REFTool Requirements Document

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# Introduction

1. This document sets out the functional requirements of the REFTool. REFTool aims to support the planning and preparation of REF submissions from the faculty of science and technology. A key assumption is that research papers are presumed to be stored in the MDX research repository.

# Users

1. The system must be able to support the creation of multiple users. Initially, for the purposes of testing, one user will be sufficient.
2. User id will be of the form: mdx-email address. Password will default to reft001.
3. Users will be able to change their passwords.

Can the MDX LDAP system be implemented? Will any user without a Middlesex ID be accessing the system?

# Projects

1. The system must allow the creation of projects which will support analysis and preparation for REF submissions. Such projects will allow the partitioning of REF preparations into REF units or departments or be experimental.

Why the creation of projects is important? Will it be different scenarios for same REF submission?

1. The system must allow the set up of a configuration mapping that maps CORE Rankings to scores. The following mappings are proposed:
   1. A\* > 3.5
   2. A > 3
   3. B > 2.75
   4. C > 2.5

Numbers are not fixed. May be suggested as default.

# Reference Data

1. For computer science and indeed for other disciplines, the Australian CORE rankings provides a spreadsheet of journals and conferences that are ranked as A\*, A, B, C and NR (not ranked). This spreadsheet should be imported into the system and function as a look-up table.

**180107**: all imported to the DB. When getting ePrint publications it automatically checks what’s the CORE ranking score.

# Paper Collection

1. Given a spreadsheet, containing names in the form of first name, secondname, the system will firstly import all names into its database.

Better to have full staff imported on the DB, then you can select the ones you want? Option to add and remove staff as needed.

Maybe other relevant fields could be added like: i) department/specialisation ii) other names (if typo on the repository for instance)

Maybe even have saved lists?

**180107**: DONE: can import .xlsx with first name, last name and email. It checks if user is already on the DB.

1. For each name, it will be possible to initiate a collection process that will access the repository and bring in each paper found to be authored by that name. Full details of the papers will be collected.

Issue with names. Shows every paper with that specific name

and allow user to remove the ones who are not relevant

**OR** allow user to select the relevant person based on the paper and the system will filter only for that ID.

**180107**: name problems haven’t been solved yet. It has and option to double check the email, but hasn’t being implemented yet.

1. It will be possible to change the name of the person and run the collection process again. This is needed where the name supplied does not match the name given in the repository.

Provide suggestion based on similarity percentage.

# Paper Allocation

1. Authors / academic staff will have written several papers often jointly with other authors from either the same institution or others.
2. For an imported name from Middlesex, it will be possible to see the list of the papers authored by that creator.
3. It must be possible to assign a paper to a creator. Each imported name must have at minimum 1 paper and a maximum of 5 papers.

Assign it to a REF Unit, instead of a creator?

Creator = imported publications.

# REF UNITS

1. The unit of assessment is called a REF Unit. For the faculty, the following units will be required:

1 - Clinical Medicine

2 - Public Health, Health Services and Primary Care

3 - Allied Health Professions, Dentistry, Nursing and Pharmacy

4 - Psychology, Psychiatry and Neuroscience

5 - Biological Sciences

7 - Earth Systems and Environmental Sciences

10 - Mathematical Sciences

11 - Computer Science and Informatics

12 - Engineering

14 - Geography and Environmental Studies

20 - Social Work and Social Policy

24 - Sport and Exercise Sciences, Leisure and Tourism

**180107**: done.

1. The number is unique and should be used as an identifier in the form of UoA11 (to identify computer science for example).
2. There must be a table that contains the name and id of each of the above units.

Are the numbers **always** unique and fix? Should it be **PK** for the system? I do **not** recommend as it would cause a big problem if it later changes

**180107**: they are **not** the PK.

1. Creators (i.e. those imported into the system) representing all academics in a given project must be allocated to a REF Unit.
2. It will be possible for a creator to be allocated to more than one REF unit. However, if there is a multiple allocation, then it must be fractional, and add up to 1.0 FTE (Full time equivalent). Given that a creator can have a maximum of five papers, then a creator can be allocated to a maximum of 5 REF units at 0.20 FTE.
3. Allocation to REF unit can be done in one of two ways:
   1. It can be done definitely, So given a list of creators, it will be possible to select a refunit to which the creator belongs.
   2. Papers can be allocated to REF units and so indirectly, a creator belongs to a REFUnit.

# REPORTING

1. The system will produce a range of reports. Some are already visible in the system. The reports are as follows:
2. All academics not assigned to a REF unit.
3. REF units and their allocated creators together with the FTE allocated.
4. All REF units and the papers allocated together with their scores.
5. All REF units with no papers.
6. For a given ref unit, list the papers that are 4\*, 3\*, 2\*, 1\*.
7. All creators and their papers together with their scores. **180107**: Done.
8. All papers that are not scored.
9. All REF units, with their impact case studies.
10. All REF units with no impact case studies.

# IMPACT Case studies

1. Impact case studies are also a component of the research excellence framework. The rules regarding these are quite complex. For the moment, the following support is necessary.
2. The system must support the creation of an impact case study: This impact case study entity will have the following properties: name (text), primary creator (text), impact description (text), underpinning research (text), score (4\*, 3\*, 2\*, 1\*, R, NR).
3. An impact case study must be related to at least one REF unit.

To be developed.

# Known issues

## MDX Research Repository

* 1. Multiple people with the same name
  2. One person has published papers under different names (with/without middle name, for example)
  3. There may be a typo on the system name.