SGR
التصنيف السعودي العالمي
SAUDI GLOBAL RANKING

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

Scheme of Procedures for Requesting Data for the Saudi Global Ranking (SGR) Data for Higher Education Institutions

Direct Data from Higher Education Institutions

1 — Higher Education Institutions

Stage 1: Registration and Updating the Higher Education Institution Profile

1. Submitting a Request to Register a Higher Education Institution
2. Creating an Account for the Authorized Representative (Accredited for Ranking Data) of the Institution
3. Creating an Account for the Higher Education Institution Account Manager
4. Updating the Higher Education Institution Profile
5. Approval of the Updated Higher Education Institution Profile

Workdays required: 44 days

2 — General Administration of Ranking Programs

Stage 2: Submitting Ranking Data

Workdays required: 2 days

Filling out the Ranking Data Submission Form (Data entered by: Data Entry Clerk – Data Verifier)

Workdays required: 2 days

Approval of the Form by the General Administration of Ranking Programs

The Ranking data collection stage is launched through the electronic ranking portal.

3 — Higher Education Institutions

Stage 3: Entering, Verifying, and Approving Ranking Data

1. Planning the data collection process and preparing the appropriate infrastructure.
2. Instructing the data entry clerk to begin entering the data.
3. Review and verification of the classification data by the data verifier and approver.
4. Authentication of the data approver on the Data Quality Form and its approval.
5. Submission of the approved classification data to the Education and Training Evaluation Commission.

Workdays required: 44 days

Entry of Ranking Data → Review and Verification of Ranking Data → (No modification) → Approval of Ranking Data → (No modification) → Submission of Ranking Data After Approval

Requires modification

Requires modification

4 — General Administration of Ranking Programs

Stage 4: Receipt of Ranking Data Submitted by the Higher Education Institution

Workdays required: 1 day

5 — General Administration of Ranking Programs

Stage 5: Verification of the Quality and Accuracy of Data Submitted by the Higher Education Institution

Workdays required: 32 days

Decision

No comments → Acceptance of the Submitted Ranking Data Form

With comments – completion Required → Higher Education Institutions

6 — Higher Education Institutions

Stage 6: Revision and Completion of Ranking Data by the Higher Education Institution through the Electronic Portal

Workdays required: 33 days

Data Revision Stage by Higher Education Institutions

7 — General Administration of Ranking Programs

Stage 7: Approval and Publication of Results

Workdays required: 22 days

Data Processing and Analysis

Workdays required: 66 days

Report Preparation

Workdays required: 44 days

Should you have any inquiries, kindly contact us at: SGR.DATA@ETEC.GOV.SA

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Indirect Data from External Entities

General Administration of Ranking Programs

Stage 1: Defining Indirect Ranking Data

Workdays required: 60 days

- Identifying the required indirect ranking data.
- Listing the external entities that provide this data.
- Initiating agreements and contracts with the data-providing entities..

Higher Education Institutions

Stage 2: Ensuring that higher education institutions communicate with all data-providing entities to supply accurate and updated indirect data.

Workdays required: 44 days

- Notifying higher education institutions of the need to provide the entities responsible for indirect ranking data with the required information.
- Ensuring that higher education institutions communicate with the mentioned entities and supply them with the data.

Entities Providing Indirect Ranking Data

Stage 3: Request Indirect Ranking Data from Data Providers

Workdays required: 22 days

- Initiating requests for indirect ranking data from the entities that provide it.
- Preparation by the entities and compilation of the data to be requested from higher education institutions.

General Administration of Ranking Programs

Stage 4: Collecting Indirect Ranking Data

Workdays required: 44 days

- Initiating the collection of indirect ranking data from the data-providing entities.
- Verifying the completeness of the required data.

General Administration of Ranking Programs

Stage 5: Verifying Quality and Accuracy of Submitted Data

Workdays required: 22 days

- Verification of the Quality and Accuracy of Submitted Data

General Administration of Ranking Programs

Stage 6: Processing, Data Cleaning, and Analysis

Workdays required: 44 days

- Processing, cleaning, and analyzing data.
- Generating reports.

General Administration of Ranking Programs

Stage 7: Approval and Release of Results

Workdays required: 22 days

Data Unavailable at the Entity

Insufficient Data

With comments

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