



TITLE	User Guide for Referees
PROJECT	Scholarships Management System
DATE & VERSION	01 st May 2013, Version: 1.0

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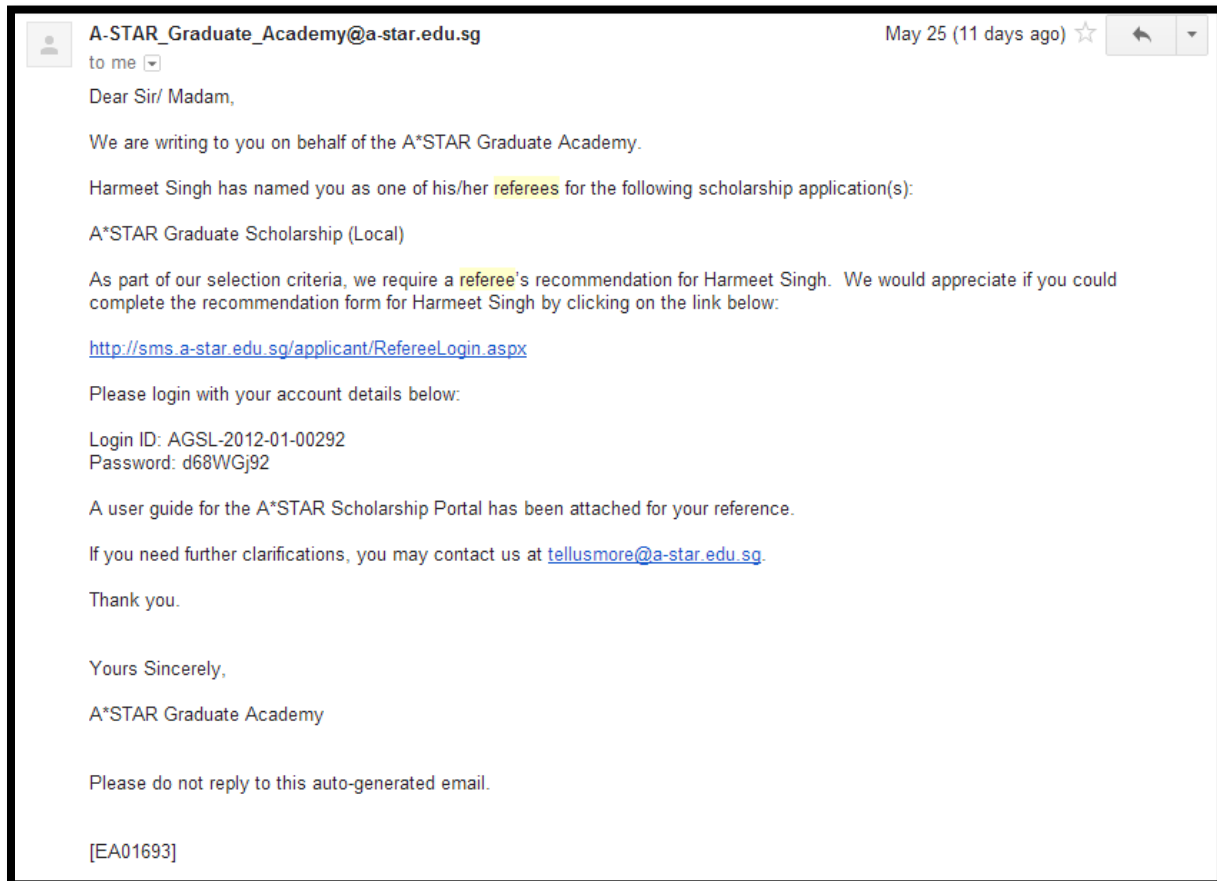
User Guide for Referees

1 ABOUT REFEREE

Candidates applying for the scholarships are requested to provide particulars of at least two persons who are able to comment on the candidate's character, research capabilities, academic standing and professional competency, to support their application. Upon successful submission of the application, the system automatically sends emails to the Referees. The Referee will need to login to the website and provide feedback on the candidate. The details of the actions performed by the Referee are covered in the following sections.

2 EMAIL TO REFEREE

The Referee will receive an email with content similar to the one below:



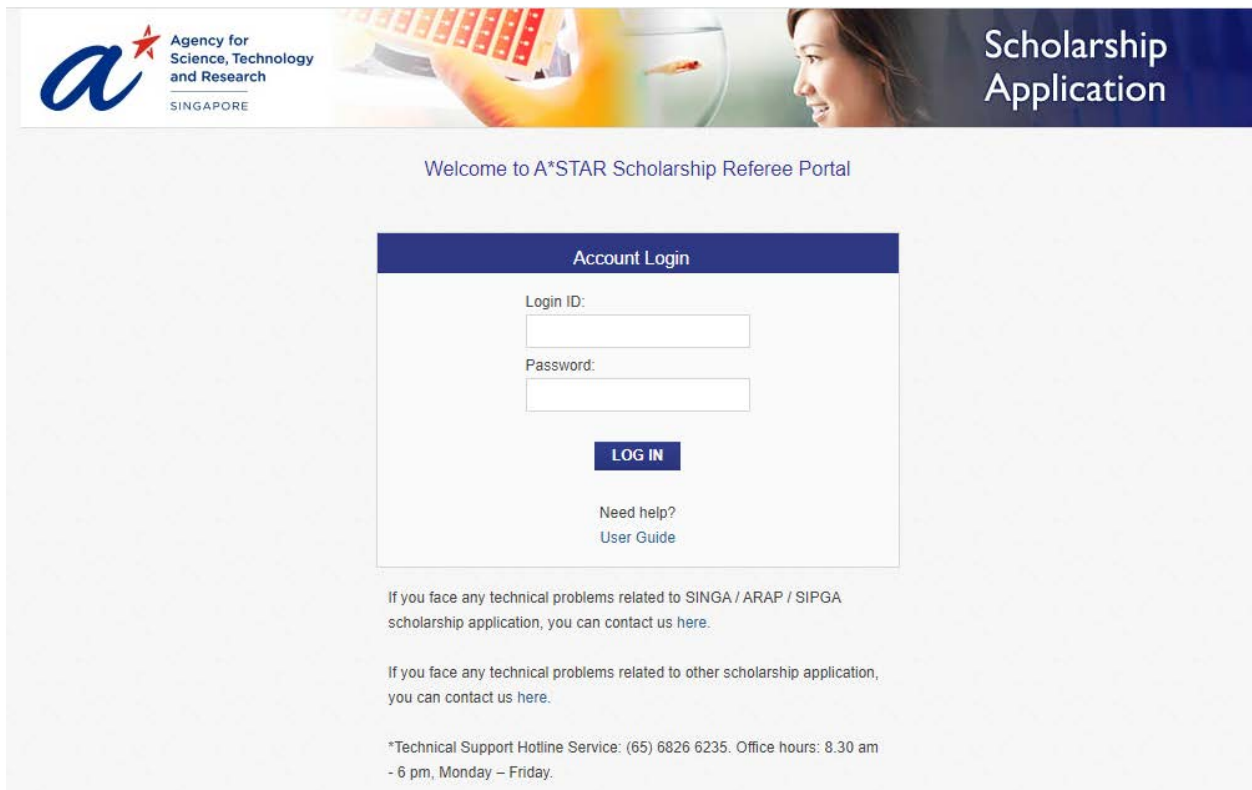
The email will contain the URL to the website, your user ID and password.



Please read the “Terms of Use” and “Privacy Statement” before you proceed any further.

3 LAUNCH THE WEBSITE

To launch the website, click the link provided in the email. This will load the login page as shown below:



Enter the Login ID & Password and click the “**LOG IN**” button to log into the website.

4 STEP 1 - DECLARATION

The first step is the Declaration page, wherein the Referee will update the personal particulars like Organization, Designation & Address.

Mandatory fields are marked with a red asterisk(*).

Step1 Step2

Step 1 of 2: Referee's Declaration

Name of Referee James J

Organization JJ and Co

Designation *

Address Address 1

Email Address sivakumar.g+referee1@gmail.com

I hereby declare that I am the referee indicated above.I understand (Please note that checks will be conducted verify the authenticity based on the contact information provided above.)

I agree to the conditions as stated above.

Notes

* Mandatory Field

SAVE & NEXT

Following this, you will need to tick on the check box to agree to the conditions stated in the form before clicking the “SAVE & NEXT” button.

Step1 Step2

Step 1 of 2: Referee's Declaration

Name of Referee James J

Organization JJ and Co

Designation HOD - Technology

Address Address 1

Email Address sivakumar.g+referee1@gmail.com

I hereby declare that I am the referee indicated above.I understand (Please note that checks will be conducted verify the authenticity based on the contact information provided above.)

I agree to the conditions as stated above.

Notes

* Mandatory Field

SAVE & NEXT

5 STEP 2 - RECOMMENDATIONS

In Step 2, you will be asked a few questions regarding the candidate. Different questions may be posed for different scholarships / awards.

An upload function is also provided for you to submit any other supporting documents that you have regarding the candidate.

Hello Guest 26 Apr 2013, 10:54 [Log out](#)

[Step1](#) **Step2**

Step 2 of 2: Evaluation of the Applicant

STRICTLY CONFIDENTIAL
Academic Referee's Report

Application No:	AGSL-2012-01-0030
Name of applicant:	Sivakumar Gopalakrishnan
Applied for:	A*STAR Graduate Scholarship (Local)

To be completed by referee
The above-named person is applying to undertake research leading to a graduate degree. The University would appreciate receiving a confidential report from you on the applicant. You may write your report on the reverse side of this form if you wish, or send a separate letter. Please use a separate sheet if necessary.

1. How long have you known the applicant and in what capacity?
Known for 10 years.

2. Among the students at a similar level you have known in recent years, how would you rate the applicant?

3. How would you rate the applicant's proficiency in English - in reading and writing and in spoken English (i.e. excellent, good, fair)?
Excellent

4. Personal report on applicant
Personal Report is attached

Supporting Documents
[Penguins.jpg](#) [Delete](#)

Notes
* Mandatory Field

BACK **SUBMIT**

After filling up all the relevant details, click the “**SUBMIT**” button to submit the recommendation.

To be completed by referee

The above-named person is applying to undertake research leading to a graduate degree. The University would appreciate receiving a confidential report from you on the applicant. You may write your report on the reverse side of this form if you wish, or send a separate letter. Please use a separate sheet if necessary.

1. How long have you known the applicant and in what capacity?
Known for 10 years.

2. Among the students at a similar level you have known in recent years, how would you rate the applicant?
Within the top 5%

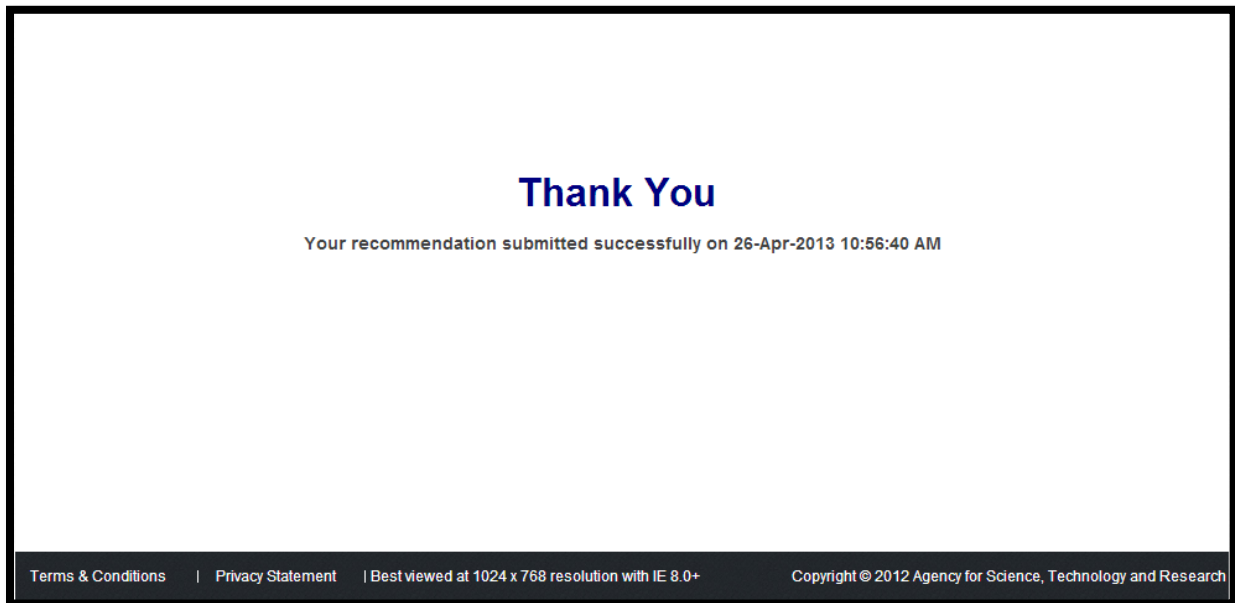
3. How would you rate the applicant's proficiency in English - in reading and writing and in spoken English (i.e. excellent, good, fair)?


Referee Report

Submission successful.

OK

The system will respond with a “Submission successful” message as shown in the picture above. Click the “OK” button to move to the next page.



 Please note that the candidate will also be notified when you submit your recommendation.

You can click the “Log out” hyperlink at the top right corner to exit the system.

