

MINISTRY OF HIGHER EDUCATION MALAYSIA

# Research University Questionnaire System

User Guide



09

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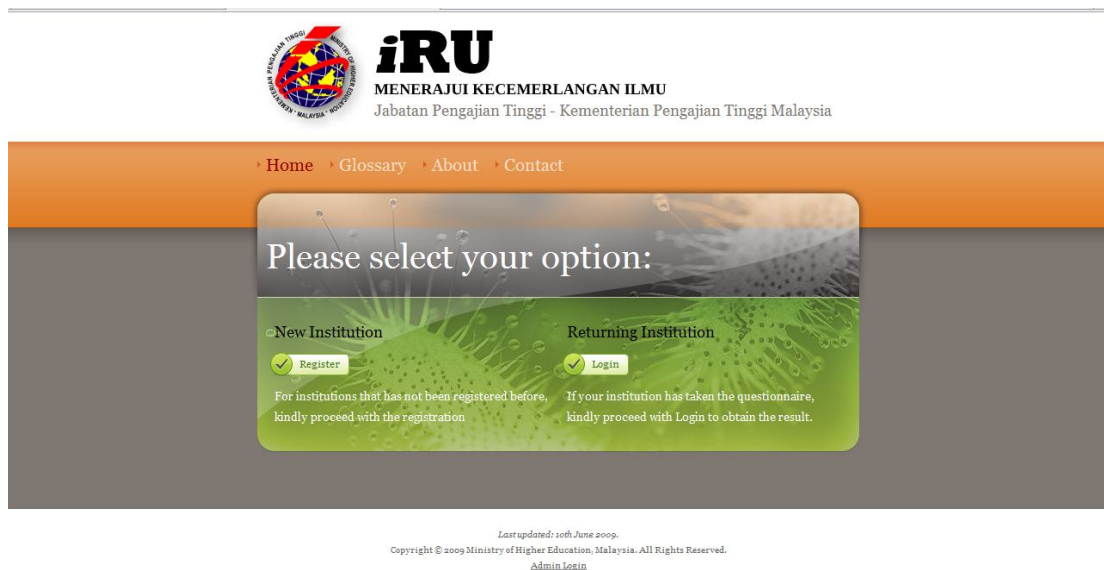
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## 2 THE HOME PAGE

This is how the Home Page looks like:



There are several links available at the top of the page (*left-to-right*):

1. **Home.** This link will bring you to the Home Page.
2. **Glossary.** This link opens a pop-up document explaining the details of the entire question asked during the assessment.
3. **About.** Here you can find the information and history about the RU (Research University).
4. **Contact.** In case you need help or there is a question to be asked, you can always click on this link to reveal the contact of the system administrator.

Besides the above links, there are two main action buttons on the green section of the home page (*left-to-right*):

1. **Register.** Click here to register and start assessing your institution.
2. **Login.** After registering, you will be given one login ID and a password. Use this ID to start assessing, continue your progress, opening your saved result, or modify your saved data.

### 3 REGISTRATION

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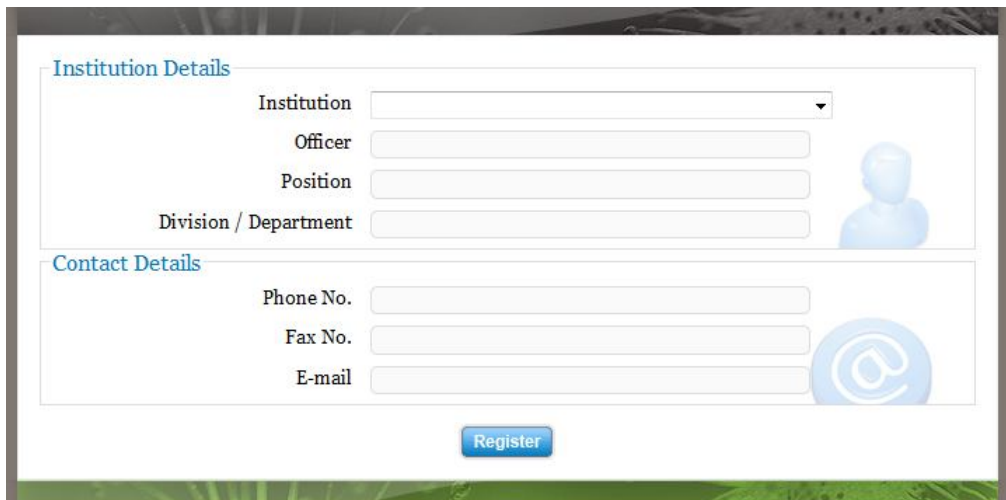
As the first step, a user is required to fill the registration form in the home page.

Here are the detailed registration steps:

1. Go Click on the **Register** button:



2. A notice and a brief objective of the system will pop-up. After finish reading it, you can click "X" icon on the right top of the document to close it.
3. A registration form will show-up:



4. Fill the registration form. The system will let you know if you have entered an invalid entry (eg. alphabet for the phone number).

**NOTE:** This registration will be subject to verification by the system administrator, kindly make sure all the information you entered is correct.

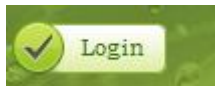
5. After all entries are filled, press the **Register** button.
6. You will be brought to the Registration result page, indicating that your registration has been saved and the system admin is noticed. An email is also sent to your email address.

## 4 LOGIN FOR THE 1<sup>ST</sup> TIME

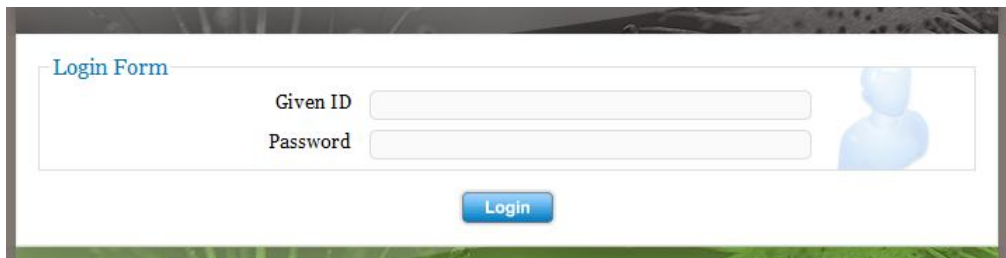
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After you register, the system administrator will verify your registration information. If everything is OK, they will authorize your registration. When you are authorized, an email will be send to your email address. This email contains your *user ID* and *password*. With this information you can start entering data for your institution as follows:

1. Go to the home page and click the **Login** button:



2. A login form will show-up:



The image shows a login form with the following elements:

- Title: Login Form
- Field: Given ID
- Field: Password
- Button: Login (blue)
- Icon: Blue user silhouette

3. Enter your *user ID* and *password* to their respective form entries.
4. Click the blue **Login** button.
5. If your *user ID* and *password* are correct, you are ready to start. If there is a mistake, the system will inform you. You may try again to login after that.

## 5 THE ASSESSMENT

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### 5.1 PERIOD SELECTOR

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After a success 1<sup>st</sup> time login, an Assessment Period Selector page is shown. This allows you to pick any start year as well as the number of assessment year:



Assessing *UNIVERSITI SAINS MALAYSIA* (by *John Doe*)...

Assessment Period Selector

Select the assessment time criterias

1. How many year(s):  1 year  2 years  3 years  4 years  5 years

2. Starting year : 2004 ▾

After selecting the desired options, you may now start the assessment by clicking the **Start Assessment** button.

**NOTE:**


The system is capable of adapting itself to the current year in progress. For example, if the current year is 2009, the maximum starting year are 2004-2009 (5-years back value are also available).

The combination of start year and number of years is also calculated to prevent a user from entering a combination that is invalid. You may not choose a combination that will stretch the year of assessment to more than the current year.

**CAUTION:**

This period selector is shown only ONCE. Means if you have submitted it, you will not able to change it afterwards.

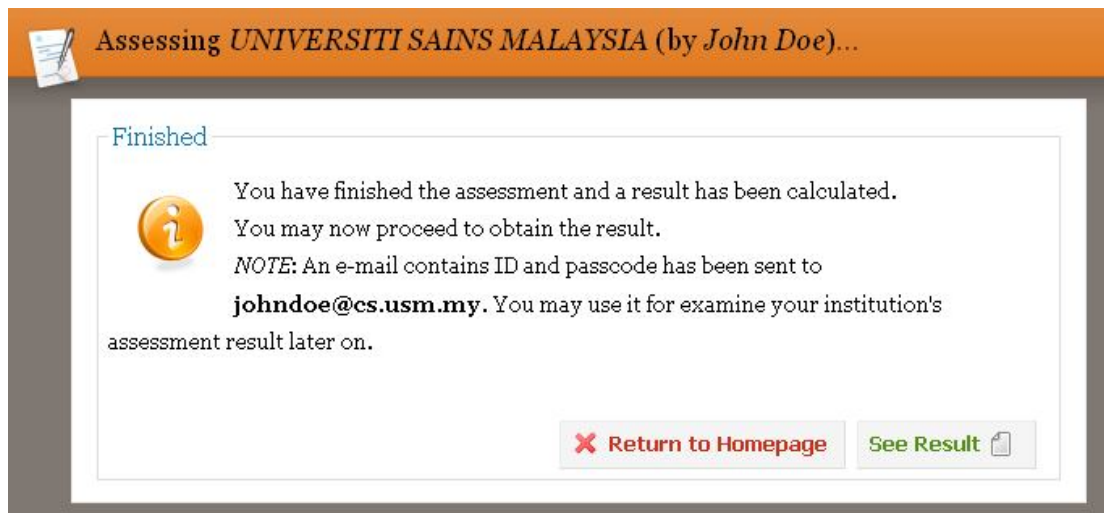


1. **Section Quick Jump.** On above of the section indication, there is a drop down menu that will make you able to jump between sections.
2. **Question hint** . Just mouse-over this icon to show the detailed information for the current question.

### 5.3 FINALISING RAW DATA

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After all question been answered, the system will notify you that the assessment has finished and the final result is calculated. An email is also sent to your address notify you about the finalisation:



From here you can click on the **See Result** button to show your assessment result.



## 6 THE RESULT PAGE

In the result page the below screen will be shown:

The screenshot displays the 'Assessment Result' page. At the top, there is an orange header with a pie chart icon and the text 'Assessment Result'. Below the header, the page is divided into two main sections: 'Institution Details' and 'Contact Information'. The 'Institution Details' section includes fields for Institution, Division / Department, Phone No., Fax No., Creation Date, and Modification Date. The 'Contact Information' section includes fields for Officer, Position, and E-mail. At the bottom of the page, there are five action buttons: 'Change Profile & Password' (with a person icon), 'Modify Data' (with a document and pen icon), 'Create PDF' (with a PDF icon), 'Export to Excel' (with an Excel icon), and 'Print Result' (with a printer icon).

There are five actions that you can select:

1. **Change Profile & Password.** From here you can change your given password and change your saved profile information.

**NOTE:** You can change all information except your institution name.

2. **Modify Data.** If you plan to change your data, click this button to bring you back to the step-by-step assessment screen. Here you can alter your previously entered data.

**NOTE:** If you made changes to the data, be sure to press Save & Exit button in the step-by-step assessment screen to update your result. Fail to do so will make your data as obsolete.

3. **Create PDF.** When you click on this button, a PDF file contains your data and result will be created.
4. **Export to Excel.** After clicking on this button, a save file dialog will show up. This will save an excel version of your data and result.
5. **Print Result.** To print all your data and result, you may click on this button. A print dialog will appear.

As the data part, there are two sections that are selectable using this tab:



## A. RAW DATA











This tabular section contains all your previously entered data.

		2004-2008				
No	Data	2004	2005	2006	2007	2008
1(a)	Number of Academic Staffs	-	-	-	-	■ ■ ■ ■ ■
	a. Professors	-	-	-	-	■ ■ ■ ■ ■
	b. Associate Professors	-	-	-	-	■ ■ ■ ■ ■
	c. Senior Lecturers	-	-	-	-	■ ■ ■ ■ ■
	d. Lecturers	-	-	-	-	■ ■ ■ ■ ■
1(b)	Number of Academic Staffs (not on study leave)	-	-	-	-	■ ■ ■ ■ ■
	a. Professors	-	-	-	-	■ ■ ■ ■ ■
	b. Associate Professors	-	-	-	-	■ ■ ■ ■ ■
	c. Senior Lecturers	-	-	-	-	■ ■ ■ ■ ■
	d. Lecturers	-	-	-	-	■ ■ ■ ■ ■
1(c)	Total Number of S&T Academic Staff	-	-	-	-	■ ■ ■ ■ ■
1(d)	Total No. of Foreign Academic Staff	-	-	-	-	■ ■ ■ ■ ■
2(i)	Total number of fulltime students ( local and international students including post-graduate students)	-	-	-	-	■ ■ ■ ■ ■
	(i) Number of local and foreign undergraduate students. Provide separate data for local and international students.	-	-	-	-	■ ■ ■ ■ ■
	a. Bachelor (LOCAL)	-	-	-	-	■ ■ ■ ■ ■
	b. Bachelor (FOREIGN)	-	-	-	-	■ ■ ■ ■ ■
2(ii)	(ii) Number of local and foreign POSTGRADUATE students. Provide separate data for local and international students.	-	-	-	-	■ ■ ■ ■ ■
	PhD	-	-	-	-	■ ■ ■ ■ ■
	Postgraduates by Research	-	-	-	-	■ ■ ■ ■ ■
	Postgraduates (Foreign)	-	-	-	-	■ ■ ■ ■ ■

## B. RESULT

The result calculated from your data will be shown in this tabular section. Two bottom rows are indicating the final result of your assessment. These are:

1. **Total Marks.** This row represents the sum of Section B, C, D, and E. It will shown the value in red if the mark is lower than 50.
2. **Overall Score.** This row represents the sum of all sections. If the score are more than 75, it will inform you that you have passed the baseline value.

Raw Data		Result		
RESULT				
No	Summary and Total Marks	Status	Marks Obtained	Full Mark
1	SECTION B: Quantity and Quality of Researchers (25%)	OK		25
2	SECTION C: Quantity and Quality of Research (30%)	UNSATISFACTORY		30
3	SECTION D: Quantity of Postgraduates (10%)	UNSATISFACTORY		10
4	SECTION E: Quality of Postgraduates (5%)	EXCELLENT		5
5	SECTION F: Innovation (10%)	UNSATISFACTORY		10
6	SECTION G: Professional Services and Gifts (7%)	OK		7
7	SECTION H: Networking and Linkages (8%)	OK		8
8	SECTION I : Support Facilities (5%)	OK		5
<b>TOTAL MARKS (B, C, D &amp; E must be &gt; 50)</b>				<b>70</b>
<b>OVERALL SCORE (Entry level &gt; 75 for MRU)</b>		<b>- LESS THAN 75 -</b>		<b>100</b>

**NOTE:** If the Total Marks and Overall Score are satisfying, a note will appear and indicating that your institution can officially apply for an RU status.