



General rules for data submission and evidence provision

- Please refer to user guide as principal resource. It includes important information on the data collection process, definitions, and FAQs. If the user guide does not have an answer that you are looking for, please email impact@timeshighereducation.com.
- In order to receive credit for answering a question, please ensure to include evidence wherever required. A handwritten explanation or handwritten examples without a URL reference included in the 'COMMENTS' box do NOT qualify as valid evidence.
- Evidence is better if it is public and recent. Please consider that evidence provided which is publicly available (e.g. on institution website) is the best kind of evidence because it is transparent. Accordingly, more credit will be given to publicly available evidence.
- Evidence does not have to be exhaustive: Where there are multiple choice options (e.g. local, national, regional, global) please upload the BEST piece of evidence. It is not required to submit evidence for each category.
- When uploading a multipage document as evidence (e.g. reports, publications) please use the 'COMMENTS' box to indicate which page is relevant for answering the question.
- For all policy related questions, please ensure that you are providing policy dates (last reviewed, created). Policy dates need to be entered into the portal system.
- 'University as a body': please read the questions carefully as we are looking for evidence showcasing the work of the university as a body, NOT individuals associated with the university. For example, if a professor is on the board of a government related agency, she/he must be there as a representative of the university as a body & not as an expert acting independently.
- Data is better if it is open: Spreadsheets, CSV and API access would count as open data.
- Reporting the number of people: We ask for either Full-time Equivalent (FTE) or headcounts. Please read the instructions and definitions carefully and ensure you provide numbers in the appropriate measure.
- Reporting financial data: Please provide monetary data in whole numbers ie 17654 with no punctuation or thousand separators. Decimal places are also not permitted.
- Reporting on data related to energy, water and/or waste: We expect these figures to be rounded figures.