

UNSW Research Integrity User Guide



Getting Started with UNSW Research Integrity for Staff

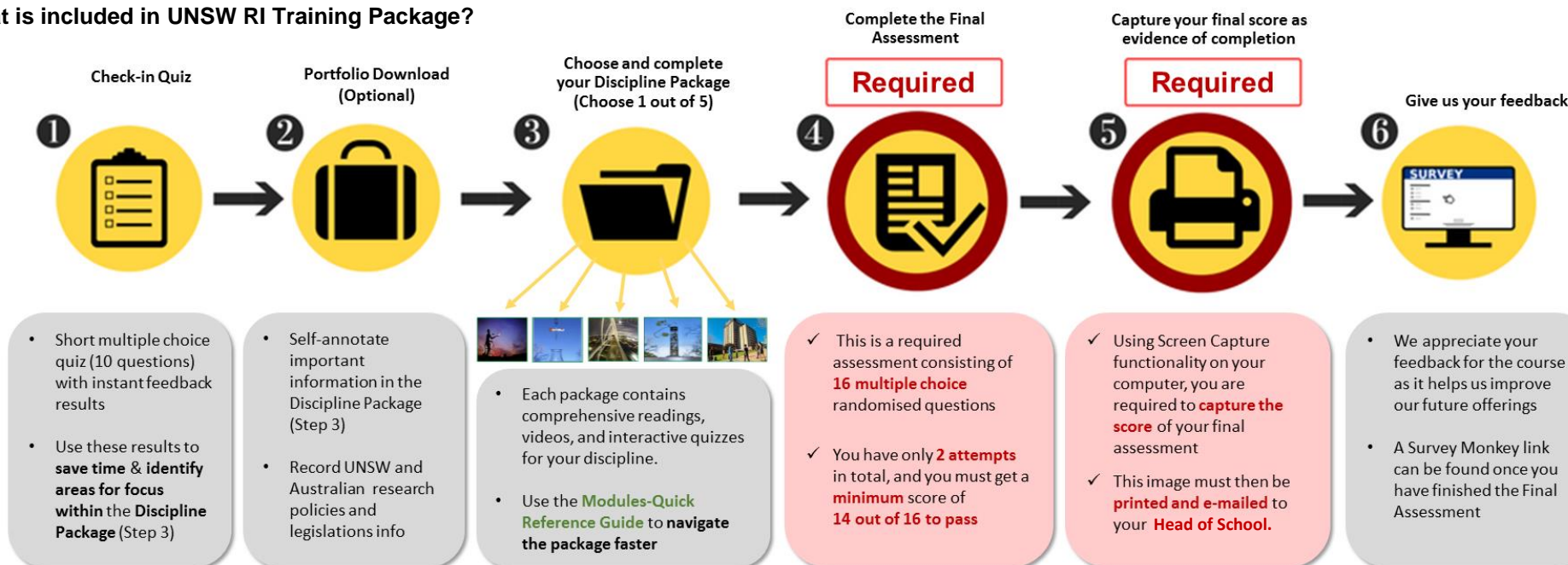
What is UNSW RI?

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?

- How to access the training (Log-in Instructions).....Page 2
- How to complete the Two **Required** Components:
 - 1. **Final Assessment**.....Page 3
 - 2. **Provide evidence of completion**.....Page 4
- Recommended:** Check-in quiz provide pre-assessment insight.....Page 5
- Additional:** Selecting your Discipline Package.....Page 7

What is included in UNSW RI Training Package?



Important Documents

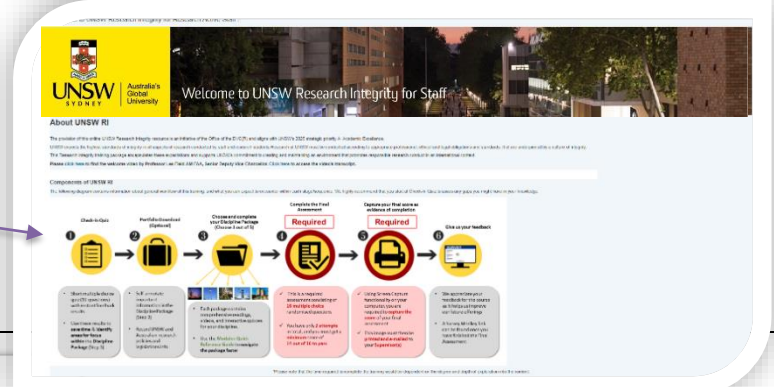
Look out for the green icon as you go through the training to access downloadable supplemental resources

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=36814>
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).
4. You are now on the "*UNSW Research Integrity for Staff*" Home page.

*Please ensure you do not sign in as an Instructor



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

*Please ensure you do not sign in as an Instructor

How to complete the Required Components: Final Assessment

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.

The collage illustrates the process of completing the Final Assessment. It includes a top navigation bar with icons for various activities. A central screenshot shows a list of sections: 1. CHECK-IN QUIZ, 2. PORTFOLIO DOWNLOAD (OPTIONAL), 3. CHOOSE & COMPLETE A DISCIPLINE PACKAGE, 4. FINAL ASSESSMENT (REQUIRED), 5. EVIDENCE OF COMPLETION REQUIREMENTS (REQUIRED), and 6. FEEDBACK SURVEY. Section 4 is highlighted with a red box. Below this, a screenshot of the '4. FINAL ASSESSMENT (REQUIRED)' page shows a 'Welcome to Section 4- Complete the Final Assessment' message, followed by 'What is the Final Assessment?' (a 16-question multiple-choice quiz with a 2-attempt limit and a 14/16 minimum score requirement), 'Important Documents', and 'Concerns about Cheating'. A red box highlights the 'UNSW Research Integrity Assessment' link. Another screenshot shows the 'Quiz navigation' bar with 16 questions, where question 1 is selected. A 'Finish attempt...' button is visible. A 'Settings' panel on the left allows for quiz administration. At the bottom, a 'Finish review' button is shown, which leads to a final screen with a 'Go Back to UNSWRI Main Page' button.

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.

The screenshot displays the UNSW Research Integrity Assessment interface. On the left, a list of steps is shown, with '4. FINAL ASSESSMENT (REQUIRED)' highlighted in a red box. On the right, the 'UNSW Research Integrity Assessment' section is visible, containing instructions and a 'Go Back to UNSWRI Main Page' button. Below this, the 'Summary of your previous attempts' table is shown, with a red box highlighting the 'Grade / 16.00' column. The table shows a 'Preview' attempt that was 'Finished' on 'Tuesday, 29 August 2017, 3:19 PM' with a grade of '16.00'. Below the table, the 'Highest grade: 16.00 / 16.00.' is displayed. A red dashed box encloses the 'Summary of your previous attempts' table and the 'Highest grade' information. A red box highlights the user's name 'Suzie Honan' in the top right corner. A red dashed line connects the 'Full Name' label to the user's name. A red dashed line connects the 'Final Score' label to the 'Highest grade' information. A camera icon is located in the bottom right corner of the screenshot.

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

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

What 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 your Head of School.

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 Advisor](#).
- 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](#)

aff

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

UNSW Research Integrity Assessment

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- It is strongly recommended that you check your understanding using the **Check-in Quiz** in Section 1 before attempting this Assessment.
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- You are entitled to **2 attempts**.
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- Clicking on the title for this section takes you to the Final Assessment.

[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 <i>UNSW Research Integrity Assessment</i> !

Highest grade: 16.00 / 16.00.
Overall feedback

Suzie Honan

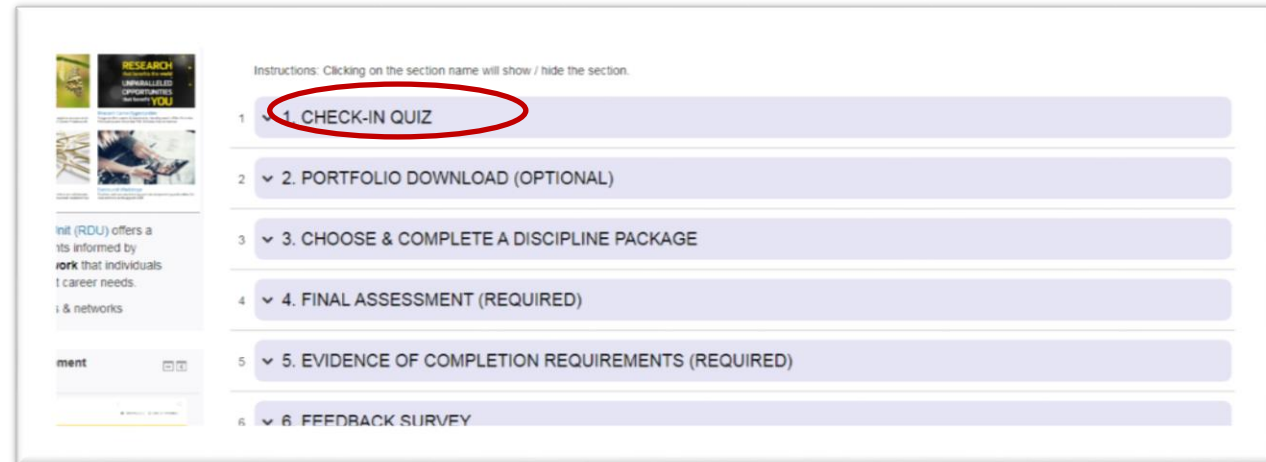
Full Name

Final Score

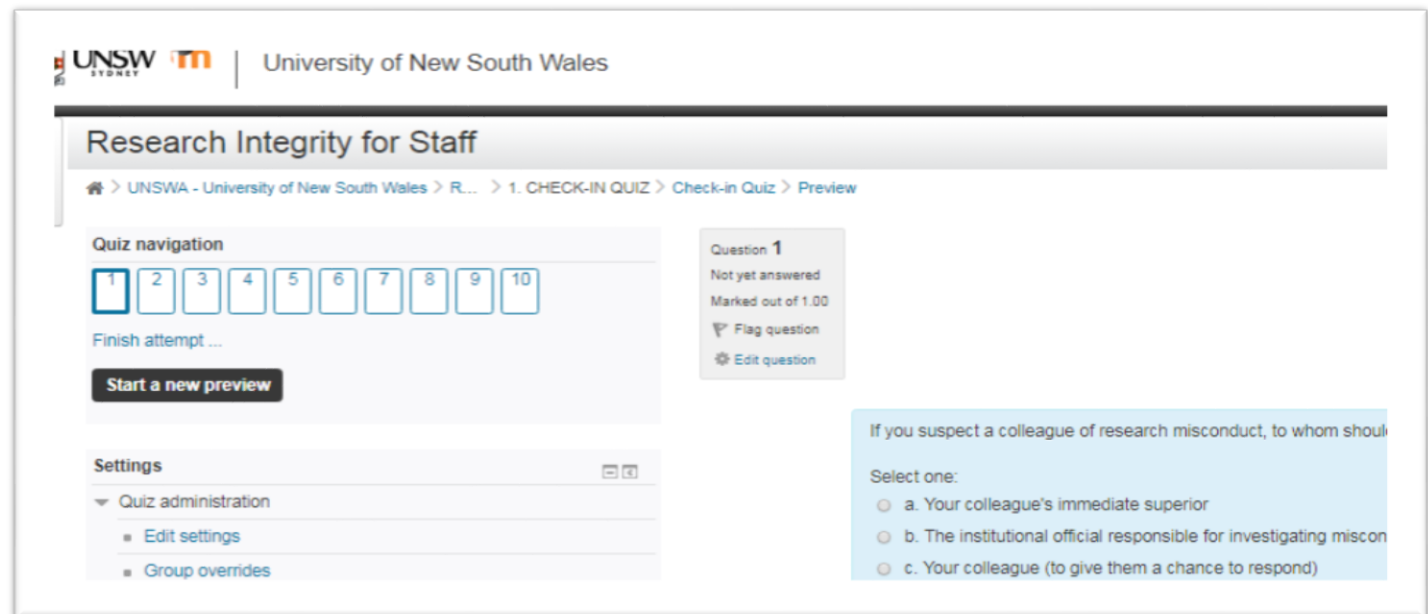
Recommended: Check in Quiz

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".



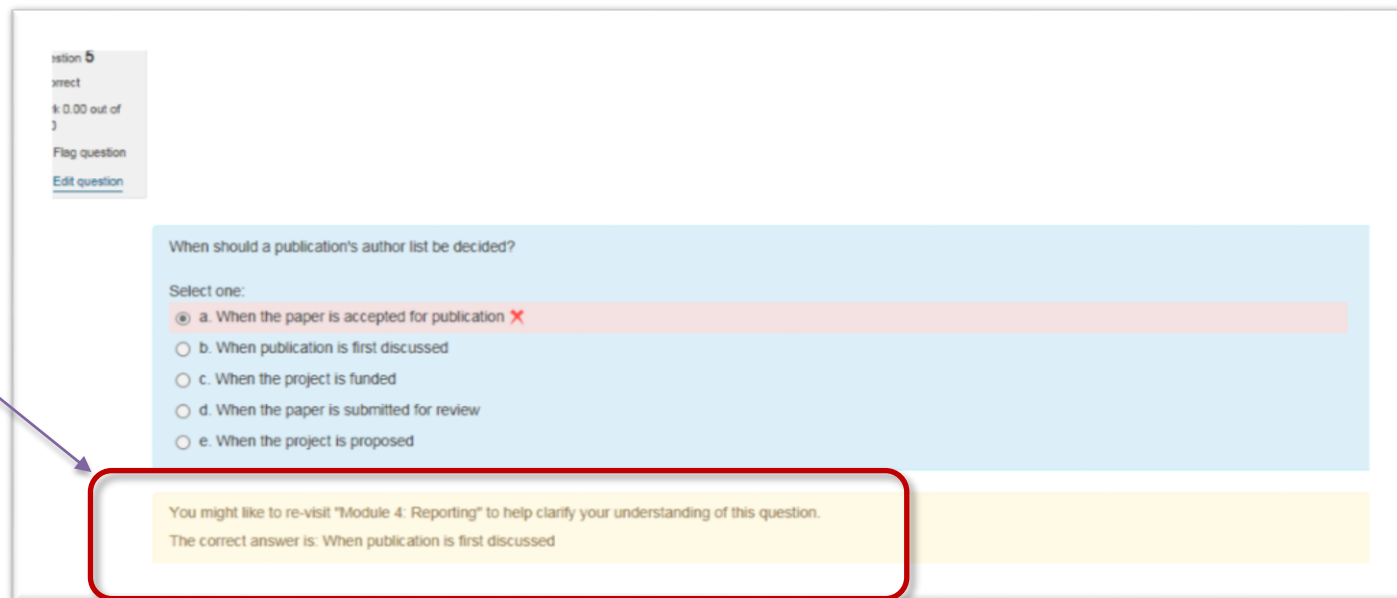
3. You will be taken into the quiz.
4. Click "next" after finishing every question. There are 10 questions in the check-in quiz.
5. Click "submit" once you finish.



6. Review your results and the **suggested Modules** identified.

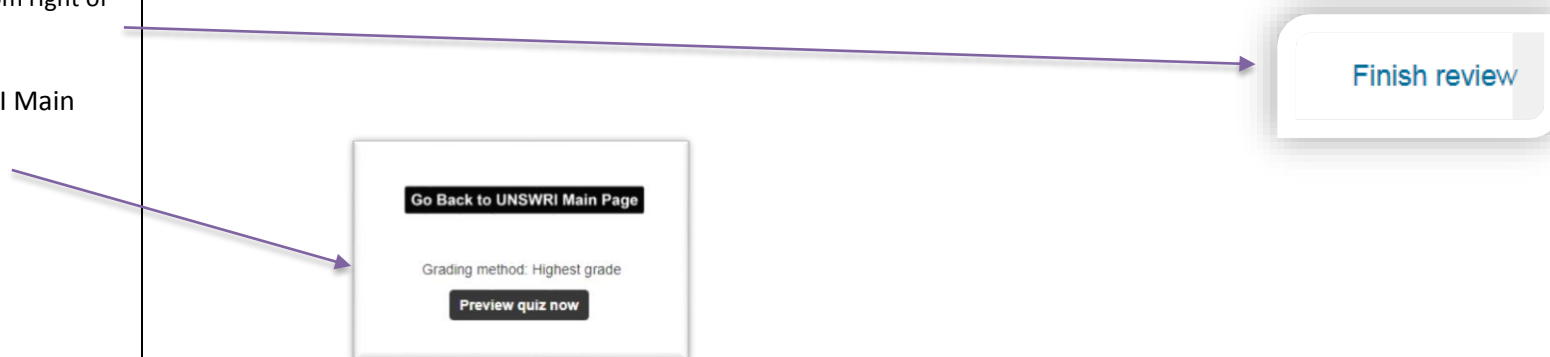
7. These suggested modules highlight relevant areas of focus in the Discipline Packages.

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.



Selecting your Discipline Package

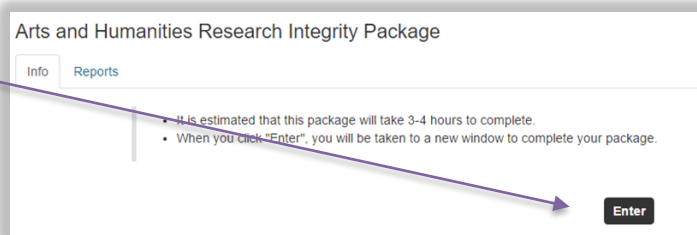
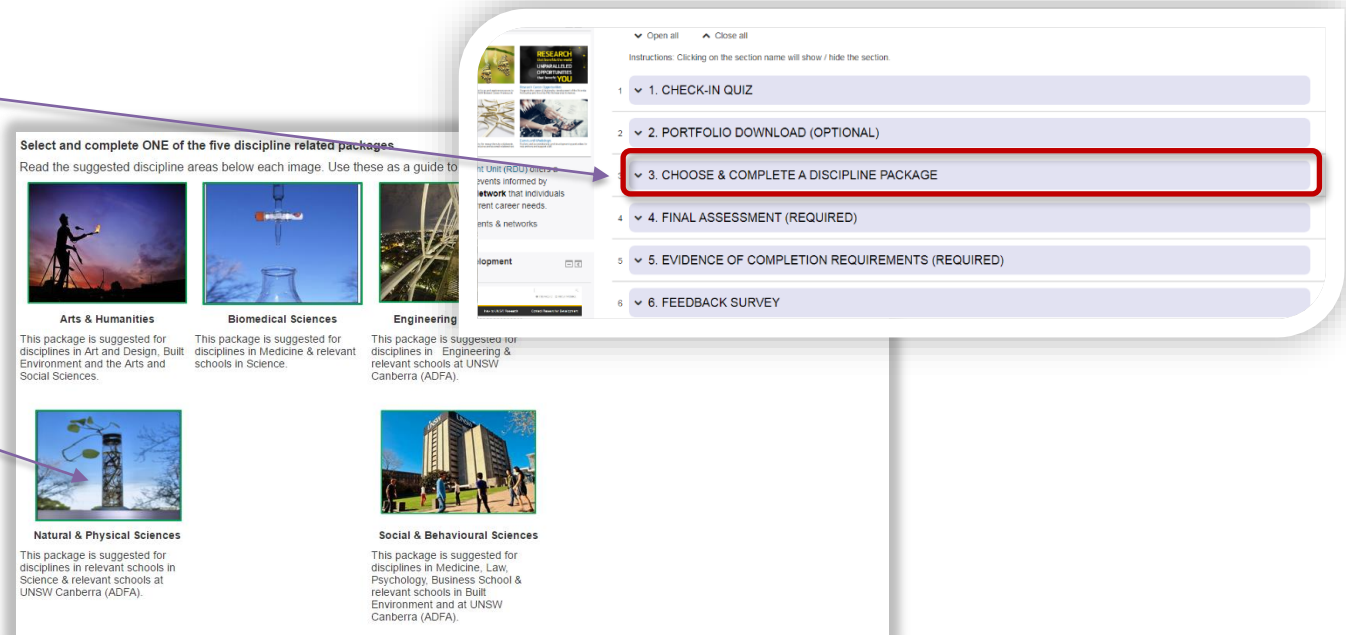
Important: This package will not save progress. If you cannot complete the entire package in one go, we recommend that you work through one module at a time and take note of which modules you have completed. You can re-enter this package as many times as you like.

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).

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



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.

Arts and Humanities Research Integrity Package

Review mode

Research Integrity: Arts and Humanities

Welcome

Orientation

Introduction

Course files

Module 1: Introduction

Welcome

Principles and responsibilities

Principles vs. practice

Responding to research misconduct

Research training and professionalism

Module summary

Module 2: Designing

Planning your research

Research with human participants: D...

Research with human participants: K...

Managing and protecting interests: A...

Financial interests and intellectual pr...

Workplace and environmental safety

Module summary

Module 3: Conducting

Conducting research

Research record

Research data and material

RESEARCH INTEGRITY: ARTS AND HUMANITIES

WELCOME

Welcome

COURSE AUTHORS

COURSE STRUCTURE

LEARNING OUTCOMES

Product Development Team

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Go Back to UNSWRI Main Page

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