.04.06	Administrative Organisation, Sociology, Psychology Exercises I		6				6										
			3.04.07	Human Resources Management I	8						8									
			3.04.08	Human Resources Management II	18							18								
			3.04.09	Personnel Management (Leadership)	12								12							
			3.04.10	Administrative Organisation, Sociology, Psychology Exercises II		8									8					
			3.04.11	Preparation for exams		4									4					
	Total Administrative Science	282			258	24	34	74	40	46	14	8	30	24	12					
4	Inter-disciplinary Lectures and Exercises, Projects																			
4.00	Work and Study	9	4.00.01	Introduction to use informatic systems	3		3													
			4.00.02	Blended Learning	2				2											
			4.00.03	Scientific work	4				4											
4.01	Human Rights, Administrative Acting, Protest Procedure	64	4.01.01	Human Rights, Administrative Acting, Protest Procedure 1		24				24										

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							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
			4.01.02	Human Rights, Administrative Acting, Protest Procedure 2		20								20					
			4.01.03	Human Rights, Administrative Acting, Protest Procedure 3		20										20			
4.02	Social Sciences, Personnel Management, Training of Communication Exercises	10	4.02.01	Personnel Selection Training Exercises		10										10			
4.04	Project	12	4.04.01	Project	12						6	6							
4.05	Diploma Thesis	135	4.05.01	Dissertation	135									135					
	Inter-disciplinary Lectures and Exercises, Projects, Diploma Thesis	230			156	74	3	0	6	24	6	6	135	20		30			
	Total	2.064			1.766	298	184	330	203	229	216	219	318	206		159			
								717		229		435		683					
	Tests and Reviews	116						27		16		22				51			
	Examination	57						0		16		0				41			
	Total	2.237						744		261		457		775					
last update: 16.02.2022																			