Times Higher Education
World University Rankings
Your Brief Guide to Data Submission

Welcome to the *Times Higher Education* (*THE*) World University Rankings Brief Guide on how to submit your institution's data for the 2020 Rankings.

Data Sources

We use three sources of information to compile the *Times Higher Education* World University Rankings. These are:

- Institutional Data supplied directly by Higher Education institutions using our Secure Data Collection Portal (more details below).
- Bibliometric Data sourced from our partner Elsevier from their bibliometric database 'Scopus'.
- Academic Reputation Survey sent directly to academics. This survey examines the perceived prestige of institutions in teaching and research. More information on the Academic Reputation Survey can be found here.

We need your support for the Institutional Data Collection.

Submitting Data to the *THE* Secure Data Collection Portal

The *Times Higher Education* World University Rankings institutional data collection is designed to gather full and accurate information that helps us to profile your university.
The data collection runs from January to March, followed by a period of validation.

To submit your data for this year's rankings, you will need to do the following:

1. Nominate a Data Provider

To enter your institution's data into the secure Portal, a data provider for your institution will need to be nominated. To volunteer a data provider, please email us at profilerankings@timeshighereducation.com with their name, email address, job title, department and contact number. You will also be asked to provide the contact details for the head of the institution to be kept informed of progress. Once a data provider contact has been provided, they will receive an email with instructions on how to submit the relevant information, with the Portal URL and their login details.

2. Connect to the Portal

Once your data provider has received their login details and the URL, they will need to connect to the Data Portal.

3. Complete the four stages of the data collection process (between January and March)

A quick summary of the four stages of data collection using our Data Collection Portal:
Tab 1 – INSTITUTION: General information about your institution.
Tab 2 – DATA: Data regarding students, staff, degrees awarded and income at the overall institutional level, and at eleven different subject levels.
Tab 3 – CAVEATS: For entering a caveat statement if necessary.
Tab 4 – REVIEW, PRINT & SUBMIT: Review, print and submit your data.

The data we collect

- Number of academic staff (full-time equivalent FTE)
- Number of academic staff of international/overseas origin (FTE)
- Number of research staff (FTE)
- Total number of students (FTE)
- Number of students of international/overseas origin (FTE)
- Number of undergraduate degrees awarded
- Number of doctorates awarded
- Institutional income
- Research income
- Research income from industry and commerce

We will be collecting data for the year ending in 2017. "Year" is defined as follows:
- *The calendar year January to December 2017*
- *The academic year that ended in 2016-17*
- *The financial year that ended in 2017*

Subject Categories

The subjects we collect are the following:
1) Arts and Humanities
2) Clinical, Pre-clinical and Health
3) Computer Science
4) Engineering
5) Social Sciences
6) Life Sciences
7) Physical Sciences
8) Business and Economics
9) Law
10) Education
11) Psychology

Criteria for inclusion

In order to be included in the World University Rankings, universities need to provide us with a sufficient amount of data. They can also be excluded from the World University Rankings
- If they do not teach undergraduates, or;
- If their research output amounted to fewer than 1,000 relevant publications in the last five years (with a minimum of 150 a year) or;
- If 80 per cent or more of their research output is exclusively in one of our 11 subject areas.
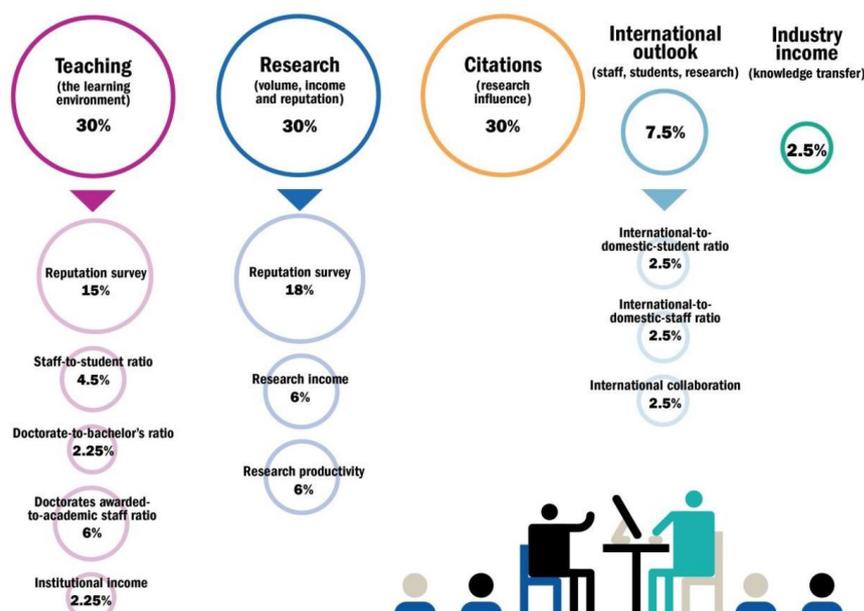
Calculating the results

The results of the World University Rankings are normally published towards the end of the year. The methodology for how *THE* calculate the rankings can be found at https://www.timeshighereducation.com/world-university-rankings/methodology-world-university-rankings-2019

For a short summary of our methodology, see below.

The performance indicators are grouped into five pillars:
- Teaching (the learning environment)
- Research (volume, income and reputation)
- Citations (research influence)
- International outlook (staff, students and research)
- Industry income (knowledge transfer).

These pillars are made up of 13 individual pillars shown in the diagram below:

Publication of the World University Rankings

We usually publish the World University Rankings every year in September. If your institution is ranked, you will receive an embargoed notification result a few days before the ranking is launched. If your institution is not ranked, you will also receive an email with the reason why your institution was excluded.

Any questions?

Many frequently asked questions (FAQ) are answered in the guidelines attached to the Data Collection Portal. If you have further questions, you can email the Data Collection team at profilerankings@timeshighereducation.com.