



**UNIVERSITY OF  
CANBERRA**

AUSTRALIA'S CAPITAL UNIVERSITY



MANAGEMENT FOR  
GROWTH AND DEVELOPMENT

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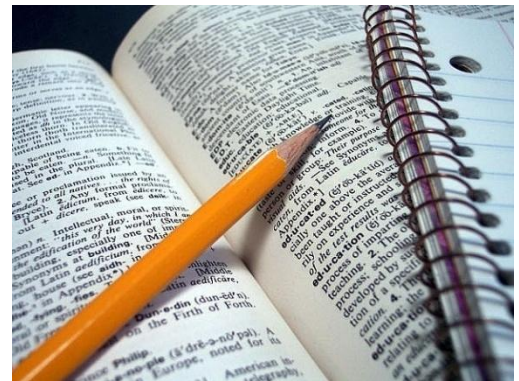
ROYAL INSTITUTE OF MANAGEMENT  
BHUTAN

## Unit Outline 2014

**Department/Centre:** Department of Management  
Development

**Unit title:** Public Policy PG

**Unit reference code:** 9503



This Unit Outline must be read in conjunction with *UC student Guide to Policies and Services* and *RIM Academic Policy*, which sets out University and Institute policies and procedures, including information on matters such as plagiarism, grade descriptors, moderation, feedback and deferred exams.

## **1: General Information**

1a Teaching period and year offered: Term III, 2014

1b Credit point value: 15 Credit Points

1c Unit level: Post Graduate

### **Unit Convener:**

Ugyen Lhendup,  
Assistant Lecturer

Email: [ugyen.Lhendup@rim.edu.bt](mailto:ugyen.Lhendup@rim.edu.bt) and

Phone # 02 351013/351014/77266399

### **Course Coordinator:**

Phuntsho Rinzin

Asst. Program Officer

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Phone # 02 351013/351014

### **Program Assistant:**

Karma Tshomo

Program Assistant

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Phone # 02 351013/351014

## 2: Academic Content

### 2a Unit description or syllabus

Policy is a kind of promise (insurance policy and party policy) based through Acts, manifestos, regulations, programs and projects for the welfare of society. Basically, policy looks into constructive development of the society by resolving or solving issues impacting the peace, prosperity and security of the nation and its people. These apply in various discipline (multi-disciplinary) and situations. However, the policy processes and frameworks are drawn at situational contexts and appropriateness. It is important that any person engaged in such processes have knowledge, skills and ability to understand and analyze the situations in policy analysis and implementation.

The unit is designed for the Post Graduate Students to understand the Public Policy in public, private and corporate workforce and service. The unit is driven with the fact of both pre and in-service students key role to play in informing, planning, designing, influencing and implementing policy in areas of public, private and corporate. The unit aims to help students understand and analyze the public policy and programs. This, in today's challenging world of local, regional and global crisis in distinct crisis importantly need a good, if not experts in policy making, implementation and reporting.

The professionals developed through this unit shall learn theoretical basis public policy and planning, policy cycle, process, agenda, identifying issues/problems, analysis and problem solving and communicating policy. Students will be introduced in analytical frameworks and tools of program and project planning derived from policies. The learning shall have direct impact on economy, environment, governance, finance, markets and well being of the society.

The unit engages students in both individual and group analysis of case studies and draw policy action plans and solutions. These provides students to test the theory on Public Policy in analyzing and identifying issues, set alternatives solutions or means for addressing the issues. Be able to set criteria and weigh on various policy options for implementation.

### 2b. Learning outcomes

On successful completion of this course, you will be able to:

1. Articulate the various concepts and frameworks of Public Policy
2. Analyze and design a public policy to achieve the desired outcome.
3. Critically analyze the policy issues, instruments, solutions and advice/advocate appropriate policy for implementation and practices.

4. Be able to critically debate, discuss and communicate

## 2c. Graduate attributes developed in the unit

Participants of this course have opportunities to learn and practice the following:

1. Critical thinking
2. Problem identification, solving and decision taking
3. Collecting analyzing and interpreting relevant information
4. Effectively communicating verbally and in writing
5. Conduct Independent study and self development
6. Apply the highest order intellectual ethical standard

## 2d. Prerequisites and/or co-requisites

N/A

## 3: Delivery of Unit and Timetable

### 3a Delivery mode

The unit shall be conducted intensively for consecutive 5 days face to face. Monday 29-4<sup>th</sup> of February, 2016. Students will be engaged both as independent and team learners. Case studies, presentation, policy debate and group discussions and exercises shall comprise to enhance the interactive learning for the unit.

### 3b Timetable of learning activities:

| Day   | Session/Topic   |
|-------|---|
| Day 1 | Introduction on unit, topics and mode/style of teaching<br>Assignment layout: Policy Analysis Action Paper (assignment) and case study action plan (class tutorial).<br>Theoretical underpinning of Public Policy<br>What and why does Policy matter<br>Actors, types and Institution of Public Policy General Public Policy Theories, Cycle, and processes-Rational, Cyclic, incremental and others<br><br>Policy Analysis and frameworks<br>Policy Transfer Learning and Instruments<br>Policy Instruments<br>-Introducing case study method of policy analysis |

|       |   |
|-------|---|
|       |   |
| Day 2 | <p>The role of values in the policy process-<br/> Policy Making in Bhutan: Policy orientation, formulation and screening<br/> What are Bhutanese policy values<br/> Discussion of values in Bhutanese policy statement/Identifying Policy Issues-<br/> problem tree<br/> Agenda and objective settings</p> <p>Introducing unemployment as policy issue in Bhutan.</p> <p><b>-Class Exercise</b> on identification of key issue of given cases-Problem and objective tree analysis</p>   |
| Day 3 | <p>Policy Consultation and Coordination-Stakeholders consultation<br/> -types, process and frameworks<br/> Policy Risk analysis</p> <p><b>Class exercise</b> of stakeholders Analysis and preparation of solution for case</p> <p><b>Role play</b>- unemployment of educated Bhutanese youth-reality assessment and solutions</p>   |
| Day 4 | <p><b>Implementation, monitoring and Evaluation</b><br/> How do we know we are on track to achieve outputs?<br/> Monitoring and Evaluation concepts and tools<br/> Operating a M&amp;E system</p> <p>Physical and financial monitoring techniques<br/> Utilization of monitoring data on input, activities and output<br/> Causes of success and failure of M&amp;E and implementation system</p> <p><b>Class Test</b></p> <p>Policy Impact Analysis</p> <p>Writing session and preparation for presentation of in class case analysis.</p> |

|              |  |
|--------------|--|
| <b>Day 5</b> | <p>Development and Management of Policy Action Plan, Processes and tools.<br/> Managing programs and projects of the Policy<br/> Example RBM/LFA</p> <p>Group Case Presentation</p> <p>Wrap up and summary</p> |
|--------------|--|

## 4: Unit Resources

### 4a Lists of required texts/readings

1. Deleon. P. (n.d), *'The Historical roots of the field'*, New York, Russell Sage Foundation.
2. Bridman. P and Davis. G (1998) *'Australian Policy Hand book'*. NSW, Australia, Allen and Umwin,
3. Dunn. N. W (2008), *'Public Policy Analysis'* Fourth Edition, New Jersey, Pearson Edition,.
4. Lindblom (spring, 1959), "The Science of Muddling Through" *Public Administration Review*, Vol. 19, No. 2. pp. 79-88.
5. Bridgman and Davis (2003) "What use Policy Cycle", *Australian Journal of Public Administration*, vol.62. no.3, Pp-98-102
6. Grindle, M. and Thomas, J. (1990), 'After the decision: Implementing Policy Reforms in Developing Countries', *World Development*, vol. 18, no. 8 pp. 1163-1181.
7. Grindle, M. and Thomas, J. (1991), 'Setting Agendas' in *Public Choices and Policy Change: the Political Economy of Reform in Developing Countries*, The Johns Hopkins University Press, Baltimore.
8. Hogwood, B. and Gunn, L. (1984), 'Why perfect implementation is unattainable', in M. Hill (ed) 1993, *The Policy Process: A Reader*, Harvester/Wheatsheaf, New York.
9. McDavid, J. and Hawthorn, L. (2006), *Program Evaluation & Performance Measurement: An Introduction to Practice*, Sage Publications – chapter 7, 'Concepts and Issues in Economic Evaluation'
10. Royal Institute of Management, (n.d), 'Student handbook on Project Management for PGDPA students', based on MDP project by Humber College. RIM.

Any extra or new resources shall be handed over by the unit convener.

### 4b Materials and equipment

Students are expected to have knowledge on basic computer and communication skills. You also need access to internet, research and library services.

#### 4c Unit website

The unit outline shall be available in class. The materials and other information shall be made available through email group, program assistant and other accessible communication modes.

### 5: Assessment

#### 5a Assessment overview

Following assessment shall be undertaken to evaluate the student. The Academic Progress Policy demands each student to obtain a minimum of 50% in the assessment. The final overall assessment will be deduced out of 100%.

| Assessment                        | Time/Length       | Mode of Submission                           | Due Date/Time                | Weight |
|-----------------------------------|-------------------|--|------------------------------|--------|
| 1. Individual Class Test          | 1 hour            | Hard copy- in class                          | 3 <sup>rd</sup> March, 2016  | 30%    |
| 3. Group Policy Analysis          | 2000 +- 10% words | Both soft and hard copy- in person and email | 22 <sup>nd</sup> March, 2016 | 50%    |
| 3. Group Policy Case presentation | 10 minutes        | In class hard copy                           | 4 <sup>th</sup> March, 2016  | 20%    |
|                                   |                   |  | <b>Total</b>                 | 100%   |

#### 5b. Assessment item description including assessment criteria

##### Assessment 1: Individual Class Test-30%

At the end of 4<sup>th</sup> Day session, students will be tested on the knowledge and understanding of theoretical and practical framework of the Public Policy. There will be short questions and multiple choice questions.

### **Assessment 2: Group Policy Analysis Report-50%**

Case study in Group shall help student analyse the policy problem and understand the key issue of the situation. The topics will be given to each group to make the reality assessment of the issue. This shall help students share and storm individual insights and analysis of policy issues, criteria and solutions in groups. Students are expected to thrash the issue in plenary or set up a round table meeting to get to the policy paper. The report will be assessed on following criteria.

1. **Policy Concept**-Introduction and background of the case supported by evidence from literature and statistics -10 marks
2. **Policy Problem**-Clear Identification of key issue-through problem and objective analysis– supported by evidence from literature and statistics – 10 Marks
3. **Policy Decision**-Theoretically and critically informed alternative solutions/options to address the issue- supported by critical evidence of pros and cons- 15 Marks
4. **Policy Evaluation and Recommendation.** Logical and evidential framing of criteria to evaluate a single alternative solution with coherent links to policy concept and problem- 10 Marks
5. **References**- Minimum of 15 references and shall be evaluated on relevant tiers and updates of latest journal articles, reports and statistics-5 Marks

### **6. Group Policy Case Presentation-20%**

This assessment is to develop students with policy case analysis skills and presentations. Students in group shall come with a case analysis report in the form of presentation. Criteria for Evaluation are as follows:

1. Introduction and background of the case- 4 Marks
2. Clear Identification of key issue- 4 Marks
3. Theoretically and critically informed alternative solutions/options-5 Marks
4. Logical and evidential framing of criteria and policy recommendation-5 Marks



## 5. Presentation and References -2 Marks

### 5c. Due dates

Refer 5a, however, extensions can only be given by the unit convener. Presentation of a certificate from a medical practitioner is required. Requests for extensions must be made before the due date of submission. Late submission, without approved extension, will incur a penalty of 5% total marks a day

### 5d. Weighting within the unit – Zero to 100 per cent

As in 5a

### 5e. Identification of the learning outcomes the assessment item addresses

| Assessment Items                  | Learning Outcomes as in 2b | Remarks |
|-----------------------------------|----------------------------|---------|
| 1. Individual Class Test          | 1,2,3 &4                   |         |
| 3. Group Policy Analysis          | 1,2,3 &4                   |         |
| 3. Group Policy Case presentation | 1,3&4                      |         |
|                                   |                            |         |

### 5f. Identification of the graduate attributes the assessment item addresses

| Assessment Items                  | Graduate Attribute as in 2b | Remarks |
|-----------------------------------|-----------------------------|---------|
| 1. Individual Class Test          | 1,2,3,4,5,6 &7              |         |
| 3. Group Policy Analysis          | 1,2,3,4,5,6 &7              |         |
| 3. Group Policy Case presentation | 1,2,3,4,5,6 &7              |         |
|                                   |                             |         |

### 5g. Special assessment requirements—if any

N/A

## **5h. Supplementary assessment criteria**

No supplementary assessment criteria shall be carried out; however, under *examination and progress policy* concerned faculty shall conduct an assessment or re-assessment under the same or similar criteria specified as shell course or special assessment/examination.

## **5i. Requirements for academic integrity**

Plagiarism is defined as use of direct quotation or word-for-word copying of all or parts of others' work without identification or acknowledgment of the citation/quotation; an abbreviated or paraphrased summary or recapitulation of someone's original ideas without properly acknowledging the author(s) and the source(s); and stealing or making any other effort to get hold of any examination question papers or relevant materials in advance. All such acts of plagiarism shall be treated as major offence.

Dishonest academic behavior is defined as providing help or seeking help from others during examination; carrying notes, references, and textbooks (unless authorized) or any other unauthorized materials in the examination hall including discussing with others. Such dishonest academic behavior shall be treated as minor offence.

In above circumstances of academic dishonesty is perceived and considered to be highest crime in academic at the Institute. All students are expected to be honest in doing their assignments, test, examinations and any related academic tasks. Students are expected to read and understand the *Academic Integrity Policy* of the Institute. In any case of failure to adhere with the policy shall be dealt accordingly.

## **5j Text-matching software**

Students are asked to submit the assignment in both hard and soft copy. Although there is no standard text matching software in the institute, the plagiarism or any dishonest conduct will be thoroughly put through available software or will be manually conducted to detect the dishonesty.

# **6: Student Responsibility**

## **6a Workload**

Students are expected develop the independent learning at especially at pre and post class room session. Apart from face to face contact hours students are expected to learn by themselves at their flexible schedule. However, for the particular unit for an average student, the total of minimum 150 notional hours of study including face-to-face classroom sessions are required for every student to acquire the learning in the unit. It is expected that each student at least commit minimum of 12 hours to do their pre or post reading or preparation for the a day intensive class session or assessment.

### **6b Special needs**

The institute respects and abides by the *Equity Policy* to provide equal opportunity and non discrimination against the students learning and development. In case of any students with disability, disorder, discrimination over age, gender, political conviction, ethnicity etc shall be treated with equality.

Students must inform the respective unit convener or course convener directly or through class representative or Program Assistant for the necessary arrangements.

### **6c Attendance requirements**

Regular attendance at lectures and tutorials is expected. A minimum of 80% attendance from total sessions of the unit is required for all trainees to be eligible to continue the unit. Unless under medical or other unavoidable circumstances, failure to this requirement shall subject to disallow students to sit for the examination or any of the assessments or be declared failed in the unit.

All administrative matter on attendance will be strictly managed and coordinated by respective PAs and signed by concern convener during each session. The PAs and Course Coordinator shall strictly monitor the attendance records.

### **6d Withdrawal**

Students shall have freedom to withdraw the course in writing. This shall be death as per the committee decisions encrypted in the Academic Policy.

### **6e Required IT skills**

Students are expected to have basic IT skills to use internet, e-mail, MS word, Excel, Power point etc.

Lecturers use the facilities of forum in Moodle/group emails to make announcements to the whole class. Moodle, can be other source of communication and discussion between lecturer and trainees.

It is your duty regularly access messages. I would suggest you to forward your group email to another email address, so that you can access the information easily. You may consult with RIM IT for the assistance.

### **6f Cost**

All the costs are borne by offer of scholarship by Royal Government of Bhutan except for other miscellaneous required for printing, spiral binding and others.

### **6g Work Integrated Learning**

N/A

### **6h Additional information**

#### ***Referencing:***

Students are required to reference all words/ideas and opinions of others, using the referencing style taught in Management Communication or preferred style i.e. American Psychological Association (APA) style.

Help with referencing is available from the respective convenors, library and faculty of Management Communication and others. You can also access the examples and style of referring from institutes website or simply Google to find the link.

#### ***Submission of written work and delivery of marked assignment:***

All the assignments should be submitted with the assignment coversheet format attached in *Annexure 1*.

The softcopy of the assignment need to be submitted to unit convener and Program Assistant. Both hard and soft copy need to be identical.

All the marked assignment shall be collected from PAs only by concerned individual and must return within a day for the institute's record.

Following are links to University and Institute's website and Academic Policy and

<http://www.canberra.edu.au/student-services>

<http://www.canberra.edu.au/student-services>

[www.rim.edu.bt](http://www.rim.edu.bt)

<http://www.rim.edu.bt/wp-content/uploads/2014/01/AcademicPolicyHandbook25-May-20131.pdf>

## **7: Student Feedback**

After the completion of the unit, the faculty and the unit will be evaluated using a standardised feedback survey format. These surveys will be made available to you by the PA. Your feedback is used for course development so please take the time to respond thoughtfully.

## **8: Authority of this Unit Outline**

Academic Committee approves all details related to this unit

This unit outline is based on the

- Credit Policy
- Institutional teaching and learning policy
- Graduate Attributes Policy
- Academic Progress Policy
- Assessment Policy
- Course and Unit Specifications Policy



## ANNEXURE 1: ASSIGNMENT COVER SHEET

|                  |  |  |  |  |  |  |  |  |  |
|------------------|--|--|--|--|--|--|--|--|--|
| Student Code/ID: |  |  |  |  |  |  |  |  |  |
| Name             |  |  |  |  |  |  |  |  |  |
| Unit code        |  |  |  |  |  |  |  |  |  |
| Submitted to     |  |  |  |  |  |  |  |  |  |
| Assignment title |  |  |  |  |  |  |  |  |  |
| Word count       |  |  |  |  |  |  |  |  |  |

### CHECKLIST

I have:

Followed the referencing rules set out in the unit outline.

### Declaration

I acknowledge that:

this assignment is my own work

this assignment is expressed predominantly in my own words

the words and ideas of others, where used, are properly used and acknowledged

no part of this assignment has been previously submitted for assessment.

I understand that by submitting my work to in both soft and hard copy to Royal Institute of Management (RIM), it will be maintained within the premises of Institute's Academic Policy.

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**Signature**