

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

Curriculum 2025/2028 compulsory studies undergraduate							Distribution of lessons																										
							FStA 1								FStA 2		FStA 3				FStA 4												
							7								3		4				7												
month							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																												
			1.06.06	Municipal Law Exercises II		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																												
			1.07.04	Law of Civil Servants Exercises II		7																											
			1.07.05	Public Labour Law I	32					32																							
			1.07.06	Public Labour Law II	28																												

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													7			3	4		7							
							10	-	11	12	-	2	3	-	4	9	-	11	5	-	6	7	-	8	12	-
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	28									28												
			1.07.11	Public Labour Law III	25																	25				
			1.07.12	Public Labour Law Exercises		14																		14		
	Total of Law Studies	1.106			982	124			121		192		88		101		158		126		106		143		71	
2	Economics and Finances																									
2.01	Economic and Financial Principles of Administrative Acting	54	2.01.01	Economic Principles of Administrative Acting	20				20																	
			2.01.02	Economic Principles Exercises I		6					6															
			2.01.03	Public Finances I	28									28												
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												
			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				

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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									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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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																												
			3.04.08	Human Resources Management II	18																												
			3.04.09	Personnel Management (Leadership)	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	12	4.00.01	Introduction to use informatic systems	3		3																										
			4.00.02	Blended Learning	2				2																								
			4.00.03	Extremism in Bavaria	3					3																							
			4.00.04	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	247			159	88	3	0	2	27	10	6	135	20	44	
	Total	2.079			1.787	292	190	330	199	232	220	229	319	195	165	
								719		232		449		679		
	Tests and Reviews	116						27	16		22			51		
	Examination	57						0	16		0			41		
	Total	2.252						746	264		471			771		
last update: 25.09.2025																