

What is plagiarism?

Plagiarism is when you copy someone's work, using their language, thoughts, ideas, or expressions and try to pass it off as your own. Plagiarism can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement. If you use the words or ideas of others in your work, you must reference them accordingly.

Why is it wrong to plagiarise?

Plagiarism is unethical for three reasons.

1. It is unethical because it is a form of theft. By taking the ideas and words of others and pretending they are your own, you are stealing someone else's intellectual property.
2. It is unethical because you, the person who plagiarises, benefit from the theft by obtaining a result you have not earned by using your work.
3. A qualification such as a certificate or statement of attainment is evidence of your knowledge and skills. If you gain employment based on having a certificate you have not earned, you may be a risk to others.

Is using AI content plagiarism?

While AI content may not fall under the technical definition of plagiarism as set out above, it is unethical to use IA content in your assessments and may border on plagiarism when reviewed by Riverina Community College (RCC). Using AI content in your work and falsely pretending the content is your own may result in you receiving a Not Yet Satisfactory (NYS) result in your assessments.

With all RCC assessments you are required to complete a *Student Assessment Cover Sheet* in which you are signing that your assessment is your own work. By using AI content, you are not presenting an idea, text, or information as your own because you used AI technology to create your assessment content. You are taking credit for content that you did not write.

How can a student avoid plagiarising?

Unfortunately, some people cheat or mislead by deliberately taking the work of others or use AI content that is not their own work to gain credit for themselves. In most cases, plagiarism tends to be accidental and could be avoided:

- if students are more conscious of their writing and research skills.
- by talking to their trainer about acknowledging their sources of information.
- by seeking further assistance or advice on referencing.

What are the implications if a student plagiarises?

Pretending that another person's work is your own is unethical and dishonest. Plagiarism is a breach of Riverina Community College (RCC) Student Handbook – Student Responsibilities in which academic

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misconduct such as plagiarism is not acceptable and will result in disciplinary action being taken by Riverina Community College (RCC).

What will occur if a student is found to have plagiarised?

If RCC identifies plagiarism in the submitted assessment work of a student, the following process or action will be undertaken by the College which will involve the student's trainer and assessor and/or Training Co-ordinator.

The process to be undertaken by the College with the student:

1. Informal discussion

This can be conducted either verbally or in writing. The following should be discussed:

- a. The meaning of plagiarism should be explained to the student, i.e., if citing from another source, the source must be cited. This includes collaboration with fellow students.
- b. The plagiarism process should be explained, i.e., if plagiarism is identified again, a first formal warning will be issued. If the student fails to comply with the first formal warning, a final warning will be given.
- c. Remind the student that they declare the work is their own when submitting their assessment and signing the Student Assessment Cover Sheet. This is considered a formal declaration of their work being their own work.
- d. The student must acknowledge their understanding of the information provided during this discussion with their trainer and assessor, or Training Coordinator.
- e. Student may be given a NYS for that attempt of their assessment if they are unable to demonstrate that their work is in fact their own.

2. First formal warning

This should be documented in writing, making clear that this is considered a breach of the student responsibilities which may result in withdrawal from the course. The student must sign an acknowledgement of the repeat occurrence of plagiarism.

Students may provide a written reply to justify the reoccurrence.

A Competency Conversation may be required to verify their understanding of their learning and assessment work. Any Competency Conversation conducted with the student must be documented and attached to the student file.

Consider the need for Reasonable Adjustment of Assessment (if a condition is identified).

3. Last formal warning

If the student fails to comply with the first formal warning and there is a repeat of the plagiarism the submission of assessment will not be accepted. Discussion is required with the student regarding



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progression or withdrawal from the course. Any discussion with the student is to be documented and added to the student course file.