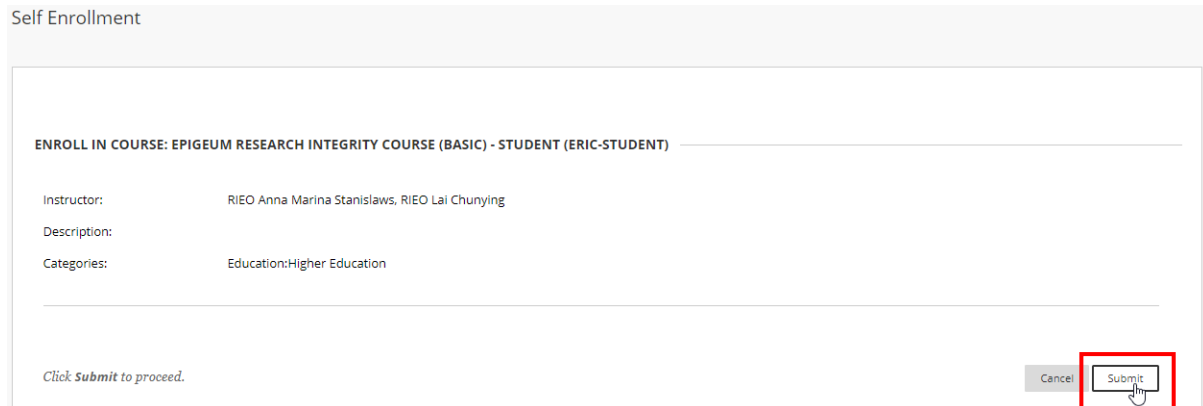


The following guide is for Coursework students who have been instructed by their School and/or Supervisor to complete the research integrity online course. The steps outlined below inform the user how self-enrolment, track selection and viewing are done.

1) Student to log in to NTULearn and click on the **ERIC-STUDENT** enrolment link:

[https://ntulearn.ntu.edu.sg/webapps/blackboard/execute/enrollCourse?context=Course&command=SavedSearch&searchField=CourseName&searchOperator=Contains&searchText=ERIC-STUDENT&dateSearchOperator=LessThan&startDate=LessThan&course\\_id=305295\\_1](https://ntulearn.ntu.edu.sg/webapps/blackboard/execute/enrollCourse?context=Course&command=SavedSearch&searchField=CourseName&searchOperator=Contains&searchText=ERIC-STUDENT&dateSearchOperator=LessThan&startDate=LessThan&course_id=305295_1)

2) The self-enrolment page shown below loads; click **Submit**.



Self Enrollment

ENROLL IN COURSE: EPIGEUM RESEARCH INTEGRITY COURSE (BASIC) - STUDENT (ERIC-STUDENT)

Instructor: RIEO Anna Marina Stanislaws, RIEO Lai Chunying

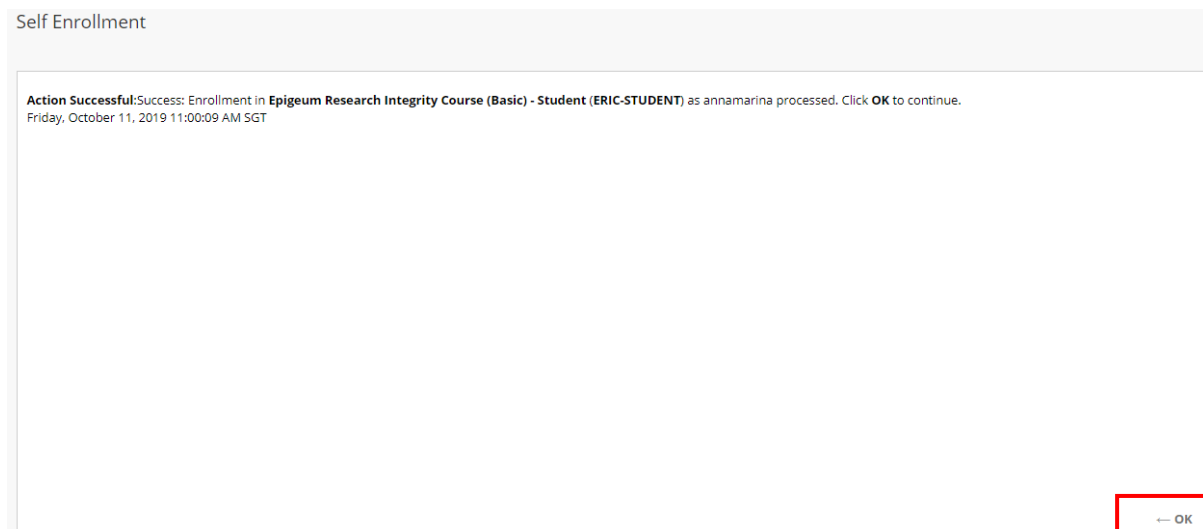
Description:

Categories: Education:Higher Education

*Click Submit to proceed.*

Cancel Submit

3) Successful enrolment will show the following message. Click **Ok**.



Self Enrollment

**Action Successful:**Success: Enrollment in **Epigeum Research Integrity Course (Basic) - Student (ERIC-STUDENT)** as annamarina processed. Click **OK** to continue.  
Friday, October 11, 2019 11:00:09 AM SGT

← OK

4) Click on “Sign Up” found on the left navigation panel and the page with 5 courses list loads. Click on “Sign Up” for your chosen track, e.g. Arts and Humanities Track.

ERIC-STUDENT (Epigeum Research Integrity Course (Basic) - Student)

Home Page

Announcements

Information

- Sign Up 1

- Course Modules

- Quizzes and Survey

- Resources

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My Groups

## Groups

### Course Module Sign-up: Arts and Humanities Track

Sign up for the Arts and Humanities Track of the research integrity course module.

#### Overview

This course is designed to help researchers in the arts and humanities to:

- Know, understand and explain the key responsibilities they have as researchers
- Identify the challenges they could face in meeting those responsibilities
- Be aware of strategies for dealing with pressures and difficult situations.

#### Syllabus

This course covers all stages of the arts and humanities research process. Information, practical advice and reflective activities in key areas:

- Module 1: Introduction: principles and professional responsibilities, dealing with misconduct, mentoring
- Module 2: Planning: conflicts of interest, workplace safety
- Module 3: Conducting: collecting, sharing and interpreting research data and material
- Module 4: Reporting: plagiarism, authorship, peer review
- Module 5: Responsibility to the public and society.

This course contains 4 - 5 hours of self-study core content and 12.5 hours of optional activity content.

#### Contributors

##### Lead author

Dr Andrew Rawnsley, Executive Committee, UK Council for Graduate Education

##### Lead reviewer

Professor Karen Ross, Professor of Media and Public Communication, University of Liverpool

#### Learning Outcomes

By the end of the course, you will be able to:

- Explain the key responsibilities you have as a researcher
- Identify the challenges you could face in meeting those responsibilities
- Apply a range of strategies to deal with the challenges you may face

Sign Up 2

5) You will be redirected to the Sign Up sheet. Click **Sign Up**.

ERIC-STUDENT (Epigeum Research Integrity Course (Basic) - Student)

Home Page

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## Sign Up Sheet

SignUp Sheet Name: Arts and Humanities Track Sign-up Form

SignUp Sheet Instructions:  
Sign up for the Arts and Humanities Track of the research integrity course.

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By the end of the course, you will be able to:

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Sign Up

6) Page on Group Properties loads.

The screenshot shows a web interface for a course. On the left is a dark navigation menu with the following items: ERIC-STUDENT (Epigeum Research Integrity Course (Basic) - Student), Home Page, Announcements, Information, - Sign Up, - Course Modules, - Quizzes and Survey, - Resources, Your Grades and Certificates, Help, My Groups, and Course Module Sign-up: Arts and Humanities Track. The main content area is titled 'Course Module Sign-up: Arts and Humanities Track' and contains a 'Group Properties' section. This section includes a 'Group Description' (Sign up for the Arts and Humanities Track of the research integrity course module.), an 'Overview' (This course is designed to help researchers in the arts and humanities to: Know, understand and explain the key responsibilities they have as researchers; Identify the challenges they could face in meeting those responsibilities; Be aware of strategies for dealing with pressures and difficult situations.), and a 'Syllabus' (This course covers all stages of the arts and humanities research process. Information, practical advice and reflective activities in key areas: Module 1: Introduction: principles and professional responsibilities, dealing with misconduct, mentoring; Module 2: Planning: conflicts of interest, workplace safety; Module 3: Conducting: collecting, sharing and interpreting research data and material; Module 4: Reporting: plagiarism, authorship, peer review; Module 5: Responsibility to the public and society. This course contains 4 - 5 hours of self-study core content and 12.5 hours of optional activity content.).

7) Click on **Course Modules** located on the left navigation panel. The track(s) you have registered for is(are) listed on the Course Modules page. Click on track to commence review of track content.

The screenshot shows the 'Course Modules' page. The left navigation menu is the same as in the previous screenshot, but the '- Course Modules' item is highlighted with a red box and a small white box containing the number '1'. The main content area is titled 'Course Modules' and contains a section titled 'Availability of the Research Integrity Course Modules'. This section includes a document icon, the text 'You MUST [Sign Up for the Research Integrity Course Modules](#) before the link(s) to the course module(s) is/are made available to you in this content area.', and a link to the 'Information' page. Below this is another document icon, a red box around the text 'Arts and Humanities Track' with a small white box containing the number '2', and the text 'Click the link above to view the contents of the course modules in a new browser tab.'

8) After all modules are completed, return to the course page on NTULearn. Click on **Quizzes and Survey** located on the left navigation panel to commence quizzes. Each student can attempt a module quiz only after the previous quiz is completed. E.g. to attempt Module Quiz 2, a student must score 100% on Quiz 1. There are a total of 5 module quizzes per track; 100% score is required for each Module Quiz. 80% passing score applies to the Standard Course Quiz and Track Specific Course Quiz.

- Quizzes and Survey

**Quizzes and Survey**

The number of module and course quizzes to be completed depends on the number for tracks of course modules you signed up.

<b>No. of Tracks Signed Up</b>	1	2	3	4	5
<b>No. of Module Quiz</b>	5	6	7	8	9
<b>No. of Standard Course Quiz</b>	1	1	1	1	1
<b>No. of Track-specific Course Quiz</b>	1	2	3	4	5
<b>Total No. of Quizzes</b>	7	9	11	13	15

Upon completing all the quizzes in a track, the Course Evaluation Survey will be made available.


The completion of the quizzes and survey is required and the passing score for all the quizzes is 100%.

**IMPORTANT:**  
**Conditions for the releasing of Module Quiz, Course Quiz, Course Evaluation Survey and Printing of Certificate of Completion**

- Module 2 quiz will only be available if Module 1 quiz has been completed with a score of 100%.
- Subsequent module or course quiz will only be available if the previous module or course quiz has been completed with a score of 100%.
- Course Evaluation will only be available if the Standard Course Quiz and the last course quiz - Track Specific Course Quiz has been completed with a score of 80%.
- Printing of Certificate of Completion will only be available upon completion of Course Evaluation Survey.

**NOTE:**


1. All new postgraduate students must complete the Epigeum online course on Research Integrity before they are allowed to sit for their Qualifying Examinations.
2. Postgraduate students who have already passed their Qualifying Examinations will have to complete the course and attach the Epigeum course completion certificate with their TurnItIn report together for their thesis submission.

 [ERIC: Module 1 Quiz - All Tracks](#)


9) Upon successful course completion, your certificate of completion will be available for download in **Your Grades and Certificates**. Click on the track link to view your certificate.

Your Grades and Certificates


Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

 **Your Grades and Completion Status**  
 Enabled: Statistics Tracking  
 Use this link to check your grades and completion status for the quizzes and survey.

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 **Certificate of Completion**  
 Enabled: Statistics Tracking  
 The link for printing the Certificate of Completion for this course will only be available after you have completed all the quizzes and the Course Evaluation Survey.  
 If the link to print the Certificate of Completion for this track is not available, please inform [Service Desk](#).

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 **ERIC-Arts and Humanities** 2  
 Enabled: Adaptive Release, Statistics Tracking