



## Faculty of Business

### Bachelor of Management

#### LEARNING MODULE OUTLINE

|                       |                              |               |                   |
|-----------------------|------------------------------|---------------|-------------------|
| Academic Year         | 2023 / 2024                  | Semester      | 1                 |
| Module Code           | MGPO4100-415                 |               |                   |
| Learning Module       | Graduation Report I          |               |                   |
| Pre-requisite(s)      | Nil                          |               |                   |
| Medium of Instruction | English                      |               |                   |
| Credits               | 4                            | Contact Hours | 60                |
| Instructor            | NATALIE PANG WENG SUN        | Email         | wspang@mpu.edu.mo |
| Office                | Room M524, Meng Tak Building | Office Phone  | 85993324          |

#### MODULE DESCRIPTION

This is an integrated module which requires students to apply their knowledge and skills acquired in previous modules to accomplish a project by pursuing an in-depth study in a selected topic in Management. Students are required to complete a research proposal by the end of this module before proceeding to Graduation Report II. Students are equipped with the opportunity to perform research studies under the guidance of their supervisor. Graduation Report I requires students developing a research proposal for their research project. Preliminary considerations relate to selecting an appropriate research topic and design, reviewing the literature to position the proposed study within the existing literature and employing good writing skills and ethical practices.

#### MODULE INTENDED LEARNING OUTCOMES (ILOS)

On completion of this learning module, students will be able to:

|     |   |
|-----|---|
| M1. | Apply integrated knowledge learned from previous modules to develop a research proposal.  |
| M2. | Formulate the business research process, identify critical issues, gather relevant information in ways that help in decision making and implement the right module of research actions. |
| M3. | Perform systematic and organized research activities to investigate research topics relevant to the field of business management.   |
| M4. | Synthesize the different components of the research process such as the process of inquiry, investigation, examination and experimentation.   |
| M5. | Prepare and present a proposal that communicates effectively about their chosen topic.  |



These ILOs aims to enable students to attain the following Programme Intended Learning Outcomes (PILOs):

| PILOs   | M1 | M2 | M3 | M4 | M5 |
|---|----|----|----|----|----|
| P1. Integrate contemporary Management theories and business disciplines relevant to general business practices.   | ✓  |    |    |    |    |
| P2. Apply critical thinking and logical analysis skills and techniques to resolve management issues.  |    | ✓  |    |    |    |
| P3. Utilize appropriate written and spoken forms to communicate effectively and professionally with stakeholders in various cultural environments.  |    |    |    |    | ✓  |
| P4. Demonstrate leadership in a team and respecting the rights of others irrespective of their cultural background, race or gender in order to solve unpredictable problems in the field.                       |    |    |    |    |    |
| P5. With the help of mathematical and statistical skills, utilize the latest empirical findings and academic studies to support the recommendation of business projects or reports.                             |    |    | ✓  | ✓  |    |
| P6. Recommend an appropriate module of action by ethically examining economic, environmental, political, legal and regulatory contexts of global business practices.  |    |    |    |    |    |
| P7. Interpret and utilize Management information or business software for internal control, planning, performance evaluation, and coordination to improve efficiency and effectiveness in the business process. |    |    |    |    |    |

## MODULE SCHEDULE AND COVERAGE

Weekly meeting with the students' supervisor is necessary to report their work progress. At the end of the semester, a written proposal must be submitted to the supervisor, and an oral presentation will be scheduled.

## TEACHING AND LEARNING ACTIVITIES

In this learning module, students will work towards attaining the ILOs through the following teaching and learning activities:

| Teaching and Learning Activities   | M1 | M2 | M3 | M4 | M5 |
|--|----|----|----|----|----|
| T1. Weekly meetings and discussions: Weekly meetings will be scheduled to facilitate students to consult project supervisor, report the progress of their work, and discuss the preparation of project proposal. | ✓  | ✓  | ✓  | ✓  | ✓  |
| T2. Literature review: Students must read and understand the extent literature on their chosen topic. Students shall prepare a summary of each article that they review.   |    | ✓  | ✓  | ✓  |    |



|  |   |   |   |   |   |
|--|---|---|---|---|---|
| T3. Project presentation: Students will develop in-depth understanding on the topic that they choose. They will prepare and present multimedia materials for a 25-minute presentation. | ✓ | ✓ | ✓ | ✓ | ✓ |
|--|---|---|---|---|---|

## ATTENDANCE

Attendance requirements are governed by the Academic Regulations Governing Bachelor's Degree Programmes of the Macao Polytechnic University. Students who do not meet the attendance requirements for the learning module shall be awarded an 'F' grade.

## ASSESSMENT

In this learning module, students are required to complete the following assessment activities:

| Assessment Activities                            | Weighting (%) | ILOs to be Assessed |
|--|---------------|---------------------|
| A1. Weekly meetings and discussions (non-graded) | NA            | 1-5                 |
| A2. Oral presentation* (graded)                  | 40%           | 1-5                 |
| A3. Supervisor assessment (graded)               | 60%           | 1-5                 |

\*Supervisor is one of the oral examiners.

The assessment will be conducted following the University's Assessment Strategy (see [www.mpu.edu.mo/teaching\\_learning/en/assessment\\_strategy.php](http://www.mpu.edu.mo/teaching_learning/en/assessment_strategy.php)). Passing this learning module indicates that students will have attained the ILOs of this learning module and thus acquired its credits.

## MARKING SCHEME

The University Grading System:

| Letter Grade | Mark Ranges | Grade Point | Grade Definition |
|--------------|-------------|-------------|------------------|
| A            | 93 – 100    | 4.0         | Excellent        |
| A-           | 88 – 92     | 3.7         |                  |
| B+           | 83 – 87     | 3.3         | Very Good        |
| B            | 78 – 82     | 3.0         | Good             |
| B-           | 73 – 77     | 2.7         |                  |
| C+           | 68 – 72     | 2.3         | Satisfactory     |
| C            | 63 – 67     | 2.0         |                  |
| C-           | 58 – 62     | 1.7         |                  |
| D+           | 53 – 57     | 1.3         | Pass             |
| D-           | 50 – 52     | 1.0         |                  |
| F            | 0 – 49      | 0           | Fail             |

## REFERENCES

- Bougie, R., & Sekaran, U. (2020). Research Methods for Business: A Skill Building Approach. 8<sup>th</sup> Edition. Wiley.
- Creswell, J. (2009). Research Design: Qualitative, Quantitative, and Mixed Methods Approaches. 4<sup>th</sup> Edition. SAGE.



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## STUDENT FEEDBACK

At the end of every semester, students are invited to provide feedback on the learning module and the teaching arrangement through questionnaires. Your feedback is valuable for instructors to enhance the module and its delivery for future students. The instructor and programme coordinators will consider all feedback and respond with actions formally in the annual programme review.

## ACADEMIC INTEGRITY

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**The following are some of the important dates that you need to remember.**

**1. 31 August 2023 (Week 2)**

Please submit a team-member name list and research topic to your supervisor.

**2. August to November 2023**

You will meet with your supervisor at least once a week to discuss the progress of your paper. You can arrange to meet with your supervisor at any mutually agreeable time on campus in addition to normal class time.

**3. 16 November 2023 (Week 12)**

Please submit 2 copies of your draft report to your supervisor. The draft report serves as a reference copy to the oral presentation examiners. Late submissions will suffer a penalty of 10 points deducted from each Oral Presentation mark.

**4. 22 November 2023 (Week 13)**

Each team is allowed to have 20 minutes to present their information and 5 minutes for Q&A session.

**5. 28 November 2023 (Week 14)**

Please submit the final version of the written report to your supervisor. Late submissions will suffer a penalty of 20 points deducted from the supervisor mark. The written report must be printed on 80gm plain white A4 papers using 12-pt Times New Roman, leaving a margin of 1.25" on all 4 sides.

**6. January 2024**

Written reports will be randomly selected to be forwarded to the program external examiner if necessary.



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Universidade Politécnica de Macau  
Macao Polytechnic University

**Macao Polytechnic University**  
**Faculty of Business**  
**Bachelor of Management**  
**2023/2024**  
**MGPO4100 Graduation Report I**

Research Topic: \_\_\_\_\_

Please pay special attention to the following:

After the submission of this form, no team member could be withdrawn from or added to the team.

| Team Member's Name | Student Number | Signature |
|--------------------|----------------|-----------|
| 1.                 |                |           |
| 2.                 |                |           |
| 3.                 |                |           |
| 4.                 |                |           |
| 5.                 |                |           |

Name of Team Representative: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_



**FACULTY OF BUSINESS**  
**BACHELOR OF MANAGEMENT**  
**LEARNING MODULE OUTLINE**

|                       |                              |               |                        |
|-----------------------|------------------------------|---------------|------------------------|
| Academic Year         | 2023 / 2024                  | Semester      | 1                      |
| Module Code           | MGPO4100-416/418             |               |                        |
| Learning Module       | Graduation Report I          |               |                        |
| Pre-requisite(s)      | Nil                          |               |                        |
| Medium of Instruction | English                      |               |                        |
| Credits               | 4                            | Contact Hours | 60 hrs                 |
| Instructor            | GAO JENNIFER HONG            | Email         | jennifergao@mpu.edu.mo |
| Office                | Room M521, Meng Tak Building | Office Phone  | 8599-3344              |

**MODULE DESCRIPTION**

This is an integrated module which requires students to apply their knowledge and skills acquired in previous modules to accomplish a project by pursuing an in-depth study in a selected topic in Management. Students are required to complete a research proposal by the end of this module before proceeding to Graduation Report II. Students are equipped with the opportunity to perform research studies under the guidance of their supervisor. Graduation Report I requires students developing a research proposal for their research project. Preliminary considerations relate to selecting an appropriate research topic and design, reviewing the literature to position the proposed study within the existing literature and employing good writing skills and ethical practices.

**MODULE INTENDED LEARNING OUTCOMES (ILOS)**

On completion of this learning module, students will be able to:

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|-----|---|
| M1. | apply integrated knowledge learned from previous modules to develop a research proposal;  |
| M2. | formulate the business research process, identify critical issues, gather relevant information in ways that help in decision making and implement the right course of research actions; |
| M3. | perform systematic and organized research activities to investigate research topics relevant to the field of business management;   |
| M4. | synthesize the different components of the research process such as the process of inquiry, investigation, examination and experimentation;   |
| M5. | prepare and present a proposal that communicates effectively about their chosen topic.  |



These ILOs aims to enable students to attain the following Programme Intended Learning Outcomes (PILOs):

| Management Program PILOs  | M1 | M2 | M3 | M4 | M5 |
|---|----|----|----|----|----|
| P1. Integrate contemporary Management theories and business disciplines relevant to general business practices.   | ✓  |    |    |    |    |
| P2. Apply critical thinking and logical analysis skills and techniques to resolve management issues.  |    | ✓  |    |    |    |
| P3. Utilize appropriate written and spoken forms to communicate effectively and professionally with stakeholders in various cultural environments.  |    |    |    |    | ✓  |
| P4. Demonstrate leadership in a team and respecting the rights of others irrespective of their cultural background, race or gender in order to solve unpredictable problems in the field.                       |    |    |    |    |    |
| P5. With the help of mathematical and statistical skills, utilize the latest empirical findings and academic studies to support the recommendation of business projects or reports.                             |    |    | ✓  | ✓  |    |
| P6. Recommend an appropriate module of action by ethically examining economic, environmental, political, legal and regulatory contexts of global business practices.  |    |    |    |    |    |
| P7. Interpret and utilize Management information or business software for internal control, planning, performance evaluation, and coordination to improve efficiency and effectiveness in the business process. |    |    |    |    |    |

#### MODULE SCHEDULE, COVERAGE AND STUDY LOAD

Students are required to write up their research proposal report under the guidance of their supervisor.

#### TEACHING AND LEARNING ACTIVITIES

In this learning module, students will work towards attaining the ILOs through the following teaching and learning activities:

| Teaching and Learning Activities | M1 | M2 | M3 | M4 | M5 |
|----------------------------------|----|----|----|----|----|
| T1. Weekly meetings              | ✓  | ✓  | ✓  | ✓  | ✓  |
| T2. Group Discussion             | ✓  | ✓  | ✓  | ✓  | ✓  |
| T3. Literature Review            | ✓  | ✓  | ✓  | ✓  | ✓  |
| T4. Presentation                 | ✓  | ✓  | ✓  | ✓  | ✓  |





## ATTENDANCE

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In this learning module, students are required to complete the following assessment activities:

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| A2. Supervisor Assessment | 60%           | M1-M2               |

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## MARKING SCHEME

|  | Assessments   |
|--|---|
| Criterion                              | Written Project, Presentation   |
| Excellent<br>A, A-<br>88% - 100%       | Strong evidence of original thinking; good organization, capacity to analyze and systemize; superior grasps of subject matter; strong evidence of extensive knowledge base. |
| Very Good,<br>B+<br>83% - 87%          | Evidence of grasps of subject; strong evidence of critical capacity and analytical ability; good understanding of issues; evidence of familiarity with literature.          |
| Good<br>B, B-<br>73% - 82%             | Evidence of grasp of subject; some evidence of critical capacity and analytical ability; reasonable understanding of issues; evidence of familiarity with literature.       |
| Satisfactory<br>C+, C, C-<br>58% - 72% | Profiting from the study experience; understanding of the subject; ability to develop solutions to simple problems in the material.   |
| Pass<br>D+, D<br>50% - 57%             | Sufficient familiarity with the subject matter to enable the student to progress without repeating the learning module  |
| Fail<br>F<br>0% - 49%                  | Little evidence of familiarity with the subject matter; weak in critical and analytical skills; limited, or irrelevant use of literature.                                   |

## RECOMMENDED READINGS

Bougie, R. & Sekaran, U. (2020). *Research Methods for Business: A Skill Building Approach* (8th Ed). Wiley.

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6. January 2024

Written reports will be randomly selected to be forwarded to the program external examiner if necessary.

\*Warning: Plagiarism is a serious form of academic misconduct. Students must use the anti-plagiarizing software “Turnitin” to screen their project report, submit the resulting printout to their supervisor to evaluate if there is any potential problem of plagiarism, and obtain his/her signed approval of the research conducted. Plagiarism includes:

- a) Direct copying of the work or data of other persons, from one or more sources, without clearly indicating the origin. This includes both paper-based and electronic sources of material from websites, books, articles, unpublished work such as theses, working papers, seminar and conference papers, internal reports, lecture notes or tapes, and visual materials such as photographs, drawings and designs;
- b) Using very close paraphrasing of sentences or whole clauses without due acknowledgment in the form of reference to the original work;
- c) Submitting another student's work in whole or in part, where such assistance is not expressly permitted in the module information booklet;
- d) Use of another person's ideas, work or research data without acknowledgment;
- e) Submitting work that has been written by someone else on the student's behalf;
- f) Copying computer files, algorithms or computer code without clearly indicating their origin;
- g) Submitting work that has been derived, in whole or in part, from another student's work by a process of mechanical transformation (e.g., changing variable names in computer programs); or
- h) In any way appropriating or imitating another's ideas and manner of expressing them where such assistance is not expressly permitted.



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|--------------------|----------------|-----------|
| 1.                 |                |           |
| 2.                 |                |           |
| 3.                 |                |           |
| 4.                 |                |           |
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Name of Team Representative: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Signature of Supervisor: \_\_\_\_\_



## Faculty of Business

### Bachelor of Management

#### LEARNING MODULE OUTLINE

|                       |                              |               |                   |
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| Medium of Instruction | English                      |               |                   |
| Credits               | 4                            | Contact Hours | 60                |
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|  |   |   |   |   |   |
|--|---|---|---|---|---|
| T3. Project presentation: Students will develop in-depth understanding on the topic that they choose. They will prepare and present multimedia materials for a 25-minute presentation. | ✓ | ✓ | ✓ | ✓ | ✓ |
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You will meet with your supervisor at least once a week to discuss the progress of your paper. You can arrange to meet with your supervisor at any mutually agreeable time on campus in addition to normal class time.

**3. 16 November 2023 (Week 12)**

Please submit 2 copies of your draft report to your supervisor. The draft report serves as a reference copy to the oral presentation examiners. Late submissions will suffer a penalty of 10 points deducted from each Oral Presentation mark.

**4. 21 November 2023 (Week 13)**

Each team is allowed to have 20 minutes to present their information and 5 minutes for Q&A session.

**5. 28 November 2023 (Week 14)**

Please submit the final version of the written report to your supervisor. Late submissions will suffer a penalty of 20 points deducted from the supervisor mark. The written report must be printed on 80gm plain white A4 papers using 12-pt Times New Roman, leaving a margin of 1.25" on all 4 sides.

**6. January 2024**

Written reports will be randomly selected to be forwarded to the program external examiner if necessary.



澳門理工大學  
Universidade Politécnica de Macau  
Macao Polytechnic University

**Macao Polytechnic University**  
**Faculty of Business**  
**Bachelor of Management**  
**2023/2024**  
**MGPO4100 Graduation Report I**

Research Topic: \_\_\_\_\_

Please pay special attention to the following:

After the submission of this form, no team member could be withdrawn from or added to the team.

| Team Member's Name | Student Number | Signature |
|--------------------|----------------|-----------|
| 1.                 |                |           |
| 2.                 |                |           |
| 3.                 |                |           |
| 4.                 |                |           |
| 5.                 |                |           |

Name of Team Representative: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_