

## **CUE DATA COLLECTION PORTAL- FAQ.**

### **1. INTRODUCTION**

The Commission for University Education (CUE), is an agency of the Government of Kenya, regulated by the Commission for University Act No. 42 of 2012 established by the Kenyan Parliament, that is mandated to plan, monitor, regulate, modify, improve and communicate policy to stakeholders, regarding university education in Kenya. In order to achieve the research and planning mandate, the Commission has developed the University Education Management Information System (IMIS) that is designed to gather full and accurate information that helps us to profile your university for improved planning and research.

### **USER REGISTRATION, LOGIN AND PASSWORD CHANGE**

#### **2.1. User Roles**

The IMIS can only be accessed by authorized users who shall be deemed the representatives of the University and shall thus be responsible for the capture, review and authorization of the data submission. Consequently, each University shall be required to provide details of at least 3 users, who shall assume the following IMIS roles:

| <b>Role</b>          | <b>Description</b>  | <b>Our Recommendation</b>   |
|----------------------|---|---|
| Data Maker           | Responsible for formatting of University data as per the provided templates and making preliminary checks to ensure that clean and accurate data is loaded on IMIS                            | <ul style="list-style-type: none"><li>• User must be authorized by the University and have an official staff email for registration</li><li>• User should have average skills on data management using Excel spreadsheets to enable them to format the data as per the required templates</li></ul> |
| Data Reviewer (DVC)  | Responsible for 1 <sup>st</sup> review of the submitted data. The data reviewer is required to do a 2 <sup>nd</sup> check for completeness and accuracy to the data loaded by the data maker. | <ul style="list-style-type: none"><li>• User must be authorized by the University and have an official staff email for registration</li><li>• This role shall be assigned to a senior University staff of the rank of DVC or their authorized representative.</li></ul>                             |
| Data Authorizer (VC) | Responsible for final authorization of the data that to be submitted to the Commission.   | <ul style="list-style-type: none"><li>• User must be authorized by the University and have an official staff email for registration</li><li>• This role shall be assigned to the VC as the overall owner of the University's data.</li></ul>  |

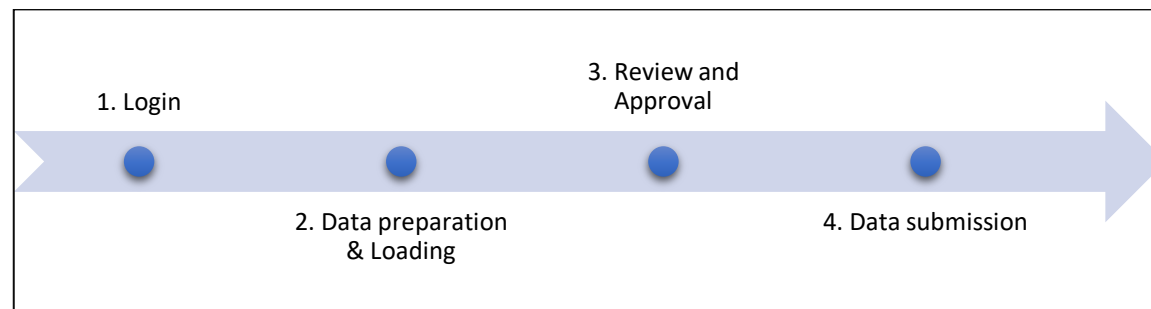
## **2.2. User Registration, Login and Password change**

The following procedure shall be used during account creation and user registration on IMIS:

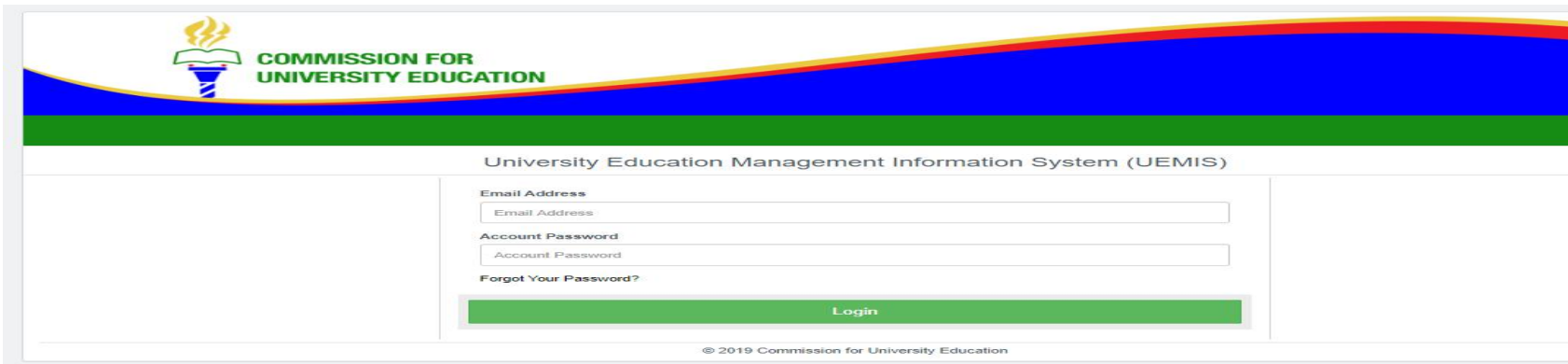
1. The University shall submit an official letter to the Commission that nominates the list of users who should be created on IMIS and the role allocation for each of them. The mandatory details that should be captured include their Names, Designation, ID No, Official Tel No, Mobile No (For any SMS alerts) and Official Emails. Scanned authorization letters can be emailed directly to the Commission through this address: [csoffice@cue.or.ke](mailto:csoffice@cue.or.ke)
2. CUE shall perform preliminary checks before creation of the user accounts.
3. On successful account creation, the users shall receive a notification email that shall prompt them to activate their account and reset their password (A link shall be shared in the email prompt).
4. The user then proceeds to self-register on IMIS and reset their passwords accordingly.
5. Authorized users can now log into the portal to perform their tasks based on the assigned roles.
6. An authorized user can periodically reset their passwords at any given time through IMIS.
7. NB: In case the University requires to change its authorized representative, who is a current user on IMIS, they shall have to submit a letter instructing the same before the account is deactivated by the Commission. Any replacement representative shall have to be created as per the above account creation and registration procedure.

## **3. DATA SUBMISSION PROCESS**

The data submission process is summarized as follows:



**NOTE:** The module will only be open at certain defined dates for any uploads and amendments, otherwise users will only be allowed to view previously submitted data & analytics without making any amendments.

| Steps | Description  |
|-------|--|
| Login | <p>1. The data maker shall login into IMIS through the link on our website: <a href="https://imis.cue.or.ke/">https://imis.cue.or.ke/</a></p>  <p><i>Figure 1:Login</i></p> <p>2. On successful login, Users shall access the landing page where they can choose the kind of service they want. <b>i.e. Data Collection, Quality Audit, Accreditation.</b> Depending on the tasks, users will be required to access different modules from the Dashboard. Click either of the module to access the Dashboard as shown in <b>figure 2</b> for the Data Collection module.</p> |

- Dashboard
- Choose Service
- Accredited Programs
- Campuses
- University Profile <
  - Vision, Mission, Aims and Objectives
  - Brief History
  - Key Milestones
  - Affiliations and Linkages
  - Philosophical Basis/Niche of the University

## Commission for University Education(CUE)

Click on your desired section to access services within it

### Data Collection

Includes services such as Students, Academic and Non Academic Staff, Finance, Research, Graduation, Resources, Discipline, University Profile

### Accreditation

Includes services such as Institutional Accreditation, Program Accreditation

### Quality Audit

Includes services such as Institutional Quality Audit, Program Quality Audit

Figure 2:Dashboard

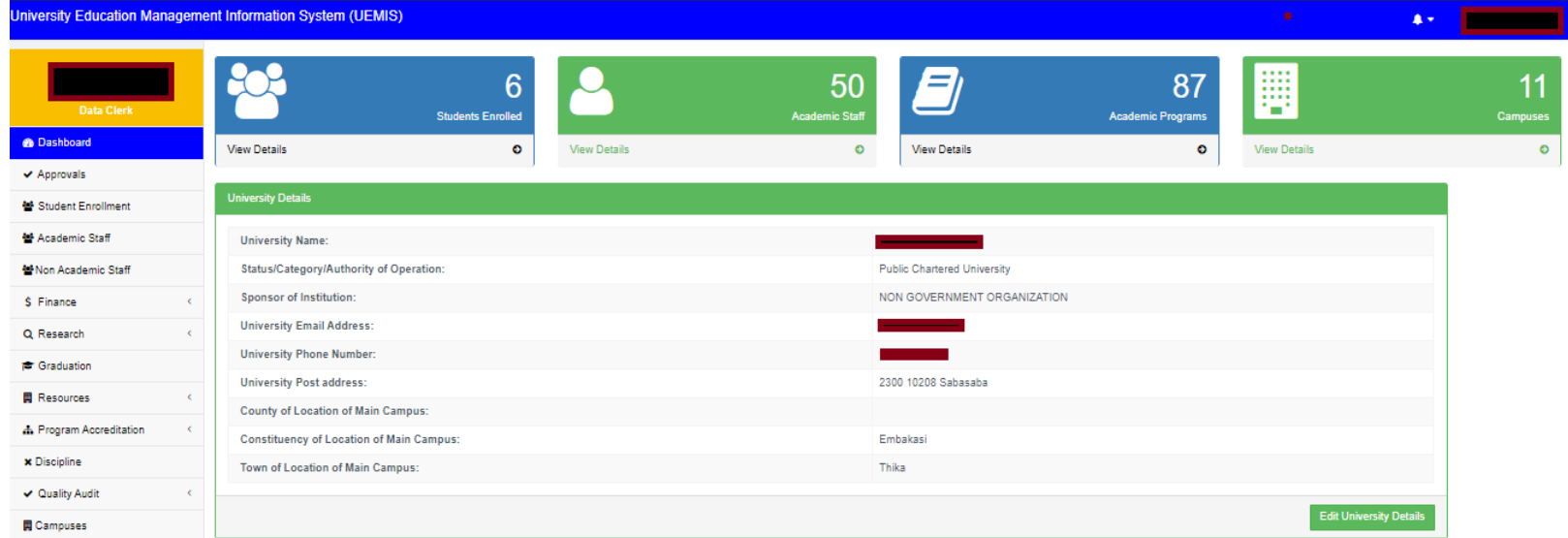


Figure 3: Data Clerk Dashboard

The Cues shown on the dashboard gives an overview of the university's data submitted to the Commission for University Education. Click **View Details** to access the list of each individual Cue data.

|                              |  |
|------------------------------|--|
|                              | <div data-bbox="353 193 2002 922"> <p>University Education Management Information System (UEMIS)</p> <p>Dashboard</p> <p>Approvals</p> <p>Student Enrollment</p> <p>Students Enrolled: 10</p> <p>Academic Staff: 47</p> <p>Academic Programs: 29</p> <p>Campuses: 3</p> <p>University Details</p> </div> <p>Figure 4: University Analytics</p> <p>3. NB: In case of unsuccessful login, kindly contact CUE by sending an email to <a href="mailto:ictsupport@cue.or.ke">ictsupport@cue.or.ke</a></p> |
|                              |  |
| Data preparation and loading | <p>1. The data maker should download the Excel data templates from IMIS. The excel data template file will be downloaded from the various specific submodules requiring data uploads via the formatted excel template. I.e. Students Enrolment Section.</p>  |

University Education Management Information System (UEMIS)

**Data Clerk**

Dashboard

Approvals

**Student Enrollment**

Academic Staff

Non Academic Staff

Finance

Research

Graduation

Resources

Program Accreditation

Discipline

Quality Audit

**Excel Upload**

Download Student Data Template

Choose File No file chosen

**Form Upload**

+ Add Students

**All Students**

Show 10 entries

| Student Id | Student Name | Gender | Date of Birth | Program | Year of Study | Sponsorship          | Edit                 | Delete                 |
|------------|--------------|--------|---------------|---------|---------------|----------------------|----------------------|------------------------|
|            |              | Female | 05/08/19      | IV      | 2             | Government Sponsored | <a href="#">Edit</a> | <a href="#">Delete</a> |
|            |              | Female | 07/08/1       |         | 4             | Self Sponsored       | <a href="#">Edit</a> | <a href="#">Delete</a> |
|            |              | Female | 08/08/1       |         | 4             | Self Sponsored       | <a href="#">Edit</a> | <a href="#">Delete</a> |
|            |              | Female | 09/08/1       | I       | 4             | Self Sponsored       | <a href="#">Edit</a> | <a href="#">Delete</a> |
|            |              | Female | 10/08/15      | MKU_007 | 4             | Self Sponsored       | <a href="#">Edit</a> | <a href="#">Delete</a> |

2. The Excel template should be filled as per the pre-defined formats. The data specifications explaining each field can be downloaded as on the IMIS portal Dashboard.

| Data points        | Details to be submitted  |
|--------------------|--|
| Student Enrolment  | Birth Certificate No/ID No/Passport No, Admission No, First Name, Middle Name, Last Name<br>Year of Study, Gender Date of Birth, Country Code ,Home County Code, Ethnic<br>Background, Program Code, Date of Admission, Disability Description, Disability<br>Registration Code, Sponsorship Code, Campus Code,                          |
| Academic Staff     | ID/Passport No Payroll No, First Name, Middle Name, Last Name, Gender Ethnic<br>Background, Date of Birth, Nationality Code, Home County Code, Disability<br>Description, Disability Registration Code, Program Domain Code, Rank Code, Date of<br>First Appointment, Terms of Service Code, Highest Academic Qualification, Campus Code |
| Non-Academic Staff | ID/Passport No, Payroll No , First Name , Middle Name , Last Name , Gender<br>Ethnic Background, Date of Birth , Nationality Code, Home County Code, Disability<br>Description, Disability Registration Code, Campus Code,   |

|   |                    |   |
|---|--------------------|---|
|   | Publications       | Domain Code, Sub Domain Code, Campus Code, Publication Type, Title, Description<br>Link to Publication, Publisher, DOI Number, Year Published , Author Ids, |
|   | Innovations        | Domain Code, Sub Domain Code, Campus Code, Title, Description, Link to Innovation,<br>Copyright Organisation , Copyright No , Copyright Year, Author Ids    |
|   | Patents            | Domain Code, Sub Domain Code, Campus Code, Title, Description, Link to Patent,<br>Patenting Organisation, Patent No, Patent Year, Author Ids,               |
|   | Library Staff      | ID No/Passport No, First Name, Middle Name, Last Name, Date of Birth, Position in<br>The Library, Highest Academic Qualification Code, Campus Code,         |
|   | Graduation Details | Student Id No/Birth Cert/ Passport No , Admission Number, First Name, Middle Name,<br>Last Name, Program Code, Credit, Graduation Date,                     |
| <p>3. The data template shall be imported/uploaded on IMIS. The system will read &amp; validate the data from the excel template in a batch of 100, it will then show a progress bar (<b>in %</b>) on the status of the data being upload with a summary of all the data loaded into the system. This will only happen if there were no errors during data entry process.</p> |                    |   |



=====

Thu Oct 31 2019 08:05:30 GMT+0300 (East Africa Time)

FileName: Students.xlsx

Total No of Records: 359

=====

Upload

Uploaded batch 4 of 4

100%

University Education Management Information System (UEMIS)



Data Clerk

Dashboard

Approvals

Student Enrollment

Academic Staff

Non Academic Staff

Finance

Research

Graduation

Resources

Excel Upload

Download Student Data Template

Choose File Students.xlsx

Form Upload

Add Students

Parsing File

Reading Data From File Completed Successfully

=====

Tue Oct 29 2019 15:01:42 GMT+0300 (East Africa Time)

FileName: Students.xlsx

Total No of Records: 359

=====

Upload

4. **In case any errors** are made during data entry process, the system will display the errors in an excel template with the specific error details in each row associated with the error. Users are required to download the error excel template file and update the details on the formatted excel template files as shown by the error details in each record.

**NOTE:** Do not update the error excel template file, users are required to read the error details at the end of each record and update the original excel template. The error excel template only helps users to identify the errors and guide them on the error handling process.

=====  
Thu Oct 31 2019 08:05:30 GMT+0300 (East Africa Time)  
FileName: Students.xlsx  
Total No of Records: 359  
=====

Upload

Uploaded batch 4 of 4

100%

No of Records with Errors to be corrected.

There are 359 records with error. Click the red button below to download those data as excel

Download Error Data

Upload Another File

Download Error Excel Template

### Sampled Error Excel Template.

|   | B          | C      | D      | E      | F  | G    | H        | I   | J | K         | L         | M        | N        | O  | P | Q        | R   | S | T | U | V | W | X |  |  |
|---|------------|--------|--------|--------|----|------|----------|-----|---|-----------|-----------|----------|----------|----|---|----------|---|---|---|---|---|---|---|--|--|
| 1 | I17/PU/001 | Joyas1 | omeno1 | Kamau1 | 55 | Male | 01-10-94 | KE  | 3 | KIKIYUYUS | MKU-ART-1 | 10-10-19 | Physical | li | 1 | MKU_19-2 | Please provide a valid value for year of study                            |   |   |   |   |   |   |  |  |
| 2 | I17/PU/001 | Joyas2 | omeno2 | Kamau2 | 4  | Male | 02-10-94 | KE  | 4 | KIKIYU    | MKU-ART-1 | 10-10-19 | Physical | li | 1 | MKU_19-2 | A county with the given code does not exist                               |   |   |   |   |   |   |  |  |
| 3 | I17/PU/001 | Joyas3 | omeno3 | Kamau3 | 4  | Male | 03-10-94 | KE  | 5 | KIKIYU    | MKU-ART-1 | 10-10-19 | Physical | li | 1 | MKU_19-2 | A county with the given code does not exist                               |   |   |   |   |   |   |  |  |
| 4 | I17/PU/001 | Joyas4 | omeno4 | Kamau4 | 4  | Male | 04-10-94 | KE  | 6 | KIKIYU    | MKU-ART-1 | 10-10-19 | Physical | li | 1 | MKU_19-2 | A program with the given program code does not exist for your institution |   |   |   |   |   |   |  |  |
| 5 | I17/PU/001 | Joyas5 | omeno5 | Kamau5 | 4  | Male | 05-10-94 | NAI | 7 | KIKIYU    | MKU-ART-1 | 10-10-19 | Physical | li | 1 | MKU_19-2 | A program with the given program code does not exist for your institution |   |   |   |   |   |   |  |  |
| 6 | I17/PU/001 | Joyas6 | omeno6 | Kamau6 | 4  | Male | 10/6/994 | KE  | 8 | KIKIYU    | MKU-ART-1 | 10-10-19 | Physical | li | 1 | MKU_19-2 | Please provide a valid value for date of birth                            |   |   |   |   |   |   |  |  |
| 7 |            |        |        |        |    |      |          |     |   |           |           |          |          |    |   |          |   |   |   |   |   |   |   |  |  |
| 8 |            |        |        |        |    |      |          |     |   |           |           |          |          |    |   |          | Errors related to each row.   |   |   |   |   |   |   |  |  |

Errors related to each row.

- The Data clerk can as well add student's data manually using the portal manual form. Upon Clicking **Add Student button**, a manual form appears where students' details needs to be entered manually. Fill in all the details and Click **Add** to submit the details.

University Education Management Information System (UEMIS)

Data Clerk

Dashboard

Approvals

Student Enrollment

Academic Staff

Non Academic Staff

Finance

Research

Graduation

Resources

Excel Upload

Download Student Data Template

Choose File Students.xlsx

Form Upload

+ Add Students

Parsing File

Reading Data From File Completed Successfully

Upload

University Education Management Information System (UEMIS)

**Add Student**

**ID No./Passport No./Birth Cert. No.:**  
ID No./Passport No./Birth Cert. No.

**Admission No:**  
Admission No

**First Name:**  
First Name

**Middle Name:**  
Middle Name

**Last Name:**  
Last Name

**Year of Study:**  
Year of Study

**Gender:**  
Male

**Date of Birth:**  
Date of Birth

**Nationality:**  
Algeria

**Home County:**  
Baringo

**Disability Description:**  
Disability Description

**Disability Registration Code:**  
Disability Registration Code

**Ethnic Background:**  
Ethnic Background

**Program:**  
Bachelor of Arts (Counseling Psychology)

**Date of Admission:**  
Date of Admission

**Sponsorship:**  
Government Sponsored

**Edit** **Delete**

**Edit** **Delete**

**Edit** **Delete**

6. The enrolled Students details can be edited or deleted from the system using the **EDIT** or **DELETE** function respectively.

University Education Management Information System (UEMIS)

**Data Clerk**

- Dashboard
- Approvals
- Student Enrollment**
- Academic Staff
- Non Academic Staff
- Finance
- Research
- Graduation
- Resources
- Program Accreditation
- Discipline
- Institution Accreditation

**Excel Upload**

Download Excel Template

Choose File No file chosen

**Form Upload**

Add Students

**All Students**

Show 10 entries Search:

| Student Id | Student Name            | Gender | Date of Birth | Program | Year of Study | Sponsorship          | Edit | Delete |
|------------|-------------------------|--------|---------------|---------|---------------|----------------------|------|--------|
| 31385374   | Waithira Victor Muriuki | Male   | 2019-05-29    | PROG001 | 1             | Self Sponsored       | Edit | Delete |
| 34544646   | Ian Obadiah Kangemi     | Female | 2019-05-29    | PROG002 | 2             | Government Sponsored | Edit | Delete |
| 56785954   | jio poi lop             | Female | 2019-05-30    | PROG003 |               | Government Sponsored | Edit | Delete |

Showing 1 to 3 of 3 entries

Previous 1 Next

7. On the Dashboard, the following Cues represents the total number of Students enrolled, Academic Staff Members, Academic Programmes and the total Campuses respectively.

**Students Enrolled** 0 View Details

**Academic Staff** 50 View Details

**Academic Programs** 87 View Details

**Campuses** 11 View Details

**University Details**

|  |                             |
|--|-----------------------------|
| University Name:                         | MT Kenya University         |
| Status/Category/Authority of Operation:  | Public Chartered University |
| Sponsor of Institution:                  | NON GOVERNMENT ORGANIZATION |
| University Email Address:                | info@mku.ac.ke              |
| University Phone Number:                 | 0703886940                  |
| University Post address:                 | 2300 10208 Sabasaba         |
| County of Location of Main Campus:       |                             |
| Constituency of Location of Main Campus: | Embakasi                    |
| Town of Location of Main Campus:         | Thika                       |

Edit University Details

**NOTE:** The same data collection procedure applies for Teaching Staff, Non-Teaching staff, Graduation, Library Staff, Publications, Patents, Innovations & Discipline sub-modules.

8. For the Finance Data, you will be required to key in manually as per the provided portal form. Additionally, Upload the audited books under finance documents.

University Education Management Information System (UEMIS)

Data Clerk

- Dashboard
- ✓ Approvals
- Student Enrollment
- Academic Staff
- Non Academic Staff
- S Finance <
- Finance Entries**
- Finance Documents
- Q Research <
- Graduation
- Resources <
- Program Accreditation <
- × Discipline
- ✓ Quality Audit <
- Campuses

(i) Sources of income in KShs. Millions

| Source of Income               | Expected                            | Actual                              |
|--------------------------------|-------------------------------------|-------------------------------------|
| Recurrent Allocation           | <input type="text" value="amount"/> | <input type="text" value="amount"/> |
| Development Grants             | <input type="text" value="amount"/> | <input type="text" value="amount"/> |
| Student Fees                   | <input type="text" value="amount"/> | <input type="text" value="amount"/> |
| Donations                      | <input type="text" value="amount"/> | <input type="text" value="amount"/> |
| Income Generating Units (IGUs) | <input type="text" value="amount"/> | <input type="text" value="amount"/> |
| Research Grants                | <input type="text" value="amount"/> | <input type="text" value="amount"/> |
| Collaborating Institutions     | <input type="text" value="amount"/> | <input type="text" value="amount"/> |
| Scholarships and Bursaries     | <input type="text" value="amount"/> | <input type="text" value="amount"/> |

Next

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|   |  |
|---|--|
|   |    |
| Data review approval and final submission | <ol style="list-style-type: none"> <li>1. Data review <ol style="list-style-type: none"> <li>a. The data reviewer shall log into IMIS via the link <a href="https://imis.cue.or.ke/">https://imis.cue.or.ke/</a>. Upon Login, Data reviewer will be able to access the main Dashboard as shown:</li> </ol> </li> </ol> |



Dashboard

Choose Service

Accredited Programs

Campuses

University Profile

Vision, Mission, Aims and Objectives

Brief History

Key Milestones

Affiliations and Linkages

Philosophical Basis/Niche of the University

## Commission for University Education(CUE)

Click on your desired section to access services within it

### Data Collection

Includes services such as Students, Academic and Non Academic Staff, Finance, Research, Graduation, Resources, Discipline, University Profile

### Accreditation

Includes services such as Institutional Accreditation, Program Accreditation

### Quality Audit

Includes services such as Institutional Quality Audit, Program Quality Audit

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b. The Data reviewer needs to choose the kind of service s/he needs to access from the available services.



Data Clerk

6  
Students Enrolled

[View Details](#)

50  
Academic Staff

[View Details](#)

87  
Academic Programs

[View Details](#)

11  
Campuses

[View Details](#)

[Dashboard](#)

- ✓ Approvals
- Student Enrollment
- Academic Staff
- Non Academic Staff
- Finance <
- Research <
- Graduation
- Resources <
- Program Accreditation <
- Discipline
- ✓ Quality Audit <
- Campuses

University Details

|  |                             |
|--|-----------------------------|
| University Name:                         |                             |
| Status/Category/Authority of Operation:  | Public Chartered University |
| Sponsor of Institution:                  | NON GOVERNMENT ORGANIZATION |
| University Email Address:                |                             |
| University Phone Number:                 |                             |
| University Post address:                 | 2300 10208 Sabasaba         |
| County of Location of Main Campus:       |                             |
| Constituency of Location of Main Campus: | Embakasi                    |
| Town of Location of Main Campus:         | Thika                       |

[Edit University Details](#)

c. The reviews shall be based on summary Cue and drill-down to specific supporting data.

University Education Management Information System (UEMIS)

DVC

0  
Students Enrolled

[Student Enrolment by Sponsorship](#)

**Government Sponsored**  
0

[Students by Program Levels](#)

**Bachelors**  
0

[No. of Students Per Program](#)

Show 10 entries Search:

| Code           | Description                                     | No. of Students |
|----------------|---|-----------------|
| MKU-ART-03-003 | Bachelor of Arts in International Relations     | 0               |
| MKU-ART-05-066 | Master of Arts in Governance and Ethics         | 0               |
| MKU-ICT-03-011 | Bachelor of Business and Information Technology | 0               |

[No. of Students Per Campus](#)

Show 10 entries Search:

| No           | Name              | No. of Students |
|--------------|-------------------|-----------------|
| MKU_19-20-01 | Eldoret Campus    | 0               |
| MKU_19-20-02 | Kitale Campus     | 0               |
| MKU_19-20-03 | Parklands Campus  | 0               |
| MKU_19-20-04 | MKU Towers Campus | 0               |
| MKU_19-20-05 | Bank Plaza Campus | 0               |

[Dashboard](#)

- ✓ Approvals
- Student Enrollment**
- Academic Staff
- Non Academic Staff
- Finance <
- Research <
- Graduation
- Resources <
- Program Accreditation <
- Discipline
- ✓ Quality Audit <
- Campuses
- University Profile <
- ✓ Institution Accreditation

- d. In case all the data is complete and accurate, the data reviewer shall approve the submission by clicking approve button on Approvals submodule. To approve open requests, Click **Approve button** to approve & send the approval request to the final approver.

University Education Management Information System (UEMIS)

Dashboard

Choose Service

Approvals

Student Enrollment

Academic Staff

Non Academic Staff

Finance

Research

Graduation

Resources

Open Approval Requests

| Sender | Sent On              | Approve         | Reject         | Cancel Approval Request |
|--------|----------------------|-----------------|----------------|-------------------------|
|        | 11/8/2019 1:09:05 PM | Approve Request | Reject Request |                         |

Approval Requests

| Sender | Sent On               | Status    | Approver  | Action Date           | Comment                |
|--------|-----------------------|-----------|-----------|-----------------------|------------------------|
|        | 11/7/2019 8:55:05 PM  | Cancelled | CUEMiddle | 1/1/0001 12:00:00 AM  |                        |
|        | 11/7/2019 8:55:05 PM  | Cancelled | CUEFinal  | 1/1/0001 12:00:00 AM  |                        |
|        | 11/7/2019 11:32:53 PM | Rejected  | CUEMiddle | 11/8/2019 12:12:30 AM | This is substandard    |
|        | 11/7/2019 11:32:53 PM | Rejected  | CUEFinal  | 1/1/0001 12:00:00 AM  |                        |
|        | 11/8/2019 12:15:24 AM | Rejected  | CUEMiddle | 11/8/2019 12:16:02 AM | Please try again later |
|        | 11/8/2019 12:15:24 AM | Rejected  | CUEFinal  | 1/1/0001 12:00:00 AM  |                        |

University Education Management Information System (UEMIS)

Open Approval Request

Sender: [Redacted]

Comment:

Close Approve Request

| Sender     | Sent On               | Status    | Approver  | Action Date           | Comment             |
|------------|-----------------------|-----------|-----------|-----------------------|---------------------|
| [Redacted] | 11/7/2019 8:55:05 PM  | Cancelled | CUEMiddle | 1/1/0001 12:00:00 AM  |                     |
| [Redacted] | 11/7/2019 8:55:05 PM  | Cancelled | CUEFinal  | 1/1/0001 12:00:00 AM  |                     |
| [Redacted] | 11/7/2019 11:32:53 PM | Rejected  | CUEMiddle | 11/8/2019 12:12:30 AM | This is substandard |
| [Redacted] | 11/7/2019 11:32:53 PM | Rejected  | CUEFinal  | 1/1/0001 12:00:00 AM  |                     |

- Key in the approval comments on the Comments field and Click **Approve Request** to send approval notification to the final approver (VC).
- In Case of **rejection**, Click **reject button** to reject the approval request. Key in the comments and Click **Reject Request** to send notifications to the **Data clerk**.

University Education Management Information System (UEMIS)

Dashboard

Choose Service

Approvals

Student Enrollment

Academic Staff

Non Academic Staff

Finance

Research

Open Approval Request

Sender

Victor Mwan

Approval Request

| Sender | Sent On               | Status    | Approver  | Action Date           | Comment             |
|--------|-----------------------|-----------|-----------|-----------------------|---------------------|
|        | 11/7/2019 8:55:05 PM  | Cancelled | CUEMiddle | 1/1/0001 12:00:00 AM  |                     |
|        | 11/7/2019 8:55:05 PM  | Cancelled | CUEFinal  | 1/1/0001 12:00:00 AM  |                     |
|        | 11/7/2019 11:32:53 PM | Rejected  | CUEMiddle | 11/8/2019 12:12:30 AM | This is substandard |
|        | 11/7/2019 11:32:53 PM | Rejected  | CUEFinal  | 1/1/0001 12:00:00 AM  |                     |

Cancel Approval Request

Confirm Reject Request

Are you sure you would like to reject this approval request?

Comment:

Close

Reject Request

## 2. Final authorization

Upon approval by the Data Reviewer, an approval request will be sent to the Data Approver (VC) who will then approve & submit the data to CUE. Upon approval, the system sends an email notification confirming submission of all data collection data set to the Commission for University Education (CUE).

[Dashboard](#)[Choose Service](#)[✓ Approvals](#)[Student Enrollment](#)[Academic Staff](#)[Non Academic Staff](#)[\\$ Finance](#)[Q Research](#)[Graduation](#)[Resources](#)

## Open Approval Requests

| Sender | Sent On              | Approve | Reject | Cancel Approval Request |
|--------|----------------------|---------|--------|-------------------------|
|        | 11/8/2019 1:09:05 PM |         |        |                         |

## Approval Requests

| Sender | Sent On               | Status    | Approver  | Action Date           | Comment                |
|--------|-----------------------|-----------|-----------|-----------------------|------------------------|
|        | 11/7/2019 8:55:05 PM  | Cancelled | CUEMiddle | 1/1/0001 12:00:00 AM  |                        |
|        | 11/7/2019 8:55:05 PM  | Cancelled | CUEFinal  | 1/1/0001 12:00:00 AM  |                        |
|        | 11/7/2019 11:32:53 PM | Rejected  | CUEMiddle | 11/8/2019 12:12:30 AM | This is substandard    |
|        | 11/7/2019 11:32:53 PM | Rejected  | CUEFinal  | 1/1/0001 12:00:00 AM  |                        |
|        | 11/8/2019 12:15:24 AM | Rejected  | CUEMiddle | 11/8/2019 12:16:02 AM | Please try again later |
|        | 11/8/2019 12:15:24 AM | Rejected  | CUEFinal  | 1/1/0001 12:00:00 AM  |                        |

University Education Management Information System (UEMIS)

Open Approval Request

Sender: [Redacted]

Comment:

Close Approve Request

| Sender     | Sent On               | Status    | Approver  | Action Date           | Comment             |
|------------|-----------------------|-----------|-----------|-----------------------|---------------------|
| [Redacted] | 11/7/2019 8:55:05 PM  | Cancelled | CUEMiddle | 1/1/0001 12:00:00 AM  |                     |
| [Redacted] | 11/7/2019 8:55:05 PM  | Cancelled | CUEFinal  | 1/1/0001 12:00:00 AM  |                     |
| [Redacted] | 11/7/2019 11:32:53 PM | Rejected  | CUEMiddle | 11/8/2019 12:12:30 AM | This is substandard |
| [Redacted] | 11/7/2019 11:32:53 PM | Rejected  | CUEFinal  | 1/1/0001 12:00:00 AM  |                     |

a). Key in the comments on the pop-up window and Click **Approve Request** to submit the data.

b). In case of Rejection, Key in the Comments and Click **Reject Request** to reject the whole data set and send it back to the Data Clerk.

University Education Management Information System (UEMIS)

Open Approval Request

Sender: Victor Mwan

Comment:

Close Reject Request

| Sender     | Sent On               | Status    | Approver  | Action Date           | Comment             |
|------------|-----------------------|-----------|-----------|-----------------------|---------------------|
| [Redacted] | 11/7/2019 8:55:05 PM  | Cancelled | CUEMiddle | 1/1/0001 12:00:00 AM  |                     |
| [Redacted] | 11/7/2019 8:55:05 PM  | Cancelled | CUEFinal  | 1/1/0001 12:00:00 AM  |                     |
| [Redacted] | 11/7/2019 11:32:53 PM | Rejected  | CUEMiddle | 11/8/2019 12:12:30 AM | This is substandard |
| [Redacted] | 11/7/2019 11:32:53 PM | Rejected  | CUEFinal  | 1/1/0001 12:00:00 AM  |                     |

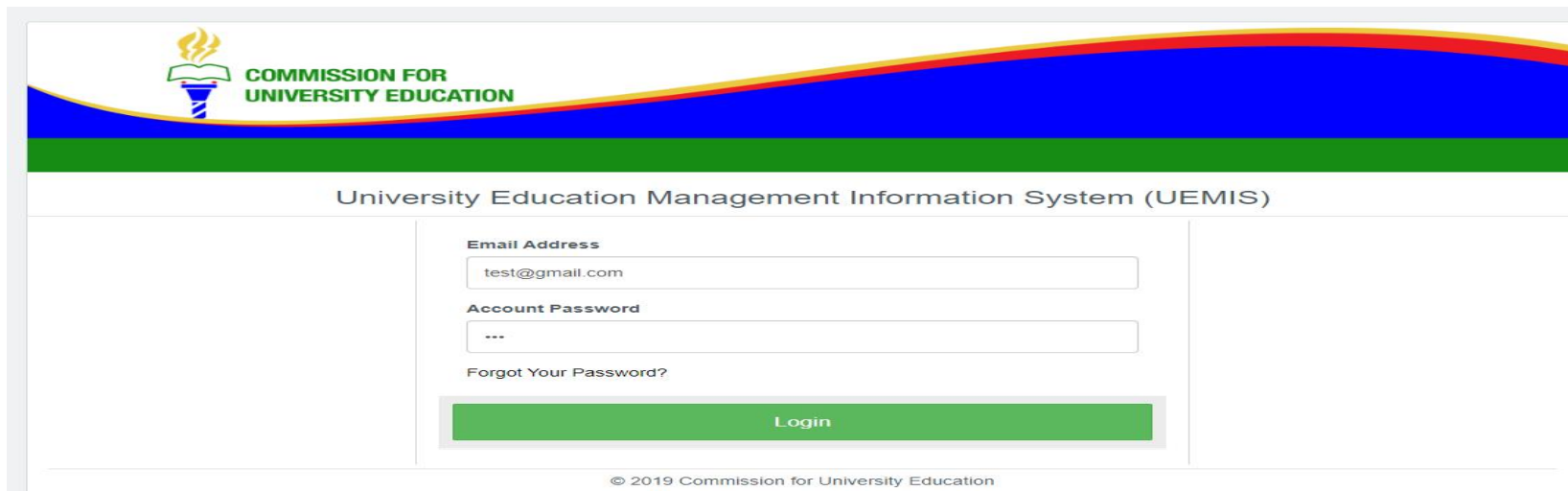
#### 4. FREQUENTLY ASKED QUESTIONS (FAQ)

The FAQs should address the following key areas:

##### 1. Access of the solution

###### a. How do I get access to the IMIS portal and login?

- ❖ Users are required to send an email to [csoffice@cue.or.ke](mailto:csoffice@cue.or.ke) requesting for the login credentials as well as providing the details of the University data Maker, Data Reviewer (DVC), Data Authorizer (VC).
- ❖ The IMIS can be accessed via the following link. <https://imis.cue.or.ke/>. The login credentials (**Email & Password**) will be provided by the Commission for University Education upon approvals.



###### b. How do I change my password/Reset password?

- ❖ Upon receiving the login credentials link via the email from the Commission for University Education. Users will be prompted to change their passwords on their first-time login via the link. You can also manage your password credentials at any time within the system on the **settings section**

University Education Management Information System (UEMIS)

**Data Clerk**

Settings

**Reset Password**

Please change your password to access the other sections

Current Password:  
Current Password

New Password:  
New Password


Confirm Password:  
Confirm Password

RESET PASS

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c. I have forgotten my password. How do I reset it?

- ❖ Click on the “forgot password?” link on the login page to reset your password.

 **COMMISSION FOR  
UNIVERSITY EDUCATION**

University Education Management Information System (UEMIS)

Email Address

Account Password

**Forgot Your Password?**

Login

© 2019 Commission for University Education



**d. How can I change my University details (Address/Email/telephone number)?**

- ❖ If you wish to change your university details, login into the IMIS Portal and from the Dashboard you will be able to amend the university details as well as the Vice Chancellor's details.

The screenshot displays the IMIS Portal Dashboard. On the left is a navigation menu with options: Dashboard, Approvals, Student Enrollment, Academic Staff, Non Academic Staff, Finance, Research, Graduation, Resources, Program Accreditation, Discipline, Quality Audit, and Campuses. The main content area features four summary cards: Students Enrolled (10), Academic Staff (47), Academic Programs (29), and Campuses (3). Below these is the 'University Details' section, which contains a form with fields for University Name, Status/Category/Authority of Operation, Sponsor of Institution, University Email Address, University Phone Number, University Post address, County of Location of Main Campus, Constituency of Location of Main Campus, and Town of Location of Main Campus. An 'Edit University Details' button is located at the bottom right of this section. Below the University Details section is the 'Vice Chancellor Details' section, which contains a form with fields for Vice Chancellor Name, Vice Chancellor Highest Academic Qualification, Vice Chancellor Domain of Specialization, Vice Chancellor Official Email Address, and Vice Chancellor Official Phone Number. An 'Edit Vice Chancellor Details' button is located at the bottom right of this section. Red boxes highlight the 'Edit University Details' and 'Edit Vice Chancellor Details' buttons.

| University Details                       |                              |
|--|------------------------------|
| University Name:                         |                              |
| Status/Category/Authority of Operation:  | Private Chartered University |
| Sponsor of Institution:                  | INDIVIDUAL                   |
| University Email Address:                |                              |
| University Phone Number:                 |                              |
| University Post address:                 |                              |
| County of Location of Main Campus:       | Nairobi                      |
| Constituency of Location of Main Campus: |                              |
| Town of Location of Main Campus:         | Nairobi                      |
| <a href="#">Edit University Details</a>  |                              |

| Vice Chancellor Details                         |   |
|---|---|
| Vice Chancellor Name:                           |   |
| Vice Chancellor Highest Academic Qualification: | Doctorate                                   |
| Vice Chancellor Domain of Specialization:       | Engineering, manufacturing and construction |
| Vice Chancellor Official Email Address:         |   |
| Vice Chancellor Official Phone Number:          |   |
| <a href="#">Edit Vice Chancellor Details</a>    |   |

**e. How can I stay informed?**

- ❖ CUE periodic announcements and results will be sent to the email addresses provided by the University. You can also visit our website for more information <http://www.cue.or.ke/>

**2. Data submission and approval process.**

**a. Data submission deadlines/annual cycles.**

- ❖ The Universities data collection process takes place once per academic year. Information submitted will be retained by CUE and used as a historical record of your University's profile. Users will not be able to edit previous years' data submitted to CUE.

**b. Data submission templates and data specifications (field definitions).**

| DATA FIELD DEFINITION | DEFINITION  | CATEGORY NOTES  |
|-----------------------|---|---|
| 1. Staff              | The refers to the number of staff employed in various posts, e.g., lecturer, reader, professor                                | <ul style="list-style-type: none"><li>• This should include permanent staff and staff employed on a long-term contract basis.</li><li>• This includes assistant and associate professors.</li></ul>   |
| 2. Students           | This is the number of students in all years and of all programmes that lead to a degree, certificate, or other qualification. | <ul style="list-style-type: none"><li>• Typically, these will be undergraduate and postgraduate students who are studying for higher education programmes such as bachelor's, master's, doctoral or other equivalent degrees or components of those programmes.</li></ul> |
| 3. Finance            | University's total financial year income.   | <ul style="list-style-type: none"><li>• This should include all forms of income, such as general university funds, grant income, contract income, teaching income, donations, investments etc. This is the gross income.</li></ul>  |
| 4. Graduation         | This is the number of students graduating after their final year course.  | <ul style="list-style-type: none"><li>• This should include students award, student names and the relevant course undertaken.</li></ul>   |
| 5. Library Staff      | This shows the number of library staff employed by the university.  | <ul style="list-style-type: none"><li>• This should include staff details such as names, ID number, position in the library, Highest academic qualifications.</li></ul>   |

**3. Common errors during data submission.**

When users will be submitting university data via the excel templates, the system will show a warning text below the progress bar if there any potential issues with the data submission. Any blocking errors will be detailed within the error excel template to be downloaded on clicking the **Red Download Button**. These will need resolving the errors before submitting the data.

Data Clerk

- Dashboard
- ✓ Approvals
- Student Enrollment
- Academic Staff
- Non Academic Staff
- \$ Finance
- Q Research
- Graduation
- Resources
- Program Accreditation
- ✕ Discipline**
- ✓ Quality Audit
- Campuses
- University Profile

Download Discipline Data Template

Choose File Discipline2.xlsx

+ Add Case

Parsing File

Reading Data From File Completed Successfully

=====

Thu Nov 07 2019 09:23:30 GMT+0300 (East Africa Time)

FileName: Discipline2.xlsx

Total No of Records: 88

=====

Upload

Uploaded batch 1 of 1

100%

There are 2 records with error. Click the red button below to download those data as excel

Download Error Data

Upload Another File

|   | B          | C      | D      | E      | F  | G    | H        | I   | J | K         | L        | M        | N        | O | P | Q        | R   | S | T | U | V | W | X |
|---|------------|--------|--------|--------|----|------|----------|-----|---|-----------|----------|----------|----------|---|---|----------|---|---|---|---|---|---|---|
| 1 | I17/PU/001 | Joyas1 | omeno1 | Kamau1 | 55 | Male | 01-10-94 | KE  | 3 | KIKIYUYUS | MKU-ART- | 10-10-19 | Physical | I | 1 | MKU_19-2 | Please provide a valid value for year of study                            |   |   |   |   |   |   |
| 2 | I17/PU/001 | Joyas2 | omeno2 | Kamau2 | 4  | Male | 02-10-94 | KE  | 4 | KIKIYU    | MKU-ART- | 10-10-19 | Physical | I | 1 | MKU_19-2 | A county with the given code does not exist                               |   |   |   |   |   |   |
| 3 | I17/PU/001 | Joyas3 | omeno3 | Kamau3 | 4  | Male | 03-10-94 | KE  | 5 | KIKIYU    | MKU-ART- | 10-10-19 | Physical | I | 1 | MKU_19-2 | A county with the given code does not exist                               |   |   |   |   |   |   |
| 4 | I17/PU/001 | Joyas4 | omeno4 | Kamau4 | 4  | Male | 04-10-94 | KE  | 6 | KIKIYU    | MKU-ART- | 10-10-19 | Physical | I | 1 | MKU_19-2 | A program with the given program code does not exist for your institution |   |   |   |   |   |   |
| 5 | I17/PU/001 | Joyas5 | omeno5 | Kamau5 | 4  | Male | 05-10-94 | NAI | 7 | KIKIYU    | MKU-ART- | 10-10-19 | Physical | I | 1 | MKU_19-2 | A program with the given program code does not exist for your institution |   |   |   |   |   |   |
| 6 | I17/PU/001 | Joyas6 | omeno6 | Kamau6 | 4  | Male | 10/6/994 | KE  | 8 | KIKIYU    | MKU-ART- | 10-10-19 | Physical | I | 1 | MKU_19-2 | Please provide a valid value for date of birth                            |   |   |   |   |   |   |
| 7 |            |        |        |        |    |      |          |     |   |           |          |          |          |   |   |          |   |   |   |   |   |   |   |
| 8 |            |        |        |        |    |      |          |     |   |           |          |          |          |   |   |          |   |   |   |   |   |   |   |

Errors related to each row.

Errors related to each row.

The following basic checks are made before data upload process in the system:

- ❖ Blank Mandatory fields.
- ❖ Codes: - programme codes, campus codes, County codes, Country Codes e.tc. Access the Codes via the following [link](#):
- ❖ ID Number, Passport Number or Birth Certificate Number for both staff and students.

**Note.** If users haven't fully completed all the compulsory fields, the system will not allow any data submission. The system also has some validation checks that will flag an error in an excel template file format and block any data submission if it is deemed to be inconsistent. All such errors will be shown to users in the error excel template at the end of each record.

|    | A      | B      | C         | D    | E    | F      | G           | H     | I   | J        | K    | L      | M   | N | O |
|----|--------|--------|-----------|------|------|--------|-------------|-------|-----|----------|------|--------|---|---|---|
| 1  | PD_004 | PD_004 | KCA_19-20 | Book | Exan | Descri | http://docs | Joyas | Ome | DOI 1123 | 2018 | 313853 | Please provide a valid value for publication type |   |   |
| 2  | PD_004 | PD_004 | KCA_19-20 | Book | Exan | Descri | http://docs | Joyas | Ome | DOI 1124 | 2018 | 313853 | Please provide a valid value for publication type |   |   |
| 3  | PD_004 | PD_004 | KCA_19-20 | Book | Exan | Descri | http://docs | Joyas | Ome | DOI 1125 | 2018 | 313853 | Please provide a valid value for publication type |   |   |
| 4  | PD_004 | PD_004 | KCA_19-20 | Book | Exan | Descri | http://docs | Joyas | Ome | DOI 1126 | 2018 | 313853 | Please provide a valid value for publication type |   |   |
| 5  | PD_004 | PD_004 | KCA_19-20 | Book | Exan | Descri | http://docs | Joyas | Ome | DOI 1127 | 2018 | 313853 | Please provide a valid value for publication type |   |   |
| 6  | PD_004 | PD_004 | KCA_19-20 | Book | Exan | Descri | http://docs | Joyas | Ome | DOI 1128 | 2018 | 313853 | Please provide a valid value for publication type |   |   |
| 7  | PD_004 | PD_004 | KCA_19-20 | Book | Exan | Descri | http://docs | Joyas | Ome | DOI 1129 | 2018 | 313853 | Please provide a valid value for publication type |   |   |
| 8  | PD_004 | PD_004 | KCA_19-20 | Book | Exan | Descri | http://docs | Joyas | Ome | DOI 1130 | 2018 | 313853 | Please provide a valid value for publication type |   |   |
| 9  | PD_004 | PD_004 | KCA_19-20 | Book | Exan | Descri | http://docs | Joyas | Ome | DOI 1131 | 2018 | 313853 | Please provide a valid value for publication type |   |   |
| 10 | PD_004 | PD_004 | KCA_19-20 | Book | Exan | Descri | http://docs | Joyas | Ome | DOI 1132 | 2018 | 313853 | Please provide a valid value for publication type |   |   |
| 11 | PD_004 | PD_004 | KCA_19-20 | Book | Exan | Descri | http://docs | Joyas | Ome | DOI 1133 | 2018 | 313853 | Please provide a valid value for publication type |   |   |
| 12 | PD_004 | PD_004 | KCA_19-20 | Book | Exan | Descri | http://docs | Joyas | Ome | DOI 1134 | 2018 | 313853 | Please provide a valid value for publication type |   |   |
| 13 | PD_004 | PD_004 | KCA_19-20 | Book | Exan | Descri | http://docs | Joyas | Ome | DOI 1135 | 2018 | 313853 | Please provide a valid value for publication type |   |   |
| 14 | PD_004 | PD_004 | KCA_19-20 | Book | Exan | Descri | http://docs | Joyas | Ome | DOI 1136 | 2018 | 313853 | Please provide a valid value for publication type |   |   |
| 15 | PD_004 | PD_004 | KCA_19-20 | Book | Exan | Descri | http://docs | Joyas | Ome | DOI 1137 | 2018 | 313853 | Please provide a valid value for publication type |   |   |
| 16 | PD_004 | PD_004 | KCA_19-20 | Book | Exan | Descri | http://docs | Joyas | Ome | DOI 1138 | 2018 | 313853 | Please provide a valid value for publication type |   |   |
| 17 | PD_004 | PD_004 | KCA_19-20 | Book | Exan | Descri | http://docs | Joyas | Ome | DOI 1139 | 2018 | 313853 | Please provide a valid value for publication type |   |   |
| 18 | PD_004 | PD_004 | KCA_19-20 | Book | Exan | Descri | http://docs | Joyas | Ome | DOI 1140 | 2018 | 313853 | Please provide a valid value for publication type |   |   |
| 19 | PD_004 | PD_004 | KCA_19-20 | Book | Exan | Descri | http://docs | Joyas | Ome | DOI 1141 | 2018 | 313853 | Please provide a valid value for publication type |   |   |

## 6. General Queries

### c. Can I submit university data using any other means/Methods?

- ❖ Providing Universities data through IMIS portal is the only way universities can submit data to CUE.

### d. What currency should the University report their financial data?

- ❖ The financial data submitted to CUE should be in local currency. (Kenya Shillings)

**e. Data privacy and confidentiality issues.**

- ❖ It is important to note that the data submitted to CUE can only be accessed by the University submitting the data. Due to the confidentiality of the information handled by CUE, the portal has been secured using an SSL certificate. Additionally, the system being used adopts a three- tier architecture mechanism which guarantees security of its service tier level. The Service tier enforces security by performing authentication roles and validating all user requests before passing them to the other tiers. The portal provides Self-service Password Reset (SSPR) service which ensures that the passwords are encrypted and only known by the users themselves. More Information on how we use your data and who has access to the data can be found in the Terms & Conditions.

**f. We cannot submit data by the deadline - what do we do?**

- ❖ The data collection period starts in August and the final deadline for submissions is at the end of December. If the University believes that there will be an issue in meeting this deadline, please contact us at [csoffice@cue.or.ke](mailto:csoffice@cue.or.ke).

**g. I still need more help – what do I do?**

- ❖ Guidelines and documentation are built into the IMIS Portal. Should you have any further questions, please contact the data collection team by email at [csoffice@cue.or.ke](mailto:csoffice@cue.or.ke) during **CUE office hours**.