



KEMENTERIAN PENDIDIKAN TINGGI



MYRA

List of Required Evidence

SECTION	DOCUMENTS NEEDED AS PROOF
<ul style="list-style-type: none"> ➤ Section A1: Number of Academic Staff ➤ Section B2: PhDs or Professional Qualifications ➤ Section B3: Research Experience (3 Cohorts) 	<ol style="list-style-type: none"> 1. Lecturer's Profile 2. Letter of Appointment 3. Master's/PhD Certificates 4. Professional Certificates <p>Documents can be prepared through the institution's online system OR through copies of the hardcopy/softcopy kept by the institution.</p> <p>Note: Supporting documents can also be used for Sections B2 and B3.</p>
<ul style="list-style-type: none"> ➤ Section A2: Total number of fulltime students (including Local and International Postgraduate students) ➤ Section D1: Total number of graduated PhDs ➤ Section D2: Total number of graduated Master's (Research Mode) in the year ➤ Section D3: Number of PhDs enrolled ➤ Section D5: Number of International Postgraduates ➤ Section D6: Entry qualification level of Postgraduates ➤ Section D7: Total number of fellowships/grants awarded by prestigious bodies to postgraduate via research mode 	<ol style="list-style-type: none"> 1. Letter of offer and proof of registration 2. Letter/Extract of Senate's minutes of approval/ convocation or graduation book 3. Letter of sponsorship for scholarship (Fellowship) 4. Degree transcript/ Bachelor's Degree showing CGPA or its equivalent 5. Method of CGPA equivalence as approved by the Senate 6. Recognised transcript of Bachelor's Degree <p>Documents can be prepared through the institution's online system OR through copies of the hardcopy/softcopy kept by the institution.</p> <p>Note: Supporting documents can also be used for Sections D1 – D7.</p>

SECTION	DOCUMENTS NEEDED AS PROOF
<p>➤ Section B1: Critical Mass</p> <p>➤ Section C2: Research grants for academic staff</p> <p>➤ Section C3: Research expenditure for all projects (Data from bursary)</p>	<p>1. Letter of Offer/ Sponsor’s Agreement 2. Financial Statement</p> <p>Documents can be prepared through the institution’s online system OR through copies of the hardcopy/softcopy kept by the institution.</p> <p>Note: Supporting documents can also be used for Sections C2 and C3.</p>
<p>➤ Section B4: Awards/stewardships conferred by National and International academic and professional bodies for research excellence</p>	<p>1. Copies of certificates awarded 2. Letter of acknowledged appointment</p> <p>Documents can be prepared through the institution’s online system OR through copies of the hardcopy/softcopy kept by the institution.</p>
<p>Section C1: Publications</p> <p>➤ Section C1(a) (i): Total number of publication in SCOPUS/WOS/ERA indexed journals</p> <p>➤ Section C1(a) (ii): Total number of publications in SCOPUS/WOS/ERA indexed conference proceedings</p>	<p>1. Bibliography information 2. Copy of publication</p> <p>For indexed publications in SCOPUS/WOS/ERA, documents can be prepared through reports sourced from the SCOPUS/WOS system OR copies of the article in hardcopy/softcopy need to be prepared.</p> <p>For publications listed in ERA, copies of the articles in hardcopy/softcopy need to be prepared.</p> <p>Proof of publication of article in the form of hardcopy/softcopy must at least have the first page showing affiliation with the university and other information stated in the Master list.</p>
<p>Section C1: Publications</p> <p>➤ Section C1 (a) (iii): Joint Publications</p>	<p>1. Information from Scival OR 2. Complete the information in the Master List</p> <p>Proof of publication of the article in the form of hardcopy/softcopy must at least have the first page showing affiliation with the university and collaborator.</p>

SECTION	DOCUMENTS NEEDED AS PROOF
Section C1: Publications ➤ Section C1 (c): Total number of publications in other journals	1. Copy of the first page showing clear affiliation with the university and other information stated in the Master List. Documents can be prepared through the institution's online system OR through copies of the hardcopy/softcopy kept by the institution.
Section C1: Publications ➤ Section C1 (d) (i) Number of research books	1. For books indexed in SCOPUS/WOS, proof have to be prepared based on reports sourced from the SCOPUS/WOS system OR copies of the hardcopy/softcopy of the book have to be prepared. Proof of publication of the book in the form of hardcopy/softcopy must at least have pages showing information such as the title, writer, publisher, year published, front page, content, foreword, ISBN Index and copyrights.
Section C1: Publications ➤ Section C1 (d) (ii): Number of chapters in research books	1. For chapters in the book indexed in SCOPUS/WOS, proof can be prepared based on reports sourced from the SCOPUS/WOS system OR copies of the hardcopy/softcopy of the book have to be prepared. Proof of publishing the chapters in the book in the form of hardcopy/softcopy must at least have the front page showing information stated in the Master List.
Section C1: Publications ➤ Section C1 (e): Policy Papers	Proof of policy papers, blueprint, roadmap or master plan published by the stakeholders need to be presented. Supporting documents needed are as follows: 1. Proof of connection that state acknowledgement 2. Working paper/Technical report that is used as a reference for the policy paper and is affiliated to the university 3. Proof to show that the research findings are referred to/used 4. Staff letter of appointment as head/member of the research project
Section C1: Publications ➤ Section C1 (f): Other publications (case studies, technical reports, articles in magazines, newsletters, original writings, digital or print media)	1. Copy of first page showing clear affiliation to the university and other information as stated in the Master List. Documents can be prepared through the institution's online system OR through copies of the hardcopy/softcopy kept by the institution.

SECTION	DOCUMENTS NEEDED AS PROOF
<p>➤ Section D8: Post-doctoral appointments</p>	<p>1. Post-doctoral profile 2. Letter of Offer and Appointment 3. PhD Certificate</p> <p>Documents can be prepared through the institution's online system OR through copies of the hardcopy/softcopy kept by the institution.</p>
<p>Section E1: Patents</p> <p>➤ Section E1 (a): Total number of new certificates of patents granted ➤ Section E1 (b): Total number of new certificates of patents filed ➤ Section E1 (c): Total number of new inventions granted patents ➤ Section E1 (d): Total number of new inventions filed for patents</p>	<p>1. Certificate of registration obtained from agencies of authority like MyIPO 2. Proof of document showing that the institution has joint/full rights on the patent</p> <p>Note: Documents can also be used for Section E1 (a) – E1 (d).</p>
<p>Section E2: Commercialised product</p>	<p>1. Proof of licensing agreement 2. Proof of generation of income from the commercialised product 3. Proof of financial transaction</p>
<p>Section E3: Technology Know-How licensing</p>	<p>1. Proof of licensing agreement 2. Proof of financial transaction</p>
<p>Section E4: Other IPRs (Other than patents, commercialised products, Know-how technology and books declared in Section C)</p>	<p>Intellectual properties other than patents are intellectual products that are recognised inclusive of trademarks, copyrights, industrial designs, circuits, development plans, software, song lyrics, poems, architectural drawings, geographical indication (e.g Cili Bangi), layout designs, utility innovation, New Plant Variety (NPV), and New Microbial Species that are produced by academicians.</p> <p>Supporting documents needed are:</p> <p>1. Registered copyright certificate from agencies of authority such as MyIPO or equivalent international bodies 2. Proof of use of the intellectual property other than patent even though it is registered/obtained the year before assessment.</p>

SECTION	DOCUMENTS NEEDED AS PROOF
<p>➤ E5: Spin-off/ Start-up Companies</p>	<p>Number of new companies commercialising research innovations (refer to company registration and Know-How Technology agreements).</p> <p>Supporting documents needed are as follows:</p> <ol style="list-style-type: none"> 1. <i>Suruhanjaya Syarikat Malaysia</i> (SSM) (Form 9) registration document 2. Shareholders' information (Form 24) 3. Board of Directors' information (Form 49)
<p>➤ Section F1: Gross income from training courses (non-degree programmes) and post-graduate fees from R&D</p>	<ol style="list-style-type: none"> 1. Detailed document on courses/training (non-degree programmes) and post-graduate fees 2. Proof of financial transactions received from research activities through courses/training (non-degree programmes) and post-graduate fees
<p>➤ Section F2: Gross income from organising conferences, seminars and knowledge-sharing programmes in the field of expertise</p>	<ol style="list-style-type: none"> 1. Detailed document on conferences, seminars and knowledge-sharing programmes organised 2. Proof of financial transactions received from said conferences, seminars and knowledge-sharing programme activities
<p>➤ Section F3: Gross income from product commercialisation / know-how technology licensing</p>	<ol style="list-style-type: none"> 1. Detailed document on commercialisation activities/knowledge technology licensing/direct sales that is carried out 2. Proof of financial transactions received from said commercialisation activities/ knowledge technology licensing/direct sales that are carried out
<p>➤ Section F4 (a): Gross income based on financial transactions of that year from consultancies (excluding contract research)</p>	<ol style="list-style-type: none"> 1. Consultancy Agreement document 2. Appointment of Consultant document 3. Proof of financial transactions received from consultation projects
<p>➤ Section F4 (b): Gross income based on financial transactions of that year from hospital recoupable fees</p>	<ol style="list-style-type: none"> 1. Detailed document on payment for the services of the hospital's specialist doctors 2. Proof of financial transactions received
<p>➤ Section F4 (c): Gross income based on financial transaction of that year from lab services fees</p>	<ol style="list-style-type: none"> 1. Detailed document on payment for laboratory service fees 2. Proof of financial transactions received

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<p>➤ Section F5: Endowment (including professional chairs)</p>	<ol style="list-style-type: none"> 1. Financial account statement of the endowment from the Treasurer 2. Proof of agreement/letter as endowment need to be presented during assessment 3. Document showing the agreement and percentage of allocation that has been agreed upon by the institution management
<p>➤ Section F6: Gifts/Donation (money/equipments/research materials etc) worth > RM3,000 each</p>	<p>Total value of gifts/donations received from outside bodies to the university include in the form of money, equipments, research materials, travel per diem, stipend and facilities (infrastructure and services) worth Rm3,000 and above of that year and are not cumulative for research purposes.</p> <p>Supporting documents needed are as follows:</p> <ol style="list-style-type: none"> 1. For gifts in the form of money, financial statements need to be shown 2. For gifts not in the form of money, the value of the gift needs to be stated either in the form of document OR through external assessment 3. Proof of receiving the fund or financial transactions such as receipts, financial statements or proof of Electronic Fund Transfer (EFT) for direct payment to the researcher
<p>➤ Section F7: Percentage of Operational Expenditure (OE) for R&D development</p>	<ol style="list-style-type: none"> 1. Treasurer's statement showing income and expenditures 2. Letters/Minutes of meetings that clearly show the allocation used for the stated purpose
<p>Section G1: Participation in International Inter-institution research related activities under MoA/ Active agreement</p> <p>➤ Section G1 (a): Total number of MoAs signed and stamped</p>	<ol style="list-style-type: none"> 1. MoA Agreement document signed and stamped implemented in the year assessed. 2. Proof of letter of authority (if not signed by the CEO/ President/ Vice Chancellor/ Rector) <p>Note: Same documents can be used for Section G4 (a).</p>
<p>➤ Section G1 (b): Total number of staff involved in joint research projects under MoA</p>	<ol style="list-style-type: none"> 1. Proof of grant research activities with institution/international agency 2. Letter of Appointment; OR 3. Proof of co-authorship
<p>➤ Section G2: Total number of staff sent abroad for research activities</p>	<ol style="list-style-type: none"> 1. Proof of document for academic staff on sabbatical leave/ research leave/courses/short-term training overseas.

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<p>Section G3: Membership in international academic/ professional bodies/associations / NGOs</p> <p>➤ Section G3 (a): Total number of staff in international academic/professional bodies/associations/NGOs</p> <p>➤ Section G3 (b): Total number of staff appointed as chairman/committee members in international academic/professional bodies/associations/ NGOs</p>	<ol style="list-style-type: none"> 1. Membership certificate 2. Copy of membership card 3. Letter of Appointment 4. Letter of Confirmation 5. List that is certified by the Body/Society 6. List in the Body/Society's online system etc 7. Proof showing information on period of appointment and other information such as those stated in the Master list. <p>Note: Documents can also be used for Sections G5(a) and G5 (b).</p>
<p>Section G4: Participation in National Inter-institution research related activities under MoA</p> <p>➤ Section G4 (b): Total number of staff involved in joint research projects under MoA</p>	<ol style="list-style-type: none"> 1. MoA Agreement document 2. Proof of Research Grant 3. Letter of Appointment etc 4. Research document (Proposal)
<p>Section G6: Knowledge/ Technology Diffusion Projects/ Assimilation (Social Innovation)</p> <p>➤ Section G6 (a): Total number of community-related research projects</p> <p>➤ Section G6 (b): Total number of rolling community-related research projects</p> <p>➤ Section G6 (c): Total number of communities receiving/benefitting the knowledge/ technology diffusion projects</p>	<ol style="list-style-type: none"> 1. Progress/Final reports showing star rating of at least 3 in National Blue Ocean Strategy (NBOS) ratings. 2. Proof of joint financing of the programme from the public sector/private 3. Letter of Cooperation with agencies other than the institution assessed 4. Proof showing that the programme has resulted in positive changes in the aspect of knowledge/skills/behaviour or aspiration 5. Proof showing that the programme has boosted source and skills with the institution assessed <p>Documents can be prepared through the institution's online system OR through copies of the hardcopy/softcopy kept by the institution.</p> <p>Documents can also be used for Sections G6 (a), G (b) and G (c).</p>

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<p>➤ Section G7: Joint research projects between institution assessed and Research Universities/Public Universities/Agencies in each project</p>	<p>Projects taken into consideration must involve cooperation between the institution assessed and at least 3 other research universities/public universities/private universities/industries/agencies in each of the project.</p> <p>Supporting documents needed are as follows:</p> <ol style="list-style-type: none"> 1. Project Proposal showing cooperation between the institution assessed and at least 3 other research universities/public universities/private universities/industries/agencies in each of the project 2. Document showing agreement between co-partners
<p>➤ Section H1: Laboratories/ Research Facilities</p>	<ol style="list-style-type: none"> 1. Recognised accreditation certificates by Standards Malaysia (SAMM) or International Accreditation Bodies such as NATA and Australian / New Zealand Standards 2. Certificates must show the valid period of time in the year assessed
<p>➤ Section H2: Library Facilities</p>	<ol style="list-style-type: none"> 1. Proof of purchase of books/ multimedia materials 2. The URL that can download the books / materials subscribed