



PPMP20012 Program and Portfolio Management Information Systems

Term 2 - 2023

Profile information current as at 25/04/2024 12:05 am

All details in this unit profile for PPMP20012 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

The unit introduces you to systems thinking, systems engineering and systems management principles, concepts, tools and techniques for project, program and portfolio managers (PPPM). Systems thinking offers you a powerful perspective to help design clever and enduring solutions. In your study, you will learn how to effectively apply systems engineering and systems management to organise complex projects. You will also identify the implementation of systems to create outputs and manage information flows. You will study contemporary developments in PPPM using international software, standards and knowledge bases as well as modelling and simulation techniques. As a consequence of managing PPPM information, you will be able to support effective knowledge management and decision making in an organisation.

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

Pre-Requisite Units: PPMP20007 & PPMP20009

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 - 2023

- Brisbane
- Melbourne
- Online
- 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: 10%

2. **Portfolio**

Weighting: 35%

3. **Written Assessment**

Weighting: 30%

4. **Online Test**

Weighting: 25%

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 evaluation survey

Feedback

Assessment feedback should be provided early.

Recommendation

- Tutors and lecturers emphasise that their comments in the group discussion activity in the weekly tutorial are assessment feedback. - In Assignment 1 (biweekly portfolio submission on Moodle forum from week 2-10), the course coordinator summarises the student responses and gives some hints weekly.

Feedback from Student evaluation survey, student comment during the class

Feedback

Limited learning support. The course is about portfolio management information systems but there are not any applications and software to use.

Recommendation

- The lectures and tutorials will provide students with templates, examples about portfolio management and also introduce different software and applications for practice.

Feedback from Assessment calendar

Feedback

Overloaded at the end of the semester There are 4 assessments in total. Assessment 1: consolidated portfolio submission (early week 10) - 35% Assessment 2: Quiz (week 6) - 10% Assessment 3: group report (week 11) - 30% Assessment 4: Online test (Exam week either week 13 or 14) - 25%. Starting from week 9, students would be overloaded with the amount of the assignment submission while the tutors would also be overloaded with the marking.

Recommendation

- The new proposal will exclude the online exam (assessment 4- 25%) as online exams no longer align with recommendations from the CQU Renew.

Unit Learning Outcomes

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

1. Apply fundamental principles of system thinking to project, program and portfolio management
2. Demonstrate the use of system thinking tools and techniques to solve complex problems
3. Discuss contemporary developments and the importance of project, program and portfolio application systems
4. Explain the importance for project management application systems to enable knowledge management and decision making
5. Evaluate the importance of project management application systems to monitor performance and manage change across projects, programs and portfolios.

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
1 - Portfolio - 35%	•		•		
2 - Written Assessment - 30%		•		•	
3 - Online Quiz(zes) - 10%	•	•			
4 - Online Test - 25%			•		•

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 - Portfolio - 35%	○	○	○	○	○	○	○	
2 - Written Assessment - 30%	○	○	○	○				
3 - Online Quiz(zes) - 10%	○		○					
4 - Online Test - 25%	○		○			○	○	

Textbooks and Resources

Textbooks

PPMP20012

Prescribed

The standard for portfolio management

Edition: 4th edn (2017)

Authors: Project management institute (PMI)

Project Management Institute (PMI)

ISBN: 9781628253962

Binding: eBook

PPMP20012

Prescribed

The standard for program management

Edition: 4th edn (2017)

Authors: Project management institute (PMI)

Project management institute (PMI)

ISBN: 9781628251968

Binding: eBook

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Basic project management software such as MS Project

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

g.chaudhry@cqu.edu.au

Schedule

Week 1 - 10 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Program and Portfolio Management Overview	Readings <ul style="list-style-type: none">• <i>The Standard for Portfolio Management (PMI) - 4th edition - Chapter 1</i>	Unit Introduction Lecture 1 Tutorial 1
	<ul style="list-style-type: none">• <i>The Standard for Program Management (PMI) - 4th edition - Chapter 1</i> Additional readings, case studies, youtube videos, etc. will be provided on Moodle.	

Week 2 - 17 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Program and Portfolio Strategic Management	Readings: • <i>The standard for Portfolio Management (PMI) - 4th edition - Chapter 3</i>	
	• <i>The Standard for Program Management (PMI) - 4th edition - Chapter 3</i> Additional readings, case studies, youtube videos, etc. will be provided on Moodle.	Lecture 2 Tutorial 2

Week 3 - 24 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
System Thinking in Program and Portfolio Management	Readings: • SEBOK - https://sebokwiki.org/wiki/systems_thinking	Lecture 3 Tutorial 3
	• SEBOK - https://sebokwiki.org/wiki/portfolio_management Additional readings, case studies, youtube videos, etc. will be provided on Moodle.	Assessment 3 (Group formations must be finalised by Week 5)

Week 4 - 31 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Program and Portfolio Life Cycles	Readings: • <i>The Standard for Portfolio Management (PMI) - 4th edition - Chapter 2</i>	
	• <i>The Standard for Program Management (PMI) - 4th edition - Chapter 7</i> Additional readings, case studies, youtube videos, etc. will be provided on Moodle.	Lecture 4 Tutorial 4

Week 5 - 07 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
Program and Portfolio Governance	Readings: • <i>The standard for Portfolio Management (PMI) - 4th edition - Chapter 4</i>	
	• <i>The Standard for Program Management (PMI) - 4th edition - Chapter 6</i> Additional readings, case studies, youtube videos, etc. will be provided on Moodle.	Lecture 5 Tutorial 5 Assessment 2 - Portfolio Part 1 (Forum discussion due)

Vacation Week - 14 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
Mid-term break		

Week 6 - 21 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
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Program and Portfolio Management Information Systems	Readings: • <i>The Standard for Portfolio Management (PMI) - 4th edition - Chapter 2, Section 2.4</i> Additional readings, case studies, youtube videos, etc. will be provided on Moodle.	Lecture 6 Tutorial 6 Assessment 1 - Online Quiz (During the tutorial class in Week 6 for on-campus students) Online Quiz Due: Week 6 Friday (25 Aug 2023) 11:45 pm AEST
Week 7 - 28 Aug 2023		
Module/Topic	Chapter	Events and Submissions/Topic
Portfolio Performance Management	Readings: • <i>The Standard for Portfolio Management (PMI) - 4th edition - Chapter 5</i> Additional readings, case studies, youtube videos, etc. will be provided on Moodle.	Lecture 7 Tutorial 7 Assessment 2 - Portfolio Part 2 (Forum discussion due)
Week 8 - 04 Sep 2023		
Module/Topic	Chapter	Events and Submissions/Topic
Portfolio Stakeholder Management	Readings: • <i>The Standard for Portfolio Management (PMI) - 4th edition - Chapter 6</i> Additional readings, case studies, youtube videos, etc. will be provided on Moodle.	Lecture 8 Tutorial 8
Week 9 - 11 Sep 2023		
Module/Topic	Chapter	Events and Submissions/Topic
Portfolio Risk Management	Readings: • <i>The Standard for Portfolio Management (PMI) - 4th edition - Chapter 3</i> • <i>The Standard for Program Management (PMI) - 4th edition - Chapter 8</i> Additional readings, case studies, youtube videos, etc. will be provided on Moodle.	Lecture 9 Tutorial 9 Assessment 2 - Consolidated Portfolio (Consists of Part 1 & 2) Submission due Consolidated Portfolio Due: Week 9 Friday (15 Sept 2023) 11:45 pm AEST
Week 10 - 18 Sep 2023		
Module/Topic	Chapter	Events and Submissions/Topic
Program and Portfolio Value Management	Readings: • <i>The Standard for Portfolio Management (PMI) - 4th edition - Chapter 7</i> • <i>The Standard for Program Management (PMI) - 4th edition - Chapter 4</i> Additional readings, case studies, youtube videos, etc. will be provided on Moodle.	Lecture 10 Tutorial 10
Week 11 - 25 Sep 2023		
Module/Topic	Chapter	Events and Submissions/Topic

Program Activities	Readings: <ul style="list-style-type: none"> • <i>The Standard for Program Management (PMI) - 4th edition - Chapter 8</i> Additional readings, case studies, youtube videos, etc. will be provided on Moodle.	Lecture 11 Tutorial 11 Assessment 3 - Portfolio Management Plan (Submission due) Portfolio Management Plan Due: Week 11 Friday (29 Sept 2023) 11:45 pm AEST
Week 12 - 02 Oct 2023		
Module/Topic	Chapter	Events and Submissions/Topic
Advanced Topics on Portfolio Management	Optional readings will be provided on Moodle.	Lecture 12 Tutorial 12
Review/Exam Week - 09 Oct 2023		
Module/Topic	Chapter	Events and Submissions/Topic
		Assessment 4 - Online Exam
Exam Week - 16 Oct 2023		
Module/Topic	Chapter	Events and Submissions/Topic

Assessment Tasks

1 Online Quiz

Assessment Type

Online Quiz(zes)

Task Description

This assessment item involves an online quiz which is worth **10%** of the unit marks.

The quiz will evaluate your knowledge and understanding of topics and material covered in the first 5 weeks.

- You may attempt the quiz twice and your highest score will be counted.
- **On-campus students must attempt the quiz during their tutorial class in week 6.** Online students would be given a specific timeline to attempt the quiz.
- The quiz will be administered during the respective tutorial classes under the supervision of the tutor.
- Being absent from the quiz without an approved request for an extension would result in a zero (0) mark.
- There will be ten (**10**) questions (a combination of multiple-choice and true/false questions).
- There will be a time limit of **20 minutes** to complete the quiz. Your quiz will automatically be submitted after 20 minutes.
- The quiz will cover the content from weeks 1 to 5 (lectures, tutorials, readings, etc.).
- When you attempt the quiz, the questions will be randomly selected from a pool of questions and displayed to you. It is very unlikely that will be presented with the same questions.

Number of Quizzes

2

Frequency of Quizzes

Other

Assessment Due Date

Week 6 Friday (25 Aug 2023) 11:45 pm AEST

Return Date to Students

Students will be able to view their marks once the quiz has been closed.

Weighting

10%

Assessment Criteria

- The quiz will consist of ten (10) questions.
- Each question will carry equal marks.

- There will be no penalty for incorrect answers.

Referencing Style

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

Submission

Online

Learning Outcomes Assessed

- Apply fundamental principles of system thinking to project, program and portfolio management
- Demonstrate the use of system thinking tools and techniques to solve complex problems

Graduate Attributes

- Knowledge
- Cognitive, technical and creative skills

2 Consolidated Portfolio

Assessment Type

Portfolio

Task Description

This is an **individual** assignment that is worth **35%** of the unit marks.

You are required to complete **questions and activities** and summarise them to provide a **consolidated portfolio**.

Your portfolio will provide an account of your learning based on your practice and your critical reflection.

Purpose

The primary purpose of this assessment item is to help the students:

- To demonstrate an understanding of knowledge and skills that include recent, global developments within the area of program and portfolio management and their applications in professional practice.
- To develop the capability to investigate, research, analyse, and synthesise complex information, problems, concepts, and theories and to apply established theories to program and portfolio management practice.

Task

This assessment item has two parts: **1) Discussion forums, and 2) Consolidated portfolio**

(1) Discussion forums:

In a designated week, one topic related to the weekly lectures will be posted on the forum for discussion. The topics will be specified and posted on the **forum by the end of week 4 and week 6**.

- You are expected to contribute to the topic discussion posted on the forum by **Friday 11:45 PM AEST of the following week (Week 5 & 7 respectively)**.
- Each topic's forum discussion will be closed and will not receive new posts from students after the deadline.
- You can either start a new thread or comment on an existing one.
- A response may extend, support, or challenge the post of another student, and your response must be supported with evidence. You may respond as many times as necessary to elaborate your arguments.
- In week 9, you will consolidate your responses into a single document which becomes your consolidated portfolio for submission.
- The discussion on the forums focuses on providing and exchanging ideas among students and will not require academic writing.
- A minimum of 150 words is expected from each student in each discussion forum.

(2) Consolidated portfolio

- The consolidated portfolio must be submitted as a single document (Word file).
- The evidence of the forum participation should form an appendix to the consolidated portfolio and is marked.
- The consolidated portfolio submission should comprehensively discuss the topics given on the forums, while arguments are supported with quality evidence. Academic writing is required including the appropriate referencing. The discussion in the consolidated portfolio may be different from the initial response on the forums. This reflects the progressive nature of learning.

In summary, the consolidated portfolio consists of 3 sections:

- The final discussion of the forum questions.
- Your reflection on these learning activities.
- Evidence of the forum participation & references.

The marking is done on the consolidated portfolio. The word limit for the consolidated portfolio is 2000 words +/- 10%.

Referencing

- Accurate referencing is important and will allow the marker to easily identify where your portfolio maps to the unit or other peer-reviewed material.
- You will be able to obtain maximum marks when your work contains a critical analysis of topics followed by proper referencing and proficient academic writing.

Assessment Due Date

Week 9 Friday (15 Sept 2023) 11:45 pm AEST

Return Date to Students

Week 11 Friday (29 Sept 2023)

Feedback on forum questions will be provided in the following week's tutorial class. Feedback will be general rather than specific to an individual. Written feedback on the consolidated portfolio will be provided.

Weighting

35%

Assessment Criteria

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

- Forum discussion participation with posts that are relevant to the discussion topic and demonstrate an understanding of the topic, comments are appropriate, thoughtful, reflective, and respectful of others' postings (25%).
- Quality and appropriateness of the response to questions that demonstrate arguments supported by evidence (40%).
- Quality and appropriateness of the student's reflection (25%).
- Clarity of expression, language, format, citations, and references (10%).

Referencing Style

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

Submission

Online

Submission Instructions

Submission instructions will be provided on the Moodle website

Learning Outcomes Assessed

- Apply fundamental principles of system thinking to project, program and portfolio management
- Discuss contemporary developments and the importance of project, program and portfolio application systems

Graduate Attributes

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

3 Portfolio Management Plan

Assessment Type

Written Assessment

Task Description

This is a group assignment which is worth 30% of the unit marks. You are required to propose a portfolio management plan that would realise a company's strategic objective.

Purpose

- Firstly, this assessment item aims to help you to apply systems thinking in coming up with a comprehensive solution to a complex problem in a business case.
- Secondly, this assessment item aims to provide you with the ability to apply portfolio management principles, practices, tools, and portfolio management information systems in prioritising and selecting portfolio components and planning portfolio management.
- Finally, this assessment item aims to give you the opportunity to enhance your teamwork, analysis, critical thinking, and written communication skills; particularly in the areas of argument development and academic writing.

Tasks

- Form a group comprising 3-5 students (ideally 4 members in a group) in consultation with your tutor.
- Select a specific strategic objective in an organization. Details of the organization will be provided in the assignment description on the Moodle website.
- Propose a portfolio management plan to manage the portfolio implementation using systems thinking tools and techniques that might aid portfolio managers to propose a portfolio and its components (i.e. related projects and programs) that will potentially realise a strategic objective in this organisation.
- The portfolio management plan must consist of all components as stated in the assignment description on the Moodle website.
- Due to the nature of the assessment, there is a loose word limit suggestion of 4000 words +/- 10%.

Assessment Due Date

Week 11 Friday (29 Sept 2023) 11:45 pm AEST

Return Date to Students

Assessment marks and feedback will be released approximately 2 weeks after submission deadline.

Weighting

30%

Assessment Criteria

Marks distribution (scaled to 30% of unit marks):

- Executive summary - (5%)
- Portfolio strategy - (10%)
- Portfolio scope management - (10%)
- Portfolio delivery schedule and milestones - (5%)
- Portfolio governance plan - (10%)
- Portfolio capacity and capability management - (10%)
- Portfolio stakeholder engagement - (10%)
- Portfolio risk management - (10%)
- Portfolio value management - (10%)
- Evidence of group work - (10%)
- Clarity of expression, language, format, citations, and references - (10%)

Referencing Style

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

Submission

Online

Submission Instructions

Submission instructions will be provided on the Moodle website

Learning Outcomes Assessed

- Demonstrate the use of system thinking tools and techniques to solve complex problems
- Explain the importance for project management application systems to enable knowledge management and decision making

Graduate Attributes

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

4 Online Exam

Assessment Type

Online Test

Task Description

This assessment item involves an online exam which is worth **25%** of the unit marks.

- The online exam is an open-book test and will be accessible via Moodle website.
- Only one submission attempt is allowed during the allocated exam time.
- The online exam will consist of 3-5 questions. Each question may consist of sub-questions which may be in the form of a short essay.
- The online exam will be of 2 hours duration (120 minutes + 15 minutes perusal time).
- You will read the questions, type in your answers within the given textbox below each question, and submit your answers back into Moodle within 135 minutes.
- You should make sure you complete your answers within the given time frame, otherwise, your answers will be submitted automatically after 135 minutes.
- The questions will be randomly selected from a pool of questions and displayed to you. It is very unlikely that two students will be presented with the same questions.
- The online exam will be administered during the exam week. However, a detailed assessment guide and time and location would be provided on the Moodle website.

Assessment Due Date

The date and time for the online exam will be confirmed later during the term.

Return Date to Students

Assessment marks and feedback will be released on the day of certification of grades.

Weighting

25%

Assessment Criteria

- The online exam will consist of 3-5 questions.
- The marks will be specified against each question and its sub-questions.
- Only one attempt is allowed for the online exam.

Referencing Style

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

Submission

Online

Learning Outcomes Assessed

- Discuss contemporary developments and the importance of project, program and portfolio application systems
- Evaluate the importance of project management application systems to monitor performance and manage change across projects, programs and portfolios.

Graduate Attributes

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

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