



Studies in law – for justice and law enforcement!

Diplom-Rechtspflegerin (FH)/Diplom-Rechtspfleger (FH) (University of Applied Sciences degree programme in administration of justice)

Diplom-Verwaltungswirtin (FH)/Diplom-Verwaltungswirt (FH) (University of Applied Sciences degree programme in public administration)

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Studies in law – for justice and law enforcement!

Studies in law – for justice and law enforcement!

Dear reader,

Thank you very much for your interest in the degree programs of the University of Applied Sciences for the Administration of Justice of North Rhine-Westphalia. We would like to present to you both degree programs and the respective occupational profiles.

Agents of justice administration and executives:

The justice administration degree program provides training as a Diplom-Rechtspflegerin (FH) (senior judicial officer), i.e. civil servants of the higher intermediate-level service who act as independent agents of the administration of justice in courts and work in law enforcement at public prosecution offices.

The penal system degree program provides training as a Diplom-Verwaltungswirt (FH) (degree in public administration), i.e. civil servants of the higher intermediate-level service who work as managerial staff in the executive and administrative service of correctional facilities.

Both degree programs are only meant for students who have a civil servant status subject to revocation. Shortly before starting the course of studies, they are employed by the Higher Regional Courts or the Ministry of Justice. Therefore, it is the students' "official duty" to attend courses and exams; however, during their studies, they receive a salary and are eligible for government allowances.

Only students employed in North Rhine-Westphalia attend the justice administration degree program; whereas students from up to ten German *Länder* meet at Bad Münstereifel for the penal system degree program.

Tradition in the countryside:

The University of Applied Sciences for the Administration of Justice of North Rhine-Westphalia (Fachhochschule für Rechtspflege Nordrhein-Westfalen) has existed since 1976. It emerged from the School of Judicial Officers (Rechtspflegerschule), which was established at Bad Münstereifel as early as in 1955.

Situated in the countryside and well equipped, the University of Applied Sciences for the Administration of Justice of North Rhine-Westphalia offers excellent study conditions for up to 350 students. For a small fee, the students are provided with board and lodging on the campus. Further information on the University of Applied Sciences and on the town of Bad Münstereifel can be found at:

- www.fhr.nrw.de
- www.bad-muenstereifel.de

Special tip: webcam of the University of Applied Sciences for the Administration of Justice:
<http://www.fhr.nrw.de/wirueberuns/webcam/indes.php>

Within three years – tabular overview of the degree programs

Within three years

... graduation as Diplom-Rechtspfleger (FH)

Employment requirements:	Higher education entrance qualification (allgemeine Hochschulreife) or entrance qualification for universities of applied sciences (Fachhochschulreife)
Beginning of the degree program:	1 August
Duration of degree program:	3 years (21 months academic studies, 15 months practical training)
Training schedule:	11 months specialized academic studies 11 months specialized practical training at Local and Regional Courts 7 months specialized academic studies 4 months specialized practical training at Local Courts and public prosecution offices 3 months specialized academic studies
Training locations:	Studies at the University of Applied Sciences for the Administration of Justice at Bad Münstereifel, practical training at courts and public prosecution offices in North Rhine-Westphalia
Candidate's pay:	1001.79 EUR gross per month plus annual allowance ("Christmas bonus") and capital accumulation benefits, family allowance, if applicable (as of: 1 January 2012)
Costs:	115.00 EUR (unmarried students) or 70.00 EUR (married students) per month for board and lodging at Bad Münstereifel (as of: 1 March 2010)
Degree:	State examination, graduation as Diplom-Rechtspfleger (FH), qualification for the higher intermediate-level judicial service
Career opportunities:	High rate of graduates attaining a probationary civil service status, initial position A9 (see www.lbv.nrw.de)
Application:	see http://www.justiz.nrw.de/stellen/ausbildung/berufe/rechtspfleger/bewerbung/index.php

... Graduation as Diplom-Verwaltungswirt (FH) in correctional facilities

Employment requirements:	Higher education entrance qualification (allgemeine Hochschulreife) or entrance qualification for universities of applied sciences (Fachhochschulreife)
Beginning of the degree program:	1 August
Duration of degree program:	3 years (18 months academic studies, 18 months practical training)
Training schedule:	1 month practical introduction at a correctional facility 8 months specialized academic studies 8 months specialized practical training at a correctional facility 7 months specialized academic studies 9 months specialized practical training at a correctional facility 3 months specialized academic studies
Training locations:	Studies at the University of Applied Sciences for the Administration of Justice at Bad Münstereifel, practical training at correctional facilities of the German <i>Land</i> in which the student has been employed
Candidate's pay:	1001.79 EUR gross per month plus annual allowance ("Christmas bonus") and capital accumulation benefits, family allowance, if applicable, during the specialized practical training at a correctional facility additional pay of 95.53 EUR per month (as of: 1 January 2012, North Rhine-Westphalia)
Costs:	115.00 EUR (unmarried students) or 70.00 EUR (married students) per month for board and lodging at Bad Münstereifel (as of: 1 March 2010)
Degree:	State examination, degree as Diplom-Verwaltungswirt (FH), qualification for the higher intermediate-level executive and administrative service
Career opportunities:	High rate of graduates attaining a probationary civil service status, initial position A9 (see www.lbv.nrw.de)
Application:	see http://www.justiz.nrw.de/stellen/ausbildung/berufe/verwaltungswirt/index.php

Diplom-Rechtspfleger/in (FH)

Diplom-Rechtspfleger/in (FH)

Occupational profile

"Senior judicial officer? - Never heard of it!"

... is often the answer to the question: "Who or what is a senior judicial officer ?" This is amazing, because – if you go to a German court, you will rather meet a senior judicial officer than a judge.

A senior judicial officer is an independent agent of the administration of justice. When completing his/her tasks he/she is as factually independent as a judge. He/she is only bound by law and justice and not subject to any instructions. This is where he/she differs from other civil servants.

Furthermore senior judicial officers work with public prosecution offices in the law enforcement field. And finally, they have a broad field of activity within the judicial administration.

The job of a senior judicial officer requires sound powers of judgment and responsibility, reliability, organizational skills and the ability to communicate.

Valuable information about the course of studies and the occupational profile of a senior judicial officer is available at: <http://www.fhr.nrw.de/fachbereiche/rechtspflege/index.php>

Special tip: "Podcast Rechtspfleger":

<http://www.fhr.nrw.de/fachbereiche/rechtspflege/podcastrpfl/index.php>

and

<http://www.berufe.tv/BA/studium/?filmID=1000088>

Duties

The scope of duties of senior judicial officers is diverse and comprises important parts of the administration of justice and judicial administration. Most of the duties that today have been assigned by law to senior judicial officers for independent decision-making on their own responsibility had once been reserved only to judges.

As an independent agent of the administration of justice, the senior judicial officer takes essential decisions in land register matters. Furthermore, he/she makes almost all entries in the Commercial Register, the Cooperative Society Register, the Matrimonial Property Register and the Register of Associations. He/she issues family court and adult guardianship court authorizations and takes measures in a probate court procedure for the granting of probates, the opening of the will and the preservation of estate.

Senior judicial officers help individuals seeking legal assistance, for example, by arranging, interpreting and taking down their orally presented claim. In civil, family and criminal cases, they fix the costs to be reimbursed, including the attorney's fees. They handle insolvency cases, initiate compulsory auctions and deal with the enforcement of fines and custodial sentences.

Within judicial administration, senior judicial officers work in the management of a court or public prosecution office. They work in the fields of personnel, construction, budget and IT matters. In court management, they increasingly perform managerial functions.

Diplom-Rechtspfefer/in (FH)																		
1 st year											2 nd year							
August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February
Specialized academic studies I											Specialized practical training							

Courses

The three-year preparatory service comprises 21 months of studies at the University of Applied Sciences for the Administration of Justice of North Rhine-Westphalia in Bad Münstereifel and a specialized practical training of 15 months in courts and public prosecution offices within the district of the recruiting authority (Higher Regional Court).

The preparatory service is structured as follows:

- **1 August to 30 June (11 months): Specialized academic studies I**
 Courses in civil law, civil procedure law and compulsory execution law as well as non-contentious jurisdiction law, especially in land register, family, probate and register law
- **1 July to 31 May (11 months): Specialized practical training I**
 At a Local Court: division for civil matters, compulsory execution division, non-contentious jurisdiction; at a Regional Court: judicial administration, district auditor
- **1 June to 31 December (7 months): Specialized academic studies II**
 Advanced courses as well as introductory courses in criminal law, criminal procedure law and penal execution law, compulsory auction law and insolvency law, international private law, public law as well as in economics and accounting

Diplom-Rechtspfleger/in (FH)																	
							3 rd year										
February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July
				Specialized academic studies II							Specialized practical training II				Specialized academic studies III		

- **1 January to 30 April (4 months): Specialized practical training II**
At a Local Court: compulsory auctions division, insolvency division; public prosecution office: penal execution matters
- **1 May to 31 July (3 months): Specialized academic studies III**
Repetition and consolidation of all subjects; written exams in the second half of July (oral exam in October).

Usually the students study in groups of 20 to 25. The courses are given by professors and lecturers of the University of Applied Sciences for the Administration of Justice.

They impart knowledge in the following fields:

In-depth knowledge of

- civil law,
- non-contentious jurisdiction, especially of land register, family, probate and register law,
- civil procedure law and compulsory execution law in respect of movable and immovable property as well as insolvency law,
- criminal procedure law and penal execution law and
- the law concerning court costs, especially of cost fixing procedures;

Basic knowledge of

- public, constitutional and European law,
- the constitution of the courts law,
- commercial and company law as well as
- the negotiable instruments law,
- general administration law including civil service law,
- criminal law,
- labor law,
- international private law and
- economics and accounting.

Exam and job prospects

The training ends with the final "Rechtspfleger" exam that has to be taken before the Judicial Examination Office of the *Land* (Landesjustizprüfungsamt). The final exam consists of seven written examinations and an oral examination.

When the student has passed the exam, the University of Applied Sciences for the Administration of Justice awards the academic degree "Diplom-Rechtspfleger (FH)". His civil servant status subject to revocation ends. The graduates are not automatically entitled to the civil servant status on probation, however, the prospects of being granted such a status are very good.

Application

Senior judicial officer candidates are usually appointed on 1 August of each year. Eligible are persons who

- have not yet reached the age of 37,
- have a school education qualifying for enrollment at a university or a level of education recognized as equivalent,

- meet the legal requirements for appointment as civil servant and
- are qualified for the career in regard to their character, mental and physical abilities as well as to their state of health.

Applications are to be sent to the Higher Regional Court in the district of which employment is sought, i.e.

for the district of the **Higher Regional Court of Düsseldorf** to

Oberlandesgericht Düsseldorf
 Cecilienallee 3, 40474 Düsseldorf
 Tel. (0211) 4971 – 0
 E-Mail: ausbildung@olg-duesseldorf.nrw.de;
poststelle@olg-duesseldorf.nrw.de
www.olg-duesseldorf.nrw.de,

for the district of the **Higher Regional Court of Hamm** to

Oberlandesgericht Hamm
 Heßlerstraße 53, 59065 Hamm
 Tel. (02381) 272 – 0
 E-Mail: ausbildung@olg-hamm.nrw.de;
poststelle@olg-hamm.nrw.de
www.olg-hamm.nrw.de

and for the district of the **Higher Regional Court of Cologne** to

Oberlandesgericht Köln
 Reichenspergerplatz 1, 50670 Köln
 Tel. (0221) 7711 – 0
 E-Mail: ausbildung@olg-koeln.nrw.de;
poststelle@olg-koeln.nrw.de
www.olg-koeln.nrw.de

All you should know for a correct application in North Rhine-Westphalia can be found at:
<http://www.justiz.nrw.de/Stellen/ausbildung/berufe/rechtspfleger/bewerbung/index.php>

For interested students internships at a Local Court can be provided on principle.

Diplom-Verwaltungswirt (FH)

Occupational profile

"Go to prison? – By choice?"

That someone would like to go to prison by choice – and actually in the hope of finding a job "with life tenure" there – only seems odd at first glance. For it is definitely a desirable professional goal to take part in modern law enforcement.

Nowadays, the primary purpose of law enforcement is the reintegration of offenders to enable them to lead their future lives with social responsibility and without committing offences, as well as the protection of the general public from further offences. A large staff is involved in the realization of this law enforcement goal:

Besides the largest group – the staff of the general law enforcement service – craftsmen, psychologists, sociologists, educationalists, chaplains, social workers, physicians, nurses, legal and administrative staff work in correctional facilities. Officials of the higher intermediate-level executive and administrative service manage the administrative agencies in correctional facilities – largely independently and on their own responsibility. They see themselves as the

connecting link between the occupational groups involved within the system and as the backbone of the administration.

They are the immediate executives and superiors of the intermediate-level service staff assigned to the administrative divisions. In their position as heads of the enforcement division, they independently assume executive tasks and are responsible for e.g. granting leave from detention to prisoners.

The job requires sense of responsibility, empathy, assertiveness, the ability to take stress and to communicate. An ideal precondition is the willingness to easily change between diverse task areas and between different correctional facilities.

Valuable information about the degree program and the occupational profile of the Diplom-Verwaltungswirt (FH) is available at: <http://www.fhr.nrw.de/fachbereiche/strafvollzug/index.php>

Special tip: „Podcast Strafvollzug“:

<http://www.fhr.nrw.de/fachbereiche/strafvollzug/podcastverwirt/index.php>

Duties

The scope of duties of the civil servants of the higher intermediate-level executive and administrative service is very diverse. It touches all areas of a correctional facility.

- **Safety and security service officer/head of the safety and security service**
The head of the safety and security service is responsible for ensuring safety and security in correctional facilities and takes the necessary measures in close cooperation with the head of the institution.

He/she has to supervise the organization of the prisoners' safe accommodation, to participate in decisions about relaxations of prison rules (e.g. leave from detention, short leave) and to prepare disciplinary decisions against prisoners.
- **Head of the enforcement division**
The head of the enforcement division takes the decisions necessary for the organization of prison life in the enforcement division and concerning the treatment of the prisoners on his/her own responsibility, unless such decisions are reserved to the head of the institution in general or in individual cases.

Diplom-Verwaltungswirt/in (FH)																		
1 st year												2 nd year						
August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February
Specialized academic studies I									Specialized practical training I									

- **Labor administration officer/head of labor administration**
 The head of labor administration is responsible for all measures in connection with the prisoners' work assignment. He/she supervises the proper conduct of the business of the work and training installations (e.g. carpenter's workshop, fitter's shop, printing house, bakery) and ensures their economic efficiency.
- **Budget division officer/head of the budget division**
 The head of the budget division shall perform all duties in connection with the material supply of the prisoners and the institution in the broadest sense. In particular, this includes budget processing in the form of budgeting and budget execution.
- **Head of the construction administration division**
 The head of the construction administration division is involved in the planning and execution of all new constructions, modifications and enlargements as well as in real property maintenance. In this context, he/she has a coordinating and informing function in cooperating with the construction and judicial agencies involved.
- **Head of administration**
 The head of administration is responsible for organizing the overall administration and a smooth course of business within the institution. He/she ensures the proper completion of the administrative tasks in all agencies and supports the institution's executive staff in matters related to the organizational development.

Diplom-Verwaltungswirt/in (FH)																	
						3 rd year											
February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July
Specialized academic studies II						Specialized practical training II									Specialized academic studies II		

Courses

The three-year preparatory service comprises 18 months of studies at the University of Applied Sciences for the Administration of Justice of North Rhine-Westphalia in Bad Münstereifel and a specialized practical training of 18 months in correctional facilities. The preparatory service is structured as follows:

- **1 August to 31 August (1 month): Practical introduction**
in a correctional facility
- **1 September to 30 April (8 months): Specialized academic studies I**
Courses in civil law and commercial law, in criminal and enforcement law, in business administration, personnel management (civil service and collective bargaining law) and enforcement administration (e.g. labor administration, law enforcement) as well as in psychology
- **1 May to 31 December (8 months): Specialized practical training I**
in a correctional facility
- **1 January to 31 July (7 months): Specialized academic studies II**
Advanced courses, inter alia, in business administration, personnel management and enforcement administration (e.g. German Code of Social Law, law enforcement), in enforcement law, communication and criminology
- **1 August to 30 April (9 months): Specialized practical training II**
in a correctional facility
- **1 May to 31 July (3 months): Specialized academic studies III**
Repetition and consolidation of all subjects; written exams in the second half of July (oral exam in October)

Usually the students study in groups of 20 to 25. The courses are given by professors, lecturers and instructors of the University of Applied Sciences for the Administration of Justice.

Diplom-Verwaltungswirt/in (FH)

They impart knowledge in the following fields:

In-depth knowledge of

- enforcement law (execution of sentences, execution of pre-trial detention, execution of juvenile court sentences),
- enforcement administration (e.g. penal execution law, labor and vocational training of prisoners, economic supply),
- criminology,
- budget law,
- civil service and collective bargaining law,
- business administration;

Basic knowledge of

- social sciences (psychology and sociology),
- criminal law,
- civil law,
- public law and administrative law,
- the constitution of the courts law and
- social law.

Exam and job prospects

The degree program ends with a state examination which is an examination qualifying for entry into the relevant service category before the respective Judicial Examination Office of the *Land* (Landesjustizprüfungsamt). The final exam consists of seven written examinations and an oral examination.

When the student has passed the exam, the University of Applied Sciences for the Administration of Justice awards the academic degree "Diplom-Verwaltungswirtin (FH)" (female) or "Diplom-Verwaltungswirt (FH)" (male). The student's civil servant status subject to revocation ends. The graduates are not automatically entitled to the civil servant status on probation, however, the prospects of being granted such a status are very good.

Application

Candidates for the higher intermediate-level executive and administrative service are usually appointed on 1 August of each year. Eligible are persons who

- have not yet reached the age of 37,
- have a school education qualifying for enrollment at a university or a level of education recognized as equivalent,

- meet the legal requirements for appointment as civil servant and
- are qualified for the career in regard to their character, mental and physical abilities as well as to their state of health.

Recruiting authorities are the Ministries of justice of the respective German *Länder*. Applications are to be sent to the recruiting authorities, in North Rhine-Westphalia, however, they are to be sent to the Justizvollzugsschule Nordrhein-Westfalen (school of justice of North Rhine-Westphalia):

Justizvollzugsschule Nordrhein-Westfalen

Josef-Neuberger-Haus
Dietrich-Bonhoeffer-Weg 1
42285 Wuppertal
Tel.: (0202) 9457 – 0
E-mail: poststelle@jvs.nrw.de
www.jvs.nrw.de

All you should know for a correct application in North Rhine-Westphalia can be found at:

<http://www.justiz.nrw.de/Stellen/ausbildung/berufe/verwaltungswirt/bewerbung/index.php>

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www.justiz.nrw.de

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Schleidtalstraße 3
53902 Bad Münstereifel
www.fhr.nrw.de

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You can order any publication by phone on working days between 8.00 a.m. and 6.00 p.m.

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