Subject Code	AF5941/LGT5931/MM5931
Subject Title	MBA Investigative Report
Credit Value	6
Level	5
Normal Duration	One-semester (Full-time); Two-semesters (Part-Time)
Pre-requisite / ~~Co-requisite~~/ ~~Exclusion~~	Research Methods (MM501) or Business Research Methods (MM5011)
Objectives	The MBA Investigative Report contributes to the achievement of most of the MBA Programme Outcomes. However, the most direct and explicit contribution is in terms of critical and creative thinking, and effective communication (particularly written skills).
Intended Learning Outcomes	Upon completion of the subject, students will be able to: a. specify and gather the information needed to investigate the area or issue specified; b. apply an appropriate research methodology to that information; c. analyze and interpret their results; d. report results in an effective manner; e. link those results to an underlying theoretical and conceptual base.
Teaching/Learning Methodology	The MBA Investigative Report involves the investigation of a significant management problem, presented in report format. The domain of the issue to be investigated, and a literature and methodology review, will have been completed and assessed in the pre-requisite subject MM501 Research Methods. Students will have one or two semesters to complete the Report for full-time and part-time students respectively. Students should check the latest assessmentschedule for different study modes. Primary responsibility to complete the Investigative Report rests with the student. It is not intended that supervision of the Investigative Reports be highly intensive. Each student will be entitled and required to participate in the following activities: 1. an initial meeting of approximately 30 minutes with the supervisor, in order to discuss the Report and its implementation. This meeting should take place within the first week (Full-time); first 3 weeks (Part-time) of the registered semester. 2. submission of a full Project Proposal, receipt of written feedback from the supervisor, and a further 30-minute meeting with the Supervisor. The Project Proposal will account for 20% of the total mark for the Report. This should be completed by end of Week 2 (Full-time); Week 7 (Part-time) of the semester. 3. submission of a Progress Report, receipt of written feedback from the Supervisor, and a 30-minute meeting with the Supervisor. The Progress Report will account for 20% of the total mark for the Report. This should be completed at least four weeks (Full-time); six weeks (Part-time) before the Final Report is due. 4. submission of the Final Report by end of the registered semester (Full-time); the second semester after the subject is registered (Part-time). The Final Report accounts for 60% of the total mark for the Report. In terms of supervisor effort, it is expected that each student is entitled to receive about 8 hours of supervisor effort in total, including the time needed to prepare feedback. Students who expect more assistance are not taking enough responsibility for their work. The major task of the supervisor is to assist students in focusing on the problem and to facilitate students' thinking on the general and specific issues as they arises. Supervisors will normally be full-time faculty members of The Hong Kong Polytechnic University.

Assessment Methods in Alignment with Intended Learning Outcomes

Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)					
		a.	b.	c.	d.	e.	
Continuous Assessment*	**100%**						
1. Project Proposal	20%	✓	✓			✓	
2. Progress report	20%		✓	✓	✓	✓	
3. Final report	60%	✓	✓	✓	✓	✓	
Total	100 %						

**Weighting of assessment methods/tasks in continuous assessment may be different, subject to each subject lecturer.*

To pass this subject, students are required to obtain Grade D or above in the overall subject grade.

Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:

An Investigative Report will normally consist of about 8,000 words, (excluding references and appendices) with an absolute maximum of 10,000 words. Assessment of the Investigative Report will be criterion-referenced, for each of the three elements – Project Proposal (20%), Progress Report (20%) and Final Report (60%). The criteria will be directly related to the MBA Outcomes to be developed and assessed, and the subject outcomes, and grading will be based upon rubrics developed for the purpose.

Successful completion of the MBA Investigative Report will demonstrate participants' intellectual and conceptual skills in linking theory and application. This means that participants will be expected to undertake appropriate background research, to apply theory to a practical situation, and to draw inferences from the results obtained. The MBA Investigative Report will normally be expected to involve an investigation of a real, organisation-based business problem at an appropriately senior level, and to produce recommendations amenable to management action.

The Project Proposal

The Project constitutes a plan of work which will illustrate clarity of thought in the identification of the problem or issue, a balance of challenge and realism in the scope of the problem definition, and the appropriateness of the proposed methodology. The criteria for assessment (20% of the total mark) are as follows:

- that conceptual frameworks for the analysis of the issue have been identified and critically reviewed for their appropriateness, as evidenced by reference to academic sources and a demonstrated understanding of those sources.
- that tentative resolutions of the issue, or hypotheses explaining it, have been developed, arising from the conceptual frameworks being drawn on.
- that specific and appropriate sources of data and analytical methods have been identified in detail.

Progress Report

This is to be completed at least four weeks (Full-time); six weeks (Part-time) before the Final Report is due, including the time needed for supervisors to provide feedback. The criteria for assessment (20% of the total mark) are as follows:

- that the key findings of the Report are in place.

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that the key findings of the Report are clearly related to appropriate previous research and conceptual frameworks.
that the key findings of the Report are clearly communicated.

<u>Final Report</u>
This report accounts for 60% of the total mark for the Investigative Report. The criteria for assessment are:

the extent to which insights have been achieved into a management issue through reference to theoretical and conceptual tools.
the extent to which the problem defined has been examined thoroughly through a well -designed research methodology.
the extent to which an appropriate range of reference materials and information has been drawn on.
the extent to which data and information have been appropriately analysed and interpreted.
the effectiveness with which the results are communicated.
the extent to which the report provides constructive recommendations which may be readily appreciated by managers in the focal organisation.

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<tr><td rowspan="5">Student Study Effort Expected</td><td>Class contact:</td><td></td></tr>
<tr><td>▪ Supervision meetings and feedback</td><td>8 Hrs.</td></tr>
<tr><td>Other student study effort:</td><td></td></tr>
<tr><td>▪ Self-study</td><td>244 Hrs.</td></tr>
<tr><td>Total student study effort</td><td>252 Hrs.</td></tr>
<tr><td>Reading List and References</td><td colspan="2">For research methodology readings, see the pre-requisite subject MM501 Research Methods. Students will have completed an Initial Literature and Methodology Review in MM501 and further reading on the project topic may be assigned by the supervisor.</td></tr>
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