FAQs for MCCP6150 Responsible Conduct of Research (CITI Program)

1. **What is MCCP6150 Responsible Conduct of Research (CITI Program)?**

   MCCP6150 Responsible Conduct of Research (CITI Program) is an online course which trains Professional Doctorate students and researchers with the core values and principles of responsible conduct of research. It aims to raise researchers' awareness of the importance of research integrity and to enhance the quality of research ethics training of the University.

2. **Who should take MCCP6150 Responsible Conduct of Research (CITI Program)?**

   All Professional Doctorate students admitted since 2020/21 intake are required to take the course MCCP6150 Responsible Conduct of Research (CITI Program). The course will be enrolled to you in the first semester/trimester of your first year of study.

3. **How do I take the online course?**

   Once you have started your studies and activated your HKBU SSOid/email account, you can create an account on the website of CITI Program to begin the course. Please refer to the Registration Guide for relevant procedures.

4. **How many modules do I have to take? Are they all mandatory?**

   After you have indicated your learner group, twelve designated modules will be assigned to you. The modules are selected by your School/Department according to their own disciplinary needs. You have to complete all twelve modules to earn a completion report.

5. **What are the passing requirements?**

   You are required to complete all the designated modules and obtain a minimum score of 80% for each module. If you want to improve a score for a particular module, please reattempt it as necessary. However, this should be done **before** your generation of a completion report. Otherwise, the new score from your reattempted module will **not** be shown on the report.

6. **What should I do after completing the online course?**

   Please generate the completion report on the website of [CITI Program](#) and email it to hkbu_tpg@hkbu.edu.hk and copy your Programme Office (DBA: hkbudba@hkbu.edu.hk; EdD: educ@hkbu.edu.hk), with the subject line "Completion report of MCCP6150". Please state your full name and student number in the email.

7. **Will my scores be shown on my transcript?**

   No individual scores will be shown on your transcript. Upon your submission of the completion report, eligible students will receive an 'S' Grade (i.e. 'Satisfactory'). The grade will be shown on your transcript for the course MCCP6150 Responsible Conduct of Research.

8. **When will the 'S' grade be shown on my transcript upon course completion?**

   The grade record will be updated within five working days after your submission of the completion report by email. You may check the transcript on BUniport (Result -> My Grade Record (Unofficial))

9. **When should I complete CITI Program?**
   For Professional Doctorate students, you should complete the CITI Program **before** your confirmation of candidature.

10. **Who should I contact if I have questions about the CITI Program?**
    If you have any questions regarding creation of the account or any login related matters, please contact the Graduate School at hkbu_tpg@hkbu.edu.hk. For other matters, please seek advice from your Programme Office. (DBA: hkbudba@hkbu.edu.hk; EdD: educ@hkbu.edu.hk).