Programme Specification

Public Administration (2018-19)

This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided.

Awarding Institution	University of Southampton
Teaching Institution	University of Southampton
Mode of Study	Full-time
Duration in years	1
Accreditation details	None
Final award	Master of Public Administration
Name of award	Public Administration
Interim Exit awards	Postgraduate Certificate
	Postgraduate Diploma
FHEQ level of final award	Level 7
UCAS code	
Programme code	8022
QAA Subject Benchmark or other external reference	ESRC Postgraduate Training & Development Guidelines 2015
Programme Lead	Karen Anderson (kma1v14)

Programme Overview

Brief outline of the programme

The Master of Public Administration provides you with the knowledge and skills to analyse and manage processes of governance, policy-making, and administration at many levels of government, from local to national to global. You will choose among a variety of modules that allow you to explore the many dimensions of modern policy-making and administration, the nature of public policy design and delivery, the strategies that public and non-profit organisations use to respond to major policy problems and dilemmas, and the social effects of policy choices. You will receive training in research design and will undertake individual, original research as part of your dissertation.

Your contact hours will vary depending on your module/option choices. Full information about contact hours is provided in individual module profiles.

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Learning and teaching

The Master of Public Administration relies on a flexible and inclusive approach to learning and teaching. Modules are taught using a variety of teaching and learning methods, including interactive lectures, student-led seminars, problem-solving workshops, case analysis, supervised independent research, and independent study. Most modules are taught as seminars, allowing you ample opportunity to discuss key issues related to Public Administration theory and practice in a small group setting. Students prepare papers and lead seminar discussions or debates thereby develop their verbal and written communication skills. Where possible, modules incorporate digital technology, including web-based and video-based teaching methods.

Assessment

Assessment methods are designed to evaluate your understanding and application of core knowledge and skills related to Public Administration. Written assessment exercises include independent research papers, critical literature reviews, and case analyses. You will also be assessed on your individual and group presentations during seminars, where appropriate.

Please note: As a research-led University, we undertake a continuous review of our programmes to ensure quality enhancement and to manage our resources. As a result, this programme may be revised during a student's period of registration; however, any revision will be balanced against the requirement that the student should receive the educational service expected. Please read our Disclaimer to see why, when and how changes may be made to a student's programme.

Programmes are approved through the University's programme validation process which is described in the University's Quality handbook.

Special Features of the programme

The Master of Public Administration is flexible and interdisciplinary. The 12-month programme consists of core, compulsory and option modules, as well as an individual dissertation.

The programme is rooted in an interdisciplinary approach to the study and practice of Public Administration. All students follow core modules in Comparative Public Administration and Research Methods and then choose from a range of optional modules within the Social Sciences. This approach provides the necessary grounding in the academic study of Public Administration while allowing students to assemble a course that meets their substantive interests.

Please note: As a research-led University, we undertake a continuous review of our programmes to ensure quality enhancement and to manage our resources. As a result, this programme may be revised during a student's period of registration; however, any revision will be balanced against the requirement that the student should receive the educational service expected. Please read our Disclaimer to see why, when and how changes may be made to a student's programme.

Programmes and major changes to programmes are approved through the University's programme validation process which is described in the University's Quality handbook.

Educational Aims of the Programme

The aims of the Master of Public Administration are to provide you with the skills and knowledge necessary for analysing and managing processes of governance and policy-making at many levels of government, from local to national to global.

The aim of the Master of Public Administration is to provide you with:

1.   Knowledge and critical understanding of the core theoretical and practice-related perspectives in the field of Public Administration.

2.   Knowledge and critical understanding of the main issues and events that have shaped the development of Public Administration in different national and sub-national settings.

3.   Knowledge and critical understanding of the central philosophical and methodological debates related to the study and practice of Public Administration.

4.   Awareness of the ways in which national and sub-national systems of governance differ across time and place.

5.   The skills necessary to design and complete a dissertation on a specialist topic in the field of Public Administration.

Programme Learning Outcomes

Knowledge and Understanding

On successful completion of this programme you will have knowledge and understanding of:

A1.   the central theoretical and applied approaches to the study of Public Administration

A2.   the comparative dimension of Public Administration

A3.   key empirical and theoretical debates in the field of Public Administration

A4.   research design

A5.   specialised knowledge of methodologies appropriate to the field of Public Administration

A6.   specialised knowledge of a specific research area

Teaching and Learning Methods

Interactive lectures (A1-A3), seminars (A1-A3), and independent research (A1-A6)

Assessment Methods

Individual analytical essays, individual research papers, journal and reflective essay concerning placement experience, dissertation.

Subject Specific Intellectual and Research Skills

On successful completion of this programme you will be able to:

B1.   critically evaluate and apply competing theoretical approaches

B2.   comparatively analyse national and sub-national systems of public administration

B3.   critically evaluate the performance and efficiency of public and non-profit organisations

B4.   synthesise key library and internet resources in the field of Public Administration

B5.   identify appropriate methods of research design and empirical analysis

B6.   carry out independent research on a specialized topic in Public Administration

Teaching and Learning Methods

Interactive lectures (B1-B4), seminars (B1-B4), dissertation (B5-B6)

Assessment Methods

Coursework (B1-B4) and dissertation (B1-B6)

Transferable and Generic Skills

On successful completion of this programme you will be able to:

C1.   analyse, synthesise and communicate complex ideas in manner appropriate to postgraduate level study

C2.   think critically about new ideas and information

C3.   make effective use of a range of ICT including the internet, word-processing and research databases.

C4.   identify, select and access a range of print, electronic and other sources in order to develop, present and substantiate arguments and evidence

C5.   effectively perform analytical and administrative tasks at a governmental or non-profit organisation (two-year option only)

C6.   demonstrate awareness and understanding of the ethical and legal issues associated with the conduct of research in the social sciences

C7.   design, manage and carry out an independent research project

Teaching and Learning Methods

Interactive lectures (C1-C4), seminars (C1-C4), dissertation (C6-C7)

Assessment Methods

Coursework (C1-C4) and dissertation (C1-C4; C6-C7)

Programme Structure

The programme structure table is below:

Information about pre and co-requisites is included in individual module profiles.

Part I

The 12-month Master of Public Administration includes six modules and a dissertation. Two modules are compulsory: the core module, Comparative Public Administration, provides the conceptual and theoretical foundations necessary for the study of Public Administration. The second, Research Design & Practice, provides the methodological training necessary to complete the dissertation. Students then choose four modules from among the option modules and complete their dissertation.

The structure of the programme and the modules currently offered are set out below. Of the modules shown against each part of your programme, some are compulsory (ie enrolment is automatic) and others are options. Within each part, you are directed to which modules are compulsory and which are options. The option modules shown below constitute an indicative list; there will always be choice but the options might vary between years. A full list of modules and rules will be available to you via the Student Record Self-Service system once you enrol at the University.

The Master of Public Administration is normally studied over 12 months full-time. The taught component of the programme consists of 30 study weeks divided into two semesters during which time students study six modules (60 ECTS/120 CATS). Students also undertake a three-month period of supervised research for a Master's dissertation at a value of 30 ECTS/60 CATS).

Part I Compulsory

Code	Module Title	ECTS	Type
RESM6002	Research Design and Practice	5	Compulsory

Part I Core

Code	Module Title	ECTS	Type
PAIR6043	Comparative Public Administration	10	Core

Part I Optional

Code	Module Title	ECTS	Type
PAIR6036	Advanced Policy Analysis	10	Optional
CRIM6004	Contemporary Policing	10	Optional
SOCI6045	Development and Migration	10	Optional
PAIR6040	Ethics of Public Policy	10	Optional
PAIR6039	Foreign Aid and International Security	10	Optional
SOCI6046	International Social Policy	10	Optional
SOCI6047	International Social Welfare	10	Optional
DEMO6023	Population, Poverty & Policy	5	Optional
RESM6003	Qualitative Methods 1	5	Optional
RESM6004	Quantitative Methods 1	5	Optional
DEMO6021	Understanding Population Change	5	Optional
SOCI6043	Understanding Social Change	10	Optional

Part II

Part II Core

Code	Module Title	ECTS	Type
PAIR6008	MSc Dissertation in Politics & International Relations	30	Core

Progression Requirements

The programme will follow the University's regulations for *Progression, Determination and Classification of Results: Undergraduate and Integrated Masters Programmes* or the University's regulations for *Progression, Determination and Classification of Results: Standalone Masters Programmes* as set out in the General Academic Regulations in the University Calendar: http://www.calendar.soton.ac.uk/sectionIV/sectIV-index.html

Support for student learning

There are facilities and services to support your learning some of which are accessible to students across the University and some of which will be geared more particularly to students in your particular Faculty or discipline area.

The University provides:
- library resources, including e-books, on-line journals and databases, which are comprehensive and up-to-date; together with assistance from Library staff to enable you to make the best use of these resources
- high speed access to online electronic learning resources on the Internet from dedicated PC Workstations onsite and from your own devices; laptops, smartphones and tablet PCs via the Eduroam wireless network. There is a wide range of application software available from the Student Public Workstations.
- computer accounts which will connect you to a number of learning technologies for example, the Blackboard virtual learning environment (which facilitates online learning and access to specific learning resources)
- standard ICT tools such as Email, secure filestore and calendars.
- access to key information through the MySouthampton Student Mobile Portal which delivers timetables, Module information, Locations, Tutor details, Library account, bus timetables etc. while you are on the move.
- IT support through a comprehensive website, telephone and online ticketed support and a dedicated helpdesk in the Hartley Library.
- Enabling Services offering support services and resources via a triage model to access crisis management, mental health support and counselling. Support includes daily Drop In at Highfield campus at 13.00 – 15.00 (Monday, Wednesday and Friday out of term-time) or via on-line chat on weekdays from 14.00 – 16.00. Arrangements can also be made for meetings via Skype.
- assessment and support (including specialist IT support) facilities if you have a disability, long term health problem or Specific Learning Difficulty (e.g. dyslexia).
- the Student Services Centre (SSC) to assist you with a range of general enquiries including financial matters, accommodation, exams, graduation, student visas, ID cards
- Career and Employability services, advising on job search, applications, interviews, paid work, volunteering and internship opportunities and getting the most out of your extra-curricular activities alongside your degree programme when writing your CV
- Other support that includes health services (GPs), chaplaincy (for all faiths) and 'out of hours' support for students in Halls and in the local community, (18.00-08.00)
- A Centre for Language Study, providing assistance in the development of English language and study skills for non-native speakers.

The Students' Union provides
- an academic student representation system, consisting of Course Representatives, Academic Presidents, Faculty Officers and the Vice-President Education; SUSU provides training and support for all these representatives, whose role is to represent students' views to the University.
- opportunities for extracurricular activities and volunteering
- an Advice Centre offering free and confidential advice including support if you need to make an academic appeal
- Support for student peer-to-peer groups, such as Nightline.

Module co-ordinators support. Module co-ordinators will be available at designated times during the week to discuss issues related to the particular modules you are studying at the time. This will be in addition to class contact time.

Academic/personal tutor. As soon as you register on this programme, you will be allocated a personal tutor. S/he is a member of the academic team and will be available to discuss general academic issues related to the programme as well as offer advice and support on any personal issues which may affect your studies.

Module handbooks/outlines. These will be available at the start of each module (often in online format). The Handbook includes the aims and learning outcomes of the module, the methods of assessment, relevant background material to the module and a session-by-session breakdown of the module together with appropriate reading lists.

Within the Faculty, administrative support is provided by your Student Office which deals with student records and related issues and with queries related to your specific degree programme.

Methods for evaluating the quality of teaching and learning

You will have the opportunity to have your say on the quality of the programme in the following ways:

Completing student evaluation questionnaires for each module of the programme

Acting as a student representative on various committees, e.g. Staff: Student Liaison Committees, Faculty Programmes Committee OR providing comments to your student representative to feed back on your behalf.

Serving as a student representative on Faculty Scrutiny Groups for programme validation

Taking part in programme validation meetings by joining a panel of students to meet with the Faculty Scrutiny Group

The ways in which the quality of your programme is checked, both inside and outside the University, are:

Regular module and programme reports which are monitored by the Faculty

Programme validation, normally every five years.

External examiners, who produce an annual report

A national Research Excellence Framework (our research activity contributes directly to the quality of your learning experience)

Higher Education Review by the Quality Assurance Agency for Higher Education

Further details on the University's quality assurance processes are given in the *Quality Handbook.*

Career Opportunities

The Master of Public Administration provides students with the skills and knowledge necessary to seek employment in both academic and applied settings. Graduates will be qualified to pursue a PhD in Public Administration or a related field, work in research organisations in the public, non-profit and private sector, and undertake employment as a manager or analyst in the public or non-profit sector.

External Examiner(s) for the programme

Name: Professor Rosie Campbell - Birkbeck College University of London

Students must not contact External Examiner(s) directly, and external examiners have been advised to refer any such communications back to the University. Students should raise any general queries about the assessment and examination process for the programme with their Course Representative, for consideration through Staff:

Student Liaison Committee in the first instance, and Student representatives on Staff: Student Liaison Committees will have the opportunity to consider external examiners' reports as part of the University's quality assurance process.

External examiners do not have a direct role in determining results for individual students, and students wishing to discuss their own performance in assessment should contact their Personal Academic Tutor in the first instance.

Please note: This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. More detailed information can be found in the programme handbook.

Appendix 1:

Students are responsible for meeting the cost of essential textbooks, and of producing such essays, assignments, laboratory reports and dissertations as are required to fulfil the academic requirements for each programme of study. In addition to this, students registered for this programme also have to pay for:

Additional Costs

Type	Details
Software Licenses	Licenses relating to software used in the programme (eg. SPSS, NVivo) are purchased by the University, and students can download them from the iSolutions website using their username and password.
Conference expenses	Where students wish to attend a scientific conference during their studies, they are liable for any accommodation cost associated (as well as any conference registration fees). Where students wish to attend a scientific conference during their studies, they are liable for any travel cost associated.
Stationery	You will be expected to provide your own day-to-day stationery items, e.g. pens, pencils, notebooks, etc.). Any specialist stationery items will be specified under the Additional Costs tab of the relevant module profile.
Textbooks	Where a module specifies core texts these should generally be available on the reserve list in the library. However due to demand, students may prefer to buy their own copies. These can be purchased from any source. Some modules suggest reading texts as optional background reading. The library may hold copies of such texts, or alternatively you may wish to purchase your own copies. Although not essential reading, you may benefit from the additional reading materials for the module.
Approved Calculators	Candidates may use calculators in the examination room only as specified by the University and as permitted by the rubric of individual examination papers. The University approved model is Casio FX-570 This may be purchased from any source and no longer needs to carry the University logo.
Anything else not covered elsewhere	Field trip to Cabinet Office for PAIR6043 Comparative Public Administration: for public transportation and lunch
Printing and Photocopying Costs	In the majority of cases, coursework such as essays; projects; dissertations is likely to be submitted on line. However, there are some items where it is not possible to submit on line and students will be asked to provide a printed copy. A list of the University printing costs can be found here: http://www.southampton.ac.uk/isolutions/students/printing-for-students.page

In some cases you'll be able to choose modules (which may have different costs associated with that module) which will change the overall cost of a programme to you. Details of such costs will be listed in the Module Profile. Please also ensure you read the section on additional costs in the University's Fees, Charges and Expenses Regulations in the University Calendar available at www.calendar.soton.ac.uk.