Course Unit	Portuguese Public Administration			Field of study	Public Administration								
Bachelor in	Public Management and Administration			School	School of Public Management, Communication and Tourism								
Academic Year	2021/2022	Year of study	1	Level	1-1	ECTS credits	6.0						
Type	Semestral	Semester	2	Code	9165-315-1201-00-21								
Workload (hours)	162	Contact hours	T -	TP 60	PL -	TC -	S -	E -	OT 20	O -			

T - Lectures; TP - Lectures and problem-solving; PL - Problem-solving, project or laboratory; TC - Fieldwork; S - Seminar; E - Placement; OT - Tutorial; O - Other

Name(s) of lecturer(s): Claudia Cristina Silva Costa

Learning outcomes and competences

At the end of the course unit the learner is expected to be able to:
1. Analyze the State's origin and its functions;
2. Classify the Portuguese State by its political system;
3. Understand the functions and the composition of Portuguese public sector;
4. Analyze the Portuguese administrative organization;
5. Understand and interpret the context and the operating procedures of Public Administration in terms of human resources;
6. Understand the procedures of public procurement;
7. Analyze the evolution of Portuguese Public Administration structure and identify the main pressures of administrative reform.

Prerequisites

Before the course unit the learner is expected to be able to:
Not applicable.

Course contents

The State. State Categories and Political Regimes. The Public Sector and its Structure. Direct State Administration. Indirect State Administration. Autonomous Administration. Independent Administration. Procedures in Public Administration. Evolution of Portuguese Public Administration.

Course contents (extended version)

1. The State
   - Definition of State
   - Elements of State: Population, Territory and Power
   - Functions and Purposes of State
2. State Categories and Political Regimes
   - Non-sovereign and Semi-sovereign States
   - Sovereign States
   - Parliamentary System
   - Presidential System
   - Assembly System
   - Mixed Systems
3. The Public Sector and its Structure
   - The size of Public Sector
   - The Administrative Public Sector and Entities that Exercise Sovereignty
4. Direct State Administration
   - The Government: Functions, Competences and Composition
   - The Government's Local Services
5. Indirect State Administration
   - Public Institutes
   - Public Enterprises
6. Autonomous Administration
   - Public Associations
   - Local Authorities: Parishes and Municipalities
   - New Types of Administration
7. Independent Administration
   - Characterization of Supervisory Action
   - The main Entities
8. Procedures in Public Administration
   - Legal Relationship of Employment in Public Administration
   - Public Procurement
   - Outsourcing of External Services
   - Ethics and Deontology in Public Administration
9. Evolution of Portuguese Public Administration
   - Structure of Civil Service
   - Career System
   - Pressures and Dimension of Administrative Reform

Recommended reading

1. Amaral, F. (2018). Curso de direito administrativo - Volume I (Reimpressão 4. ª Ed.). Coimbra: Editora Almedina. ISBN 9789724062099.
2. Fernandes, A. (2015). Introdução à ciência política: Teorias, métodos e temáticas (3. ª Ed.). Porto: Porto Editora. ISBN: 978-972-0-01553-2.
3. Rolo, N. (2020). Manual de administração e governação pública (vol. 2). Portugal: Editora AAFDL. ISBN: 9789726295358
4. Silveira, P. (2022). Governo de Portugal. INA. Fundação Francisco Manuel dos Santos ISBN: 9789899064416
5. Tavares, A. (2019). Administração pública portuguesa. Fundação Francisco Manuel dos Santos. ISBN 978-989-8943-27-9

Teaching and learning methods

The contact hours will be focused on discussion and analysis of syllabus properly monitored by interpretation of real and practical situations.

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Assessment methods

1. Distributed Evaluation - (Regular, Student Worker) (Final)
   - Intermediate Written Test - 30%
   - Intermediate Written Test - 35%
   - Intermediate Written Test - 35%
2. Final Exam Evaluation - (Regular, Student Worker) (Supplementary, Special)
   - Final Written Exam - 100%
3. Incoming Students - (Regular, Student Worker) (Final, Supplementary)
   - Development Topics - 100%

Language of instruction

Portuguese, with additional English support for foreign students.

Electronic validation

Claudia Cristina Silva Costa	Bernadete de Lourdes Bittencourt	Catarina Alexandra Alves Fernandes	Luisa Margarida Barata Lopes
10-03-2022	14-03-2022	16-03-2022	28-03-2022

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