

# **Data processing methodology for the annual research report**

Given that the reporting of the scientific activity of the University has financial consequences, the Bucharest University Senate adopts the following data processing and collecting methodology:

## **A. DATA REQUEST**

The process of data collecting for the research reporting begins in November, by sending an information request letter to the faculties. The table format from the previous year will also be sent as a guideline (until the eventual receipt of a new format from the ministry) as well as the data base from the previous year. If the data are published on the website, the data base will no longer be sent.

The scientific secretary of the faculty will send the request to the departments, which will distribute it so that each professor and researcher can answer it. Data summarizing is made at the faculty. The scientific secretary, helped by other colleagues if necessary, will process the data in accordance with the criteria from point C, preferably in Access format. If the necessary expertise cannot be ensured, the data can also be processed in Excel format or, in the worst case scenario, in Word, compulsorily under the form of a table. Then, the Research Bureau (RB) will unify and verify the central data-base in Access.

In January, at the receipt of the request from the ministry, the formats from the previous year will be adapted, if necessary, to those from the current year. To this purpose, the RB will forward the new formats to the faculties, which will fill them in.

## **B. DATA TRANSMISSION FROM THE FACULTIES TO THE UNIVERSITY**

The data will be transmitted from the faculties to the RB in electronic format (by mail or/and on disk) and on paper. The version on paper, in two copies, will be signed by the Dean and the Scientific Secretary. One of the copies will be sent back to the faculty with the receiving signature of the RB.

The receiving signature will be given after the thoroughness of the data is confirmed, all the relevant sections being filled in, in accordance with the criteria from point C and with the indications of the NHEFC – NCHER.

The data will not be transmitted by the faculty before the confirmation of the RB that the transmitted format is definitive.

The faculties may also communicate other types of scientific papers aside from those are comprised in the formats transmitted by the NHEFC, with the request that they be published on the web, so as to facilitate the dissemination of scientific information.

The faculties will keep in touch with the RB for the elimination of potential lacunae or inconsistencies. The quality of the data processing of data regarding the faculty is the responsibility of the faculty.

### **C. DATA PROCESSING**

The data summarized by the faculties will be sent to the University, to the Research Bureau. Here they will be uploaded to an Access data base.

Data processing will be made in the Access data-base.

For the data processing, the following are considered:

- o The names of the teaching staff and of the researchers must be written in full and in a sole form for each person;
- o The titles of the papers must be spelled correctly in accordance with the norms of the respective language; non-Latin characters will only be used following a consultation, to determine if the NHEFC data base recognizes that font;
- o The names of the magazines have to be written in full, correctly, in a sole form for each magazine;
- o If the magazine is acknowledged by the NCHER or the ISI;
- o If the publishing house of the book is acknowledged by the NCHER;
- o If the magazine is published abroad (as the publishing country cannot be inferred from the language in which the title is formulated);
- o The other sections must be filled in as well, observant of the indicated options.

Inspections will be performed in the summarized data-base for the averaging of the information formats and in order to verify the accuracy of the filters applied in accordance with various criteria.

The RB is responsible for the processing of the summarized data. The RB will keep in touch with the faculties so as to duly and completely clarify all inaccuracies that may come up regarding the accuracy, thoroughness and credibility of the transmitted data.

#### **D. DATA CHECKING**

The Access data-base with data processed for the annual report is divided again by faculty and the resulting tables (inquiry by faculty) are forwarded to the faculties with their receiving signature. The faculty will compare and verify the information situation.

In one week, but no later than 2 days before the deadline for sending the data to the NCHER, the scientific secretary may make modifications and additions.

#### **E. FORWARDING DATA**

At the established deadline, the application for the 3% allowance and the other tables are forwarded to the NHEFC, the NCHER and to the Ministry.

The RB will keep in touch and will consult with the NHEFC and the NCHER so as to monitor the data processing performed by these institutions and to answer potential requests for additional information.

#### **F. DATA PUBLISHING**

The processed Access data-base, which will also contain information designated by the faculties especially for this purpose, will be forwarded within a week from the ending of the processing procedure, to the IT Networks bureau, to be published on the University website at the Research section.

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