

We shape the administration.  
Typically different!



# Administration from Mayen: Teaching and learning with enthusiasm.

General information about the HöV and ZVS Rheinland-Pfalz

# We are the centre of excellence for public administration in Rhine-land-Palatinate.

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The University of Public Administration Rhineland-Palatinate (HöV – Hochschule für öffentliche Verwaltung) in Mayen is an internal University that was founded in 1981. The HöV offers both administration and public administration management as courses of study, with different areas of specialisation.

Furthermore, the Central School of Public Administration Rhineland Palatinate (ZVS – Zentrale Verwaltungsschule) is also located in Mayen. Here, you will receive training and become an administration graduate.

The University of Public Administration and the Central School of Public Administration Rhineland-Palatinate are regarded as service providers in the field of administration management.

They qualify experts that can be employed widely for upper, middle and lower management in the public sector, and namely for:

- local governments
- state administration bodies
- German pension insurance

in Rhineland-Palatinate.

The HöV offers future public officials and people of similar professions, vocationally integrated courses to achieve the entry requirements for third-tier positions in administrative services for careers in administration and finance.

The ZVS trains public officials for entry to second-tier positions.

HöV and ZVS assume joint responsibility as partners to qualify their students and trainees for their professional activities. In cooperation with the authorities, the three-year degrees (HöV) and the two-year training courses (ZVS) are divided into coordinated theoretical knowledge and practical stages of study.

In doing so, the theoretical course content is coordinated with the requirements of administration practice and includes current developments.



*Our practical on-site courses related to the authorities guarantee that our graduates will be employable straight away.*



In practical training, the theoretically imparted course content is deepened and implemented in a practical manner. Theoretical learning and practice-related administration work are closely linked with one another. The time is thereby used efficiently and the participants can get to grips with demanding administration tasks early on.

Numerous experienced experts complement the team of qualified university lecturers. In doing so, the exchange between theory and practice takes centre stage.

## We are qualifying the administration personnel of tomorrow through the exchange of theory and practice:

- qualified education and further training
- communication of professional, methodical, personal and social skills
- well-equipped library and a modern technological infrastructure
- integration in on-site administration practice
- flexible training solutions for individual requests

The subject matter in the degrees is divided into learning modules containing specific content and topics that are perfectly adapted to one another. Usually, each module contains several courses and is essentially completed within one academic year with a certificate of performance.

In this manner, students learn to see knowledge from several areas in terms of context and to develop interdisciplinary skills. Through a comprehensive description of the modules, they are given a clear image of what they must achieve.

As part of both degrees, students can choose different focal points for their interdisciplinary learning content and areas of activity.

Administration:

- general administration
- administrative computer science
- road and traffic laws
- pension insurance

Public administration management:

- general public administration management
- administrative computer science

## Examples of interdisciplinary learning content in Bachelor modules:

- legal foundations and framework conditions of administrative procedures
- economic and business foundations of administrative procedures
- public finance management
- selected areas of activity in special administrative law
- human resources and organisation management
- practice-related seminars and projects

A thesis must be written at the end of the studies at HöV. Students are awarded a “Bachelor of Arts” upon successfully completing their degree.

At the ZVS, the trainees are qualified to be a “graduate in administration” after successfully completing their 2-year training course.

Examination subjects include:

- community law
- danger prevention law
- social security law
- public finances

## Our additional offer: Occupational training qualification.

Furthermore, the HöV is responsible for the interdisciplinary, subject-related training of employees in the regional government authority of Rhineland-Palatinate. This task is carried out in cooperation with the Kommunalakademie Rheinland-Pfalz e. V..

Furthermore, the HöV offers occupational courses, coaching and other further training, which are designed for both local government staff and those from the regional government authorities.

The core of the training qualification for administration in Rhineland-Palatinate is the principle of "life-long learning". For this purpose, the HöV has developed a custom-fit concept with qualification modules.

## Thematic collaboration and practice-related projects round off the additional offer.

For many years, the HöV has been maintaining subject and project-related cooperation with different bodies within and outside the administration. Thus, each year conferences (e.g., "Mayener Forum - with Practice in Dialogue") are organised with the help of external partners.

The HöV carries out application-related research and development projects. In doing so, it deals mainly with the development of action proposals for practice.

The synergy effects can be exploited through cooperation with other participants within and outside public administration. The HöV reinforces their mission statement, that application-related research makes a substantial contribution towards the quality assurance of administrative action.

## Cross-border cooperation is a commonly stated goal.

The socioeconomic interdependencies within a united Europe are becoming ever more dynamic. Accordingly, cross-border cooperation has also intensified significantly over the last ten years.

The further development of international cross-border cooperation is a stated goal of the university.



*In the age of globalisation, as a regional centre of excellence, cooperation with local institutions is just as important to us as international cooperation. For more information, see our website.*

## We understand the role of Rhineland-Palatine in Europe and the world.

In a Europe that is growing ever closer and a globalised world, intercultural skills are becoming more and more important. Therefore, during the courses of study, a special course on intercultural skills is offered. The constantly growing significance of the EU as a political, economic and a legally decisive factor for administrative actions requires the employees of the regional government authority to acquire a higher level of EU competence.

The HöV tries to give due consideration to this matter through its courses and its training offers. During the practical training phase, as part of the "guest" training programme, students have the opportunity to complete a rotation abroad in cooperation with the respective training authority, e.g., as part of an existing town partnership. Conversely, students from abroad are given the opportunity to attend courses at the HöV during their stay in Rhineland-Palatinate.





## Overcoming borders through international cooperation.

As a state with many local and international neighbouring regions, Rhineland-Palatinate has always maintained contact across national borders.

For years, the HöV has been receiving delegations of foreign (community) politicians and administrative experts, providing information about the administration in Rhineland-Palatinate. As a result, guests have been welcomed from Rhineland-Palatinate's partner country, Rwanda, from Vietnam, Estonia, Hungary, the People's Republic of China and South Africa (delegates).

Since 2012, the university has been collaborating with the administration of the Chinese province, Fujian, the partner province of Rhineland-Palatinate.

As part of this cross-border cooperation, the HöV participates in the joint conferences and workshops that take place. Cross-border projects and cooperation are very important.

[www.hoev-rlp.de](http://www.hoev-rlp.de)  
[www.zvs-rlp.de](http://www.zvs-rlp.de)



RheinlandPfalz

HOCHSCHULE FÜR  
ÖFFENTLICHE VERWALTUNG



RheinlandPfalz

ZENTRALE  
VERWALTUNGSSCHULE

Hochschule für öffentliche Verwaltung Rheinland-Pfalz  
Zentrale Verwaltungsschule Rheinland-Pfalz

St. Veit-Straße 26 - 28  
D-56727 Mayen

Phone: +49 (0)2651/983-0  
Fax: +49 (0)2651/76488

[info@hoev-rlp.de](mailto:info@hoev-rlp.de)  
[info@zvs-rlp.de](mailto:info@zvs-rlp.de)