

MODULE OUTLINE

1. GENERAL INFORMATION

SCHOOL	SOCIAL SCIENCES		
PROGRAM	DEO		
LEVEL OF STUDY	UNDERGRADUATE		
MODULE UNIT CODE	DEO24	YEAR OF STUDY	2 nd
MODULE TITLE	PUBLIC ADMINISTRATION AND POLICY		
INDEPENDENT TEACHING ACTIVITIES <i>in case in which credits are awarded for separate components/parts of the course, e.g. in lectures, laboratory exercises, etc. If credits are awarded for the whole of the course, give the weekly teaching hours and the total credits</i>		HOURS	ECTS
Weekly Workload		17-19	20
Yearly Workload		512-576	
MODULE TYPE <i>general background, special background, specialized general knowledge, skills development</i>	Special background, Compulsory		
PREREQUISITE MODULES:	-----		
LANGUAGE OF INSTRUCTION and EXAMINATION/ASSESSMENT:	Greek		
THE MODULE IS OFFERED TO ERASMUS STUDENTS	YES		
MODULE WEBSITE (URL)	https://www.eap.gr/en/undergraduate/business-administration/business-organizational-management-topics/#deo24 Each module has, also, its own site on the education website of HOU (http://study.eap.gr), with restricted access (use of password) for students and teaching staff.		

2. LEARNING OUTCOMES

LEARNING OUTCOMES

The course learning outcomes, specific knowledge, skills and competences of an appropriate (certain) level, which students will acquire upon successful completion of the course, are described in detail. It is necessary to consult:

APPENDIX A

- Description of the level of learning outcomes for each qualifications' cycle, according to the European Higher Education Area's Qualification Framework.
- Descriptors for Levels 6, 7 & 8 of the European Qualifications Framework for Lifelong Learning and APPENDIX B
- Guidelines for writing Learning Outcomes

Upon successful completion of the module, students will have acquired knowledge and skills related to the subjects, as follows:

Upon the successful completion of the subject: **PUBLIC POLICY AND GOVERNANCE** of the module DEO24, students will be able to:

1. Grasp and comprehend the basic theoretical approaches of public administration and public policy, their interaction and interconnectedness.
2. Grasp and comprehend the application of the Bureaucratic Model and other theoretical approaches, such as the New Public Management, in different countries.
3. Recognize and comprehend the different stages of the policy making cycle (Agenda Setting - Policy Formulation - Decision Making - Implementation - Evaluation) and assess the ways in which governments and administrations take action.
4. Understand the external factors of reforms and critically discuss the process of learning and transfer of policy.
5. Grasp and comprehend the causes that impede the implementation of administrative reforms in Greece.
6. Comprehend the importance of better regulation for the implementation of public policy and the overall task of Governance.

Upon the successful completion of the subject: **THE GREEK ADMINISTRATIVE SYSTEM** of the module DEO24, students will be able to:

1. Grasp and comprehend the institutional setting and functions of Governance in Greece and the main areas of fundamental reforms that it has undergone.
2. Analyze and evaluate the overall organization of the Greek administrative system: Ministries and Quangos, Deconcentrated Units, Local Authorities, Independent Agencies.
3. Grasp and comprehend the role of the civil service in the administrative system – categories, legal status, career management, mobility, recruitment and promotion systems of civil servants.
4. Discuss and evaluate the role of the administrative apparatus in the policy making process in Greece.
5. Grasp and comprehend the importance of accountability, supervision and the different forms of control (parliamentary - judiciary - administrative) regarding the effectiveness of public administration.
6. Discuss critically the deviation between the regulatory framework and the actual administrative practice.

Upon the successful completion of the subject: **THE EUROPEAN UNION: INSTITUTIONS AND POLICIES** of the module DEO24, students will be able to:

1. Comprehend the history/evolution of the post-WWII process of European integration, as well as the main theoretical frameworks that have been focused on capturing and explaining this unique phenomenon in human history and making projections for its future.
2. Identify the main institutions of the EU and comprehend the key functions and the decision-making processes of the EU political system, with emphasis on the distinction between supranational and intergovernmental features of the EU system of multi-level governance.
3. Identify and comprehend the distinction between regulatory and redistributive common EU policies.
4. Capture the key dimensions of the Single Market, with emphasis on the theoretical

framework of deregulation and regulation (“negative” and “positive” integration), and comprehend the crucial role of competition policy, as probably the most important regulatory policy of the EU.

5. Grasp and comprehend the importance of EU environmental policy, as a key regulatory policy area dealing with externalities within the framework of “positive” integration.
6. Grasp and comprehend all crucial parameters of Monetary Union (EMU), with emphasis on its macroeconomic implications through the convergence criteria and Growth and Stability Pact (GSP).
7. Grasp and comprehend the importance of the new economic governance of the EU-Eurozone after the 2008-2009 financial crisis, with emphasis on the European Stability Mechanism (ESM), the European Semester, the Fiscal Compact, and the strengthening of the supervision of m-s budgets (fiscal policies).
8. Grasp and comprehend the crucial importance of the creation of the Next Generation EU within the framework of dealing with the implications of Covid-19 pandemic, as probably the first step towards the creation of Fiscal Union.
9. Grasp and comprehend the importance of redistribution and subsequently of public expenditure, both theoretically and empirically at the EU level, with emphasis on the peculiarities of the EU budget, the budgeting process, and the Multiannual Fiscal Frameworks.
10. Grasp and comprehend the importance of the main redistributive policies of the EU, namely the Cohesion or Regional policy and the Common Agricultural Policy (CAP).
11. Grasp the historical evolution of CAP from the 1950s-1960s up until the recent reform of the CAP, and comprehend its importance for the European integration process as the first EU common policy.
12. Grasp the main features of the historical evolution/development of EU Cohesion policy from the Integrated Mediterranean Programmes (IMPs) of the 1980s through the Community Support Frameworks (CSFs) (1989-2006) and the National Strategic Reference Frameworks (NSRFs) (2007-today) and the Lisbon strategy, and comprehend its crucial importance for reducing regional disparities and achieving socio-economic cohesion in the EU.
13. Understand and document the importance of EU cohesion policy for the development of Greek economy.

Upon the successful completion of the subject: **FISCAL MANAGEMENT – THE PUBLIC SECTOR** of the module DEO24, students will be able to:

1. Evaluate the responsibility and the role of the public sector in the economy, grasp the main activities of a State, and understand how a State finances its expenditure.
2. Capture the reasons why markets are not efficient, and trace the role of a State in cases of market failures.
3. Identify and analyze the main operational problems of the State-owned enterprises in Greece, and the provisions of the regulatory framework for privatizations before the debt crisis reforms, as well as critically discuss the main reforms in the Greek public sector in the framework of the Memoranda of Understanding.
4. Have a sound knowledge of the basic principles and functions for the public sector budgeting in Greece, before the reforms in financial management and accountability, and explore how the budget procedures were streamlined.
5. Comprehend the new standards of fiscal transparency, and the relevant institutional guarantees in Greece.
6. Acquire a thorough knowledge of the current problems and weaknesses in the EMU governance, as well as appreciate the changes in the architecture of the EMU following

the report of the five Presidents.

7. Examine the modalities of the modern fiscal and financial instruments in the Eurozone, discuss and assess the benefits from the Budgetary Instrument for Governance and Competitiveness, the Next Generation EU Recovery Fund, the Recovery and Resilience Facility, and the corresponding Greek National Plan for the structural reforms and public investments in the Eurozone.

General Competences

Taking into consideration the general competences that students/graduates must acquire (as those are described in the Diploma Supplement and are mentioned below), at which of the following does the course attendance aims

Search for, analysis and synthesis of data and information, by the use of technologies that are necessary according the case

Adapting to new situations

Decision-making

Independent work

Team work

Working in an international environment

Working in an interdisciplinary environment

Introduction of innovative research

Project planning and management

Respect for difference and multiculturalism

Environmental awareness

Social, professional and ethical responsibility and sensitivity to gender issues

Critical consciousness, criticism and self-criticism

Development of free, creative and inductive thinking

- Search for, analysis and synthesis of data and information, by the use of technologies that are necessary according the case
- Adapting to new situations
- Decision-making
- Independent work
- Working in an interdisciplinary environment
- Project planning and management
- Development of free, creative and inductive thinking

3. MODULE CONTENT

The aim of the module is to:

1. introduce the basic conceptual and theoretical aspects of public administration, public policy and governance with a view to recent reform trends
2. present the structural and functional elements of the Greek Public Administration and the Greek Public Sector – Independent Agencies, local authorities, public enterprises, public entities
3. address the issues around privatization and agencification policies and the growing regulatory role of the State
4. make students familiar with the process of budgeting (drafting, voting, implementing and controlling) as the main financial tool for the implementation of public policies
5. trace the evolution of European institutions and policies, and explain their impact on public policy making in Greece.

TEACHING MODE <i>Face-to-face, in-class lecturing, on distance teaching and distance learning etc.</i>	Distance education, assisted by conducting five Group Counseling Meetings (GCM) during the academic year, which take place on weekends (Saturday or Sunday). Each GCM lasts four hours and can be either face to face in classrooms of Greek University Institutions or delivered online.														
USE OF INFORMATION AND COMMUNICATION TECHNOLOGY <i>Use of ICT in Teaching, Laboratory Education, Communication with students</i>	GCMs are conducted by means of: • In online classes: remote meeting tools (teleconferencing platforms) • In face-to-face classes: modern audiovisual media The learning process is supported by the online study platform. For the assignments, the students have access to writing and editing software. All submitted assignments are checked for plagiarism in the Turnitin plagiarism detection service. In addition, students use office automation tools, web browsers and e-readers for digital books. Communication with students is carried out either via the study platform, email, telephone or through the tools of remote meetings or during the face to face GCMs.														
COURSE DESIGN <i>Description of teaching techniques, practices and methods:</i> <i>Lectures, seminars, laboratory practice, fieldwork, study and analysis of bibliography, tutorials, clinical practice, Art Workshop, Interactive teaching, Educational visits, project, Essay writing, Artistic creativity, etc.</i>	<table border="1"> <thead> <tr> <th><i>Activity</i></th><th><i>Yearly Workload</i></th></tr> </thead> <tbody> <tr> <td>5 GCM (x 4 hours)</td><td>20</td></tr> <tr> <td>Study of student self-assessment material</td><td>16</td></tr> <tr> <td>Preparation of assignments (4 assignments x 37,5 hours)</td><td>150</td></tr> <tr> <td>Exams</td><td>3</td></tr> <tr> <td>Self study</td><td>323-387</td></tr> <tr> <td>Total module workload (hours)</td><td>512-576</td></tr> </tbody> </table>	<i>Activity</i>	<i>Yearly Workload</i>	5 GCM (x 4 hours)	20	Study of student self-assessment material	16	Preparation of assignments (4 assignments x 37,5 hours)	150	Exams	3	Self study	323-387	Total module workload (hours)	512-576
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<i>The study hours for each learning activity as well as the hours of non- directed study are given according to the principles of the ECTS</i>															

STUDENT PERFORMANCE EVALUATION/ASSESSMENT METHODS

Detailed description of the evaluation procedures:

Language of evaluation, assessment methods, formative or summative (conclusive), multiple choice questionnaires, short-answer questions, open-ended questions, problem solving, written work, Essay/report, oral exam, public presentation, laboratory work, art interpretation, other.....etc

Evaluation criteria are specifically defined and given as well as if and where they are reported and accessible to students.

Language of exams: Greek

Assessment Methods: The exam material is posted on the platform at the end of January. The final grade of the module is formed by

- 70% from the grade of the written exams in the examination period (regular or re-sits)
- 30% (provided a pass in written exams) from the four assignments during the academic year.

The written exams include essays with sub-questions each. The content of the essays comes from: Public Policy and Governance, The Greek Administrative System, The European Union: Institutions and Policies, Fiscal Management – The Public Sector. When face-to-face, the written examination is conducted with closed books. When online, the written examinations are conducted with open books.

Written assignments are produced by the members of the respective thematic committees in cooperation with the rest of the teaching staff. The variety of topics is wide, emphasizing on key parts of the course syllabus and the respective bibliography, as well as issues that arouse the interest of students as active members of the civil society. The teaching staff makes a concerted effort to link the topics of the written assignments to contemporary policy changes such as new institutional settings and/or reform processes that are not included in the course bibliography. The extra documentation is uploaded on the platform of DEO24.

The evaluation of students with special learning difficulties in writing and reading (as certified and qualified by a competent institution) is performed according to the relevant procedure decided by the University.

Notification of the Assessment Criteria: The evaluation criteria made known during the first GCM and are clearly stated on the module's website in the study platform. The answers to the topics of the assignments are posted in the study site after the deadline for the submission of each assignment. Students receive the grade of each assignment and evaluation comments. The

	answers to the exam questions are posted in the study site after the exam. Students have the opportunity to discuss their exam paper after the announcement of the exam grades in order to receive explanations about their performance. The students may apply for paper re-evaluation, according to the procedure presented in the Regulation of Studies.
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5. SUGGESTED BIBLIOGRAPHY

- *Suggested Bibliography:*

- Ladi, St., Dalaku, V. (2008), An Introduction to Public Administration and Public Policy, EAP Publications.
- Hague, R., Harrop, M., McCormick, J. (2020), Comparative Policy and Governance, 3rd edition, Kritiki Publishing, code in EUDOXOS: 94645304.
- Sotiropoulos, D.A., Dalaku, V., eds (2021), The Contemporary Administrative System in Greece, Hellenic Open University Press, code in EUDOXOS: 102072549.
- Tsinissizelis, M. (2010), The Evolution and Institutions of the European Union, 3rd edition, EAP Publications.
- Nugent, N. (2012), Politics and Governance in the European Union, History, Institutions, Policies, 3rd revised edition, Savalas Publishers, code in EUDOXOS: 22768290.
- Hix, S. (2009), The Political System of the European Union, Metaichmio Publications, code in EUDOXOS: 24337.
- Petrakos, G., Psycharis, Y. (2016), Regional Development in Greece, 2nd edition, Kritiki Publishing, code in EUDOXOS: 59367800.
- Patsouratis, V., Tatsos, N. (2016), New Economic Governance in the European Union, Supplementary Document.
- Loizidis, I., Patsouratis, V. (2008), Public Enterprise Economics and the Budgeting of Public Entities and Organizations, EAP Publications.
- Stiglitz, J.E., Rosengard, J.K. (2019), Public Sector Economics, 2nd edition, Kritiki Publishing, code in EUDOXOS: 86055504.
- Tagkalakis, Ath., Saraidaris, An. (2021), The Deepening of the Economic and Monetary Union: Evolution and Activity after the Five Presidents' Report, Supplementary Document, Bank of Greece.
- Spanou, C. (2018), "Fiscal Management", in C. Spanou, ed., Reforms in Public Administration under the Crisis, ELIAMEP.
- Lampropoulou, M. (2018), "Administrative Structures for Privatisation Policy", in C. Spanou, ed., Reforms in Public Administration under the Crisis, ELIAMEP.

-*Relevant Scientific Journals:* not applicable

-*Additional teaching material (in the study website):*

- Study Guide for the book: Sotiropoulos, D.A., Dalaku, V., eds (2021), The Contemporary Administrative System in Greece, Hellenic Open University Press.
- Complementary digital material