

# 3 IMPORTANT POINTS

## APPLY FOR STAR RATING

Apply for star rating through RADIS, try to **achieve 5 star** and get **10 bonus marks** (for Project Leader) in eLPPT

## PROPER DOCUMENTATION

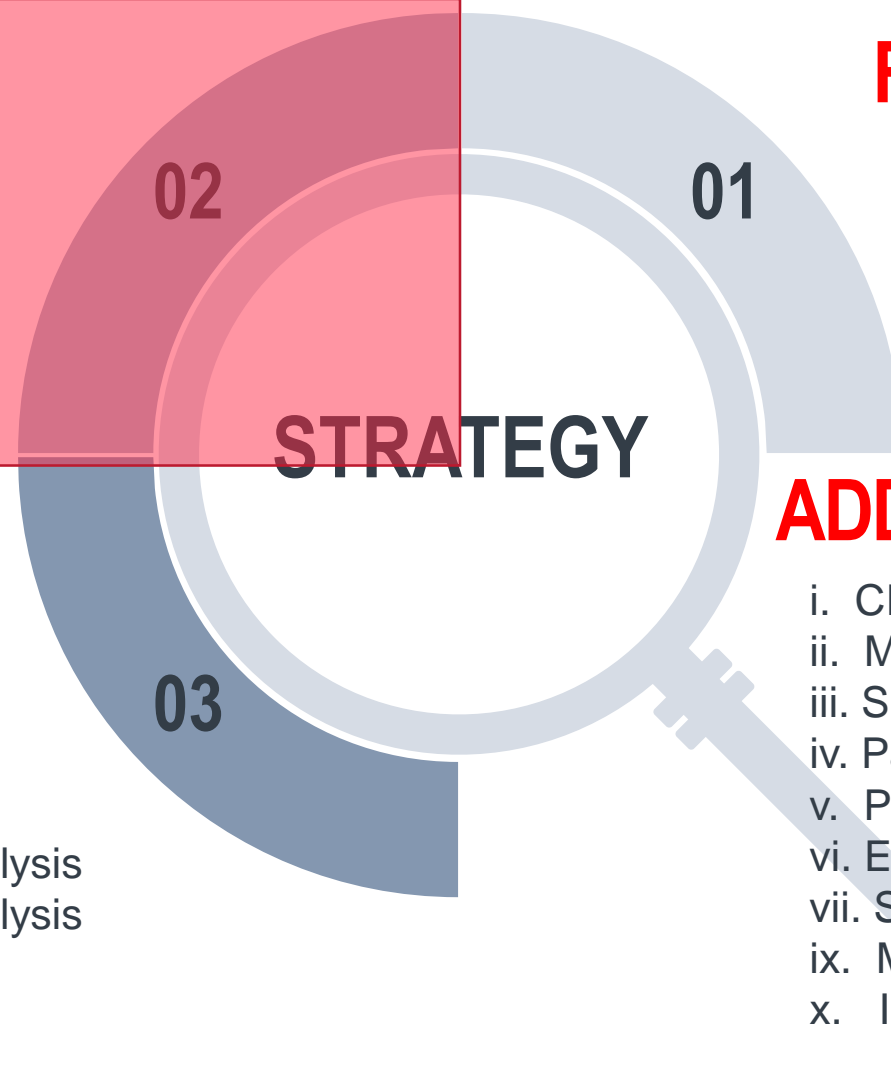
- 1 Star: Attendance List
- 2 Star: Questionnaire / Interview
- 3 Star: Survey form & analysis
- 4 Star: Observation checklist & analysis
- 5 Star: Observation checklist & analysis

## REGISTER & REPORT

Register any activities related to CE and IL (**as Project Leader**) in RADIS to obtain **extra marks** in eLPPT and MyRA

## ADDITIONAL DOCUMENTS

- i. CE Star Rating Application Form
- ii. Media Coverage
- iii. Sponsorship letters / Funding
- iv. Partnership Formalization
- v. Pictures of CE project
- vi. End Report of the project / activity
- vii. Short video of footage
- ix. MOU / MOA / LOI
- x. Intellectual Property





# PENGISIAN STAR RATING

Pekeliling Pentadbiran Bil.19/2016: PELAKSANAAN PENAMBAHBAIKAN PENILAIAN PRESTASI **AKADEMIK (eLPPT)** TAHUN 2016 MENGAMBIL KIRA KEPERLUAN UNIVERSITI PENYELIDIKAN BAGI KOMPONEN PENGAJARAN, PENYELIDIKAN DAN PERKHIDMATAN

Bonus knowledge transfer project kepada **staf akademik**

**Jadual 1.8** Markah Bonus Komponen Penyelidikan (Baharu)

No	Bonus Komponen Penyelidikan	Catatan	Markah Maksima
1	<i>Quartile (overflow)</i>		Bonus Penyelidikan adalah maksima 10%
2	<i>Awarded OR Patent Pending (1 / Patent)</i>		
3	<i>Research IPR (5 * 2% = 10% max)</i>		
<del>4</del>	<del><i>Commercialisation (10%)</i></del>		
5	<i>5 star Knowledge transfer project (1*10% = 10% max)</i> <i>4 star Knowledge transfer project (1*5% = 10% max)</i> <i>3 star Knowledge transfer project (1*2% = 10% max)</i>	50 % daripada markah kepada ahli projek	

# Skala bonus e-lppt

	LIBATSAMA KOMUNITI	LIBATSAMA KOMUNITI
	KETUA	AHLI
5 Star	10.0	5.0
4 Star	5.0	2.5
3 Star	2.0	1.0

Komponen 5: Projek Pemindahan Pengetahuan (Star Rating)

1. Sila klik paparan senarai 'Grant List' di Menu Grant Management
2. Masukkan Butiran Carian Projek Yang Sudah Berdaftar

- Back to Main Menu
- Main Page
- Announcement
- Maintenance
- Researcher Profile
- Grant Management
  - Grant Application / Registration
  - Grant List**
  - Grant Funding
  - Grant Evaluation
- User Manual
- Logout

Proposal Searching

References No.

Cost Center No.

Staff No.

Name

2

Research Alliance

Faculty

Project Title

Grant Category

Grant Type

Start Date Project

Proposal Status

Project Status

Phase

Sub Sponsor

Research Manager

Proposal List

No.	Ref. No.	Cost Center No.	Proposal Status	Project Status	End Date Reactive	Staff No.	Name	Research Alliance	Project Title	Grant Type	Faculty	Created Date	Amount Approved
1	<a href="#">PY/2019/00111</a>	R.K130000.7855.4L879	APPROVED	ACTIVE			MOHAMMAD		New Housing Development on Social-Spatial and Economic		AZMAN HASHIM		

3

3. Sila klik pada "Proposal List" yang ingin diberi penarafan bintang

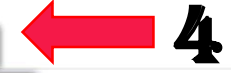
- 4. Sila klik Tab Star Rating
- 5. Sila Klik Butang "NEW RATING"

Project Record  
Project Extension  
SODO Virement  
Claim and Payment  
Activity  
Appointment  
Progress / End Report  
Member Management

Region Area: SMK 1 UNIVERSAL COMMUNITY  
Faculty / PTJ: SEKOLAH PERNIAGAAN ANTARABANGSA AZMAN HASHIM  
School: SEKOLAH PERNIAGAAN ANTARABANGSA AZMAN HASHIM  
Research Classification: INNOVATION ECONOMICS - SD - SEKOLAH PERNIAGAAN ANTARABANGSA AZMAN HASHIM  
Service Due Date: 14/06/2027  
Staff Classification:   
Email: asanali@utm.my  
Gender: MALE  
Nationality: MYS

Latest Submission Time 12:06:51 PM  
Handphone No:   
Telephone No: 0321805041

- Basic Info
- Members
- History
- Details
- Equipment
- Budget
- Attachment
- Declaration
- Verification
- Star Rating



Introduction:  
Community Engagement Star Rating System measures knowledge/technology transfer impact through community-based participatory research or civic engagement. The impact measurement utilizes a 5-star rating system coordinated by the UTM Centre for Community and Industry Network (CCIN).

Instructions:  
1. Download the [CE Imp](#)  
2. Submit complete CE  
3. Please ensure that all  
4. Submit the CEIR form  
5. Upon completion of t  
6. Please take note that

[Click here for Star Rating Ru](#)  
[Click here for Star Rating Fil](#)

For any inquiries, please contact  
Mrs. Salina Muhamad (0113  
Mrs. Nur Syamimi Ab. Hamid  
Technical Support (RADIS) :

NEW RATING

Star List :

No.	Year	Star Rating	Star Rating
-----	------	-------------	-------------

Title CE :

Supporting Document :

No.	Attachment Type	Uploaded	Description
1.	1 Star: Attendance List	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	
2.	2 Star: Questionnaire / Interview	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	
3.	3 Star: Survey form, Interviews Transcription & analysis	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	
4.	4 Star: Observation checklist, Interviews Transcription & analysis	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	
5.	5 Star: Report, Observation checklist & analysis	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	
6.	CE Star Rating Application Form	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	
7.	Media Coverage	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	
8.	Sponsorship letters / Funding	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	
9.	Invitation Email / Letter / Certificate of Appreciation / Thank you letter	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	
10.	Pictures of CE project	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	
11.	End Report of the project / activity	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	
12.	MOU / MOA / LOI / LOC	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	
13.	Brochures / pamphlet	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	



Video URL :



6. Upload dokumen/bahan bukti dan akhir sekali tekan butang 'SAVE' apabila selesai

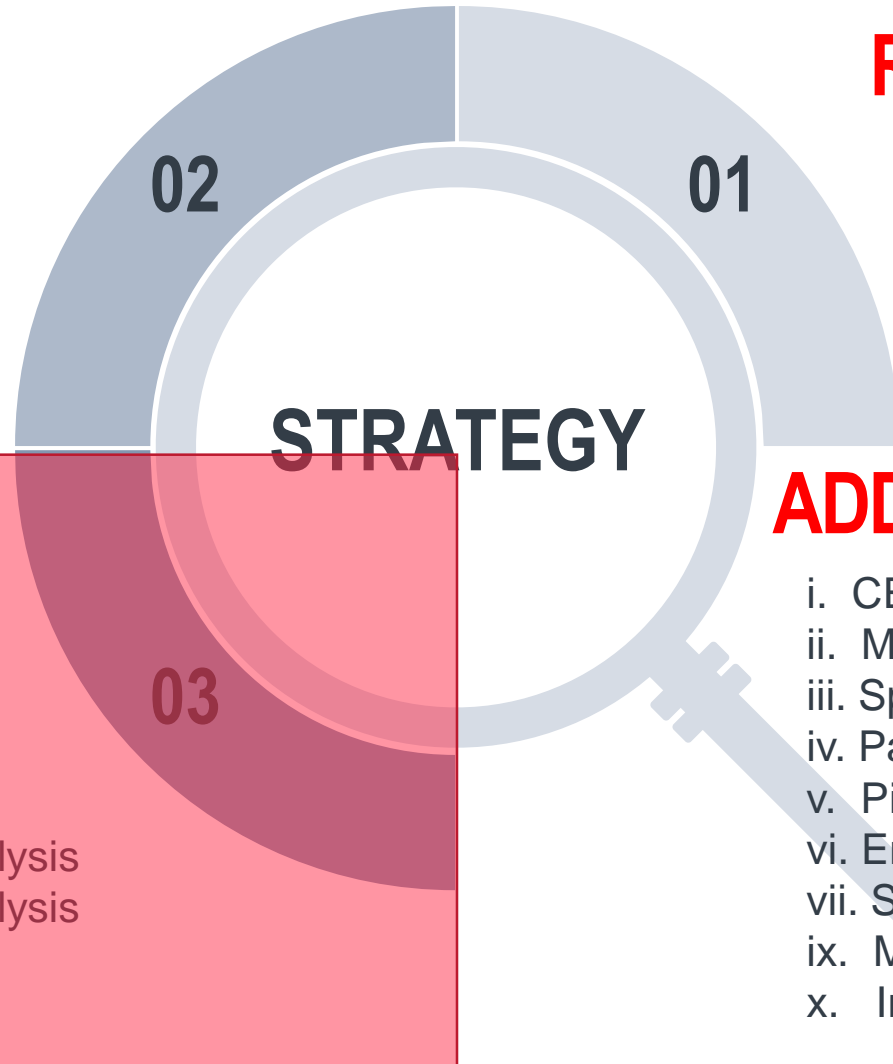
# 3 IMPORTANT POINTS

## APPLY FOR STAR RATING

Apply for star rating through RADIS, try to **achieve 5 star** and get **10 bonus marks** (for Project Leader) in eLPPT

## PROPER DOCUMENTATION

- 1 Star: Attendance List
- 2 Star: Questionnaire / Interview
- 3 Star: Survey form & analysis
- 4 Star: Observation checklist & analysis
- 5 Star: Observation checklist & analysis



## REGISTER & REPORT

Register any activities related to CE and IL (**as Project Leader**) in RADIS to obtain **extra marks** in eLPPT and MyRA

## ADDITIONAL DOCUMENTS

- i. CE Star Rating Application Form
- ii. Media Coverage
- iii. Sponsorship letters / Funding
- iv. Partnership Formalization
- v. Pictures of CE project
- vi. End Report of the project / activity
- vii. Short video of footage
- ix. MOU / MOA / LOI
- x. Intellectual Property



## 1 STAR: The community has a positive orientation towards the program

### Program Acceptance

The community has a positive orientation towards the program



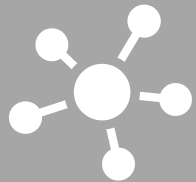
An attendance exceeding or equal to 80%  
\* Evidence can be gathered from attendance list

Target attendance \_\_\_\_\_ people  
Actual attendance \_\_\_\_\_ people  
Percentage \_\_\_\_\_ per cent



### Required EVIDENCE

- Program Proposal (**Target Attendance**)-*must mention how many participant will involves in the proposal*
- Attendance list (**actual attendance**)-*must prepare list name of participation*





**SAMPLE**

PROGRAM KOMUNITI: FUN WITH MICRO:BIT: TOWARDS PHYS  
SEKOLAH MENENGAH KEBANGSAAN PUTERI TITIWANGSA & FAKULTI  
INFORMATIK RAZAK (UNIVERSITI TEKNOLOGI MALAYSIA)

SENARAI MURID TINGKATAN 2 HIBISCUS

BIL	NAMA	NO. KP	8/8/2018	9/8/2018	15/8/2018	
1	ADMILIA TAN BINTI ADAM TAN KHENG HUAT	040602140534	✓	<i>[Signature]</i>	<i>[Signature]</i>	
2	AFIFAH HUSNA BINTI NOR ZAINI	040409140786	✓	<i>[Signature]</i>		×
3	AISHAH BINTI BAHARUDIN	040224060210	✓	<i>[Signature]</i>		×
4	AUNI 'ATIQA BINTI SAIFULNIZAM	040426010772	✓	<i>[Signature]</i>	<i>[Signature]</i>	
5	ERYSSA SUFI BINTI IRWAN SHAH	040605100976	✓	<i>[Signature]</i>	<i>[Signature]</i>	
6	HUDA DEENY BINTI MOHAMED HIZAM	040123140406	✓	<i>[Signature]</i>	<i>[Signature]</i>	
7	KESHAVARTHINI A/P MANOKARAN	041021140698	✓	-		×
8	MUBARAKA BINTI MAZHAR	040916140756	✓	<i>[Signature]</i>	<i>[Signature]</i>	
9	NORZAHIDAH BINTI OTHMAN	040327140512	✓	<i>[Signature]</i>	<i>[Signature]</i>	
10	NUR BALQIS BINTI AHMAD LATFAN	040430140334	✓	<i>[Signature]</i>	<i>[Signature]</i>	
11	NUR HANISYA HIKMAH BINTI HERMAN	040406140414	✓	<i>[Signature]</i>	<i>[Signature]</i>	
12	NUR HUMAIRA BINTI MOHAMAD ZAINUDIN	040621110090	✓	<i>[Signature]</i>	<i>[Signature]</i>	
13	NURAISSYAH ARISSA BINTI ROZAIDI	040502030426	✓	<i>[Signature]</i>	<i>[Signature]</i>	
14	SAHANA A/P DURAI SINGAM	040708140778	✓	<i>[Signature]</i>	<i>[Signature]</i>	
15	SHAVITA A/P KANAGARATNAM	040420101462	✓	<i>[Signature]</i>	<i>[Signature]</i>	
16	SHUUBASHINY NAIR A/P BATHUMALAI	040323141016	✓	<i>[Signature]</i>	<i>[Signature]</i>	
17	SITI ESHAH BINTI JUHARI	041001140840	✓	<i>[Signature]</i>	<i>[Signature]</i>	
18	SRI IRAIVANESWARY A/P SRI SHANMUGA RAJAH	040525100386	✗	-		✓

★ 1 Star: Attendance List

*Tips:*

1. Nama
2. No. K/P
3. Tandatangan



## 2 STAR: The community consider the program relevant and needed



### Meeting Community Needs

- The community consider the program relevant and needed
- A formal university-community cooperation agreement exists



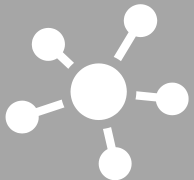
Stakeholders generally agree to the implementation of the programme.

\* Evidence can be gathered from interviews or surveys.

Number of participants who indicate that the programme is needed \_\_\_\_\_ people

Total number of participants \_\_\_\_\_ people

Percentage of participants indicating programme is needed \_\_\_\_\_ per cent



### Required EVIDENCE

- **Question of survey / Interview**
- Based on questionnaire: Customer satisfaction
- Prepare question that answering the requirement. (“yes-no” question)

## PRE-SURVEY

### Bahagian A: Demografi

Nama:  
Darjah/Kelas:  
Cita-cita:  
Hobi:  
Pekerjaan Ayah:  
Pekerjaan Ibu:  
Bilangan adik beradik:  
Anak ke-:

### Bahagian B:

Baca soalan berikut dan bulatkan skala yang sesuai untuk setiap soalan.

1	2	3	4
Sangat Tidak Setuju	Tidak Setuju	Sederhana	Setuju

Bil.	Soalan
1	Saya tahu apa itu berfikir secara kritis
2	Saya tahu bagaimana untuk berfikir secara kritis
3	Saya tahu apa itu berfikir secara kreatif
4	Saya tahu bagaimana untuk berfikir secara kreatif
5	Saya tahu apa itu 'emoji'
6	Saya tahu apa itu 'doodle'
7	Saya tahu bagaimana cara yang betul untuk melukis 'emoji'
8	Saya tahu bagaimana cara yang betul untuk melukis 'doodle'
9	Saya tahu apa itu tanaman hidroponik
10	Saya tahu cara yang betul untuk membuat tanaman hidroponik
11	Saya tahu bagaimana cara untuk membuat 'desk organisier' sendiri
12	Saya tahu bagaimana cara untuk membuat mini calender book sendiri
13	Saya tahu bagaimana cara untuk membuat 'frame' sendiri
14	Saya tahu bagaimana cara untuk membuat 'plastic saver' sendiri menggunakan straw

## POST-SURVEY

### Bahagian A: Demografi

Nama:  
Darjah/Kelas:

dan bulatkan skala yang sesuai untuk setiap soalan.

2	3	4	5
Tidak Setuju	Sederhana	Setuju	Sangat Setuju

Bil.	Soalan	Skala				
1	Setelah program selesai, saya tahu apa itu berfikir secara kritis	1	2	3	4	5
2	Setelah program selesai, saya tahu bagaimana untuk berfikir secara kritis	1	2	3	4	5
3	Setelah program selesai, saya tahu apa itu berfikir secara kreatif	1	2	3	4	5
4	Setelah program selesai, saya tahu bagaimana untuk berfikir secara kreatif	1	2	3	4	5
5	Setelah program selesai, saya tahu apa itu 'emoji'	1	2	3	4	5
6	Setelah program selesai, saya tahu apa itu 'doodle'	1	2	3	4	5
7	Setelah program selesai, saya tahu bagaimana cara yang betul untuk melukis 'emoji'	1	2	3	4	5
8	Setelah program selesai, saya tahu bagaimana cara yang betul untuk melukis 'doodle'	1	2	3	4	5
9	Setelah program selesai, saya tahu apa itu tanaman hidroponik	1	2	3	4	5
10	Setelah program selesai, saya tahu cara yang betul untuk membuat tanaman hidroponik	1	2	3	4	5
11	Setelah program selesai, saya tahu bagaimana cara untuk membuat 'desk organisier' sendiri	1	2	3	4	5
12	Setelah program selesai, saya tahu bagaimana cara untuk membuat mini calender book sendiri	1	2	3	4	5
13	Setelah program selesai, saya tahu bagaimana cara untuk membuat 'frame' sendiri	1	2	3	4	5
14	Setelah program selesai, saya tahu bagaimana cara untuk membuat 'plastic saver' sendiri menggunakan straw	1	2	3	4	5



## 2 Star: Questionnaire / Interview

*Tips:*

1. Pre & Post Questionnaires
2. Bertanda



## **3 STAR:** The Community action program results in change in knowledge/skills/attitudes or aspirations

### Knowledge, attitude, skills, and aspiration change

The Community action program results in change in knowledge / skills / attitudes or aspirations

Participants exhibit a change in knowledge, attitude, skills and/or aspiration.

\* Evidence can be derived from interviews, observations or surveys.

Number of participants who indicate they know the subject matter

\_\_\_\_\_ people

Number of participants who respond positively to the change

\_\_\_\_\_ people

Number of participants who show they have the desired skills

\_\_\_\_\_ people

Number of participants who want to adopt the innovation

\_\_\_\_\_ people

Total number of participants

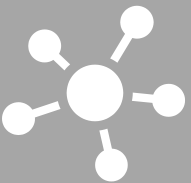
\_\_\_\_\_ people

Average Change

per cent

### Required EVIDENCE

- **Survey form & analysis**
- Based on questionnaire: Customer satisfaction
- Prepare question that answering the requirement ( preferably “before and after” survey )



No.		N	Mean	SD
Overall	Pre	32	2.6205	.55904
	Post	32	3.6429	.65516
	Post 2	32	4.0000	.49753

Jadual 1: Tahap pemikiran kritis dan kreatif keseluruhan

No.		N	Mean	SD
Know What	Pre	32	2.8705	.63408
	Post	32	3.8170	.76134
	Post 2	32	4.1027	.48171

Jadual 2: Tahap pemikiran kritis dan kreatif mengikut dimensi 'know what'

No.		N	Mean	SD
Know How	Pre	32	2.3705	.58942
	Post	32	3.4688	.71034
	Post 2	32	3.8973	.61067

Jadual 3: Tahap pemikiran kritis dan kreatif mengikut dimensi 'know how'

No.	Item	Mean			Mean diff. (T <sub>2</sub> vs T <sub>1</sub> )	p	Mean diff. (T <sub>1</sub> vs T <sub>2</sub> )	p
		T <sub>1</sub>	T <sub>2</sub>	T <sub>3</sub>				
1	Saya tahu apa itu berfikir secara kritis	3.1250	3.9375	3.8750	-.81250	.001	-.06250	.000
2	Saya tahu bagaimana untuk berfikir secara kritis	2.8438	3.7813	3.7813	-.93750	.001	-.00000	.000
3	Saya tahu apa itu berfikir secara kreatif	3.1250	3.8125	4.3438	-.68750	.010	-.53130	.000
4	Saya tahu bagaimana untuk berfikir secara kreatif	2.9375	3.7500	4.3438	-.81250	.005	-.59375	.018

5	Saya tahu apa itu 'emoji'
6	Saya tahu apa itu 'doodle'
7	Saya tahu bagaimana cara yang betul untuk melukis 'emoji'
8	Saya tahu bagaimana cara yang betul untuk melukis 'doodle'
9	Saya tahu apa itu tanaman hidroponik
10	Saya tahu cara yang betul untuk membuat tanaman hidroponik
11	Saya tahu bagaimana cara untuk membuat 'desk organiser' sendiri
12	Saya tahu bagaimana cara untuk membuat 'mini calendar book' sendiri
13	Saya tahu bagaimana cara untuk membuat 'frame' sendiri
14	Saya tahu bagaimana cara untuk membuat 'plastic saver' sendiri mengg

Jadual 4: Tahap pemikiran kritis dan kreatif mengikut item

## ANALISIS - PRE AND POST 2CT18 FESTIVAL



## 3 Star: Survey form & Analysis



### Objektif 1: Mengkaji tahap pemikiran kritis dan kreatif dalam kalangan responden sebelum dan selepas kedua-dua program

Kesemua 32 orang responden yang hadir ke program-program tersebut telah mengisi borang soal selidik sebelum, selepas program pertama dan selepas program kedua. Jadual 1, Jadual 2 dan Jadual 3 menunjukkan tahap pemikiran kritis dan kreatif secara keseluruhan, dan mengikut dimensi 'know what' dan 'know how'. Secara amnya, tahap pemikiran kritis dan kreatif adalah sederhana sebelum apa-apa program dijalankan. Setelah program pertama dijalankan, didapati tahap pemikiran kritis dan kreatif meningkat dan berada pada tahap yang tinggi. Corak peningkatan ini juga dapat dilihat setelah program kedua dijalankan yang mana tahap pemikiran kritis dan kreatif berada tahap yang lebih tinggi pada masa ini. Secara lebih spesifik, tahap 'know what' pemikiran kritis dan kreatif dalam kalangan responden juga berada pada tahap sederhana sebelum kedua-dua program. Setelah program pertama dijalankan, peningkatan telah dicatatkan kepada tahap yang tinggi, dan ini juga dapat dikekalkan setelah program kedua. Malah, catatan nilai min semakin meningkat setelah program kedua dijalankan. Selain itu, tahap 'know how' pemikiran kritis dan kreatif dalam kalangan responden juga meningkat, daripada sederhana sebelum kedua-dua program, dan tinggi setelah program pertama dan kedua dijalankan. Kesimpulannya, kedua-dua program telah Berjaya meningkatkan tahap pemikiran kritis dan kreatif dalam kalangan responden. Lebih menarik, kenaikan ini dicatatkan bagi kedua-dua dimensi 'know what' dan 'know how'.



## 4 STAR: The Community Program results in a change of practices



### Adoption of Change

The Community Program results in a change of practices

Participants adopted the innovations that were introduced

\* Evidence derived from observation

Number of participants who adopted change \_\_\_\_\_ people  
Total number of participants \_\_\_\_\_ people  
Percentage of adoption change \_\_\_\_\_ per cent

### Required EVIDENCE

- **Observation checklist & analysis**
- Based on **picture** before and after the activity
- **Short video** of each activity done

**SAMPLE**

**SEBELUM**



**SELEPAS**



**Aspek Kedua: Pengunjung Muzium Nelayan Tanjung Balau (ELUM)**

Penerangan kepada 24 pengunjung (12 perempuan, 12 lelaki) yang berminat untuk menyertai kajian dengan 12 orang (50%) ialah pelajar manakala selebihnya (50%) bukan pelajar iaitu sama ada ibu bapa (9 orang) atau/dan individu bekerja (11 orang) iaitu 3 ibu/bapa tidak bekerja. Didapati hanya 24% subjek mengetahui apa itu AR dan 9% sahaja yang pernah mencuba aplikasi AR.

Bahagian B: Pengetahuan subjek sebelum menyertai kajian



**2) Subjek Kedua: Pengunjung Muzium Nelayan Tanjung Balau (SELEPAS)**

Selepas sesi taklimat dan latihan ringkas penggunaan aplikasi AR di galeri Rumah Nelayan, Muzium Nelayan Tanjung Balau, semua subjek menunjukkan maklum balas positif dalam ketiga-tiga aspek: i) memenuhi keperluan komuniti iaitu pengunjung muzium (ii) perubahan pengetahuan, sikap, kemahiran dan aspirasi (ii) melaksana perubahan. Didapati para pengunjung bersedia untuk menggunakan teknologi AR seperti FishAR di muzium untuk mengetahui artifak lama sebagaimana disediakan di galeri Rumah Nelayan iaitu di segmen dapur.



**4 Star: Observation Checklist & Analysis**

*Tips:*

- 1. Analisis Keberkesanan**
- 2. Video pendek**
- 3. Gambar sebelum & selepas**



## **5 STAR:** The community is empowered and can independently sustain the practices that were introduced through the program

### Sustainability

The community is empowered and can independently sustain the practices that were introduced through the program

Participants continue to practice innovations without UTM's assistance

\* Evidence can be derived from interviews, observations and/or surveys.

Number of participants who continue to practice change \_\_\_\_\_ people

Number of participants who having economic benefits due to change \_\_\_\_\_ people

Number of participants who have improved their well-being \_\_\_\_\_ people

Total number of participants \_\_\_\_\_ people

Percentage of participants who continue to practice change \_\_\_\_\_ per cent

Percentage of participants having economic benefits due to change \_\_\_\_\_ per cent

Percentage of participants who have improved their well-being \_\_\_\_\_ per cent

Average of sustainability \_\_\_\_\_ per cent

### Required EVIDENCE

- **Observation checklist & analysis**
- Based on interview, surveys and observation
- Evidence can be retrieved **after 6-12 months** of the program







MURAL



EDIBEL



KREATIVITI KAYU PALET



## 5 Star: Observation Checklist & Analysis

*Tips:*

1. Analisis, pemerhatian Keberkesanan selepas 6-12 bulan program

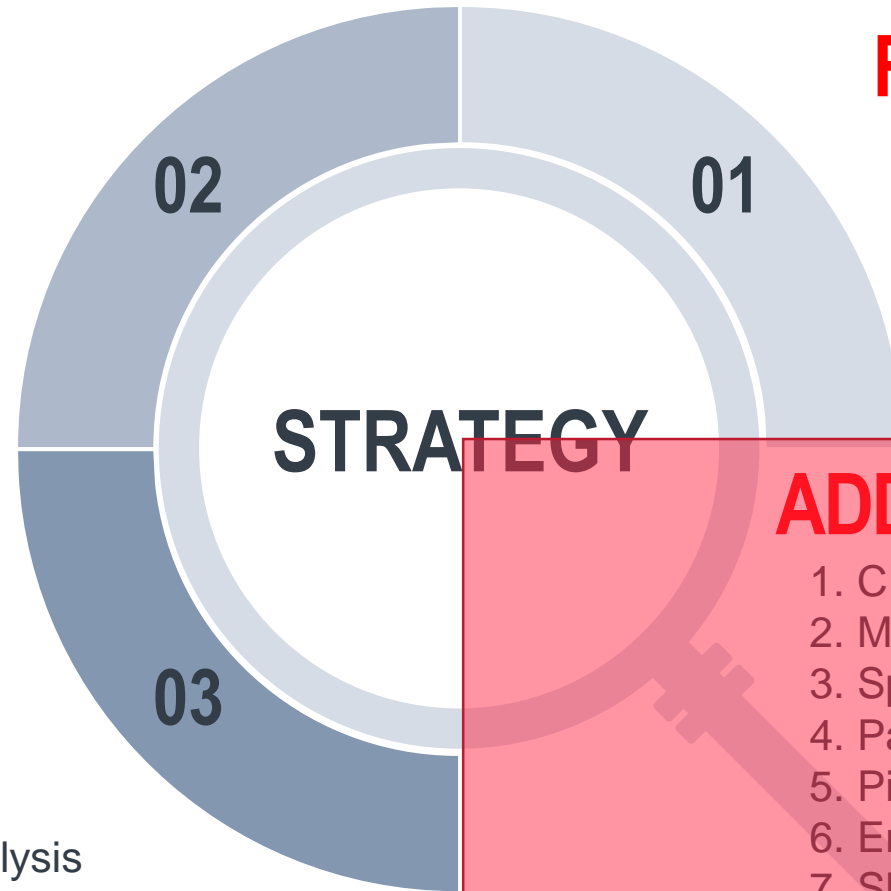
# 3 IMPORTANT POINTS

## APPLY FOR STAR RATING

Apply for star rating through RADIS, try to **achieve 5 star** and get **10 bonus marks** (for Project Leader) in eLPPT

## PROPER DOCUMENTATION

- 1 Star: Attendance List
- 2 Star: Questionnaire / Interview
- 3 Star: Survey form & analysis
- 4 Star: Observation checklist & analysis
- 5 Star: Observation checklist & analysis



## REGISTER & REPORT

Register any activities related to CE and IL (**as Project Leader**) in RADIS to obtain **extra marks** in eLPPT and MyRA

## ADDITIONAL DOCUMENTS

1. CE Star Rating Application Form
2. Media Coverage
3. Sponsorship letters / Funding
4. Partnership Formalization
5. Pictures of CE project
6. End Report of the project / activity
7. Short video of footage
8. MOU / MOA / LOI
9. Intellectual Property



## COMMUNITY ENGAGEMENT STAR RATING FORM

Notes:

- At the end of a project, successful applicant must deliver:
  - A final report in two formats:
    - Adobe Reader (.pdf) to be uploaded in RADIS
    - Microsoft Word (.doc) for promotional purposes
  - Pictures and short videos of activities (2 minutes) copied in CD.
- A project has to achieve a minimum of three (3) Star CE Impact Rating in order to be eligible for funding. Thus, it needs to meet 3 minimum requirements:
  - The community should have a positive orientation towards the programme with an attendance equal to 80% from the targeted number of participants.
  - A minimum of three (3) stakeholders' involvement (i.e. Government Agencies, NGOs, Community Learning Institutions, etc.).
    - Provide evidence that the community consider the programme relevant and needed.
    - Provide a formal university-community cooperation agreement.
  - The participants exhibit the expected changes based on the objectives of the programme, such as attitude or increment of knowledge / skills or aspirations.
- Additional requirements to achieve four (4) or five (5) Star CE Impact Rating:
  - The programme results in change of practice where the participants have adopted the innovations that were introduced (4 star).
  - The community is empowered and independently able to sustain the practice of the programme without UTM's assistance (5 star).
- Please note that all information will be kept confidential and will ONLY be used for the purpose of the programme evaluation.

Instruction:

- Please fill in all required information in table A, B, C, D, E, F and G.
- Please note that evidence such as participant attendance list, interview questionnaires, social comment/ phone screenshot etc. are required for every rating level.

G COMMUNITY TRANSFORMATION IMPACT STAR RATING FORM (This impact evaluation of the programme has to be done at the end of the programme)	
<b>RATING LEVEL</b>	<b>DECLARATION-BY-PROJECT-LEADER</b>
<b>1 STAR RATING ( Programme Acceptance)</b> ❖ The community has a positive orientation towards the programme. An attendance exceed or equal to 80% <b>*Evidence Star rating 1: Attendance List</b>	I hereby declare that the information and documents provided are true and correct. Date: _____ Signature: _____
Targeted attendance Actual attendance Percentage	<b>VERIFICATION-BY-ASISTANT-DEAN-OF-EXTERNAL-&amp;-GLOBAL-ENGAGEMENT</b>
<b>2 STAR RATING ( Meeting Community Needs)</b> ❖ The community consider the programme relevant and needed. ❖ A formal university-community cooperation agreement exists. Stakeholders generally agree to the implementation of the programme <b>*Evidence Star rating 2: Question of survey / Interview</b>	I hereby verify that the above information is true and correct to the best of my knowledge. Name: _____ Date: _____ Signature: _____
Number of participants who indicated that the programme is relevant and needed Total number of participants	Stamp: _____
<b>3 STAR RATING ( Change of Practice)</b> ❖ The community programme results in a change of practice. Participants adopted the innovations that were introduced <b>*Evidence Star rating 3: Observation checklist &amp; analysis</b>	<b>APPROVAL-BY-SECRETARIAT</b>
Total number of participants Average Percentage of Change	Overall score: _____ Interview: _____ Date: _____ Signature: _____ (Director of Centre for Community & Industry Network) Stamp: _____
<b>4 STAR RATING (Adoption of Change)</b> ❖ The community programme results in a change of practice. Participants adopted the innovations that were introduced <b>*Evidence Star rating 4: Observation checklist &amp; analysis</b>	
Number of participants who adopted the change Total number of participants Percentage of change adoption	
<b>5 STAR RATING (Sustainability)</b> The community is empowered and can independently sustain the practice that was introduced through the programme. Participants continue to practice innovations without UTM's assistance <b>*Evidence Star rating 5: Observation checklist &amp; analysis</b>	

**Nota !**  
Borang CE mesti lengkap ditandatangani & cop oleh Ketua projek dan ADEGE SEBELUM diupload di dalam sistem

**Star** ONLINE

## Protecting PD beach with 1,500 mangrove plants

METRO NEWS

Tuesday, 9 Oct 2018

By Sarban Singh



Ravi (second from left), Hernandez (right) and Dr Nahrizul (on Hernandez's right) joining other volunteers in the planting exercise.

SOME 170 ON Semiconductor Malaysia employees made the best out of a recent Sunday when they volunteered to plant 1,500 mangrove plants along Pantai Cahaya Negeri in Port Dickson.

They were joined by students from Universiti Malaya (UM), Universiti Teknologi Malaysia and Port Dickson Polytechnic as well as Forestry Department staff.

ADVERTISING



- 1. Website
- 2. Suratkhabar
- 3. Facebook
- 4. Televisyen
- 5. Youtube
- 6. Lain-lain

SAMPLE

Dr. Waidah Ismail  
 Pensyarah,  
 FAKULTI SAINS DAN TEKNOLOGI (FST)

السلام عليكم ورحمة الله تعالى وبركاته

Dr.,

**KELULUSAN PENDAFTARAN GERAN PENYELIDIKAN ANTARABANGSA**  
 Tajuk Penyelidikan : Intellirehab- Intelligent Medical System with Customized Exercises for Personalized Home Telerahabilitation  
 Kod Penyelidikan USIM : USIM/INT-NEWTON/FST/IHRAM/053000/41516  
 Rujukan Agensi : MIGHTS2A\NUO\09-16(05) (rujukan surat tawaran)

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa pihak Universiti telah bersetuju untuk meluluskan pendaftaran geran penyelidikan antarabangsa sepertimana yang dimohon oleh pihak Y.Bhg Prof., dengan butiran penyelidikan dan syarat-syarat berikut:

i. Perincian Penyelidikan :

Bidang Penyelidikan	Teknologi Maklumat & Komunikasi (Perisian, Sistem Maklumat & Multimedia)							
Pembiaya	Newton Ungku Omar Fund ( MIGHT )							
Tarikh diluluskan	6 September 2016 (tarikh surat tawaran MIGHT)							
Jangkamasa kajian	34 bulan ( 1 November 2016 hingga 1 September 2019 )							
Peruntukan diluluskan	RM 1,181,334.00							
Pengagihan mengikut vot	11000	21000	23000	27000	28000	29000	35000	Jumlah
Tahun Pertama	RM 258,000	RM 42,000	-	-	-	RM 10,000	RM 209,904	RM 519,904
Tahun Kedua	RM 258,000	RM 69,000	-	-	-	RM 20,000	RM 34,644	RM 381,644
Tahun Ketiga	RM 172,000	RM 82,000	-	-	-	RM 20,000	RM 25,786	RM 279,786
JumlahVot (RM)	688,000	173,000	-	-	-	RM 50,000	RM 270,334	RM 1,181,334





ELVIRA SYSTEMS SDN BHD.

(Company No. 976024-T)

6th Floor Suite 16, IOI Business Park, Persiaran Puchong Jaya Selatan,  
Bandar Puchong Jaya  
47100 Selangor, Malaysia.

Tel: +603-8064 4190 Fax: +603-8064 2190

# IN-KIND SAMPLE LETTER

**Dr Azizul Azizan**  
Project Leader,  
Community Project: Fun with micro:bit : Towards Physical Computing Literacy  
Razak Faculty of Technology and Informatics,  
Universiti Teknologi Malaysia,  
Jalan Sultan Yahya Petra,  
54100 Kuala Lumpur

28 August 2018

Dear Dr. Azizul Azizan,

Sponsorship for Community Project: Fun with micro:bit : Towards Physical Computing Literacy

With reference to the above matter, Elvira Systems Sdn Bhd is delighted to be one of the sponsors of the mentioned community project.

Elvira Systems Sdn Bhd agrees to assist and provide micro:bit leasing sponsorship (10 units for one week) which costs RM3000 and strategic partnership as support to this event.

We look forward to the success of the project and look forward to continued relations with Universiti Teknologi Malaysia in future projects.

Thank you.

Yours Sincerely,

Requirement:

1. **Official letter** from sponsor (with letter head)
2. **Address To** : project leader/team member
3. Project or program **title**
4. **Type/Detail** of In-kind with estimated **amount/cost**



Persatuan Penggendong Bayi Selat Tebrau Johor Bahru, Johor  
(Selat Tebrau Babywearers) No. Pend. PPM-020-01-04122013  
No.58, Jalan Merak  
Taman Scientex  
81700 Pasir Gudang, Johor.



En. Muhammad Faeiz Ismail,  
Pengarah Program,  
Fun & fit with Baby,  
Fakulti Pendidikan,  
Universiti Teknologi Malaysia,  
81310 Skudai,  
Johor Darul Takzim.

Saudara,

**PERSETUJUAN KERJASAMA PROGRAM FUN & FIT WITH BABY**

Dengan segala hormatnya, perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa Persatuan Penggendong Bayi Selat Tebrau Johor Bahru, Johor (Selat Tebrau Babywearers) bersetuju untuk bekerjasama dengan pihak saudara dalam program di atas.

3. Berikut adalah maklumat berkaitan kerjasama yang dipersetujui untuk dilaksanakan oleh pihak Selat Tebrau Babywearers dalam menjayakan program ini;

- i) Mempromosikan program ini kepada ahli-ahli Selat Tebrau Babywearers melalui media sosial (Facebook) sepanjang program ini dijalankan.
- ii) Urusan pendaftaran, yuran penyertaan, sijil penghargaan, modul program adalah dibawah kendalian pihak AJK pelaksana Program Fun & Fit with Baby, Fakulti Pendidikan, UTM.
- iii) Laporan program bagi setiap sesi program ini hendaklah dihantar ke pihak Selat Tebrau Babywearers untuk simpanan.



Persatuan Penggendong Bayi Selat Tebrau Johor Bahru, Johor  
(Selat Tebrau Babywearers) No. Pend. PPM-020-01-04122013  
No.58, Jalan Merak 6  
Taman Scientex  
81700 Pasir Gudang, Johor.

4. Semoga dengan kerjasama yang dipersetujui ini mendapat manfaat kepada ahli-ahli Selat Tebrau Babywearers yang menyertainya dan kepada semua pihak yang terlibat. Terima kasih kerana sudi bekerjasama dengan pihak kami dan semoga program yang dirancangkan berjalan dengan lancar.

Sekian, terima kasih.

Yang benar,

(Norlily Binti Mohd Isa)  
Pengerusi,  
Selat Tebrau Babywearers (STB)

s.k : Dr Halijah Ibrahim  
Dr Asha Hasnimy Mohd Hashim  
Fakulti Pendidikan  
UTM.



**Surat  
persetujuan  
kerjasama**

## IMPAK PERSEKITARAN



Sebelum Pembangunan



Selepas Pembangunan



Implimentasi Pembangunan flat

1. Gambar sebelum, semasa, selepas program
2. Penceritaan



 KEMENTERIAN PENDIDIKAN MALAYSIA  
LAPORAN KEMAJUAN  
PROJEK DIBAWAH DANA UC1...

**SAMPLE**

A NAMA PROGRAM / PROJEK : MELAHIRKAN USAHAWAN BELIA DALAM SEKTOR PENDAWAIAN ELEKTRIK DOMESTIK...  
INSTITUSI PENDIDIKAN : UNIVERSITI TEKNOLOGI MALAYSIA  
TEMPOH PROJEK : 1-Sep-17 hingga 31-Mar-18  
TEMPAT PROJEK : FELDA PASOH 4, KUALA KELAWANG, NEGERI SEMBILAN  
KETUA PROJEK : SALLEHUDDIN BIN MUHAMAD

PENCAPAIAN PROJEK

B PERATUSAN PENCAPAIAN

Pencapaian projek berdasarkan carta perbatuan	0-25%	26-50%	51-75%	76-100%
Peratusan (nyatakan %)				100%

C PERBELANJAAN

Peruntukan diluluskan	: RM20,000-00
Jumlah perbelanjaan	: RM20,000-00
Baki	: RM0-00
Peratusan perbelanjaan	: 100.00%

D RINGKASAN DAPATAN PROJEK/  
\*\*[sekiranya melebihi ruang yang disediakan, mohon kemukakan dalam bentuk lampiran]

a. Seramai 20 orang peserta telah mendapat pengetahuan asas dan berupaya melakukan kerja pendawaian elektrik domestik dengan betul dan selamat.  
b. Sistem pendawaian elektrik di Balai Masyarakat, Pusat Komuniti dan tadika di Felde Paloh 4 telah dinaik taraf.  
c. Sebuah modul mengenai kerja pendawaian elektrik domestik dibekalkan kepada setiap peserta sebagai rujukan.

E MASALAH/ HALANGAN (jika ada)  
Tiada

F PELAN TINDAKAN  
(cadangan langkah penyelesaian masalah/ halangan)  
Tiada



## RTC PROJECT: MICRO HYDRO TURBINE UTM 10KW @ ROYAL BELUM



1. Video Kemajuan/aktiviti yang dijalankan
2. Durasi 2-3 minit



**MEMORANDUM OF AGREEMENT  
BETWEEN  
SCHOOL OF EDUCATION,  
UNIVERSITY OF NOTTINGHAM MALAYSIA CAMPUS  
AND  
MyLinE LANGUAGE ACADEMY,  
UNIVERSITI TEKNOLOGI MALAYSIA, MALAYSIA**

**SAMPLE**

This Agreement entered into this day, 24 OCTOBER.....2017, by and between

**UNIVERSITY OF NOTTINGHAM, MALAYSIA CAMPUS (UNMC)** represented by its **SCHOOL OF EDUCATION** where its official address at the University of Nottingham Malaysia Campus, Jalan Broga, 43500 Semenyih, Selangor Darul Ehsan, Malaysia; and

**UNIVERSITI TEKNOLOGI MALAYSIA** represented by its **MyLinE LANGUAGE ACADEMY (MyLinE LA UTM)**, a public university established and incorporated under the Universities and University Colleges Act 1971, where its official address at 81310 UTM Skudai, Johor Darul Ta'zim, Malaysia.

**WHEREAS**, both parties hereto desire to do so in order to promote exchange and cooperation in education to foster and strengthen relationship between School of Education, University of Nottingham, Malaysia Campus and MyLinE Language Academy, Universiti Teknologi Malaysia.

**AND WHEREAS:**



**Contoh yang telah discan**

 **INTELLECTUAL PROPERTY CORPORATION OF MALAYSIA**  
An agency under the Ministry of Domestic Trade, Co-Operatives and Consumerism  
**COPYRIGHT ACT 1987**  
**NOTIFICATION OF WORKS**  
[ subregulation 5(2) and 5(3) ] 

  
CR - 1

**Applicant :**  
 Owner  Author  Licensee

Title of work (Original language) : Process Equipment Failure - Module 2 of Operational Level Process Safety Management Series

Translation : \_\_\_\_\_

Transliteration : \_\_\_\_\_

Name of the Language ("Language that bears used in the work") : \_\_\_\_\_

If published in a periodical or serial (Literary Work) : \_\_\_\_\_ (Volume / Number) \_\_\_\_\_ (Issue Date) \_\_\_\_\_ (On Pages)

**Section A : Type of Works**  
 Literary  Musical  Artistic  Film  Sound Recording

Date of Fixation / First Published / Erected / Incorporated : 20 / 02 / 2017

**Section B : Publication**  
The Work is :  Published  Unpublished

If published : \_\_\_\_\_ (Year of Compilation) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Date of first publication) \_\_\_\_\_ (Country)

**Section C : Author** ( If author is "same as owner" go to Part D - if more than one author, please attach a list of names and addresses of all the author )

**SAMPLE**



**Contoh yang telah discan**

1. To achieve a 3 Star CE Impact Rating, a project needs to have 3 minimum requirements :-

**The community has a positive orientation towards the programme.**

- An attendance exceeding or equal to 80%

**A minimum of three (3) stakeholder involvement. (Government, Industries, Civil Society, NGO, and Institutions of Learning)**

- The community consider the programme relevant and needed.
- A formal university-community cooperation agreement exists.

**The civil community action programme results in change in knowledge/skills/attitudes or aspirations**

- Participants exhibit a change in knowledge, attitude, skills and/or aspiration (dependent on the program objectives)

2. Additional requirements to achieve a four (4) and Five (5) Star CE Impact Rating,

**The community programme results in a change of practices. (4 star)**

- Participants adopted the innovations that were introduced
- The community is empowered and can independently sustain the practices that were introduced through the program. (5 star)

**Participants continue to practice innovations without UTM's assistance ( 5 Star)**

**The evaluation should be natural, no bias, nor prejudice and it is base on the reporting and evidences.**