**SYLLABUS**

**regarding the qualification cycle FROM 2024 TO 2025**

1. Basic Course/Module Information

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| --- | --- |
| Course/Module title | *Intoduction to public administration* |
| Course/Module code \* |  |
| Faculty (name of the unit offering the field of study) | College of Social Sciences |
| Name of the unit running the course | Institute of Political Science |
| Field of study | Political science |
| Qualification level | BA |
| Profile | *academic* |
| Study mode |  |
| Year and semester of studies | *Fall, academic year 2024/2025* |
| Course type | *Classes* |
| Language of instruction | English |
| Coordinator | Agnieszka Pawłowska |
| Course instructor | *Agnieszka Pawłowska* |

\* - as agreed at the faculty

1.1.Learning format – number of hours and ECTS credits

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Semester  (n0.) | Lectures | Classes | Colloquia | Lab classes | Seminars | Practical classes | Internships | others | **ECTS credits** |
| I |  | 10 |  |  |  |  |  |  | 4 |

1.2. Course delivery methods

- conducted in a traditional way: classes

1.3. Course/Module assessment (exam, pass with a grade, pass without a grade)

Pass with a grade

2. Prerequisites

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| General knowledge on government and political systems. Basic knowledge on the state, its institutions, and political process. Students use their knowledge and acquire the new one to analyse particular political and administrative issues. |

3. Objectives, Learning Outcomes, Course Content, and Instructional Methods

3.1. Course/Module objectives

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| --- | --- |
| O1 | learning the PA objectives, institutions, functions, and models |
| O2 | learning the reforms and problems of modern PA |
| O3 | developing the ability to analyze and compare different PA models |
| O4 | developing skills of group work and self-education |

3.2. Course/Module Learning Outcomes (to be completed by the coordinator)

|  |  |  |
| --- | --- | --- |
| Learning Outcome | The description of the learning outcome  defined for the course/module | Relation to the degree programme outcomes |
| LO\_01 | Student compares models and traditions of PA in Europe |  |
| LO\_02 | Student presents contemporary reforms of PA |  |
| LO\_03 | Student evaluates PA reforms in his/her own country |  |
| LO\_04 | Student is oriented on group work |  |
| LO-05 | Student is oriented on self-education |  |

**3.3. Course content (to be completed by the coordinator)**

1. Classes, tutorials/seminars, colloquia, laboratories, practical classes

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| Content outline |
| 1. Defining PA through its objectives, functions and institutions. |
| 1. Mile-stones of PA development – from *rule of law* to *post-Weberian* state. |
| 1. PA models – Anglo-Saxon vs. continental (Napoleonic and federal) vs. Scandinavian vs. Central Eastern European model of PA. |
| 1. Contemporary PA reforms: factors and trajectories of change: inter- and intra-governmental reforms; territorial reforms; public services reforms. 2. Pathologies and accountability of public administration. |

3.4. Methods of Instruction

e.g.

*Lecture: a problem-solving lecture/a lecture supported by a multimedia presentation/ distance learning*

*Classes: text analysis and discussion/project work (research project, implementation project, practical project)/ group work (problem solving, case study, discussion)/didactic games/ distance learning*

*Laboratory classes: designing and conducting experiments*

a lecture supported by a multimedia presentation, discussion, case studies, presentations, group work.

4. Assessment techniques and criteria

Final paper. Topic selected by the student:

Topic 1: *Public administration in [the student home-country] vs. public administration in [selected country belonging to other model of public administration]*

Topic 2: *Public administration in [selected country] – its structure, strengths and weaknesses.*

4.1 Methods of evaluating learning outcomes

|  |  |  |
| --- | --- | --- |
| Learning outcome | Methods of assessment of learning outcomes (e.g. test, oral exam, written exam, project, report, observation during classes) | Learning format (lectures, classes,…) |
| LO-01 | observation during classes, presentation, final paper | classes |
| LO-o2 | presentation, final paper | classes |
| LO-03 | observation during classes, presentation, final paper | classes |
| LO-04 | observation during classes | classes |
| LO-05 | observation during classes, final paper | classes |

4.2 Course assessment criteria

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| Activity during classes; taking part in a discussion; activity while working in groups; the quality of class presentation; the quality of the final paper.   1. participating in classes, and activity (1-5 p.) 2. presentation (1-3 p.) 3. final paper (1-5 p.)   16-18 p. – A (excellent)  14-15 p. – B (very good)  12-13 p. – C (good)  10-11 p. – D (satisfactory)  8-9 p. – E (sufficient) |

5. Total student workload needed to achieve the intended learning outcomes

– number of hours and ECTS credits

|  |  |
| --- | --- |
| Activity | Number of hours |
| Scheduled course contact hours | 10 |
| Other contact hours involving the teacher (consultation hours, examinations) | 2 |
| Non-contact hours - student's own work (preparation for classes or examinations, projects, etc.) | 80 |
| Total number of hours | 92 |
| Total number of ECTS credits | 4 |

\* One ECTS point corresponds to 25-30 hours of total student workload

6. Internships related to the course/module

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| --- | --- |
| Number of hours |  |
| Internship regulations and procedures |  |

7. Instructional materials

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| Compulsory literature:  Kuhlmann, S., Wollmann, H. (2015). Introduction to Comparative Public Administration. Administrative Systems and Reforms in Europe, Cheltenham: Edward Elgar.  Peters, G.P, Pierre, J. (eds) (2003). Handbook of Public Administration. London, Thousand Oaks, New Delhi: Sage.  Public Administration: An Art or a Science, <https://www.managementstudyguide.com/public-administration-an-art-or-science.htm>  Levi Faur, D. (ed). The Handbook of Governance, Oxford: Oxford University Press.  Swianiewicz, P. (2014). An Empirical Typology of Local Government Systems in Eastern Europe, Local Government Studies, 40:2, 292-311, DOI: 10.1080/03003930.2013.807807 |
| Complementary literature:  Bovens, M. (2007). Analysing and Assessing Accountability: A Conceptual Framework. European Law Journal, 13(4), 447–468.  Frederickson, H.G., Smith, K.B. (2003). The Public Administration Theory Primer, Boulder: Westview Press.  Killian, J., Eklund, N. (eds). (2008). Handbook of administrative reform: An international perspective. Boca Raton: CRC Press.  Lynn, L.E. (2008). What is a Neo-Weberian State? Reflections on a Concept and its Implications, NISPAcee Journal of Public Administration and Policy, January.  Peters, B.G. (2001). The Politics of Bureaucracy, Routledge 2001.  Pollitt, Ch., Bouckaert, G. (2011). Public Management Reform. A Comparative Analysis. Oxford: Oxford University Press.  Torfing, J., Bøgh Andersen, L., Greve, C., Klausen, K. K. (2021). Public governance paradigms: Competing and co-existing. Cheltenham, UK: Edward Elgar Publishing. |

Approved by the Head of the Department or an authorised person