

# Public and Nonprofit-Management

Degree	<b>Bachelor of Arts (B.A.)</b>
Type of study	<b>Full-time study</b>
Standard period of study	<b>6 semester</b>
Commencement of studies	<b>Winter semester (1 Oct), Summer semester (1 Apr)</b>
Credits (ECTS)	<b>180</b>
Language of instruction	<b>German</b>
Department / Central Institute	<b>Department of Public Administration</b>

## Degree programme

The increasingly complex nature of public tasks has led to responsibility for their completion being shared by a range of bodies: Public Administrations, Not-for-Profit Organizations and public companies. Not only have the tasks become more complex, but expectations have risen as to the quality of the service. Changing contexts require a new generation of managers with specialist knowledge in Public and Not-For-Profit Management; they need to understand the workings of local government and state administration whilst anticipating the political, economic, legal and social effects of their decisions.

Seeking to meet the need of the employment market, the HWR Berlin has teamed up with the HTW Berlin to provide the interdisciplinary Business Administration Bachelor's degree programme Public and Nonprofit- Management. Seeking to introduce its students to the complex matters which they will later face, this course generates a learning experience which switches rapidly between various topics within an interdisciplinary context. As such, students deal with issues drawn from the areas of Politics, Law, the Social Sciences and the Public and Not-For-Profit sector.

Students also have the opportunity to complete Business English training and achieve a language qualification; They can also study abroad and complete international internships

## Professional field

Graduates of this degree programme can perform a range of operative specialist and management tasks in the following areas: Public Administration (e. g. state organizations and municipal administrations), public companies, Not-For-Profit Organizations and private companies which deal closely with the public sector. Graduates of this programme can work in Organizational Design; Human Resources Management; the Controlling and Reporting sector; Procurement and Logistics; the Finance Industry; Accounting; and Information and Communications Technology.

## Degree structure

The first three semesters focus on foundation issues; the fourth and fifth semesters focus on three possible specializations (Controlling and Financial Management; Marketing and Human Resources and Organization) as electives. The sixth semester is dedicated to a twelve-weeks internship followed by the Bachelor's thesis and final colloquium.

The degree programme incorporates a number of projects as well as the practice

## Guidance for prospective students

### Student Counselling Services

+49 30 30877-1919

- [Contact form](#)
- [On-site consultation](#)

### Admission and enrolment Office for Applications, Admissions and Enrolment

+49 30 30877-1800  
[bbzi@hwr-berlin.de](mailto:bbzi@hwr-berlin.de)

Office hours:

Mon 14.00-16.00

Wed 10.00-12.00

Thu 14.00-16.00

study module, during which students complete a mini project in co-operation with a number of partner companies.

### Course contents

- The Principles of Public and Nonprofit-Management
- Marketing
- Accounting
- Cost Accounting and Controlling
- Statistics
- Key Skills
- Investment and Finance
- Applied Economics
- Contract and Labour Law
- Political and Administrative Sciences
- Social Sciences
- Public and Nonprofit-Management (practical study)
- Quality and Project Management
- Organisation and Human Resources
- Public Budgets and Procurement
- Constitutional and Administrative Law
- Two Language modules (either English, French, Spanish or Russian)
- Electronic Government
- Two projects
- Four electives in one of the specializations Controlling/ Financial Management, Marketing or Human Resources/Organization
- Management and Governance
- Performance Management
- International Reform Strategies
- Internship
- Bachelor's thesis
- Colloquium

### Admission requirements

- University entrance qualification or an entrance qualification for a University of Applied Sciences

### Application procedure and deadlines

#### **Applicants with a degree from an university abroad:**

01.05.-31.07.

Students with a Non-German Bachelor degree apply at [uni-assist e. V.](mailto:uni-assist@hwr-berlin.de)

### Accreditation

Programmakkreditiert durch den Akkreditierungsrat



## Fees and grants

---

Tuition fees	<b>None</b>
Semesterfee	<b>ca. € 300 per semester (incl. local transport semester ticket)</b>

---