PROCEDURE FOR ACCESSING THE ONLINE RESEARCH ETHICS COURSE

1. Go to https://www.citiprogram.org/.
2. Create an account by selecting the Register button.
3. Enter "University of the West Indies" as your Organization Affiliation, agree to the Terms of Service and click Continue to Step 2.
4. Follow the instructions online to complete the registration process for steps 2-4 (fill in your personal information, creating your username and password and enter your country of residence).
5. At step 5 for CE Credits, select "No" and continue to step 6.
6. Fill out the information requested by University of the West Indies.
7. Choose one of the groups indicated by selecting the Campus at which you are registered and finalise your registration.
8. On the home page under "Courses", select "View Courses". The group selected will be displayed under "Course" e.g. Group 3: ST. AUGUSTINE. Click "Start Now" to begin the course.
9. Please Complete the Integrity Assurance Statement presented at the top after clicking a course title. The system will allow you to start taking the course modules after completing the Statement.
10. Complete the Required modules and associated quizzes by clicking on "Start" parallel to each module.
11. Complete the required number of Elective modules and associated quizzes.
12. When you complete all Required Modules in your curriculum and any necessary Elective Modules, you will be shown a list of optional Supplemental Modules. You may return to the course site at a future time to review these modules.
13. Please be aware that these optional Supplemental Modules do not count towards nor appear on a completion report.

To Complete the Course:

- The minimum "passing" aggregate score for the quizzes is 80%. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100% correct. Scores obtained after a completion report has been issued will not be reflected on the completion report.
- Print or download a Completion Report as evidence that you have successfully completed the course requirements. A copy will be sent automatically to the UWI's institutional administrators. You may return to the course site in the future to obtain a copy of the completion report. The My Reports page will allow you to access any completion reports you have earned.
- Submit a voluntary, anonymous user satisfaction survey.

PROCEDURE TO GET CREDITS FOR ONLINE RESEARCH ETHICS COURSE (ETHI6000) – MPHIL/PHD CANDIDATES ONLY

14. When you complete all required modules successfully, you may print your completion report through the link: Print Report from your Main Menu or your Previously Completed Coursework page.
15. Submit a copy of your completion report through your Programme Coordinator to the Campus Office of Graduate Studies and Research so that the credits may be documented on your academic record. This course currently carries a credit rating of 2 credtis.

Questions:

- Technical issues should be addressed to citisupport@med.miami.edu or to 305-243-7970.
- Questions regarding your graduate programme requirements should be addressed to your Programme Coordinator.

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