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Disclaimer
Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

Notice
As part of Phase 3 of our return to campus plan, most units will now run tutorials, seminars and other small group activities on campus, and most will keep an online version available to those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face activities for your unit, please go to timetable viewer. To check detailed information on unit assessments visit your unit’s iLearn space or consult your unit convenor.
General Information

Unit convenor and teaching staff
Unit Convenor
Jaco Lok
jaco.lok@mq.edu.au

Credit points
10

Prerequisites
Admission to MBA and (MGSM820 or MMBA8020) and (MGSM835 or MMBA8035) and (MGSM850 or MMBA8050 or MMBA8055) and (MMBA8006 or MMBA8075)

Corequisites

Co-badged status

Unit description
The MBA Capstone unit is designed to challenge and develop your skills and practice in communication, teamwork, decision-making, strategic thinking, innovation, and leadership. These skills are developed and integrated through industry and business-applied project work. You will receive mentoring from faculty staff as you identify and build innovative and viable business proposals and solutions. The integrated nature of this unit will test and develop your management and leadership skills, as well as your ability to synthesise the knowledge and skills you have gained from the business disciplines addressed in the MBA.

Important Academic Dates
Information about important academic dates including deadlines for withdrawing from units are available at https://www.mq.edu.au/study/calendar-of-dates

Learning Outcomes
On successful completion of this unit, you will be able to:

ULO1: Synthesise and apply the knowledge and skills from a range of disciplines addressed in the MBA to industry and business.
ULO2: Apply professional communication and interpersonal skills to collaborate effectively with others in developing and presenting solutions to complex business issues.
ULO3: Research and critically analyse complex industry and business issues to develop
a business proposal and recommendations for an innovative and viable business solution.

**ULO4:** Effectively integrate the body of knowledge and skill sets that underpin professional practice.

## General Assessment Information

### Late submissions of assessments

Unless a Special Consideration request has been submitted and approved, no extensions will be granted. There will be a deduction of 10% of the total available assessment-task marks made from the total awarded mark for each 24-hour period or part thereof that the submission is late. Late submissions will only be accepted up to 96 hours after the due date and time.

No late submissions will be accepted for timed assessments – e.g., quizzes, online tests.

### Table 1: Penalty calculation based on submission time

<table>
<thead>
<tr>
<th>Submission time after the due date (including weekends)</th>
<th>Penalty (% of available assessment task mark)</th>
<th>Example: for a non-timed assessment task marked out of 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 24 hours</td>
<td>10%</td>
<td>10% x 30 marks = 3-mark deduction</td>
</tr>
<tr>
<td>24-48 hours</td>
<td>20%</td>
<td>20% x 30 marks = 6-mark deduction</td>
</tr>
<tr>
<td>48-72 hours</td>
<td>30%</td>
<td>30% x 30 marks = 9-mark deduction</td>
</tr>
<tr>
<td>72-96 hours</td>
<td>40%</td>
<td>40% x 30 marks = 12-mark deduction</td>
</tr>
<tr>
<td>&gt; 96 hours</td>
<td>100%</td>
<td>Assignment won’t be accepted</td>
</tr>
</tbody>
</table>

### Special Consideration

To request an extension on the due date/time for a timed or non-timed assessment task, you must submit a Special Consideration application. An application for Special Consideration does not guarantee approval.

The approved extension date for a student becomes the new due date for that student. The late submission penalties above then apply as of the new due date.

## Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 3: Individual Report</td>
<td>20%</td>
<td>No</td>
<td>Week 9</td>
</tr>
<tr>
<td>Assignment 2: Group Presentation</td>
<td>40%</td>
<td>No</td>
<td>Week 7-8</td>
</tr>
<tr>
<td>Assessment 4: Participation and Team Evaluation</td>
<td>20%</td>
<td>No</td>
<td>Weeks 2-10</td>
</tr>
</tbody>
</table>
Assignment 3: Individual Report

Assessment Type ¹: Report  
Indicative Time on Task ²: 15 hours  
Due: Week 9  
Weighting: 20%

Students will generate a 2,000-word report which builds on the group presentation and critically evaluates a business/strategic plan presented by a group in the class.

On successful completion you will be able to:

• Synthesise and apply the knowledge and skills from a range of disciplines addressed in the MBA to industry and business.
• Apply professional communication and interpersonal skills to collaborate effectively with others in developing and presenting solutions to complex business issues.
• Research and critically analyse complex industry and business issues to develop a business proposal and recommendations for an innovative and viable business solution.
• Effectively integrate the body of knowledge and skill sets that underpin professional practice.

Assignment 2: Group Presentation

Assessment Type ¹: Presentation  
Indicative Time on Task ²: 25 hours  
Due: Week 7-8  
Weighting: 40%

Students will be required to deliver a maximum of 15 minutes group presentation to demonstrate their ability to generate ideas to solve a business problem, validate a business idea, and propose a business/strategic plan.

On successful completion you will be able to:

• Synthesise and apply the knowledge and skills from a range of disciplines addressed in the MBA to industry and business.
• Apply professional communication and interpersonal skills to collaborate effectively with others in developing and presenting solutions to complex business issues.
• Research and critically analyse complex industry and business issues to develop a business proposal and recommendations for an innovative and viable business solution.
• Effectively integrate the body of knowledge and skill sets that underpin professional practice.

Assessment 4: Participation and Team Evaluation

Assessment Type 1: Participatory task
Indicative Time on Task 2: 15 hours
Due: Weeks 2-10
Weighting: 20%

Students will be assessed on their contributions on the iLearn Discussion Boards, contribution to discussion in class, and an analysis and evaluation of team dynamics

On successful completion you will be able to:
• Effectively integrate the body of knowledge and skill sets that underpin professional practice.

Assignment 1: Business Plan – Group Report

Assessment Type 1: Report
Indicative Time on Task 2: 15 hours
Due: Week 5
Weighting: 20%

Students will generate a business/strategic plan for a chosen business by applying relevant course material and produce a 2,000-word report

On successful completion you will be able to:
• Synthesise and apply the knowledge and skills from a range of disciplines addressed in the MBA to industry and business.
• Apply professional communication and interpersonal skills to collaborate effectively with others in developing and presenting solutions to complex business issues.
• Research and critically analyse complex industry and business issues to develop a business proposal and recommendations for an innovative and viable business solution.
• Effectively integrate the body of knowledge and skill sets that underpin professional practice.

1 If you need help with your assignment, please contact:
• the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
• the Learning Skills Unit for academic skills support.
Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation.

**Delivery and Resources**

<table>
<thead>
<tr>
<th>Required Text</th>
<th>None. Required weekly readings and case studies will be available on iLearn.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Web Page</td>
<td>The web page for this unit can be found at: <a href="https://ilearn.mq.edu.au/login/">https://ilearn.mq.edu.au/login/</a></td>
</tr>
<tr>
<td>Technology Used and Required</td>
<td>Students are required to have access to a personal computer and familiarise themselves with iLearn (<a href="https://ilearn.mq.edu.au/login/">https://ilearn.mq.edu.au/login/</a>). iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff members and students.</td>
</tr>
<tr>
<td>Delivery Format and Other Details</td>
<td>The timetable for classes can be found on the University web site at: <a href="http://www.timetables.mq.edu.au/">http://www.timetables.mq.edu.au/</a></td>
</tr>
<tr>
<td>Recommended readings</td>
<td>Recommended readings are provided via Leganto on the iLearn Unit page</td>
</tr>
<tr>
<td>Inherent Requirements</td>
<td>None</td>
</tr>
</tbody>
</table>

**Unit Schedule**

Please see iLearn.

**Policies and Procedures**

Macquarie University policies and procedures are accessible from [Policy Central](https://policies.mq.edu.au). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- Academic Appeals Policy
- Academic Integrity Policy
- Academic Progression Policy
- Assessment Policy
- Fitness to Practice Procedure
- Grade Appeal Policy
- Complaint Management Procedure for Students and Members of the Public
- Special Consideration Policy

Students seeking more policy resources can visit [Student Policies](https://students.mq.edu.au/support/study/policies). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit [Policy Central](https://policies.mq.edu.au) and use the search tool.
Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: [https://students.mq.edu.au/admin/other-resources/student-conduct](https://students.mq.edu.au/admin/other-resources/student-conduct)

Results

Results published on platform other than eStudent, (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in eStudent. For more information visit [ask.mq.edu.au](mailto:ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

Student Support

Macquarie University provides a range of support services for students. For details, visit [http://students.mq.edu.au/support/](http://students.mq.edu.au/support/)

The Writing Centre

The Writing Centre provides resources to develop your English language proficiency, academic writing, and communication skills.

- Getting help with your assignment
- Workshops
- Chat with a WriteWISE peer writing leader
- Access StudyWISE
- Upload an assignment to Studiosity
- Complete the Academic Integrity Module

The Library provides online and face to face support to help you find and use relevant information resources.

- Subject and Research Guides
- Ask a Librarian

Student Enquiry Service

For all student enquiries, visit Student Connect at [ask.mq.edu.au](mailto:ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

Equity Support

Students with a disability are encouraged to contact the Disability Service who can provide appropriate help with any issues that arise during their studies.

IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about_us/](http://www.mq.edu.au/about_us/)
When using the University's IT, you must adhere to the Acceptable Use of IT Resources Policy. The policy applies to all who connect to the MQ network including students.