UNSW Research Integrity User Guide

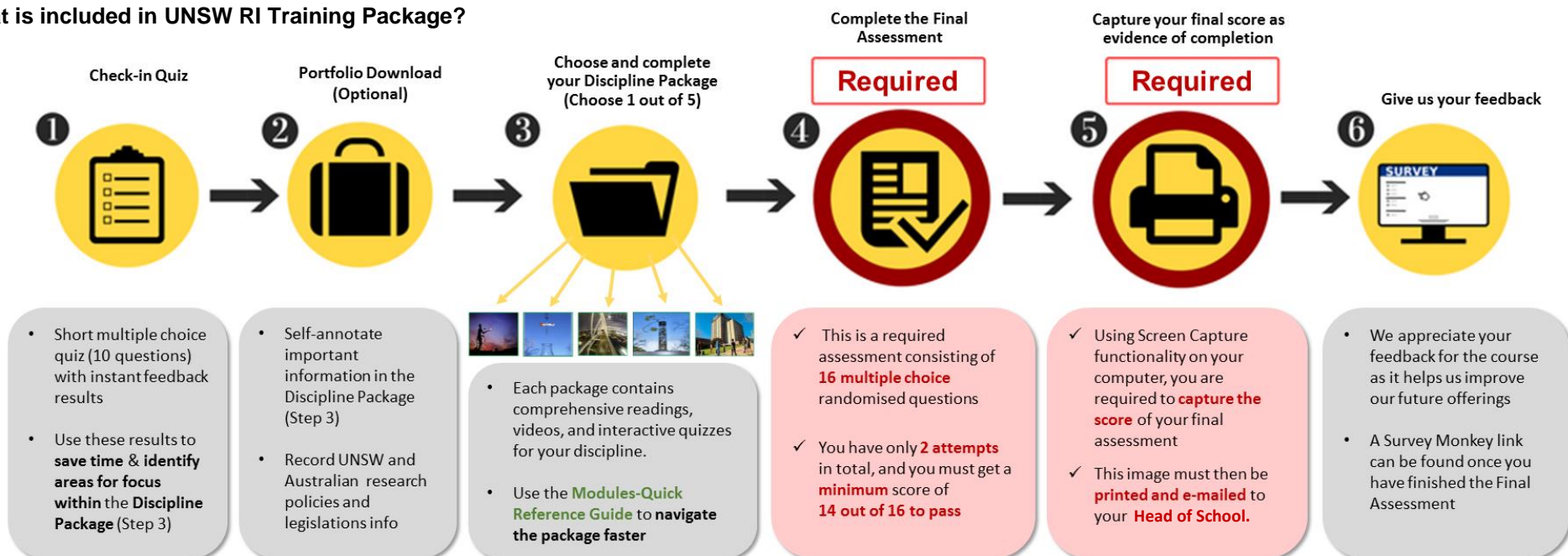## Getting Started with UNSW Research Integrity for Staff

What is UNSW RI?

UNSW Research Integrity is a comprehensive online resource and training package which is accessible via Moodle online portal and aligned with UNSW's 2025 strategic priority A: Academic Excellence. This package supports UNSW's commitment to creating and maintaining an environment that promotes responsible research conduct in an international context.

What information is included in this User Guide?

What is included in UNSW RI Training Package?

Check-in Quiz
- Short multiple choice quiz (10 questions) with instant feedback results
- Use these results to **save time** & **identify areas for focus within** the **Discipline Package** (Step 3)

Portfolio Download (Optional)
- Self-annotate important information in the Discipline Package (Step 3)
- Record UNSW and Australian research policies and legislations info

Choose and complete your Discipline Package (Choose 1 out of 5)
- Each package contains comprehensive readings, videos, and interactive quizzes for your discipline.
- Use the **Modules-Quick Reference Guide** to **navigate the package faster**

Complete the Final Assessment

Required
- ✓ This is a required assessment consisting of **16 multiple choice** randomised questions
- ✓ You have only **2 attempts** in total, and you must get a **minimum** score of **14 out of 16 to pass**

Capture your final score as evidence of completion

Required
- ✓ Using Screen Capture functionality on your computer, you are required to **capture the score** of your final assessment
- ✓ This image must then be **printed and e-mailed** to your **Head of School.**

Give us your feedback
- We appreciate your feedback for the course as it helps us improve our future offerings
- A Survey Monkey link can be found once you have finished the Final Assessment

Important Documents

Look out for the green icon as you go through the training to access downloadable supplemental resources
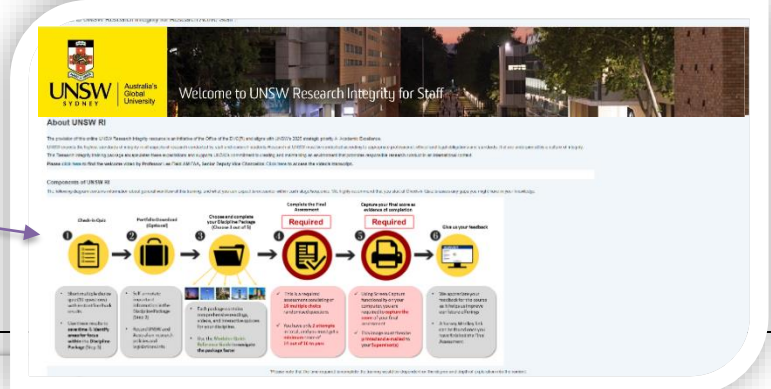
How to Access the Training (Log-in Instructions) -Two Methods

Method 1. If you haven't signed into Moodle (Web Single Sign On)

1. Click on the course link:
   https://moodle.telt.unsw.edu.au/course/view.php?id=40337

2. Sign in to *Web Single Sign On* portal with your user name and password.

3. Enter your *Faculty-specific Password* as a Participant.
   (This is provided in the email sent to you by your Head of School).

   *Please ensure you do not sign in as an Instructor

4. You are now on the "*UNSW Research Integrity for Staff*" **Home page**.

Method 2. If you are already signed onto Moodle (Web Single Sign On)

1. Click on "Site home" on the top right of your Moodle page.

2. Type in "**Research Integrity for Staff**" into the Search Courses prompt.

3. Enter your *Faculty-specific Password* as a Participant.
   (This is provided in the email sent to you by your Head of School).
   *Please ensure you do not sign in as an Instructor

4. You are now on the "*UNSW Research Integrity for Staff*" **Home page**.

2

Minimum score of 14/16 with maximum 2 attempts

1. Go to *UNSW Research Integrity for Staff*" **Home page** activity tabs.

2. Click on **Step 4. Final Assessment (Required).**

3. Click on the **UNSW Research Integrity Assessment.**

4. A new window will open, and your Final Assessment will begin.

5. Complete the 16 Multiple Choice Questions.

6. Click "Finish Review" button at the bottom right of the final question, then Go back to Home Page by clicking the button provided.

How to complete the Required Components: Provide Screenshot of Grade (Evidence of Completion)

1. Click on *Step 4. Final Assessment (Required)*.

2. Click on the *UNSW Research Integrity Assessment.*

3. Your "Summary of previous attempts" will appear.

4. Scroll down and check that your course total is at least 85% or 14/16 (= Pass).

5. **Screen capture** this screen (Ctl+ Print Sc), ensuring that your **Full Name** and **Final Score** is clearly visible.

6. **Save the image for your own records.**

7. **Send to your Head of School as evidence of completion** and to discuss during your myCareer Conversation.

Open all   Close all

Instructions: Clicking on the section name will show / hide the section.

1 ∨ 1. CHECK-IN QUIZ

2 ∨ 2. PORTFOLIO DOWNLOAD (OPTIONAL)

3 ∨ 3. CHOOSE & COMPLETE A DISCIPLINE PACK

4 ∨ 4. FINAL ASSESSMENT (REQUIRED)

5 ∨ 5. EVIDENCE OF COMPLETION REQUIREMEN

6 ∨ 6. FEEDBACK SURVEY

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hat is the Final Assessment?

- It is a multiple-choice quiz comprising of **16 questions**
- A maximum of **2 attempts** is permitted of this final Compulsory Assessment. Your minimum score must be **14/16**
- You are only recorded as having completed UNSW Research Integrity training once you have successfully passed this assessment and provide the evidence to yo

⬇ **Important Documents**

Concerns about Cheating

- If you are concerned that another person may be cheating on this assessment, in the first instance speak confidentially with your Faculty Research Integrity Adviso
- If you are certain that another person has cheated on this assessment, you need to immediately contact the UNSW Research Integrity Unit: 9385 3553 or research.integrity@unsw.edu.au

UNSW Research Integrity Assessment

This Final Assessment is a required component of UNSW RI
- It is strongly recommended that you check your understanding using the *Check-in Quiz* in Section 1 before attempting this Assessment.
- This Assessment comprises **16 randomly chosen multiple choice questions.**
- To pass the Final Assessment, you must gain at least 14 out of 16 correct answers.
- You are entitled to **2 attempts.**
- Successful completion of this course must be evidenced by Screen Capture of your results, please follow Section 5 for detailed instructions.
- Clicking on the title for this section takes you to the Final Assessment.

Go Back to UNSWRI Main Page

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aff   Suzie Honan 👤   → Full Name

ResearchIntegrity ⟩ 4. FINAL ASSESSMENT (REQUIRED) ⟩ UNSW Research Integrity Assessment

UNSW Research Integrity Assessment

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Go Back to UNSWRI Main Page

Attempts allowed: 2

Grading method: Highest grade

Attempts: 1

Summary of your previous attempts

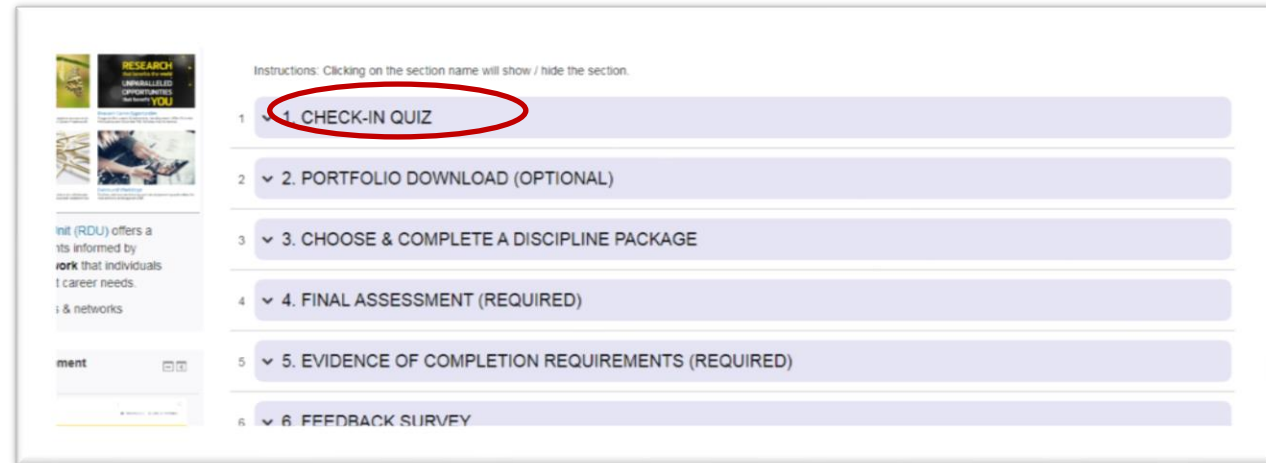| Attempt	State	Grade / 16.00	Review	Feedback
Preview	Finished Submitted Tuesday, 29 August 2017, 3:19 PM	16.00	Review	Congratulations, you have successfully completed the *UNSW Research Integrity* Assessment!

Highest grade: 16.00 / 16.00.
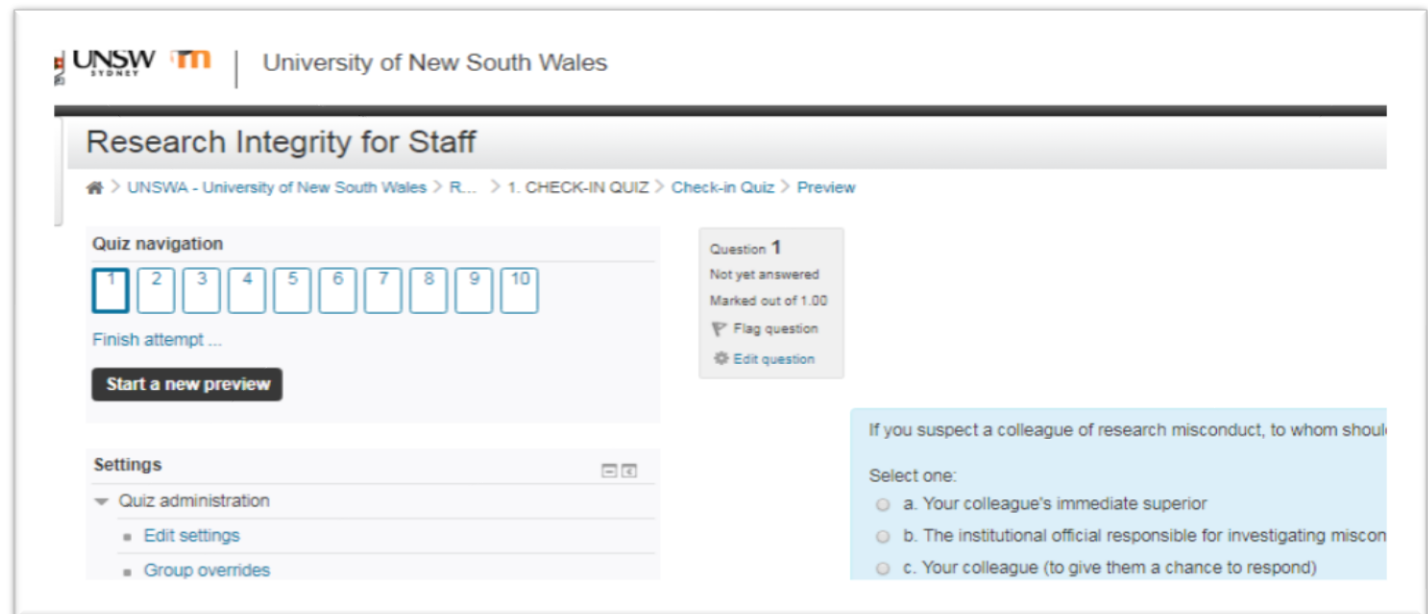
Overall feedback

📷 → Final Score

Recommended: Check in Quiz

Completing the Check-in Quiz first will help you identify areas of focus and assist you in completing the required Final Assessment more quickly and efficiently.

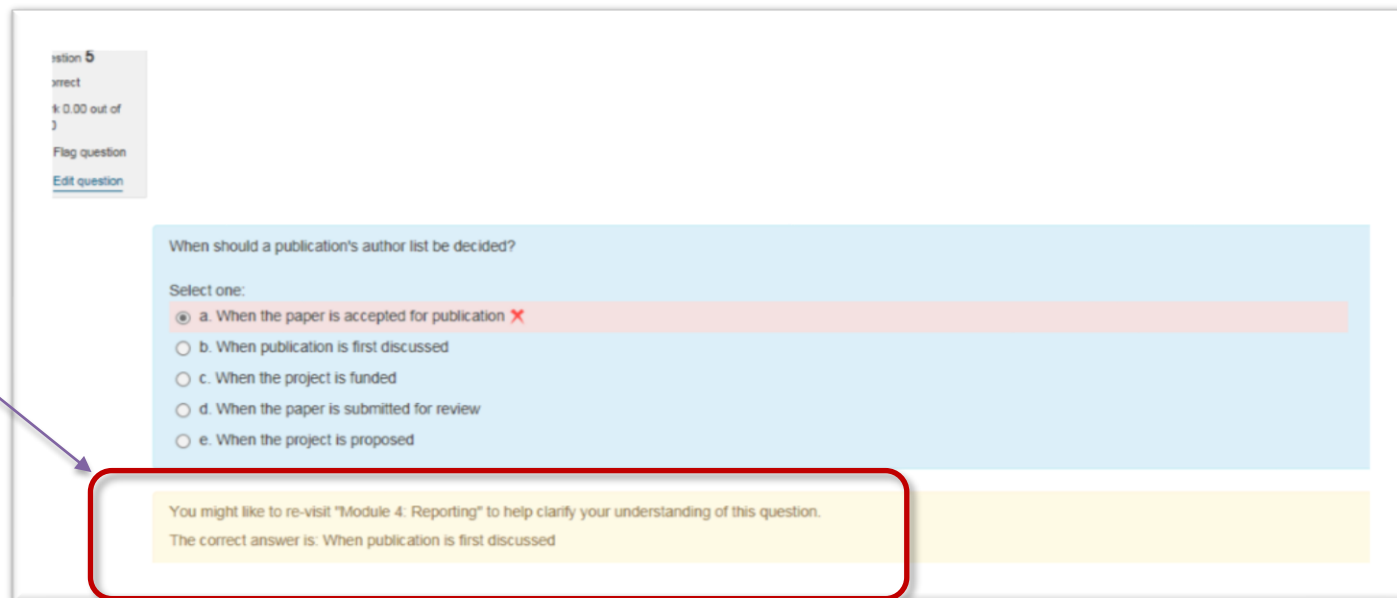|	
1. Access the Check-in Quiz by scrolling down the page. 2. Click on the first toggle of the training, "CHECK-IN QUIZ".	
3. You will be taken into the quiz. 4. Click "next" after finishing every question. There are 10 questions in the check-in quiz. 5. Click "submit" once you finish.	

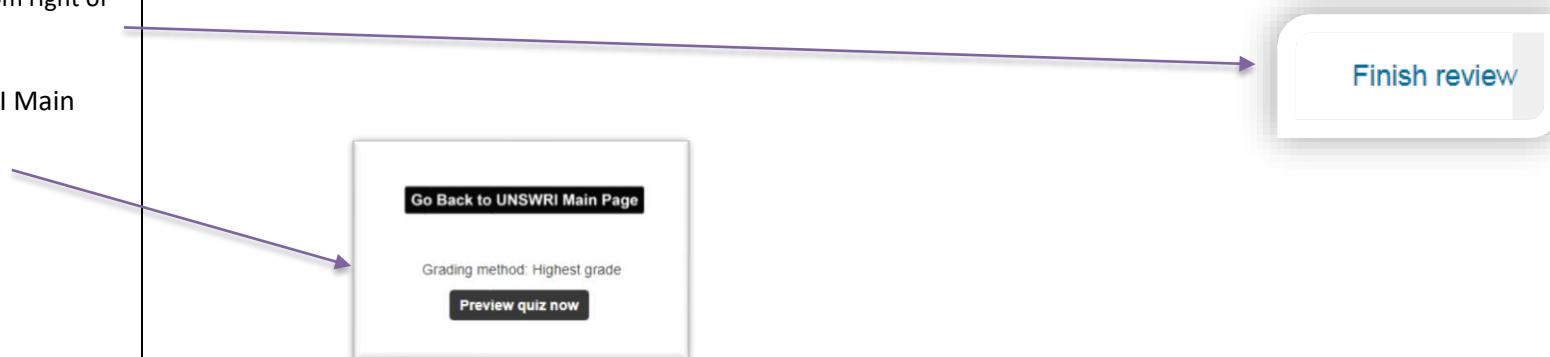|	
6. Review your results and the **suggested Modules** identified.	**stion 5** **rrect** **k 0.00 out of** **)** Flag question Edit question When should a publication's author list be decided? Select one: ⦿ a. When the paper is accepted for publication ✗ ○ b. When publication is first discussed ○ c. When the project is funded ○ d. When the paper is submitted for review ○ e. When the project is proposed You might like to re-visit "Module 4: Reporting" to help clarify your understanding of this question. The correct answer is: When publication is first discussed
7. These suggested modules highlight relevant areas of focus in the Discipline Packages. 8. You can do the Quiz as many times as you want to check your knowledge.	
9. Click on "Finish Review" button at the bottom right of the final question 10. Click on the button "Go back to UNSWRI Main Page" to return to your Home Page.	**Finish review** Go Back to UNSWRI Main Page Grading method: Highest grade Preview quiz now

Important: This package will not save progress. If you cannot complete the entire package in one go, we recommend that you work through one module at a time and take note of which modules you have completed. You can re-enter this package as many times as you like.

1. To access the Discipline Package, click on **Step *3:* Choose & Complete a Discipline Package.**

2. Read the brief description for each of the five packages.

3. Select ONE discipline package that is most relevant to your field of research by clicking on the photo.

   To Navigate to the Discipline Package faster, download the **Modules - Quick Reference Guide** (which includes a brief summary of every Module).

   On the next page, click "Enter".

4. Your selected discipline package will appear as a separate pop-up window.

Select and complete ONE of the five discipline related packages
Read the suggested discipline areas below each image. Use these as a guide to...

Arts & Humanities
This package is suggested for disciplines in Art and Design, Built Environment and the Arts and Social Sciences.

Biomedical Sciences
This package is suggested for disciplines in Medicine & relevant schools in Science.

Engineering
This package is suggested for disciplines in Engineering & relevant schools at UNSW Canberra (ADFA).

Natural & Physical Sciences
This package is suggested for disciplines in relevant schools in Science & relevant schools at UNSW Canberra (ADFA).

Social & Behavioural Sciences
This package is suggested for disciplines in Medicine, Law, Psychology, Business School & relevant schools in Built Environment and at UNSW Canberra (ADFA).

Open all   Close all

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1   1. CHECK-IN QUIZ
2   2. PORTFOLIO DOWNLOAD (OPTIONAL)
3   3. CHOOSE & COMPLETE A DISCIPLINE PACKAGE
4   4. FINAL ASSESSMENT (REQUIRED)
5   5. EVIDENCE OF COMPLETION REQUIREMENTS (REQUIRED)
6   6. FEEDBACK SURVEY

Arts and Humanities Research Integrity Package

Info   Reports

• It is estimated that this package will take 3-4 hours to complete.
• When you click "Enter", you will be taken to a new window to complete your package.

Enter

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5. You will see the entire course contents on the left-hand side of your screen.

6. Click on the folders and subfolders to proceed from one submodule to the next.

7. *Important:* This package will not save progress. If you cannot complete the entire package in one go, we recommend that you work through one module at a time and take note of which modules you have completed. You can re-enter this package as many times as you like.

To Navigate the Discipline Package faster, download the **Modules- Quick Reference Guide** (with a brief summary of every Module)

8. To go back to the Home page once you have finished the Package, click on the **"Go Back to UNSWRI Main Page"** once you have minimised your Discipline Package window.

End of User Guide. If you have any questions, please contact RDU on researcherdevelopment@unsw.edu.au.