



PPMP20010 Executing and Closing Projects

Term 3 - 2017

Profile information current as at 29/04/2024 05:01 pm

All details in this unit profile for PPMP20010 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

Executing and Closing Projects will develop your skills in the executing and closing stages of the project life cycle. You will consider several different definitions of what is required when executing a project from the perspective of different standards, frameworks and academic works. Projects will be investigated according to industry, project domain, and other factors to enable you to describe their influences and approaches to project execution and closing. You will analyse inputs and outputs, and the tools and techniques applied in different project domains. This will enable you to identify the practical application of project monitoring, control systems, and the management of control issues, such as, scope creep, risk, quality, baseline changes in the context of project outsourcing, oversight, and contract closure.

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

There are no requisites for 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 - 2017

- Brisbane
- Distance
- Melbourne
- 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. **Practical Assessment**

Weighting: 30%

2. **Practical Assessment**

Weighting: 30%

3. **Written Assessment**

Weighting: 40%

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 PM Disciplinary Team and HoC

Feedback

Assessment strategy around tenders requires streamlining to avoid a heavier student and tutor workload.

Recommendation

Revise assessment strategies by reducing the current 4 domains and tenders to only one.

Feedback from PMI

Feedback

PMBOK 6th Edition will be available in Q3/Q4 of 2017

Recommendation

Unit content will require a revision once the PMBOK 6th Edition is released.

Unit Learning Outcomes

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

1. Examine the knowledge areas and processes applied in the execution and closing stages of the project management life cycle
2. Critically analyse how the needs of stakeholders might change the priority of outputs from the execution and closing stages of the project management life cycle
3. Define and justify project event-driven and time-driven controls for a case study project
4. Define and justify audit, governance and termination reporting for a case study project.

This unit will satisfy one of the requirements for Australia Computer Society (ACS) accreditation in the postgraduate ICT courses.

The unit may contribute 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.

The 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 codes as defined by SFIA:

- 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
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Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Practical Assessment - 30%			•	
2 - Practical Assessment - 30%				•
3 - Written Assessment - 40%	•	•		

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
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 - Practical Assessment - 30%								
2 - Practical Assessment - 30%								
3 - Written Assessment - 40%								

Textbooks and Resources

Textbooks

PPMP20010

Prescribed

A Guide to The Project Management Body of Knowledge (PMBOK® Guide)

Edition: 5th (2013)

Authors: PMI

PMI

Newtown Square , Pennsylvania , USA

Binding: Paperback

PPMP20010

Prescribed

Managing Successful Projects with PRINCE2

Edition: 2009 (2009)

Authors: OGC/AXLEOS

TSO (The Stationery Office)

Norwich , UK

ISBN: 9780113310593

Binding: Hardcover

PPMP20010

Prescribed

Project Management: A Systems Approach to Planning, Scheduling, and Controlling

Edition: 11th (2013)

Authors: Kerzner H

John Wiley

Hoboken , New Jersey , USA

Binding: Hardcover

PPMP20010

Supplementary

Directing Successful Projects with PRINCE2

Edition: 2009 (2009)

Authors: OGC/AXLEOS

TSO (The Stationery Office)

Norwich , UK

ISBN: 9780113310609

Binding: Hardcover

Additional Textbook Information

1. An eBook version of *A Guide to The Project Management Body of Knowledge (PMBOK® Guide)* is available through CQU Library.
2. An eBook version of *Project Management: A Systems Approach to Planning, Scheduling, and Controlling (Kerzner 2013)* is available through CQU Library.
3. An eBook version of *Managing Successful Projects with PRINCE2* is available through the TSO Shop UK. Please follow the link <http://www.tsoshop.co.uk/bookstore.asp?FO=1162740#GEMS6473580> to purchase a copy.
4. An eBook version of *Directing Successful Projects with PRINCE2* is available through the TSO Shop UK. Please follow the link <http://www.tsoshop.co.uk/bookstore.asp?FO=1162740#GEMS6473576> to purchase a copy.
5. Paper copies of all the above texts are available through the CQUni Bookshop [here](#).

[View textbooks at the CQUniversity Bookshop](#)

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)
For further information, see the Assessment Tasks.

Teaching Contacts

Ghulam Chaudhry Unit Coordinator
g.chaudhry@cqu.edu.au

Schedule

Week 1 - 06 Nov 2017

Module/Topic	Chapter	Events and Submissions/Topic
Executing and closing projects.	PMBOK Chapter 3 Kerzner Chapter 1, 24.6-24.7, 24.11-24.12, Appendix E (A.E) Directing with PRINCE2 Chapter 1, 2 & 3 Managing with PRINCE2 Chapters 1, 2 & 3	Start of unit induction and overview of the three assessment tasks. Lecture 1. Tutorial 1.

Week 2 - 13 Nov 2017

Module/Topic	Chapter	Events and Submissions/Topic
Project performance management.	PMBOK Chapter 4.3, 10.2-10.3, & 13.3-13.4 Kerzner Chapters 2, 3, 25 + A.E Directing with PRINCE2 Chapter 4 & 5 Managing with PRINCE2 Chapter 9 & 10	Lecture 2. Tutorial 2.

Week 3 - 20 Nov 2017

Module/Topic	Chapter	Events and Submissions/Topic
Earned Value Management - I	PMBOK Chapter 6.7, 7.4, & 10.2 Kerzner Chapters 15 + A.E Directing with PRINCE2 Chapter 7 Managing with PRINCE2 Chapter 11, 15 & E4	Lecture 3. Tutorial 3.

Week 4 - 27 Nov 2017

Module/Topic	Chapter	Events and Submissions/Topic
Earned Value Management - II.	PMBOK Chapter 10.3, & 11.6 Kerzner Chapter 17 + A.E Directing with PRINCE2 Chapter 8 Managing with PRINCE2 Chapter 16, 17, E5 & E6	Lecture 4. Tutorial 4.

Vacation Week - 04 Dec 2017

Module/Topic	Chapter	Events and Submissions/Topic
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Week 5 - 11 Dec 2017

Module/Topic	Chapter	Events and Submissions/Topic
Project Control Systems - I.	PMBOK Chapter 3.8, 6.7, & 8.2-8.3 Kerzner Chapter 5.0-5.5, & 23 + A.E Directing with PRINCE2 Appendix A Managing with PRINCE2 Chapter 9.3, & 10	Lecture 5. Tutorial 5.

Week 6 - 18 Dec 2017

Module/Topic	Chapter	Events and Submissions/Topic
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Project Control Systems – II.	PMBOK Chapter 9.2-9.4, & 12.2-12.3 Kerzner Chapter 2.6, 16, 19 + A.E Directing with PRINCE2 Appendix A Managing with PRINCE2 Chapter 15	Lecture 6. Tutorial 6.
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Week 7 - 01 Jan 2018

Module/Topic	Chapter	Events and Submissions/Topic
Project Audit.	PMBOK Chapter 1.4-1.6, 2.1.4-2.1.5, 4.4-4.5, 5.5, 8.2,-8.3, 11.6, & 12.3 Kerzner Chapter 11.35, 20.7, 25.4-25.5 + A.E Directing with PRINCE2 Chapter 10 Managing with PRINCE2 Chapter 6.3, 9.3, 16	Lecture 7. Tutorial 7. Practical assignment (1) is due. Project Status and Control Due: Week 7 Friday (5 Jan 2018) 5:00 pm AEST

Week 8 - 08 Jan 2018

Module/Topic	Chapter	Events and Submissions/Topic
Project Termination & Lessons Learnt	PMBOK Chapter 3.7, 4.6, & 12.4 Kerzner Chapter 9, 11.19-11.21, & 19.10 + A.E Directing with PRINCE2 Chapter 9 Managing with PRINCE2 Chapter 17 & 18	Lecture 8. Tutorial 8.

Week 9 - 15 Jan 2018

Module/Topic	Chapter	Events and Submissions/Topic
Project Governance - I.	PMBOK Chapter 1.5.2.2, 2.2, 13.1 Kerzner Chapter 1.10, 2.5, 25.1 + A.E Directing with PRINCE2 Appendix B Managing with PRINCE2 Chapter 19.6, Appendix B	Lecture 9. Tutorial 9.

Week 10 - 22 Jan 2018

Module/Topic	Chapter	Events and Submissions/Topic
Project Governance - II.	PMBOK Chapter 4.1, 9.2, & 13.2 Kerzner Chapter 8.6,-8.7 10-10.2, + A.E Directing with PRINCE2 Chapter 11, Appendix C Managing with PRINCE2 Chapter 14, Appendix C	Lecture 10. Tutorial 10.

Week 11 - 29 Jan 2018

Module/Topic	Chapter	Events and Submissions/Topic
Integration Management – I.	PMBOK Chapter 4 Kerzner Chapter 3.11, 18, 25.3-25.5 + A.E Directing with PRINCE2 Appendix A, & C Managing with PRINCE2 Chapter 12, & 15	Lecture 11. Tutorial 11. Practical Assignment 2 is due. Project Audit, Termination and Governance Due: Week 11 Monday (29 Jan 2018) 5:00 pm AEST

Week 12 - 05 Feb 2018

Module/Topic	Chapter	Events and Submissions/Topic
Integration Management – II.	PMBOK Chapter 4 Kerzner Chapter 11, 22 + A.E Directing with PRINCE2 Appendix A, & C Managing with PRINCE2 Chapter 16 & 17	Lecture 12. Tutorial 12.

Exam Week - 12 Feb 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Critical Analysis Report Due: Review/Exam Week Friday (16 Feb 2018) 5:00 pm AEST

Review/Exam Week - 12 Feb 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Assessment Tasks

1 Project Status and Control

Assessment Type

Practical Assessment

Task Description

Task Description

Assignment Overview

This assignment is a group assignment and it includes two parts: **Part A** and **Part B**. Each part is explained in detail below:

PART A

Part A of the assessment item requires you to consider:-

- earned value management

...you must then analyse a supplied earned value report. The earned value report has been provided to meet the requirements outlined in the PMBOK (2013) and conforms to the requirements of the progress evaluation techniques (p.108) outlined in Managing Successful Projects with PRINCE2 (2009).

Task

Your task is to consider the overview above and analyse the earned value and S-curve report. You will be graded upon how well your analysis of the earned value and S-curve reports have been completed and reflects information based on a case study.

Purpose

The primary purpose of this assessment item is to help you to develop skills in the contents and compilation of earned value and S-curve report.

The secondary purpose of this assignment is to give you the opportunity to consider the role of progress evaluation techniques and control within a project life cycle.

The assignment will also give you the opportunity to enhance your analysis and written communication skills; particularly in the areas of rigorous structured assignment writing.

Structure

Your submission must be made using the supplied earned value report. You should complete all of the required parts of the earned value and S-curve reports in a manner as you deem appropriate. The instruction boxes in the report will provide more information.

PART B

Part B of this assessment item requires you to consider:-

- event-driven controls, and
- time-driven controls

...you must then analyse the items listed above for the supplied case study. A template for the controls report has been provided to meet the requirements outlined in the PMBOK (2013) and conform to the progress and project control requirements outlined in Managing Successful Projects with PRINCE2 (2009).

Task

Your task is to consider the overview above and develop and complete the required items in the report. You will be graded upon how well your submissions have been completed and reflect the case study.

Purpose

The primary purpose of this assessment item is to help you to develop skills in the definition and development of event and time driven management processes.

The secondary purpose of this assignment is to give you the opportunity to consider progress and project control requirements within a project life cycle.

The assignment will also give you the opportunity to enhance your analysis and written communication skills; particularly in the areas of structured assignment writing.

Structure

Your submission should be made using the supplied case study and controls report template. You should complete all of the required parts in as complete manner as you deem appropriate. The instruction boxes in the report will provide more information.

Assessment Due Date

Week 7 Friday (5 Jan 2018) 5:00 pm AEST

Return Date to Students

Week 8 Friday (12 Jan 2018)

Weighting

30%

Assessment Criteria

Your assignment will be assessed on the extent and quality to which it meets each of the following criteria.

- A complete and correct analysis of the earned value report? (40%)
- A complete and correct analysis of the controls report? (40%)
- Appropriate and well structured, concise and clear expression of project management arguments in response to the assessment task? (10%)
- Clarity of expression, grammar and spelling? (10%)

Referencing Style

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

Submission

Online Group

Learning Outcomes Assessed

- Define and justify project event-driven and time-driven controls for a case study project

Graduate Attributes

- Cognitive, technical and creative skills
- Research
- Ethical and Professional Responsibility

2 Project Audit, Termination and Governance

Assessment Type

Practical Assessment

Task Description

Assignment Overview

This assignment is a group assignment. This assessment item requires you to consider:-

- audit plans and reports,
- project termination plans and reports,
- project governance,

...you must then analyse a supplied audit, termination and governance report(s). The project audit, termination plans and reports have been provided to meet the requirement outlined in the PMBOK (2013) and conform to the requirements

outlined in Managing Successful Projects with PRINCE2 (2009). The governance documentation has been provided to meet the requirement outlined section 2.2.2 in the PMBOK (2013) and conform to the requirements outlined in Appendix B in Managing Successful Projects with PRINCE2 (2009).

Task

Your task is to consider the overview above and analyse audit plans and reports, project termination plans and reports and project governance report. You will be graded upon how well your analysis of the audit plans, project termination plans and governance reports have been completed and reflect the supplied case study.

Purpose

The primary purpose of this assessment item is to help you to develop skills in the contents and compilation of audit plans and reports, as well as project termination plans and governance reports.

The secondary purpose of this assignment is to give you the opportunity to consider the role of audit plans and reports, as well as project termination plans and governance reports within a project life cycle.

The assignment will also give you the opportunity to enhance your analysis and written communication skills; particularly in the areas of structured assignment writing.

Structure

Your submission should be made using the supplied audit, termination and governance report. You should complete all of the required parts in as complete manner as you deem appropriate. The instruction boxes in the report will provide more information.

Assessment Due Date

Week 11 Monday (29 Jan 2018) 5:00 pm AEST

Return Date to Students

Week 12 Monday (5 Feb 2018)

Weighting

30%

Assessment Criteria

Your assignment will be assessed on the extent and quality to which it meets each of the following criteria.

- A complete and correct analysis of the audit and termination report? (40%)
- A complete and correct analysis of the project management governance documentation? (40%)
- Appropriate and well structured, concise and clear expression of project management requirements in response to the assessment task? (10%)
- Clarity of expression, grammar and spelling? (10%)

Referencing Style

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

Submission

Online Group

Learning Outcomes Assessed

- Define and justify audit, governance and termination reporting for a case study project.

Graduate Attributes

- Cognitive, technical and creative skills
- Research
- Ethical and Professional Responsibility

3 Critical Analysis Report

Assessment Type

Written Assessment

Task Description

Assignment Overview

Project Management in various domains is considered to be a relatively mature discipline. There is extensive body of

knowledge that promotes project management and supports its main object of delivering successful projects. This knowledge base is supplemented by a well-established standards that have been evolving over years such as PMBOK and Prince2 to equip project managers with the knowledge, tools and skills to perform their role. Having said that, project delivery in various domains is still unsatisfactory. Many recent studies and audits have revealed that project management fails to deliver successful project outcomes with alarming frequency. In the case of construction, for example, recent figures show that around 50% of projects fail to meet the delivery targets. Those problems are not exclusive to the construction sector. The IT sector projects also encounter an estimated 70% failure rate. This should be alarming to project management professionals and practitioners whose main duties are to ensure successful delivery of projects. Since project management is supposed to improve project delivery, it is essential to fully appreciate the reasons behind project failure. Understanding the reasons for project failure will help protect management profession work towards achieving more consistent project delivery.

This is an individual assignment. This assessment item requires you to consider:

1. Project execution,
2. Project success factors,
3. Reasons for cost and time overruns,
4. Application of project control systems,
5. Stakeholders' influence on project performance

You must demonstrate your understanding of the above in the context of a project of your choice and submit a critical analysis report. You are encouraged to use assignment output and ideas that you may have developed from previous practical assignments within this unit as supporting evidence for your analysis.

Task

Your task is to consider the first two learning outcomes (L1 and L2) in the context of this unit. This assignment requires you to examine a significant project of your own choice from any discipline (perhaps from personal experience or professional network). You are required to produce a detailed report which forwards a critical analysis of project control approaches used to ensure successful completion of the project and stakeholders' influence. The report should include a demonstration of the range of control systems and evaluation of their application and whether or not a poor application of the control systems and lack of stakeholder's management has contributed partially or fully to the project failure.

Purpose

The primary purpose of this assessment item is to help you to develop and demonstrate your skills in the use of project management concepts, principles, theories and arguments about the project management execution phase. You are particularly required to demonstrate your understanding of the real application of control system. You must then be able to analyse and argue what type of control systems will enable better or worse project outcomes.

The secondary purpose of this assignment is to give you the opportunity to enhance your analysis, critical thinking and written communication skills; particularly in the areas of argument development and academic writing.

Structure

Your report should be of 4000 words (excluding references and appendices). The report should include the following 7 key sections:

1. An introduction to the project you have chosen;
2. Explanation of the range of used control systems for cost, schedule, quality and scope.
3. An analysis of the reasons that explain the cost and/or time overruns encountered during the project;
4. An analysis of the extent to which the project execution team could be held responsible of the incurred time and/or cost overruns;
5. An analysis of the relationship between the problems you identify in (3) and the stakeholders' needs and influence;
6. An analysis of the project management actions that could have been taken to better control the project and stakeholders in order to increase the chance for successful delivery;
7. A conclusion which identifies the key lessons that Project Management can learn from the experience of the project.

This assessment also involves researching your assigned topic to enhance your understanding of project management concepts and utilisation of academic literature. Whilst you should use the recommended textbooks you may also refer to relevant peer reviewed academic journal articles. You will be expected to present information and evidence from, and cite from the reading material from the unit. You are also encouraged to cite other material that is peer reviewed.

Assessment Due Date

Review/Exam Week Friday (16 Feb 2018) 5:00 pm AEST

Return Date to Students

Weighting

40%

Minimum mark or grade

50%

Assessment Criteria

The report will be generally assessed on the quality of the work presented, the extent and coverage of the key aspects, and understanding of the issues involved. More specifically, your assignment will be assessed on the extent and quality to which it meets each of the following criteria.

- Familiarity with project context, issues and applicable control systems (30%)
- Critical evaluation of the effectiveness of applied control systems and stakeholder's management (40%)
- Appropriate and well structured, concise and clear understanding of project management arguments in response to the assessment task? (20%)
- Clarity of expression, language, format and presentation of the written report (10%)

Referencing Style

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

Submission

Online

Learning Outcomes Assessed

- Examine the knowledge areas and processes applied in the execution and closing stages of the project management life cycle
- Critically analyse how the needs of stakeholders might change the priority of outputs from the execution and closing stages of the project management life cycle

Graduate Attributes

- Knowledge
- Cognitive, technical and creative skills
- Research
- Ethical and Professional Responsibility

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