

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

Curriculum 2024/2027 compulsory studies undergraduate							Distribution of lessons								
							FStA 1			FStA 2	FStA 3		FStA 4		
month							7			3	4		7		
calendar months							10 - 11	12 - 2	3 - 4	9 - 11	5 - 6	7 - 8	12 - 2	3 - 4	5 - 6
Nr.	subject	hrs	Nr.	Lecture	hrs lect.	hrs exerc.									
1	Law														
1.01	Fundamental principles of Law Appliace incl. Methods and Technology	46	1.01.01	Fundamental Principles	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	110	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		14									14			
1.10	Environmental Law	60	1.10.01	Immission control law	30								30					
			1.10.02	Water Law	20									20				
				Environmental Law Exercises		10									10			
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	11								11					
			1.11.04	Law of Social Welfare II	13									13				
			1.11.05	Law of Social Administration Exercises		14									14			
1.12	Civil Law	110	1.12.01	Civil Law I	30		30											
			1.12.02	Civil Law II A	24			24										
			1.12.03	Civil Law II B	14				14									
			1.12.04	Civil Law Exercises		12				12								
			1.12.05	Civil Law III A	15								15					
			1.12.06	Civil Law III B	15									15				
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.															
			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														
			2.02.02	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	410			354	56	26	58	69	58	38	79	48	8	26						
3	Administrative Sciences																				
3.01	Administrative Organisation	88	3.01.01	Administrative Organisation I	14			14													
			3.01.02	Administrative Organisation II	14					14											
			3.01.03	Management of Digitalization I	14						14										
			3.01.04	Management of Digitalization II	10							10									
			3.01.05	Management of Digitalization III	12								12								
			3.01.06	Management of Digitalization IV	12									12							
			3.01.07	Management of Digitalization V	12										12						
3.02	Statistics in Public Administration	34	3.02.01	Statistics	28				28												
			3.02.02	Statistics Exercises		6				6											

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							10	-	11	12	-	2	3	-	4	9	-	11	5	-	6	7	-	8	12	-	2	3	-	4	5	-
Nr.	subject	hrs	Nr.	Lecture	hrs lect.	hrs exerc.																										
3.03	Informatics	52	3.03.01	Informatics I	10		10																									
			3.03.02	IT-security and technical skills of digital administration	16		16																									
			3.03.03	Informatics II	26			26																								
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	316			292	24	40	80	40	46	14	18	30	24	24																	
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	78	4.01.01	Human Rights, Administrative Acting, Protest Procedure 1		24				24																						
			4.01.02	Human Rights, Administrative Acting, Protest Procedure 2		20																							20			

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Nr.	subject	hrs	Nr.	Lecture	hrs lect.	hrs exerc.																											
			4.01.03	Human Rights, Administrative Acting, Protest Procedure 3		20																									20		
			4.01.04	Civil Law and Public Procurement Law Exercises		14																									14		
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	244			156	88														10		6									44		
	Total	2.076			1.784	292																											
	Tests and Reviews	116																															
	Examination	57																															
	Total	2.249																															
last update: 25.09.2025																																	