REFTool Requirements Document

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# TODO general:

## From 10/01/2018 meeting:

* ~~default - assign paper to REF instead of paper+author for MDX first author~~.
* Show external authors, but don't allow them to be assigned to a REF. see note below

## From 21/02/2018 meeting:

* Ex-mdx employees are allowed.
* Authors who were never MDX employed.
* Add another column on the spreadsheet (ex/current MDX employee? 1 or 0s)
* The MDX ex/current employee will be done only via the spreadsheet.
* The verification will exists for co-authors. names not imported from the spreadsheet
* First step after importing it
* Add icon to print (every page and pop-ups)

# 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.

# 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.
2. 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

# 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.

# 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.
2. 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.
3. 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.

# 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~~ author imported.
3. It must be possible to assign a paper to a ~~creator~~ author imported. Each imported name must have at minimum 1 paper and a maximum of 5 papers.

# 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

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.
3. ~~Creators~~ author imported representing all academics in a given project must be allocated to a REF Unit.
4. 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.
5. 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.
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.