



Hochschule für
Wirtschaft und Recht Berlin
Berlin School of Economics and Law

Department of Public Administration



Master

Law and Public
Administration

Law and Public Administration

The master's degree study programme Law and Public Administration is an interdisciplinary course of studies oriented on the occupation of administrative jurists who bring specific legal knowledge into the manifold planning processes of public administrations. The objective of this study programme is to prepare students for formative legal work in public administration, and for administrative and executive functions independent of the respective administration's legal form.

The programme is geared to graduates of public management (with a bachelor's or German "Diplom" degree), jurists and any other interested university graduates of law schools or the field of administrative sciences who have completed at least 180 ECTS credits.

The content of this master's course is aimed at imparting students with "all-round" competency in legal matters in addition to personal, social, methodical and business competencies. Jurists' ability to solve problems in public administration is also optimised, and key qualifications like communication skills, the ability to give critical feedback, the willingness to assume responsibility and work in a team, and civil courage are also mastered.

The study programme leads to an expansion of skills pertaining to all levels of public administrations, and allows graduates to pursue a career in upper-level civil service.

Graduates of the study programme are awarded the academic degree *Master of Laws (LL.M.)*.

Berlin School of Economics and Law



The Berlin School of Economics and Law (BSEL) is one of the largest Universities of Applied Sciences in the city. It has an academic staff of approximately 160 professors and 500 lecturers, plus nearly 230 research and administrative personnel, committed to realising over 50 study programmes.

The BSEL portfolio provides a wide range of professional qualifications. The University forms an academic centre specialised in business and administration skills for the public and private sector, as well as public security, the law and engineering. The majority of programmes lead to a Bachelor or Master degree, have been quality controlled and are accredited by a German agency.

The BSEL offers a pleasant, modern atmosphere that is ideal for studying. The programmes comprise small class courses where each student has a chance to interact with the faculty and their peers. The campus offers well equipped seminar and lecture rooms, an extensive library and several fully equipped computer rooms.

With numerous networking activities, excellent corporate contacts and a close relationship with over 100 partner universities worldwide, we guarantee that student life is enhanced by applied expertise and an international approach.

Key facts

Type of study programme

Full-time

Duration of study programme

4 semesters

Start of studies

1 October (winter semester)

Curriculum

The study divides to 4 semesters. A 12-week period of work placement is done during the 3rd semester at a public administration facility, organisation or company that fulfils tasks for public administrations, or with legal practitioners who work in the area of public administration.

Languages

Most courses and lectures are held in German, although some are held in English.

Degree

Graduates are awarded the academic degree *Master of Laws (LL.M.)* upon completion of 120 ECTS credits. This degree is also a vocational qualification and is internationally recognised.

Fee

There are no tuition fees on this programme as it is funded through public grants. Students are required to pay a semester fee. The semester fee includes a contribution to the Studentenwerk Berlin, the student representative body as well as the enrolment and administration fee and a semester season ticket for the local public transport systems. Details: www.hwr-berlin.de.

Contents

The study programme ist modularised.

First semester

Requisites and tools of the application of law

Execution and enforcement

Basic and higher-ranking legislation

Second semester

What do administrative decisions cost, what are they allowed to cost?

HR management

eGovernment – between administrative modernisation and citizen orientation

Necessity of general/abstract administrative decisions

Necessity of decisions on optimal forms of action and organisation

Third semester

Legislation in practise relevant to administrations

Teamwork; legal decisions as a complex process

Fourth semester

Master's thesis with accompanying master's colloquium

Conducting legally relevant negotiations, problems in court, mediation

Admission

General requirements

- University or college degree in the area of legal or administrative sciences with 180 credits
- At least six months of practical experience in a public administration
- Knowledge of standard software
- Solid knowledge of English (as certified from previous coursework or CEF level B2)

Special requirements

Further criteria for the selection of new students are available at www.berlin-law-school.de.



Application

Application period (winter term)

- For applicants with a German school leaving certificate: 01.06.–15.09.
- For applicants with a non-German school leaving certificate: 01.05.–15.06.

Application documents

Applications are filed online at www.hwr-berlin.de. Apart from completely filing out the online application, all of the documents necessary for the application procedure must be submitted in hardcopy. Among other documents, notarised photocopies are needed of:

- application of permission,
- CV,
- copy of passport and
- copy of enrolment.

For further information see www.hwr-berlin.de or visit the student consulting.

Applicants with a non-German school leaving certificate are requested to submit all required documents to uni assist: www.uni-assist.de.

Contact

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Location: www.hwr-berlin.de/campus