



HURS MANUAL FOR APPROVER

IN COLLABORATION WITH
MAHIDOL UNIVERSITY
AND
THAI HEALTH PROMOTION
FOUNDATION



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Healthy University Rating System (HURS)

is a tool used to track the progress and success of a health promotion university. Let us learn and share experiences and best practices for promoting the health and well-being of people in your university and network.



HEALTHY UNIVERSITY FRAMEWORK

In 2017, HUF was published as a reference guide for universities on health promotion at university level. We have combined the concepts from QS star rating system and the scoring system from the UI GreenMetric to create a methodology for HURS based on using the AUN Healthy University Framework (HUF).

Scan the QR Code
to download
Healthy University Framework (HUF)



The AUN-HPN Secretariat Office will send the completed questionnaire to two reviewers who will evaluate the answers based on the evidence submitted through the online HURS questionnaire. The consensus between the reviewers will secure the evaluation and corresponding stars to the participating universities will be granted.

Qualifications to Become a HURS Approver :

1. Must be appointed by the university to review and approve the submission of the university's data for assessment.
2. Must have knowledge and understanding of the Healthy University Framework (HUF) and the criteria for the Healthy University Rating System (HURS).

Responsibilities of a HURS Approver :

1. Responsible for reviewing the data and evidence of health promotion activities conducted by the university/educational institution, which have been entered into the HURS assessment system by the data entry personnel.
2. Responsible for approving the university's data through the online submission system for evaluation by the HURS Reviewers.



HURS Manual for Approver

The HURS Manual for Approver explains the steps for reviewing evaluations. The steps are as follows:

1. Logging into the System

Users can access the system through a browser by entering the URL <https://hurs.mahidol.ac.th/>. This will display the main screen of the HURS system, as shown in Figure 1-1.

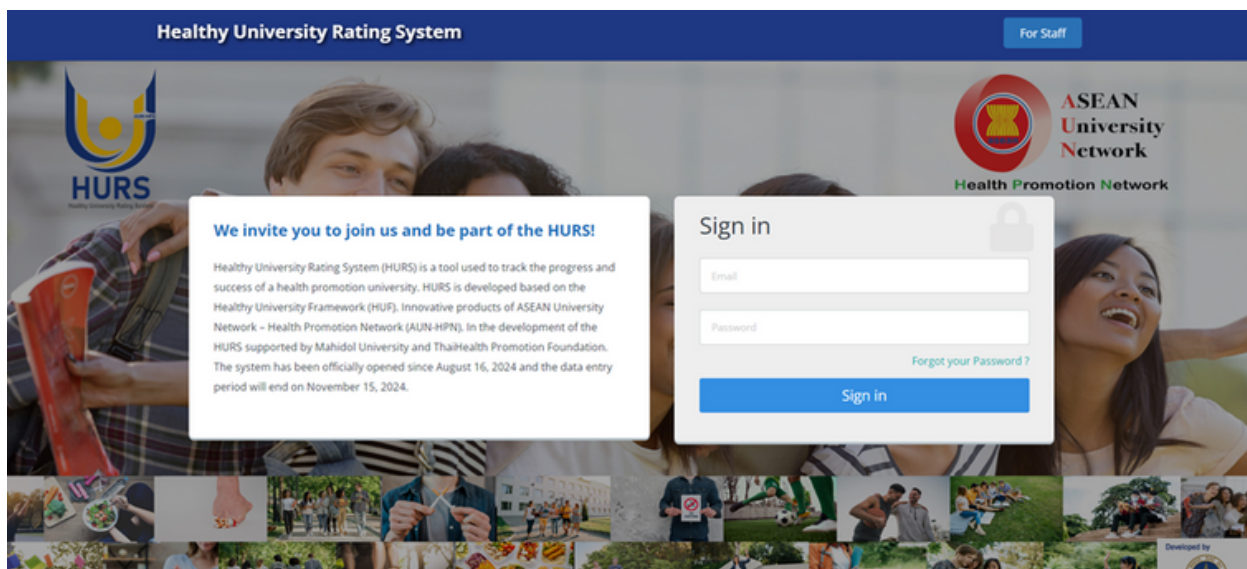


Figure 1-1: Display of the HURS system's main screen

Sign in to the system by entering your username and password, then click on the  button, as shown in Figure 1-2.

Figure 1-2: Display of the login screen

Once the system verifies that the User ID and Password are correct, Program shows as Figure 1-3. If the username is not found, the system shows the message “Username not found”, and if username and Password is are incorrect, the message "username and / or password invalid" will appear.

Healthy University Rating System (HURS) is developed based on the Healthy University Framework (HUF) of ASEAN University Network – Health Promotion Network (AUN-HPN). The HUF document is available and can be downloaded from the Internet through the following link: <http://www.aunsec.org/pdf/publication/healthy%20University%20Framework%20final.pdf>. The intention of “HURS” development is to make available a tool for assessing and monitoring health promotion activities in the university. It contains 42 self-assessment questions based on the 22 areas listed in the Healthy University Framework.

Each question in the online HURS questionnaire contains 5 choices, and each choice has been assigned a score from 0, 0.25, 0.5, 0.75 to 1. The score in each question will be multiplied with its own weight, ranging from 10 to 30, to become a calculated score. All calculated scores will be summed up to become the final composite score out of the total score of 1,000.

The composite score has been classified into 5 categories, 1 to 5 stars as follows:

1 – 199	=	1 star
200 – 399	=	2 stars
400 – 599	=	3 stars
600 – 799	=	4 stars
800 – 899	=	5 stars
>= 900	=	5 stars plus

* For the completion of each item of HURS, please provide evidences of achievement where it is applicable or available

In this initial trial phase, the AUN-HPN Secretariat Office will send the link and password for signing into the online HURS questionnaire to key respondents and approval person of each participating university. The key respondent, or a group of respondents will be responsible for filling out the online questionnaire and send the completed questionnaire to the approval person, being authorized by the rector or president of the university, to recheck the completed questionnaire before submitting it to the AUN-HPN secretariat office.

The AUN-HPN Secretariat will send the completed questionnaire to two reviewers who will evaluate answers based on evidence submitted into the online HURS questionnaire and consensus between the reviewers will secure the evaluation, assigning relevant number of stars to participating universities. At the same time, AUN-HPN Secretariat would like to get advices on the problems encountered during the use of HURS. All the comments and suggestions will be used to improve the tool before wide-scale dissemination to universities within and outside ASEAN. Please be informed that all the scores and feedbacks will be kept confidential.

START

Figure 1-3: Display screen after successful sign-in

2. Review Process

When the user access the HURS System, they will find an Introduction and can start the assessment approval process by clicking the Start Button  as shown in Figure 2-1.

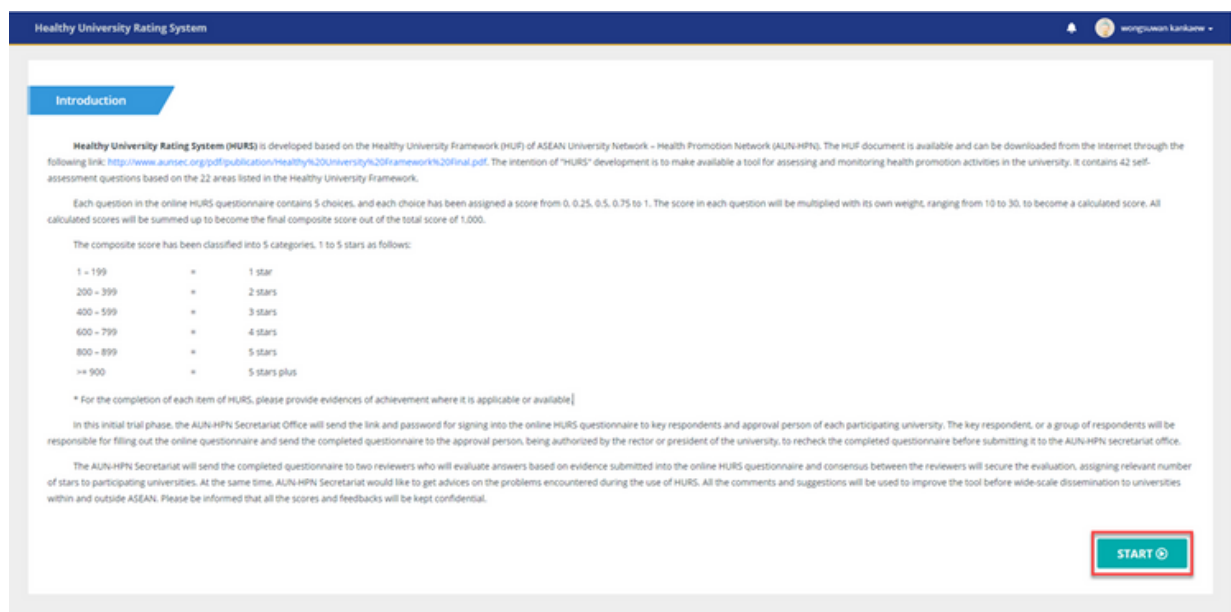


Figure 2-1: Display of Introduction

From Figure 2-1, after clicking the start Button  the user will find 5 questions and 5 answers provided by the University Data Entry Personnel. The answers are read only and cannot be edited as shown in Figure 2-2.

After the user reviews all answers from University Data Entry Personnel, they can click the Approve button  to submit the answers or click the Disapprove button  to return the assessment form to the University Data Entry Personnel to repeat the data entry process.

Healthy University Rating System

Please read the following details of your university carefully and then click the appropriate button to confirm submission to HURS or to send the questionnaire form back to the data entry page for correction.

APPROVE DISAPPROVE

General information SI System and Infrastructure ZT Zero tolerance areas HP Health promotion areas Summary

General information

- Name of Institution

Answer

Please add your evidence

Title	url	Attach file (Please upload file in PDF format and max file size: 10 MB.)
Name of Institution		

- Name of Country

Figure 2-2: Display of assessment sections

2.1 Assessment Approval Confirmation

The assessment approval Confirmation process is as follows:

1. Click the Approve button  to approve the assessment.
2. The system will display a confirmation screen to reconfirm the action before submitting the answers as shown in Figure 2-3.

 APPROVE

Please click 'Yes' button to confirm submission to HURS

No Yes

Figure 2-3: Display of assessment summary

In Figure 2-3, click the Yes button **Yes** to reconfirm the the approval of answers provided by the University Data Entry Personnel and the system will display the assessment status as shown in Figure 2-4.

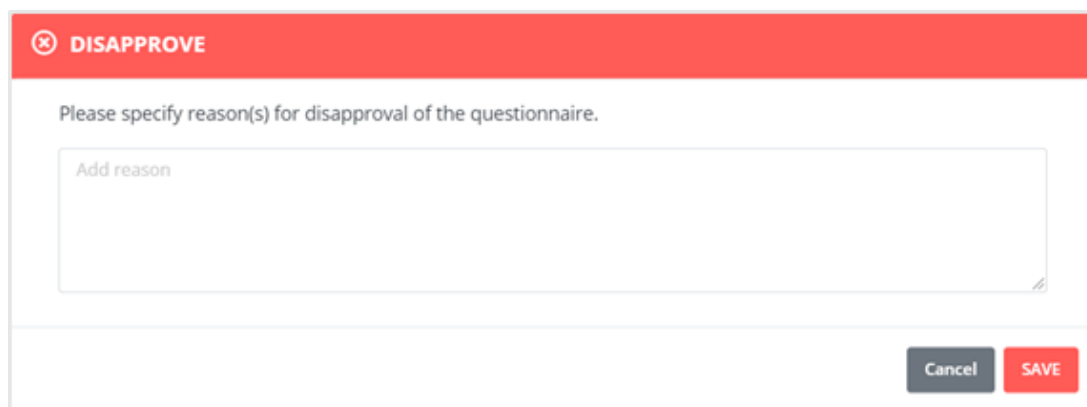
The screenshot displays the 'Healthy University Rating System' interface. At the top, a dark blue header contains the system name and a user profile 'wongsuwan kankaew'. Below the header, a light blue notification bar with a green checkmark icon states: 'Your university questionnaire has been submitted on 07 April 2021 04:56 PM.' Below this, a horizontal menu shows five tabs: 'General information' (selected), 'SI System and Infrastructure', 'ZT Zero tolerance areas', 'HP Health promotion areas', and 'Summary'. The 'General information' tab is active, showing a form with the following sections: '- Name of Institution' with an 'Answer' text box; 'Please add your evidence' with a table for evidence; and '- Name of Country' with a text box. The evidence table has three columns: 'Title', 'url', and 'Attach file' (with a note: '(Please upload file in PDF format and max file size: 10 MB)'). The table contains one row with 'Name of Institution' in the 'Title' column and empty fields for 'url' and 'Attach file'.

Figure 2-4: Display of assessment status status after the confirmation of the assessment approval

2.2 Assessment Disapproval

The Assessment Disapproval process is as follows:

1. Click the Disapprove button **DISAPPROVE** to disapprove the assessment and to return the assessment form to the Data Entry Personnel to repeat the data entry process.
2. The system will display a message requesting the reason for disapproval as shown in Figure 2-5.



DISAPPROVE

Please specify reason(s) for disapproval of the questionnaire.

Add reason

Cancel SAVE

Figure 2-5: Display of disapproval screen

In Figure 2-4, after entering the remarks for disapproving the assessment, click the **SAVE** button. The system will send the reasons through email, notifying the University Data Entry Personnel to repeat the data entry process again and the system will display the assessment status as shown in Figure 2-6.

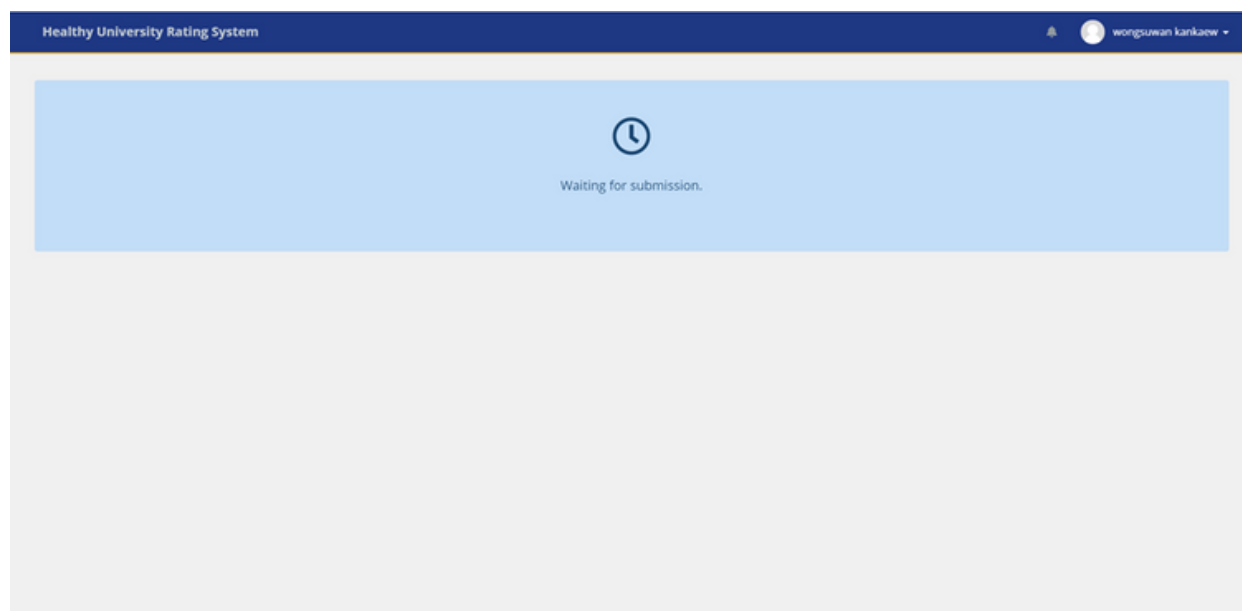


Figure 2-5: Display of status screen in case disapproval



HURS

Healthy University Rating System

