



Programme Specification 課程規範

Awarding Body/Institution 頒授機構	Macao Polytechnic Institute
Teaching Unit 單位	Macao Polytechnic Institute
Endorsement in the Official Gazette 政府公報批示	137/2010
Name of Final Award and Programme Title 最終學位及課程名稱	Bachelor of Social Sciences in Public Administration (Chinese)
Name of Interim Award(s) 過渡學位名稱	n/a
Duration of Study/Period of Registration 學習期限/註冊期限	4 years
MPI Programme Code 理工課程編號	4LADC
FHEQ Level of Award FHEQ 學歷水準	6
Programme Accredited by 專業認可機構	n/a
Responsible School 負責學校	School of Public Administration

Schools which will also be involved in teaching part of the programme 課程教學涉及的其他學校

School of Languages and Translation, School of Physical Education and Sports

Institution(s) other than Macao Polytechnic that will provide some teaching for the programme

為課程提供教學除理工以外的其他機構

n/a

Programme Outline 課程簡介

Studying BSc Public Administration you will examine key strategic issues in public administration, including theories and practice in public administration, political science, different kinds of public policy, public finance, law, international relations, the administrations in different countries, and urban management, etc. This strategic focus means our students are up to date with new developments and possibilities across many public sectors. Our staff work across an eclectic range of academic areas with a particular emphasis on inter-disciplinary links. Research within our Programme focuses on the connections between economic, social, political, cultural and legal life and modern public administration and management.

Objectives of the Programme 課程目標

This programme aims to supply Macao with innovative administrative management talents who can adapt to local demands. In addition to a systematic introduction to administrative management, this programme gives emphasis to the development of students' humanistic quality and ability to apply their theoretical knowledge into practical work by adopting diverse teaching methodology including case study, interactive discussion, and internship. The ultimate aim of this programme is to enable graduates to demonstrate competency in practical administrative management work in government departments or other public/ private organisations.

What Will You be Expected to Achieve 期望達到的成效

In general terms students will learn to analyse, synthesise and clearly present material. They will understand the complexity of public administration as social practice and be capable of apposite judgement on public concerns. They will learn to apply the concepts of public administration to particular cases and make reasoned and substantiated judgements. The compulsory modules will ensure that all students have common skills and competencies. They will understand the complexity of the relationships between public administration and the rest of society and will have a basic grasp of the interrelationship of the functions of public service.

Academic Content 學術內容

A1	Knowledge and awareness of a range of subjects, fields, theories and approaches applicable to public administration
A2	Knowledge and understanding of analytical tools used to analyse and interpret administrative problems, challenges and risks in a changing context
A3	Develop a critical understanding of the economic, social and political environments which affect human relations in a public or non-governmental organisation and the implications for its structure and culture

Disciplinary Skills- able to 學科技能

B1	Develop an understanding of the theories, analytical approaches, methodologies and practices that underpin administration in a public context
B2	Evaluate, extrapolate and synthesise relevant literature and empirical data and competently apply these to different public administration contexts.
B3	Develop students' ability to apply public administration theory to the analysis of a broad range of actual administrative problems.

Attributes 特徵

C1	To learn continuously within academia and beyond and to employ relevant information and knowledge in understanding different contexts.
C2	To acquire research skills and values which can provide different approaches to problem solving and decision making in a public administration context.
C3	Develop knowledge and analytical skills that are transferable to employment including negotiation and communication skills.

How Will You learn? 如何學習

The School promotes active learning within a context of clear learning objectives. Students are encouraged to take responsibility for their own learning. Most modules have a weekly course element and some require collaborative group work. We expect informal work groups to emerge particularly in the more numerically based subjects. Clear guidance on basic and supplementary reading is given. We recognise the value of independent work at final year level for undergraduates. We consider it important to develop the ability of students to undertake basic research through both practical and theoretical means and to develop the ability to write sustained, coherent narratives. In order to enable students to develop their skills we will offer extensive modules requiring independent work using written and presentational skills.

How Will You Be Assessed? 如何評核

The School schedules an annual Public Administration Examination Board which considers all student academic profiles and agrees classifications and progression routes. Modules are assessed by a combination of coursework, presentation and final examinations. Clear guidance on coursework requirement is given, emphasising approaches to coursework of various types and how to avoid plagiarism, together with rules and procedures. Examinations are typically of a three hour paper undertaken in the May/June diet of exams. Examination papers will be reviewed by an Internal Moderator and then by External Examiners. All exam papers go through a moderation marking procedure. All fail scripts together with a representative sample of intermediate scripts are sent to the External Examiners for quality control. Undergraduates have an opportunity to take supplementary exam and if they fail again, they have to re-sit the failed modules.

Academic Year of Study 1 第1學年

Course Title 科目名稱	Course Code 科目編號	Credits 學分	Course Selection Status 選科種類	Academic Year of Study 學習之學年	Semester 學期
Complete 2 subjects from elective group A	see below	4	Elective	1	2
College Chinese I	CHIN1100	2	Compulsory	1	1
Information Technology Fundamentals	COMP1106	2	Compulsory	1	1
Advanced Computer Applications	COMP1107	2	Compulsory	1	2
Principles of Economics	ECON1104	3	Compulsory	1	1
English I	ENGL1109	3	Compulsory	1	1
English II	ENGL1110	3	Compulsory	1	2
Introduction to Law	LLAW1102	3	Compulsory	1	2
Introduction to Public Administration	PADM1101	3	Compulsory	1	2
Introduction to Political Science	PADM1103	3	Compulsory	1	1
Physical Education	PEDU1108	2	Compulsory	1	2
Introduction to Sociology	SOCI1105	3	Compulsory	1	2
Mandarin I *	MAND1111	3	Compulsory	1	1
Mandarin II *	MAND1112	3	Compulsory	1	2
Portuguese I *	PORT1111	3	Compulsory	1	1
Portuguese II *	PORT1112	3	Compulsory	1	2

* Portuguese I / Putonghua I (Select one language subject)

Portuguese II / Putonghua II (Select one language subject)

Academic Year of Study 2 第2學年

Course Title 科目名稱	Course Code 科目編號	Credits 學分	Course Selection Status 選科種類	Academic Year of Study 學習之學年	Semester 學期
English III	ENGL2132	3	Compulsory	2	1
English IV	ENGL2133	3	Compulsory	2	2
Human Resources Management	HHRM2127	3	Compulsory	2	1
Constitution and Basic Law	LLAW2121	3	Compulsory	2	1

Administrative Law	LLAW2128	3	Compulsory	2	1
Statistics	MATH2131	3	Compulsory	2	1
Government and Public Administration of Macao	PADM2122	3	Compulsory	2	2
Political Thoughts	PADM2123	3	Compulsory	2	1
Public Policy Analysis	PADM2124	3	Compulsory	2	2
Public Finance	PADM2125	3	Compulsory	2	2
Organisation Theory	PADM2126	3	Compulsory	2	2
Ethics and Discipline in Public Service	PADM2129	3	Compulsory	2	2
Official Document Writing	PADM2130	3	Compulsory	2	1

Academic Year of Study 3 第3 學年

Course Title 科目名稱	Course Code 科目編號	Credits 學分	Course Selection Status 選科種類	Academic Year of Study 學習之學年	Semester 學期
Complete 2 subjects from elective group B	see below	6	Elective	3	1, 2
English V	ENGL3142	3	Compulsory	3	1
English VI	ENGL3143	3	Compulsory	3	2
Civil Service Law	LLAW3137	3	Compulsory	3	2
Government and Public Administration of China	PADM3134	3	Compulsory	3	1
E-Government	PADM3135	3	Compulsory	3	1
Urban Management	PADM3136	3	Compulsory	3	2
Accounting and Budget Management	PADM3138	3	Compulsory	3	1
Government and Business	PADM3140	3	Compulsory	3	2
Internship	PADM3141	4	Compulsory	3	2
Research Methods in Social Science	SOCI3139	3	Compulsory	3	1

Academic Year of Study 4 第4學年

Course Title 科目名稱	Course Code 科目編號	Credits 學分	Course Selection Status 選科種類	Academic Year of Study 學習之學年	Semester 學期
Complete 4 subjects from elective group C	see below	12	Elective	4	1, 2
Comparative Public Administration	PADM4150	3	Compulsory	4	1
Public Relations	PADM4151	3	Compulsory	4	2
Selected Topics in Public Administration	PADM4152	3	Compulsory	4	1
International Organisations and International Relations	PADM4153	3	Compulsory	4	2
Graduation Research Project I	PADM4154	3	Compulsory	4	1
Graduation Research Project II	PADM4155	3	Compulsory	4	2

Elective Group A

Course Title 科目名稱	Course Code 科目編號	Credits 學分	Course Selection Status 選科種類	Academic Year of Study 學習之學年	Semester 學期
Chinese History and Culture	HIST1116	2	Elective	1	
Portuguese History and Culture	HIST1117	2	Elective	1	
Introduction to Civil Law	LLAW1118	2	Elective	1	
Music and Film Appreciation	MUS1119	2	Elective	1	
Philosophy	PHIL1113	2	Elective	1	
Critical Thinking	PHIL1115	2	Elective	1	
Introduction to Psychology	PSYC1114	2	Elective	1	
Science, Technology and Modern Society	SOCI1120	2	Elective	1	

Elective Group B

Course Title 科目名稱	Course Code 科目編號	Credits 學分	Course Selection Status 選科種類	Academic Year of Study 學習之學年	Semester 學期
Administrative Litigation Law	LLAW3149	3	Elective	3	
Contemporary Public Management	PADM3144	3	Elective	3	
Quality Management	PADM3145	3	Elective	3	
Selected Readings in Public Administration	PADM3146	3	Elective	3	
Government and Public Administration of Hong Kong	PADM3147	3	Elective	3	
The History of Administration in Macao	PADM3148	3	Elective	3	

Elective Group C

Course Title 科目名稱	Course Code 科目編號	Credits 學分	Course Selection Status 選科種類	Academic Year of Study 學習之學年	Semester 學期
Gaming Economy and Management	GRMM4162	3	Elective	4	
International Law	LLAW4158	3	Elective	4	
Tax Law of Macao	LLAW4159	3	Elective	4	
Crisis Management	MGMT4156	3	Elective	4	
Non-Profit Organisation Management	PADM4157	3	Elective	4	
Globalisation and Regional Cooperation	PADM4160	3	Elective	4	
Policy On Culture and Tourism	PADM4163	3	Elective	4	
Labor Policy	PADM4164	3	Elective	4	
Selected Topics in Social Science	SOCI4161	3	Elective	4	
Social Welfare Policy	SOCI4165	3	Elective	4	

What Are the Entry Requirements? 入學條件

1. Secondary School Graduates(Form 6), or According to article 28 of the Higher Education Law of RAEM, article nº9, applicants of age 25 or above and with special ability conditions, need not comply with the above mentioned point 1. Upon successful completion of the entrance examination, the applicant will be eligible to further his/her studies in the BSSc Public Administration programme offered by MPI. All those who complete 25 years of age before September 1st will also be eligible to participate in the entrance examination.

(Note: According to article 4 of Decree-Law 26/2003, the participants who have completed their secondary studies out of Macao need the recognition of MPI's Academic Qualification Recognition Committee before they are eligible to register.)

2. Have passed the medical examination.

How Do We Listen and Act on Your Feedback? 如何聽取及回應學生的回饋

The Staff-Student Liaison Committee provides a formal means of communication and discussion between schools/institute and its students. The committee consists of student representatives from each year in the school/institute together with appropriate representation from staff within the school/institute. It is designed to respond to the needs of students, as well as act as a forum for discussing programme and module developments. Staff-Student Liaison Committee members meet regularly throughout the year.

Each school/institute operates a Learning and Teaching Committee, or equivalent, which advises the School/Institute Director of Taught Programmes on all matters relating to the delivery of taught programmes at school level including monitoring the application of relevant IPM policies and reviewing all proposals for module and programme approval and amendment before submission to Taught Programmes Board. Student views are incorporated in the committee's work in a number of ways, such as through student membership, or consideration of student surveys.

All schools/institute operate an Annual Programme Review (APR) of their taught undergraduate and postgraduate provision. APR is a continuous process of reflection and action planning which is owned by those responsible for programme delivery. The main document of reference for this process is the Taught Programmes Action Plan (TPAP) which is the summary of the school/institute's work throughout the year to monitor academic standards and to improve the student experience. Students' views are considered in this process through analysis of the NSS and module evaluations.

Academic Support 教學支援

The induction week before the start of Semester A provides introductory talks on all the services and support mechanisms available within the school and institute. The plasma screens within the school also update on timetabling, events and support services within the school. Students are assigned an academic advisor for them to consult on academic related support. Beyond this, the school also provides support services through a student advisor for non-academic matters. The virtual learning environment has information on the different modules and supervisory advice for dissertations. Students are also advised on the support services available in the Language and Learning Unit. Students are assigned a dedicated supervisor for their core dissertation module.

Programme-specific Rules and Facts 課程特定的規則及內容

n/a

Specific Support for Disabled Students 對於殘障學生的特殊支援

Macao Polytechnic Institute has in place an institution-wide policy to ensure that all student needs are taken care of and a supportive and accessible learning environment is maintained. When cases of special needs are notified or identified, special arrangements are made on a case-by-case basis with the joint effort of the programme and several student support services of the Institute, such as the Registry, the Student Affairs Office, the Computer Services Centre, etc. to provide the necessary support.

Links With Employers, Internship Opportunities and Transferable Skills 與僱主關係、實習機會及可轉移技能

Graduates from this programme will have developed a range of cognitive and practical skills together which will be applicable to different contexts beyond academia. The School offers a range of internships available to students throughout their academic programme of study. The School also works closely with the Careers Service to locate possible placements, internships and in creating an effective CVs to reach potential employers.

Throughout each academic year, the School invites a series of external speakers from a range of employers that integrates with a variety of modules.