

MENZIES INSTITUTE OF TECHNOLOGY

POLICY SUMMARY FOR STUDENTS

MITP23 - Plagiarism, Collusion and Cheating Policy

VERSION: 10

LAST REVIEWED: 2025

NEXT REVIEW: 2028

PURPOSE OF THIS POLICY

This policy ensures academic integrity in all assessments at Menzies. We are committed to fair assessment where every student demonstrates their own skills and knowledge authentically. Plagiarism (using someone else's work as your own), collusion (unauthorized cooperation), and cheating (any deceptive means to gain unfair advantage) undermine the value of qualifications and are serious breaches that result in consequences.

KEY SECTIONS OF THE POLICY

1. Academic Integrity: All students must complete assessments using only authorized materials and assistance, submit original work representing their own skills, follow assessment conditions, acknowledge all sources, and report suspected academic misconduct. 2. Types of Breaches: Plagiarism (copying without citation, self-plagiarism), Collusion (sharing answers, unauthorized collaboration), Cheating (contract cheating, using AI without permission, unauthorized materials, impersonation). 3. Detection Methods: We use Turnitin software for plagiarism detection, AI detection tools, trainer observation, and comparison of work. 4. Disciplinary Process: Three levels of response - Level 1 (first breach: warning, mark of 0, must resubmit), Level 2 (second breach: final warning, possible suspension), Level 3 (third breach or severe misconduct: termination of enrolment). 5. Prevention and Education: Training on academic integrity, clear assessment requirements, and support for proper citation and referencing.

KEY POINTS FOR STUDENTS

✓ Always submit your own original work - never copy from any source without proper citation. ✓ Don't share your work with other students or allow them to copy. ✓ Only use AI tools when explicitly permitted by your trainer. ✓ Cite ALL sources - books, websites, videos, conversations, everything. ✓ Collaborate only when

specifically authorized by your trainer. ✓ Ask for help if you're unsure about referencing, AI use, or assessment requirements. ✓ Academic integrity breaches have serious consequences including possible termination. ✓ Turnitin and AI detection are used - don't risk your enrolment.

CONTACT INFORMATION

Questions about academic integrity:

Your Trainer/Assessor: check with your Trainer/Assessor for contact details

Head of Course Area: Check with Student Services on contact details

Student Services: Student Services Officer: 1300 244 002, academics@menzies.vic.edu.au

Related policies: MITP13 Assessment Policy, MITP07 Complaints and Appeals.

This is a summary only. The full policy contains detailed procedures and responsibilities. You can request the full policy from Student Services.