



PPMP20011 Contract and Procurement Management

Term 2 - 2021

Profile information current as at 24/04/2024 10:32 pm

All details in this unit profile for PPMP20011 have been officially approved by CQU University 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 Contract and Procurement Management unit will equip you with the knowledge, skills, and techniques required for acquiring external products, results, and services to meet the needs of the company and to achieve the project goals. It also offers you the opportunity to identify, apply, and develop different negotiation strategies as well as assessing and responding to the potential risks encountered during the procurement. You will study contract types, procurement standards, legal and ethical aspects of commercial contracts as well as project tendering and awarding. On successful completion of this unit, you will have the capacity to apply the appropriate practices for managing contracts, conflicts, delays, claim, and disputes.

Details

Career Level: *Postgraduate*

Unit Level: *Level 9*

Credit Points: 6

Student Contribution Band: 10

Fraction of Full-Time Student Load: 0.125

Pre-requisites or Co-requisites

Co-requisites: PPMP20007

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 2 - 2021

- 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. **Practical Assessment**

Weighting: 40%

2. **Group Work**

Weighting: 50%

3. **Online Quiz(zes)**

Weighting: 10%

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 SUTE feedback

Feedback

Students appreciated the opportunity to develop in-depth knowledge of the unit.

Recommendation

Maintain good teaching practice and offer the students the opportunity to take part in the learning process through group discussions and to share the teaching team own experience with the students.

Feedback from SUTE

Feedback

The unit content allowed for a clear linkage with real-life projects.

Recommendation

Keep offering real-life examples and case studies in the unit content. The assessments are case studies based and this will continue to be the case.

Feedback from SUTE

Feedback

Written communication for assessment requirements was clear and concise.

Recommendation

Ensure the clarity of the assessment and provide enough time for the students to go through the assessment task by releasing the assessment as early as possible.

Unit Learning Outcomes

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

1. Demonstrate an integrative understanding of the key theories and concepts underpinning buyer-contractor relationships as well as the concepts of project contracts and procurement standards
2. Analyse different commercial negotiation strategies and demonstrate an ability to creatively negotiate project plans, conflicts, delays, and incentives in commercial projects
3. Employ risk management planning and identification and assess the risk encountered over the procurement process
4. Negotiate and analyse the principles of tendering, pricing and awarding techniques and to utilise the negotiation approaches in commercial contracts
5. Evaluate and develop clear legal, financial and technical components of project contracts
6. Develop a project budget and an expenditure forecast as control mechanisms and link time, cost and resources to the project framework.

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.

Alignment of Learning Outcomes, Assessment and Graduate Attributes



Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes					
	1	2	3	4	5	6
1 - Online Quiz(zes) - 10%		•	•	•		
2 - Practical Assessment - 40%	•	•			•	•
3 - Group Work - 50%	•		•	•	•	•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes					
	1	2	3	4	5	6
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) - 10%	○		○		○	○		
2 - Practical Assessment - 40%	○	○	○	○				
3 - Group Work - 50%	○		○		○	○	○	

Textbooks and Resources

Textbooks

There are no required textbooks.

Additional Textbook Information

Recommended Readings

- UN Procurement Practitioners Handbook, 2017
- The Strategic Procurement Practice Guide by U Weigel & M Ruecker, 2017
- A Guide to the Project Management Body of Knowledge (PMBOK® Guide); 6th Edition, 2017
- Project Management: A Systems Approach to Planning, Scheduling, and Controlling by H Kerzner, 2017
- Negotiation for Procurement Professionals by J O'Brien, 2nd Edition, 2016
- Dispute Resolution in Australia: Cases, Commentary and Materials by D Spencer and S Hardy, 2009
- Design and Managing Supply Chain: Concepts, Strategies and Case Studies by Levi et al., 2008
- Building Procurement Methods, CRC Construction Innovation; 2008
- Project Procurement Management by Q W Fleming, 2008
- Sustainable Procurement Guide: Department of the Environment and Energy, Australia, 2018

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- online database Emerald and Science direct for journal articles
- CQUniversity Library Resources
- Students are requested to join the Project Management Institute (PMI) and be a member of the PMI to download the materials.
- E-reading List

Referencing Style

All submissions for this unit must use the referencing style: [American Psychological Association 7th Edition \(APA 7th edition\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

Ghulam Chaudhry Unit Coordinator
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Schedule

Week 1 - 12 Jul 2021

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to Procurement: Value For Money (VFM)	Topics: <ul style="list-style-type: none">• Introduction to procurement• Value For Money (VFM)• Procurement management plan• Procurement strategies	Tutorial 1: <ul style="list-style-type: none">• Overview of the unit• Introduction to the procurement plan

Week 2 - 19 Jul 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Procurement Routes - I	Topics: <ul style="list-style-type: none"> • Introduction to procurement routes • Selection criteria for procurement routes • Design-Bid-Build (DBB) route • Design-Build (Integrated) route • Management (Packaged) route • Comparison of procurement routes 	Tutorial 2: <ul style="list-style-type: none"> • Case studies and exercises • Illustrative material and videos • Release and discuss Assessment 1 - Part A (30%)
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Week 3 - 26 Jul 2021

Module/Topic	Chapter	Events and Submissions/Topic
Procurement Routes - II	Topics: <ul style="list-style-type: none"> • Collaborative procurement routes • Multi Prime Contracting • Design Sequencing • Public-Private Partnerships • Alliancing • Joint Ventures 	Tutorial 3: <ul style="list-style-type: none"> • Case studies and exercises • Illustrative material

Week 4 - 02 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
Contracts and Contracting Principles	Topics: <ul style="list-style-type: none"> • Introduction to contracts • Contracting strategies • Fixed-price contracts • Cost reimbursable contracts • Change orders in contracts • Client-contractor relationships • Risks in contracting 	Tutorial 4: <ul style="list-style-type: none"> • Case studies and exercises • Illustrative material and videos • Discuss Assessment 1 - Part B: (10%) • Form Assessment 2 groups

Week 5 - 09 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
Risks in Procurement	Topics: <ul style="list-style-type: none"> • Main risks in procurement • Managing procurement risks • Risk management plan • Identifying procurement risks • Assessing and analysing procurement risks • Controlling and mitigating procurement risks 	Tutorial 5: <ul style="list-style-type: none"> • Case studies and exercises • Release and discuss Assessment 2 (50%) • Finalise Assessment 2 groups

Vacation Week - 16 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
Mid Term Break		

Week 6 - 23 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
Change Orders, Claims, Disputes and Resolutions	Topics: <ul style="list-style-type: none"> • Change orders (variations) • Development of change orders • Sources of claims • Development of claims • Minimising claims • Causes of disputes • Dispute resolution methods 	Tutorial 6: <ul style="list-style-type: none"> • Case studies and exercises

Week 7 - 30 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic

Cost Estimation and Budgeting	Topics: <ul style="list-style-type: none"> • Project cost estimation • Cost estimation methods • Factors affecting the cost estimates • Project budgeting • Elements of project budget • Developing and establishing project budget • Evaluating project budget 	Tutorial 7: <ul style="list-style-type: none"> • Case studies and exercises • Illustrative material and videos Assessment 1 (40%): Practical Assessment (Individual) Due: Week 7 Monday (30 Aug 2021) 11:45 pm AEST
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Week 8 - 06 Sep 2021

Module/Topic	Chapter	Events and Submissions/Topic
Negotiations in Procurement	Topics: <ul style="list-style-type: none"> • Introduction and principles of negotiation • Process and structure of negotiation • Effective negotiation (BATNA and ZOPA) • Negotiation strategies • Conflict resolution through negotiation • Negotiating with powerful suppliers 	Tutorial 8: <ul style="list-style-type: none"> • Case studies and exercises • Illustrative material and videos • Assessment 2 discussion

Week 9 - 13 Sep 2021

Module/Topic	Chapter	Events and Submissions/Topic
Tendering, Bidding and Contract Awarding	Topics: <ul style="list-style-type: none"> • Introduction to tendering • Tendering and bidding process • Invitation for tenders • Submission and opening of bids • Technical and financial evaluation of bids • Assessment of best-combined offer • Contract awarding 	Tutorial 9 <ul style="list-style-type: none"> • Case studies and exercises • Illustrative material and videos • Assessment 2 discussion

Week 10 - 20 Sep 2021

Module/Topic	Chapter	Events and Submissions/Topic
Outsourcing	Topics: <ul style="list-style-type: none"> • Introduction to outsourcing • Benefits of outsourcing • Problems with outsourcing • Types of outsourcing • Supply matrix and strategies • Risks in outsourcing • Ethics in outsourcing 	Tutorial 10 <ul style="list-style-type: none"> • Case studies and exercises • Illustrative material and videos • Assessment 2 - Q&A

Week 11 - 27 Sep 2021

Module/Topic	Chapter	Events and Submissions/Topic
Ethics in Procurement	Topics: <ul style="list-style-type: none"> • Ethics in procurement • Ethical principles in procurement • Types of unethical behaviours • Ethical issues during procurement stages • Ethical issues in contract management • Spiral of ethical risks • Detection and prevention of unethical practices 	Tutorial 11 <ul style="list-style-type: none"> • Case studies and exercises • Illustrative material • Assessment 2 - Q&A • Assessment.3 (Online Quiz) discussion

Week 12 - 04 Oct 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Emerging Trends in Procurement: Sustainable Procurement

Topics:

- Introduction to sustainable procurement
- Principles of procuring sustainability
- Concepts in sustainable development
- Benefits of sustainable procurement
- Policy context of Australian Government

Tutorial 12

- Assessment 2 - Presentations

Assessment 2 (50%): Critical Analysis Report + Presentation (Group Work) Due: Week 12 Monday (4 Oct 2021) 11:45 pm AEST

Review/Exam Week - 11 Oct 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Exam Week - 18 Oct 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Final Exam

Assessment 3 (10%): Online Quiz
Due: Exam Week Tuesday (19 Oct 2021) 9:00 am AEST

Term Specific Information

Lectures and tutorials will be offered online via Zoom throughout the term for this unit.

Assessment Tasks

1 Assessment 1 (40%): Practical Assessment (Individual)

Assessment Type

Practical Assessment

Task Description

This is an individual assignment comprising two parts:

- **Part A (30%):** You are required to submit a written report responding to the specific tasks; and
- **Part B (10%):** Represents a “peer assessment” report evaluating your peers' submission. Marks will be awarded based on the quality of your evaluation.

The assessment contains a case study from a real-world context for a multi-component project along with the description and scope of the work involved. The case study and assessment requirements will be provided on the unit Moodle website.

Part A: You are required to submit a written report considering the following:

- Analyze the case study and propose the most suitable procurement route(s) for the case study (sub-projects)
- The characteristics of the client, constraints, conditions and available resources for each sub-project will be given
- Justify the proposed procurement route for each sub-project and explain why this route is the most suitable to make the project successful
- Propose the most suitable contractual agreements for parties involved to complement the procurement options
- Propose a contract type for each sub-project, discuss the associated risks and the key components which must be covered in the selected contracts
- Evaluate and develop financial and technical components of project contracts
- Develop a project budget and an expenditure forecast as control mechanisms and link time, cost, and resources to the project framework
- Your report should include a thorough analysis along with discussion and supporting evidence
- Clarity of expression, language, format, presentation, in-text citations, and references

Part B: The peer assessment aims to enhance your understanding and allows you to learn from this assessment by exchanging knowledge with your peers considering the following:

- You are required to evaluate one submission by your peers which will be randomly and anonymously assigned to you
- You will be asked to submit your evaluation report along with your constructive feedback and comments
- You will evaluate the submission based on the assessment criteria and using the marking tool provided
- Your evaluation will be checked and moderated to ensure the quality of the feedback and the peer assessment
- Failing to submit the evaluation report will lead to zero (0) marks for this part

Assessment Due Date

Week 7 Monday (30 Aug 2021) 11:45 pm AEST

Assessment 1: Part A (Individual Written Report) Due: Monday Week 7 and Part B (Individual Peer Assessment Report) Due: Friday Week 8

Return Date to Students

Week 10 Monday (20 Sept 2021)

Weighting

40%

Assessment Criteria

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

- A clear understanding of the case study based on a thorough review
- An explanation of the various procurement routes, selecting the most suitable route for each sub-project depending on the given constraints
- Selection of the most suitable contract type for each sub-project along with the justification
- Constructive and appropriate feedback to your peers. The quality of your evaluation will be viewed and compared with other reviewers
- You need to provide relevant, reasonable, and ad-hoc comments showing a good level of understanding of the unit material
- Clarity of expression, language, format, presentation, in-text citations, and references

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Learning Outcomes Assessed

- Demonstrate an integrative understanding of the key theories and concepts underpinning buyer-contractor relationships as well as the concepts of project contracts and procurement standards
- Analyse different commercial negotiation strategies and demonstrate an ability to creatively negotiate project plans, conflicts, delays, and incentives in commercial projects
- Evaluate and develop clear legal, financial and technical components of project contracts
- Develop a project budget and an expenditure forecast as control mechanisms and link time, cost and resources to the project framework.

Graduate Attributes

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Research

2 Assessment 2 (50%): Critical Analysis Report + Presentation (Group Work)

Assessment Type

Group Work

Task Description

This is a group assignment comprising two parts:

- **Part A (35%):** You are required to submit a critical analysis report responding to the specific tasks about a real-life case study
- **Part B (15%):** You are also required to give a presentation on your critical analysis report

Groups will be randomly formed by the unit coordinator and a maximum of 3 students in a group. A randomly formed group is part of this assessment to work in a new team and develop interpersonal and communication skills. The assessment will contain a real-life case study (project) along with the description and scope of the work involved. The assessment specifications and information about the case study will be provided on the unit Moodle website.

Part A (35%): Critical Analysis Report (Group Submission):

- You need to investigate and critically analyze a real-life case study by applying the knowledge gained throughout the term
- The report should contain around 4000 words +/- 5% (excluding title page and references)
- Marks will be deducted for the reports exceeding the word limit by more than 5%
- You need to discuss your progress every couple of weeks with your tutor
- Only one member of the group will submit the critical analysis report
- Group members will be awarded the same marks for the critical analysis report

Part B (15%): Presentation (Individual Submission)

- Presentations will be held during the Week 12 tutorial
- The presentation will be an individual submission, and your presentation should be unique based on your contribution to this assessment
- A separate assessment task will be created where you can upload and submit your presentation
- The duration of the presentation must be between 8-10 minutes followed by questions and answers
- If a student is absent at the presentation, he/she will be awarded zero (0/15) marks for the presentation although he/she has submitted the PowerPoint slides

Assessment Due Date

Week 12 Monday (4 Oct 2021) 11:45 pm AEST

Return Date to Students

Assignment marks will be released on the day of confirmation of grades

Weighting

50%

Assessment Criteria

The report will be assessed based on the quality of the work presented, the details, and the coherent analysis with the proper justifications of the proposed procurement routes, contract types, and the associated risks. Your submission should extend beyond the unit material and you are requested to use available online resources and any additional relevant information. The report will be assessed according to the following criteria:

Part A (35%): Critical Analysis Report

- Understanding and analysis of the case study and applying the concepts of contract and procurement strategies
- Mapping the factors and characteristics of the case study with the factors to be considered for the best procurement strategy
- Analysis and evaluation of the procurement routes which include a detailed description of why specific routes were selected
- Analysis and evaluation of the contract types which include a detailed description of why specific contract types were selected
- Identification, analysis, assessment, and mitigation of the risks associated with the case study

- Analysis of the tendering process, the pricing, and the negotiation approaches used
- Evaluation of legal, financial, and technical components of project contracts
- Understanding of the application of ethics in the procurement relevant to the case study
- Clarity of expression, language, format, presentation, in-text citations, and references

Part B (15%): Oral presentation

- Preparation and consistency of presentation
- Evidence of understanding and relevance of the presentation content
- Response to questions during the presentation
- Timing including questions and answers
- Presentation manners

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Submission Instructions

Only one member from a group should upload the submission but all group members must give presentation.

Learning Outcomes Assessed

- Demonstrate an integrative understanding of the key theories and concepts underpinning buyer-contractor relationships as well as the concepts of project contracts and procurement standards
- Employ risk management planning and identification and assess the risk encountered over the procurement process
- Negotiate and analyse the principles of tendering, pricing and awarding techniques and to utilise the negotiation approaches in commercial contracts
- Evaluate and develop clear legal, financial and technical components of project contracts
- Develop a project budget and an expenditure forecast as control mechanisms and link time, cost and resources to the project framework.

Graduate Attributes

- Knowledge
- Cognitive, technical and creative skills
- Self-management
- Ethical and Professional Responsibility
- Leadership

3 Assessment 3 (10%): Online Quiz

Assessment Type

Online Quiz(zes)

Task Description

The primary purpose of this assessment item is to help you identify the risks and commercial negotiation strategies associated with contract and procurement management. The secondary purpose of this assessment is to give you the opportunity to enhance your analysis and critical thinking skills.

- The quiz will be held during the exam week.
- The quiz will remain open for one full day (24 hours).
- You can attempt the quiz at any location provided you have access to Moodle.
- Make sure to use a reliable internet connection during your quiz attempt.
- You will have thirty (30) minutes to complete the quiz.
- Only **ONE (1)** attempt is allowed.

Number of Quizzes

1

Frequency of Quizzes

Other

Assessment Due Date

Exam Week Tuesday (19 Oct 2021) 9:00 am AEST

The quiz must be completed within its allocated time frame

Return Date to Students

The online quiz will be marked by the Moodle computer program upon submission

Weighting

10%

Assessment Criteria

- The quiz will consist of multiple-choice questions which will be randomly selected from a pool of questions from the related topics.
- The quiz will cover the content from the lectures, tutorials, and recommended reading material.

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Submission Instructions

Online Submission

Learning Outcomes Assessed

- Analyse different commercial negotiation strategies and demonstrate an ability to creatively negotiate project plans, conflicts, delays, and incentives in commercial projects
- Employ risk management planning and identification and assess the risk encountered over the procurement process
- Negotiate and analyse the principles of tendering, pricing and awarding techniques and to utilise the negotiation approaches in commercial contracts

Graduate Attributes

- Knowledge
- Cognitive, technical and creative skills
- Self-management
- 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