



FACULTY OF BUSINESS
BACHELOR OF MANAGEMENT
LEARNING MODULE OUTLINE

| | | | |
|-----------------------|-------------------------|---------------|------------------------|
| Academic Year | 2023 / 2024 | Semester | 2 |
| Module Code | MGPO4110-426/428 | | |
| Learning Module | Graduation Report II | | |
| Pre-requisite(s) | Graduation Report I | | |
| Medium of Instruction | English/Chinese | | |
| Credits | 4 | Contact Hours | 60 |
| Instructor | Jennifer, Gao Hong | Email | jennifergao@mpu.edu.mo |
| Office | Meng Tak Building, M521 | Office Phone | 8599-3344 |

MODULE DESCRIPTION

Completion of Graduation Report I is a prerequisite for students to be enrolled in this module. Students continue on their selected study in this course and are required to submit a report upon completing at the end of the semester. This module requires students to apply their integrated knowledge and skills learned in previous modules to complete a final research report building upon the research proposal submitted in Graduation Report I. Students continue to conduct their independent research work under the guidance of their appointed supervisors. Graduation Report II requires students to complete a well-designed research report where students adopt a viable approach to execute a systematic inquiry into the research topics of their interest and proceed to investigate, analyze, describe, explain, recommend resolution or predict phenomena based on carefully collected data within ethical consideration to achieve the aims of the research study.

MODULE INTENDED LEARNING OUTCOMES (ILOS)

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

| | |
|-----|---|
| M1. | Apply integrated knowledge learned from previous courses to develop a research study. |
| M2. | Formulate the business research process, identify critical issues, gather relevant information, and analyze the data 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 management. |
| M4. | Synthesize the different components of the research process such as the process of inquiry, investigation, examination and experimentation. |
| M5. | Design a research report with carefully executed research activities aiming to generate viable alternatives for effective decision making and problem solving in the area of management. |



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 course 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 report 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 research report. | ✓ | ✓ | ✓ | ✓ | ✓ |
| T2. Collection and Analysis of data: Students will gather relevant information and analyze the data. | | ✓ | ✓ | ✓ | |



| | | | | | |
|--|---|---|---|---|---|
| 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). 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 |



REQUIRED READINGS

REFERENCES

- Bougie, R. and Sekaran, U. (2020). Research Methods for Business: A Skill Building Approach. 8th Edition. Wiley.
- Creswell, J. (2009). Research Design: Qualitative, Quantitative, and Mixed Methods Approaches. 4th Edition. SAGE.
- George, D. and Mallery, P. (2019). IBM SPSS Statistics 26 Step by Step: A Simple Study Guide and Reference. 16th Edition. Routledge.
- Saunders, M.N.K., Lewis, P. and Thornhill, A. (2015). Research Methods for Business Students. 7th Edition. Pearson.
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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

The Macao Polytechnic University requires students to have full commitment to academic integrity when engaging in research and academic activities. Violations of academic integrity, which include but are not limited to plagiarism, collusion, fabrication or falsification, repeated use of assignments and cheating in examinations, are considered as serious academic offenses and may lead to disciplinary actions. Students should read the relevant regulations and guidelines in the Student Handbook which is distributed upon the admission into the University, a copy of which can also be found at www.mpu.edu.mo/student_handbook/.

PLAGIARISM POLICY

It is student's responsibility to ensure that his/her assignment has been checked by *Turnitin* software, and the similarity score given by *Turnitin* software cannot be higher than 20%. However, a special case can be determined by the instructor. Please note that the AI detection score must be 0%.



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

1. January to April 2024

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.

2. ____ April 2024 (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.

3. ____ April 2024 (Week 13)

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

4. ____ April 2024 (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, double spacing, leaving a margin of 1.25" on all 4 sides.

5. June 2024

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



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| Module Code | MGPO4110-425/427 | | |
| Learning Module | Graduation Report II | | |
| Pre-requisite(s) | Graduation Report I | | |
| Medium of Instruction | Chinese | | |
| Credits | 4 | Contact Hours | 60 |
| Instructor | Natalie, Pang Weng Sun | Email | wspang@mpu.edu.mo |
| Office | M524, Meng Tak Building | Office Phone | 85993324 |

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