UAB

Universitat Autònoma de Barcelona

2023/2024

Public Administration and Policy

Code: 101114
ECTS Credits: 12

Degree	Type	Year	Semester
2500259 Political Science and Public Management	OB	2	A

Contact

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Teaching groups languages

You can check it through this link. To consult the language you will need to enter the CODE of the subject. Please note that this information is provisional until 30 November 2023.

Teachers

Francesc Xavier Ballart i Hernàndez

Ixchel Perez Duran

External teachers

Nuria Suero

Prerequisites

It is taken for granted that students know, at least, the concepts and theories studied in the "Political Science" course of the first year of the Degree. It is also taken for granted that students regularly follow generalist world news press.

Objectives and Contextualisation

This subject is compulsory in the second year of the Degree in Political Science and Public Management. As an annual subject, it aims, on the one hand, to work in depth the main concepts and models that currently dominate the panorama in the analysis of public administration and public policies from a sectoral perspective. On the other hand, it also introduces the constant reference to comparative experience in administration, public management and public policies.

Competences

- Analysing public policies, both in their elaboration and implementation processes.
- Applying the discipline's main theories and different fields to real practical and professional problems.
- Applying the knowledge of the Public Administrations on its various levels to practical and professional concrete cases.
- Arguing from different theoretical perspectives.
- Demonstrating good writing skills in different contexts.
- Demonstrating the understanding of intergovernmental relationships and identifying the position of Public Administrations in the political system.
- Describing and understanding the functioning of the Public Administration on a state, sub-state and supranational level.
- Distinguishing the discipline's main theories and different fields: conceptual developments, theoretical frameworks and theoretical approaches underlying the discipline's knowledge and different areas and sub-areas, as well as their value for the professional practice through concrete cases.
- Identifying sources of data and conducting bibliographic and documentary searches.
- Interpreting and applying English texts in an academic way.
- Managing the available time in order to accomplish the established objectives and fulfil the intended task.
- Producing and planning researches or analytical reports.
- Realising effective oral presentations that are suited to the audience.
- Showing a good capacity for transmitting information, distinguishing key messages for their different recipients.
- Synthesizing and critically analysing information.
- Using different tools for the analysis and explanation of the formulation, decision, implementation and evaluation processes in public policies.
- Using the main information and documentation techniques (ICT) as an essential tool for the analysis.
- Working autonomously.
- Working in teams and networking, particularly in interdisciplinary conditions.

Learning Outcomes

1. Analysing public policies, both in their elaboration and implementation processes.
2. Applying the knowledge of the Public Administrations on its various levels to practical and professional concrete cases.
3. Arguing from different theoretical perspectives.
4. Critically analysing the configuration process of the public agenda.
5. Critically assessing some of the public policies carried out by an authority in the State of Autonomies.
6. Demonstrating good writing skills in different contexts.
7. Demonstrating the understanding of intergovernmental relationships and identifying the position of Public Administrations in the political system.
8. Describing and understanding the functioning of the Public Administration on a state, sub-state and supranational level.
9. Distinguishing the phases of public politics: formulation, decision, implementation and evaluation.
10. Identifying sources of data and conducting bibliographic and documentary searches.
11. Interpreting and applying English texts in an academic way.
12. Managing the available time in order to accomplish the established objectives and fulfil the intended task.
13. Producing and planning researches or analytical reports.
14. Properly explaining and describing main theoretical approaches of the analysis of political sciences: cycle of politics, actor-network, institutional approaches, rational choice theory.
15. Realising effective oral presentations that are suited to the audience.
16. Showing a good capacity for transmitting information, distinguishing key messages for their different recipients.
17. Suggesting and explaining a case study of a concrete public policy.
18. Synthesizing and critically analysing information.
19. Using different tools for the analysis and explanation of the formulation, decision, implementation and evaluation processes in public policies.
20. Using the main information and documentation techniques (ICT) as an essential tool for the analysis.

21. Working autonomously.
22. Working in teams and networking, particularly in interdisciplinary conditions.

Content

FIRST SEMESTER

BLOCK 1. Introduction

1. Historical origins of today's public administration.

2. Reform paths of public administrations

3. Governance reforms: a comparative perspective.

BLOCK 2. Management and governance

4. Public accountability

5. Transparency, open government and anti-corruption policies

6. Stakeholders, conflicts of interest and public ethics

7. Representative bureaucracy

BLOCK 3 What administrations do: regulation and provision of services

8. The regulatory role of administrations: the regulatory state

9. The provider role of administrations: the welfare state

10. Health policies

11. Education policies

12. Employment policies

13. Support to families and childcare policies

14. Long-term care policies

15. Gender policies

16. Artificial Intelligence in social policies

END OF FIRST SEMESTER - START OF SECOND SEMESTER

BLOCK 1 Public administration as an organization and changes in its performing modes

1. The elements of an organization in the classical view

2. The front line of administration: useless procedures and administrative burden

3. The relational state and management through "others"

4. Co-production and "nudges"

BLOCK 2 European, Spanish and Catalan administrative structures

5. The General Administration of the State

6. The Administration of the Generalitat of Catalonia

7. The Administration of Provincial Councils and County Councils

8. The Administration of the city of Barcelona and the municipalities

BLOCK 3 Human and budgetaryresources of public administrations

9. Different models of management and appointment of public employees in Europe

10. Does someone lead or direct the performance of public employees?

11. Human resources management policies in the public sector

12. Public service motivation

13. Economic resources of public administrations: budgets and control of their allocation by internal and external bodies.

Methodology

The subject "Administration and Public Policies" of 2nd grade, has 12 cr ECTS, that is, a total of 300 hours of student dedication (25 hours per credit). These will be structured in the following types of training activities, supported by the teaching methodology that is indicated:

Guided activities:
Lectures: exhibitions by the teacher with ICT support and debate in a large group.
Public presentation of work: Individual and group presentations and round of assessments.
Seminars for discussion of texts and cases: Introduction of the session, presentation of the text, assessment and discussion. Resolution of practical cases. Preparation of simulations. Reading controls.

Supervised activities:
Tutorials to support the completion of the work and follow-up of the course

Autonomous activities:
Reading of texts: Individual exercise of comprehensive reading of texts
Study Performing diagrams and summaries
Writing of works: Recensions, bibliographical essays (individual or in group) based on a guide for the preparation and preparation of practical cases.

Evaluation: Individual test of written exams.

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			

Lectures	56	2.24	14, 4, 1, 8, 9, 19
Oral presentations	8	0.32	6, 12, 17, 18
Seminars	28	1.12	14, 4, 1, 2, 3, 6, 8, 9, 11, 18, 19, 5
Type: Supervised			
Tutorials	30	1.2	3, 6, 10, 11, 17, 18
Type: Autonomous			
Exercises and essay writing	28	1.12	14, 4, 1, 2, 3, 8, 9, 12, 10, 11, 17, 18, 21, 22, 19, 5
Reading	50	2	14, 4, 8, 9, 12, 21, 19
Study	50	2	14, 4, 2, 8, 9, 12, 11, 18, 21, 5

Assessment

The evaluation of this course will be carried out according to the following criteria:

Both semesters will be assessed independently and recovered independently. Students must approve each semester. The final grade of the course will be the average of the two grades obtained in each semester. If a student has a grade of 4 or higher in one of the two semesters, it will be considered if he / she can approve the course if the average grade of both semesters is higher than 5.

First semester:

- Final exam: 40%
- Seminars: 30%
- Partial exam: 15%
- Policy brief: 15%

Second semester :

- Final exam: 40%
- Seminars / reading controls: 30%
- Group work: 30%

Important considerations:

- Final grades can be modified by 10% based on attendance
- Students must have a grade in the three core sections (exam, seminars and work group/policy brief) to be able to have a final grade for each semester.
- It is necessary to pass the exam with a 5 to calculate the average of the final grade, together with the seminars and the policy brief (first semestere) or group paper (second semester).
- To approve an exercise/seminar, students must have attended the corresponding debate.
- The dates for each activity will be announced on the Virtual Campus.
- With the aim to recover the course, independent assessment for each semester will be carried out. This final evaluation will be held at the end of the course and on the date announced by the faculty.
- Evidence of plagiarism in the exercises or tests will involve failing the course.
- In accordance with article 117.2 of the UAB Academic Regulations, the assessment of students who were previously enrolled and obtained a failing grade may consist of a single synthesis test. With the aim to do so, these students would need to contact the teaching staff at the beginning of the course.

Single assessment

- There will be a single assessment option on the date set by the Faculty.

- The single assessment will include a minimum of three assessment activities of different types. It will not be limited to a theoretical exam on the acquisition of concepts since the students must demonstrate that they have acquired the same skills and competences as students who opt for continuous assessment.
- The three assessments will consist, each of the two semesters, of a final exam, a control of all the readings and an individual paper.
- The details of the sinlge assessment will be explained in the first class of the subject

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Parcial exam/Policy brief/Group work	30%	15	0.6	13, 15, 16, 20
Seminar exercises	30%	30	1.2	14, 4, 1, 2, 3, 6, 8, 9, 12, 10, 11, 17, 18, 21, 22, 19, 5
Tests/Exams	40%	5	0.2	14, 4, 1, 3, 7, 8, 9, 18, 19

Bibliography

GENERAL BIBLIOGRAPHY

Handbooks in Spanish (in chronological order)

Ballart, X. i C. Ramió, 2000. *Ciencia de la Administración,* Valencia, Tirant lo Blanch.

Longo, F. 2004. *Mérito y flexibilidad. La gestión de las personas en las organizaciones del sector público.* Barcelona: Paidós.

Del Pino, E. M. Villoria. 2009. *Dirección y Gestión de Recursos Humanos en las Administraciones Públicas.* Madrid, Tecnos.

Colino, C. 2013. *Gobiernos y Administraciones Públicas en Perspectiva Comparada.* Valencia, Tirant lo Blanch.

Parrado, S. y Olmeda, J.A. 2013. *Gobiernos y administraciones públicas en perspectiva comparada.* Tirant lo Blanch

Ballart, X., G. Rico, G. Ripoll, 2016. *La motivación en los servicios públicos: análisis empírico de sus antecedentes y de sus efectos.* Madrid: Instituto Nacional de Administración Pública.

Del Pino, E. and Rubio, Mª J. (eds.) 2016. Los Estados de Bienestar en la encrucijada: políticas sociales en perspectiva comparada. Madrid. Editorial Tecnos.

Olmeda, J.A. , Parrado, S. y Colino, C. 2017. *Las Administraciones Públicas en España*, Valencia, Tirant lo Blanch. ISBN 10: 8491434607 / ISBN 13: 9788491434603.

Gomà, R y Ubasart, G. (Coords.) 2021. Vidas en transición. (Re) construir la ciudadanía social. Madrid. Editorial Tecnos.

Handbooks in English (in chronological order)

Bossaert, D., C. Demmke, K. Nomden y R. Polet, 2001, *Civil Services in the Europe of Fifteen. Trends and New Developments.* Maastricht, European Institute of Public Administration.

Hughes, Owen E. 2003. *Public Management and Administration. An Introduction* (Third Edition) Palgrave Macmillan: New York.

Pollitt, C. and Bouckaert, G. 2004 *Public Management Reform. A Comparative Analysis*, Oxford: Oxford University Press

Moran, M., Rein, M., and Goodin, R.E. 2006. *The Oxford Handbook of Public Policy*, Oxford University Press

Ongaro, E. 2009. Public Management Reform: Trajectories of Administrative Change in Italy, France, Greece, Portugal and Spain. London: Edward Elgar.

Painter, M. and Peters, B. G. 2010. (Eds). *Administrative Traditions: Inheritances and Transplants in Comparative Perspectiv*e, Basingstoke: Palgrave.

Kuhlmann, S. and Wollmann, H. 2014. *Introduction to Comparative Public Administrations. Administrative Systems and Reform in Europe*. Cheltenham and Northampton, MA: Edward Elgar

Perry, J., and Christensen, R.K. 2015. *Handbook of Public Administration,* London: Routledge.

Pierre, J., y Peters G.B. 2020. Governance, Politics and the State. Bloomsbury Publishing, 2020.

SPECIFIC BIBLIOGRAPHY

Specific reading materials will be assigned for each session/seminar.

Main journals

Governance, an International Journal of Policy, Administration and Institutions

International Journal of Public Administration

International Journal of Public Sector Management

International Public Management Journal

Journal of Comparative Policy Analysis

Journal of European Public Policy

Journal of European Social Policy

Journal of South European Society and Politics

Journal of Policy Analysis and Management

Journal of Public Administration Research and Theory

Journal of Public Policy

Local Government Studies

Public Administration -An internationalquarterly

Public Management Review

Software

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