UAB
Universitat Autònoma de Barcelona

Public Administration and Policy

Code: 101114
ECTS Credits: 12

2024/2025

Degree	Type	Year
2500259 Political Science and Public Management	OB	2

Contact

Name: Ixchel Perez Duran

Email: ixchel.perez@uab.cat

Teachers

Francesc Xavier Ballart i Hernàndez

Ixchel Perez Duran

Teaching groups languages

You can view this information at the end of this document.

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.

1

- 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. The bureaucratic model and attempts at administrative reform in Europe

3. Governance reforms

BLOCK 2. Management and governance

Topic 4: Social actors, interest groups, and influence on the public agenda

Topic 5: Government accountability

Topic 6: Transparency and open government

Topic 7: Representative bureaucracy

Topic 8: Digital transformation of administration and public policies: artificial intelligence and robotization

BLOCK 3 Regulatory State and Welfare State

9. The regulatory role of administrations: regulation and agencification in multilevel contexts

10. The provider role of administrations: the welfare state

11. Health policies

12. Education policies

13. Employment policies

14. Support to families and childcare policies

15. Long-term care policies

END OF FIRST SEMESTER - START OF SECOND SEMESTER

BLOCK 1 Public administration today

1. The Politics-Administration relationship and professional public management

2. The evolution of civil service systems in Europe, why it is so difficult to change the system

3. Overview of public administrations in Latin America and Asia

4. Challenges of Public Administration today: citizen orientation and new problems with digital administration

5. The administrative structure and its dimensions: coordination and departmentalization systems

6. Cross-cutting projects in vertical structures, challenges for project managers

BLOCK 2 European, Spanish and Catalan administrative structures

7. The General Administration of the State

8. The Administration of the Generalitat of Catalonia

9. The Administration of Provincial Councils andCounty Councils

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

BLOCK 3 Public Administration Resources and Their Control

Topic 12: The Selection Model of Public Employees in Spain and Catalonia

Topic 13: The Different Dimensions of Human Resource Management in Public Administrations

Topic 14: The Economic Resources of Administrations: Budget Management and Control

Topic 15: Control of Public Administrations: Internal and External Controls. Administration and Ethics.

Topic 16: Indicator-based Control Systems

Activities and Methodology

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

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.

Assessment

Continous Assessment Activities

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

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/reading controls: 30%
- Participation: 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

- Students who have requested it within the required timeframe may opt for a "Single Assessment."
- The "single assessment" will include the individual presentation of all seminars and final projects completed each semester. It will also include the presentation of the final exam for each semester.
- The content evaluated in the single assessment includes all topics listed in the Syllabus, as well as the required readings for each topic and assessment activity.
- The minimum grade to pass the single assessment is 5. Retakes will take place on the dates established by the university

Bibliography

GENERAL BIBLIOGRAPHY

Handbooks in Spanish (in chronological order)

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)

Araral, E. and Fritzen, S. and Howlett, M. and Ramesh, M. and Wu, X (Ed) (2012). Routledge Handbook of Public Policy. Routledge Editor, 528 pages

Brandsma, G. J. (Ed.). (2024). *Handbook on European Union Public Administration*. Edward Elgar Publishing.

Charalabidis, Y., Medaglia, R., & van Noordt, C. (Eds.). (2024). *Research Handbook on Public Management and Artificial Intelligence*. Edward Elgar Publishing.

Chaqués-Bonafont, L., and Jordana, J. (2022). Policyanalysis in Spain: actors and institutions. In Policy Analysis in Spain (pp. 1-18). Policy Press.

Dodds, A. (2018). Comparative Public Policy. United Kingdom: Bloomsbury Publishing.

Howlett, M., & Tosun, J. (Eds.). (2021). The Routledge Handbook of Policy Styles (1st ed.). Routledge. https://doi-org.are.uab.cat/10.4324/9780429286322

Howlett, M. (Ed.). (2022). The Routledge Handbook of Policy Tools(1st ed.). Routledge.
https://doi-org.are.uab.cat/10.4324/9781003163954

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

Moran, M., Rein, M., and Goodin, R. E. (Eds.). (2008). The Oxford handbook of public policy. Oxford University
Press.

Knill, C., and Tosun, J. (2020). Public policy: A new introduction. Bloomsbury Publishing.

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

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

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.

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

BIBLIOGRAFIA ESPECÍFICA PER TEMES

Les professores i professor assignaran articles específics per cada tema/seminari.

Academic journals

Public Administration

Public Management Review

Journal of Public Administration Research and Theory

Governance

Journal of European Public Policy

Journal of European Social Policy

International Review of Administrative Sciences

International Journal of Public Administration

International Journal of Public Sector Management

International Public Management Journal

Journal of Policy Analysis and Management

Journal of Public Policy

Software

.

Language list

Name	Group	Language	Semester	Turn
(SEM) Seminars	1	Spanish	annual	morning-mixed
(SEM) Seminars	51	Spanish	annual	afternoon
(TE) Theory	1	Spanish	annual	morning-mixed
(TE) Theory	51	Spanish	annual	afternoon