

AWARD FOR ACHIEVEMENT IN RESEARCH	Effective Date: 01/05/2018
	Amendment: 05/04/2018

1. INTRODUCTION

1.1 The Sunway University acknowledges staff's contributions and achievements in research in increasing the profile of the Sunway University nationally and internationally. To recognise and reward excellent researchers undertaking research of major importance and who have made significant contributions in advancing research outcomes, the Sunway University has established the Award for Achievement in Research (AAR).

2. NATURE

2.1 The Vice-Chancellor offers biennial awards in recognition of exceptional performance in research by members of the academic staff.

2.2 The awards will be presented by the Vice-Chancellor and include a certificate as well as an allocation of RM 7,500.00, to be used professional development purposes within two years of the award being made.

3. ELIGIBILITY

3.1 All full-time confirmed staff members of the University will be eligible.

3.2 Adjunct and Honorary staff are able to apply/be nominated where they can provide evidence of a formal relationship with the University and that all research funding generated has been accounted for by Sunway University.

3.3 Successful nominees are ineligible to be nominated again within 4 years of receiving an Award.

3.4 The Award is for an individual researcher who has made significant contribution to his/her discipline area through research over the previous 2 years.

4. NOMINATION

4.1 Nomination is to be made using 'The Vice-Chancellor's Awards for Achievement in Research Nomination Form'.

4.2 Researchers must be nominated for the award.

5. NOMINATION PROCESS

5.1 The closing date for the submission of nominations will be announced by the Research Office through email announcement.

5.2 Nominations are to be made using 'The Vice-Chancellor's Awards for Achievement in Research Nomination Form'.

5.3 Nominees and nominators are to complete the form.

5.4 Nominations must receive verification of eligibility and statements of support from the nominee's or group leader's Faculty Dean.

5.5 All verified nomination forms must reach the Research Office by the closing date.

- 5.6 The nominators or nominee(s) may be asked by the Vice-Chancellor or his nominee to provide specific information about the quality of their nominee(s)'s research.

6. WRITTEN DOCUMENTATION

- 6.1 The written documentation is a compilation of information that clearly identifies aspects of the nominee(s)'s research work that address the selection criteria. In it, nominees will highlight the excellence of their research activities and outcomes with respect to the selection criteria and support their claims of outstanding achievements and contributions with tangible evidence. Research activities which were initiated prior to joining Sunway University and are in progress can be presented in the Written Documentation for consideration for the AAR.
- 6.2 The preparation of the written documentation is the effort of the nominees or a collaborative effort by the nominators and their nominees. However, the responsibility for the submission of the application rests with the nominator.
- 6.3 If nominees have made references to research papers and products as outcomes of their research, they must attach those supporting materials with their applications.
- 6.4 The AAR Evaluation Panel will expect the written documentation to demonstrate the nominee(s)'s research strengths within the context of the Faculty/University research plans and priorities. Specifically, it will be evaluating the nominees' research excellence in advancing the University's research programme.

7. SELECTION CRITERIA

- 7.1 Applications for the AAR will be assessed based primarily on the information presented in the Written Dossier and the evidence provided to support claims of excellence against the nine Selection Criteria listed below.

For Individual Researcher Award

Each of the six (6) Selection Criteria is assigned a Percentage Weightage for the assessment exercise, the total Percentage Weightage being 100.

Criterion 1: Sustained and excellent research performance in the last 3 years (25%)

Performance will be considered against quality indicators and norms for research performance within a given discipline or area of specialisation. For researchers at the University, career stage, experience, opportunities, availability of funds etc. may be taken into account. Performance also includes evidence of increasing involvement in quality research activities and achieving significant research outcomes.

Criterion 2: Originality and quality of research (20%)

This criterion is focused on the significance of the research contributing to new knowledge and/or innovations in the discipline. Aside from outcomes, the actions taken to achieve those outcomes are also important.

Criterion 3: Research outcomes of high quality and impact (20%)

Quality research outcomes are measured by the number of high quality publications or creative works published by the researcher and the number of such publications made in the past 3 or more years. Of

particular importance is the number of research articles published in peer reviewed journals nationally and internationally. Evidence can also include collaborative research with other institutions of higher learning and industries, patents and commercialisation of patented products.

Criterion 4: Success in obtaining external research funding (15%)

This outcome is a result of recognition of the research excellence of the researcher in his field of study. It also helps to boost the image of the University as a research-active institution.

Criterion 5: National and international recognition by peers (10%)

Evidence of peer recognition or recognition of esteem within their discipline includes peer reference of publications, invitations by national and international organisations to present papers at conferences/meetings and serving as consultants/advisors in professional organisations or external bodies. Research excellence awards, national and international, are given in recognition of high quality research performances and outcomes. Recognitions may also be in the form of invitation as keynote address speakers, session chair to international conferences, invitation as speakers to public seminars and others in similar capacity.

Criterion 6: Evidence of research leadership (10%)

Research leadership includes encouraging teamwork in research, quality supervision of higher degree research students, acting as leader of group research projects, training of early career researchers and mentoring/supervising higher degree research students from within or outside of Sunway University.

8. APPLICATION PROCEDURE

- 8.1 Applications are to be made using 'The Vice-Chancellor's Awards for Achievement in Research Nomination Form'.
- 8.2 Applications must include an original and four copies of each of the following:
- Completed and signed 'The Vice-Chancellor's Awards for Achievement in Research Nomination Form'
 - A 1-2-page overview in support of the application
 - A 1-2-page response to each of the Selection Criteria
 - Curriculum vitae of the nominee (max.- 2 pages)
 - Supporting evidences
- 8.3 Applications must be received by the Research Office **before** the closing date of applications.

9. EVALUATION OF APPLICATIONS

- 9.1 Applications for the AAR will be assessed by the AAR Evaluation Panel appointed by the Research Committee.
- 9.2 The AAR Evaluation Panel comprises the following members:
- Chairperson (Provost) or a nominee of the Research Committee)
 - Member of University Research Enterprise Committee
 - Professorial level academic(s) nominated by the University Research Enterprise Committee
- 9.3 The AAR Evaluation Panel will make recommendations on the AAR winner and Certificate of Commendation recipients to the Research Committee.

- 9.4 The Research Committee will consider the AAR Committee's recommendations and recommends to the Vice-Chancellor the AAR winners. The Vice-Chancellor will have final determination and there will be no appeal of the outcome.
- 9.5 The AAR Committee may interview relevant persons or request further information as necessary.

10. NOTIFICATION OF THE AWARD

- 10.1 The successful nominees will be announced by the Vice-Chancellor.
- 10.2 The AAR will be presented at an appropriate ceremony of the Sunway University.

11. OBLIGATIONS OF AWARD WINNERS

- 11.1 Award winners and commendation recipients will be invited to participate in workshops, seminars and presentations for the research staff of the Sunway University. Award winners will be expected to contribute in substantial ways to promote research in the Sunway University and to assist in the development of academic staff in research through training and leadership programmes.