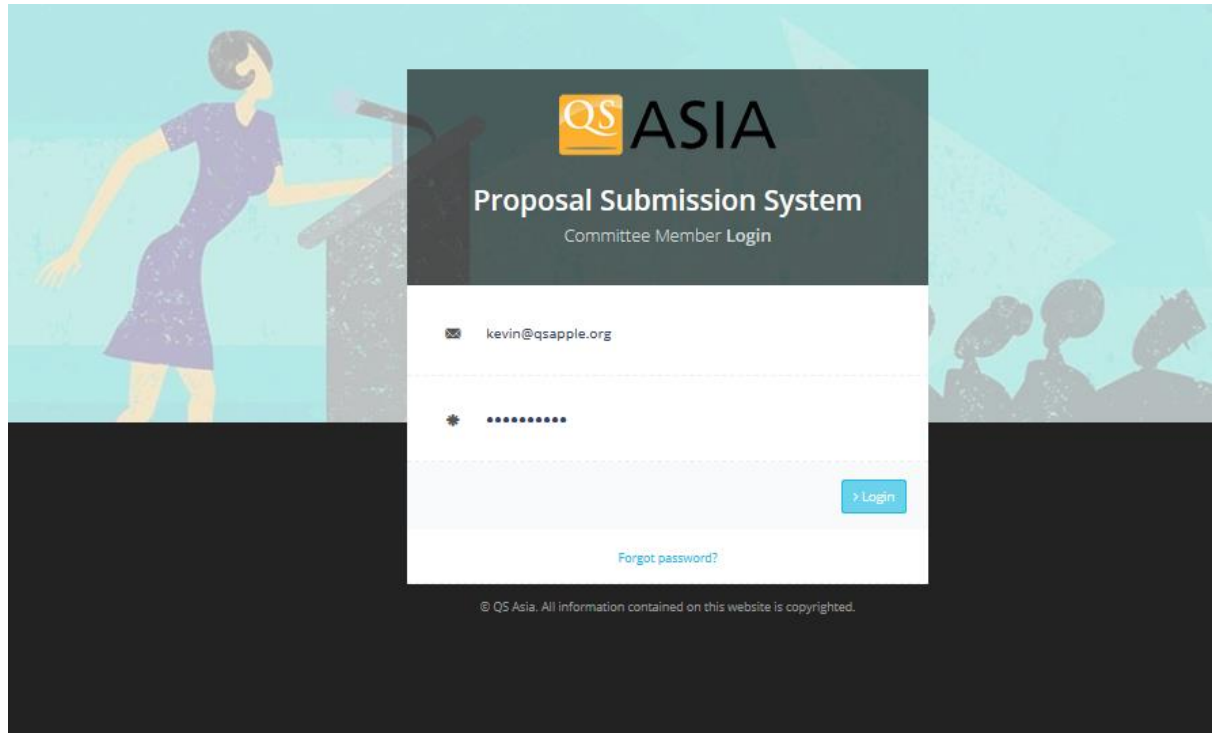


QS Asia Proposal Submission System (PSS) Committee Member User Guide

1. Login via www.qs-asia.com/pss/cm using the login credentials provided to you by QS Asia or you may write to sys.admin@qs-asia.com to obtain them. (Refer Figure 1)

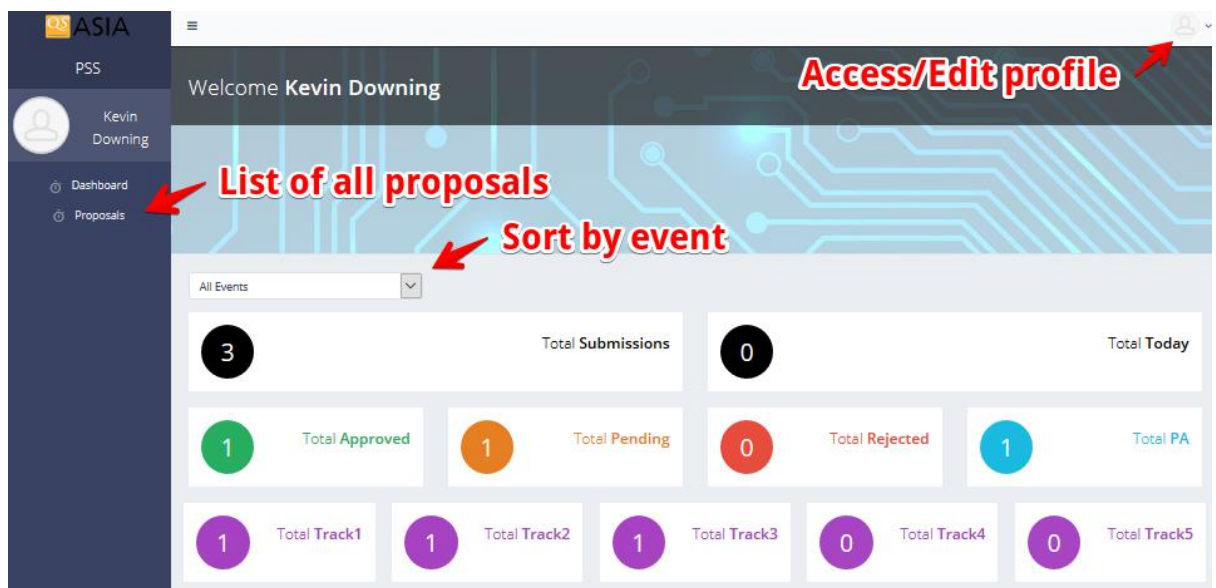


(Figure 1)

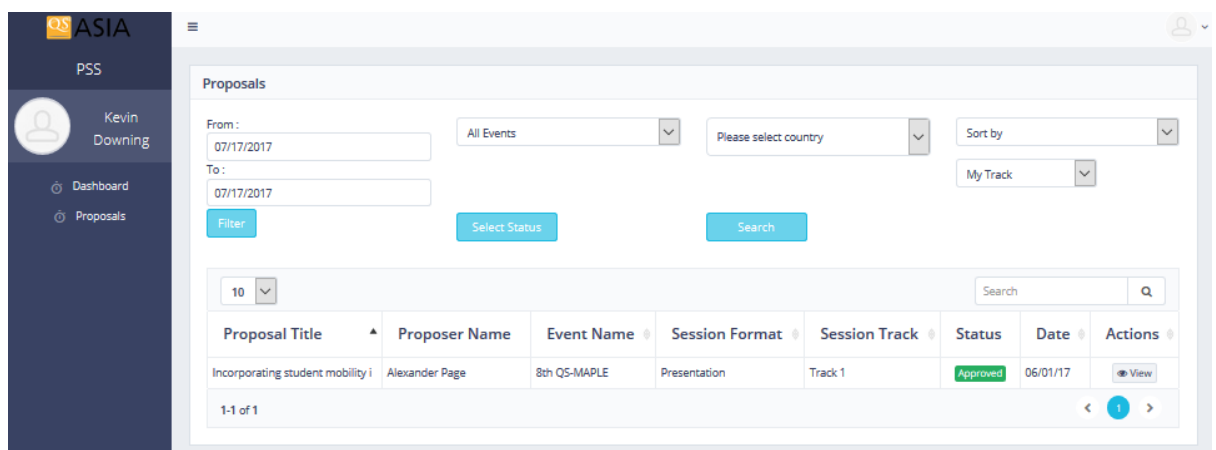
2. Once logged in, you will be able to see your customized “Dashboard”, Dashboard shows you following details about all the events you are assigned to (details are sortable by event) (Refer Figure 2)
 - Total number of proposal submissions
 - Total Approved
 - Total Pending
 - Total Rejected
 - Total PA (Provisionally Accepted)
 - Total for each track (depending on number of tracks for each event)
3. Clicking “Proposals” link on left menu (Refer Figure 2), will open a list of ALL proposals of all events you are attached to with an overview of each proposal’s title, name of proposer, name of event submitted to, session format, track submitted to, status, date submitted. (Refer Figure 3), Clicking “View” under “Actions”, will open the respective proposal for a detailed look.

List of proposals can be sorted by

- Date range submitted
- Event
- Country
- Status



(Figure 2)



(Figure 3)

- Refer Figure 4 for a typical individual proposal view, you may change the proposal status here, all proposals are set to “Pending” by default, once the status is changed to “accepted” automatically an e-mail will be sent to the proposer and the proposer can no longer make any changes to that proposal.

Please note that, you can read **ALL** submitted proposals to an event **if you are assigned to that respective event** but you can **ONLY** change the statuses of proposals of the tracks that you are assigned to.

Example: John is assigned to 13th QS-APPLE as a committee member, he reviews all proposals submitted to “Track 5” of this event, he can:

- Read all proposals submitted to 13th QS-APPLE (All tracks)
- But can only Approve, Reject or Provisionally Approve proposals belong to Track 5

Comments made here regarding a proposal is visible to the author of the proposal and all committee members assigned to the respective event.

QS ASIA

PSS

Kevin Downing

Dashboard

Proposals

View Proposal - Incorporating student mobility i

Event Name :	8th QS-MAPLE
Proposer :	Alexander Page
Session Format :	Presentation
Session Track :	Track 1
Presentation Abstract :	In this presentation, I will outline how Imperial utilises student mobility as a methods to implement our institutional international strategy. Instead of seeing student mobility programmes as independent from higher level strategy, we have embedded student mobility into our international strategy, and crucially vice versa embedded international strategy into our mobility programme. As a case study to this approach, this presentation will provide an overview of Imperial's Global Fellows Programme, which is a short term joint PhD programme involving a week of taught activities and project work, followed by extended research placements in labs at the host institution. This programme is ran in collaboration with Imperial strategic international partners and allows Imperial to engage with a wide range of relevant stakeholders and build connections in important academic areas. Finally, the presentation will explore the rational behind such a programme and the opportunities and challenges of this type of programme.
Additional Remark :	In this presentation, I will outline how Imperial utilises student mobility as a methods to implement our institutional international strategy.
Created :	2017-06-01
Status :	Approved

Co-Presenters

Change Proposal Status

Status :

Select Status

Save

Cancel

Change proposal status

Leave a comment

Comment :

Comments made here can be seen by the author and all committee members attached to this event

Save

Cancel

(Figure 4)