



PPMP20007 Project Management Concepts

Term 3 - 2019

Profile information current as at 07/09/2025 12:40 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.

Corrections

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 3 - 2019

- Brisbane
- Melbourne
- Online
- Perth
- 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 feedback and feedback from staff teaching the unit.

Feedback

Content: Unit content is relevant and useful.

Recommendation

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

Feedback from Student feedback and feedback from staff teaching the unit.

Feedback

Website: The unit website and teaching resources on the website support student learning. The website is organised consistently and is easy to navigate.

Recommendation

Continue with the current website structure.

Feedback from Student feedback and feedback from staff teaching the unit.

Feedback

Assessment: Positive feedback was received about all assessment items.

Recommendation

Continue with the current assessment regime.

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

N/A Level
 Introductory Level
 Intermediate Level
 Graduate Level
 Professional Level
 Advanced Level

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	○	○	○	○	○
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

[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: [American Psychological Association 6th Edition \(APA 6th edition\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

Thao Trinh Unit Coordinator

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Schedule

Week 1 - 11 Nov 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 Nov 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 Nov 2019		
Module/Topic	Chapter	Events and Submissions/Topic
Defining the Project. Communication and Documentation	Chapter 4 and Gido & Clements Chapter 12 (Unit Resources Online (CRO)).	Assessment 3 (Presentation) groups, topics and schedules are finalised. (Remember after this week you cannot change your group or topic without approval from your tutor)

Week 4 - 02 Dec 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)

Vacation Week - 09 Dec 2019

Module/Topic	Chapter	Events and Submissions/Topic
Possible "make-up" classes due to public holiday clashes. Revise for online quiz. If you have enrolled late, go through the chapters and tutorials you have missed.		

Week 5 - 16 Dec 2019

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

Week 6 - 23 Dec 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 in-class presentations commence.

Week 7 - 06 Jan 2020

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 - 13 Jan 2020

Module/Topic	Chapter	Events and Submissions/Topic
Reducing Project Duration	Chapter 9	Assessment 1: Online Quiz (15%) (quiz closes Monday of week 8) Assessment 2: Part 5 due - in week 8 workshop Assessment 3 Presentation continues (20%) Online Quiz(15%) Due: Week 8 Monday (13 Jan 2020) 11:45 pm AEST

Week 9 - 20 Jan 2020

Module/Topic	Chapter	Events and Submissions/Topic

Progress Performance Measurement and Evaluation	Chapter 13	Assessment 2: Part 6 due - in week 9 workshop
		Assessment 3 Presentation continues (20%)
Week 10 - 27 Jan 2020		
Module/Topic	Chapter	Events and Submissions/Topic
Project Closure	Chapter 14	Assessment 2: Part 7 due - in week 10 workshop
		Assessment 3 Presentation continues (20%)
Week 11 - 03 Feb 2020		
Module/Topic	Chapter	Events and Submissions/Topic
Leadership: Being an Effective Project Manager. Managing Project Teams	Chapters 10 and 11	Assessment 2: Part 8 due - in week 11 workshop
		Assessment 3 Presentation continues (20%)
Week 12 - 10 Feb 2020		
Module/Topic	Chapter	Events and Submissions/Topic
An Introduction to Agile Project Management.	Chapter 16	Assessment 3 Presentation continues (20%)
Exam Week - 17 Feb 2020		
Module/Topic	Chapter	Events and Submissions/Topic

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 one week.

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

Week 8 Monday (13 Jan 2020) 11:45 pm AEST

Quiz opens on Monday Week 7 and closes on Monday of Week 8 at 11:55 PM (AEST)

Return Date to Students

Week 8 Monday (13 Jan 2020)

Each attempt's marks are displayed immediately. Finalised marks are available on Monday week 8 when the quiz closes.

Weighting

15%

Assessment Criteria

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

Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

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 2016 practicals)

This assessment item is to be developed and submitted as part of your weekly workshop sessions. It consists of a series of 8 practicals and class exercises 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/tutorial class or for late submissions.

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

Templates will be provided for recording your answers to the Microsoft Project practical exercises and selected class exercises.

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. Only in-class submission is accepted and awarded marks.
2. Attendance at workshops/tutorials is compulsory.
3. Marks may be deducted if you arrive late for 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 practical 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 and selected class exercises.
4. A link to the booklet with the Microsoft Project practicals can be found on Moodle.

Due date: Although there is a final due date specified here, there is a total of 8 weekly submissions that **must be developed and submitted as scheduled in the weekly workshop sessions. These 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

Week	Exercises to be included in zip file (in addition to the required .mpp file and template with practical answers for the week)	Available Marks
4	Practical 1 + Worksheet exercises	2
5	Practical 2 + Worksheet exercises	2
6	Practical 3 + Worksheet exercises	2
7	Practical 4 + Worksheet exercises	2
8	Practical 5 + Worksheet exercises	2
9	Practical 6 + Worksheet exercises	1
10	Practical 7 + Worksheet exercises	2
11	Practical 8 + Worksheet exercises	2

Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

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 (**Distance education students may work on the presentation assignment individually**).

On-campus students:

- The class presentations will commence in **week 6**.
- **No marks will be awarded if the presentation is not given in the scheduled workshop.**
- You will be organised into **groups of three (3) members maximum**. Groups will be organised in the weekly tutorial/workshops in week 1 and 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 **two preferred topics** by the end of week 2 **at the latest**.
- You must not change your tutorial/workshop class after week 2. By the end of week 2, if you do not belong to any group, you must adhere to the assignment from your tutor.
- 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**. 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.
- Remember you are not allowed to change your group or topic without approval from your tutor.
- You should maintain a record of weekly meetings, decisions, task allocation, action lists with updates, etc. as your contribution for presentation task. This evidence helps to avoid internal conflict between team members.
- You must submit the meeting records (contribution of work) along with your presentation files. **Failing to submit the contribution of work may result in 0 marks.**
- You should contact the tutor as early as possible if anyone is not attending meetings or meeting their obligations and contributing to the group.
- Group weekly meetings should commence as soon as the group is formed (i.e. in week 1 or 2 to select and submit your preferred topics by the end of week 2).
- You should contact your tutor about issues such as the membership of your 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.

Distance students:

- The Unit Coordinator is your tutor and will approve your topic.
- Groups can be organised in week 1 and 2 or you can work individually. You must provide your tutor (UC) with the details of the members of your group and your top two preferred topics by the end of week 2.
- You have to submit all the files by the due date in week 6.
- You are required to submit a video/audio recording of your presentation as well as your resources for the presentation (video file, script, slides, etc.) by the due date.

For all students:

Your presentation can be about:

- 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.
- 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.

Both on-campus and distance 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. You must include references in your script as well. More details can be found on presentation specifications.

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 selected topic. Discuss your choices of topics with your tutor.

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

Marking guide for Assessment 3 - Presentation

Criteria	Marks
1. Content organisation (based on detailed script)	
a. Introduction : · <i>Clear introduction of topic, presentation objectives with an agenda/table of contents</i> · <i>Introduce the team</i>	1
b. Body: · <i>Quality of content and level of details provided</i> · <i>Correct referencing of the sources of the material (in-text citation)</i> · <i>Flow of information and coherence</i>	6
c. Conclusion · <i>Summarise the key points and conclude the presentation</i>	1
2. Visual Aids (slides) · <i>Marks for quality of the slides, diagrams/tables/charts relevant to content.</i> · <i>Source of the content and any images etc. must be shown on slides.</i>	3
3. Delivery of content (Individual mark) <i>Marks for delivery of the material.</i> · <i>First impressions created by the speakers</i> · <i>Professional behaviour and appearance</i> · <i>Transfer between speakers</i> · <i>Engagement with the audience (eye contact, posing of questions to the audience etc.)</i> · <i>Fluency, pace, expression etc.</i> For on-campus students: · This will also include how well you handled questions from the audience. · If appropriate, other group members can also contribute to the answer after the student responsible has been given an opportunity to answer.	4

4. Anticipated potential questions from the audience (Individual mark)
You will anticipate and prepare the potential questions and answers related to your topic that may come up from your audience. These questions could cover more depth or detail about the topic than you had time to cover in your presentation. Each student should be responsible for at least one of these questions/answer pairs. Marks awarded based on quality of questions and answers – so they must include who is responsible for each question. 2

5. Timing *Timing must be within the range of 14 – 16 minutes. (Marks will be deducted if presentation is finished too early or too late).* 2

6. Member Contribution and meeting records (not included in slides. Separate document) *You must submit a log/record of all group meetings (at least one per week). Meetings should commence as soon as your group has been formed. Your records must include meetings from at least week 2 to week 6. Team members take up roles of Organiser and Minute-taker. This must be submitted by all groups before the work can be marked. It is compulsory for all groups. On-campus students and Distance students groups: · Your presentation will not be marked if you don't submit meeting records Distance students working individually: · You must submit a log/diary of your weekly progress on this assessment item.* 1

Total Marks 20

** Your script must be included in the 'notes' section of each slide. The script should express exactly how you are going to present during the presentation

** See the detailed assessment item 3 specifications on the unit website for more details about what makes a good presentation and the marking criteria

Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

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. Only one member on behalf of the team would submit the assignment.

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

Exam Conditions

Closed Book.

Materials

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

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

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