



PPMP20007 Project Management Concepts

Term 1 - 2019

Profile information current as at 17/05/2022 03:31 pm

All details in this unit profile for PPMP20007 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview

This unit is aimed at providing you with a general introduction to the key features of modern project management practices within organisations. In undertaking this unit you will gain an understanding of the factors required to successfully manage projects by investigating how project success is realised through the application of tools and techniques related to project justification, planning, estimation, scheduling and execution. This is the first unit in a series of project management units.

Details

Career Level: *Postgraduate*

Unit Level: *Level 8*

Credit Points: 6

Student Contribution Band: 10

Fraction of Full-Time Student Load: 0.125

Pre-requisites or Co-requisites

Anti-requisites: If students have completed unit COIS20008, MGMT22166 or PPMP20002 then they cannot take this unit. Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

Offerings For Term 1 - 2019

- Brisbane
- Melbourne
- Online
- Perth
- Rockhampton
- Sydney

Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

Class and Assessment Overview

Recommended Student Time Commitment

Each 6-credit Postgraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

[Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

[Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Online Quiz(zes)**

Weighting: 15%

2. **Practical Assessment**

Weighting: 15%

3. **Presentation**

Weighting: 20%

4. **Examination**

Weighting: 50%

Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the [CQUniversity Policy site](#).

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Student evaluations, self reflection and feedback from other members of the teaching staff.

Feedback

Content: Unit content is relevant and useful. The content provided is at an appropriate level for the student cohort.

Recommendation

Continue with the current unit content, updating and improving resources and content as required.

Feedback from Student evaluations and feedback from the teaching team.

Feedback

Website: The unit website and teaching resources on the website support student learning. The unit website is well organised and easy to navigate although some students were confused by having both formative and summative submission blocks.

Recommendation

Continue with the same website structure and resources. Given the changes to the assessment from Term 2, 2018, the formative submission block is no longer required and has been removed.

Feedback from Student evaluations, self reflection and feedback from teaching team.

Feedback

Assessment: Positive feedback was received about all assessment items. Students particularly enjoyed using Microsoft Project. They reported that using the software helped them to understand the concepts being covered in class. It also gave them good, practical experience. As the 'case study assessment item' was also developed in class, students felt that not enough time was spent on theory and exercises in the workshops. It was also felt that more emphasis should be placed on soft skills in this unit.

Recommendation

Based on feedback from students and staff, there have been some further changes to the assessment regime. Students will continue to work through the Microsoft Project practicals in the workshops and in addition, time will also be allocated to the theory, exercises and soft skills. The 'case study assessment item' will be replaced with a new assessment item that requires the preparation and presentation of an appropriate topic in Project Management. This will be a group assignment requiring teamwork as well as focusing on the soft skills required to research, prepare and give a class presentation.

Unit Learning Outcomes

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

1. Discuss the activities typically involved in both traditional and agile project management
2. Interpret data and make appropriate recommendations within a project management context
3. Apply scheduling, budgeting, risk management and other project management tools and procedures to a project
4. Explain the impact of organisational structure and culture on project success
5. Research a project management topic and prepare a presentation to effectively communicate the findings.

This unit will satisfy one of the core requirements for ACS accreditation in the postgraduate ICT courses. This unit is also part of an accreditation package granted by the Australia Computer Society (ACS). The unit contributes to the required number of academic study units for students wishing to undertake profession certification with the Project Management Institute's (PMI) professional qualifications, such as CAPM or PMP.

Australian Computer Society (ACS) recognises the Skills Framework for the Information Age (SFIA). SFIA is in use in over 100 countries and provides a widely used and consistent definition of ICT skills. SFIA is increasingly being used when developing job descriptions and role profiles.

ACS members can use the tool MySFIA to build a skills profile at

<https://www.acs.org.au/professionalrecognition/mysfia-b2c.html>

This unit contributes to the following workplace skills as defined by SFIA. The SFIA code is included:

- Business Analysis (BUAN)
- Project Management (PRMG)
- Stakeholder Relationship Management (RLMT)
- Systems Integration (SINT), Change Management (CHMG)
- Release and Deployment (RELM)
- IT Operations (ITOP)
- Problem Management (PBMG)

Alignment of Learning Outcomes, Assessment and Graduate Attributes



Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes				
	1	2	3	4	5
1 - Online Quiz(zes) - 15%	•			•	
2 - Practical Assessment - 15%			•		
3 - Presentation - 20%					•
4 - Examination - 50%	•	•	•	•	

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
1 - Knowledge	○	○	○	○	○

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
2 - Communication	○	○	○	○	○
3 - Cognitive, technical and creative skills		○	○		
4 - Research					○
5 - Self-management					○
6 - Ethical and Professional Responsibility					○
7 - Leadership					
8 - Aboriginal and Torres Strait Islander Cultures					

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes							
	1	2	3	4	5	6	7	8
1 - Online Quiz(zes) - 15%	○							
2 - Practical Assessment - 15%	○							
3 - Presentation - 20%	○	○	○	○	○	○		
4 - Examination - 50%	○	○	○		○		○	

Textbooks and Resources

Textbooks

PPMP20007

Prescribed

Project Management The Managerial Process

Edition: 7E (2017)

Authors: Larson, EW, Gray, CF

McGraw-Hill Education

New York , NY , USA

ISBN: 978-1-259-66609-4

Binding: Hardcover

Additional Textbook Information

An eBook version of this text is available for purchase. Link for the eBook follow:

<http://www.mheducation.com.au/9781307023077-aus-ebook-project-management-the-managerial-process-7e>

However, if you prefer a paper copy, they are available at the CQUni Bookshop here: <http://bookshop.cqu.edu.au> (search on the Unit code).

[View textbooks at the CQUniversity Bookshop](#)

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Microsoft Power Point
- Access to Microsoft Project 2016

Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

Jacqueline Jarvis Unit Coordinator

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Schedule

Week 1 - 11 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Modern Project Management. Organisation Strategy and Project Selection	Chapters 1 and 2 plus additional online material.	Form Assessment 3 (Presentation) groups

Week 2 - 18 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Organisation: Structure and Culture	Chapter 3	Form Assessment 3 (Presentation) groups and submit preferred topics.

Week 3 - 25 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
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Defining the Project. Communication and Documentation

Chapter 4 and Gido & Clements Chapter 12 (Unit Resources Online (CRO)).

Assessment 3 (Presentation) groups and topics finalised.

Week 4 - 01 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Developing a Project Plan	Chapter 6	Assessment 2: Part 1 due - in week 4 workshop (Start submitting Assessment item 2 from this week. Assessment 2 is worth 15% marks. 8 weekly submissions in total)

Week 5 - 08 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Estimating Project Times and Costs	Chapter 5	Assessment 2: Part 2 due - in week 5 workshop

Vacation Week - 15 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Possible "make-up" classes due to public holiday clashes. Revise for online quiz		

Week 6 - 22 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Scheduling Resources and Costs	Chapter 8	Assessment 2: Part 3 due - in week 6 workshop Assessment 3: Presentation (20%) - materials (Due: Monday 11:00 am AEST) and class presentations commence.

Week 7 - 29 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Managing Risk. Change Control. Quality Management.	Chapter 7 and Kerzner chapter 20 (CRO) plus additional online material.	Assessment 1: Online Quiz (15%) opens (Monday of week 7) Assessment 2: Part 4 due - in week 7 workshop Assessment 3 Presentation continues (20%)

Week 8 - 06 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Reducing Project Duration	Chapter 9	Assessment 1: Online Quiz (15%) (quiz closes Monday of week 9) Assessment 2: Part 5 due - in week 8 workshop Assessment 3 Presentation continues (20%)

Week 9 - 13 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Progress Performance Measurement and Evaluation	Chapter 13	Assessment 1: Online Quiz (15%) (quiz closes Monday of week 9) Assessment 2: Part 6 due - in week 9 workshop Assessment 3 Presentation continues (20%)

Week 10 - 20 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Project Closure	Chapter 14	Assessment 2: Part 7A due - in week 10 workshop Assessment 3 Presentation continues (20%)

Week 11 - 27 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Leadership: Being an Effective Project Manager. Managing Project Teams	Chapters 10 and 11	Assessment 2: Part 7B due - in week 11 workshop Assessment 3 Presentation continues (20%)

Week 12 - 03 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
An Introduction to Agile Project Management.	Chapter 16	Assessment 3 Presentation continues (20%)

Review/Exam Week - 10 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
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Exam Week - 17 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
		Examination to be scheduled during the university examination period.

Assessment Tasks

1 Online Quiz(15%)

Assessment Type

Online Quiz(zes)

Task Description

This assessment item involves an **online quiz**. The quiz will be available on Monday in **Week 7** and will be open for approximately two weeks.

The quiz covers the content from weeks 1, 2, 3, 4 and 5 (lectures and readings) as well as content covered in workshops from weeks 1, 2, 3, 4, 5 and 6.

- You can attempt the quiz at any location provided you have access to Moodle and a good internet connection.
- There are 30 questions (a combination of multiple choice and true/false questions). You will be given **three attempts** to complete the quiz. Each attempt will generate a different quiz. To generate a quiz, the system selects questions randomly from a bank of questions for each chapter.
- There will be a time limit of 40 minutes to complete each quiz attempt.
- Make sure you use a reliable internet connection for each attempt. It is your responsibility to leave sufficient time for a second or third attempt in alternative locations in case you encounter technical difficulties.
- **If you attempt the quiz more than once, you will be awarded your highest mark.**
- Note that although this quiz is aligned to learning outcome 1, it only relates to the first part of the learning outcome as agile project management is not covered until later in the term.

Your result will be available after you complete an attempt.

Number of Quizzes

1

Frequency of Quizzes

Assessment Due Date

Quiz opens on Monday Week 7 and closes on Monday of Week 9 at 11:00 PM (AEST)

Return Date to Students

Each attempt's marks are displayed immediately. Finalised marks are available on Monday week 9 when the quiz closes.

Weighting

15%

Assessment Criteria

The quiz has 30 questions. Each question is of equal weighting.

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Submission Instructions

This is an online quiz.

Learning Outcomes Assessed

- Discuss the activities typically involved in both traditional and agile project management
- Explain the impact of organisational structure and culture on project success

Graduate Attributes

- Knowledge

2 Workshop Activities

Assessment Type

Practical Assessment

Task Description

Practical Assessment (workshop exercises and MS-Project practicals)

This assessment item is to be developed and submitted as part of your weekly workshop sessions. It consists of a series of 8 sub-deliverables to be completed in weeks 4 – 11 (inclusive). For on campus students this work is **due in the weekly workshop**, not the due date shown in Moodle. The date given in Moodle is to cater for all scheduled workshop classes. No marks will be awarded for work submitted outside the workshop or for late submissions.

Each weekly sub-deliverable is a pre-requisite for the next weekly sub-deliverable (i.e. this work is being developed incrementally each week). It is therefore important to complete the work scheduled each week.

On-campus students

1. To be awarded marks this work must be developed and submitted in your weekly workshop **as and when** directed by your tutor.
2. Attendance at workshops is compulsory.
3. Marks may be deducted if you arrive late to the workshop.
4. Your tutor will monitor your progress in class. Be prepared to answer questions and explain your work to your tutor in class. Marks may be deducted if your tutor is not satisfied with your progress or understanding of the work.

Off-campus (distance education) students

1. For distance education students the due date for the weekly workshop submissions is the date shown on the unit website. Late submissions will be awarded 0 marks.
2. The unit coordinator is your tutor and may make arrangements to discuss your work with you.

Notes to all students:

1. Do not exchange or share files with any other students or this will result in a plagiarism incident being raised and 0 marks for the sub-deliverable involved.
2. You may be required to demonstrate your knowledge of the software and/or explain your answers before marks are awarded for this assessment item.

3. Templates will be provided for recording your answers to the Microsoft Project practical exercises.
4. A link to the booklet with the Microsoft Project practicals can be found on the unit website.

Due date: Although there is a final due date specified here, there is a total of 8 weekly submissions which **must be developed and submitted as scheduled in the weekly workshop sessions. Summative Workshop tasks commence in week-4.**

Assessment Due Date

This task commences with an “in-class” submission in week 4 and continues with “in-class” weekly submissions until the end of week 11. There is a total of 8 weekly submissions. On-campus students must develop and submit the scheduled work in their weekly workshop.

Return Date to Students

The weekly submissions will be marked and returned within 1 week of their submission.

Weighting

15%

Assessment Criteria

Assessment Part	Description	Marks
Part 1	Week 4 workshop activities	2
Part 2	Week 5 workshop activities	2
Part 3	Week 6 workshop activities	2
Part 4	Week 7 workshop activities	2
Part 5	Week 8 workshop activities	2
Part 6	Week 9 workshop activities	1
Part 7	Week 10 workshop activities	2
Part 8	Week 11 workshop activities	2
Total		15

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Learning Outcomes Assessed

- Apply scheduling, budgeting, risk management and other project management tools and procedures to a project

Graduate Attributes

- Knowledge

3 Presentation (20%)

Assessment Type

Presentation

Task Description

This is a group assignment for on-campus students (**off-campus/distance education students may work on the presentation assignment individually**).

On-campus students will be organised into **groups of three (3) people**. Groups will be organised in the weekly workshops in weeks 1 to 2. **You must provide your tutor with the details of the members of your group and your top two preferred topics by the end of week 2.** This allows time for you to negotiate an alternative topic if necessary. The earlier you give the tutor details about your group and your preferred topic, the more likely you are to get your preferred topic. **Groups and your submission of preferred topics must be finalised by the end of week 2.**

Students **must not** change their tutorial/workshop class after week 2.

Your tutor will notify you about your approved topic and when your group is scheduled to present in class. The topics and presentation schedule must be decided by **the end of Week 3**.

Students should contact their tutor about issues such as the membership of their group, selection of presentation topic, and schedule for their presentation.

Each group/individual is to give a presentation about an aspect of project management. The intention is that no topic should be covered more than once during the term. Therefore, the tutor will approve topics on a first come basis. For distance education students, the Unit Coordinator is your tutor and will approve your topic.

For on-campus students the class presentations will commence in **week 6**. Your tutor will schedule when your topic is to be presented in your workshop. However, all the research and preparation for the presentations must be completed and submitted on Moodle **on or before the start of week 6** (when class presentations commence). Marks will be deducted for late submission of the presentation materials. Note that your presentation marks cannot be awarded until after your class presentation is assessed and moderated.

For off-campus students you are required to submit a recording of your presentation as well as your resources for the presentation (slides, handouts etc.). The unit coordinator takes the role of the tutor. Off-campus students are not required to present in class, but **are required to submit a recording of their presentation**. All recordings must be submitted by the due date for the presentation materials.

For all students:

Your presentation can be about:

1. Any area of project management that is related to the weekly topics and adds a significant body of new material, a different perspective or depth to the information already covered in the course lecture material. It is important that you extend your knowledge and that of the class beyond what will be covered in this unit during the term. There is scope to research and present more information about many of the weekly topics. For example, in the Quality Management topic some students may wish to investigate Six Sigma or ICT students may wish to cover more detail about quality management in the Software Engineering discipline.
2. Any other topic that is related to project management that is **approved by your tutor**.

Some suggested topics can be found in the detailed specification for this assessment item on the unit website. Click on the assessment 3 link in the assessment block for more information and access to the detailed specification. The specification also includes more details about the marking criteria.

In this assignment, you can also draw from your experiences and incorporate them into the assignment. If you don't have any work/project experience, that's fine too. You can also take the opportunity to be controversial and find academic and trade literature that challenges aspects of the material you are presenting.

Both on-campus and off-campus students are required to produce the script for the presentation. The script must include some potential questions and responses indicating where you would pose questions to engage your audience. In addition, the end of the script is to include three potential questions (with their answers) that you would anticipate being asked by your audience at the end of the presentation.

CQUniversity Library has many databases that contain refereed full-text journal articles. This is also a useful source of material for your assignment.

The following library links may be useful to help you get started:

<http://libguides.library.cqu.edu.au/library-search-help>
<http://libguides.library.cqu.edu.au/evaluating-resources>

Remember that you **must obtain approval** for your topic choice. Please contact your tutor if you need to discuss your choice of topic.

Assessment Due Date

The presentation materials are due on Monday of week 6. See the detailed specification on the unit website for details of the submission requirements. Class presentations commence in the week 6 workshops and continue until the end of

week 12

Return Date to Students

Results will be published after all presentations are complete.

Weighting

20%

Assessment Criteria

This is a group presentation task for on-campus students and individual for off-campus (DST students). Please see Moodle for more details about the task.

Criteria	Available Marks
1. Presentation structure:	
a. Introduction. <i>Introduce the speakers and the topic (make it clear what you plan to talk about in the presentation – remember the 3Ts). Aim to engage your audience from the beginning of the presentation. This mark also considers first impressions created by the speakers. Be professional in your behaviour and appearance including being prepared early.</i>	2 marks
b. Body. <i>Marks will be given for the quality of the content and correct referencing of the sources of the material. The content must expand the knowledge of the class beyond the scheduled lecture material for the course. Marks are also based on the flow and fluency of the presentation.</i>	5 marks
c. Conclusion. <i>Summarise the key points and conclusions. (Remember the 3Ts – summarise and conclude)</i>	2 mark
2. Questions facilitating discussion during the presentation and at the end of the presentation <i>This includes marks for questions to be posed to the audience during the presentation and for the three proposed “audience questions and answers” at the end of the presentation. Each student should be responsible for at least one of these questions. Note that for on-campus students the final 3 questions can be discussed in class if there is time after audience questions.</i>	2 marks
3. Delivery and coping with questions/facilitating discussion. <i>Marks for delivery of the material. For on campus students this will also include how well students handled questions from the audience. Each group member should be responsible for answering questions for a section of the presentation. If appropriate, other group members can also contribute to the answer after the student responsible has been given an opportunity to answer.</i>	4 marks
4. Visual aids (e.g. slides), summary handout, script. <i>Marks for quality of the slides, quality of the script and a good summary handout with the reference list. For on campus students this must be provided to students in the class on the day of the presentation.</i>	3 marks
5. Timing <i>Timing must be within the range of 13 – 15 minutes.</i>	2 marks
6. Contribution to the group <i>This document must be submitted by all groups before the work can be marked. It is compulsory for all groups.</i>	
	Total out of 20 marks

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Submission Instructions

Presentation files and associated documentation must be submitted online by the due date. See the detailed specification on the unit website for more details.

Learning Outcomes Assessed

- Research a project management topic and prepare a presentation to effectively communicate the findings.

Graduate Attributes

- Knowledge
- Communication
- Cognitive, technical and creative skills

- Research
- Self-management
- Ethical and Professional Responsibility

Examination

Outline

Complete an invigilated examination

Date

During the examination period, at a CQUniversity examination centre

Weighting

50%

Length

180 minutes

Details

Dictionary - non-electronic, concise, direct translation only (dictionary must not contain any notes or comments).

Calculator - non-programmable, no text retrieval, silent only

Closed Book

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?



Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem