



HURS MANUAL FOR DATA ENTRY

IN COLLABORATION WITH
MAHIDOL UNIVERSITY
AND
THAI HEALTH PROMOTION
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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 Data Entry Personnel :

1. Must be appointed by the university to serve as an assessor.
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 Data Entry Personnel :

1. Responsible for entering data on health promotion activities of the university/educational institution.
2. Collect and submit relevant evidence from the past year according to the questions specified in the HURS assessment criteria through the online submission system for further review by the university's data approver.



HURS Manual for Data Entry

The HURS Manual for Data Entry 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.

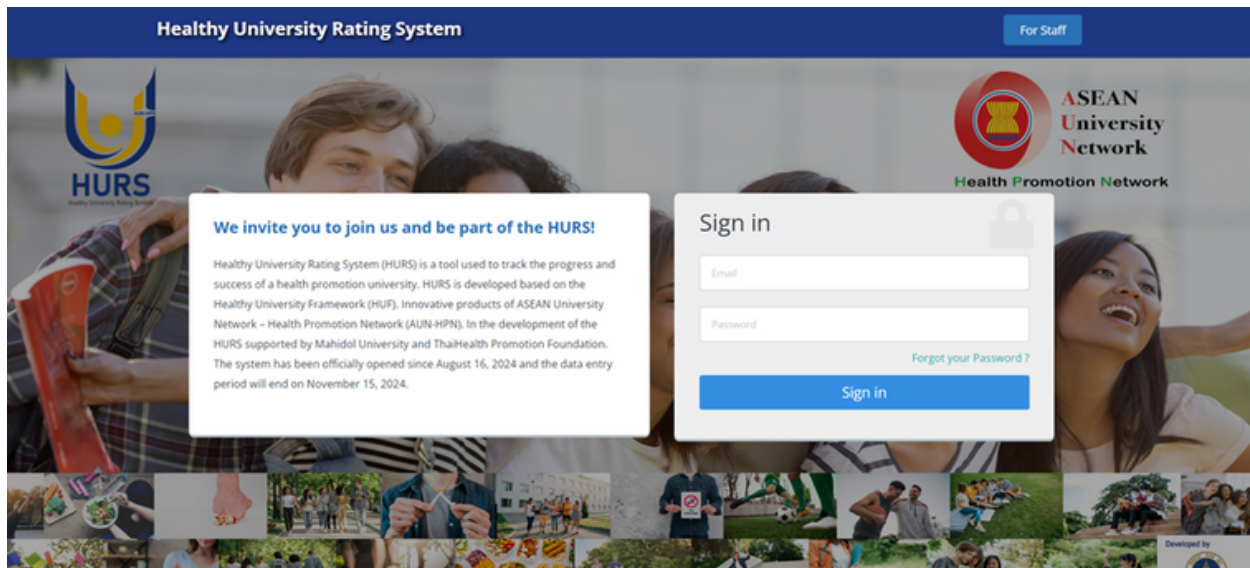


Figure 1-1: Display of the HURS system's main screen

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, the screen shown in Figure 1-3 will appear. If the username is not found, the system will display the message “Username not found”, and if username and Password username, 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. Doing Assessment

When the user accesses the HURS System, they will find an Introduction and can start the Assessment by clicking the Start Button

START as shown in Figure 2-1.

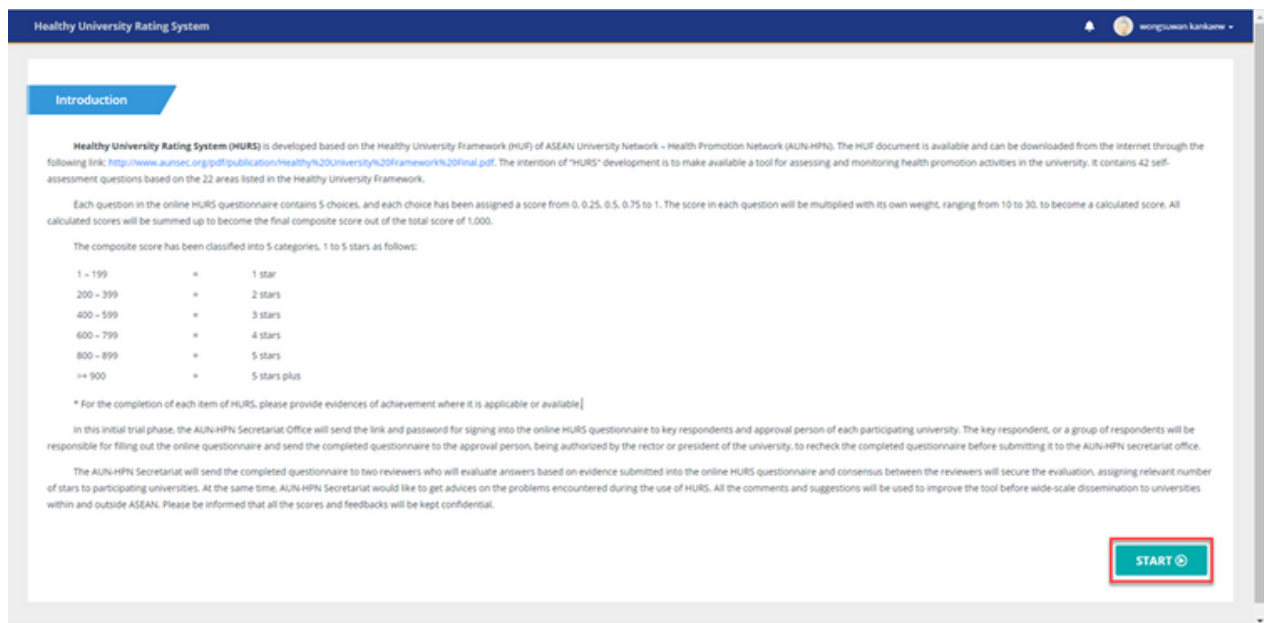


Figure 2-1: Display of Introduction

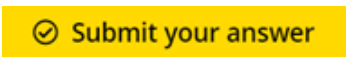
In Figure 2-1, after clicking the start Button **START** the user will see 5 sections as shown in Figure 2-2.

1. General Information
2. SI System and Infrastructure
3. ZT Zero Tolerance Areas
4. HP Health Promotion Areas
5. Summary

Figure 2-2: Display of assessment sections

3. Steps to carry out the Assessment

Steps to carry out Assessment is as follows

1. To answer the question for each topic, the answer should include a verification resource with URL or PDF file attached.
2. Click button  to save data or Click the button  for the system to save data and proceed to next topic.
3. When the user has completed questions 1-4, the system will generate a score based on the assessment. Then click the button  to submit your answers as shown in Figure 2-3.

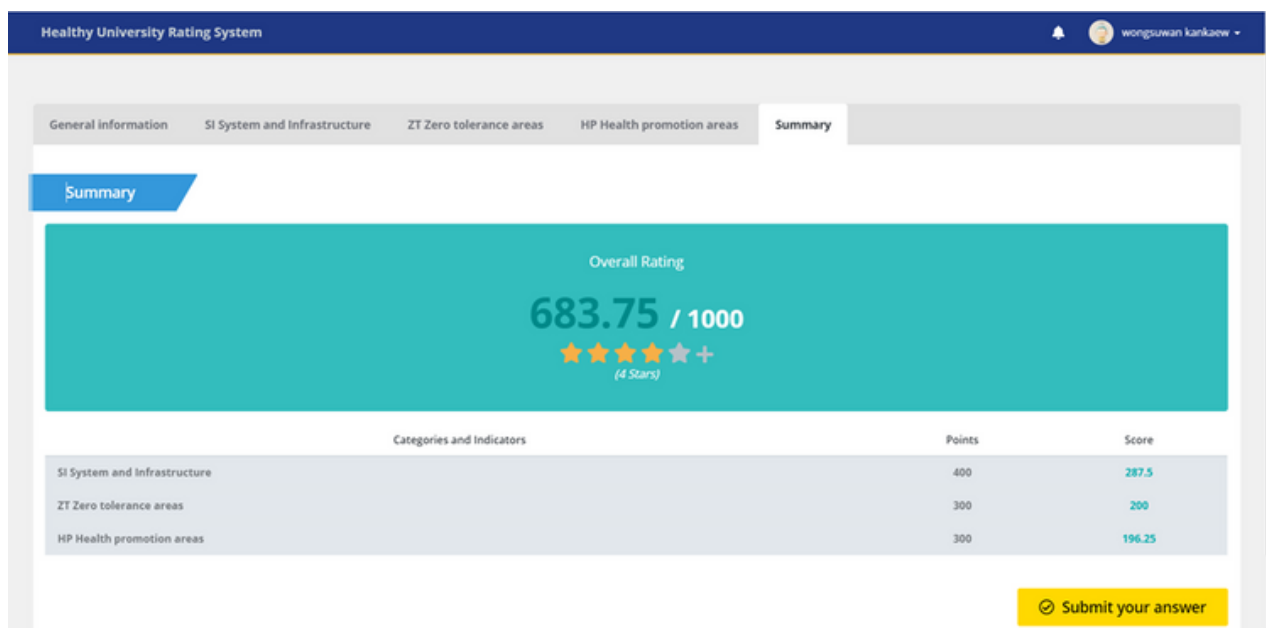


Figure 2-3: Display of the assessment result screen

In Figure 2-3, after clicking the button, **Submit your answer** the system will ask for confirmation before sending the assessment answer as shown in Figure 2-4 .

Submit your answer

Once you click "Yes" button, your questionnaire will be send directly for university approval

No Yes

Figure 2-4: Display request for submission confirmation

After the user has submitted the answers, the assessment will be send to the university Approver as shown in Figure 2-5.

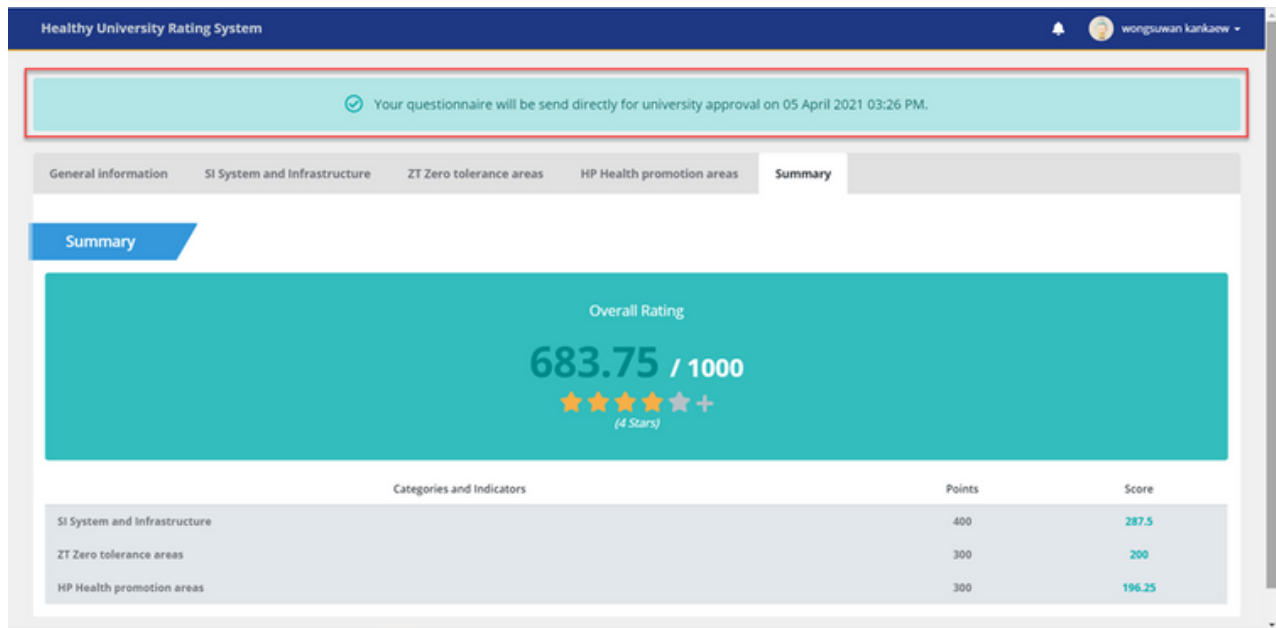


Figure 2-5: Display of assessment status



HURS

Healthy University Rating System

