



FACULTY OF BUSINESS
BACHELOR OF MANAGEMENT
LEARNING MODULE OUTLINE

Academic Year	2024/2025	Semester	1
Module Code	MGPO4100-415		
Learning Module	Graduation Report I		
Pre-requisite(s)	Nil		
Medium of Instruction	English		
Credits	4	Contact Hours	60 hours
Instructor	Professor Wai Ming To	Email	wmto@mpu.edu.mo
Office	M547, Meng Tak building	Office Phone	8599 3319

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 report 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 research proposal for their research study project. Preliminary considerations relate to selecting an appropriate research topic, 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.	Illustrate the understanding of business research process, identify critical issues, gather relevant information, 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 business management
M4.	Synthesize the different components of the research process such as the process of inquiry, investigation, examination and experimentation.



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

PILOs	M1	M2	M3	M4
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, COVERAGE AND STUDY LOAD

Week	Content Coverage	Contact Hours
1	Introduction to the module - Research project – what is it?	4 hours
2	Overview of the components of Graduation Report I - Learning from previous Graduation Reports	4 hours
3	Defining a research topic - The scope of a research topic - The context of the research topic	4 hours
4	Literature review - Academic indexing databases - Academic (full-text) databases	4 hours
5	Literature review - Reviewing important academic articles - Understanding the role of social science theories	4 hours
6	Literature review - Preparing literature review and developing hypotheses	4 hours
7	Literature review - Formulating a theoretical framework and model	4 hours
8	Methodology - Choosing a right research design and approach	4 hours
9	Graduation Report - Finalizing its structure - Writing the sections of Introduction and Literature Review	4 hours



10	Graduation Report - Writing the sections of Theoretical Framework and Method - Writing the sections of Abstract, Summary, References, and Appendices	4 hours
11	Graduation Report - Finalizing the draft Graduation Report I	4 hours
12	Preparation for the Oral Presentation	4 hours
13	Oral Presentation	4 hours
14	Graduation Report - Revising the Report based on feedback from examiners - Submitting the final version of Graduation Report I	8 hours

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
T1. Lectures: research design and method will be presented using multimedia instructional materials. Q&A: It allows interactions between instructor and students.	✓	✓	✓	✓
T2. Students must read some related academic literature before coming to the meeting (after Week 4). They will be asked to work on problems or respond to key conceptual issues during the class hours. - Short oral/written quizzes will be given to students in order to ensure that students can follow the progress of study.	✓	✓	✓	✓
T3. Three to four students will be required to work as a group to complete this project. The project will be designed to promote students intellectual, social and presentation skills and help to prepare them for the real world in which teamwork and collaboration are important.		✓		✓

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. Additionally, Graduation Report I requires students to attend weekly classes; to meet with their supervisors regularly and report their progress. A meeting log-book describing the meeting content must be maintained, signed by their supervisor after each meeting, and submitted to the coordinator at the end of the semester.

ASSESSMENT

In this learning module, students are required to present and defend their research project proposal at the end of the semester:

Assessment Activities (AA)	Weighting (%)	ILOs to be Assessed
A1. Supervisor assessment based on the progress of work	60	M1-M3



A2. Oral presentation assessment (two examiners)	40	M4
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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.

PLAGIARISM POLICY

It is students' responsibility to ensure that their reports have been checked by Turnitin software, and the similarity score given by Turnitin software cannot be higher than 30%. However, a special case can be determined by the instructor.

MARKING SCHEME

(see assessment rubrics in Appendices I & II)

REQUIRED READINGS

REFERENCES

Reference books:

Saunders, M. N. K., Lewis, P., & Thornhill, A. (2020). *Research Methods for Business Students*, 8th edition. Pearson.

Kumar, R. (2015). *Research Methodology – A Step-by-Step Guide for Beginners*, 4th edition. SAGE.

Creswell, J. W., & Creswell, J. D. (2020). *Research Design: Qualitative, Quantitative, and Mixed Methods Approaches*, 6th edition. SAGE.

Sekaran, U., & Bougie, R. (2016). *Research Methods for Business - A Skill Building Approach*, 7th edition. Wiley.

Morgan, G. A., Barrett, K. C., Leech, N. L., & Gloeckner, G. W. (2019). *IBM SPSS for Introductory Statistics: Use and Interpretation*, 6th edition. Routledge.

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/.



Appendix I – Assessment rubrics of the written report

Project Title: _____
Student Names: _____

Assessment rubric for MGPO4100 Graduation Report – 1st Semester 2024/2025

	Criteria	Level of comprehensiveness					Full Mark	Level achieved	Mark given
		0 (very poor)	1 (poor)	2 (fair)	3 (good)	4 (very good)			
Content	Research background and problem definition (covering the introduction and problem definition).	The background is missing or completely devoid of useful information. Problems are ill-defined.	The background is poorly presented. Problems are poorly defined.	The background and problems are briefly presented. The report states why the topic is relevant.	The background and problems are appropriately presented. The report indicates why the topic is important.	The background is clearly presented. The report makes clear why the topic should be studied. Problems are clearly defined.	8		
	Literature review and conceptual framework	The description of every cited article is unclear or incomplete. A theoretical framework/model is missing/poorly developed.	The review is unclear or incomplete. A theoretical framework/model is poorly presented.	A few aspects of the review are unclear or incomplete. Key concepts are not well defined. A simple model or framework is given.	The review is clear but details are insufficient. Some key concepts are not well defined. The report presents a theoretical framework.	The relevant articles are clearly reviewed at an appropriate level. Key terms are clearly. The report presents a clear and concise theoretical framework.	20		
	Research design and methodology	Design is incomplete, ineffective, or missing. It is not clear how concepts can be operationalized and tested.	Research design is not completely defined. It is not clear what concepts will be operationalized and tested.	Design is appropriately defined. Sampling, instrument used, and analysis approach are briefly presented.	Design is clearly defined and focused. Sampling, instrument used, and analysis approach are appropriately presented.	Design is well defined. Sampling, instrument used, and analysis approach are clearly presented.	8		
	An overview of the project i.e. rationale, objectives, scopes, and values.	The purpose and value are not defined.	The purpose and value are poorly defined.	The purpose and value are given.	The purpose and value are given and defined.	The purpose and value are given and clearly defined.	8		
	References (and other supplementary materials)	References are incomplete and incorrect.	References are only given occasionally.	Adequate references are given.	Important references and adequate references are given.	All key references are given and cited at appropriate places.	4		
General	Language (spelling, wording, grammar)	Errors are numerous and serious. A reader must stop and reread in order to understand the content.	There are frequent errors that impede the flow of communication.	There are occasional errors that have minor impact on the flow of communication.	There are some minor errors that have no impact on the flow of communication.	There are no or very few errors in the report.	4		
	Style and format.	Do not follow the APA style. Improper format of text, tables and figures.	Do not follow the APA occasionally. Improper format of tables and figures.	Follow the APA style mostly. Tables and figures need to be improved.	Follow the APA style. Text, tables and figures are appropriately formatted.	Follow the APA style. Text, tables and figures are well formatted.	4		
	Structure and organization of the report	The report is badly organized. It is difficult to follow.	The report is poorly organized. It is difficult to follow.	Organization can be improved.	The report is adequately organized in a logical order.	The report is well organized in a logical manner.	4		
Remarks: _____									
Originality: _____ (from Turnitin) Other comments: _____						Total: (60)		_____	

Evaluator: _____ (signature/name) Date: _____



Appendix II – Assessment rubrics of the oral presentation

Project Title: _____

Student Names: _____

Assessment rubric for MGPO4100 Presentation – 1st Semester 2024/2025

Criteria	Level of comprehensiveness					Full Mark	Level achieved	Mark given
	0 (very poor)	1 (poor)	2 (fair)	3 (good)	4 (very good)			
Research background and problem definition (covering the introduction and problem definition).	The background was missing or completely devoid of useful information. Problems were ill-defined.	The background was poorly presented. Students did not indicate why the topic should be studied. Problems were poorly defined.	The background was briefly presented. Students indicated why the topic is relevant. Problems were defined.	The background was appropriately presented. Students indicated why the topic is important. Problems were appropriately defined.	The background was clearly presented. Students indicated clearly why the topic should be studied. Problems were clearly defined.	4		
Literature review and conceptual framework	The description of every cited article was unclear or incomplete. A theoretical framework/model was missing or poorly developed.	The review was unclear or incomplete such that a reader would have difficulties in understanding the review. A theoretical framework/model was poorly presented.	A few aspects of the review were unclear or incomplete. Key concepts were not well defined. Students presented a very simple theoretical framework.	The review was clear but details were insufficient. Some key concepts were not well defined. Students presented a theoretical framework.	The relevant articles were clearly reviewed at an appropriate level. Key terms were clearly defined when necessary. Students presented a clear and concise theoretical framework.	6		
Research design and methodology	Design was incomplete, ineffective, or missing. It did not address research problems. It was not clear how concepts can be operationalized and tested/studied.	Research design was not completely defined. The design did not seem to fully address research problems. It was not clear what concepts will be operationalized and tested/studied.	Design was appropriately defined. Sampling, instrument used, and analysis approach were briefly presented. Students described what concepts may be tested/studied.	Design was clearly defined. Sampling, instrument used, and analysis approach were appropriately presented. Students indicated appropriately what concepts will be operationalized and tested/studied.	Design was well defined, clearly focused and appropriate. Sampling, instrument used, and analysis approach were clearly presented. Students indicated clearly what concepts will be operationalized and tested/studied.	4		
An overview of the project i.e. rationale, objectives, scopes, and values.)	The purpose and value were not defined.	The purpose and value were poorly defined.	The purpose and value were given.	The purpose and value were given and defined.	The purpose and value were given and clearly defined.	2		
Questions and answers	Students did not respond to question(s).	Students did not understand the question(s).	Students acknowledged the questions and provided simple answers.	Students tried to address the questions.	Students answered the questions appropriately.	4		

Total: 20

Evaluator: _____ (signature/name)

Date: _____



Appendix III – Detailed schedule and other documents

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

1. XX September 2024 (Week 3) - Please submit a team member name list and research topic to your supervisor in class using the attached Form A.
2. XX August 2024 to XX November 2024 - You will meet with your supervisor at least once a week to discuss the progress of your paper. Please fill out a progress log each time after each meeting (see the attached Form B). You can arrange to meet with your supervisor at any mutually agreeable time on campus in addition to normal class time.
3. XX November 2024 (Week 11) - Please submit 2 copies of review draft of your supervisor in class. The review draft copy serves as a reference copy to the Oral Presentation Examiners (one of them is your supervisor). Late submissions will suffer a penalty of 10% deducted from Oral Presentation mark.
4. XX November 2024 (Week 13) - A 30-minute per team oral presentation of your report is scheduled to a weekday. Each team is allowed to have 20 minutes to present their information and 10 minutes for Q & A session.
5. XX November 2024 (Week 14) - Please submit the final version of the written report to your supervisor in class. Late submissions will suffer a penalty of 20% 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" on all 4 sides.



FORM-A

**Macao Polytechnic University
Faculty of Business
Bachelor of Management Program
2024-2025**

MGPO4100 Report I and MGPO4110 Report II

Please submit a copy of this form to your supervisor in Week 3.

Research Topic: _____

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

	Name	Student ID	Signature
1			
2			
3			
4			

Name of Team representative: _____

Name of Supervisor: _____ Signature of Supervisor: _____



FORM-B

**Macao Polytechnic University
Faculty of Business
Bachelor of Management Program
2024-2025**

MGPO4100 Report I and MGPO4110 Report II

Progress Report

Student Names: _____

Supervisor Name: _____

Research Topic: _____

Meeting ___ on ___/___/2024

Item	Description	Outcome achieved please (✓)		
		Yes	Partial	No
1				
2				
3				
4				

Comments from supervisor:



FACULTY OF BUSINESS
BACHELOR OF MANAGEMENT
LEARNING MODULE OUTLINE

Academic Year	2024/2025	Semester	1
Module Code	MGPO4100-416/418		
Learning Module	Graduation Report I		
Pre-requisite(s)	Nil		
Medium of Instruction	English/Chinese		
Credits	4	Contact Hours	60 hours
Instructor	Jennifer Gao	Email	jennifergao@mpu.edu.mo
Office	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 report 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 research proposal for their research study project. Preliminary considerations relate to selecting an appropriate research topic, 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
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PILOs	M1	M2	M3	M4
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, COVERAGE AND STUDY LOAD

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TEACHING AND LEARNING ACTIVITIES

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T3. Three to four students will be required to work as a group to complete this project. The project will be designed to promote students intellectual, social and presentation skills and help to prepare them for the real world in which teamwork and collaboration are important.		✓		✓

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Assessment Activities (AA)	Weighting (%)	ILOs to be Assessed
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A1. Supervisor assessment based on the progress of work	60	M1-M3
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Appendix I – Assessment rubrics of the written report

Project Title: _____
Student Names: _____

Assessment rubric for MGPO4100 Graduation Report – 1st Semester 2024/2025

	Criteria	Level of comprehensiveness					Full Mark	Level achieved	Mark given
		0 (very poor)	1 (poor)	2 (fair)	3 (good)	4 (very good)			
Content	Research background and problem definition (covering the introduction and problem definition).	The background is missing or completely devoid of useful information. Problems are ill-defined.	The background is poorly presented. Problems are poorly defined.	The background and problems are briefly presented. The report states why the topic is relevant.	The background and problems are appropriately presented. The report indicates why the topic is important.	The background is clearly presented. The report makes clear why the topic should be studied. Problems are clearly defined.	8		
	Literature review and conceptual framework	The description of every cited article is unclear or incomplete. A theoretical framework/model is missing/poorly developed.	The review is unclear or incomplete. A theoretical framework/model is poorly presented.	A few aspects of the review are unclear or incomplete. Key concepts are not well defined. A simple model or framework is given.	The review is clear but details are insufficient. Some key concepts are not well defined. The report presents a theoretical framework.	The relevant articles are clearly reviewed at an appropriate level. Key terms are clearly. The report presents a clear and concise theoretical framework.	20		
	Research design and methodology	Design is incomplete, ineffective, or missing. It is not clear how concepts can be operationalized and tested.	Research design is not completely defined. It is not clear what concepts will be operationalized and tested.	Design is appropriately defined. Sampling, instrument used, and analysis approach are briefly presented.	Design is clearly defined and focused. Sampling, instrument used, and analysis approach are appropriately presented.	Design is well defined. Sampling, instrument used, and analysis approach are clearly presented.	8		
	An overview of the project i.e. rationale, objectives, scopes, and values.	The purpose and value are not defined.	The purpose and value are poorly defined.	The purpose and value are given.	The purpose and value are given and defined.	The purpose and value are given and clearly defined.	8		
	References (and other supplementary materials)	References are incomplete and incorrect.	References are only given occasionally.	Adequate references are given.	Important references and adequate references are given.	All key references are given and cited at appropriate places.	4		
General	Language (spelling, wording, grammar)	Errors are numerous and serious. A reader must stop and reread in order to understand the content.	There are frequent errors that impede the flow of communication.	There are occasional errors that have minor impact on the flow of communication.	There are some minor errors that have no impact on the flow of communication.	There are no or very few errors in the report.	4		
	Style and format.	Do not follow the APA style. Improper format of text, tables and figures.	Do not follow the APA occasionally. Improper format of tables and figures.	Follow the APA style mostly. Tables and figures need to be improved.	Follow the APA style. Text, tables and figures are appropriately formatted.	Follow the APA style. Text, tables and figures are well formatted.	4		
	Structure and organization of the report	The report is badly organized. It is difficult to follow.	The report is poorly organized. It is difficult to follow.	Organization can be improved.	The report is adequately organized in a logical order.	The report is well organized in a logical manner.	4		
Remarks: _____									
Originality: _____ (from Turnitin) Other comments: _____						Total: (60)		_____	

Evaluator: _____ (signature/name) Date: _____



Appendix II – Assessment rubrics of the oral presentation

Project Title: _____

Student Names: _____

Assessment rubric for MGPO4100 Presentation – 1st Semester 2024/2025

Criteria	Level of comprehensiveness					Full Mark	Level achieved	Mark given
	0 (very poor)	1 (poor)	2 (fair)	3 (good)	4 (very good)			
Research background and problem definition (covering the introduction and problem definition).	The background was missing or completely devoid of useful information. Problems were ill-defined.	The background was poorly presented. Students did not indicate why the topic should be studied. Problems were poorly defined.	The background was briefly presented. Students indicated why the topic is relevant. Problems were defined.	The background was appropriately presented. Students indicated why the topic is important. Problems were appropriately defined.	The background was clearly presented. Students indicated clearly why the topic should be studied. Problems were clearly defined.	4		
Literature review and conceptual framework	The description of every cited article was unclear or incomplete. A theoretical framework/model was missing or poorly developed.	The review was unclear or incomplete such that a reader would have difficulties in understanding the review. A theoretical framework/model was poorly presented.	A few aspects of the review were unclear or incomplete. Key concepts were not well defined. Students presented a very simple theoretical framework.	The review was clear but details were insufficient. Some key concepts were not well defined. Students presented a theoretical framework.	The relevant articles were clearly reviewed at an appropriate level. Key terms were clearly defined when necessary. Students presented a clear and concise theoretical framework.	6		
Research design and methodology	Design was incomplete, ineffective, or missing. It did not address research problems. It was not clear how concepts can be operationalized and tested/studied.	Research design was not completely defined. The design did not seem to fully address research problems. It was not clear what concepts will be operationalized and tested/studied.	Design was appropriately defined. Sampling, instrument used, and analysis approach were briefly presented. Students described what concepts may be tested/studied.	Design was clearly defined. Sampling, instrument used, and analysis approach were appropriately presented. Students indicated appropriately what concepts will be operationalized and tested/studied.	Design was well defined, clearly focused and appropriate. Sampling, instrument used, and analysis approach were clearly presented. Students indicated clearly what concepts will be operationalized and tested/studied.	4		
An overview of the project i.e. rationale, objectives, scopes, and values.)	The purpose and value were not defined.	The purpose and value were poorly defined.	The purpose and value were given.	The purpose and value were given and defined.	The purpose and value were given and clearly defined.	2		
Questions and answers	Students did not respond to question(s).	Students did not understand the question(s).	Students acknowledged the questions and provided simple answers.	Students tried to address the questions.	Students answered the questions appropriately.	4		

Total: 20

Evaluator: _____ (signature/name)

Date: _____



Appendix III – Detailed schedule and other documents

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

1. XX September 2024 (Week 3) - Please submit a team member name list and research topic to your supervisor in class using the attached Form A.
2. XX August 2024 to XX November 2024 - You will meet with your supervisor at least once a week to discuss the progress of your paper. Please fill out a progress log each time after each meeting (see the attached Form B). You can arrange to meet with your supervisor at any mutually agreeable time on campus in addition to normal class time.
3. XX November 2024 (Week 11) - Please submit 2 copies of review draft of your supervisor in class. The review draft copy serves as a reference copy to the Oral Presentation Examiners (one of them is your supervisor). Late submissions will suffer a penalty of 10% deducted from Oral Presentation mark.
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5. XX November 2024 (Week 14) - Please submit the final version of the written report to your supervisor in class. Late submissions will suffer a penalty of 20% 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" on all 4 sides.



FORM-A

**Macao Polytechnic University
Faculty of Business
Bachelor of Management Program
2024-2025**

MGPO4100 Report I and MGPO4110 Report II

Please submit a copy of this form to your supervisor in Week 3.

Research Topic: _____

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

	Name	Student ID	Signature
1			
2			
3			
4			

Name of Team representative: _____

Name of Supervisor: _____ Signature of Supervisor: _____



FORM-B

**Macao Polytechnic University
Faculty of Business
Bachelor of Management Program
2024-2025**

MGPO4100 Report I and MGPO4110 Report II

Progress Report

Student Names: _____

Supervisor Name: _____

Research Topic: _____

Meeting ___ on ___/___/2024

Item	Description	Outcome achieved please (✓)		
		Yes	Partial	No
1				
2				
3				
4				

Comments from supervisor:



FACULTY OF BUSINESS
BACHELOR OF MANAGEMENT
LEARNING MODULE OUTLINE

Academic Year	2024/2025	Semester	1
Module Code	MGPO4100-417		
Learning Module	Graduation Report I		
Pre-requisite(s)	Nil		
Medium of Instruction	Chinese		
Credits	4	Contact Hours	60 hours
Instructor	Professor Wai Ming To	Email	wmto@mpu.edu.mo
Office	M547, Meng Tak building	Office Phone	8599 3319

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 report 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 research proposal for their research study project. Preliminary considerations relate to selecting an appropriate research topic, 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.	Illustrate the understanding of business research process, identify critical issues, gather relevant information, 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 business management
M4.	Synthesize the different components of the research process such as the process of inquiry, investigation, examination and experimentation.



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

PILOs	M1	M2	M3	M4
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, COVERAGE AND STUDY LOAD

Week	Content Coverage	Contact Hours
1	Introduction to the module - Research project – what is it?	4 hours
2	Overview of the components of Graduation Report I - Learning from previous Graduation Reports	4 hours
3	Defining a research topic - The scope of a research topic - The context of the research topic	4 hours
4	Literature review - Academic indexing databases - Academic (full-text) databases	4 hours
5	Literature review - Reviewing important academic articles - Understanding the role of social science theories	4 hours
6	Literature review - Preparing literature review and developing hypotheses	4 hours
7	Literature review - Formulating a theoretical framework and model	4 hours
8	Methodology - Choosing a right research design and approach	4 hours
9	Graduation Report	4 hours



	<ul style="list-style-type: none"> - Finalizing its structure - Writing the sections of Introduction and Literature Review 	
10	Graduation Report <ul style="list-style-type: none"> - Writing the sections of Theoretical Framework and Method - Writing the sections of Abstract, Summary, References, and Appendices 	4 hours
11	Graduation Report <ul style="list-style-type: none"> - Finalizing the draft Graduation Report I 	4 hours
12	Preparation for the Oral Presentation	4 hours
13	Oral Presentation	4 hours
14	Graduation Report <ul style="list-style-type: none"> - Revising the Report based on feedback from examiners - Submitting the final version of Graduation Report I 	8 hours

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
T1. Lectures: research design and method will be presented using multimedia instructional materials. Q&A: It allows interactions between instructor and students.	✓	✓	✓	✓
T2. Students must read some related academic literature before coming to the meeting (after Week 4). They will be asked to work on problems or respond to key conceptual issues during the class hours. - Short oral/written quizzes will be given to students in order to ensure that students can follow the progress of study.	✓	✓	✓	✓
T3. Three to four students will be required to work as a group to complete this project. The project will be designed to promote students intellectual, social and presentation skills and help to prepare them for the real world in which teamwork and collaboration are important.		✓		✓

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. Additionally, Graduation Report I requires students to attend weekly classes; to meet with their supervisors regularly and report their progress. A meeting log-book describing the meeting content must be maintained, signed by their supervisor after each meeting, and submitted to the coordinator at the end of the semester.

ASSESSMENT

In this learning module, students are required to present and defend their research project proposal at the end of the semester:

Assessment Activities (AA)	Weighting (%)	ILOs to be Assessed
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A1. Supervisor assessment based on the progress of work	60	M1-M3
A2. Oral presentation assessment (two examiners)	40	M4

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.

PLAGIARISM POLICY

It is students' responsibility to ensure that their reports have been checked by Turnitin software, and the similarity score given by Turnitin software cannot be higher than 30%. However, a special case can be determined by the instructor.

MARKING SCHEME

(see assessment rubrics in Appendices I & II)

REQUIRED READINGS

REFERENCES

Reference books:

Saunders, M. N. K., Lewis, P., & Thornhill, A. (2020). *Research Methods for Business Students*, 8th edition. Pearson.

Kumar, R. (2015). *Research Methodology – A Step-by-Step Guide for Beginners*, 4th edition. SAGE.

Creswell, J. W., & Creswell, J. D. (2020). *Research Design: Qualitative, Quantitative, and Mixed Methods Approaches*, 6th edition. SAGE.

Sekaran, U., & Bougie, R. (2016). *Research Methods for Business - A Skill Building Approach*, 7th edition. Wiley.

Morgan, G. A., Barrett, K. C., Leech, N. L., & Gloeckner, G. W. (2019). *IBM SPSS for Introductory Statistics: Use and Interpretation*, 6th edition. Routledge.

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/.



Appendix I – Assessment rubrics of the written report

Project Title: _____
Student Names: _____

Assessment rubric for MGPO4100 Graduation Report – 1st Semester 2024/2025

Criteria	Level of comprehensiveness					Full Mark	Level achieved	Mark given	
	0 (very poor)	1 (poor)	2 (fair)	3 (good)	4 (very good)				
Content	Research background and problem definition (covering the introduction and problem definition).	The background is missing or completely devoid of useful information. Problems are ill-defined.	The background is poorly presented. Problems are poorly defined.	The background and problems are briefly presented. The report states why the topic is relevant.	The background and problems are appropriately presented. The report indicates why the topic is important.	The background is clearly presented. The report makes clear why the topic should be studied. Problems are clearly defined.	8		
	Literature review and conceptual framework	The description of every cited article is unclear or incomplete. A theoretical framework/model is missing/poorly developed.	The review is unclear or incomplete. A theoretical framework/model is poorly presented.	A few aspects of the review are unclear or incomplete. Key concepts are not well defined. A simple model or framework is given.	The review is clear but details are insufficient. Some key concepts are not well defined. The report presents a theoretical framework.	The relevant articles are clearly reviewed at an appropriate level. Key terms are clearly. The report presents a clear and concise theoretical framework.	20		
	Research design and methodology	Design is incomplete, ineffective, or missing. It is not clear how concepts can be operationalized and tested.	Research design is not completely defined. It is not clear what concepts will be operationalized and tested.	Design is appropriately defined. Sampling, instrument used, and analysis approach are briefly presented.	Design is clearly defined and focused. Sampling, instrument used, and analysis approach are appropriately presented.	Design is well defined. Sampling, instrument used, and analysis approach are clearly presented.	8		
	An overview of the project i.e. rationale, objectives, scopes, and values.	The purpose and value are not defined.	The purpose and value are poorly defined.	The purpose and value are given.	The purpose and value are given and defined.	The purpose and value are given and clearly defined.	8		
	References (and other supplementary materials)	References are incomplete and incorrect.	References are only given occasionally.	Adequate references are given.	Important references and adequate references are given.	All key references are given and cited at appropriate places.	4		
General	Language (spelling, wording, grammar)	Errors are numerous and serious. A reader must stop and reread in order to understand the content.	There are frequent errors that impede the flow of communication.	There are occasional errors that have minor impact on the flow of communication.	There are some minor errors that have no impact on the flow of communication.	There are no or very few errors in the report.	4		
	Style and format.	Do not follow the APA style. Improper format of text, tables and figures.	Do not follow the APA occasionally. Improper format of tables and figures.	Follow the APA style mostly. Tables and figures need to be improved.	Follow the APA style. Text, tables and figures are appropriately formatted.	Follow the APA style. Text, tables and figures are well formatted.	4		
	Structure and organization of the report	The report is badly organized. It is difficult to follow.	The report is poorly organized. It is difficult to follow.	Organization can be improved.	The report is adequately organized in a logical order.	The report is well organized in a logical manner.	4		
Remarks: _____									
Originality: _____ (from Turnitin) Other comments: _____						Total: (60) _____			

Evaluator: _____ (signature/name) Date: _____



Appendix II – Assessment rubrics of the oral presentation

Project Title: _____

Student Names: _____

Assessment rubric for MGPO4100 Presentation – 1st Semester 2024/2025

Criteria	Level of comprehensiveness					Full Mark	Level achieved	Mark given
	0 (very poor)	1 (poor)	2 (fair)	3 (good)	4 (very good)			
Research background and problem definition (covering the introduction and problem definition).	The background was missing or completely devoid of useful information. Problems were ill-defined.	The background was poorly presented. Students did not indicate why the topic should be studied. Problems were poorly defined.	The background was briefly presented. Students indicated why the topic is relevant. Problems were defined.	The background was appropriately presented. Students indicated why the topic is important. Problems were appropriately defined.	The background was clearly presented. Students indicated clearly why the topic should be studied. Problems were clearly defined.	4		
Literature review and conceptual framework	The description of every cited article was unclear or incomplete. A theoretical framework/model was missing or poorly developed.	The review was unclear or incomplete such that a reader would have difficulties in understanding the review. A theoretical framework/model was poorly presented.	A few aspects of the review were unclear or incomplete. Key concepts were not well defined. Students presented a very simple theoretical framework.	The review was clear but details were insufficient. Some key concepts were not well defined. Students presented a theoretical framework.	The relevant articles were clearly reviewed at an appropriate level. Key terms were clearly defined when necessary. Students presented a clear and concise theoretical framework.	6		
Research design and methodology	Design was incomplete, ineffective, or missing. It did not address research problems. It was not clear how concepts can be operationalized and tested/studied.	Research design was not completely defined. The design did not seem to fully address research problems. It was not clear what concepts will be operationalized and tested/studied.	Design was appropriately defined. Sampling, instrument used, and analysis approach were briefly presented. Students described what concepts may be tested/studied.	Design was clearly defined. Sampling, instrument used, and analysis approach were appropriately presented. Students indicated appropriately what concepts will be operationalized and tested/studied.	Design was well defined, clearly focused and appropriate. Sampling, instrument used, and analysis approach were clearly presented. Students indicated clearly what concepts will be operationalized and tested/studied.	4		
An overview of the project i.e. rationale, objectives, scopes, and values.)	The purpose and value were not defined.	The purpose and value were poorly defined.	The purpose and value were given.	The purpose and value were given and defined.	The purpose and value were given and clearly defined.	2		
Questions and answers	Students did not respond to question(s).	Students did not understand the question(s).	Students acknowledged the questions and provided simple answers.	Students tried to address the questions.	Students answered the questions appropriately.	4		

Total: 20

Evaluator: _____ (signature/name)

Date: _____



Appendix III – Detailed schedule and other documents

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

1. XX September 2024 (Week 3) - Please submit a team member name list and research topic to your supervisor in class using the attached Form A.
2. XX August 2024 to XX November 2024 - You will meet with your supervisor at least once a week to discuss the progress of your paper. Please fill out a progress log each time after each meeting (see the attached Form B). You can arrange to meet with your supervisor at any mutually agreeable time on campus in addition to normal class time.
3. XX November 2024 (Week 11) - Please submit 2 copies of review draft of your supervisor in class. The review draft copy serves as a reference copy to the Oral Presentation Examiners (one of them is your supervisor). Late submissions will suffer a penalty of 10% deducted from Oral Presentation mark.
4. XX November 2024 (Week 13) - A 30-minute per team oral presentation of your report is scheduled to a weekday. Each team is allowed to have 20 minutes to present their information and 10 minutes for Q & A session.
5. XX November 2024 (Week 14) - Please submit the final version of the written report to your supervisor in class. Late submissions will suffer a penalty of 20% 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" on all 4 sides.



FORM-A

**Macao Polytechnic University
Faculty of Business
Bachelor of Management Program
2024-2025**

MGPO4100 Report I and MGPO4110 Report II

Please submit a copy of this form to your supervisor in Week 3.

Research Topic: _____

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

	Name	Student ID	Signature
1			
2			
3			
4			

Name of Team representative: _____

Name of Supervisor: _____ Signature of Supervisor: _____



FORM-B

**Macao Polytechnic University
Faculty of Business
Bachelor of Management Program
2024-2025**

MGPO4100 Report I and MGPO4110 Report II

Progress Report

Student Names: _____

Supervisor Name: _____

Research Topic: _____

Meeting ___ on ___/___/2024

Item	Description	Outcome achieved please (✓)		
		Yes	Partial	No
1				
2				
3				
4				

Comments from supervisor: