



PPMP20013 Project Management for Operators of Large Assets

Term 1 - 2017

Profile information current as at 28/04/2024 08:56 pm

All details in this unit profile for PPMP20013 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview

This unit provides an introduction and overview of the functions and processes of project management that are used by owners and operators of large assets. Large assets may be fixed items such as mines, manufacturing and process plants, or may be linear such as railways, roads, power and telephone networks. They may be owned by governments such as schools, universities, and hospitals or they may be owned privately such as office buildings, sugar mills, and aircraft. Large assets may also be tangible such as a hospital or a mine, but they can also be less tangible such as software or managed services. Students aspiring to work for organisations with these kinds of assets will in this unit investigate, study and describe key project process related to the identification, justification and selection of projects for defining, designing, building and maintaining large assets. They will explore different project and program contracts for operational and non-operational work undertaken in-house and through external sub-contractors. The unit explores the means by which asset rich organisations estimate, finance and budget projects. How they manage and organise bids, project teams, safety, quality, claims and undertake governance processes throughout their projects. The unit concludes by looking at the closure or project phases of the project, hand-over and warranty arrangements. If you have successfully completed unit PPMP20005 you cannot take this unit.

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

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 1 - 2017

- Brisbane
- Distance
- Melbourne
- 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. **Portfolio**

Weighting: 35%

2. **Written Assessment**

Weighting: 20%

3. **Online Quiz(zes)**

Weighting: 10%

4. **Online Test**

Weighting: 35%

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 Sessional Lecturers

Feedback

Assessment submissions

Recommendation

Introducing a number of due dates for the major assignment so that there is progression and feedback.

Unit Learning Outcomes

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

1. Review using clear terminology the key areas and processes of project, program and portfolio management practices as applies to asset rich organisations.
2. Discuss the relevance of tools and techniques for investigating and describing project process related to developing new workings, facilities, equipment, plant and processes for justifying, designing, developing, or maintaining existing facilities and equipment within the context of their technological and asset lifecycle status.
3. Present and interpret major processes that are based on sound policy, information, and research that enable project justification, tenders, contracts, and selection criteria to occur in an asset rich organisation.
4. Critically analyse management strategies and operational activities from a broad perspective to ensure safety and quality, to avoid overruns or rework, to manage variations and claims, and to make decisions to discontinue or close projects.
5. Demonstrate an effective, professional level of teamwork and communication and support collaborative peer group learning.

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 - 20%	•	•	•	•	•
3 - Online Quiz(zes) - 10%	•	•			
4 - Online Test - 35%	•	•	•	•	

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 - 20%	○	○	○	○				
3 - Online Quiz(zes) - 10%	○		○			○	○	
4 - Online Test - 35%	○		○			○	○	

Textbooks and Resources

Textbooks

PPMP20013

Prescribed

Engineering Project Management

Edition: 3rd (2008)

Authors: N. J. Smith

Blackwell

Carlton, Victoria, Australia

ISBN: 978-1-4051-6802-1

Binding: Paperback

Additional Textbook Information

This unit makes extensive use of Australian Standards. Students will be required to download the required standards from the CQU Library access to the SAI Global web site, or source the standards themselves.

[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

Bernard Wong Unit Coordinator

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Schedule

Week 1 - 06 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Define project management for operators of mines, plants and owners of large assets.	Mandatory Readings <ul style="list-style-type: none">• Smith (2008) Chapters 1 & 2;• Download Planning and Approving Projects (ANAO); Download AS 4120-1994 (SAI);• Locate your company internal Project Development Manuals (if exists and available). Additional Readings and Activities <p>You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.</p>	Unit Introduction Review Portfolio Assessment

Week 2 - 13 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Explore and explain the project justification and contract processes.	Mandatory Readings <ul style="list-style-type: none"> • Smith (2008) Chapters 3, 4 & 5; • Download Developing and Managing Contracts (ANAO); • Download HB 140-2000 (SAI). Additional Readings and Activities <p>You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.</p>	Lecture 1 Write Portfolio for Week 1

Week 3 - 20 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Explore and explain the financing of projects.	Mandatory Readings <ul style="list-style-type: none"> • Smith (2008) Chapters 6; • Download Accounting Principles: A Business Perspective Volume 2 Managerial Accounting. Additional Readings and Activities <p>You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.</p>	Lecture 2 Write Portfolio for Week 2

Week 4 - 27 Mar 2017

Module/Topic	Chapter	Events and Submissions/Topic
Define and apply estimating processes and concepts to the project.	Mandatory Readings <ul style="list-style-type: none"> • Smith (2008) Chapters 7 Additional Readings and Activities <p>You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.</p>	Lecture 3 Write Portfolio for Week 3

Week 5 - 03 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
Manage the project requirements and change processes.	Mandatory Readings <ul style="list-style-type: none"> • Smith (2008) Chapters 8, 9 & 10; • Download Relationship Contracting (ACA) Additional Readings and Activities <p>You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.</p>	Lecture 4 Write Portfolio for Week 4

Vacation Week - 10 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
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Week 6 - 17 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
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Identify and apply project contract conditions to project teams and project processes.

Mandatory Readings

- Smith (2008) Chapters 11 & 12;
- Download AS 4915-2002 (SAI).

Additional Readings and Activities

You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.

Lecture 5

Write Portfolio for Week 5

Online Quiz(zes) Due: Week 6 Friday (21 Apr 2017) 11:45 pm AEST

Week 7 - 24 Apr 2017

Module/Topic	Chapter	Events and Submissions/Topic
Define and apply quality assurance and quality control.	Mandatory Readings <ul style="list-style-type: none"> • Smith (2008) Chapters 4, 11 & 12; • Download AS/NZS ISO 9004:2011 (SAI). Additional Readings and Activities <p>You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.</p>	Lecture 6 Write Portfolio for Week 6

Week 8 - 01 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Design and apply document management and governance processes.	Mandatory Readings <ul style="list-style-type: none"> • Smith (2008) Chapters 12, 13 & 14; Additional Readings and Activities <p>You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.</p>	Lecture 7 Write Portfolio for Week 7

Week 9 - 08 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Manage change, disputes, arbitration and mediation.	Mandatory Readings <ul style="list-style-type: none"> • Smith (2008) Chapters 4, 15 & 20; • Visit The Institute of Arbitrators & Mediators Australia web site; • Visit the DRBF Practices and Procedures web site. Additional Readings and Activities <p>You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.</p>	Lecture 8 Write Portfolio for Week 8

Week 10 - 15 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Critically analyse the implications and impacts of safety.	Mandatory Readings <ul style="list-style-type: none"> • Smith (2008) Chapters 3.11-3.13; • Download AS 1470-1986 (SAI); • Visit Safe Work Australia web site. Additional Readings and Activities <p>You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.</p>	Lecture 9 Write Portfolio for Week 9 Written Assessment Due: Week 10 Friday (19 May 2017) 11:45 pm AEST

Week 11 - 22 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
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Explore modern approaches to extended projects.

Mandatory Readings

- Smith (2008) Chapters 16 & 17;
- Visit The Australian Constructors Association web site.

Additional Readings and Activities

You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.

Lecture 10

Write Portfolio for Week 10

Week 12 - 29 May 2017

Module/Topic	Chapter	Events and Submissions/Topic
Ensure sustainability.	Mandatory Readings <ul style="list-style-type: none"> • Smith (2008) Chapters 18, 19, 20 & 21; • Visit the Department of the Environment Sustainable communities web site; • Visit the BHP Billiton Society web site. Additional Readings and Activities <p>You will also be required to read some academic journal papers, visit web sites, or look at YouTube videos that will be identified on the web site for this unit.</p>	Lecture 11 Write Portfolio for Week 11

Review/Exam Week - 05 Jun 2017

Module/Topic	Chapter	Events and Submissions/Topic
		Consolidated Portfolio Due: Review/Exam Week Monday (5 June 2017) 12:00 am AEST Online Test Due: Review/Exam Week Friday (9 June 2017) 11:45 pm AEST

Exam Week - 12 Jun 2017

Module/Topic	Chapter	Events and Submissions/Topic
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Assessment Tasks

1 Consolidated Portfolio

Assessment Type

Portfolio

Task Description

DETAILS

In this unit you are required to complete a weekly portfolio. A portfolio provides evidence of previous experience and presents a dynamic record of your growth and professional learning over the duration of this unit. Your portfolio provides an account of your learning based on your practise and your critical reflection.

TASK

Your task is to write a weekly portfolio reflecting upon your learnings from the prior week. In your portfolio you will identify:

1. The learning outcomes and module/topic of the unit;
2. A description of your experience, including reading samples or records;
3. Your learning from your experiences;
4. Any supporting documentation of prior or current learning.

PURPOSE

The primary purpose of this assessment item is to help you to develop skills for discussing the value of project management for mining, plant and large asset operators and owners. 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 thinking about and reflecting on your personal and workplace practise. Developing a portfolio, as a result, makes your learning more explicit as you translate your workplace and personal experiences into documented evidence. You can then learn to critically examine the nature of your learning on this unit in relation to specific experiences in your project management practise and demonstrate that you have learned from those experiences and how you have achieved or maintained your professional competence as a result.

STRUCTURE

You will be provided on the Moodle web site with a portfolio template. You should use this template and upload a weekly portfolio to the Moodle web site. At the end of this unit you will consolidate your portfolio into a single document and upload an overall consolidated portfolio submission. Your portfolio should contain a coherent, but necessarily restricted review of the academic literature related to the project management topics for each week. You should also include a weekly reference list formatted in the prescribed Harvard style. You are also encouraged to include a bibliography. This assessment item involves researching the topics to enhance your understanding of each concept through a utilisation of academic literature and secondary sources. Whilst you must use the recommended textbook you should also refer to other sources on the Moodle web site and additional relevant peer reviewed academic journal articles of your choosing.

SUBMISSION

You are encouraged to discuss your ideas with your business and student colleagues on the unit discussion forum, before submitting your portfolio.

The file submitted must be a Microsoft Word (.doc or .docx) document.

Submit a copy of your portfolio online through the unit website on Moodle.

Assessment Due Date

Review/Exam Week Monday (5 June 2017) 12:00 am AEST

Return Date to Students

Monday (12 June 2017)

Weighting

35%

Assessment Criteria

The assessment for this assignment will consist of a measurement of how comprehensively you address the following criteria:

1. Evidence of weekly portfolio's
2. Qualitative reflections of the unit learning outcomes
3. Quantitative achievement for the unit topics
4. Qualitative assessment of the submission

A more detailed assessment criteria will be published on the Moodle web site.

Referencing Style

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

Submission

Online

Submission Instructions

Upload to Moodle as a single Microsoft Word document

Learning Outcomes Assessed

- Review using clear terminology the key areas and processes of project, program and portfolio management practices as applies to asset rich organisations.
- Discuss the relevance of tools and techniques for investigating and describing project process related to developing new workings, facilities, equipment, plant and processes for justifying, designing, developing, or maintaining existing facilities and equipment within the context of their technological and asset lifecycle status.
- Present and interpret major processes that are based on sound policy, information, and research that enable project justification, tenders, contracts, and selection criteria to occur in an asset rich organisation.
- Critically analyse management strategies and operational activities from a broad perspective to ensure safety and quality, to avoid overruns or rework, to manage variations and claims, and to make decisions to discontinue or close projects.
- Demonstrate an effective, professional level of teamwork and communication and support collaborative peer group learning.

Graduate Attributes

- Knowledge

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

2 Written Assessment

Assessment Type

Written Assessment

Task Description

DETAILS

You should use AS 4120-1994 as the basis of developing a tender request as the principal for a project in the mining, plant and/or large asset industry. The project may be one of your choosing based on your current work practise or may be one selected from a set of possible projects on the Moodle web site. You must ensure that your tender document is consistent with all of the Australian standards referred to in this unit.

Should you wish to use a tender template from the organisation you work for then you may do so. However, you must ensure that all of the ten items in the task definition below are included in your tender.

You must obtain the agreement from your lecturer and unit coordinator that the subject project scope of your tender is suitable for this unit.

TASK

Your task is to consider the contents of the unit and apply it to a tender request. Your tender must do the following:

1. Define the project in the context of mining, plant, or a large asset;
2. Explain the project justification and contract process;
3. Explain the financing of the project;
4. Identify the project conditions, project team and project processes required;
5. Provide your expected estimates to the tenderer for the project labour, plant, materials, and sub-contractors;
6. Provide your requirements for project changes;
7. Provide your requirements for quality assurance and quality control;
8. Provide your requirements for document management, reporting and governance;
9. Provide your requirements for disputes, arbitration and mediation;
10. Provide your requirements for safety.

PURPOSE

The primary purpose of this assessment item is to help you to develop skills for expressing the manner in which a principal normally engages with contractors through a tendering process. 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 tender writing.

STRUCTURE

Your tender should be as much as practically possible a properly constructed tender. However, you must also apply the rigours of an academic essay. Therefore, you must include references within your tender and a reference list formatted in the prescribed Harvard style is compulsory at the end of your tender. Do not include a bibliography.

SUBMISSION

You are strongly encouraged to discuss your ideas with your business and student colleagues on the unit discussion forum, before drawing your conclusions and submitting your assignment.

The file submitted must be a Microsoft Word (.doc or .docx) document.

Submit a copy of your essay online through the unit website on Moodle.

ASSIGNMENT SIZE AND REFERENCING CRITERIA

There is NO word limit for this assignment; however it is hoped that your assignment will NOT be huge. You are encouraged to take advantage of referencing as a means of limiting the number of words in the assignment. When you are incorporating many of the sections from the Assessment Criteria below you can refer to the text contained in the relevant standard. For example, using the assessment criteria below you can put for 1.3.1.9 - "Closing of tenders - tender closing will conform to AS 4120-1994 section 6.4 p.9". If you have used a tender as a template that you have taken from your company then you may have different words that make it harder to align to the standards. You should then look through your tender template and whenever possible add a comment, such as - "this section is similar to AS 4120-1994 section 6.4 p.9". Ensuring you have accurate references is important and will allow the marker to easily identify where your tender maps to the unit material. As a consequence you will be able to gain the MAXIMUM MARKS.

Assessment Due Date

Week 10 Friday (19 May 2017) 11:45 pm AEST

Return Date to Students

Week 11 Friday (26 May 2017)

Weighting

20%

Assessment Criteria

The assessment for this assignment will consist of a measurement of how comprehensively you address the following criteria:

1. Reflection of AS 4120-1994
2. Financing justification and financial arrangements of the project by the Principal
3. Contractual terms
4. Quality Assurance and Control requirements
5. Safety requirements

A more detailed assessment criteria will be published on the Moodle web site.

Referencing Style

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

Submission

Online

Submission Instructions

Upload to Moodle as a single Zip file. The written assignment must be a Microsoft Word document. Appendices may be included as PDF, Excel or other files.

Learning Outcomes Assessed

- Review using clear terminology the key areas and processes of project, program and portfolio management practices as applies to asset rich organisations.
- Discuss the relevance of tools and techniques for investigating and describing project process related to developing new workings, facilities, equipment, plant and processes for justifying, designing, developing, or maintaining existing facilities and equipment within the context of their technological and asset lifecycle status.
- Present and interpret major processes that are based on sound policy, information, and research that enable project justification, tenders, contracts, and selection criteria to occur in an asset rich organisation.
- Critically analyse management strategies and operational activities from a broad perspective to ensure safety and quality, to avoid overruns or rework, to manage variations and claims, and to make decisions to discontinue or close projects.
- Demonstrate an effective, professional level of teamwork and communication and support collaborative peer group learning.

Graduate Attributes

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

3 Online Quiz(zes)

Assessment Type

Online Quiz(zes)

Task Description**ASSIGNMENT**

You will be required to complete a series of multiple choice quiz questions.

PURPOSE

The primary purpose of this assessment item is to help you to identify factors associated with the first three weeks of the unit.

The secondary purpose of this assignment is to give you the opportunity to enhance your research, analysis and critical thinking skills.

Number of Quizzes

1

Frequency of Quizzes

Other

Assessment Due Date

Week 6 Friday (21 Apr 2017) 11:45 pm AEST

Return Date to Students

Monday (24 Apr 2017)

Weighting

10%

Assessment Criteria

1. There are twenty questions in the quiz.
2. You may need to select one or more answers from each question to get 100% for that question.
3. Some answers may have negative marks.
4. The quiz will be available from 00:00am Monday morning to midnight Sunday night (which is 00:00am the following Monday).
5. You may attempt the quiz as many times as you wish.

Referencing Style

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

Submission

Online

Learning Outcomes Assessed

- Review using clear terminology the key areas and processes of project, program and portfolio management practices as applies to asset rich organisations.
- Discuss the relevance of tools and techniques for investigating and describing project process related to developing new workings, facilities, equipment, plant and processes for justifying, designing, developing, or maintaining existing facilities and equipment within the context of their technological and asset lifecycle status.

Graduate Attributes

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

4 Online Test

Assessment Type

Online Test

Task Description

No Assessment Task Description

Assessment Due Date

Review/Exam Week Friday (9 June 2017) 11:45 pm AEST

Return Date to Students

The test will be graded and the result returned via Moodle

Weighting

35%

Assessment Criteria

No Assessment Criteria

Referencing Style

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

Submission

Online

Learning Outcomes Assessed

- Review using clear terminology the key areas and processes of project, program and portfolio management practices as applies to asset rich organisations.
- Discuss the relevance of tools and techniques for investigating and describing project process related to developing new workings, facilities, equipment, plant and processes for justifying, designing, developing, or maintaining existing facilities and equipment within the context of their technological and asset lifecycle status.
- Present and interpret major processes that are based on sound policy, information, and research that enable

- project justification, tenders, contracts, and selection criteria to occur in an asset rich organisation.
- Critically analyse management strategies and operational activities from a broad perspective to ensure safety and quality, to avoid overruns or rework, to manage variations and claims, and to make decisions to discontinue or close projects.

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