

TEACHING &
LEARNING
INSTRUMENT
FRAMEWORK
TIMELINE



SETARA 2019 CLINIC

RESEARCH
CAPACITY
SERVICES & INCOME
GENERATION

11th and 12th JULY 2019
@ Ministry of Education

PROGRAM AGENDA

1. QULEX Briefing

2. EPS (Employer Perception's Survey) Briefing

3. SETARA Clinic



SETARA Objectives

1

to facilitate universities to build strong fundamentals and deliver on three core functions (teaching, research and services) through appropriate assessment and evaluation metrics

2

to promote overall institutional excellence as well as recognizing the diversity amongst institutions

The Ministry foresees that institutional excellence will also facilitate the attainment of the Ministry's key performance indicators, including:



Increase access



Increase graduate employability



Increase international students' enrolment



Enhancing academic productivity and cost efficiency

TIMELINE SETARA-19

01

MAY 2019

- Announcement of SETARA-19

03

JULY 2019

- 11st & 12nd July 2019: SETARA Clinic
- 29th July 2019: Submission of Data

05

OCT 2019

- Analysis and Report Preparation

02

JUNE 2019

- Data Gathering/Collection by Institution

04

JULY/AUG/SEPT 2019

- 30th July – 15th Aug: Desktop Audit
- 20th Aug – 30th Sept 2019: Field Audit

06

NOV 2019

- SETARA-19 Result Announcement

SETARA FRAMEWORK

- ❑ Three categories of HLIs
- ❑ Different weightage to allow for self- development
- ❑ UC and EU (15 years or less) are expected to consolidate institutional profiles and teaching
- ❑ Mature universities (16 years or more) are expected to engage in more research and service activities
- ❑ Only HLIs with graduated cohorts are rated.

University College

General
40%

Teaching & Learning
50%

Research
5%

Services
5%

Emerging University

General
40%

Teaching & Learning
40%

Research
15%

Services
5%

Mature University

General
40%

Teaching & Learning
30%

Research
20%

Services
10%

SETARA INDICATORS & CRITERIAS

General

1. Student Quality and Diversity
2. Lecturer Capability
3. Academic staff recognition
4. Quality Management System
5. Financial Sustainability
6. Institutional Reputation

Teaching & Learning

1. Adequacy and Capacity of Academic Staff
2. Student Satisfaction for Teaching & Facilities
3. Quality of Graduates
4. Internationalization of Academic Program
5. Program Recognition

Research Capacity

1. Critical Mass of Researcher
2. Research Income
3. Quantity of Publications
4. Quality of Publications

Services and Income generation

1. Income from Commercialization of Ideas
2. University Social Responsibility (USR) and Knowledge Transfer Program (KTP)
3. Education and Training Programs
4. Other Sources of Income

GENERAL

1 Data Entry, Glossary, Criteria and Evidences

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HLI General Information

| No. | Items | Description |
|-----|--------------------------------------|---|
| 1 | Name of Institution | Full name of the institution as registered with the Ministry of Education (MoE) |
| 2 | Year of Establishment | Year of establishment as a University or University College (as registered with MoE). If the institution was upgraded from University College to University status, fill out both (a) and (b). |
| 3 | Number of Academic Staff (Full Time) | <p>Number of full time academic staff in the year of evaluation. Total number of academic faculty staff that are responsible for planning, directing and undertaking academic teaching only, research only or both academic teaching and research within Higher Education Institutions. Full time academic staffs are those on the HLI payroll with unique identification number.</p> <p>Please include: vice-chancellors, deputy vice-chancellors, principals and deputy principals, professors, heads of school, associate professors, assistant professors, principal lecturers, readers, tutors, researchers, research fellows or postdoctoral researchers who contribute to teaching or research or both at your university for a minimum period of at least six months.</p> <p>Please exclude: research assistants, PhD students who contribute to teaching, hospital residents who do not teach and/or undertake research in addition to clinical duties, exchange scholars and visiting faculty staff who are members of a university other than yours. Off-shore academic faculty staff and staff that hold an academic post but are not active due to retirement or honorary appointment should also be excluded.</p> |

HLI General Information

| No. | Items | Description |
|-----|--|---|
| 3 | Number of Academic Staff (Full Time) | <p>Lecturer - faculty member that are having an academic qualification higher than the program they are teaching</p> <p>Instructor/ Teacher/ Assistant Lecturer/ Tutor - faculty member that have qualifications lower than the level of program that they are teaching but having relevant industry experience</p> |
| 4 | Number of Academic Staff (Part Time) | <p>Number of part time academic staff in the year of evaluation. Part time academic staff includes those who are engaged in teaching on semester basis. These exclude invited lecturers.</p> |
| 5 | Number of Programs approved as of 2018 | <p>Academic programs approved by MoE as of 2018.</p> <p>Pre-U - STPM, Asasi, A-levels, foundations, certificate, matriculations, MQF level 3 qualification etc.</p> <p>TP - Transfer program is a program that prepare students to enter Bachelor program that allows transfer of credit. E.g. American Degree Program, Canadian Transfer Program etc.</p> <p>Diploma - MQF level 4 and 5 qualifications</p> <p>Adv Diploma - Advance diploma, MQF level 4 and 5</p> <p>Bachelor - MQF level 6 qualification</p> <p>PG Diploma - Post graduate diploma</p> <p>MS Coursework and Mixed Mode - Master by coursework and mixed mode, MQF level 7 qualification. This include programs where dissertation component is less than 50 %.</p> <p>MS Research - Master by research, MQF level 7 qualification</p> <p>PhD Coursework - PhD by coursework eg. DBA, MQF level 8 qualification</p> <p>PhD Research - PhD by research, MQF level 8 qualification</p> |

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1 Data Entry, Glossary, Criteria and Evidences

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HLI General Information

| No. | Items | Description |
|-----|--|--|
| 6 | Number of Students enrolled (Full Time) as of 2018 | Number of full time active student as off 31st October in the year of evaluation. |
| 7 | Number of Students enrolled (Part Time) as of 2018 | Number of part time active student as off 31st October in the year of evaluation. |
| 8 | Information of Person in Charge | Person who are being appointed by institution to provide information on SETARA eg. director of Quality, PMO etc. |
| 9 | Information of Vice Chancellor/ Rector/ President | |

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| | Sub-Criteria | Indicator | Data Input | | | Glossary |
|-----|-------------------------------|---|------------|------|------|--|
| | | | 2016 | 2017 | 2018 | |
| 1.1 | Student Quality and Diversity | i. Number of local students entering into Bachelor program with CGPA =>3.0 or equivalent (based on 2018 intake) | - | - | | <ul style="list-style-type: none"> • Products that are derived from HLI own IPs. • Only transacted incomes into institution's account are counted. (Please use sheet ' 4.1 ' to prepare the detail information) |
| | | ii. Number of local students intake for Bachelor program (based on 2018 intake) | | | | |
| | | iii. Number of students enrolled with scholarships from external agencies | - | - | | Scholarships from external agencies refer to full scholarship (at least on tuition fee) received by students, awarded by external agencies and competitive in nature. <ul style="list-style-type: none"> • Dermasiswa / financial assistant in not accepted. It will be counted in item 4.2. iii. (Total amount received (from external) for USR and KTP programs (RM)) (Please use sheet ' 1.1 ' to prepare the detail information or use data format from HLI's own system) |
| | | iv. Number of international students enrolled as of October | - | - | | <ul style="list-style-type: none"> • Exclude all exchange and off-shore students. • International dual degree students can be included under 'international undergraduate students' if they spend at least three month at your institution, earn credit towards their final degree and have your institution's name written on their degree certificates. (Please use sheet ' 1.1 ' to prepare the detail information or use data format from HLI's own system) |
| | | v. Number of home countries (for international students enrolled) in current evaluation year (International students composition) | - | - | | (Please use sheet ' 1.1 ' to prepare the detail information or use data format from HLI's own system) |

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| Sub-Criteria | Indicator | Data Input | | | Glossary |
|--------------------------|---|------------|------|------|---|
| | | 2016 | 2017 | 2018 | |
| 1.2 Lecturers Capability | i. Number of lecturers with PhD qualification | | | | <ul style="list-style-type: none"> • Full time lecturers are those on the HLI's payroll with unique identification number and having served more than 6 months in the year of evaluation. However, a retired full time lecturer will be considered despite having less than 6 months employment in the evaluation year. • Part time lecturers includes those who are engaged in teaching on semester basis. |
| | (a) Full time | - | - | | |
| | (b) Part time | - | - | | |
| | ii. Number of lecturers without PhD having Professional qualification | | | | |
| | (a) Full time | - | - | | <ul style="list-style-type: none"> • Professional qualification is governed by the board of the profession (established by the Act), e.g., Ir., Ar., Sr., Advocates and Solicitors, Chartered Secretary, Chartered Accountant, Chartered Engineer, Licensed Counselor, MMed, MRCP, etc. Professional designation obtained at level after Bachelor Degree, and is accepted by national regulatory body or international licensing body e.g. MMC for medical, MIA for accountancy, BEM for engineering board. |
| | (b) Part time | - | - | | |
| | iii. Number of lecturers with industry experience | | | | |
| | (a) Full time | - | - | | |
| | (b) Part time | - | - | | <ul style="list-style-type: none"> • Academic qualification is not professional qualification. Level 8 MQA qualification are considered as PhD equivalence. • For number of lecturers with industry experience, only lecturers with industrial experience of 6 years and more are considered. • Industrial experience should be related to the qualification obtained. <p>(Please use sheet '1.2, 1.3, 3.1' to prepare the detail information)</p> |
| | iv. Number of full time international lecturers | | | | |

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| Sub-Criteria | Indicator | Data Input | | | Glossary |
|--------------------------------|--|------------|------|------|--|
| | | 2016 | 2017 | 2018 | |
| 1.3 Academic Staff Recognition | i. Number of active and full time academic staff obtaining outstanding recognition or awards at national level (award received up to evaluation year) | - | - | | <ul style="list-style-type: none"> • Recognition refers to leadership or stewardship of academic staff from learned/ professional/ reputable national or international organizations. • Example of stewardship: President, Deputy/Vice President, Fellows, Secretary General of learned or professional society, Chief Editor of web of science/ Scopus journals. • Academic staff awarded by learned/ professional/ reputable national or international organizations. • Example of awards include Merdeka Award, Anugerah Akademik Negara, Tokoh Maal Hijrah, L'Oreal award, UNESCO prize for Peace Education, Pulitzer etc. including receiving those awards before joining your institution. • Awards received through exhibitions and competitions are not to be included. • This section consider number of staff, not numbers of recognition/ awards. • An academic staff who received more than one recognition or awards is counted as one. • Open, transparent and established system for award and recognition. <p>(Please use sheet '1.2, 1.3, 3.1' to prepare the detail information)</p> |
| | ii. Number of active and full time academic staff obtaining outstanding recognition or awards at international level (award received up to evaluation year) | - | - | | |

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| Sub-Criteria | Indicator | Data Input | | | Glossary |
|-------------------------------------|---|------------|------|------|--|
| | | 2016 | 2017 | 2018 | |
| 1.4 Quality Management System (QMS) | i. QMS Certifications that cover: (Please choose either "EXTERNAL", "INTERNAL" or "NOT AVAILABLE" from the drop down menu) | | | | <ul style="list-style-type: none"> • Finance may be included in the Scope of Consultancy and Services. (Please use sheet '1.4' to prepare the detail information) • The certification is beyond the regulatory requirements. Multiple certificates obtained for the same type of certification are considered as one. (Please use sheet '1.4' to prepare the detail information) |
| | - Teaching & Learning | - | - | | |
| | - Research | - | - | | |
| | - Human Resource | - | - | | |
| | - Finance | - | - | | |
| | ii. Number of other certifications such as MS ISO17025, MS ISO14000, MS ISO30000, GMP, GLP | - | - | | |

| Sub-Criteria | Indicator | Data Input | | | Glossary |
|---|---|------------|------|------|---|
| | | 2016 | 2017 | 2018 | |
| 1.5 Financial Sustainability | i. Total amount of funds accumulated since university establishment as of 31 Dec. 2018 financial statement (RM) | | | | <ul style="list-style-type: none"> Evidences can be in the form of financial statement or contracts. There should be no double claims. Waqf is an endowment made by a Muslim to a religious, educational or charitable cause. Endowment is a financial asset in the form of a donation made for a non-profitable causes. It may or may not have a stated purpose at the bequest of the donor. Equity represents the net value of a company (as stated in the company's statement of financial position (balance sheet)), or the amount that would be returned to shareholders if all company's assets were liquidated and all its debts repaid. Total revenue is amount received into consolidated university account (including university wholly owned subsidiaries, directly control by the university VC/President) Amount of operational expenditure is amount spend, including salary for all staff. Audited financial statements for each year are required. In the case where the financial statement for 2018 is not yet audited, institution must provide an unaudited financial report. |
| | (a) waqf | - | - | | |
| | (b) endowment | - | - | | |
| | (c) equity | - | - | | |
| | ii. Total revenue (RM) | | | | |
| | iii. Net income (RM) | | | | |
| | iv. Current asset (RM) | | | | |
| | v. Current liability (RM) | | | | |
| vi. Amount of operational expenditure (RM) | | | | | |
| vii. Financial Statement for 2016, 2017 and 2018 (Please choose either "PROFIT" or "LOSS" from the drop down menu) | | | | | |

1.6

| Sub-Criteria | Indicator | Data Input | | | Glossary |
|--------------------------|---|------------|------|------|---|
| | | 2016 | 2017 | 2018 | |
| Institutional Reputation | i. Global Institutional Ranking | | | | <ul style="list-style-type: none"> • Other global institutional ranking includes: <ul style="list-style-type: none"> - US World News Best Global University (BGU) - Academic Ranking of World University (ARWU) - Center for World University Rankings (CWUR) - any other with equivalent standing and repute. • Regional base or country base ranking is not accepted. Eg. ERA, MYRA, SETARA. |
| | - In QS World University Ranking | - | - | | |
| | - In Times Higher Education (THE) | - | - | | |
| | - In Others (Please specify if ANY): | | | | |
| | ii. Number of Subject in Top 400 in Current Global Subject Ranking | | | | |
| | - In QS World University Ranking | - | - | | |
| | - In Times Higher Education (THE) | - | - | | |
| | - In Others (Please specify if ANY): | | | | |
| | | - | - | | |
| | | - | - | | |
| | iii. 2019 Webometrics Ranking | | | | • Webometrics ranking is based on Malaysia ranking. |

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| Sub-Criteria | Indicator | Data Input | | | Glossary |
|---|--|------------|------|------|--|
| | | 2016 | 2017 | 2018 | |
| 2.1 Adequacy and Capacity of Academic Staff | i. Number of students enrolled according to levels of studies i.e., Pre U, TP, Graduate Certificate, Graduate Diploma, Diploma, Adv. Diploma, Bachelor, PG Diploma, MS and PhD | - | - | 0 | <ul style="list-style-type: none"> • Full time equivalent (FTE) equals to 1:3 of full time to part time students. |
| | ii. Number of academic staff, including lecturer, instructor, teacher, assistant lecturer and tutor | - | - | 0 | <ul style="list-style-type: none"> • Full time equivalent (FTE) equals to 1:3 of full time to part time academic staff. |
| | iii. Percentage of Graduate on Time based on intake (iGOT) for Bachelor program | - | - | | <ul style="list-style-type: none"> • iGOT calculation are for full time bachelor students only. • Example of iGOT calculation: For a 4-year Bachelor degree program, percentage of iGOT is based on the cohort intake in 2014 and who graduated in 2018 or earlier. - Cohort intake in 2014 for Bachelor of Eng = 100 - Number of graduates for this cohort in 2017 = 2 - Number of graduates for this cohort in 2018 = 80 - Number of students who leave the program (attrition) before 2018 = 5 <p>Therefore, percentage of iGOT = $82/(100-5)*100 = 86\%$.</p> <p>(Please use sheet '2.1 iii' to prepare the detail information)</p> |

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| | Sub-Criteria | Indicator | Data Input | | | Glossary |
|-----|----------------------|--|------------|------|------|--|
| | | | 2016 | 2017 | 2018 | |
| 2.2 | Student Satisfaction | i. Student satisfaction index on learning experience | - | - | NA | • A survey will be conducted by the MoE using a standardized instrument. |
| | | ii. Student satisfaction index on learning environment | - | - | NA | |

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| | Sub-Criteria | Indicator | Data Input | | | Glossary |
|-----|----------------------|--|------------|------|------|--|
| | | | 2016 | 2017 | 2018 | |
| 2.3 | Quality of Graduates | i. Percentage of Bachelor graduates being employed based on Tracer Study | | | | |
| | | ii. Employer perception survey | - | - | NA | • A survey will be conducted by the MoE using a standardized instrument. |

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| Sub-Criteria | Indicator | Data Input | | | Glossary |
|--|---|------------|------|------|--|
| | | 2016 | 2017 | 2018 | |
| 2.4 Internationalisation of Academic Program | i. Total number of inbound and outbound students | - | - | | <ul style="list-style-type: none"> Inbound and outbound students follows the MoHE definition with MINIMUM two weeks mobility program, not necessarily credited programs. This also include full-semester mobility program. <p>(Please use sheet '2.4 i (Inbound)' and sheet '2.4 i (Outbound)' to prepare the detail information)</p> |
| | ii. Total number of active international joint degree or dual degree programs | - | - | | <ul style="list-style-type: none"> Based on QS World Ranking, only universities that are in the top 500 globally or top 200 regionally are counted. Active international joint degree or dual degree programs refer to program with registered student(s). Joint degree program is a program awarded by two institution (stated in one certificate) while dual degree program is a program separately awarded by two different institutions. Twinning/ franchised program owned by local HLI conducted by foreign institution is also counted. <p>(Please use sheet '2.4 and 2.5' to prepare the detail information)</p> |
| | iii. Number of students involved in international joint degree or dual degree programs | - | - | | |

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| | Sub-Criteria | Indicator | Data Input | | | Glossary |
|-----|---------------------|---|------------|------|------|--|
| | | | 2016 | 2017 | 2018 | |
| 2.5 | Program Recognition | i. Number of programs approved by Ministry of Education (MoE) | - | - | | |
| | | ii. Number of active programs | - | - | | <ul style="list-style-type: none"> Active programs refer to programs with student on enrolment. (Please use sheet ' 2.4 and 2.5 ' to prepare the detail information) |
| | | iii. Number of matured programs | - | - | | <ul style="list-style-type: none"> Matured programs referred to programs that the 1st cohort of students have completed their studies. (Please use sheet ' 2.4 and 2.5 ' to prepare the detail information) |
| | | iv. Number of programs in Malaysian Qualification Registry (MQR) list | - | - | | (Please use sheet ' 2.4 and 2.5 ' to prepare the detail information) |

RESEARCH CAPACITY

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| | Sub-Criteria | Indicator | Data Input | | | Glossary |
|--------------------------|--------------|--|------------|------|------|--|
| | | | 2016 | 2017 | 2018 | |
| 3.1 Critical Mass | | i. Number of principal investigators | | | | <ul style="list-style-type: none"> Data obtained from 2018 MyRA audited data. Principal investigator is a leader of a research grant. In the case of grant with multiple institutions, both institutions can claim as the principal investigator provided that they received part of the grant. For internal grant, the minimum grant received should be (social sciences- RM5k and S&T- RM10k). |
| | | ii. Number of main supervisors for MS or PhD by research who are not principal investigators | | | | <ul style="list-style-type: none"> Main supervisor is a supervisor of a research-based or mixed-mode-based postgraduate students. (Please use sheet ' 1.2, 1.3, 3.1 ' to prepare the detail information) |
| | | iii. Number of lecturer who are authors of Scopus indexed publications | | | | <ul style="list-style-type: none"> List of Scopus indexed publications will be provided and university needs to identify authors who are their lecturer. Staff can only be counted once, either as author in (iii) or (iv), hence no double counting. (Please use sheet ' 1.2, 1.3, 3.1 ' to prepare the detail information) |
| | | iv. Number of lecturer who are authors of books published by recognized publishers (e.g., those listed by Majlis Penerbitan Ilmiah Malaysia (MAPIM)) | | | | <ul style="list-style-type: none"> Staff can only be counted once, either as author in (iii) or (iv), hence no double counting. (Please use sheet ' 1.2, 1.3, 3.1 ' to prepare the detail information) |

RESEARCH CAPACITY

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| Sub-Criteria | Indicator | Data Input | | | Glossary |
|---------------------|---|------------|------|------|---|
| | | 2016 | 2017 | 2018 | |
| 3.2 Research Income | i. Total amount of research grant received (RM) according to the following categories: | | | | <ul style="list-style-type: none"> • Data obtained from 2018 MyRA audited data. • National grants are provided by public agencies or ministries, e.g., MoE, MOSTI, MCMC. • International grants are provided by international agencies within or outside Malaysia. • Industry grants are provided by private agencies, business entities and non-governmental organizations. • Sponsorship or scholarship is not counted as grant. |
| | (a) national grants | | | | |
| | (b) international grants | | | | |
| | (c) industry grants | | | | |

RESEARCH CAPACITY

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| Sub-Criteria | Indicator | Data Input | | | Glossary |
|--------------------------|--|------------|------|------|--|
| | | 2016 | 2017 | 2018 | |
| 3.3 Quantity Publication | i. Total publication in journal, books, conference proceedings, policy papers, IPR, others in 2018 | | | | • Data obtained from 2018 MyRA audited data. |
| | ii. Total citation-indexed publications for 2018 | | | | • Data obtained from 2018 MyRA audited data. |

RESEARCH CAPACITY

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| Sub-Criteria | Indicator | Data Input | | | Glossary |
|-------------------------|--|------------|------|------|--|
| | | 2016 | 2017 | 2018 | |
| 3.4 Quality Publication | i. Number of Scopus indexed publications that are among the top 10% most cited in Malaysia | - | - | | <ul style="list-style-type: none"> Data will be provided. Total no. of papers published between 2014 - 2018 with more than 10 citations from Scopus Indexed publications. Number of publications that are among the 10 percent most cited: <p>This indicator reflects the number of papers that have been assigned as being in the top 10 percent of the most highly cited papers in Malaysia. Since the number of highly cited papers is dependent on the size of the university, the indicator can be considered a robust indication of how much excellent research the university produces.</p> <p>Methodology 5 years publications data from Scopus will be used for the indicator. Example: for evaluation year of 2018, scholarly output produces by Malaysian Universities from 2014 up to 2018 will be extracted from Scopus. Suppose 100,000 articles were produced within that period of time by Malaysian Universities, the data of the top 10% most cited will be used (in this example; 10,000 articles). A score is given to the university by counting the number of articles produced or co-produced within the listed 10,000 articles, which will be based on affiliation recorded in Scopus. A University Z with 1,000 articles published in top 10% most cited is better, both in term of quantity and quality, in comparison with University Y with 100 articles.</p> |
| | ii. Institutional <i>h</i> -index | - | - | | <ul style="list-style-type: none"> All participants are counted for programs that satisfy 4.3(i) that includes participants from own HLI. <p>(Please use sheet '4.3' to prepare the detail information)</p> |

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| | Sub-Criteria | Indicator | Data Input | | | Glossary |
|-----|--|---|------------|------|------|---|
| | | | 2016 | 2017 | 2018 | |
| 4.1 | Income from Commercialization of Ideas | i Total gross income received from product commercialisation, lab services, hospital/clinic/dental recoupable fees (RM) | - | - | | <ul style="list-style-type: none"> • Products that are derived from HLI own IPs. • Only transacted incomes into institution's account are counted. (Please use sheet ' 4.1 ' to prepare the detail information) |
| | | ii. Total gross income received from consultancy and advisory activities (RM) | - | - | | |

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| Sub-Criteria | Indicator | Data Input | | | Glossary |
|--|--|------------|------|------|--|
| | | 2016 | 2017 | 2018 | |
| 4.2 University Social Responsibility (USR) and Knowledge Transfer Program (KTP) to Industry and Community including Translational Research | i. Number of USR programs/activities | - | - | | <ul style="list-style-type: none"> • USR is University Social Responsibility program or activity to benefit external community or industry. Only programs initiated and driven by university will be counted. • The amount spent for USR include scholarships and financial assistants given to own students. • KTP is knowledge transfer program which is derived from research projects to benefit community or industry. KTP is a structured program which has documented programs approval, objectives, methodology, and financial arrangement. • 4.2 (i) and (ii) cannot be redundant. • The financial transaction has to be shown debited for USR/KTP purposes. <p>(Please use sheet '4.2' to prepare the detail information)</p> |
| | ii. Number of KTP programs/projects | - | - | | |
| | iii. Total amount received (from external) for USR and KTP programs (RM) | - | - | | |
| | iv. Total amount spent (from own funds) for USR and KTP programs (RM) | - | - | | |

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| Sub-Criteria | Indicator | Data Input | | | Glossary |
|-------------------------------------|--|------------|------|------|--|
| | | 2016 | 2017 | 2018 | |
| 4.3 Education and Training Programs | i. Number of education and training programs including seminars, conferences and CPD (short courses not leading to academic qualifications) | - | - | | <ul style="list-style-type: none"> • Education and training programs only include programs where participant are charged or pay for the programs fee. This do not include courses or online courses that lead to academic qualifications. • HLI can include programs that are organised by the HLI or jointly organised with other bodies and must include external participant(s). (Please use sheet ' 4.3 ' to prepare the detail information) |
| | ii Total gross income received from product commercialisation, lab services, hospital/clinic/dental recoupable fees (RM) | - | - | | <ul style="list-style-type: none"> • All participants are counted for programs that satisfy 4.3(i) that includes participants from own HLI. (Please use sheet ' 4.3 ' to prepare the detail information) |
| | iii. Total gross income from education and training programs including seminars, conferences and CPD (short courses not leading to academic qualifications) (RM) | - | - | | <ul style="list-style-type: none"> • Gross income received for the year as stated in the financial transaction. (Please use sheet ' 4.3 ' to prepare the detail information) |

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| | Sub-Criteria | Indicator | Data Input | | | Glossary |
|-----|------------------------|---|------------|------|------|---|
| | | | 2016 | 2017 | 2018 | |
| 4.4 | Other Source of Income | i. Total amount received in the form of zakat, gifts, sponsorship, travelling grant, etc. worth >RM3,000 each (RM) | - | - | | <ul style="list-style-type: none"> • Only transacted incomes into HLI's account are counted or evidence of direct payment in the case of travelling grants. (Please use sheet ' 4.4 ' to prepare the detail information) |
| | | ii. Total returns or dividends derived from waqf, endowment, university saving and contributions from university business arms (RM) | - | - | | |
| | | iii. Total income generated from asset monetization including rental or leasing of university assets (RM) | - | - | | |

A hand-drawn speech bubble with a white, irregular, cloud-like shape. The bubble is set against a circular background with a corkboard texture. The text "Thank you!!" is written in a black, casual, hand-drawn font. The bubble has a small tail pointing towards the bottom left. The entire graphic is set against a plain white background.

Thank
you!!

Information for the Employers' Perception Survey (EPS)

Note:

(a) Kindly provide a minimum of 20 respondents. You may provide up to 100 respondents

(b) Kindly provide **only one** official email address per respondent

(c) The respondent must be in senior position who employs or supervises graduates from your institution

(d) Please **do not** add any more details (column) than the one requested below

| No. | Respondent Name | Organization Name | Respondent Department/Unit | Respondent Position | Respondent Official Email Address |
|-----|--------------------|-----------------------------|----------------------------|---------------------|-----------------------------------|
| eg. | Aminah binti Ahmad | ABC Development Sdn. Bhd. | Procurement Department | Manager | aminah@abcdev.com |
| eg. | Ali bin Ahmad | RGCC Holding Groups Berhad | Design Unit | Regional Supervisor | ali.a@rgcc.com |
| eg. | Ah Hock Lim | Seven Seas Travel and Tours | Human Resource | HR Manager | ahlim@sstt.com |
| eg. | Muthu a/l Samy | Seven Seas Travel and Tours | Marketing | Manager | msamy@sstt.com |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |

QULEX TEMPLATE

| No. | Student Name | Student ID | Program | Email |
|------------|---------------------|-------------------|----------------|--------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |

TABLE FOR DETERMINING SAMPLE SIZE FROM A GIVEN POPULATION

| N | S | N | S | N | S | N | S | N | S |
|----|----|-----|-----|-----|-----|------|-----|--------|-----|
| 10 | 10 | 100 | 80 | 280 | 162 | 800 | 260 | 2800 | 338 |
| 15 | 14 | 110 | 86 | 290 | 165 | 850 | 265 | 3000 | 341 |
| 20 | 19 | 120 | 92 | 300 | 169 | 900 | 269 | 3500 | 246 |
| 25 | 24 | 130 | 97 | 320 | 175 | 950 | 274 | 4000 | 351 |
| 30 | 28 | 140 | 103 | 340 | 181 | 1000 | 278 | 4500 | 351 |
| 35 | 32 | 150 | 108 | 360 | 186 | 1100 | 285 | 5000 | 357 |
| 40 | 36 | 160 | 113 | 380 | 181 | 1200 | 291 | 6000 | 361 |
| 45 | 40 | 180 | 118 | 400 | 196 | 1300 | 297 | 7000 | 364 |
| 50 | 44 | 190 | 123 | 420 | 201 | 1400 | 302 | 8000 | 367 |
| 55 | 48 | 200 | 127 | 440 | 205 | 1500 | 306 | 9000 | 368 |
| 60 | 52 | 210 | 132 | 460 | 210 | 1600 | 310 | 10000 | 373 |
| 65 | 56 | 220 | 136 | 480 | 214 | 1700 | 313 | 15000 | 375 |
| 70 | 59 | 230 | 140 | 500 | 217 | 1800 | 317 | 20000 | 377 |
| 75 | 63 | 240 | 144 | 550 | 225 | 1900 | 320 | 30000 | 379 |
| 80 | 66 | 250 | 148 | 600 | 234 | 2000 | 322 | 40000 | 380 |
| 85 | 70 | 260 | 152 | 650 | 242 | 2200 | 327 | 50000 | 381 |
| 90 | 73 | 270 | 155 | 700 | 248 | 2400 | 331 | 75000 | 382 |
| 95 | 76 | 270 | 159 | 750 | 256 | 2600 | 335 | 100000 | 384 |

Note: "N" is population size
"S" is sample size.

Krejcie, Robert V., Morgan, Daryle W., "Determining Sample Size for Research Activities", Educational and Psychological Measurement, 1970.