



KEMENTERIAN PENDIDIKAN TINGGI

MyRA®

MALAYSIA RESEARCH ASSESSMENT

MYRA GLOSSARY

(REVISION 2016)

GLOSSARY**MALAYSIA RESEARCH ASSESMENT INSTRUMENT 1 (MyRA 1)**

NOTE: DATA IS REQUIRED ON **31 DECEMBER OF THE YEAR ASSESSED** AND NOT COLLECTED CUMULATIVELY **UNLESS** STATED

DEFINITION

ITEM	DESCRIPTION
Research Book	Research book means an academic book that has been written systematically based on facts and the result of research that has been analysed critically through rational reasoning.
Academic Staff Study Leave	Academic Staff Study Leave refers to leave for obtaining a higher degree (post graduate studies).
Student Enrolment (First Degree and Advanced Degrees)	Student enrolment includes students who are still active, completed courses, dismissed, dropped out, failed and postponement of study.
Full Time Equivalent (FTE) Active Academic Staff	FTE Active Academic Staff – Two (2) part time academic staff involved in research plus one (1) full time academic staff involved in research.
Full Time Equivalent (FTE) Academic Staff Active S&T	FTE Academic Active S&T – Two (2) part time academic staff active S&T plus one (1) full time academic staff active S&T.
Full Time Equivalent (FTE) student	<ul style="list-style-type: none"> • Master’s Student – Two (2) part time students plus one (1) full time student . • PhD Student – Three (3) part time students plus (1) full time student.
Fellow Post - Doctoral	Fellow post-doctorals are those appointed by contract and not more than five (5) years after obtaining PhD from a recognised University.
First Degree	Bachelor’s Degree or its equivalent.
Advanced Degree	Post graduate degree that is Master’s, PhD or equivalent.
Advanced Degree Research Mode	<ul style="list-style-type: none"> • Advanced Degree Research Mode includes a mixed mode consisting at least 70% of research component • Advanced Degree consisting less than 70% research component is categorised as degree with assignment (course mode)

Original Writing	<ul style="list-style-type: none"> • Original writing refers to writing produced by the author himself/herself or with other authors and not from translation or adaptation by others and . Original writing includes books and any form of publications containing ISBN / ISSN
Cohort	<p>This section measures the sustainability of the academic staff which is classified into 3 (three) cohorts as follows:</p> <ul style="list-style-type: none"> - Cohort A: >50 years - Cohort B: 40 -50 years . Cohort C: < 40 years
Community	<ul style="list-style-type: none"> • Community is categorised as a group of people for example in a school/inhabitants/village/ housing area/NGO and . Definition of “community” in the MyRA glossary is applicable only for community projects
Active Student	Refer to the definition of active student set by MyMohes.
Active Research Project	<ul style="list-style-type: none"> • New project that begins in the year assessed that has a research account and funds • Project that began the year before it is assessed and is still active in the year it is assessed; or . Project that is closed in the year it is assessed
Academic Staff	<ul style="list-style-type: none"> • Academic staff appointed by the University . Academic staff who have retired / resigned in the year assessed but has worked for 6 (six) months will be considered
Active Academic Staff	<ul style="list-style-type: none"> • Academic staff include those seconded, on sabbatical leave and on leave to attend courses/ on attachment • Include Professors, Visiting Professors, Associate Professors, Senior Lecturers, Lecturers and Research Fellows with salary (not honorarium) by <i>IPT</i> (include all branches) who carry out lectures/researches and/or are in service, exclude teachers and fellow educators; • Minimum qualification of at least a Master’s degree; and . Newly appointed staff must have a minimum service of at least 6 (six) months

SECTION A: GENERAL INFORMATION

1 Number of Academic Staff

Total number of academic staff

General Note:

- All output from academic staff not listed in the IPT master staff list in the year assessed will **not be considered**.
- New staff in the year assessed will **not be considered** if their service is less than 6 (six) months (Section A1 b)
- Staff on study leave will **not be considered** as Active Staff (Section A1 b)
- Number of academic staff according to grade of post is as follows:
 - i. Professor or equivalent
 - ii. Associate Professor or equivalent
 - iii. Senior Lecturer or equivalent
 - iv. Lecturer or equivalent
- Examples in the field of Science and Technology (S&T) according to faculty:
 - Pure Science and Applied Science
 - Technology and Engineering
 - Health Science and Clinical
 - Information Technology and Communication
 - Science, Mathematics and Computer
 - Engineering, Manufacturing and Construction

2 Total Number of fulltime students

(including Local and International Postgraduates)

A) Number of local and foreign Undergraduate students

Number of full time registered (enrolled) first degree students as follows:

- Bachelor (Local)
- Bachelor (Foreign)

B) Number of local and foreign Postgraduate students

Number of registered (enrolled) Postgraduate students only according to mode of study is as follows:

- i. Master's – Research (Local)
- ii. Master's – Research (Foreign)
- iii. Master's – Coursework (Local)
- iv. Master's – Coursework (Foreign)
- v. PhDs (Local)
- vi. PhDs (Foreign)
- vii. Doctoral Level Coursework (Local)
- viii. Doctoral Level Coursework (Foreign)

SECTION B: QUANTITY AND QUALITY OF RESEARCHERS

1 Critical Mass

Total number of active academic staff involved as Main Researcher of research project.

Number of active academic staff involved as Main Researcher/Project Head/Individual for research projects as follows and not cumulatively.

Type of Grant	S&T	Non S&T
National	RM 20,000	RM 5,000
International/Industry/Private	RM 10,000	RM 5,000

General Note:

- Taken into consideration the number of Main Researchers only and not the number of research projects involved
- A Main Researcher can be considered only once whether in the category of university fund, national grant, industry or international grant
- The calculation for the Main Researcher will be based on the date the account was opened and fund distribution

a) University Grants

Projects that are sponsored through Research Fund and University Research Fund. Projects must be competitive in nature.

General Note:

- Grants from international universities to a local university branch in Malaysia is considered as a project sponsored through the University Fund

b) National Grants

Competitive national grants taken into consideration are FRGS, ERGS, MARDI, TRGS, PRGS, LRGS, HICoE etc.

c) Industrial Grants

Only competitive industrial /private grants will be considered including research contracts such as a clinical trial that involves research.

Examples: PPRN Grant, Cess Fund etc.

d) International Grants

Only competitive international grants will be considered

General Note:

- Research grants that are paid directly to the Main Researcher can be accepted only if there is proof of receiving fund, expenditure or financial transaction
- Material evidence include financial statements, letter of appointment, telegraphic transfer and others
- Example of grants are grants from JICA, United Nations, WHO, World Bank, Newton-Ungku Omar Fund etc.

2 Total number of active academic staff with PhDs or Professional Qualifications

General Note:

- Professional qualification in the field of medicine is based on the formal JPA list
- Other professional fields need to be supported by the Parliament Act Malaysia

a) Total number of academic staff with PhDs/ DSc./D.Eng. etc

Number of active academic staff with highest Doctoral Degrees including PhDs/DSc./D.Eng. Etc

General Note:

- PhD equivalent – Level of doctorate based on research only (**not including** DBA, DEd., DPharm. and MMed)

b) Total number of academic staff with Professional Qualifications (such as physicians, engineers, architects, accountants etc)

Number of active academic staff with high Professional Qualifications
Examples: Ir., AR., FRCP, Sr., C.Eng, ACCA, MICPA, ICAS, ACAEW, ICAI, NZICA, CICA, CIMA, MMed etc

General Note:

- Academic staff with both qualifications such as a PhD and Professional Qualification is **considered under one category only.**
- Professional Qualification has to be administered under one act and a council that oversees professional practice. Academic staff with legal practitioner qualifications under the Parliament Act Malaysia can be considered.

- Professional body member registration number is required.

3 Research Experience (3 cohorts)

Total number of active academic staff research experience based on three (3) age groups.

Age Category:

- i. Cohort A: >50 years
- ii. Cohort B: 40 – 50 years
- iii. Cohort C: < 40 years

General Note:

Marks are given based on a linear scale calculation in the range of +/-15% from ideal target percentage for every cohort as follows:

- Cohort A = 30% from academic staff
- Cohort B = 40% from academic staff
- Cohort C = 30% from academic staff

4 Awards/ Stewardships conferred by National and International Academic and Professional Bodies for research excellence

General Note:

- Examples of awards/recognitions/stewardships (not limited to the list below) that are taken into consideration:
 - Research
 - Prominent figures (e.g Merdeka Awards)
 - Fellowship (e.g Fulbright Fellowship)
 - Creativity (e.g Aga Khan Award for Architecture, Royal Institute of British Architect Award, The International Architecture Award, Seri Endon Trophy, *Tokoh Kraf Negara*, Malaysia Architects Association Award)
 - Stewardship means appointment as Committee Chairman **or** Task Force at National and International level
 - Editor-in-Chief for journals listed under JCR only
 - Editorial board member for prestigious journals (top 10% in the fields listed in JCR)

- Examples of awards/recognitions/stewardships **NOT** taken into consideration (not limited to the list below):
 - Best Paper Award
 - Best Poster Award
 - Journal Reviewer Award
 - Best Reviewer Award
 - Top Cited Researcher
- Would be considered if, the award is received from an international body, for example Thomson Reuters Quacquarelli Symonds (QS), Shanghai Jiao Tong (ARMJ).
- Fellows and senior members in a professional body at national or international level are **not considered** as a stewardship but can be considered under recognition in Section G.
- Proof of award is for example a certificate and proof of recognition is a letter of appointment.
- Awards and recognitions from the IPT that is assessed (internal) are **not considered**.
- Examples of Academic and Professional Bodies:
 - **National Level:** Academy of Sciences Malaysia, Academy of Medicine Malaysia, Board of Engineers Malaysia and others
 - **International Level:** UNESCO, WHO and others.
- a) **Total number of awards conferred by Academic and Professional Bodies for research excellence at International level**
Number of awards conferred by Academic and Professional Bodies at **International level** to academic staff
- b) **Total number of recognitions/stewardships conferred by Academic and Professional Bodies for research excellence at International level**
Number of recognitions/stewardships conferred by Academic and Professional Bodies at **International level** to academic staff.
- c) **Total number of awards conferred by Academic and Professional Bodies for research excellence at National level**
Number of awards conferred by Academic and Professional Bodies at **National level** to academic staff

- d) **Total number of recognitions/stewardships conferred by Academic and Professional Bodies for research excellence at National level**
Number of recognitions/stewardships conferred by Academic and Professional Bodies at **National Level** to academic staff
- e) **Research exhibition awards (gold medals / special awards)**
Awards conferred at gold level or special awards at research exhibitions by Government Agencies, Academic or Professional Bodies

General Note:

- Gold medals or special awards conferred at National and International levels
- List of recognised research exhibitions as found in the MyRA website:
 - *Persidangan dan Ekspo Ciptaan Institusi Pengajian Tinggi Antarabangsa (PECIPTA)*
 - Korea Seoul International Invention Fair (KSIIF)
 - British Invention Show (BIS)
 - United States – Pittsburgh Remodelling Expo, Invention and New Product Exhibition (INPEX)
 - Germany International Trade Fair Ideas – Inventions – New Products (IENA), Nuremburg
 - International Invention, Innovation and Technology Exhibition (ITEX)
 - BioMalaysia & Asia Pacific Bioeconomy

SECTION C: QUANTITY AND QUALITY OF RESEARCH

1 PUBLICATIONS

a (i) Total number of publications in SCOPUS/WOS/ERA indexed journals

Number of publications in SCOPUS/WOS/ERA indexed journals by active academic staff from institutions (name of institution is affiliated to the said publication).

Journals published by the publishers below are not considered except for journals found in the Thomson Journal Citation Report (JCR):

- Academic Journal (www.academicjournals.org);
- Eurojournal (www.eurojournals.com);
- CG Publishing (www.commongroundpublishing.com); and
- Africa World Press, Inc (www.africaworldpressbooks.com).

General Note:

- Publications that are not in the form of articles like abstracts, book reviews, editorials, meeting abstracts, letters to the editor and erratum are **not considered**.

(ii) Total number of publications in indexed SCOPUS/WOS/ERA post-session conference

(iii) Joint Publications

- Industry Collaboration
- International Collaboration
- National Collaboration (UA-UA, UA-US, US-US, Research Institute/Agency)

b) Total citation of publications

- Total citations (in SCOPUS/WOS) in the period of the last 5 years for **5 YEARS PUBLICATION** produced by the institution till the year assessed
- For journals listed in ERA (but not listed in SCOPUS/WOS) the calculation of citations will be based on Google Scholar

c) **Total number of publications in unindexed journals**

Number of publications in journals other than those mentioned in Section C1 a(ii) and not inclusive of post-session mentioned in Section C1 a (ii).

General Note:

- List of journals in the Malaysian Citation Index (MyCite) is accepted (besides Section C1 a(i)).

d) **Research books and chapters in research books**

(i) Number of research books

The number of academic books published from researches in the year assessed

General Note:

- Books published have to comply to the standard procedures of research books for example it has been checked and edited.
- Books should contain standard procedures such as a front page, content, foreword, ISBN, index and copyright.
- Publishers registered with recognised bodies like MAPIM are considered. Example of publisher **not considered**:
 - LAMBERT Publisher

(ii) Number of chapters in research books

The number of chapters in the research book other than the chapter taken into consideration in the book in Section C1 d(i) that is published in the year assessed

General Note:

- Publishers registered with recognised bodies like MAPIM are considered. Example of publisher **not considered**:
 - LAMBERT Publisher

e) **Policy Papers**

Policy papers that contribute to the formation/improvement/abolition of policy/ruling or *fatwa*/acts and likewise that have been accepted by stakeholders whether by government agencies, private companies or internationally (other than the institution assessed)

General Note:

- If the policy holder has listed the name of the contributor in the policy paper, then it is not necessary to show any of the proofs stated below:
 - Policy paper, blueprint, main plan, research paper and others
 - Proof related to conveying appreciation to the centre, working paper that acts as reference for the policy paper and affiliation to the university
 - Proof to show that the findings of the research paper is used; and
 - Staff letter of appointment as head/member of the research project.

F) Other publications (Case studies, technical reports, articles in magazines, newsletters, original writings, publications from conferences, digital or print media)

The number of articles in magazines, newspapers, original writings, publications from conferences, digital or print media and others.

2 Research grants for academic staff**General Note:**

- Total amount of fund that is approved for a new project in the year assessed
- Total amount of fund received for an active research project in the year assessed
- A clinical trial is categorised as a research contract
- Clinical trials in the form of services for example Bioequivalence is not considered as a research contract and is placed under Consultancies in Section F
- The value of all grants is accepted even though it does not fulfil the minimum value as Main Researcher in Section B1.

a) Total amount of public funds from Government Agencies/Parent Bodies/ Home Universities/Main campus of country of origin.

General note:

- This includes funds channelled to subsidiary companies owned.
- Grants that are financed through research reserves and the university research treasury are taken into consideration.
- Grants that are obtained from Parent Bodies/IPT/Home Universities/Main Campus that is assessed are considered.

- Total amount of allocation that is approved (pledged) for new projects from Government Bodies/Statutory Bodies in the year of assessment**
- Total amount of allocation received (in bursary) for active projects from Government Bodies/Statutory Bodies in the year of assessment.**

b) Total amount of research grants from Private/Industry/Non-government organisation (including research contracts)

General Note:

- This includes funds channelled to subsidiary companies owned by the majority of the said institute
- Grants obtained from external private sources that has no connection to the IPT assessed

- Total amount of allocation approved (pledged) for new projects from Private/Industry/Non-Government Organisation (NGO) in the year of assessment**
- Total amount of allocation received (in bursary) for active projects from Private/Industry/Non-Government Organisation (NGO) in the year of assessment**

c) Total amount of research grants from International Bodies/Agencies
Total amount of allocation received/sponsored by International Bodies/Agencies in the year assessed.

General Note:

- Total amount of allocation received by the Head of Project of the IPT assessed
 - Only grants with overseas funds and has no connection with the IPT assessed will be considered
 - Grants from international companies based in Malaysia will **not be considered** unless approval is received from the original country.
- i. **Total amount of allocation approved (pledged) for new projects from International Bodies/Agencies in the year of assessment.**
 - ii. **Total amount of allocation received (in bursary) for active projects from International Bodies/Agencies in the year of assessment.**
- 3 **Research expenditure for all projects (source of data from treasurer)**
- a) **Total amount of research grants received**
Total amount of funds received in the year assessed for all active research grants.
 - b) **Total amount of research grants spent**
Total from C3 that has been spent in the year assessed.

SECTION D: QUANTITY AND QUALITY OF POST GRADUATES

1. Number of PhD Graduates

a) Total number of PhD graduates in the year assessed

Number of PhD graduates **approved by Senate** in the year assessed

- (i) Total number of local student PhD (Research Mode) graduates in the year assessed
- (ii) Total number of foreign student PhD (Research Mode) graduates in the year assessed

b) Ratio of PhD graduates to active academic staff

Method of calculation:

$$\begin{aligned} & \text{Number of PhD graduates} \\ = & \frac{\text{Number of PhD graduates}}{\text{Number of active academic staff}} \end{aligned}$$

2. Number of Master's graduates

Total number of Masters (Research Mode) graduates in the year assessed

Number of Master's graduates (Research Mode) **approved by Senate** in the year assessed.

3. Number of PhD students registered in the year assessed

a) Total number of PhD students registered

b) Ratio of PhD students registered to active academic staff

Method of calculation:

$$\begin{aligned} & \text{Number of PhD students registered} \\ = & \frac{\text{Number of PhD students registered}}{\text{Number of active academic staff}} \end{aligned}$$

c) Total number of PhD students registered in S&T

4. Postgraduate Enrolment

a) Ratio of Postgraduate students registered to active academic staff

Method of calculation:

$$\begin{aligned} & \text{Number of all registered postgraduate students} \\ = & \frac{\text{Number of all registered postgraduate students}}{\text{Number of active academic staff}} \end{aligned}$$

b) Ratio of registered postgraduate students (based on research mode and mixed mode) to undergraduate students

Method of calculation:

$$= \frac{\text{Number of registered postgraduate students (research mode and mixed mode)}}{\text{Undergraduate students}}$$

5. Number of foreign postgraduate students

a) Total number of foreign postgraduate students registered

b) Percentage of foreign postgraduate students compared to the total number of postgraduates (Auto calculated)

6. Entry qualification level of postgraduates

a) Number of postgraduate students with CGPA > 3.0 or equivalent for their first degree.

Meaning equivalent:

- For systems in the First Degree using percentage, need to obtain more than 70%
- Passed Bachelor of Medicine/Dentistry; or
- Master's Degree

General Note:

- Data is based on registered students

b) Percentage of postgraduate students with CGPA > 3.0 or its equivalent for their first degree

7. Total number of fellowships/grants awarded by prestigious bodies to postgraduate research mode students.

a) Number of postgraduate research mode students awarded fellowships/grants by bodies or institutions that are not universities.

Examples:

- National Science Fellowship
- Toray
- ADB

- IDB
- MyBrain15

General Note:

- Not including Science Fund, FRGS, SLAB and projects that do not involve selections etc. Only fellowships/grants received by students.
- Award criteria need to be transparent, open and competitive
- Prestigious body
- Any form of loans **is not considered**
- Foreign students who receive sponsorships /scholarships from government of origin country are accepted
- Sponsorships from employers **are not considered** (conflict of interest).

**b) Percentage of postgraduate research mode students awarded fellowships/grants
(Auto calculated)**

8. Post-doctoral appointments

Number of active post-doctoral research fellows

General Note:

- Newly appointed staff need to be in service for at least 6 (six) months in the year of assessment

a) Number of local post-doctoral research fellows

Number of active **local** post-doctoral research fellows in the year of assessment.

b) Number of foreign post-doctoral research fellows

Number of active **foreign** post-doctoral research fellows in the year of assessment

SECTION E: INNOVATION

1. PATENTS

a) Total number of new patent certificates obtained

Total number of patent certificates obtained in the year of assessment.

General Note:

- **Not inclusive** of renewed certificates

b) Total number of new patent certificates filed

Total number of new patent certificates filed in the year assessed

c) Total number of new patented inventions

Total number of new patented inventions and obtained in the year of assessment

General Note:

- Only new patents obtained for the first time in the year of assessment will be considered
- Similar inventions if patented in different countries will be counted only once
- A patent will be accepted if the inventor is still under service with the university when the invention is filed
- The university must have ownership rights (joint/fully) on the patent

d) Total number of new inventions filed

Total number of new inventions filed in the year of assessment

General note:

- Only new inventions filed for the first time in the year of assessment will be considered
- Similar inventions if patent is filed in different countries will be counted only once
- The university must have ownership rights (joint/fully) on the invention that is filed.

2. COMMERCIALISED PRODUCTS

Total number of innovations from activities on know-how technology successfully marketed as commercialised products.

Total number of new commercialised products.

General Note:

- Commercialised products by registered companies (including holdings/spin-off/start-up from IPT that is assessed).
- Internal sales are not considered, for example:
 - IPT ←-----→ holding/spin-off/start up
- Commercialised products must generate income in the year assessed
- Products that are commercialised/marketed by spin-off companies registered with the authorities can be accepted and is supported by financial transactions (total amount of cash channelled to a statement)
- Commercialised mobile applications need to show payments such as from Digital Distribution Platform or Apple App Store.
- Accumulated transactions can be brought forward to the following year if the amount is less than RM20,000 in the year assessed.
- Period of commercialisation can be more than 1 (one) year or until the amount collected reaches RM20,000 and above

3. Licensed Know-How Technology

Number of licensed know-how technology like licensing agreement or handing over of rights to intellectual property.

General Note:

- Closed ownership information in the form of intellectual property include invention, formula, design, drawing and procedures from licensing institutions that will help the license holder to produce/process.
- Licensing has to be worth RM10,000 and above and can be licensed to more than 1 (one) company.
- Period of time for transaction of licensing process can be more than 1 (one) year and will be taken into consideration once the process is completed.

- Technology that is licensed to holdings/companies under IPT/Spin-off company that is assessed and registered with the authorities can be accepted.

a) Total number of licensed know-how technology

b) Total number of know-how technology sold directly to companies

4. Other IPRS (other than patents, commercialised products, licensed know-how technology and books stated in Section C)

Intellectual property other than patents are intellectual products that have recognition such as trademarks, copyrights, industrial designs, circuits, development plans, soft-wares, song lyrics, poems, drawings, geographical indication (e.g Cili Bangi), layout designs, utility innovation, New Plant Variety (NPV) and New Microbial Species that are produced by academicians.

General Note:

- All copyrights need to be registered with MyIPO or an international body that is its equivalent, as it is the authority for the intellectual property.
- Copyrights that are disassembled are counted as one entry
- Has proof of use for intellectual property other than patent even though registered/obtained before the year of assessment
- Refer to MyIPO for definition.

5. Start-Up / Spin-Off Companies

Number of start-up/spin-off companies (representing businesses, new job opportunities) created based on research innovations

Number of new businesses that commercialises research innovations (refer to company registrations and technology know-how agreements).

General note:

- Among the indicators showing the progress of a start-up company include percentage (%) payment for license fee, earnings from precomm fund and investments, paid up capital, unit sales and gross sales.

SECTION F: PROFESSIONAL SERVICES AND GIFTS

1. Total gross income from R&D activities received through courses/training (non-degree programmes) and from post graduate research mode and mixed mode fees

Total number of gross income from research and development activities received through courses/training (non-degree programmes) and from post graduate research mode an mixed mode fees.

General Note:

- Income received from courses/training/fees and teaching and learning activities not related to research are **not taken into consideration**.
- Only money that is channelled into the Treasurer's statement will be considered.

2. Gross Income received from conferences, seminars and knowledge-sharing programmes, organised in the field of specialization.

General Note:

Total gross income received from activities like conferences, seminars and knowledge-sharing programmes on research findings, organised in the field of specialization.

3. Gross income from commercialisation activities/information technology licensing/direct sales

Gross income from commercialisation activities, information technology licensing and direct sales in the year of assessment.

Total gross income based on financial transactions from commercialisation activities/ information technology licensing/direct sales in the year assessed.

Includes book publishing rights, art work and royalties from research projects that are channelled into the university account or subsidiary companies.

General Note:

- Include sales of research project books that are channelled into the university account or subsidiary company.

4. Gross income from Research & Development activities received through consultancies (excluding research contract), recoupable hospital payments or laboratory services payments in the year of assessment.

Total gross income received in the year of assessment through:

- Consultation projects carried out individually/in groups
- Payment received from hospital (recoupable); and
- Payment for laboratory services

General Note:

- The amount received is only for the year assessed and not cumulative.
- Payment received from the hospital (recoupable) is the service payment to specialist doctors. Income from health clinics is **not considered**.
- Proof of consultation can be obtained through documents such as legal agreements, appointment of consultant, financial statements and others.

5. Endowment (including professorial chairs)

Total quality of endowment is based on financial transactions awarded by outside parties to the university/institution to explore a certain aspect of knowledge through research, in the year of assessment.

General Note:

- Total endowment received by the university from any contributor in the year of assessment
- Not inclusive of contributions unrelated to research
- Proof of endowment agreement/letter needs to be presented during assessment
- Proof of Terms of Reference (TOR) that consist of purpose and percentage of allocation at the time of approval of the existence of the endowment fund that has been agreed on by the university, need to be submitted.

6. Gifts/Donations (money/ equipment /research materials etc.) worth > RM3,000 each

Total value of gifts/donations from outside parties to the university includes in the form of money, equipment, research materials, travel per diem, stipend and facilities (infrastructure and services) that is worth RM3,000 or more used for research purposes in that particular year and is not cumulative.

General Note:

- Gift/Donation given through direct payment to the researcher is accepted if it is for research purposes and there is proof of receiving the fund or financial transaction such as receipts, financial statements or proof of Electronic Fund Transfer (EFT)
- Prizes won at competitions are **not considered**.

7. Percentage of expenditure for the development of Research & Development (R&D)

Total expenditure used for research development are as follows:

- Researcher payroll / management of research
- Purchase of research equipment
- Development of research laboratory

SECTION G: NETWORKING AND LINKAGES

1. Participation in research activities with international institutions who have signed the MoA/active agreement

a) Total number of MoA signed and stamped

The number of MoAs signed and stamped with institutions/agencies at **international level.**

General Note:

- The MoA needs to be in a valid period and has proof of activities carried out in the year assessed.
- MoA has to be signed by the CEO/ President/ Vice Chancellor/ Rector unless there is proof of letter of authority stated otherwise
- Letter of Agreement (LoA), Memorandum of Understanding (MoU) and Research Agreement are accepted. Non-disclosure Agreement (NDA), Service Agreement and Letter of Intent (LOI) are **not accepted.**

b) Total number of academic staff involved in joint research projects under MoA

Number of academic staff involved as researchers in research at **international level.**

General Note:

- Staff involvement must be from the LoA, MoU, MoA and research agreement stated in Section G1 (a).
- For MoUs that do not list out the names of staff, only active research project allocations will be considered.
- Source of allocation for research projects can be at university, local and international level
- Proof of involvement as researcher is needed from the international institute such as research documents (research proposals) or letter of appointment etc.

2. Total number of staff sent abroad for research activities

The number of staff on sabbatical leave/research leave/courses/short-term training (at least 2 weeks or 14 days) overseas (cumulative in the year assessed)

General Note:

- Academic staff on post-graduate study leave are **not considered** as they are defined as non-active staff (not listed in Section A1b)
- Seminars and conferences are **not considered**.

3. Membership in academic bodies/professional/societies/non-governmental organisations at international level

a) Total number of academic staff as MEMBERS of academic bodies/professional/societies/non-governmental organisations at international level

General Note:

- Features of academic bodies/professional/societies/non-governmental organisations:
 - Registered
 - Related to field of expertise and professional

b) Total number of staff appointed as CHAIRMAN/COMMITTEE MEMBERS of academic bodies/professional/societies/non-governmental organisations at international level

4. Involvement in research activities with institutions which have signed the MoA at National level

Number of research activities with institution at **National level**

a) Total number of MoAs signed and stamped

Number of MoAs signed and stamped with institutions/agencies at **National level**

General Note:

- MoA needs to be in a valid period and has proof of activities carried out in the year of assessment
- MoA has to be signed by the CEO/President/Vice Chancellor/Rector unless there is proof of letter of authority stated otherwise
- LoA and research agreement can be considered. NDA, LOI and MoU are **not considered**.

b) Total number of academic staff involved in research projects under MoA

The number of academic staff involved as researchers in a research at **National level**

General Note:

- Source of allocation for active research projects includes at university, national and international levels.
- Involvement of staff must be from LoA, MoA and research agreement stated in Section G4 (a).
- Proof of involvement as researcher is needed from National institute such as research documents (research proposals) or letter of appointment etc.

5. Membership in academic or professional bodies/societies/ministries /non-governmental organisations at National level

General Note:

- Committee member at Ministry/Federal level such as a Commission
- Automatic membership based on port-folio or post/field is **not considered**

a) Total number of staff as MEMBERS of academic or professional bodies/societies/ministries/non-governmental organisations at National level

b) Total number of staff appointed as CHAIRMAN/COMMITTEE MEMBER of academic bodies/professional/societies/ministries/non-governmental organisations at National level

General Note:

- Features of academic or professional bodies/societies/ministries /non-governmental organisations:
 - Registered
 - Related to the field of expertise and professional

6. Knowledge/ Technology Diffusion Projects/Assimilation (Social Innovation)**a) Total number of new community-related research projects**

Number of new transfer of knowledge and technology projects with the cooperation of the industry/community.

b) Total number of Rolling community-related research projects

Number of transfer of knowledge and technology rolling projects with the cooperation of the industry/community.

General Note:

- Same project-type but providing impact to different communities is considered as a separate project and vice-versa (various projects for one community)

c) Total number of COMMUNITIES benefitting from the knowledge/ technology diffusion projects

Number of communities that have received the transfer of knowledge and technology.

General Note:

- Number of communities/industries receiving benefits from the knowledge/technology diffusion projects.
- The community includes:
 - Community that uses programmes to boost sources and expertise with the university
 - Community that cooperates with other agencies and universities in implementing the programmes
 - Funding of programmes is jointly with the university/public sector/private sector

- Community programmes show positive changes in the aspects of knowledge/skills/behaviour or aspiration

7. Cooperation in research projects between the institution assessed with research universities/public universities/private universities/industries/agencies in each project

General Note:

- Projects taken into consideration must involve cooperation between the institution assessed and at least 3 research universities/public universities/private universities/ industries/agencies in each project.
- All partners must contribute to the funding of the said project. The value of the contribution must be stated in the agreement document and supported by proof of financial statement.

SECTION H: SUPPORT FACILITIES

1. Laboratory/Research facilities that are accredited based on core competencies

Number of laboratories in full operation with recognised certificates such as Good Manufacturing Practice (GMP), Good Regulatory Practice (GRP), Good Clinical Practice (GCP), Good Laboratory Practice (GLP), ISO17025, ISO15819 etc.

- Laboratories/research facilities that have accreditation to function and provide services.
- Has recognised certificates such as Good Manufacturing Practice (GMP), Good Regulatory Practice (GRP), Good Clinical Practice (GCP), Good Laboratory Practice (GLP), ISO17025, ISO5189 from authorised bodies/accredited bodies. Acknowledged accredited certificates given by industrial bodies are **not accepted**.
- Malaysia Laboratory Accreditation Scheme (*Skim Akreditasi Makmal* Malaysia, SAMM) such as ISO 17025, ISO/TS 16949, ISO 13485, ISO 15189

General Note:

- Examples of accreditation certificates that are accepted are certificates from OECD, FDA, Department of Standards, Health Ministry
- Specific specialised accreditation means obtaining accreditation in the specialised field of the said laboratory.
- Accreditation certificate is for the domain/field or research needs only
- Recognised overseas accreditation bodies in the field of specific laboratory expertise such as TUV, API, World Bank Partner, UNESCO Partner, NATA, Department of Veterinary services are accepted
- Has accreditation from certification bodies recognised by Standards Malaysia (SAMM) or international accreditation bodies such as NATA and Australian/New Zealand Standards.
- Recognised laboratories must have organisation charts audited and recognised by authorised bodies.

- Examples of accredited certificates that are **NOT** accepted:
 - Board of Engineers Malaysia
 - Accreditation from Occupational Health and Safety Assessment Series (OHSAS)
 - BioNexus from BioEconomy
 - ISO 9001
 - ISO 27000
 - ISO 14000
 - ISO 18000

2. Library Facilities

a) Number of book titles (hardcopies)

b) Number of online book titles (digital copies)

Number of book titles/ multimedia materials (e.g. CD & VCD)

General Note:

No double counting for books in the form of hardcopies and online books

c) Total number of journals subscribed

Number of journal titles subscribed on database