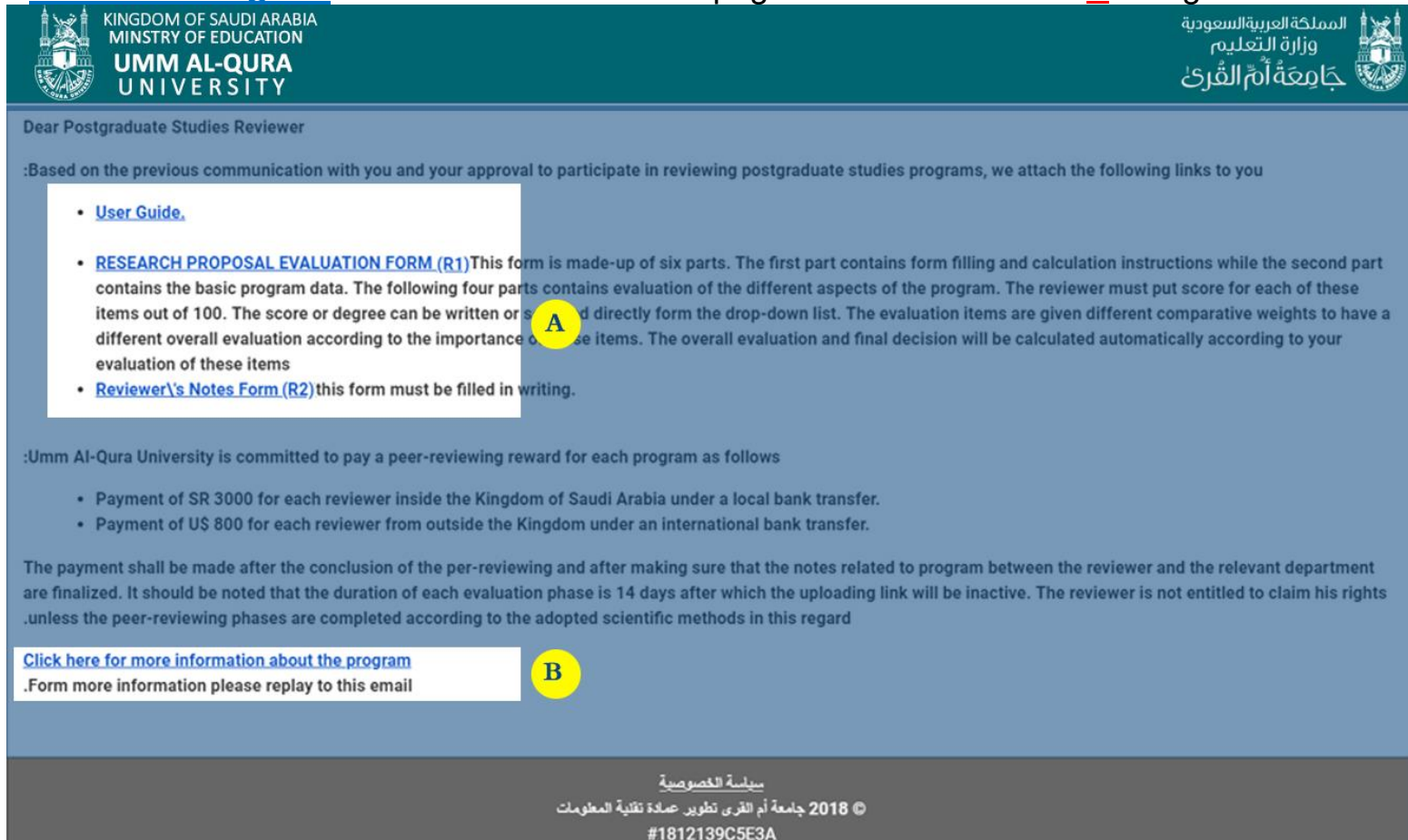


Users Guide For Post Graduate Programs Evaluation Manual.

First: Steps for Downloading Evaluation forms and the Academic Program

1. The received email contains two forms ([R1](#), [R2](#)). The reviewer should download them by selecting the three-links marked with **A** at figure 1.
2. To view the program details, the reviewer should click the link “[Press here form more information about the Program](#)” shown at the end of the page marked with letter “**B**” in figure 1.



KINGDOM OF SAUDI ARABIA
MINISTRY OF EDUCATION
UMM AL-QURA
UNIVERSITY

المملكة العربية السعودية
وزارة التعليم
جامعة أم القرى

Dear Postgraduate Studies Reviewer

:Based on the previous communication with you and your approval to participate in reviewing postgraduate studies programs, we attach the following links to you

- [User Guide](#).
- [RESEARCH PROPOSAL EVALUATION FORM \(R1\)](#) This form is made-up of six parts. The first part contains form filling and calculation instructions while the second part contains the basic program data. The following four parts contains evaluation of the different aspects of the program. The reviewer must put score for each of these items out of 100. The score or degree can be written or selected directly from the drop-down list. The evaluation items are given different comparative weights to have a different overall evaluation according to the importance of these items. The overall evaluation and final decision will be calculated automatically according to your evaluation of these items
- [Reviewer's Notes Form \(R2\)](#) this form must be filled in writing.

:Umm Al-Qura University is committed to pay a peer-reviewing reward for each program as follows

- Payment of SR 3000 for each reviewer inside the Kingdom of Saudi Arabia under a local bank transfer.
- Payment of US\$ 800 for each reviewer from outside the Kingdom under an international bank transfer.

The payment shall be made after the conclusion of the per-reviewing and after making sure that the notes related to program between the reviewer and the relevant department are finalized. It should be noted that the duration of each evaluation phase is 14 days after which the uploading link will be inactive. The reviewer is not entitled to claim his rights unless the peer-reviewing phases are completed according to the adopted scientific methods in this regard

[Click here for more information about the program](#)
.Form more information please replay to this email

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#1812139C5E3A

Figure 1

3. After loading the post graduate page, the reviewer can show the program details by clicking the link **Show Submitted Form** at the left top corner of the page. Marked with letter **C** shown in figure 2.

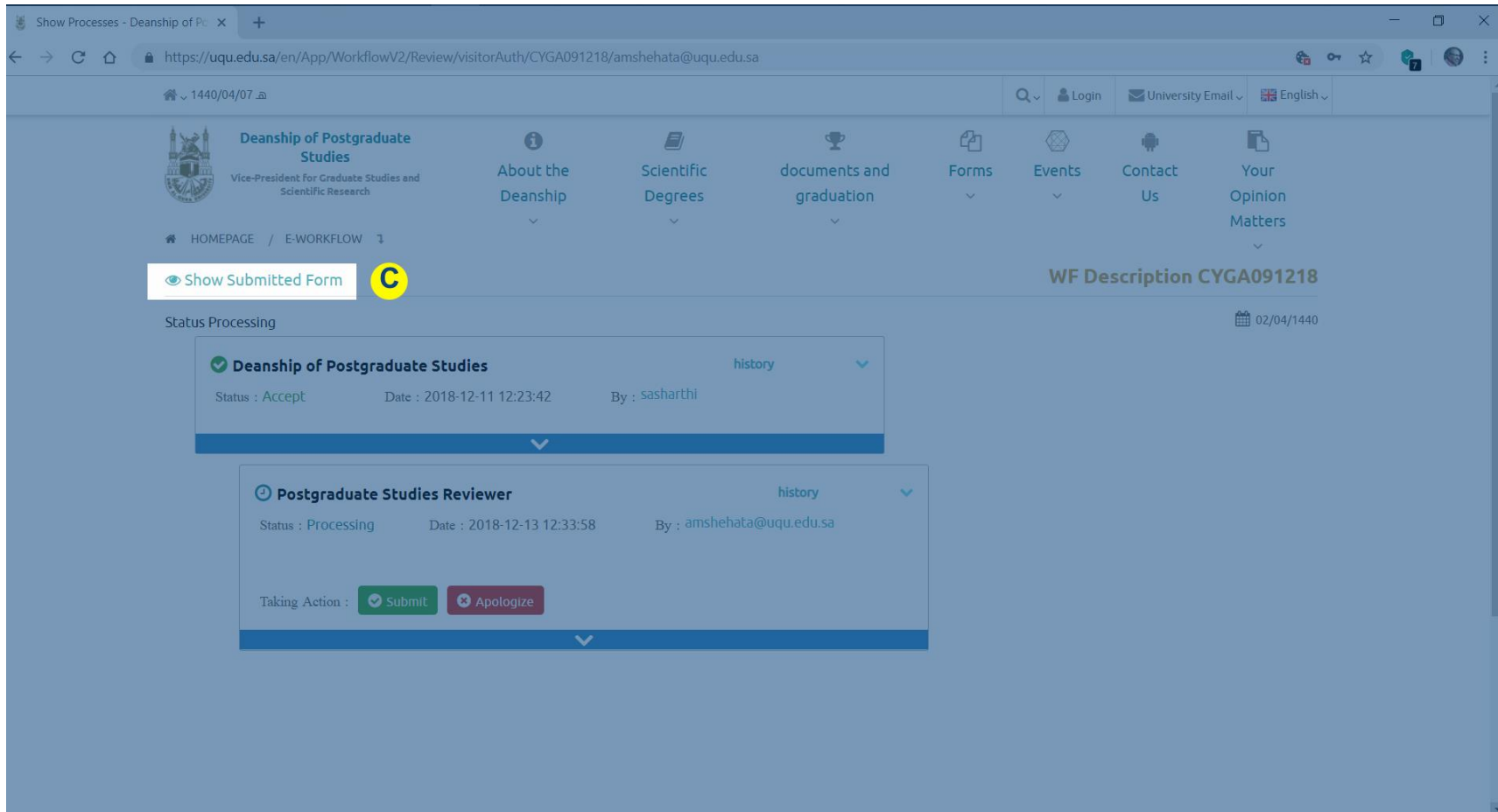


Figure 2

4. Showing the program basic details, the reviewer can download the academic program by clicking the link “[Form 102 – Show](#)”. Marked with letter “**D**” in figure 3.

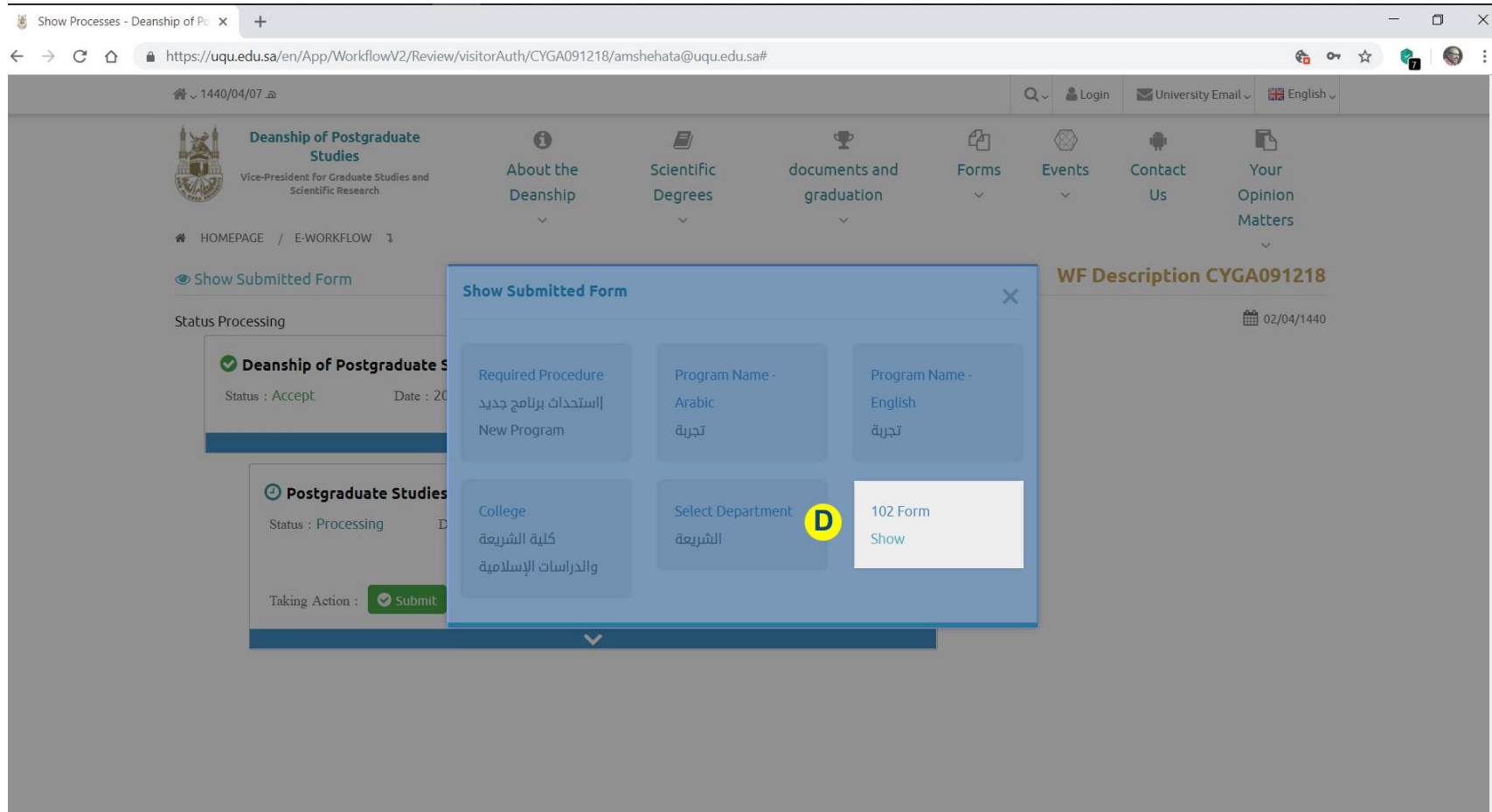


Figure 3

Second: Steps of Apology

1. Through the link in the sent email as in step 2 of the **“first: Steps to download the evaluation forms and the academic program”**, selects the **“Apology”** link as shown next to letter **“L”** in figure 4.

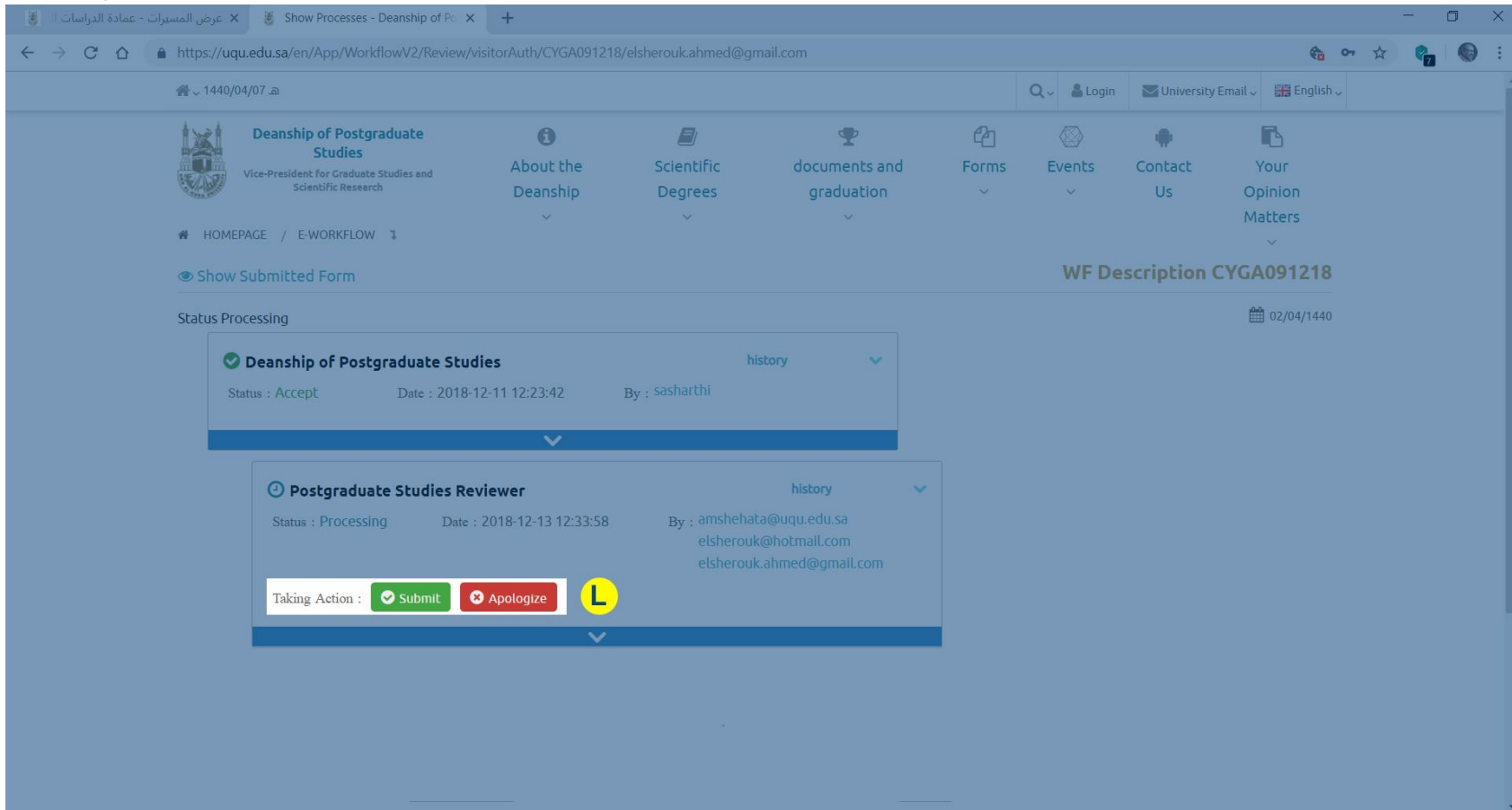


Figure 4

2. Selecting the "[Apology](#)" link will pop up a message screen to allow reviewer to make apology comment and press "[Confirm](#)" as shown in Figure 5.

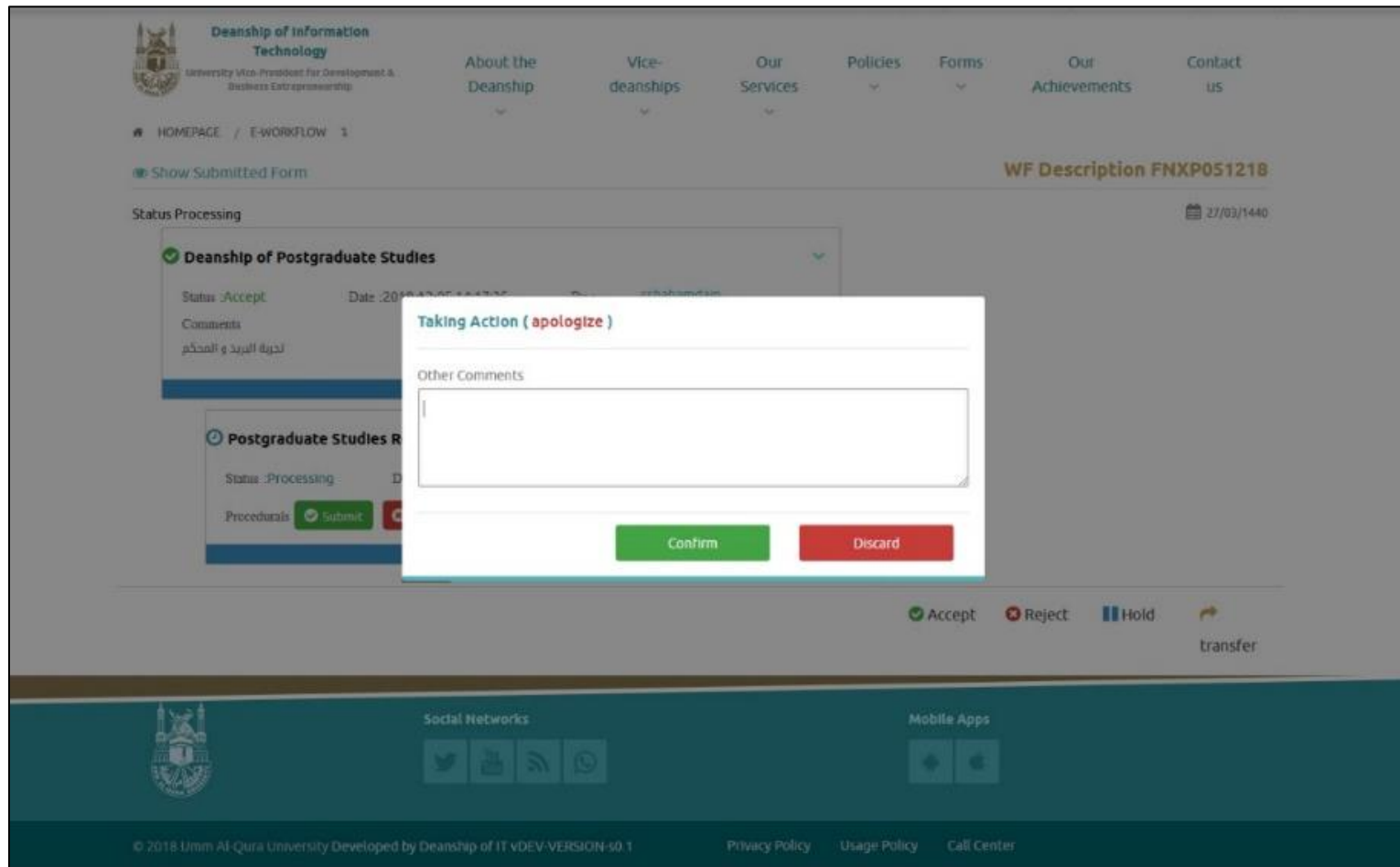
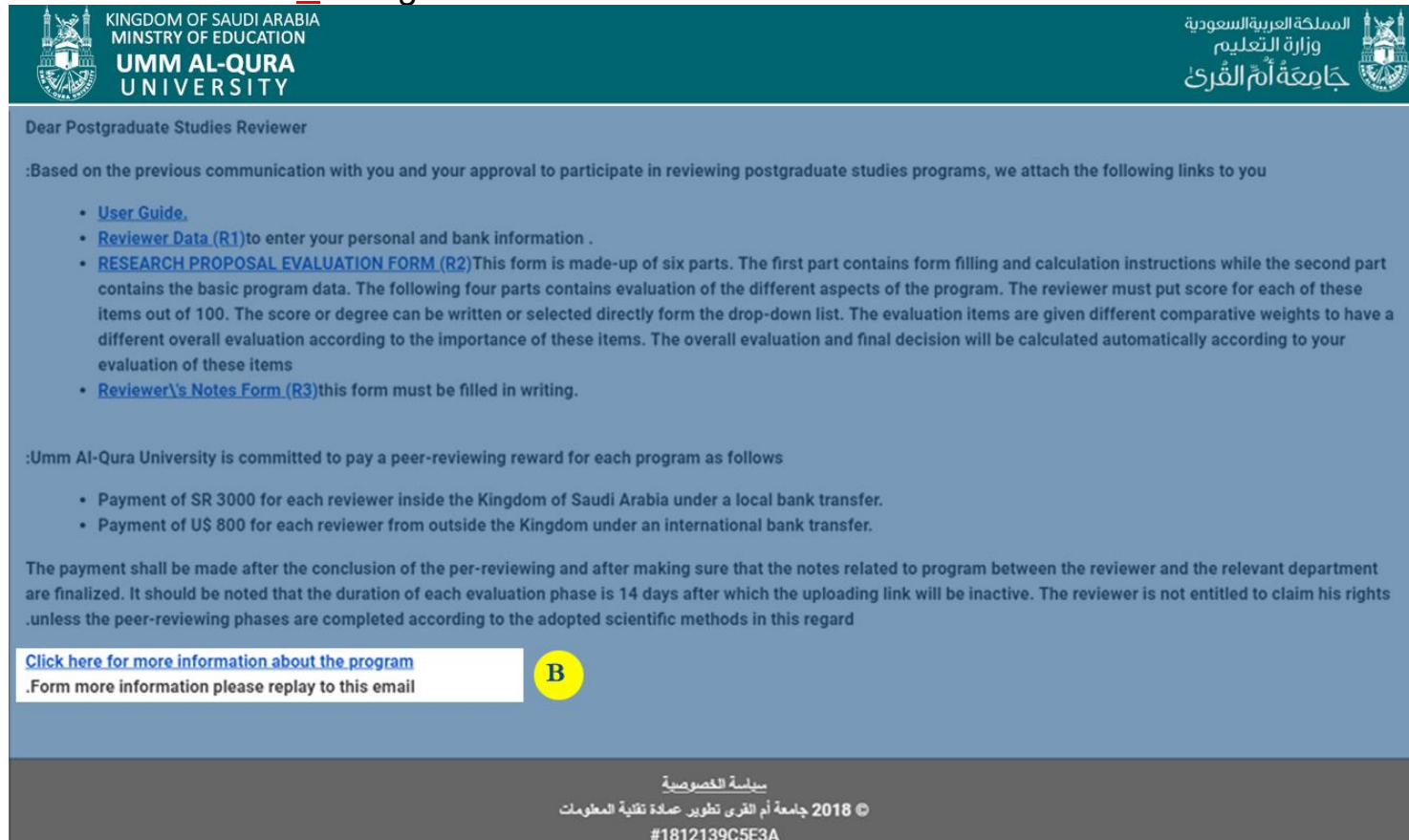


Figure 5

Third: Steps for submitting evaluation forms (R1 – R2).

(Note: The submission link of evaluation forms will be inactive after two weeks from the email date. You will not be able to submit the filled forms after this period.)

1. After reviewing program and filling the downloaded forms, go to the received email and click the link **“Press here form more information about the Program”** shown at the end of the page marked with letter **“B”** in figure 6.



The screenshot shows an email header with logos for the Kingdom of Saudi Arabia Ministry of Education and Umm Al-Qura University. The main body of the email is in Arabic and English. It addresses a 'Postgraduate Studies Reviewer' and provides instructions on how to access evaluation forms. A yellow circle with the letter 'B' highlights a button that says 'Click here for more information about the program'. Below the button, it says 'Form more information please replay to this email'. The footer contains copyright information for 2018 and a hashtag #1812139C5E3A.

Dear Postgraduate Studies Reviewer

:Based on the previous communication with you and your approval to participate in reviewing postgraduate studies programs, we attach the following links to you

- [User Guide](#).
- [Reviewer Data \(R1\)](#) to enter your personal and bank information .
- [RESEARCH PROPOSAL EVALUATION FORM \(R2\)](#) This form is made-up of six parts. The first part contains form filling and calculation instructions while the second part contains the basic program data. The following four parts contains evaluation of the different aspects of the program. The reviewer must put score for each of these items out of 100. The score or degree can be written or selected directly form the drop-down list. The evaluation items are given different comparative weights to have a different overall evaluation according to the importance of these items. The overall evaluation and final decision will be calculated automatically according to your evaluation of these items
- [Reviewer's Notes Form \(R3\)](#) this form must be filled in writing.

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[Click here for more information about the program](#)

.Form more information please replay to this email

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Figure 6

2. To submit the filled forms (**R1, R2**), click on **“Submit”** button in the post graduate main page marked with letter **“C”** shown in Figure 7.

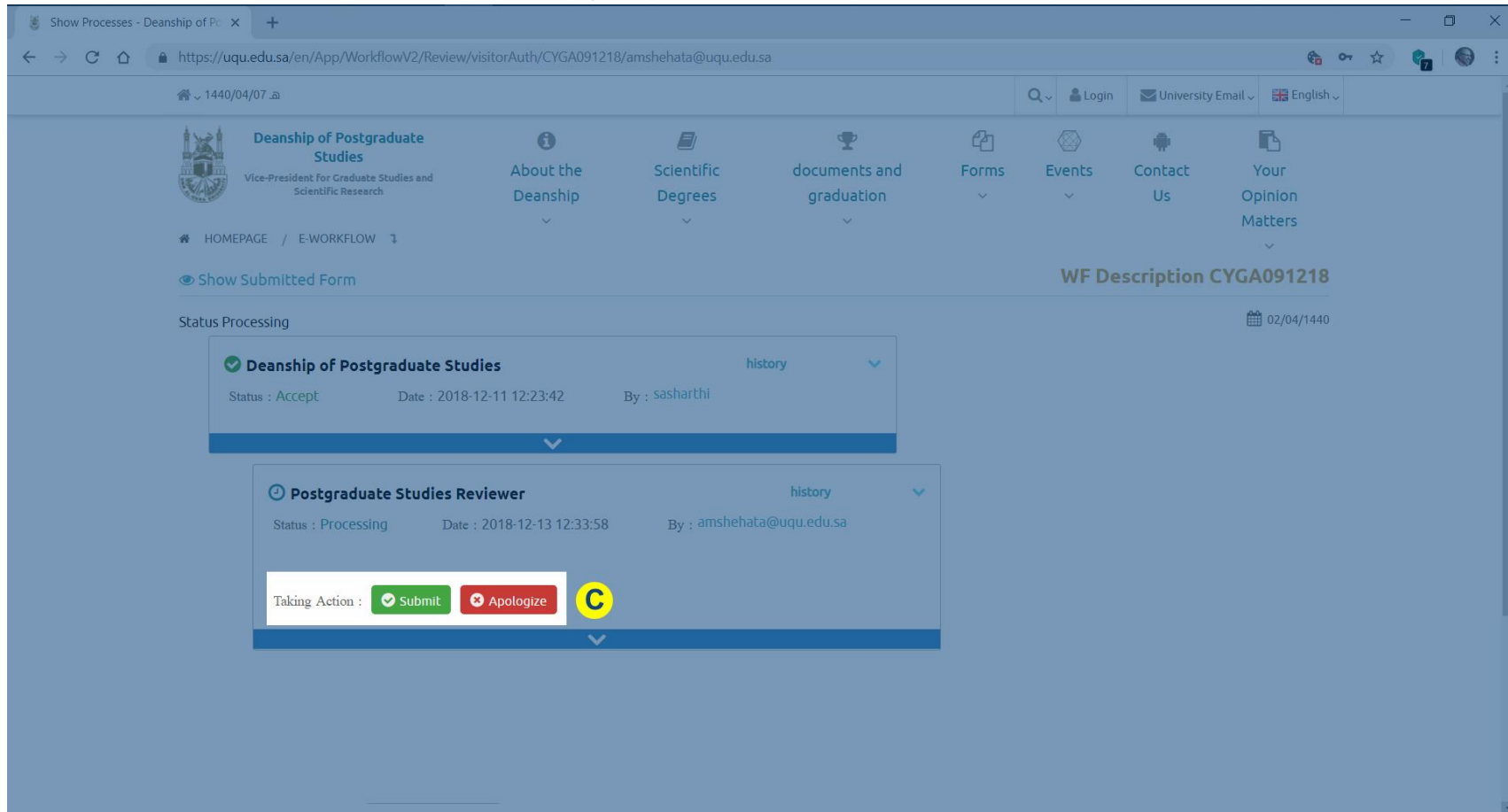


Figure 7

3. To upload **R1** Form, when the dialog box appears, click on "**Choose File**" link corresponding to Letter "**D**" in Figure 8. This open file explorer to select the file to upload.

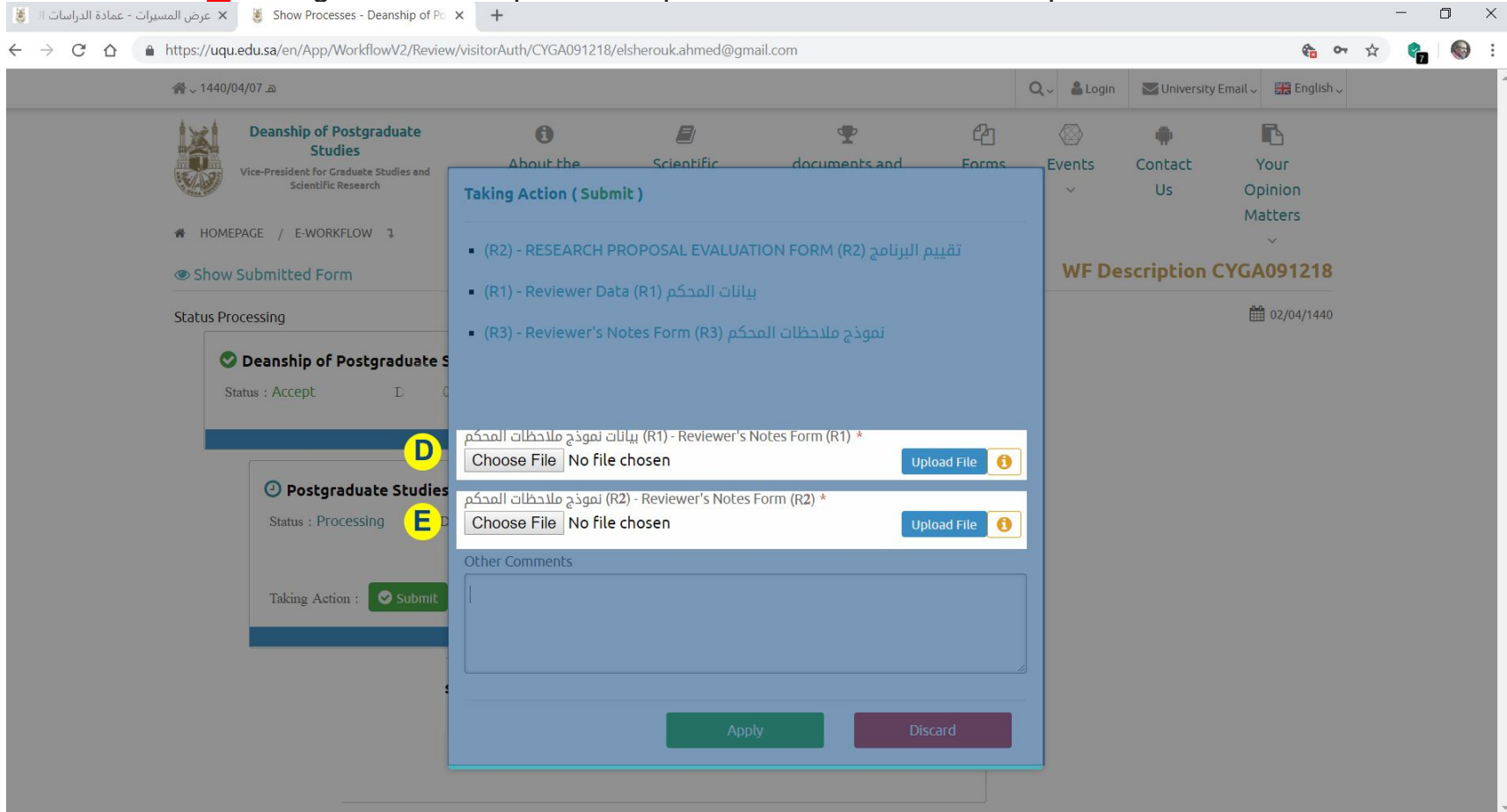


Figure 8

4. When the File Explorer screen appears, the reviewer selects the required file as shown in Figure 9

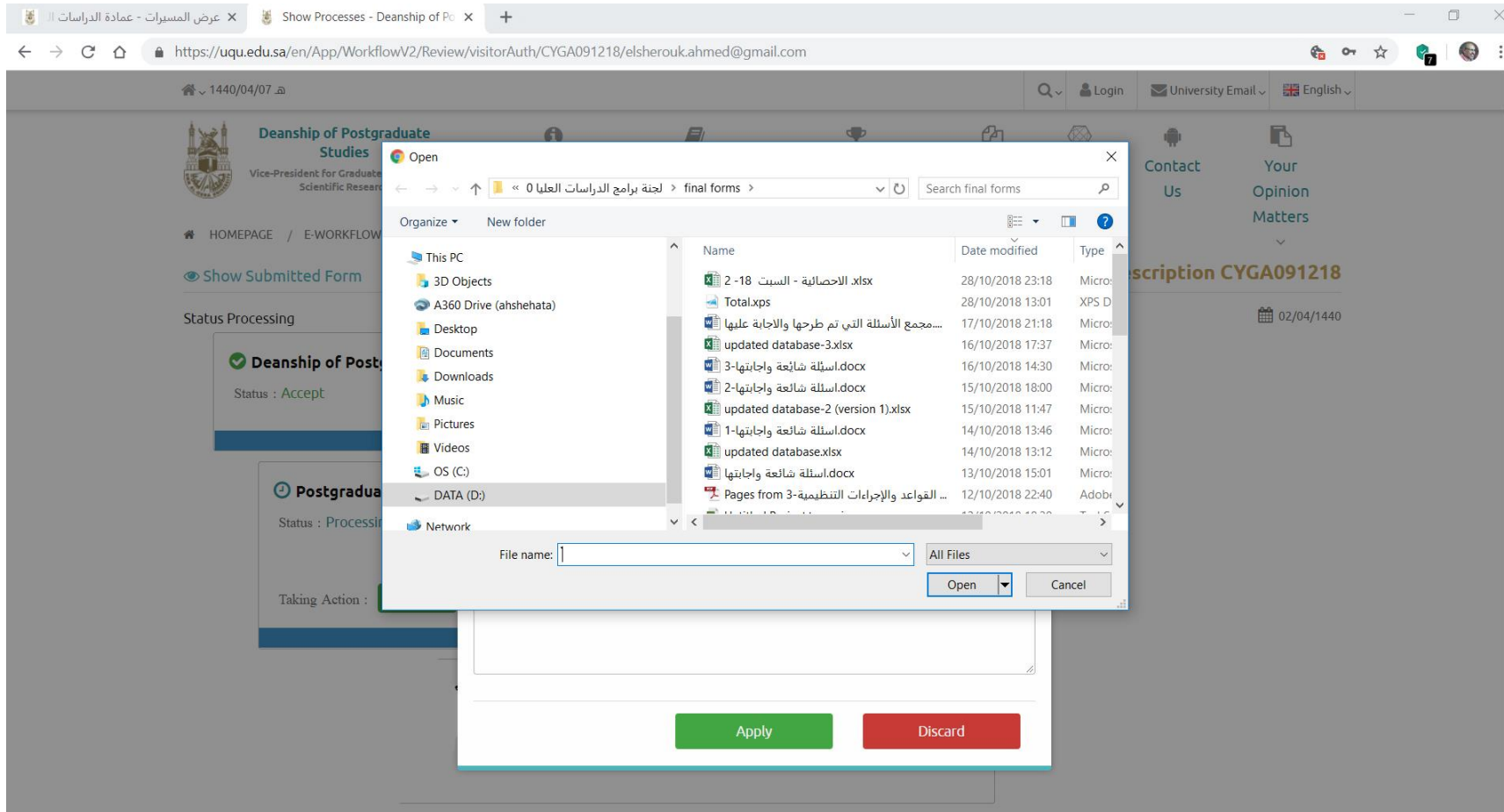


Figure 9

5. After selecting the file includes **R1** form and showing its name against “**Choose File**” link, the reviewer selects the “**Upload File**” link to finish uploading the form. As shown in Figure 10

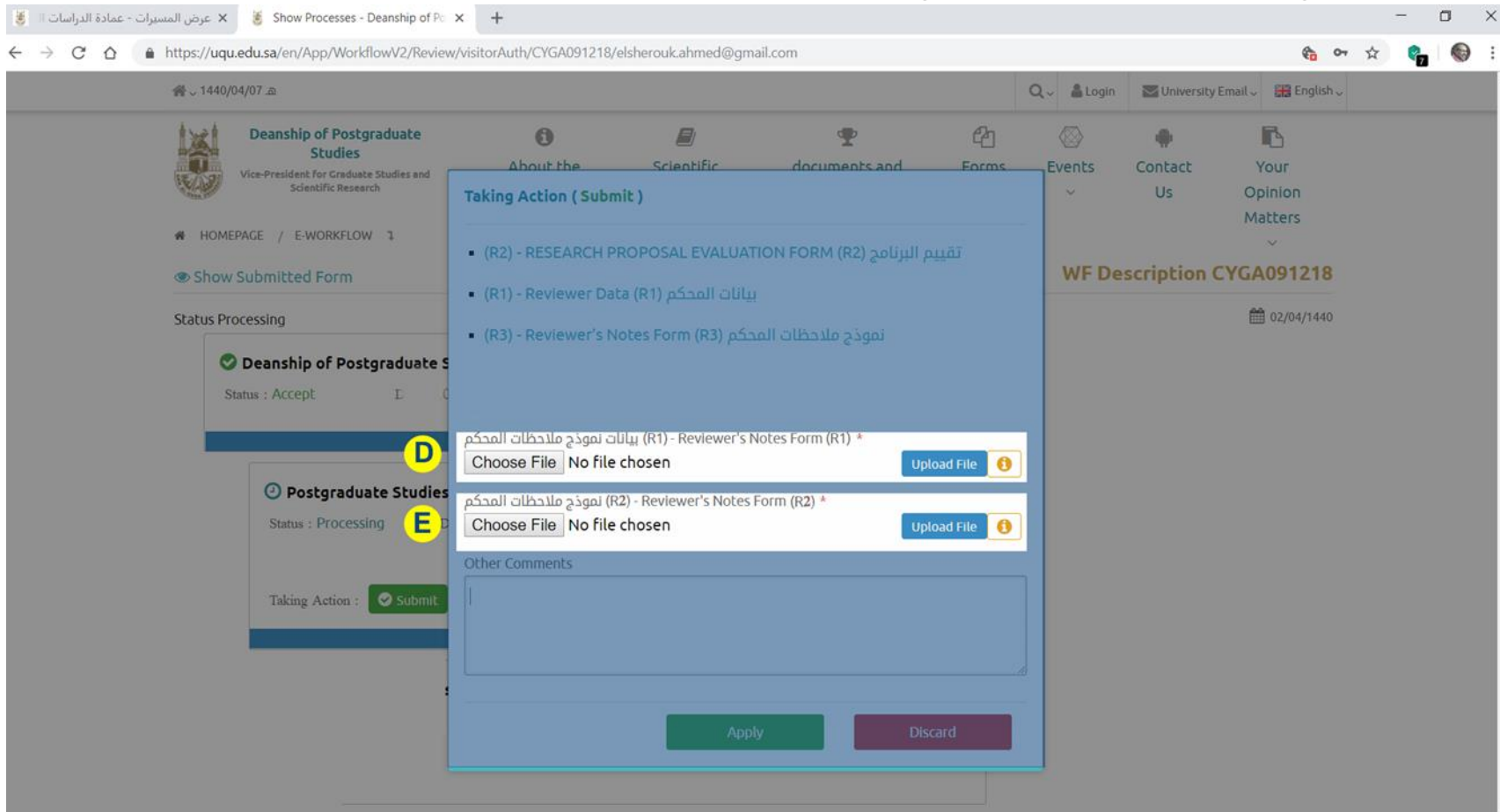


Figure 10

6. After the file is selected and loaded, the " **Uploaded Done Successfully**" screen appears. The screen is closed by pressing the button corresponding to the Letter "**G**" in Figure 11.

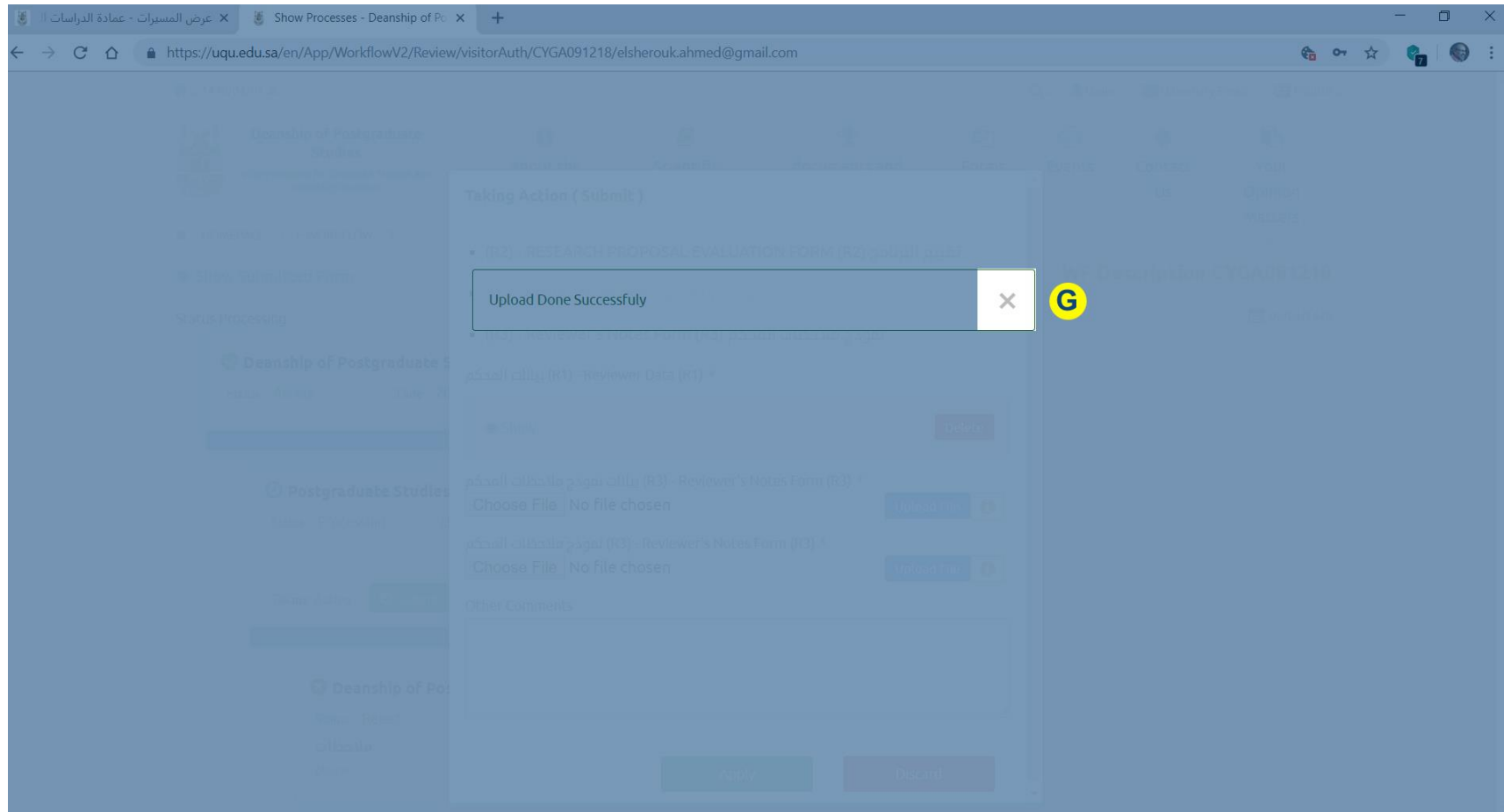


Figure 11

7. The referee has repeat the same steps for each one of the remaining forms by clicking on the corresponding link for the Letter “**E**” to upload “**R2**” form as shown in Figure 12

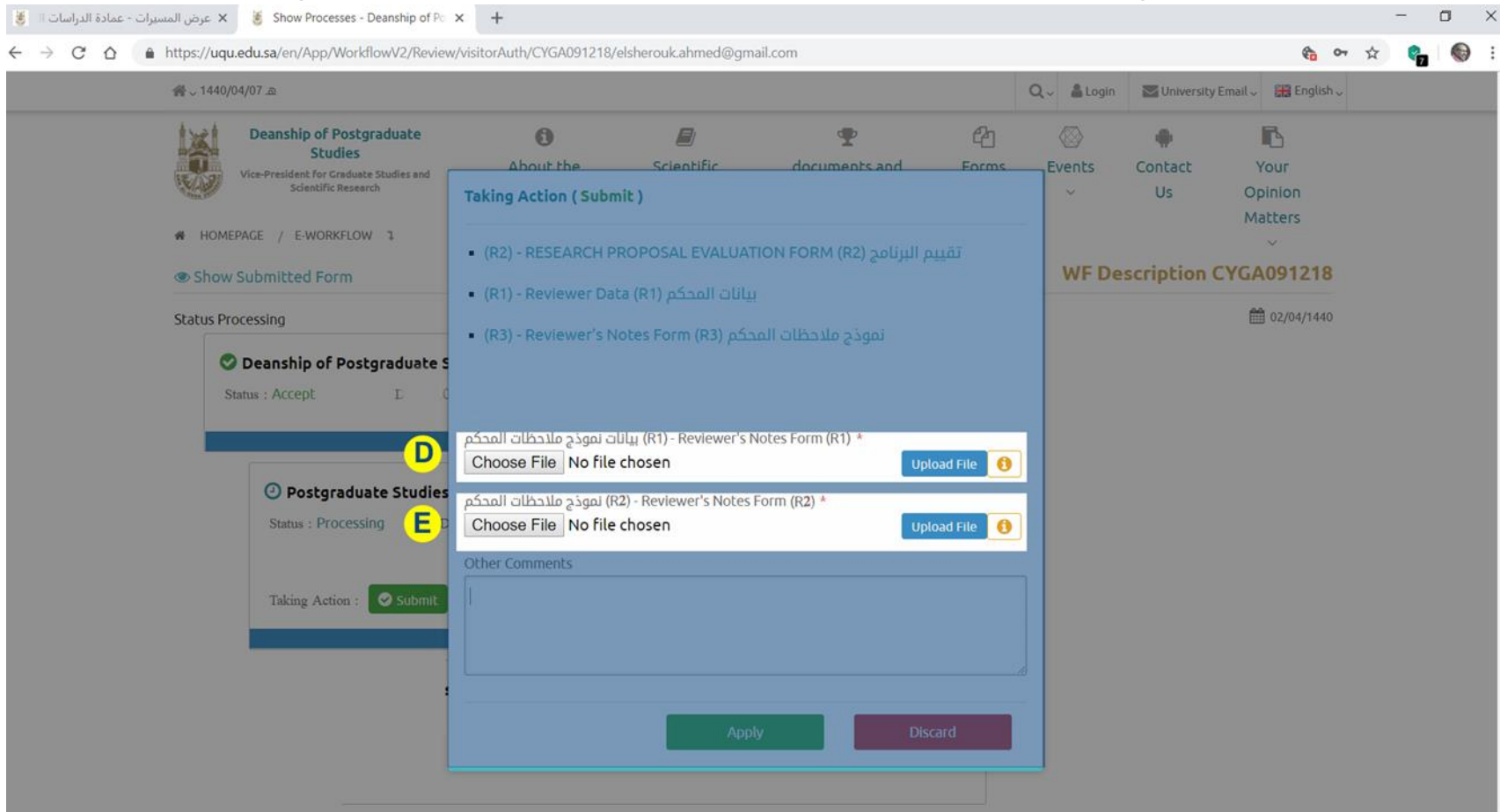


Figure 12

8. This form allows to view the uploaded file by clicking "**Show**" link or deleting the file by clicking the "**Delete**" link to allow a new file selection step again. These links are shown next to the letter "**G**" in figure 13

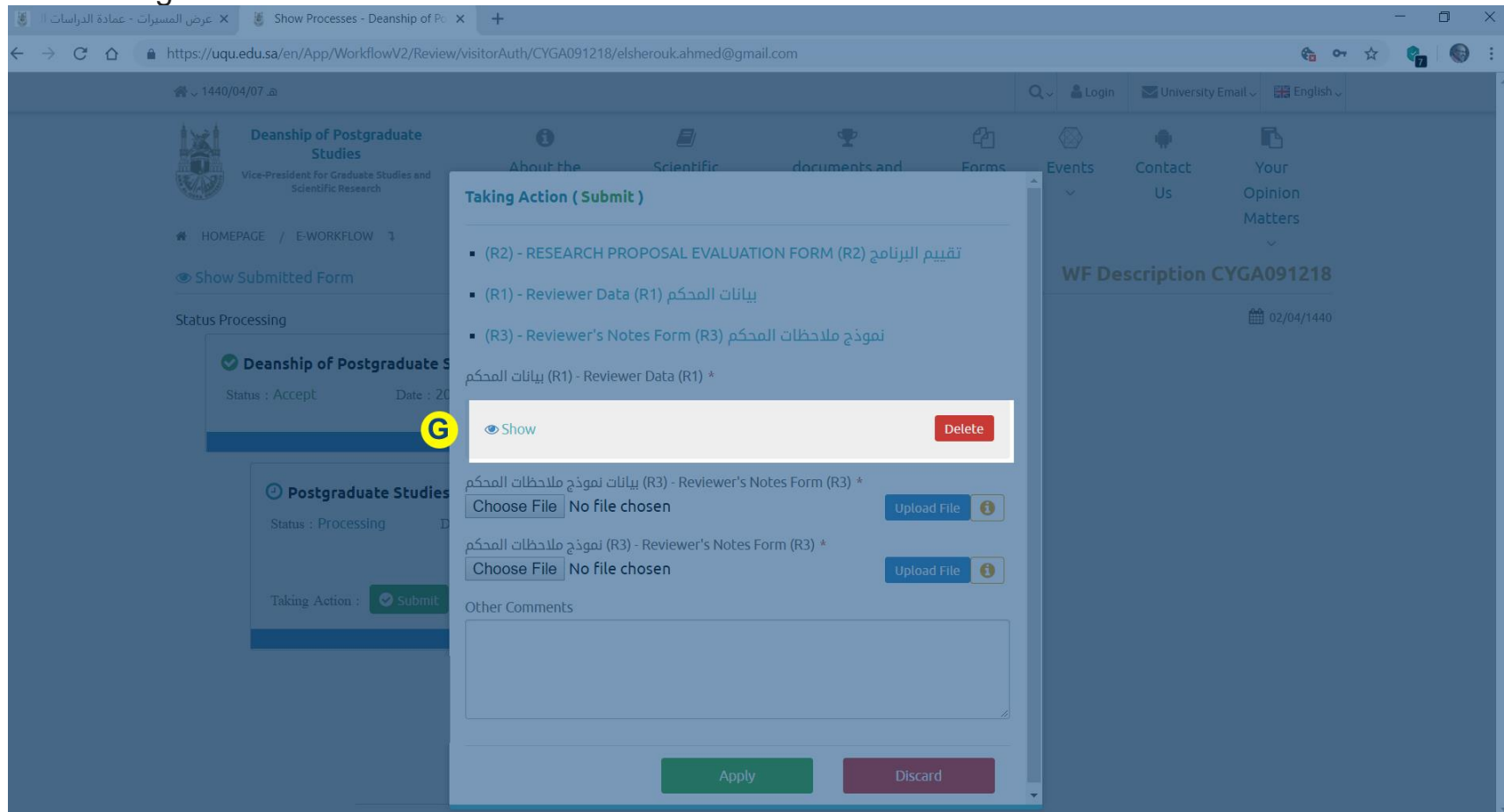


Figure 13

9. When the three forms are uploaded successfully, reviewer can add some notes in the space marked with the Letter "**H**" in Figure 14. To finish the submission, click the "**Apply**" or "**Discard**" to cancel and go to previous screen marked with. This is marked with letter "**K**" in Figure 14.

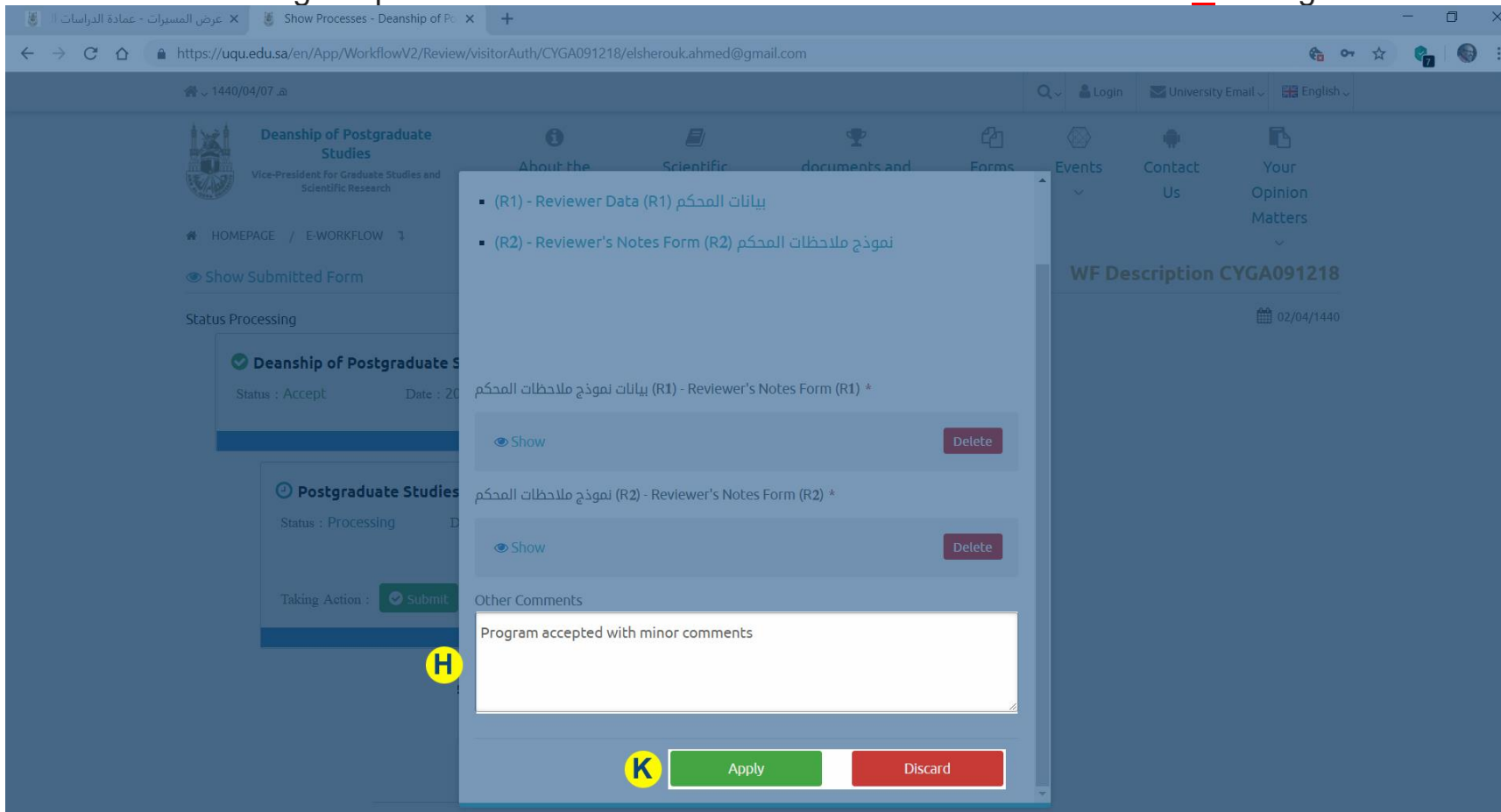


Figure 14