



DATA COLLECTION PORTAL

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## 1. INTRODUCTION

Welcome to the *Times Higher Education (THE) World University Rankings WUR* project. This guide explains the key aspects of the data collection process and how to navigate your institution's data collection portal account.

## 2. IMPORTANT REMARKS

- This year we are asking for two additional data points, for overall and the 11 subjects. We ask for two subsets of the 'Number of doctorates awarded' field: dividing this total into 'Number of research-based doctorates' and 'Number of professional doctorates'.
- We have further enhanced the validation errors process. A data submission will not be accepted if only the overall data submission is filled in. We highly recommend that you select "Yes" for all the subjects you do offer at your university, for a more accurate representation of your institution. We encourage institutions to submit as complete subject data as possible.
- Two years ago we introduced the option for an institution to mark data points as "Unavailable" or "withheld" in the form of 'drop down' boxes'. Not all institutions were using this option, and were still entering '0' or '1' when they meant 'unavailable'. Please note that if an institution enters a numerical value it will be treated as such. If data is not available please mark it as 'data unavailable' using the drop down boxes.
- We will ask you to provide explanations whenever you enter 'data unavailable'.
- The 'withheld' option has been removed for all mandatory fields.
- We will be collecting data this year for academic year ending in 2018.
- We are still collecting data for 11 subjects.

### 3. RECOMMENDATIONS

Before submitting your institution's data, we recommend that the following checks are carried out:

**Test your data collection account login.** Log in to the data collection portal - <https://secure.timeshighereducation.co.uk/wur/portal> with the email address you registered and password. If you are unable to log in or have forgotten your password, please click on the "Forgot password" link next to the log in button.

**Consider downloading Google Chrome:** The recommended browser for the *THE* data collection portal is Google Chrome. However, if you do not have access to Google Chrome, you will still be able to submit your data.

*THE* are continually updating the system to improve your user experience across all browsers.

#### **Check your submission by printing a preview before submitting:**

For a complete listing of data entry pages (from within the data collection tool):

- Select "REVIEW, PRINT AND SUBMIT" in the main menu.
- Click on the "PRINT" button.

When you are happy with your completed data, please submit it within the data collection portal by clicking on the Submit button within the main menu.

**What's next?** After you have submitted your entry, the *THE* World University Rankings team will perform validation exercises to ensure the data is consistent. We will be in touch should we have questions or need more information.

***Need more help?*** If you cannot find the help you need by **hovering your cursor over the data field** or in the **supporting documents**, please email the data collection team at [profilerankings@timeshighereducation.com](mailto:profilerankings@timeshighereducation.com) or alternatively contact us via telephone +44 (0)20 3963 4700 during UK office hours.

## 4. DATA SUBMISSION

The *Times Higher Education* World University Rankings data collection process is part of the *THE* World University Rankings project. The portal is designed to gather full and accurate information that helps us to profile your university. Please refer to our website for the full rankings methodology of how your data will be used: <https://www.timeshighereducation.com/world-university-rankings/world-university-rankings-2020-methodology>

### 4.1 SUBMISSION PROCESS

Log into the *THE* Data Portal by following the instructions sent to you by email, and select the *THE* WUR option. You will then be presented with the *THE* Data Portal Welcome Page. Ensure to read the information displayed here carefully.

To begin the data collection process, click on section 'Institution' at the top left hand side of the page.

There are four stages in the data collection process:



- **STAGE 1 - INSTITUTION:** Validate general information about your institution, such as address, website URL and description of its core mission. If any of this information is incorrect, please email us at [Profilerrankings@timeshighereducation.com](mailto:Profilerrankings@timeshighereducation.com). Please note that the Institution Logo, Brief Statement/Description of Institution (in English) and Mission Statement (in English) can be provided for internal purposes only, and will not be published on our website. Please contact [Profilerrankings@timeshighereducation.com](mailto:Profilerrankings@timeshighereducation.com) for more information.
- **STAGE 2 – DATA:** Enter detailed information about your institution's activities. This includes number of students, number of academic staff, number of degrees awarded

and income sources. Hover your cursor over any data field for more information. Detailed data definitions can also be found in Section 5 – [DATA FIELD DEFINITIONS](#). Click on ‘Save All Sections’ to save, **but not submit**, any information entered.

- **STAGE 3 - CAVEATS:** Enter a caveat statement clarifying aspects of the data you have submitted if necessary. This can be completed for each year. Click ‘Save’ to save, **but not submit**, any data.
- **STAGE 4 – REVIEW, PRINT & SUBMIT:** Review, print and submit your data. This section also has validation checks of key ratios. Please check your data if any warnings are shown before submitting. Note that **once submitted, you will not be able to edit your entry**, although you will still be able to review and print it.

The data collection portal should be used to provide us with the essential information about your institution that will enable us to put together the *THE* World University Rankings. As your institution’s data representative(s), it is vital that the integrity of the data is maintained, and therefore that you are the only person(s) from your institution entitled to input and submit data to the portal.

## 4.2 MANDATORY FIELDS

There are some mandatory fields which are essential if your institution is to be included in the THE WUR rankings. Other fields are only mandatory in order to qualify for the subject rankings.

All fields marked with a † are required in order to participate in the **Overall Rankings** (note that this includes some subject fields).

Fields marked with a \* are additionally required in order to be eligible for the **Subject Rankings**.

We understand that collecting the mandatory information will be time-consuming and may require input from different departments in your university, but it is very important that you provide complete and accurate information at each stage of the process to enable us to create a truly representative and comprehensive profile of your institution and what it does. Such

data will help to inform potential students, researchers, funding bodies and international collaborators about your university. Providing complete and accurate data will result in a fuller and more representative profile of your institution.

The mandatory fields are listed below. Please ensure to carefully read the Terms & Conditions regarding the data supplied (link at the bottom of every page) before completing these.

**Please note:** *If you do not meet the minimum requirements for data input, THE may have to rely on approximate data. When in doubt, we will use a conservative estimate, which could result in a less than fair representation of your institution, or even in the exclusion of your institution from the THE World University Rankings (in cases of insufficient data).*

#### 4.2.1 LIST OF MANDATORY FIELDS

The minimum mandatory fields are denoted by a † in the portal. You will find below the list of the mandatory fields in the portal per section:

- Institution (some of these fields might be pre-filled, please verify and amend the data accordingly).
  - Institutional details
    - Year of foundation
    - Currency
    - University funding status (Public / Private not for profit / Private for profit)
    - Type of Education offered (Undergraduate / Postgraduate / Both)
    - University Accrediting Body
  - Contact details
- Data
  - Overall
    - Number of academic staff (†)
    - Number of academic staff of international/overseas origin (†)
    - Number of research staff (†)
    - Total number of students (†)
    - Number of students of international/overseas origin (†)
    - Number of undergraduate degrees awarded (†)



- Number of doctorates awarded (†)
- Number of research-based doctorates awarded (†)
- Number of professional doctorates awarded (†)
- Institutional income (†)
- Research income (†)
- Research income from industry and commerce (†)
- And the following subject fields for each applicable subject:
  - Number of academic staff († \*)
  - Number of research staff († \*)
  - Number of doctorates awarded († \*)
  - Number of research-based doctorates awarded (†\*)
  - Number of professional doctorates awarded (†\*)
  - Research income († \*)

Data in each of the subject areas are necessary for the overall rankings to enable us to produce meaningful performance indicators. We use these fields to subject-weight certain indicators, since these vary by subject - so even if you do not wish to participate in the subject rankings, but only in the overall rankings, you must complete all fields marked with a †.

The following fields are additionally required (for each applicable subject) to be considered for the subject rankings:

- Number of academic staff of international/overseas origin (\*)
- Total number of students (\*)
- Number of students of international/overseas origin (\*)
- Number of undergraduate degrees awarded (\*)
- Institutional income (\*)
- Research income from industry and commerce (\*)

#### 4.2.2 WITHHELD AND UNAVAILABLE DROPDOWN

If your institution cannot or does not wish to provide certain data points, please select “**Unavailable**” or “**Withheld**” from the dropdown as applicable. Please note if you input more than two such responses, you will get a warning upon submission to indicate that it **may not be accepted for the rankings**.

To remove a Withheld or Unavailable selection, please deselect your choice from within the dropdown menu.

Whenever you select 'Unavailable' you will be asked to provide explanations.

### 4.3 SUBJECT CATEGORIES

We realise that academic institutions are complex organisations whose activities are not easily categorised into subject areas, therefore pro-rata estimations are acceptable.

We also acknowledge that data reporting for different subject areas within institutions may be imprecise and there may be some overlap between subject areas. Therefore we do not anticipate that the overall information will be a precise amalgamation of the different subject areas - limited overlaps between subjects, while not preferable, are permitted. However, it is essential that such overlaps are not counted twice for the Overall section.

In cases where the subject data does not add up to the Overall data, we may recalibrate your subject data as appropriate.

Please indicate if the applicable subject is taught at your institution by indicating "YES" or "NO" in the "Department Applicable" query. If your university does not teach the subject area, you should select "No".

The subject category guidelines are:

#### ARTS AND HUMANITIES

- Art, Performing Arts & Design (inc. Creative Arts)
- Languages, Literature & Linguistics
- History, Philosophy & Theology (inc. Classics)
- Architecture
- Archaeology

#### CLINICAL, PRE-CLINICAL AND HEALTH

- Medicine & Dentistry
- Other Health (inc. Nursing & Healthcare Services)

#### COMPUTER SCIENCE

- Computer Science
- Software Engineering
- Information Systems

#### ENGINEERING

- General Engineering
- Electrical and Electronic Engineering
- Mechanical and Aerospace Engineering

	<ul style="list-style-type: none"> <li>• Civil Engineering (inc. Construction &amp; Materials Science)</li> <li>• Chemical Engineering</li> </ul>
<p><b>SOCIAL SCIENCES</b></p> <ul style="list-style-type: none"> <li>• Communication &amp; Media Studies</li> <li>• Politics &amp; International Studies (inc. Development Studies)</li> <li>• Sociology (inc. cultural studies, population &amp; anthropology)</li> <li>• Geography</li> </ul>	<p><b>LIFE SCIENCES</b></p> <ul style="list-style-type: none"> <li>• Agriculture &amp; Forestry (inc. food)</li> <li>• Biological Sciences (inc. biochemistry)</li> <li>• Veterinary Science (inc zoology)</li> <li>• Sports Science</li> </ul>
<p><b>PHYSICAL SCIENCES</b></p> <ul style="list-style-type: none"> <li>• Mathematics &amp; Statistics</li> <li>• Physics &amp; Astronomy</li> <li>• Chemistry</li> <li>• Geology, Environmental, Earth &amp; Marine Sciences</li> </ul>	<p><b>BUSINESS AND ECONOMICS</b></p> <ul style="list-style-type: none"> <li>• Business &amp; Management</li> <li>• Accounting &amp; Finance</li> <li>• Economics &amp; Econometrics</li> </ul>
<p><b>EDUCATION</b></p> <ul style="list-style-type: none"> <li>• Education</li> <li>• Teacher Training</li> <li>• Academic Studies in Education</li> </ul>	<p><b>LAW</b></p> <ul style="list-style-type: none"> <li>• Law</li> </ul>
<p><b>Psychology</b></p> <ul style="list-style-type: none"> <li>• Psychology</li> <li>• Educational / Sport / Business / Clinical / Animal Psychology</li> <li>• Clinical Psychology</li> </ul>	

## 4.4 USEFUL INFORMATION WHEN SUBMITTING DATA

### 4.4.1 YEAR

The *THE* World University Ranking's data collection process takes place once a year. Information submitted this year will be retained by *THE* and used as a historical record of your institution's profile for future submissions. You will not be able to edit previous years' data.

This year we will be collecting institutional data for **2018**. A university “year” may be a calendar year or may be seasonal. Some institutions’ academic years are different from their financial years.

“Year” for the purposes of the portal is defined as follows:

- The calendar year January to December 2018
- The academic year that ended in 2017-18
- The financial year that ended in 2018

However, note that these are only examples. You may use the most appropriate annual cycle that best fits your data, **but ends in 2018**.

#### 4.4.2 PRE-POPULATED DATA

Institutions’ contact details are pre-populated in certain fields using data found on universities’ websites.

For UK universities we also obtain teaching and research data from the United Kingdom Higher Education Statistics Agency (HESA) at <http://www.hesa.ac.uk/>. If you are a UK university, *THE* will contact you directly with further details. If you have a concern regarding this process, please contact the data collection team on +44 (0)20 3963 4700 during UK office times or send an enquiry to [profilerankings@timeshighereducation.com](mailto:profilerankings@timeshighereducation.com).

#### 4.4.3 LANGUAGE

All data must be entered in English. If you enter all your text in English it will make your institution’s information more accessible to more people.

#### 4.4.4 IPEDS (US INSTITUTIONS)

For Higher Education Institutions in the USA who wish to use IPEDs data, you can download the IPEDS subject mapping document from our portal. This will provide you with the mapping between IPEDS and *THE* subject mappings fields.

However, please note that *THE* request a broader range of fields by subject than are typically available through IPEDS.

#### 4.4.5 SUBSIDIARY & AFFILIATED INSTITUTIONS

Many institutions have constituent parts, such as overseas campuses and affiliated hospitals, and we recognise that it is often difficult to view these elements independently. To help you decide whether to include data relating to such affiliated institutions, please consider whether these elements are included in your annual financial reports, and how they relate to our definitions. For example, if we consider hospital income, the basic running of the hospital should not be included, however teaching and research income within the hospital would be included. Once you decide whether an affiliated institution's data should be included or not, please try to retain consistency across all data points.

#### 4.4.6 PUBLICATIONS: NAME VARIANTS AND AFFILIATIONS

We do not require you to submit information about your institution's publications or citations. We source this data direct from Elsevier's Scopus database.

However it is important to ensure with Elsevier that your institution's publications are correctly affiliated to you. Elsevier strive to keep abreast of name changes and institutional mergers, and endeavour to ensure the data are linked to the most up-to-date name and organisation of an institution.

Please click on the below link to access our *Bibliometric Data Factsheet* (in English):

[https://the-impact-report.s3-eu-west-1.amazonaws.com/wur\\_2020/Bibliometric+Data+Factsheet+-+THE+World+University+Rankings+2021.pdf](https://the-impact-report.s3-eu-west-1.amazonaws.com/wur_2020/Bibliometric+Data+Factsheet+-+THE+World+University+Rankings+2021.pdf)

#### 4.4.7 MERGERS

If your institution is going through a merger process or any other major institutional changes, please contact [profilerankings@timeshighereducation.com](mailto:profilerankings@timeshighereducation.com) as soon as possible.

## 5. DATA FIELD DEFINITIONS

*THE* aim to use internationally recognised data definitions that are familiar within public-sector institutions, and have carefully chosen definitions to represent data that are valid and comparable internationally.

Definitions are generally sourced from the UNESCO Institute for Statistics, International Standard Classification of Education – 2011 version ISCED-2011.

The “ISCED 2011” publication is available to download in many different languages: <http://uis.unesco.org/sites/default/files/documents/international-standard-classification-of-education-isced-2011-en.pdf>

Once a degree / program has been categorized as a specific level of study, that should be used consistently for students FTE and awards’ submissions.

The following guidelines apply to all fields.

### 5.1 REPORTING FINANCIAL / MONETARY NUMBERS & ESTIMATIONS

Please provide monetary data in **whole** numbers ie 17654 with **no** punctuation or thousand separators. Decimal places are also **not** permitted.

Monetary values should be reported in the currency you selected within the portal’s ‘Institution’ section. If you need to alter this, please contact us. We then use World Bank “purchasing-power parity” conversion rates to convert to a common denomination.

It is possible that monetary values will vary year to year based on the award of large multi-year contracts and grants. For year-on-year consistency, we recommend that you split the

value of these contracts and grants over the years for which they cover. Please ensure such reporting is consistent.

Monetary values should not include loans (unless forgiven), or money carried forward from previous years.

## 5.2 REPORTING NUMBERS OF PEOPLE: “FULL-TIME EQUIVALENT” (FTE)

### DEFINITION

Please provide people data as Full-Time Equivalents (FTE), with no commas or thousand separators eg. 18742.5. Decimal points of accuracy are not required but are acceptable.

There are various methods of counting students and staff at institutions. Many staff and students work part time, making a straightforward headcount a poor measure of actual volumes. We standardise the data to the equivalent of a single full-time student or academic, to avoid numbers being artificially inflated by part-time workers and students.

All data regarding staff and student numbers should therefore be reported as full-time equivalents (FTE). 1.0 FTE may be thought of as one person working full time for a year, while an FTE of 0.5 means half of a full work or study load. The FTE for a student or staff member could be calculated as the total number of hours worked (or modules studied) during the year, by the number of working hours or modules of a full time person.

In some institutions, students are on flexible “credit hours”. In such cases, please report them in terms of one year’s worth of full-time credit hours. E.g. if a year requires 50 credit hours to complete, then a student that enrolls to 25 credit hours in their first year is 0.5 FTE.

### 5.3 DEFINITIONS

Please find the definition of each data field below:

DATA FIELD DEFINITION	DEFINITION	CATEGORY NOTES
<b>Number of academic staff</b> († *)	The FTE (see above definition) number of staff employed in an academic post, eg,	<ul style="list-style-type: none"> <li>This should include permanent staff and staff employed on a long-term contract basis.</li> </ul>

	<p>lecturer, reader, professor. This equates to “faculty” in US.</p> <p>Teaching-only staff and staff whose contract encompasses both teaching and research s need to be categorised here.</p>	<ul style="list-style-type: none"> <li>• This includes assistant and associate professors.</li> <li>• This will NOT include: non-teaching “fellows” (the term varies across countries), researchers (only doing research), postdoctoral researchers, research assistants, clinicians of all types (unless they also have an academic post), technicians and staff that support the general infrastructure of the institution or students (of all levels).</li> <li>• This will NOT include staff that hold an academic post but are no longer active (eg, honorary posts or retired staff) or visiting staff.</li> <li>• Note that “academic staff” should not include clinicians from affiliated hospitals unless they also have an academic post and a sizeable portion of their workload involves teaching or research.</li> <li>• This does NOT include Research staff (please see <a href="#">6.10 PEOPLE DEFINITIONS</a>).</li> </ul>
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		<ul style="list-style-type: none"> <li>• Please see FAQ at the end of this document, for specific examples -&gt; <a href="#">6.10 PEOPLE DEFINITIONS.</a></li> </ul>
<b>Number of academic staff of international/overseas origin († *)</b>	The FTE number of “academic staff” (see above) whose nationality differs from the country where your institution is based.	<ul style="list-style-type: none"> <li>• Notes as per “Number of academic staff”</li> <li>• In case of dual nationality, if a staff member has multiple nationalities, one national and one international, they should be counted as national.</li> <li>• By the same token, this will NOT include naturalised citizens, but includes permanent residents (who still hold ‘international’ nationality).</li> <li>• This is a subset of total number of academic staff</li> </ul>
<b>Number of academic staff that are female</b>	The FTE number of female “academic staff” (see above)	<ul style="list-style-type: none"> <li>• Notes as per “Number of academic staff”</li> <li>• This is a subset of total number of academic staff</li> </ul>
<b>Number of research staff († *)</b>	The FTE number of staff employed to do research ONLY. This is mutually exclusive to academic staff.	<ul style="list-style-type: none"> <li>• These are usually contracted for a specific research project and not permanently attached to the institution. This will include researchers, research</li> </ul>

	<p>Research-only staff need to be categorised here.</p>	<p>fellows and postdoctoral researchers.</p> <ul style="list-style-type: none"> <li>• This will NOT include professors, lecturers, clinicians, technical staff, admin staff, PhD students, or other students.</li> <li>• This is NOT a subset of Academic staff.</li> </ul>
<p><b>Number of students</b> († *)</p>	<p>This is the FTE number of students in all years and of all programmes that lead to a degree, certificate, institutional credit or other qualification.</p>	<ul style="list-style-type: none"> <li>• Typically these will be undergraduate AND postgraduate students who are studying for higher education programmes such as bachelor’s, master’s, doctoral or other equivalent degrees or components of those programmes, but NOT postdoctoral students.</li> <li>• This will only include significant programmes: typically they will be three or more years in length</li> <li>• It will include visiting/exchange students who are studying for programmes that result in credits at your institution (ie, incoming students). It will not include exchange students who are currently studying at</li> </ul>

		<p>another institution (ie, outgoing exchange students, who are not currently studying for credits at your institution). It will include students on placements.</p> <ul style="list-style-type: none"> <li>• It will NOT include students who are not currently active.</li> </ul>
<p><b>Number of students are of international/overseas origin († *)</b></p>	<p>The FTE number of “students” (see above) whose nationality differs from the country where your institution is based</p>	<ul style="list-style-type: none"> <li>• Notes as per “Number of students”</li> <li>• In case of dual nationality, if a student has multiple nationalities, one national and one international, they should be counted as national.</li> <li>• By the same token, this will NOT include naturalised citizens, but includes permanent residents (who still hold ‘international’ nationality).</li> <li>• This is a subset of the total number of students</li> </ul>
<p><b>Number of students that are female</b></p>	<p>The FTE number of female “students” (see above)</p>	<ul style="list-style-type: none"> <li>• Notes as per “Number of students”</li> <li>• This is a subset of the total number of students.</li> </ul>

<b>Number of bachelor students</b>	The FTE number of undergraduate “students” (see above)	<ul style="list-style-type: none"> <li>• These are typically students studying for the equivalent of an -2011 Level 6 qualification. (See <a href="#">ISCED 6 Source Definition</a> and <a href="#">Chapter on ISCED Level 6</a>).</li> </ul>
<b>Number of masters students</b>	The FTE number of masters “students” (see above)	<ul style="list-style-type: none"> <li>• These are typically students studying for the equivalent of an ISCED-2011 Level 7 qualification. (See <a href="#">ISCED 7 Source Definition</a> and <a href="#">Chapter on ISCED Level 7</a>).</li> </ul>
<b>Number of doctorate students</b>	The FTE number of doctorate “students” (see above)	<ul style="list-style-type: none"> <li>• These are typically students studying for the equivalent of an ISCED-2011 Level 8 qualification. (See <a href="#">ISCED 8 Source Definition</a> and <a href="#">Chapter on ISCED Level 8</a>).</li> </ul>
<b>Number of undergraduate degrees awarded (number of bachelor’s degrees awarded) († *)</b>	The number of degrees awarded during this year for a taught undergraduate programme.	<ul style="list-style-type: none"> <li>• This will include significant programmes only -typically they will be three or more years in length.</li> <li>• This will include bachelor’s and other equivalent degrees, equivalent to Unesco ISCED-2011 Level 6. (See <a href="#">ISCED 6 Source Definition</a> and <a href="#">Chapter on ISCED Level 6</a>).</li> <li>• This will NOT include individual master’s degrees, PhDs or</li> </ul>

		<p>programmes for occupational skills.</p> <ul style="list-style-type: none"> <li>• This will NOT include students doing a master’s degree or other postgraduate degree (except as part of a joint bachelor’s programme as listed above), PhD students or students of programmes for occupational skills.</li> <li>• This will include degrees where the bachelor’s degree is included as part of the course and results in a single qualification (applicable for some masters and “diplom” courses)</li> <li>• This figure does not need to be adjusted for FTE.</li> </ul>
<p><b>Number of doctorates awarded (+ *)</b></p>	<p>This is the number of doctoral degrees awarded this year.</p>	<ul style="list-style-type: none"> <li>• This is usually the equivalent to Unesco ISCED 2011 as Level 8. (See <a href="#">ISCED 8 Source Definition</a> and <a href="#">Chapter on ISCED Level 8</a>).</li> <li>• This should include both the number of research-based doctorates and the number of professional doctorates.</li> <li>• The number of doctorates awarded should total the number of professional doctorates awarded (see</li> </ul>


		<p>below) and the number of research-based doctorates awarded (see below).</p> <ul style="list-style-type: none"> <li>• This will NOT include master's students (including research-based master's degree or master of philosophy or other equivalent).</li> <li>• This figure does not need to be adjusted for FTE.</li> </ul>
<b>Number of research-based doctorates awarded († *)</b>	This is the number of advanced research-based degrees (PhD and equivalent) awarded this year.	<ul style="list-style-type: none"> <li>• This only includes research-based degrees.</li> <li>• This is a subset of the total number of doctorates awarded.</li> <li>• This is mutually exclusive to the number of professional doctorates awarded.</li> </ul>
<b>Number of professional doctorates awarded († *)</b>	This is the number of professional doctoral degrees awarded this year.	<ul style="list-style-type: none"> <li>• This only includes professional doctorates, such as medical doctorate (MD) or juris doctor (JD)</li> <li>• This is a subset of the total number of doctorates awarded.</li> <li>• This is mutually exclusive to the number of research-based doctorates awarded.</li> </ul>

<p><b>Institutional income</b> († *)</p>	<p>Your institution's total income this year.</p>	<ul style="list-style-type: none"> <li>• To be provided in the currency previously identified as that used by your institution</li> <li>• This should include all forms of income, such as general university funds, grant income, contract income, teaching income, donations, investments and commercialisation.</li> <li>• This is the gross income.</li> <li>• This will include research income.</li> </ul>
<p><b>Research income:</b> († *)</p>	<p>The income your institution has received during this year specifically for research purposes.</p>	<ul style="list-style-type: none"> <li>• To be provided in the currency previously identified as that used by your institution</li> <li>• This may be the result of short-term contracts or longer-term research units.</li> <li>• This is externally sponsored research and it will NOT include; general funding for your institution, income that is generated by your institution (eg, donations, awards won, investments or commercialisation) or teaching income.</li> <li>• This is the gross income.</li> </ul>

		<ul style="list-style-type: none"> <li>• This will include “research income from industry and commerce” (see below).</li> </ul>
<b>Research income from industry and commerce</b> († *)	The research income received from industry or other commercial bodies	<ul style="list-style-type: none"> <li>• To be provided in the currency previously identified as that of your institution.</li> <li>• This is the gross income.</li> <li>• It will NOT include general funding for your institution, income that is generated by your institution (eg, donations, investments or commercialisation), income from teaching or income generated from public sources (government and charities).</li> </ul>


## 5.4 DATA VALIDATION

When you come to submit your data, a warning box will appear at the top of the ‘Review, print & submit’ page if you have any potential issues with your submission.

Many of these checks are simply for your information only, but certain ‘errors’ or missing information will actually prevent you from successfully submitting. Any blocking errors will be detailed within the warning block at the top of the screen and marked with a . These will need resolving before you will be able to submit.

Once your data has been submitted, you will be shown a screen of basic results to check your data entries.



These checks are provided for your benefit and information only, and will not prevent submission, since we are aware that each institution has individual circumstances. You are free to submit even if you have such warning flags (marked with a ). We encourage you to provide us with explanations. We will also be performing checks within our team and may contact you later to verify certain information.

The following basic checks are made:

1. A variance of more than 30% for all data compared to the previous year's entry will give a warning flag.
2. Although overlaps are permitted, if the total of each datapoint across the subjects differs from the Overall datapoint provided, a warning flag will appear.
3. Number of students – between 1 and 1,000,000
4. Number of undergraduate degrees – between 1 and 1,000,000
5. Number of academic staff – between 1 and 1,000,000
6. Ratios will be provided for you to self-check your institutions profile. These are not enforced but are for your information:
  - a. Percentage international students (must be between 0-100%)
  - b. Percentage international staff (must be between 0-100%)
  - c. Percentage female students (must be between 0-100%)
  - d. Percentage female staff (must be between 0-100%)
  - e. Student-to-academic staff ratio (traditionally between 1:1 and 1:100)
7. Research income must be a subset of (less than or equal to) total institutional income.
8. Research income from industry & commerce must be a subset of (less than or equal to) total research income.
9. Income values <10000 will give a warning flag.

10. A value of “0” will give a warning message asking if this value is correct or should in fact be “Data Unavailable”. Any 0s will be accepted as a real numerical value and will be treated as such.
11. A “Data unavailable” will give a warning message asking if this value is correct or should in fact be “0”.
12. A warning message will appear if a university’s number of undergraduate degrees awarded is 1% or less of the overall number of students FTE
13. Subjects – if you have not selected any subjects as “Applicable” we will flag this to you. If you have not selected at least one subject, you will not be able to complete submission.
14. If you have selected “Unavailable for three or more mandatory fields (†), this will be flagged to you, as this may mean that *THE* will not accept your submission or will use very conservative estimates.

## 6. FREQUENTLY ASKED QUESTIONS

### 6.1 ACCESS

#### 1. How do I get access to the *THE* data collection portal?

Please send an email to [profilerankings@timeshighereducation.com](mailto:profilerankings@timeshighereducation.com) to nominate your data provider. The data collection portal URL is at: <https://secure.timeshighereducation.co.uk/wur/portal>. The institution’s data provider representative will be sent the *THE* data portal URL and their login details in order to access the portal.

#### 2. How do I change my password?

To change your password, log in and go to the main navigation of the portal. Click on your name in the top right-hand side of the screen. You can reset your password from here. If you are experiencing problems changing your password, contact [profilerrankings@timeshighereducation.com](mailto:profilerrankings@timeshighereducation.com).

### **3. I have forgotten my password. How do I reset it?**

Click on the “forgot password?” link on the login page of the *THE* Data Collection Portal to reset your password.

## **6.2 INSTITUTION DETAILS**

### **4. How can I change my institution details (name/address/email/telephone number)?**

If you wish to change your institution details, please contact us at [profilerrankings@timeshighereducation.com](mailto:profilerrankings@timeshighereducation.com).

## **6.3 GENERAL QUERIES**

### **5. How can I stay informed?**

Periodic announcements and results will be sent to the email addresses provided for data submission. Please contact our team at [profilerrankings@timeshighereducation.com](mailto:profilerrankings@timeshighereducation.com) to add members of your team to our distribution list.

Please also visit our website here: <http://www.timeshighereducation.com/world-university-rankings/>

### **6. Is there a cost associated with participation in the programme?**

No. However there is arguably a cost to not participating, in terms of not showcasing your institution.

**7. What is the difference between this & the Thomson Reuters request for information that I have had? Which one do I need to complete?**

Thomson Reuters no longer collect data on our behalf. In order to be considered for the *Times Higher Education* World University Rankings you will need to provide data on our online portal.

## 6.4 DATA PRIVACY

**8. Who has access to our data?**

Information on how we use your data and who has access to the data can be found in the Terms & Conditions: <http://www.timeshighereducation.co.uk/terms-and-conditions/>

**9. Is the website secure?**

The *THE* World University Ranking data collection site is encrypted with an https SSL certificate.

## 6.5 TIMING

**10. We cannot submit by the deadline - what do we do?**

The data collection period starts in January and the final deadline for submissions is the end of March. If you believe there will be an issue in meeting this deadline, please contact us at [profilerankings@timeshighereducation.com](mailto:profilerankings@timeshighereducation.com).

### **11. What is the relationship between when data are collected and when data are published in the *THE* World University Rankings?**


The rankings, released in September-October, use data collected in January-February-March of the same year.

## **6.6 SAVE/SUBMIT**

### **12. How do I submit?**

In order to submit your data, please go to the last section "Print & Review". Please take note of any errors highlighted on this page that may prevent your submission as you will need to correct these in order to submit. At the bottom of the page, there is a check box to confirm your agreement with the terms and conditions, then please click "Submit".

### **13. Why can't I submit my data?**

If you haven't fully completed all the compulsory fields the system will not allow you to submit the data (please note that all the fields marked with a † are mandatory, which includes some fields within the Subject areas). We also have some validation checks that will flag an error to you  and block your submission if your data is deemed to be inconsistent. All such errors will be shown to you on the final "Print & Review" submission page. Please correct any such errors, then you should be able to submit.

### **14. Can I print out the data collection questions?**

Yes, there is a print and review feature on the final page of the data submission portal, which will display all the data fields as well as some validation check results.

### **15. Can I submit data using another method?**

Providing us with your institution's data through our online portal is the only way you can be considered in the *Times Higher Education (THE)* World University Ranking.

**16. Can my data can still be changed after I pressed submit?**

If you have made an error in your data, and the deadline in March has not yet passed, please contact [profilerankings@timeshighereducation.com](mailto:profilerankings@timeshighereducation.com) to request that your data be unsubmitted.

**17. How do we know if we have submitted our data?**

When you have submitted your data, the "Submit" button will no longer appear on the portal. This means you have successfully completed your data submission. You would also no longer be able to edit it.

## 6.7 MISSING DATA

**18. I do not have sufficient data to complete the data collection portal, can I still submit?**

You do not have to submit data for every field, but there is a minimum requirement to complete the fields marked with a † (which includes some subject fields) in order to be considered for the overall rankings.

We also now have options to mark fields as "Unavailable" - however it is only advisable to use this option for a maximum of two of the mandatory fields, since we use conservative estimates may invalidate your submission if too many datapoints are missing. However if the data is not available you must indicate that. Any numerical values will be treated as such.

**19. It is challenging for us to provide accurate data as our records are not compatible with the *THE* data definitions. Can you help?**

The *THE* data definitions were developed with the help of a panel of international advisers and are designed to collect information that is relevant and comparable globally. We

appreciate that these definitions may differ from the definitions used in particular geographical regions. Should you have questions about how to interpret data definitions or report data, please contact the data collection team at [profilerankings@timeshighereducation.com](mailto:profilerankings@timeshighereducation.com).

**20. I do not have the exact data of some fields you are requesting - can I estimate?**

It is acceptable to provide estimations where exact data is not available - please describe how you have made the estimation in the Caveats section.

**21. If an institution doesn't provide information, do you rank it anyway?**

Usually it is not possible to generate the required indicators to create a fair ranking without a university's participation.

**22. May we provide a caveat statement explaining limitations or unique characteristics of our submitted data?**

Yes. It is possible to complete a caveat statement (in English please) which can include clarifying data and explanations.

## **6.8 ENTITY LEVEL**

**23. My institution is very large with multiple branches all over the country. How should I report my institution; should each campus be reported individually or should I provide the information on the main campus?**

Many institutions have constituent parts, and we recognise that it is often difficult to view these elements independently. To help you decide whether to include data relating to such affiliated institutions, it is worth considering if such elements are included or excluded from your annual and financial reports, or are a single legal entity or not. Once you decide whether

an affiliated institution's data should be included or not, please retain consistency with all related data.

**24. Can my institution participate in the ranking separately from our main campus participating? We would like to report our institution independently in addition to the main university.**

Your institution may decide to report separately from the main campus, however this should be agreed with the other affiliates of the institution. If the main campus agrees, then the data submission of the main campus must not include the data of the affiliate reporting separately, to prevent double-counting.

**25. Should we include income generated from the university hospital?**

The income for the University Hospital should only include income used for teaching and should not include operational income of the Hospital. This also applies to Research Income. Therefore, funding for clinical trials for example, can be included, but not income generated from general medical service fees.

## **6.9 YEAR QUERIES**

**26. What year data do you collect?**

This year we are collecting data from 2018. We need to compare universities using data from the same year, and some universities have academic years that finish at different times of the calendar year. There is also a lag required for data to be collated, verified and approved that varies amongst institutions. Therefore, in global terms, the most complete data available for all institutions has been found to be from 2 years ago.



**27. Example calendar year 2018 refers to the academic year 2017 – 2018. But is the financial year from January 2018 until December 2018?**

If your academic year starts in October (for example), we would advise that you base your financial data on the same period. However if your formal financial year ending in 2018 accords with a slightly different period, this is acceptable to use instead.

**28. How is the founding year defined - is it the year that the university has been officially established or the year actual teaching began?**

This field is used for the eligibility in the "Young" rankings. Please see the definitions at the following page:

<https://www.timeshighereducation.com/100-under-50-rankings-2012-methodology>

**29. Can we change last year's data?**

It is not possible to change last year's data as the World University Rankings for that year have already been published.

**30. We have more recent data available than what is requested in the data collection portal. Where can we enter this data?**

Data can only be entered for the years outlined in the data collection portal.

## **6.10 PEOPLE DEFINITIONS**

**31. What counts as long-term? Should temporary, short-term teaching staff be counted?**

"Academic staff" pertains to permanent staff and those employed on long-term contracts.

We realise that for all data collected, institutions' interpretations of our requirements will

vary to a degree. The distinction of “permanent staff and those employed on long-term contracts” is there to deter the reporting of temporary, short-term employees. We are aiming for a number that represents the overall, stable size of your academic staff. As a guide, we can indicate that an academic staff member is considered ‘long-term’ if they have been at the university for around 6 months. However, please note this for us is a guidance only. We are looking here for staff who have ‘long-term relationship with the university’. What should not be included are all kinds of atypicals, very casual staff or visiting professors.

**32. Should non-tenure track professors be included in the academic staff?**

Yes, non-tenure track professors – such as regular adjunct professors or sessionals – can be included in the academic staff body. We are looking for a number that represents the overall, stable size of your academic staff, and if they are a distinctive and stable part of the academic staff body, they should be included.

**33. Should research staff include those researchers who work on our campuses but are employed (contracted and paid) by a partner research organization?**

Staff included in your data should be part of your organisation's stable staff numbers.

**34. Academic staff “... will NOT include: ... technicians and staff that support the general infrastructure of the institution or students (of all levels). ...” Does this mean posts such as Vice-Chancellor, Deputy Vice-Chancellors, Deans, etc. (who have a support function in terms of student / institutional administration, yet also have an academic function and partake in teaching and research and are mostly Professors) should be excluded or not?**

If they have an academic function and partake in teaching then yes they should count towards academic staff, but their contribution should be calculated in FTE terms, since only their academic / teaching role should count towards this, not their time spent in their support function / general infrastructure role.

**35. Should we include students studying uniquely online?**

We have previously suggest that online students can be reported, as long as the staff "teaching" these students are also reported, and that the online activities are leading to some kind of institutional award / they are taking a credit bearing course. They should also be sure to report them in FTE, so if the students are on flexible "credit hours", you should report the FTE of one year's worth of credit hours. For example, if a year requires 50 credit hours to complete, then a student that enrolls to 25 credit hours in their first year is 0.5 FTE.

**36. How do we treat placement students?**

Please include placement students, if their placement forms part of their credit for their degree.

**37. Regarding exchange students, do we include outgoing and incoming exchange students?**

Please include incoming exchange students and exclude outgoing exchange students.

**38. Should I divide all the students into full time and part time, or is it necessary to calculate exams (credits) separately for each faculty?**

It is necessary to complete the FTE student numbers both overall and for each relevant subject faculty please.

**39. How is the distinction between "academic staff" and "research staff" made in calculating the ranking?**

"Academic staff" category is the main denominator for many of the indicators, except for

publication output per staff, which uses the sum of Academic Staff + Research Staff as the denominator.

## 6.11 DEGREE LEVEL

### **40. Why do you not collect data on number of masters degrees?**

We do not collect 'Number of master degrees awarded' because this datapoint is not used as an indicator in our methodology when calculating the *Times Higher Education* World University Rankings. Therefore, this data field has not been included this year in order to reduce the burden on universities who already have a large amount of data to input into our Data Portal.

### **41. We're a Grande Ecole in France – our students pass 2 years of 'classes préparatoires' and a highly competitive entrance exam before entering. They then study to obtain a specialist diplôme, but often pass a masters in parallel. How should we record our students?**

According to the Unesco ISCED guidelines upon which we base our definitions, graduates from Grande Ecoles attain the equivalent of a bachelors / undergraduate qualification level, so please input your student data in these fields.

### **42. How do we classify the "diplom"?**

In the case of European universities, "diplom" awards are classified as programmes that are five or more years in duration that prepare the student for a first degree/qualification, and can be classified as either an undergraduate or a master's degree. Institutions should consider carefully, in consultation with the Unesco ISCED guidelines that our definitions follow, which category their diplom falls into.

**43. Our university system includes programmes of five and six years duration, that are not separated into undergraduate first then masters, but only receive a masters degree at the end - are they undergraduate or masters students?**

It is the level of degree that the student attains that is important here, rather than the duration of the course. If they would receive an undergraduate (bachelors) degree at the end of their course they should be included in that category, alternatively if they would receive a masters degree at the end of their course then please include them in the masters category.

**44. What is meant by “occupational programmes”?**

Some institutions refer to the skills of mechanics, electricians, etc, as “vocational” rather than “occupational”, so the definition can be misleading. Here are some web definitions to consider when deciding who to include in your reporting:

- Occupation is a field or an area of work, for example; agriculture, business, medicine.
- Vocation is a specific work in an occupation e.g. building construction or electrical works in technical.

Various types of education can be considered “occupational”. For example, students who aim to become carpenters or electricians often work as apprentices to get practical training, while others attend vocational schools to train as nursing assistants or hairdressers. In some regions, vocational education may be classified as teaching “procedural” or “imperative” knowledge as opposed to “descriptive” or “declarative” knowledge, as used in education in a usually broader scientific field, which might focus on theory and abstract conceptual knowledge, characteristic of higher education. When we say to exclude “occupational professions”, we understand that this might be interpreted to include medical (and similar) students, which is not our meaning. Data for all professional studies, eg, medical, law, etc, should be included in your entry.

## 6.12 FINANCIAL DATA

**45. Please confirm if “Research income” is money that we have received to make research (e.g. competitive grants) but not money that we have received to build a new research centre (even though those are for future research)?**

Grants, etc. would be considered research income. The money going towards a new research centre, even though it will be used in the future for your research, would NOT go under research income, since it only indirectly contributes to research processes.

**46. What currency should I report financial data in?**

The first time you submit data within the portal, it will allow you to enter the currency used by your institution.

**47. What do you mean by "investment"?**

Investment refers to the financial income (returns) of any investments, not investment expenditures that have been made.

**48. What is teaching income?**

Teaching income means income derived from teaching, e.g. tuition fees (if charged) and/or government grants to cover the teaching costs.

## 6.13 SUBJECT DATA

**49. Do you have a CIP Code crosswalk?**

Yes we now provide the IPEDS CIP code mappings as a separate attachment available in the data collection portal.

**50. For subject category data, how do we count undergraduate students who have not declared a major area of study or matriculated into a specific subject area?**

We do need data to be split by subject, and where the subject splits are not available exactly, estimates are acceptable (for example splitting your data according to predicted graduation splits between subjects, perhaps based on previous splits).

**51. How do we report on the "school of arts and sciences", which overlaps between several of your subject categories?**

Estimations are acceptable to be able to split the overall figures between the faculties (usually by approximate course content if they are not separated subjects). Limited overlaps between subcategories, while not preferable, are also permitted. However, it is essential that such overlaps are not counted twice for the Overall section. Please also be aware that you should keep the data within a faculty consistent, in terms of student, staff, degrees awarded as well as funding allocations per faculty.

**52. The subject areas that are used in the *THE* World University Rankings project are difficult for us to map to our university's data. Do you have guidelines?**

Each of the 11 broad subject categories is divided into specific subjects. Details of the subject categories breakdown are listed in [Section 4.3](#). The narrow subject categories within the eleven broad subject categories are only a guideline, as subject structures and definitions have many global variations.

**53. We can provide data for the overall institution, but are unable to provide a breakdown by subject category. What should we do?**

We understand that academic institutions are complex organisations whose activities are not easily categorised into subject areas. However, it is important to provide the minimally

required data for each subject level (marked with a †), for your institution. It is acceptable to provide estimations or overlaps where exact data are not available, or to select "Withheld" or "Unavailable" for a small number of fields. Where subject-level data is not provided, we will use conservative estimations as appropriate.

#### **54. Our institution does not provide income data broken down at the subject level.**

##### **What can I do?**

We understand that sourcing and breaking down the income amounts per subject can be a complicated process.

We highly encourage that if exact income numbers are not known, that institutions try to estimate these numbers themselves. Some institutions have a form of Resource Allocation Model - this can drive the income out to the different faculties, and could be used as a starting point for your institution. And for any centrally allocated income, you could perhaps use an estimate using staff or student numbers as a proxy.

For research income, if you have any details on the projects researchers are working on, this could be used to estimate the percentage of researchers who are working in each subject area.

If it is really impossible for your institution to estimate these numbers, then just mark the subject income fields as "Data Unavailable", and we will run our algorithm against your data. However, please note that this will be a conservative estimate, and there is always the possibility that this will result in a less than fair representation of your institution.

#### **55. I still need more help – what do I do?**

Guidelines and documentation are built into the collection tool pages. Should you have any further questions, please contact the data collection team by email at [profilerankings@timeshighereducation.com](mailto:profilerankings@timeshighereducation.com) or speak to a member of the team on +44 (0)20 3963 4700 during UK office hours.