

## **PUBLIC ADMINISTRATION**

Degree in Accounting

Degree in Finance

Degree in Public Management

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Code: 12519

Main Scientific Area: Public administration and finance

Lecturer: Pedro Manuel Miranda Nunes

Language of Instruction: Portuguese

Regime: S2

Contact Hours: 45h Total Workload: 95h

ECTS: 5,0

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### **Objectives**

Prepare the Students of Public Management course to work on the central government and its decentralized services, in regional and local municipal administration, public enterprises and institutes, municipal and inter-municipal, and, more generally, in all public services.

Intervention capacity in various sectors, political and administrative, including the operation of public organizations, in particular the field of technical and legal language of organizational relationships and inter-organizational (public and private-public).

Knowing the dynamics of public organizations and being empowered with skills of theoretical and practical bases to analyze, evaluate, and understand public administration, whether in problems today, or in the challenges it faces, including administrative reform.

Understand the state functions in a globalized world that requires new governance policies.

### **Learning Outcomes**

Apply knowledge and comprehension skills acquired in order to demonstrate a professional approach to work in the vocational area;

Ability to solve problems within the area of training and building and grounds of the arguments themselves;

Ability to collect, select, and interpret relevant information, particularly in the area of training, to enable solutions to the reasoning and judgments, including the analysis of social, scientific, and ethical aspects;

Possession of skills to communicate information, ideas, problems, and solutions to both public consisting of experts and non-experts; and, possession of learning skills that enable life-long learning with a high degree of autonomy.

### **Course Contents**

Part I:

Public Administration

Chapter I: Introduction to Public Administration

1. Presentation of the course and its semester planning
2. Presentation of teaching and learning methodologies and assessment system
3. Introduction to the Science of Public Administration and its study in the context of the various sciences
4. The public needs and public administration
5. The meanings of the public administration expression (organic material sense)

## 6. Public and Private Administration

### Chapter II: Historical Evolution of Public Administration

1. Introduction
2. Public Administration in the Eastern State, Greek, Roman and Medieval State
3. Public Administration in the Modern State
4. Public Administration in the Modern State: Constitutional State in the twentieth century
5. Evolution in Portugal in the twentieth century

### Chapter III: The Administrative Systems

1. Introduction
2. Traditional administrative system
3. British type of administrative system
4. French type of Administrative system
5. Evolution and confrontation between Administrative systems

### Part II:

#### General Theory of Administrative Organization

#### Chapter IV: Elements of Administrative Organization

1. Introduction: Identification elements of the administrative organizations and Administrative Systems
2. Elements of the administrative organization
3. Attribution and competence
4. Competence in particular
5. Public services
6. The administrative hierarchy

#### Chapter V: Administrative Organization Systems

1. Introduction
2. Concentration and deconcentration
3. Delegation of Powers
4. Centralization and decentralization
5. Integration and devolution of powers
6. Constitutional principles of administrative organization

#### Chapter VI: Portuguese Administrative Organization

1. Introduction
2. Meanings of the word State and State as a legal person
3. Species of state administration and their attributions
4. State Organs
5. The Government in particular
6. General Offices Services

#### Chapter VII: Peripheral Administration and Indirect State Administration

1. Introduction
2. Peripheral Administration
3. Indirect State Administration

#### Chapter VIII: Autonomous Administration

1. Introduction: Autonomous Administration
2. Public Associations
3. The Local Authorities (Autarchy concept)

4. The Parish
5. The Municipality
6. Metropolitan areas
7. Region (district)
8. Autonomous regional administration

### **Recommended Bibliography**

AMARAL, Diogo Freitas, 2006, Curso de Direito Administrativo, Vol. I. 3ª Edição, Coimbra. (com a colaboração de Luís Fábria, Carla Amado Gomes e J. Pereira da Silva).

### **Learning and Teaching Methods**

Two of the main objectives of UC are to understand and clarify the main perspectives, concepts, processes, and practices of Public Administration activity. Accordingly, throughout the program will address the outlook that marks the past and present of Public Administration in particular the historical evolution of the types and subtypes of historical State and administrative systems.

The use of examples, real cases, or case studies throughout the different sessions will help students consolidate their knowledge and develop their critical skills on the different topics. A more practical approach to content search will comply with the final two goals of UC: the application of knowledge to specific situations and skills development, conceptualization, and argumentation.

### **Assessment Methods**

1) Public Administration, normal regime:

5 mini-tests for continuous assessment, in a classroom context, each test lasting 20 minutes (approximately). Test dates will be included in the course management schedule. Tests are priced at 20 points. The 4 best tests will be considered. The final continuous assessment grade will correspond to the average of these 4 best tests (there is no minimum grade, and approval for the UC through continuous assessment will depend on obtaining an average of 9.5). The student may miss one or more tests, and the average for passing will always be based on 4 tests performed, or not.

If the student fails to pass the continuous assessment, he or she takes a written exam with a weight of 100% according to the ESG exam calendar.

2) Public Administration, e-learning regime:

1 written test with a weight of 70% in the final grade. Test dates will be included in the course management schedule.

A critical review on a topic to be made available by the teacher (rules included), prepared in a group (maximum 3 students), with a weight of 30% in the final grade, delivered by 11 p.m. on the day before the 1st written test.

There is no minimum grade, and the final grade will result from the weighted average of the 2 evaluation elements (test (70%) + critical review (30%).

To obtain approval for the UC, the final grade must be equal to or greater than 9.5 (ten) values.

If the student fails to pass the continuous assessment, he or she takes a written exam with a weight of 100% according to the ESG exam calendar.

