



HIGHER EDUCATION INFORMATION MANAGEMENT SYSTEM

For

HERQA

System Manual Documentation for Higher Education
Institutions

1. Overview

HERQA information tracking and management system is web based system that automate HERQAS main activities based on different type of requests from higher education institutions. Higher Education Institutions are one of the major actors in Higher Education Relevance and Quality Agency (HERQA) information management system. Institutions are able to send request to HERQA for the purpose of accreditation, reaccreditation, campus expansion, program expansion and enrollment size expansion. Institutes are also able to manage their own campus and student information in the system. Once institutes send their request and if their request is not accepted by the respected department in HERQA institutes can send complaint to HERQA and go for reapplication. The major privileges institutes perform in the system are as follow.

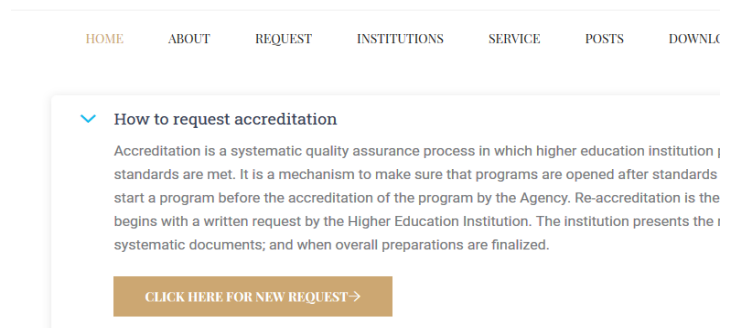
1.1. Accreditation request

Overview

When any higher educational institution wants to start teaching students in any program it has to be accredited by higher education relevance and quality agency HERQA. To be accredited and get their license certificate higher educational institutions have to send accreditation request on the system. They have to fill out all basic information about their institution and campus, other additional information and required documents for the requested program. Also, they have to fill account information in order login and access further features of the system

How

1. Select **click here for new request button**
2. Fill out required information on each tab consequently; **basic information, other information and account information.**
3. After filling all required information click **submit** button in order to save the information about the institution and the request.



1.2 Reaccreditation request

Overview

Higher educational institutions apply for accreditation of program, then HERQA validates their request application by reviewing their documents submitted on the system, and arranging field visit assessment. Based on the feedbacks of the aforementioned processes HERQA then provides institutions accreditation license certificate. After 3 years of accreditation license institutions should apply for reaccreditation to legally continue the program otherwise the license will be expired and the institution can no longer enroll students in that specific program.

How

1. To apply for reaccreditation, request the institution should use the user name and password, either created by the institution or provided from HERQA, to login to the system.
2. Select **'license'** from menu then **'Reaccreditation'** from detail license view
3. Fill out all required information then click **'submit'** button



Strategic Plan:	Annual Plan:
<input type="button" value="Choose File"/> sample.pdf	<input type="button" value="Choose File"/> sample.pdf
sample.pdf	sample.pdf

1.3 Program expansion request

Overview

After being accredited the institution can apply for program expansion to reach out more fields of study. In order to apply for program expansion higher educational institution must get accreditation license certificate.

How

1. In order to apply for program expansion the institution can use their user name and password, either created by the institution or provided from HERQA, to login to the system.
2. Select **'license'** from menu then **'Add program'** button from detail view of license
3. Fill out all the required information then click **'submit'** button

Program:*
 +

Program Level:*

Program Type:*

Intake Capacity:*

Upload Staff Data:.csv * No file chosen

Upload Resource Data:.pdf * No file chosen

Application letter: No file chosen

Strategic Plan: No file chosen

sample: No file chosen

Submit

1.4 Enrollment size expansion request

Overview

After being accredited the institution can apply for enrollment size expansion in order to teach greater number of students in a specific accredited field. To apply for enrollment size expansion higher educational institution must get accreditation license certificate in that specific program.

How

1. Login to the system
2. Select **'license'** from menu then **'enrollment expansion'** button
3. Fill out all required information then click **'submit'** button

Application letter:
 No file chosen

Intake Capacity:*

Upload Staff Data:.csv * No file chosen

Upload Resource Data:.pdf * No file chosen

Submit

1.5 Campus expansion request

Overview

If a higher educational institution opens a new campus, it has to apply accreditation for the new campus in order to enroll students in the new campus.

How


1. Login to the system
2. Select **'license'** from menu then **'new campus'** from the menu
3. Fill all required information then click **'next'** to fill the fields in the next tab after completion click **'submit'** button



Basic Information



Others Information

Campuse Information		Program Information	
Campus Name :	<input type="text" value="campus2"/>	Program:*	<input type="text" value="Computer Science"/> 
House No:	<input type="text" value="12345"/>	Program Level:*	<input type="text" value="Under Graduate"/>
P.O.Box:	<input type="text" value="1234567"/>	Program Type:*	<input type="text" value="regular"/>
Zone:	<input type="text" value="02"/>	Intake Capacity:*	<input type="text" value="120"/>
Kebele:	<input type="text" value="03"/>	Upload Staff Data:*.csv *	<input type="text" value="test2.csv"/> <input type="button" value="Choose File"/>
Contact Person:	<input type="text" value="person"/>	Upload Resource Data:*.pdf *	<input type="text" value="sample.pdf"/> <input type="button" value="Choose Files"/>
Town:	<input type="text" value="town"/>		
Location:	<input type="text" value="location"/>		
Region:	<input type="text" value="01"/>		
Wereda:	<input type="text" value="02"/>		
Fax:	<input type="text" value="123456"/>		
Phone Number:	<input type="text" value="09000000"/>		

Next >

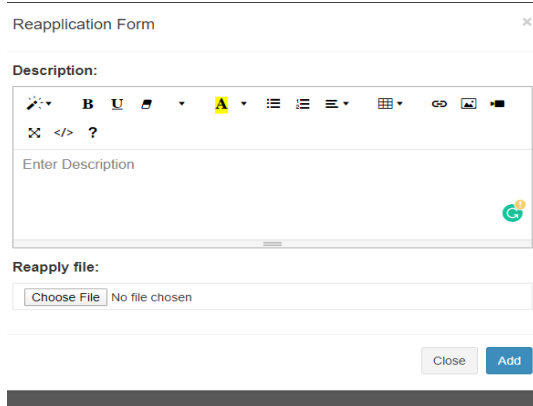
1.6 Reapplication request

Overview

When Higher educational institution apply for accreditation of program to teach students, HERQA accepts or denies their request application based on submitted documents and field visit assessment. If the request is denied, the Institution can apply for reapplication by resubmission of required documents.

How

1. In order to reapply the institution admin can use their user name and password to login to the system.
2. Select **reapply** from the menu
3. View the detail from reapply list then click **'reapply'** button
4. Fill out all the required information then click **'add'** button



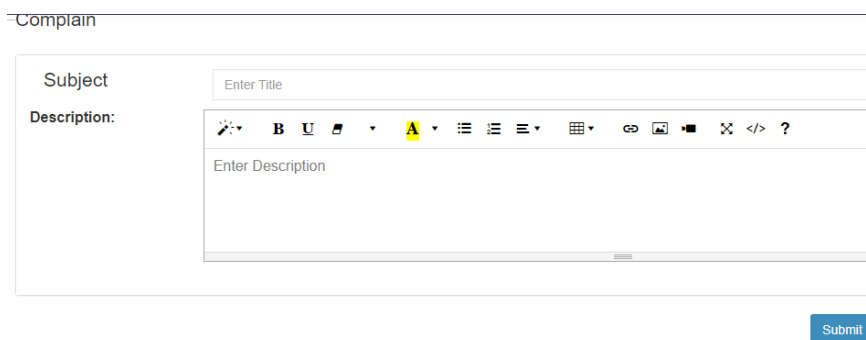
1.7 Apply complain

Overview

Higher educational institutions apply for accreditation of a program to teach students. HERQA accepts or denies their request application based on submitted documents and field visit assessment. If the institution is dissatisfied with the result and has complaint, the system provides an interface to submit complaint for the director general of HERQA.

How

1. Login to the system
2. Select **complaint** from menu
3. Fill out requested fields then click '**submit**' button



1.8 Manage student information

Overview

HERQA needs students' information of every accredited higher educational institution to follow up students' progress from new registration until graduation. So every accredited higher educational institution should submit students' information, starting from their registrations through each semester progress and up to their graduation, to the system. This also includes information of transferred students



from other institutions. To submit student information, first download excel format from the system, prepared specifically for each type of student.

How

1. Login to the system
2. Select **'student'>'add student'** from menu

Add Student Information	Sample Excel Format
New Registered Students	New/Transfer Undergraduate Student Registration Form Download
Semester Registered Students	New/Transfer Postgraduate Student Registration Form Download
Semester Students Progress	Student Semester Registration Form Download
Graduating Students	Student Progress Form Download
Transferd Students	Graduated Form Download

3. Download the respective type(new registration, semester registration, semester progress, graduating and transfer information) of student excel format in order to add the student information by clicking the **'download'** button
4. Fill out all required information of student on the downloaded excel format and click **'import'** button.

New Registered Student Form

Select Campuse

Select Program Type

Select Program Level

Select Program

Select Graduation type

* CSV file to import student data:

No file selected.