



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 (Portuguese)
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	4LANP
FHEQ Level of Award FHEQ 學歷水準	6
Programme Accredited by 專業認可機構	
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

n/a

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 Social Sciences in Public Administration (Portuguese) you will examine key strategic issues in Public Administration, including political science, government and public administration of Macao, accounting and budget management, information and communication technologies and international organisations and international Relations. The transdisciplinary training of professionals in the area of administrative management, providing them with a creative spirit and human training falls under the goals of creating an open and harmonious environment for the free expression of academic views and of encouraging students to work towards self-improvement, maturity, and a willingness to serve.

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 works in government departments or other public/ private organisations.

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

By the end of this programme, students should: understand the basic concepts and principles of Public Administration; know and identify the theoretical models and techniques of Public Administration, applying them to real world situations; understand the interdisciplinary nature of Public administration; understand the way of functioning of Public Administration; know the fundamentals, objectives, structure, organisation and functioning of public management; analyse the relations between the State and other sectors of the economy; be able to use the main legal instruments available; be able to adapt to modernisation in Public Administration, particularly regarding aspects about information society. The study cycle was organised to enhance training, which aims at a strong link between theory and practice. Annual monitoring actions about the training process are foreseen to be undertaken by the programme coordinator.

Academic Content 學術內容

A1	Knowledge and awareness of the new challenges of public services: the modernisation, proximity and dynamism. The programme is based on areas such as Law, Social Sciences and Management and Accounting.
A2	Knowledge and understanding: Understanding the main concepts of Public Administration and the main approaches of the General Theory of Administration.
A3	Making judgements: Critical argumentation when analysing organisational situations, leading to the discussion of related topics within the class.

Disciplinary Skills- able to 學科技能

B1	Application of knowledge and understanding: Ability to associate various concepts; Ability to describe practical examples; Ability to identify topics of Administration in an organisational context.
B2	Learning abilities: Ability of studying autonomously; Independent critical reflection, understanding the functions of people management and applying them to organisational situations.
B3	Communication abilities: Describe real situations on the developed topics, developing argumentation skills and association of concepts.

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 the context of Public Administration.
C3	Develop knowledge and a broad overview of the various skills needed to work in public administration in a multicultural context.

How Will You learn 如何學習

The School aims to train highly qualified professionals, in an interdisciplinary perspective and in a context of excellence, able to adapt to new realities, promoting research, innovation and entrepreneurship and lifelong learning. We highlight, as common aspects, the integral training of the citizens, lifelong learning, research, diffusion and transfer of knowledge and culture, quality and innovation, training highly qualified people, in an interdisciplinary perspective and in a context of excellence, able to adapt to new realities, promoting research, innovation and entrepreneurship and lifelong learning, that we intend to provide to the students of Public Administration.

The School offers its students the ability of learning to learn, so that even after their graduation they will have the capacity and motivation to autonomously acquire knowledge and skills necessary for their professional activity (lifelong learning).

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
Introduction to Public Administration	PADM1101	3	Compulsory	1	1
Introduction to Law	LLAW1102	3	Compulsory	1	1
Introduction to Political Science	PADM1103	3	Compulsory	1	1
Portuguese I	PORT1111	3	Compulsory	1	1
Information Technology Fundamentals	COMP1106	2	Compulsory	1	1
Physical Education	PEDU1108	2	Compulsory	1	1
English I	ENGL1109	3	Compulsory	1	1
Principles of Economics	ECON1104	3	Compulsory	1	2
Introduction to Sociology	SOCI1105	3	Compulsory	1	2
Portuguese II	PORT1112	3	Compulsory	1	2
College Portuguese I	PORT1100	2	Compulsory	1	2
Advanced Computer Application	COMP1107	2	Compulsory	1	2
English II	ENGL1110	3	Compulsory	1	2

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
Public Policy Analysis	PADM2124	3	Compulsory	2	1
Public Finance	PADM2125	3	Compulsory	2	1
Administrative Law	LLAW2128	3	Compulsory	2	1
English III	ENGL2132	3	Compulsory	2	1
Organisation Theory	PADM2126	3	Compulsory	2	1
Constitution and Basic Law	LLAW2121	3	Compulsory	2	1
Government and Public Administration of Macao	PADM2122	3	Compulsory	2	1
Political Thought	PADM2123	3	Compulsory	2	2
Human Resources Management	HHRM2127	3	Compulsory	2	2
Ethics and Discipline in Public Service	PADM2129	3	Compulsory	2	2
English IV	ENGL2133	3	Compulsory	2	2
Official Document Writing	PADM2130	3	Compulsory	2	2
Statistics	MATH2131	3	Compulsory	2	2

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
Government and Business	PADM3140	3	Compulsory	3	1
Government and Public Adm. of China	PADM3134	3	Compulsory	3	1
Urban Management	PADM3136	3	Compulsory	3	1
E-Government	PADM3135	3	Compulsory	3	1
English V	ENGL3142	3	Compulsory	3	1
Civil Service Law	LLAW3137	3	Compulsory	3	2
Accounting and Budget Management	PADM3138	3	Compulsory	3	2
Research Methods in Social Sciences	SOCI3139	3	Compulsory	3	2
English VI	ENGL3143	3	Compulsory	3	2
Internship in Public Administration	PADM3141	4	Compulsory	3	2

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
International Law	LLAW4158	3	elective	4	1
Selected Topics in Social Science	SOCI4161	3	elective	4	1

Comparative Public Administration	PADM4150	3	Compulsory	4	1
Public Relations	PADM4151	3	Compulsory	4	1
Graduation Research Project I	PADM4154	3	Compulsory	4	1
Selected Topics in Public Administration	PADM4152	3	Compulsory	4	2
International Organisations and International Relations	PADM4153	3	Compulsory	4	2
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	5	
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	
Labour 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 a higher diploma 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

All the classes have a class speaker that makes the straight connection with the programme coordinator. The programme coordinator meets at least once a semester with the class speaker. At the school level, it's also held a meeting per semester with the class speakers and the school director and the programme coordinators. Each semester the management board of the institute meets the class speakers of all the schools, the alumni, heads of the administrative departments, all directors and all the programme coordinators.

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

The School has an Office of Internships, which aims to develop an internship programme suitable for training students; to promote contacts with entities and employers of various industries that receive our students; and to contribute for the integration of students into the labour market serving as a link between school, the Public Administration and the business world.

This Office, together with the programme coordinator and the teacher responsible for internships, prepare the students' allocation to the several training places, according to the objectives of the internship, the students' interests and the availability of places for the internship. During the internship period, students can still use all School services (libraries, study rooms, computer rooms,...)