

# Bachelor of Laws



## – What we offer you

- A three-year dual study programme with an optimal combination of theory & practice
- Learning in a fixed course group
- An attractive income
- Employment as a civil servant right from the start
- Good chances of being taken on
- Exciting & challenging course content ranging from law to economics to social sciences

## – What you should bring with you

- General higher education entrance qualification or unrestricted entrance qualification for a university of applied sciences
- Ability to work in a team
- Communication skills
- Willingness to learn and perform
- Flexibility
- Ability to work under pressure

## – This is how the study programme works

During the practical study periods at the Bocholt municipal administration, the tasks, working methods and interrelationships of public administration are to be clarified and practical administrative action is to be practised. The applicable legal regulations are taught in a practice-oriented manner. The four practical areas are:

- Organisation and personnel
- Financial administration
- Regulatory administration
- Performance management

The study programme at the University of Applied Sciences for Police and Administration in Münster provides academic training. The following contents, among others, are taught in several study sections:

- Constitutional law, municipal law, European law & general administrative law
- Business administration (e.g. human resources management & accounting)
- Financial management
- Social law
- Psychology & Sociology
- Training in social skills

The preparatory service ends with the Bachelor's thesis. After passing the exam, you will receive the academic degree "Bachelor of Laws".



## Possible areas of employment after graduation

After successfully completing your studies, you will be employed in a department of the city administration. Possible fields of employment are, for example:

### Department of Organisation and Personnel

- Personnel administration from recruitment to retirement
- Organisational development

### Finance department

- Preparation of the budget and annual accounts
- Assessment and collection of municipal taxes

### Department of Public Order

- Issuing of retail trade permits
- Processing in the area of residence law

### Department of Youth, Family, School and Sport

- Processing of cases in the field of economic educational assistance & maintenance collection
- Support in sports matters

### Department of Social Affairs

- Case management in social assistance and basic security for job-seekers
- Processing in the field of action "Assistance for subsistence"

## – Field reports

- [Field report from our student Lisa](#)
- [Field report of our graduate Miriam](#)

**We will be happy to answer any further questions you may have**



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## Interested in an internship?

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## Further information:



### Earnings during training ►



### Fairs & Events ►



## Joint actions ►



## Selection procedure at a glance ►