Module Syllabus

MIMPR CAPSTONE – Final Project (Online)

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Term, year:	Winter 2025
Number of ECTS:	20
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1. Module Description

A Final Project (Capstone) is a multifaceted assignment that serves as a culminating academic and intellectual experience for Master students. Students take what they have learned throughout the course of their Master's programme and apply it to examine a specific idea/problem within their area of specialisation. A Final Project involves the identification of an existing problem in a real-world setting and the application of learned skills and methods to develop a solution that addresses the problem directly. There are several options among which students can choose for developing their Final Project: either it may be geared toward research or may be more oriented toward problem-solving. Solutions offered by students are usually interactive and realistic, meaning they can be implemented and used either in professional life or in further research and study.

NOTE: The content of this module is regulated by the Malta Further and Higher Education Authority (MFHEA).

2. Module Learning Outcomes

Competences – at the end of the module/unit the learner will have acquired the responsibility and autonomy to:

> *C.5: Create a research-based diagnosis to problems by integrating knowledge from new or interdisciplinary fields and make judgements with incomplete or limited information;*

> *C.7: Take responsibility for contributing to professional knowledge in a specific industry or functional area of a personal professional interest by identifying an existing business management problem and by developing theoretical approaches to possible solutions;*

> *C.4: Demonstrate autonomy in the direction of learning and a high level of understanding of learning processes in a specific industry or functional area of a personal professional interest;*

> *C.4: Have the business research skills to allow continuation to study a specific business management problem in a manner that may be largely self-directed or autonomous.*

Skills – at the end of the module/unit the learner will have acquired the following skills:

> *S.1: Effectively manage projects by setting completion schedules, project milestones, and by managing priorities, deadlines, and unexpected circumstances;*

> *S.2: Demonstrate capability in using knowledge and skills of business research and project management to select and use the necessary tools and techniques that are needed to complete the Final Project (Capstone);*

> *S.3: Demonstrates capability in using knowledge and skills of management to conduct research within a specific industry or functional area of a personal professional interest, taking into account the need for synthesis, setting objectives, methodological process and application of strategies in an international context.*

> *S.4: Adapt to the fast-changing business environment by addressing and researching the contemporary critical issues found within the management field;*

S.5: Develop new knowledge and integrate knowledge from different fields with the purpose to arrive to well-reasoned and augmented conclusions.

Judgment Skills and Critical Abilities – at the end of the module/unit the learner will have acquired the following judgement skills and critical abilities:

JS.1: Perform critical evaluations and analysis with incomplete or limited information to solve problems in new or unfamiliar contexts, and produce original research;

JS.2: Perform critical evaluation of the validity of information and critically select reliable sources of research information.

3. Module Topics and Content

Week	Topics and Content	Class Activities	Assessment	Readings
			Main lecturer	
	Pre-Formative preparation by the end of **term 3 to be presented few days before the beginning of term 4**: Presentation of the topic and its Approval *Students will be provided with a short guidance video to prepare for this step and will also have the pool of topics*			
Week 1 *LO a-b*	*Class 1* **Course Introduction & Syllabus Overview** -What is a Capstone Project? - -Different types of Final Projects *Case Study,* *Original Research,* *Digital Plan,* *New Product/Service* -Main phases, rules, procedures -Examples of Capstone Projects **Master's Final Project Timeline:** -The Timeline. Master's Final -Project Working Process. -Final Project Submission and Final Presentation. **Class Topic:** How to review your topic choice, write a proposal with an abstract **Structure of the Proposal:** • A working title;	Lectures; Independent study and readings; Debates and discussions		1) *GBSB Global Business School (2020).* *Final Project Guidelines for Graduate Students.* 2) *American Psychological Association (2020). Publication Manual of the American Psychological Association, (7th ed.)*

	- An abstract; - An introduction to the topic (including project's aims, objectives and questions); - Relationship with the student's specialisation area; - Key Final Project elements; - Personal interest in the topic; - Viability (resources and time required, personal experience in the area, etc.)			
Week 2 *LO c*	***Class 2*** Types of Final Research Projects	Lectures; Independent study and readings; Debates and discussions;	After class 2: Prepare and submit for **Formative 1: Research proposal**	
Week 3 *LO d-i*	***Class 3*** **Lecturer final feedback on research proposals** **Class Topic:** How to develop the introduction of the thesis? How to write a literature review/background information?	Lectures; Independent study and readings; Debates and discussions;		3) *McMillan K., Weyers J. (2011).* *How to Write Dissertations and Project Reports (2nd ed.) Pearson.* ***Optional Reading*** 4) *Saunders, M. N., & Lewis, P. (2018).* *Doing Research in Business & Management: An Essential Guide to Planning Your Project (2nd ed). Pearson.*
Week 4	**Self-paced work:** **Topic + Abstract + Introduction draft+ Literature Review / Preliminary Background Information**			

Week 5 *LO d-e-f-g-h*	***Class 4*** **Discussion relevant to the literature review progress and limitations** **EXECUTION PLAN: Gantt chart for project execution until final delivery.** **Class Topic:** -How to choose and write the approach/methodology? -How to develop the work to become a Final Master Project? -How to write the discussion section for the final Master Project?	Research project;		5) Basias, N., & Pollalis, Y. (2018). Quantitative and Qualitative Research in Business & Technology: Justifying a Suitable Research Methodology. Review of Integrative Business and Economics Research, 7, 91-105. 6) *Video: Selecting a Research Approach: Retrieved from https://youtu.be/g1bU4KOFwSg* 7) *Video: Introduction to Research Methods and Methodologies. Retrieved from https://youtu.be/nv7MO0HMM2k* 8) *Video: Deductive vs Inductive vs Abductive Reasoning. Retrieved from https://www.youtube.com/ watch?v=jX3OXwpEpl8*
Week 6 *LO j-k-l*	***Class 5*** **Master's Final Project General Requirements:** -Writing Style, general Structure, Master's Final Project Format. -Responsibility of the Student. -Tips to have a well-prepared PPT presentation - References writing **Class Topic:** General overview	Public presentation.		
**Students are spread to individual Final Project Coordinators based on the topic**			
Week 7 *LO d,i*	***Class 6*** Development of Introduction Development of Literature Review	Independent study and readings		
Week 8 *LO e,f,g,h*	***Class 7*** Development of Methodology	Independent study and readings		
Week 9 *LO e-f-g-h*	***Class 8*** Development of Discussion	Independent study and readings		

Week 10	Self-paced work: Formative 2: **Final Project Development**			
Week 11 *LO j-k*	***Class 9*** Final draft review Introduction on how to write progress report I	Independent study and readings	**Formative 3:** Progress Report I	
Week 12 *LO l*	***Class 10*** Final feedback on the development and Progress Report I Some tips for the PPT	Public presentation. Debates and discussions;	**Summative 1:** Progress report II (35%) graded by the Final Project Coordinator	
Summatives 2 and 3 for Defense Committee				
Submitted 7 working days before the defense: Final Project (Capstone) (10.000 words) – 45%				
Submitted 1 day before the defense: Oral Presentation – 20%				

4. Module Assessment

The assessment of this Module consists of Formative and Summative assessment activities listed in the table 1 and described in the table 2 below:

Table 1:

Formative	Summative
55 hours	45 hours
Final Project Proposal Final Project Development (Formative Submission)	Progress Report II (2000 words) – 35%
Progress Report I	Final Project (Capstone) (10.000 words) – 45%
	Oral Presentation – 20%

Prefinal grade is based on the Formative Assessment activities, and it is not a part of a module final grade. **Students should have more than 50 points of the prefinal grade to be allowed to submit summative assessment activities which represent module final grade.**

Table 2:

Formative	Summative
Final Project Proposal: The Master's Final project proposal is an important working document. Over the next few weeks, this proposal will be transformed into the Master's Final Project. *Structure of the Final Project Proposal:* • A working title; • An abstract;	**Progress Report II:** This second report includes, as in the previous case, the progress of the Final Project at the time of delivery, highlighting the additional elements that testify to the progress of the work and the assessment of the state of the situation. The assessment of the

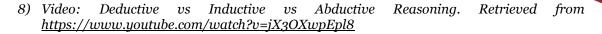|	
• An introduction to the topic (including project's aims, objectives and questions); • Relationship with the student's specialisation area; • Key Final Project elements; • Personal interest in the topic; • Viability (resources and time required, personal experience in the area, etc.)	Progress Report II is done by the Final Project Coordinator.
Final Project Development (Formative Submission): A student submits the first draft of the Final Project (Capstone) and receives feedback: • A preliminary background information which indicates: a) that students have studied the work of the major scientific studies in the research field; b) that students are familiar with the major themes relevant to that subject area; c) that students have studied the relevant market research data, economic forecasts and business leaders' opinions; d) what further investigations students intend to pursue as a part of the Final Project. • A detailed Final Project Approach (research methods, scope, etc.)	**Final Project (Capstone):** It consists of the final written manuscript of the complete Final Project document, of around 10.000 words (excluding abstract, appendices and references). The delivery of the Final Project presentation in audio-visual format is also requested. The assessment of the Final Project (Capstone) manuscripts is done by a panel of three faculty members.
Progress Report I: This first report includes a draft with the progress of the Final Project at the time of delivery and an assessment of the status of the situation. This document is crucial for a productive dialogue with the Final Project Coordinator.	**Oral Presentation:** Each student will have to present and defend his/her Final Project before a panel of three faculty members.

The passing grade for the module is 60%

5. Module Requirements

A. Core Readings List

1) *GBSB Global Business School (2020). Final Project Guidelines for Graduate Students.*

2) *McMillan K., Weyers J. (2011). How to Write Dissertations and Project Reports (2nd ed.) Pearson.*

3) *American Psychological Association (2020). Publication Manual of the American Psychological Association, (7th ed.)*

4) *Saunders, M. N., & Lewis, P. (2018). Doing Research in Business & Management: An Essential Guide to Planning Your Project (2nd ed). Pearson.*

5) *Basias, N., & Pollalis, Y. (2018). Quantitative and Qualitative Research in Business & Technology: Justifying a Suitable Research Methodology. Review of Integrative Business and Economics Research, 7, 91-105.*

6) *Video: Selecting a Research Approach: Retrieved from https://youtu.be/g1bU4KOFwSg*

7) *Video: Introduction to Research Methods and Methodologies. Retrieved from https://youtu.be/nv7MOoHMM2k*

8) *Video:* *Deductive* *vs* *Inductive* *vs* *Abductive* *Reasoning.* *Retrieved* *from* *https://www.youtube.com/watch?v=jX3OXwpEpl8*

B. Supplementary Reading List

1) Leedy, P. D., Ormrod, J. E., & Johnson, L. R. (2019). Practical Research: Planning and Design. NY, NY: Pearson.

2) Creswell, J. W., & Creswell, J. D. (2018). *Research Design: Qualitative, Quantitative, and Mixed Methods Approaches.* 5th Ed. Sage Publications.

3) Zivkovic, J. (2012). Strengths and Weaknesses of Business Research Methodologies: Two Disparate Case Studies. *Business Studies Journal*, 4(2), 91-99.

4) Wallace, M., & Sheldon, N. (2014). Business Research Ethics: Participant Observer Perspectives. *Journal of Business Ethics*, 128(2), 267–277.

5) Crash Course – Statistics. Retrieved from   https://youtu.be/zouP0c49xbk

6) Cozby, P. C., & Bates, S. (2018). Methods in Behavioral Research. New York, NY: McGraw-Hill Education.

7) Babin, B. J., & Zikmund, W. G. (2016). Exploring Marketing Research. Boston, MA: Cengage Learning.

8) Silvia, P. (2018). *How to Write a Lot: A Practical Guide to Productive Academic Writing*. APA LifeTools.
9) Roberts, C., Hyatt, L. (2018). *The Dissertation Journey: A Practical and Comprehensive Guide to Planning, Writing, and Defending Your Dissertation.* Corwin.

C. General Rules for Submitting Written Assignments

Prior to the assessment and grading, all homework assignments submitted via Virtual Learning Environment (VLE) are checked for plagiarism with the software embedded to the system. Before turning in the first assignment each student is responsible to familiarise him/herself with the *Plagiarism Handbook* available in the VLE.

Written assignments should generally be typewritten and will only be marked and graded if they are submitted via VLE by the requested time. **Late submissions will not be accepted under any circumstances!**

Being virtually absent shall not be an accepted excuse for not submitting the required homework for the following session

Technical issues: the VLE system works functionally well and technical issues almost non-existent. Failure to submit the assignment on a timely basis is typically a result of a misuse of the VLE instructions or simply a missed deadline.

In case a student experiences issues with the submission of a particular assignment, an email should be sent before the submission deadline to the lecturer (with a copy to the Academic Coordinator) along with the screenshot of the technical issue. Each case will be thoroughly investigated, and the ultimate decision will be made by the Academics Department whether the homework should be accepted for evaluation and grading.

D. Attendance

80% attendance is compulsory. Students who miss more than 20% of classes without a justified reason (e.g. medical certificate) will automatically fail the module.

All appointments, including regular medical appointments, should be scheduled outside of class time, as any absence will affect the participation component of the module evaluation. If you are ill and you cannot attend a class, you will need to fill in the Absence Excuse form and provide a valid certificate from a credible medical institution. Under no circumstances, the lecturer is involved into consideration of absence excuses. This responsibility lies with the Academic Coordinator and the Academic Committee. Please refer to the **Academic Policies and Student Guidelines** for further information.

Students who are late (not more than the first 10 minutes) will be allowed to enter the classroom upon the consideration of a lecturer meaning that if a lecturer started the class and believes that those arriving late may disturb the class, he/she has a right not to allow any late students to enter the classroom. Students who are more than ***10 minutes late should NOT be allowed to enter the classroom until the next break***. In case the student is not allowed to enter the classroom in the first part of the class or is late more than 10 min, then the attendance will be rated at **50%** or a half class. This margin of time is not applicable after the mid-class break, i.e. students coming late or not returning after the break, will not be allowed into the class and/or will get documented only 50% of presence. Continuous late arrivals by a student gives the lecturer the right to dismiss that student from their class, with a failing grade.

Note: *As entering in the middle of a class session disrupts the entire class and is regarded as disrespectful, students should strictly adhere to the rules. Arriving late or leaving early will be noted and the total time of absences will be calculated by applying the same corresponding rules for continuous tardiness.*