【To all graduate students】

Participation in e-learning Course【Avoiding Plagiarism】

In compliance with the"Guidelines for Responding to Misconduct in Research" established by MEXT in August 2014, Nagoya University is progressing forward education of research ethics for students.

As part of this effort, the e-learning course "Avoiding Plagiarism" from EPIGEUM Ltd. was officially introduced in 2017 as a requirement of all graduate students.

In May 2017, graduate students will receive a notification email from EPIGEUM concerning the registration of the course system in the Nagoya University mail (@＊.m-box.nagoya-u.ac.jp).As the "Avoiding Plagiarism" notifications are to be sent on request from Nagoya University, be sure to confirm the email, click on the URL and complete the registration process from the e-learning site to begin the course.

The e-learning course can be taken on both PCs and smartphones. Students who obtain at least 80% on the final test are considered to have passed and completed the course. The course and test can both be conducted as many times as necessary.

Deadline (Course Completion) : **June 30th, 2017**

The status of e-learning course attendance will be reported as appropriate to each student's associated schools from the Student Affairs Planning Division. Students who fail to take the course will be contacted by their associated schools and urged to participate.

Details such as the e-learning registration procedures can be found in the following pages. If you have any questions concerning the operation, etc., please contact us at the Student Affairs Planning Division.

Epigeum Access Token- A Guide for Students

Instructions on how to activate your account from a "Pre-Starter" into an official student account will be given in this guide.

General flow of registration

| Administrators register all new students as "Pre-Starter"s | → | New students are notified by email | → | Students have to access Epigeum to activate their accounts | → | The students' account status are changed to official students from "Pre-Starter"s | → | Online courses are available to students |
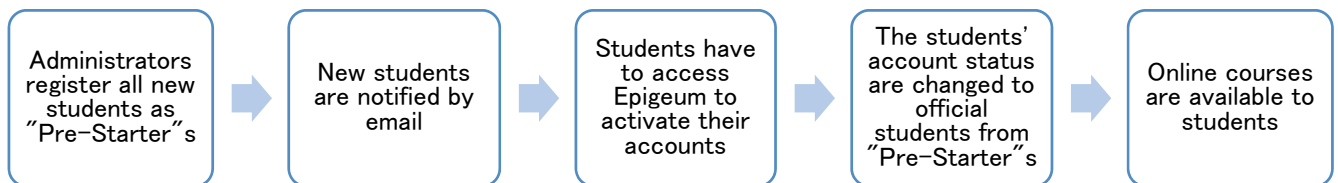
What is a "Pre-Starter"?

"Pre-Starter" means that you are an expected student of Epigeum, given access to our online courses by an administrator. At this point, your registration is not yet complete. To get started, it is necessary to receive an email from the administrator and make a final confirmation that you will register to Epigeum.

Steps to complete your registration

1. **As a "Pre-Starter", you will receive an email like below from Epigeum.**

   Email 1

   From: Epigeum Course System <technical@epigeum.com>

   Subject: Account Details for Your Name at Epigeum Online Course System

   In this email, an URL link, your username, and password necessary for account activation is included.

From: technical@epigeum.com [mailto:technical@epigeum.com]
Sent: 16 January 2017 16:05
To: **student's email address**
Subject: Account Details for student's name at Epigeum Online Course System

Hello student's name

You have been registered as a pre-starter at Epigeum - Epigeum Course System. Your account is created and must be activated before you can use it.
To activate the account click on the following link or copy-paste it in your browser:
https://plagiarism.epigeum.com//prestarter/activate?code=

After activation you may login to https://plagiarism.epigeum.com/home using the following username and password (which you will have to change to one of your own choosing):

Username - use this username when you login first
Password - use this password when you login first

2. **Click the URL link in the email above to activate your Epigeum user account.**
   a. Read the privacy policy and terms of service, then check the box and click "Register now".

3. **A message will appear indicating that your account has been successfully activated. Continue on to enter your username and password in the corresponding box (it is recommended to copy & paste the password as it is quite long) and click the sign in button.**

4. **You will be asked to change your password after signing in, so please enter a new password. Click "Submit" after you have entered your new password.**
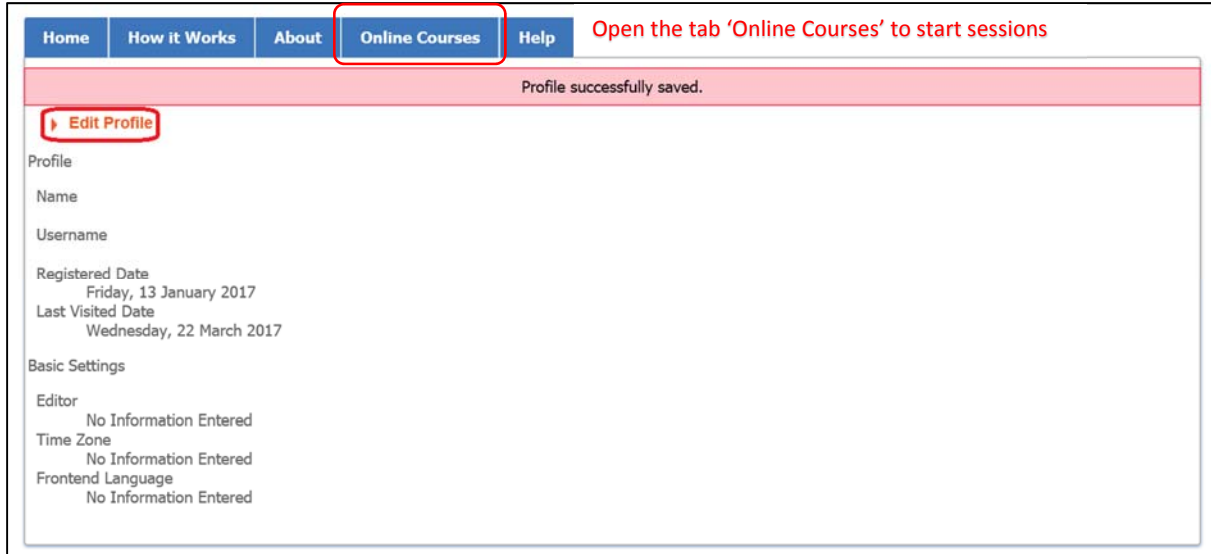
5. **A message confirming your new profile will be shown. Select the "Online Courses" tab to get started on your session(s).**

a. If you want to change your password, you can go back to step 4 by clicking on "Edit Profile".
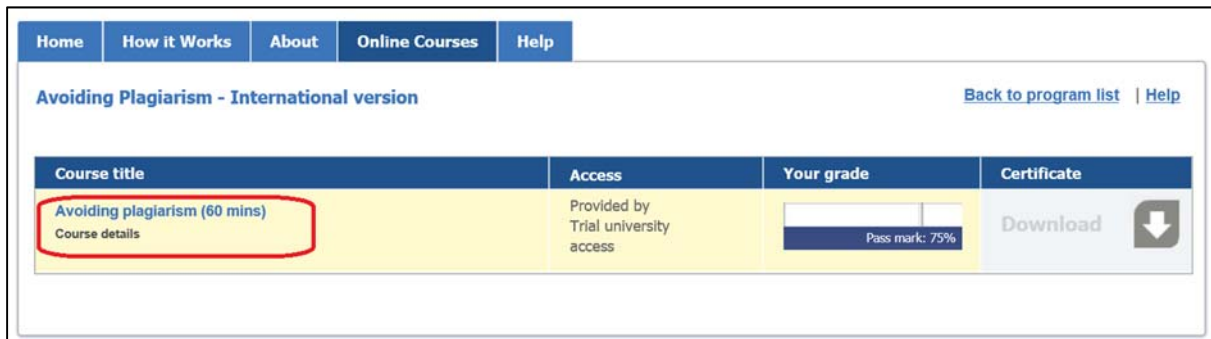
6. **Your account activation is now complete. Click on the course titles to get started.**
   a. Please see "Epigeum manual: how to avoid plagiarism" regarding how to access the lessons.

Epigeum User Guide: How to Avoid Plagiarism

1. Click on the link to open the platform (https://plagiarism.epigeum.com/).
2. In this page login by filling your username and password on the upper right corner and click 'Login.

3. You will be directed to the page with all the available programmes of this platform.
4. Select the one you want to view.

5. In this page you can see the following:
   a. Programme Title
   b. Course Title
   c. Duration of the course
   d. Course description
   e. Who provides access to this course
   f. Your grade (how much you score at the end of course quiz)
   g. Pass mark (how much you need to score in order to pass the course)
   h. Your certificate (when you score higher or equal to the pass mark, this becomes enabled and you can download the certificate)

6. Click on the course title to access the course.

   a. Breadcrumbs
   b. Structure/Navigation of the course
   c. Next and previous buttons
   d. Main content area
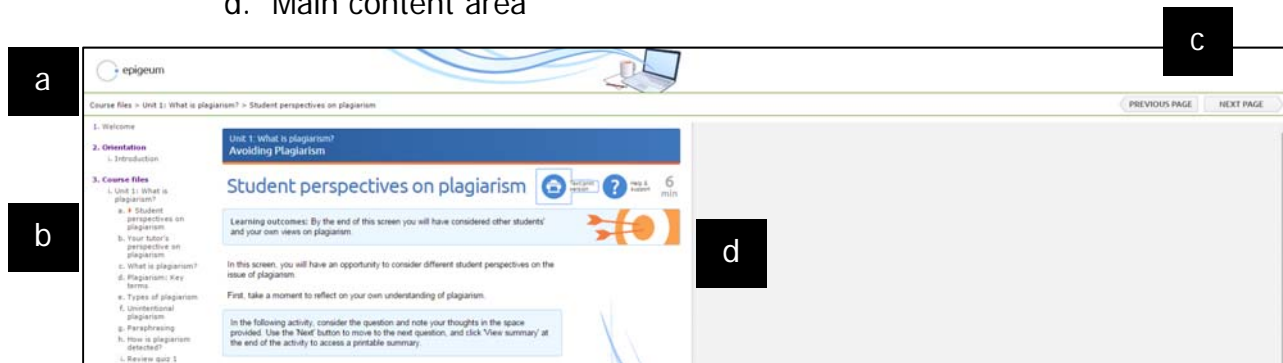
8. Navigate using the 'Previous' and 'Next' buttons.
9. When you reach the 'Course quiz' answer all the questions and click 'Check answers'.
10. You then get a notification about your score and all the answers you answered incorrectly. For example:

11. At the end of this page click on 'Course Feedback'.
12. You will be directed to a new page where you can answer a survey about how you found the course.

Please complete the following survey about how you found your course.

| General Questions | 1. How do you rate the quality of the course? | ○ 5 - Very high ○ 4 - High ○ 3 - Adequate ○ 2 - Low ○ 1 - Very low |

2. How effective was the course in improving your understanding of the subject?
○ 5 - Very high
○ 4 - High
○ 3 - Adequate
○ 2 - Low
○ 1 - Very low

3. How relevant was the course to you and your needs?
○ 5 - Very high
○ 4 - High
○ 3 - Adequate
○ 2 - Low
○ 1 - Very low

4. Did you find the online learning environment easy to understand and navigate?
○ 5 - Very high
○ 4 - High
○ 3 - Adequate
○ 2 - Low
○ 1 - Very low

Suggestions

5. Do you have general comments about the course, or any specific suggestions as to how we can improve it?

SUBMIT

13. Fill in these information and click 'Submit'.
14. You will see the following notification:

Thank you for completing the survey

You may now **close** this window.

15. Click on 'close' to close this window.
16. You have now completed the course and will be directed back to the available courses page, where you can now see your grade (if it is higher or equal to the pass mark, you will be able to download the certificate).

Avoiding Plagiarism - International version   Back to programme list | Help

Course Title	Access	Your grade	Certificate
Avoiding plagiarism (60 mins) Course details	Provided by Epigeum	100% Pass mark: 75%	Download ⬇