

【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.

CONTACT: Inquiries concerning e-learning

Student Affairs Planning Division: Masako Ide, Minori Tabata

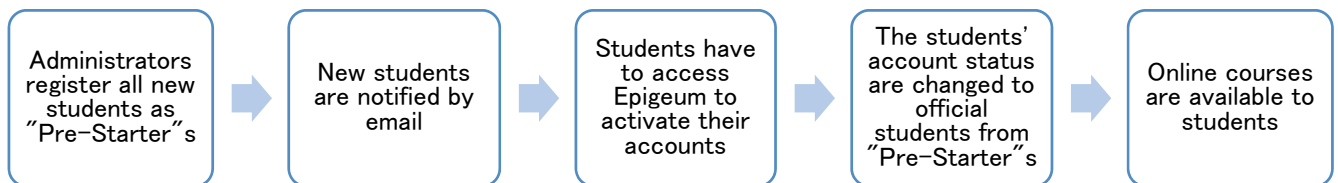
Tel : 052-789-2162 E-mail : gak-reform@adm.nagoya-u.ac.jp

HOURS : Mon - Fri 9am ~ 5pm (excluding 12pm - 1pm)

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



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”.

☐ Before completing your registration, please tick here to confirm that you have read and understood our [Privacy Policy](#) and [Terms of Use](#) and agree that if you choose to respond to the optional survey questions, your responses will be shared with your institution in anonymized, collated form, and also added to aggregate data from participating institutions, in anonymised form

[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.

Use username/password in the email received

Avoiding Plagiarism Online
An online course to help you follow best practice in paraphrasing, referencing and citation

Home | **How it Works** | About | Register | Online Course | Help

Username:
Password: [Sign in](#)
[Register / Forgotten your password?](#)

Your Account has been successfully activated. You can now log in using the username and password you chose during the registration.

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.

Home | **How it Works** | About | **Online Courses** | Help

You are required to reset your password before proceeding.

Edit Your Password

Password *

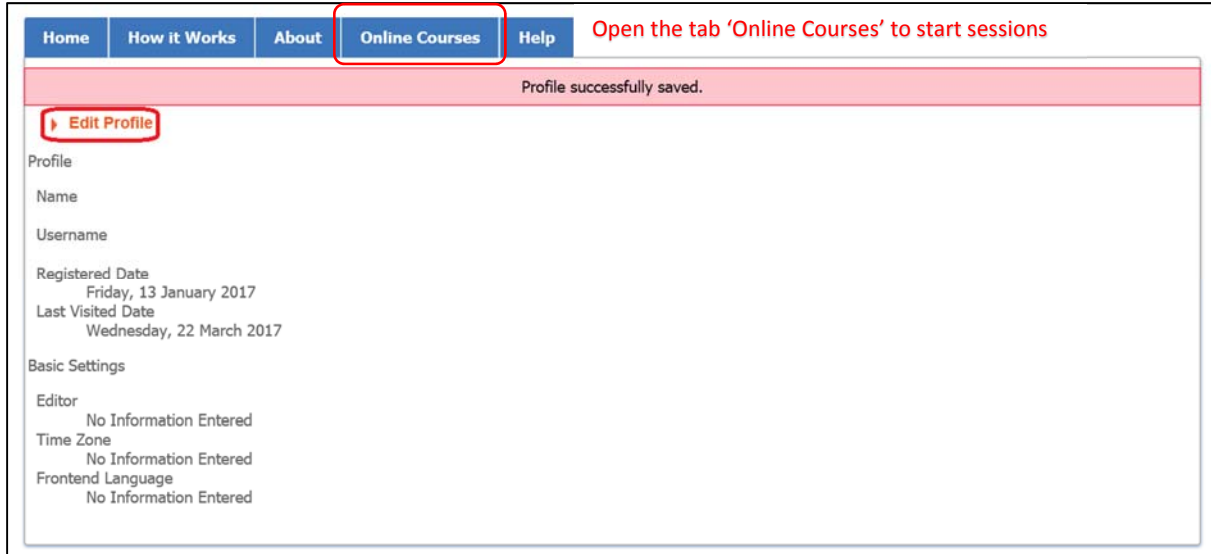
Your password must be at least 8 characters long and include at least: 1 lower-case, 1 upper-case and 1 numeric character

Confirm Password *

[Submit](#) [Cancel](#)

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”.



Home | How it Works | About | **Online Courses** | Help Open the tab 'Online Courses' to start sessions

Profile successfully saved.

[▶ Edit Profile](#)

Profile

Name

Username

Registered Date
Friday, 13 January 2017

Last Visited Date
Wednesday, 22 March 2017

Basic Settings

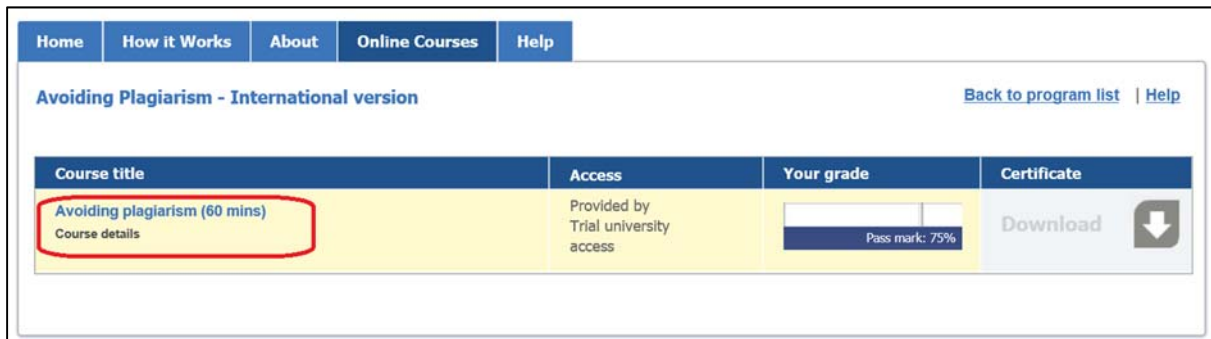
Editor
No Information Entered

Time Zone
No Information Entered

Frontend Language
No Information Entered


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.



Home | How it Works | About | **Online Courses** | Help

Avoiding Plagiarism - International version [Back to program list](#) | [Help](#)

Course title	Access	Your grade	Certificate
Avoiding plagiarism (60 mins) Course details	Provided by Trial university access	<input type="text"/> Pass mark: 75%	Download 

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.

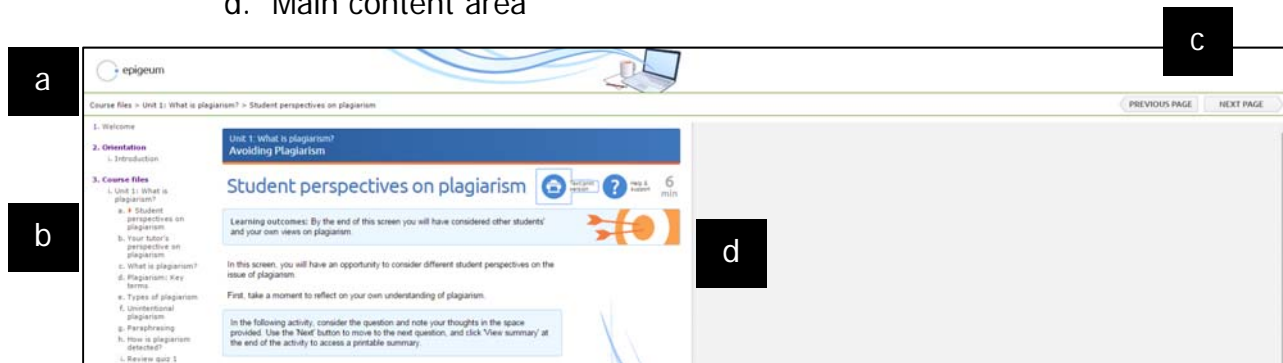
Course title	Access	Your grade	Certificate
Avoiding plagiarism (60 mins) Course details	Provided by Trial university access	<input type="text"/> Pass mark: 75%	Download

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)

Course Title	Access	Your grade	Certificate
a b Avoiding plagiarism (60 mins) c d This course explains what is meant by plagiarism and provides information on the key issues affecting you.	e Provided by Epigeum	f <input type="text"/> g Pass mark: 75%	h Download

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

7. A new window opens with the course content. This page consists of the following four (4) parts:
 - 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:

Your score was 40%, meaning you have failed this course.

The questions you answered incorrectly (or incompletely) are listed below.

What is plagiarism?

Your answer: Plagiarism means intentionally passing off someone else's work as your own.

A student is working on an assignment exploring the characteristics and uses of titanium. He notes in his assignment that it is widely recognised that titanium is 45% lighter than steel, and then comments on some innovative research testing the use of titanium in components of aeroplanes. Should he:

Your answer: Acknowledge both the source of the relative weight of titanium and the innovative aeroplane research (because they are both other people's work).

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	<div> <div>100%</div> <div>Pass mark: 75%</div> </div>	Download 