

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

Curriculum 2026/2029 compulsory studies undergraduate month (SSM = Subject-specific study module) calendar months							Distribution of lessons								
							SSM 1			SSM 2	SSM 3		SSM 4		
							7			3	4		7		
							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 Appli 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	28			28							
			1.06.03	Municipal Law III	20				20						
			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	Public Service Law	170	1.07.01	Civil servant law I	35			35							

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Nr.	subject	hrs	Nr.	Lecture	hrs lect.	hrs exerc.									
			1.07.02	Civil servant law Exercise I		7				7					
			1.07.03	Civil servant law II	22								22		
			1.07.04	Civil servant law Exercise II		7									7
			1.07.05	Labor and collective bargaining law I	32					32					
			1.07.06	Labor and collective bargaining law II	28						28				
			1.07.07	Labor and collective bargaining law III	25								25		
			1.07.08	Labor and collective bargaining law Exercise		14									14
1.08	Law on Public Safety and Order and Fundamentals of Administrative Offence Law with References to Criminal Law	100	1.08.01	Hazard prevention and sanctioning of legal violations I	28				28						
			1.08.02	Hazard prevention and sanctioning of legal violations II	24					24					
			1.08.03	Hazard prevention and sanctioning of legal violations III	16						16				
			1.08.04	Hazard prevention and sanctioning of legal violations IV	14							14			
			1.08.05	Immigration and asylum law	18							18			
1.09	Public Construction Law	110	1.09.01	Construction law I	28					28					
			1.09.02	Construction law II	32						32				
			1.09.03	Construction law III	18							18			
			1.09.04	Construction law IV	18								18		
			1.09.05	Construction law Exercise		14									14
1.10	Environmental Law	60	1.10.01	Immission Control Law	30							30			
			1.10.02	Water Law	20								20		
			1.10.03	Environmental Law – Exercises		10									10
1.11	Social Law	86	1.11.01	Law on Unemployment Benefits	26					26					
			1.11.02	Administrative and Appeal Procedures in Social Law	22						22				
			1.11.03	Social Welfare Law I	11							11			
			1.11.04	Social Welfare Law II	13								13		
			1.11.05	Social Law – Practical Exercises		14									14
1.12	Civil Law	110	1.12.01	Civil Law I	30		30								

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Nr.	subject	hrs	Nr.	Lecture	hrs lect.	hrs exerc.												
			1.12.02	Civil Law II – Part A	24			24										
			1.12.03	Civil Law II – Part B	14				14									
			1.12.04	Civil Law – Practical Exercises		12			12									
			1.12.05	Civil Law III – Part A	15							15						
			1.12.06	Civil Law III – Part B	15								15					
1.13	Forms of Administrative Action (including Service, Enforcement & Cost Law)	38	1.13.01	Administrative Correspondence (excluding Decisions)	4	4	8											
			1.13.02	Decisions of Public Authorities	30				30									
1.14	Public Procurement Law	14	1.14.01	Fundamentals of Public Procurement Law	14								14					
	Alternative to modules 1.07.05-1.07.08, supplementary for students of public budgeting in state administration		1.07.09	Public-Sector Labour and Collective-Bargaining Law I	32					32								
			1.07.10	Public-Sector Labour and Collective-Bargaining Law II	28						28							
			1.07.11	Public-Sector Labour and Collective-Bargaining Law III	25								25					
			1.07.12	Public-Sector Labour and Collective-Bargaining Law – Practical Exercises		14									14			
	Total teaching hours – Law	1.106			982	124	121	188	92	101	158	126	106	143	71			
2	Economics and Finance																	
2.01	Economic and Financial Fundamentals of Administrative Action	54	2.01.01	Economic Foundations of Administrative Action	20			20										
			2.01.02	Economic Foundations of Administrative Action – Exercise I		6			6									
			2.01.03	Foundations of Public Finance I	28						28							
2.02	Municipal Budgeting and Finance	223	2.02.01	Foundations of Municipal Budgeting (Preparatory Course)	14		14											
			2.02.02	Fundamentals of Budget Planning for Cameral (cash-based) and Double-Entry Accounting	20			20										
			2.02.03	Fundamentals of Double-Entry Municipal Budgets (identical to module 2.03.03)	18			18										
			2.02.04	Planning of the Cameral (Cash-Based) Budget	23				23									

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Nr.	subject	hrs	Nr.	Lecture	hrs lect.	hrs exerc.																				
			2.04.08	Public Business Administration – Exercise II		8																			8	
	Total teaching hours – Economics & Finance	410			354	56	26	58	69	58	38	79	48	8	26											
3	Administrative Science																									
3.01	Administrative Organization	88	3.01.01	Administrative Organization – Fundamentals (Part I)	14			14																		
			3.01.02	Administrative Organization – Fundamentals (Part II)	14					14																
			3.01.03	Digitalization Management I (Legal, Technical and Organizational Framework Conditions)	14						14															
			3.01.04	Digitalization Management II (Integration of Current Methods/Developments into Digital Administration)	10							10														
			3.01.05	Digitalization Management III (Business Processes)	12								12													
			3.01.06	Digitalization Management IV (Administrative Processes – Modeling and IT-Supported Documentation)	12									12												
			3.01.07	Digitalization Management V (Case Study – Digitalization Management)	12										12											
3.02	Statistics in Public Administration	34	3.02.01	Statistics in Public Administration	28				28																	
			3.02.02	Statistics in Public Administration – Exercise		6				6																
3.03	Information and Communication Technology	52	3.03.01	Information Technology in Public Administration I	10		10																			
			3.03.02	IT Security and Technical Foundations of Digital Administration	16		16																			
			3.03.03	Information Technology in Public Administration II	26			26																		
3.04	Social-Scientific Foundations of Administrative Action	142	3.04.01	Foundations of Behaviour in Administrative Organizations	14		14																			
			3.04.02	Lecture and Presentation	16			16																		
			3.04.03	Group Work and Communication	24			24																		
			3.04.04	Organizational Development	12				12																	
			3.04.05	Empirical Methods	20					20																
			3.04.06	Social-Scientific Foundations – Exercise I		6				6																

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Nr.	subject	hrs	Nr.	Lecture	hrs lect.	hrs exerc.																					
4.02	Interdisciplinary Exercises of the Study-Field Groups Law and Public Administration	10	4.02.01	Interdisciplinary Exercise: Personnel Selection		10																				10	
4.03	Project	12	4.03.01	Project	12								6		6												
4.04	Diploma Thesis	135	4.04.01	Diploma Thesis	135														135								
	Total interdisciplinary courses and workshops, subject-specific exercises, projects, diploma thesis (hours)	247			159	88	5		0		0		27		10		6		135		20					44	
	Total hours for the basic and advanced study phases	2.079			1.787	292	192		326		201		232		220		229		319		195					165	
									719				232				449				679						
	Assessment Record	116							27				16				22				51						
	Examinations	57							0				16				0				41						
	Overall total	2.252							746				264				471				771						
* Supervisory tasks are accounted for with the following teaching-hour equivalents: Processing time of 45 minutes = 1 teaching hour Processing time of 1.5 hours = 2 teaching hours Processing time of 3 hours = 4 teaching hours Processing time of 5 hours = 6.66 teaching hours In the performance record for Study-field Group 1, the preparation for the assessment in the study programme Information and Communication Technology (consultation hour) is counted as 2 teaching hours. The oral examination is counted as 1 teaching hour. Status: Juli 2026																											