UNIVERSITY OF PRETORIA  
DEPARTMENT OF COMPUTER SCIENCE  

COS 700 Research Methods  
Proposal Review Requirements  

You are required to peer review 3 COS700 research proposals of your peers. 
Due date for reviews: Monday 25 May  

**Becoming a reviewer**  
If you submitted a research proposal for COS700, then you will be invited to the program committee for the module. This means that 3 research proposals will be allocated to you as a reviewer and you will need to write reviews on each one using the EasyChair system.  

At some point after the deadline for submission of research proposals, you will receive an email with the subject “Welcome to the UP COS700 2015 program committee!” The term “programme committee” (PC) is used to refer to the people who act as reviewers for papers of conferences. For COS700 RM, all students will be reviewers of proposals of other students.  

When you log into the EasyChair system, you can now change your role from author to PC member of UP COS700 2015 (reviewer) by clicking on the menu item “UP COS700 2015” and selecting “Change role”. If you click on Author, then you can view your submission (your own project proposal). If you change your role to PC member, you will be able to view the project proposals that have been allocated to you as a reviewer.  

**Conducting the reviews**  
Log into the EasyChair system and change roles to reviewer: UP COS700 2015 | Change role. Click on Reviews | My Papers to see which proposals have been allocated to you to review.  
- To view the proposals that you must review, you can click on the folder icon.  
- Ignore anything related to Subreviewers. You must complete the reviews yourself.  
- Complete your three reviews in text files before adding the reviews onto the system (see below for the text template).  
- When you are ready to add your review, click on the green plus icon.  

**Template for review field**  
Each review should contain the text below. Do not attach a file – you are required to enter the text of the review in the edit box provided on the review form.  
For each aspect of the proposal, allocate a mark out of the value given. Provide feedback to the proposal writer that explains why you gave the mark that you did and how it can be improved. Using the total mark, select the appropriate radio button on the review submission form.  

- **Project Title:** /5  
- **Abstract:** /5  
- **Introduction:** /10  
- **Problem statement:** /10  
- **Methodology:** /10
Literature survey: /20
Planning: /10
References: /10
Overall writing and presentation: /20

Total: /100