



COURSE DATA

DATA SUBJECT

Code: 36727
Name: Forms of Administrative Organisation
Cycle: Undergraduate Studies
ECTS Credits: 6
Academic year: 2025-26

STUDY (S)

Degree	Center	Acad. year	Period
1335 - Degree in Political and Public Administration Sciences	Facultat de Dret	3	Second quarter
1930 - Double Degree Programme in Law and Political and Public Admin. Sciences	Facultat de Dret	3	First quarter
1931 - Double Degree Program in Sociology-Political Sciences and Public Administr.	Facultat de Dret	3	First quarter

SUBJECT-MATTER

Degree	Subject-matter	Character
1335 - Degree in Political and Public Administration Sciences	Formas de organización administrativa	COMPULSORY
1930 - Double Degree Programme in Law and Political and Public Admin. Sciences	Asignaturas obligatorias de tercer curso	COMPULSORY
1931 - Double Degree Program in Sociology-Political Sciences and Public Administr.	Asignaturas obligatorias de tercer curso	COMPULSORY

COORDINATION

ALDEGUER CERDA BERNABE

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SUMMARY

Forms of Administrative Organization provides students with sufficient knowledge to understand the main theories and paradigms of public management consolidated in the epistemological field of Political Science and Administration in the context of the contemporary democratic State. The knowledge listed and the teaching methodology designed are intended to carry out interpretative analysis and elaboration of adequate proposals for the evaluation of the most appropriate forms of administrative organization according to the territorial level, the different coalitions of internal and external actors, as well as taking into account the factors of the context in which the Public Administrations operate. The subject Forms of Administrative Organization integrates the administrative design of public institutions in the most recent course of the Modern State as a social and democratic State under the rule of law.



It takes as a starting point the bureaucratic model of analysis made by Max Weber, and exposes the sequence of paradigms that have been succeeding throughout the 20th century, such as the New Public Management, the New Public Service and, more recently, the Open Government, warning about their conceptual complexities, theoretical reviews, inspiring principles and the most representative applied experiences. The course organizes, in a systematic and sequential manner, different analytical approaches (theoretical - practical), as well as different territorial levels of government and administration (central, autonomous and local), all in democratic environments and in comparative contexts of constitutional guarantees linked to the different fundamental rights and public freedoms involved.

PREVIOUS KNOWLEDGE

RELATIONSHIP TO OTHER SUBJECTS OF THE SAME DEGREE

There are no specified enrollment restrictions with other subjects of the curriculum.

OTHER REQUIREMENTS

No enrollment restrictions have been specified with other subjects in the curriculum.

COMPETENCES / LEARNING OUTCOMES

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Análisis de información para evaluar problemas políticos o de gestión pública y elaborar propuestas de mejora

Aplicar críticamente las principales teorías y enfoques de género a las instituciones, actores y políticas públicas.

Aplicar críticamente las principales teorías y enfoques de la Ciencia Política y de la Administración Pública.

Conocer y saber analizar la estructura y funcionamiento de las Administraciones públicas.

Pensamiento crítico.

Saber analizar la estructura y funcionamiento de los sistemas y procesos políticos, sus elementos, así como su dimensión histórica, con especial atención al sistema político español y al de la Unión Europea.

Saber analizar las principales técnicas de gestión en la Administración Pública y diseñar estrategias de mejora organizativa y aseguramiento de la calidad de los servicios públicos ante los retos del nuevo entorno digital.

Saber elaborar informes, dictámenes y trabajos de investigación política.

Students must be able to apply their knowledge to their work or vocation in a professional manner and have acquired the competences required for the preparation and defence of arguments and for problem solving in their field of study.

Students must be able to communicate information, ideas, problems and solutions to both expert and lay



audiences.

Students must have acquired knowledge and understanding in a specific field of study, on the basis of general secondary education and at a level that includes mainly knowledge drawn from advanced textbooks, but also some cutting-edge knowledge in their field of study.

Students must have developed the learning skills needed to undertake further study with a high degree of autonomy.

Students must have the ability to gather and interpret relevant data (usually in their field of study) to make judgements that take relevant social, scientific or ethical issues into consideration.

Trabajo en equipo.

DESCRIPTION OF CONTENTS

TOPIC 1. THE SCIENCE OF ADMINISTRATION. PUBLIC ADMINISTRATIONS AND THE POLITICAL SYSTEM

Epistemological foundations of Administration Science: object, scope and main approaches. Public administrations, democracy, legitimacy and socio-political environment. Public administration in the democratic state. Relations of the Public Administration with other institutions, actors, civil society, European Union and international context (globalization).

TOPIC 2. FUNCTIONS, STRUCTURES AND PROCESSES OF PUBLIC ADMINISTRATIONS.

Basic dimensions of administrative structures. Typologies and models of structures, coordination and control. Problems, inefficiencies and challenges of public organizational structures. Analysis, design and performance of administrative structures, functions and processes.

TOPIC 3. STAKEHOLDERS AND CONFLICT MANAGEMENT IN PUBLIC ADMINISTRATIONS.

Decision-making in public administrations: types of bodies and socio-political pluralism. Relationship models between the bureaucracy and public actors: political leaders, interest groups and political parties. Public managers and employees. Networks of private actors and epistemic communities: from influence to management. The politicization of public administrations. Processes and forms of citizen participation and public opinion.



TOPIC 4. PARADIGMS OF MANAGEMENT SCIENCE I: POST-BUREAUCRATIC PARADIGM AND PUBLIC MANAGEMENT.

Weberian paradigm and bureaucratic models of administrative organization. New Public Management and the governance paradigm. Technocracy. The servuction approach. Operational management of services. Outsourcing and privatization of services. Quality of public services.

TOPIC 5. THE PARADIGMS OF ADMINISTRATIVE SCIENCE II: POSTBUROCRATIC PARADIGM AND NEOPUBLIC CURRENTS.

The neo-public currents. The New Public Services. The open government approach. Integrity management frameworks (public ethics and good governance) and transparency. New forms of democratic and institutional innovation.

TOPIC 6. COMPARATIVE PUBLIC ADMINISTRATIONS.

Administrative traditions. Public Administration in OECD countries. The Administration in France. The Administration in Germany. The Administration in the United Kingdom. Administration in Sweden. The Administration in the USA. Administration in the European Union.

TOPIC 7. THE PUBLIC ADMINISTRATION IN SPAIN (I)

Principles of administrative organization. The General Administration of the State. The Administration of the Autonomous Communities. The institutional public sector. Main modernization processes and recent trends.

TOPIC 8. THE PUBLIC ADMINISTRATION IN SPAIN (II)

Local government. Intergovernmental relations, coordination and collaboration. Accountability in Spain and the consultative function.

WORKLOAD

PRESENCIAL ACTIVITIES

Activity	Hours
Theoretical and practical classes	60,00
Total hours	60,00

NON PRESENCIAL ACTIVITIES



Activity	Hours
Attendance at other activities	5,00
Individual or group project	40,00
Independent study and work	35,00
Preparation of lessons	10,00
Preparation for assessment activities	0,00
Resolution of case studies	0,00
Total hours	90,00

TEACHING METHODOLOGY

The transmission and acquisition of knowledge will be carried out, in the first place, through the master class. The teacher will present the essential contents of the subject, bringing them closer to reality through the use of current examples, classic texts, cases, legal texts, online materials, etc. The active participation of the students will be demanded at all times. They will have to have previously prepared the topics to be discussed in class through study and independent work. Likewise, students are expected to dedicate part of the time outside the classroom to review the content of each of the lectures. Throughout the course, various practical activities will be carried out, both individually and in teams. For this, students will have to use materials provided by the teacher or look for them in institutions, libraries, internet, etc. The activities carried out in class will require prior preparation of the various topics of study, as well as the consultation of complementary materials that may be indicated by the teacher. The exercises of the practical activities must be handed in on the date determined for this purpose, and their reception outside the stipulated period will not be accepted.

EVALUATION

The evaluation of the course consists of 2 elements, both in the first and in the second call:

a) *Exam*: at the end of the course there will be a final test on all the contents of the course included in this teaching guide, whether they have been taught in the classroom or not, and the materials that are included in the various sessions. This test will have a value of 60% of the overall grade.

b) *Continuous evaluation*: Throughout the semester, practical work and complementary activities of various kinds will be carried out, which must be delivered on the day indicated by the teacher. This part will have a value of up to 40% of the final grade.

In order for the student to obtain points for the continuous evaluation, he/she must have attended a minimum of 75% of the class sessions dedicated to it. In addition, in order to add the grade obtained in the continuous evaluation (from the practical sessions) to the grade in the exam, the student must have obtained at least a 4 (out of 10) in the final exam. The content of all these continuous evaluation assignments also constitute course materials and contents, and are therefore susceptible to be part of the end-of-course exam. The professor will explain how each exercise should be carried out and delivered and, subsequently, will deliver the results of the various practices before the exam. The practices (either those not completed or delivered within the stipulated deadline, or those already completed or evaluated) will not be recoverable after the date of delivery, nor for the second call (maintaining for this one the grade of the continuous evaluation achieved throughout the semester).

**REFERENCES**

- Basic: The basic readings consist of the general textbooks, which students should consult as the syllabus progresses, and the required readings, which are necessary supplements to the teaching given in class and will form part of the material examined at the end of the course.¿ ALDEGUER, Bernabé Y PASTOR, Gema (2020): Democracia, Gobierno y Administración Pública contemporánea. Tecnos. ¿ BALLART, Xavier y RAMIÓ, Carles (2000): Ciencia de la Administración. Tirant Lo Blanch. ¿ PARRADO, Salvador (2015): El análisis de la gestión pública. Tirant Lo Blanch
- Details of required readings by topic (These readings are subject to change)
- Topic 1: Aldeguer Cerdá, Bernabé (u.ed.). ¿¿Qué son la Ciencia Política y la Ciencia de la Administración?¿, en Sánchez Medero, G. y Sánchez Medero, R. Fundamentos de Ciencia Política y de la Administración. Tecnos.- Olmeda, Jose Antonio, Parrado, Salvador y Colino, César (u.ed.): Las Administraciones Públicas en España. Tirant lo Blanch. Cap 1. Las AAPP y el sistema político.
- Topic 2: Ramió, Carles (u.ed.): Teoría de la Organización y Administración Pública. Madrid: Tecnos-UPF. Capítulo 2 y 4. Parrado, Salvador (u.ed.): El análisis de la gestión pública. Tirant Lo Blanch. Capítulos 10 y 11.
- Topic 3: Peters, Guy (u.ed.): La política de la burocracia. México, FCE. Cap. V. Ramió, Carles (u. ed.): La extraña pareja. La procelosa relación entre políticos y funcionarios. Madrid: La Catarata. Capítulos 2 y 3: páginas 49-81. -Aldeguer, Bernabé y Pastor, Gema (u.ed.): Democracia, Gobierno y Administración Pública contemporánea. Tecnos. Capítulo 12.
- Topic 4: Los paradigmas de Ciencia de la Administración I: Paradigma postburocrático y gestión pública eficiente Ramió, Carles (u.ed.): Teoría de la Organización y Administración Pública. Madrid: Tecnos-UPF. Capítulo 5. - Olías de Lima, B. (2001): La evolución de la gestión pública: la Nueva Gestión Pública. En: Olías de Lima (coord.), La Nueva Gestión Pública. Madrid. PrenticeHall. Páginas 1- 34.
- Topic 5: Aldeguer, B. y Pastor, G. (2020). Democracia, Gobierno y Administración Pública contemporánea. Tecnos. Capítulos 8 y 9.
- Topic 6: -Olmeda, J.A., Parrado, S. y Colino, C. (2012). Las Administraciones Públicas en España. Tirant lo Blanch. Cap. 1. Las AAPP y el sistema político. Capítulos sobre Francia, Alemania, Reino Unido y Suecia.
- Topic 7: Olmeda, J.A, Parrado, S. y Colino, C. (2017): Las administraciones públicas en España. Tirant. Capítulos 3, 4 y5.
- Topic 8: Olmeda, J.A, Parrado, S. y Colino, C. (2017): Las administraciones públicas en España. Tirant. Capítulos 6 y 7.