

Rensselaer

OFFICE OF GRADUATE EDUCATION

Record of Candidacy Examination



Student _____ Dept. _____

Current Address _____

RIN _____ Email _____

Date of Exam _____

PLEASE PROVIDE COPY OF CITI PROGRAM COMPLETION REPORT/CERTIFICATE. See instructions on back side for more details. Certificate must be presented to OGE with this form or Candidacy cannot be approved. In addition, indicate below the appropriate Content Series and Learner Group/Course agreed upon by your advisor:

____ Biomedical Sciences ____ Arts & Humanities ____ Social and Behavior Research
____ Physical Sciences ____ Engineering

Recommendation of Examining Committee:

Passed _____

Failed _____

Signatures of Committee Members:

Print Name:

OFFICE OF GRADUATE EDUCATION APPROVAL:

_____ for OGE _____ Date cc: ____ Registrar ____ Department

CITI PROGRAM COMPLETION REPORT INSTRUCTIONS:

Students seeking to meet Candidacy requirements must complete the appropriate Responsible Conduct of Research training.

All graduate students have a responsibility to understand and to uphold the standards of the academic community. Without a commitment from all members of the community to work honestly and fairly, intellectual inquiry will suffer. A high standard of honesty and integrity is expected of you – as a student and as a researcher.

Because academic integrity is a basic element in the scholarly enterprise, it is important for you to review the expectations of the institution and of your colleagues in relation to your academic work and your teaching responsibilities. It is the responsibility of every student to understand these standards thoroughly and to act in accordance with them.

Instructions for CITI registration

1. Go to <https://www.citiprogram.org>
2. As a “new” user, you will click “Register Here” to register
3. Select “Rensselaer Polytechnic Institute” from the “Participating Institutions” list
4. Create a unique “username” and “password”
5. Enter your first and last name
6. Enter your RPI email address
7. Click “Submit”

After logging in under your username and password, click on “Update my profile information” and fill in all required fields (give your RIN number under “Employee Number”). All information will be kept strictly confidential.

Please be sure to meet with your advisor and choose the Content Series and Learner Group/Course appropriate for your discipline and/or research area. You will have a choice of the following areas:

- Biomedical Research
- Social and Behavior Research
- Physical Science
- Humanities
- Engineers

Once your training is complete, you will receive notification from CITI Program and instructions on how to print the certificate. **The certificate must be included with the signed Candidacy Exam form.** Students who have recently completed the RCR training due to NSF or department requirements may submit their certificate provided your training is current. If your training is current, you do not need to retake the training for Candidacy Exam purposes only.

If you have any questions, please contact The Office of Graduate Education. Thank you.