



RANKINGS PLATFORM GUIDE



QS RANKINGS

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Introduction

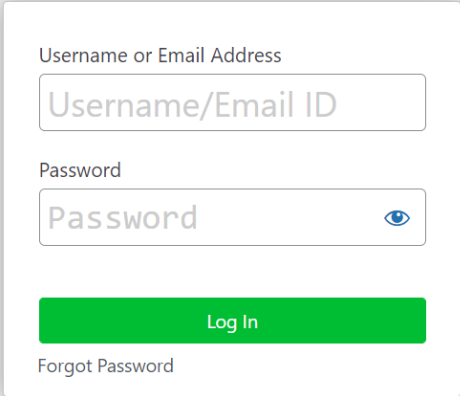
This document includes guidelines to familiarize you with the functionalities of the Statistics section of the QS HUB portal, which is used to submit your students, staff and institutional data for the QS Rankings.

For more information on the QS rankings methodology, timelines and indicators, please consult <https://support.qs.com/>.

If you'd like to see a demo of the data submission platform in action, you can also access the following tutorial: [QS Hub Data Submission Demo](#).

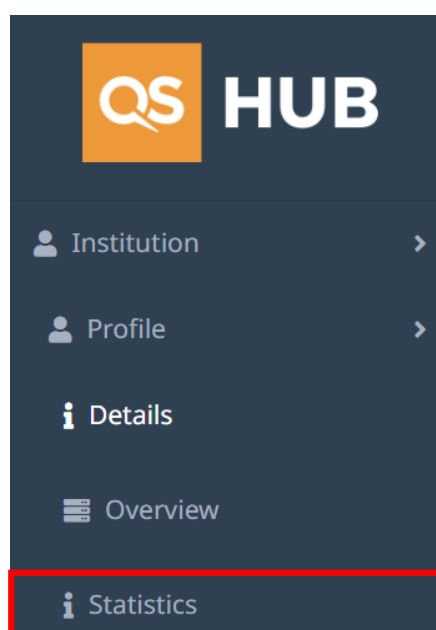
I. Accessing and navigating the portal

1. Go to <https://qs-hub2.qs.com/> and login using the credentials shared by the Institutional Support Team for your institution.

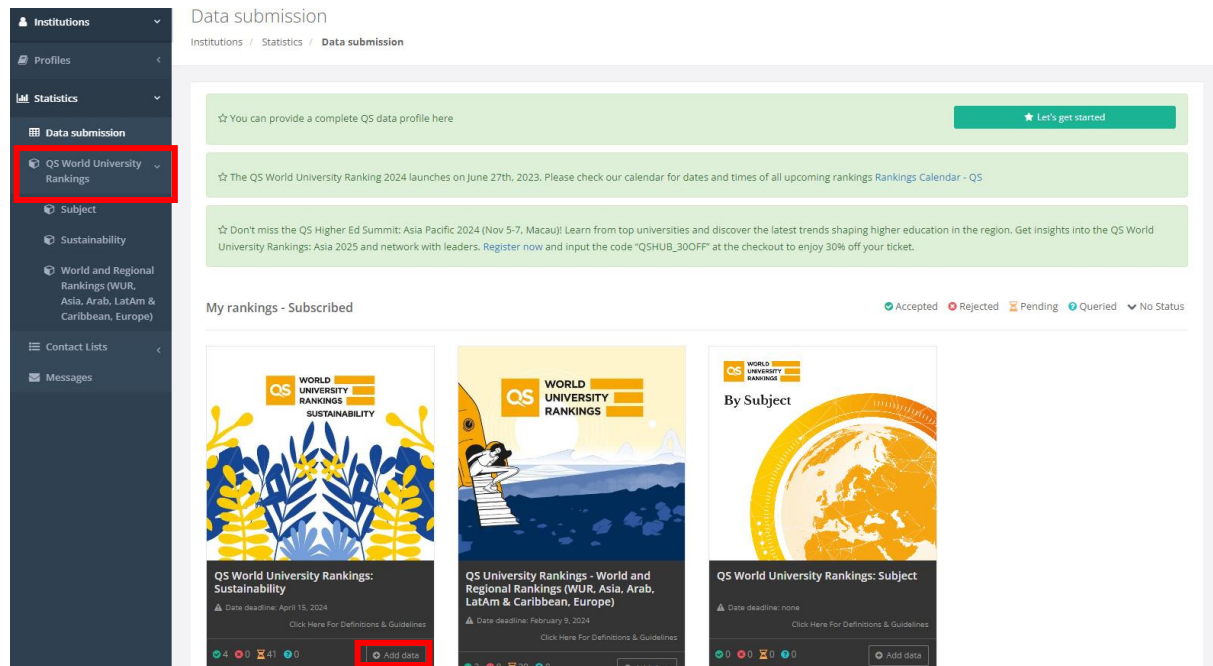


A login form with a white background and a subtle shadow. It contains two input fields: 'Username or Email Address' with a placeholder 'Username/Email ID' and 'Password' with a placeholder 'Password' and an eye icon for toggling visibility. Below the fields is a green 'Log In' button and a 'Forgot Password' link.

2. Along the options on the left side tab, select Statistics for a drop-down to be displayed.



- The eligible rankings for your institution will show up in the drop-down menu QS World University Rankings, as well as in the main section of the page. Click on a ranking in the left sidebar or click on *Add data* to start filling in the information.



- In case you are interested in participating in the QS World University Rankings by Subject, please tick all the subjects you offer degrees for (and if it is at Bachelor/ Postgraduate level) and press Save qs-hub2.qs.com/#subjects

Arts and Humanities

Bachelors/Masters

- | | |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> | Archaeology |
| <input checked="" type="checkbox"/> | Architecture and Built Environment |
| <input checked="" type="checkbox"/> | Art and Design |
| <input type="checkbox"/> | Art History |
| <input checked="" type="checkbox"/> | Built Environment |
| <input checked="" type="checkbox"/> | Classics and Ancient History |
| <input checked="" type="checkbox"/> | English Language and Literature |
| <input type="checkbox"/> | Fashion |
| <input checked="" type="checkbox"/> | History |
| <input type="checkbox"/> | Linguistics |
| <input checked="" type="checkbox"/> | Modern Languages |
| <input type="checkbox"/> | Music |

Engineering and Technology

Bachelors/Masters

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | Computer Science and Information Systems |
| <input type="checkbox"/> | Data Science and Artificial Intelligence |
| <input type="checkbox"/> | Energy |
| <input checked="" type="checkbox"/> | Engineering - Aeronautical |
| <input type="checkbox"/> | Engineering - Automotive |
| <input checked="" type="checkbox"/> | Engineering - Biomedical |
| <input type="checkbox"/> | Engineering - Chemical |
| <input checked="" type="checkbox"/> | Engineering - Civil and Structural |
| <input type="checkbox"/> | Engineering - Electrical and Electronic |

Social Sciences and Management

Bachelors/Masters

- | | |
|-------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> | Anthropology |
| <input checked="" type="checkbox"/> | Area Studies |
| <input checked="" type="checkbox"/> | Communication and Media Studies |
| <input type="checkbox"/> | Community Development |
| <input type="checkbox"/> | Criminology |
| <input type="checkbox"/> | Development Studies |
| <input checked="" type="checkbox"/> | Education and Training |
| <input checked="" type="checkbox"/> | Ethnicity, Gender and Diversity |
| <input checked="" type="checkbox"/> | Hospitality and Leisure Management |
| <input type="checkbox"/> | Human Resources Management |
| <input type="checkbox"/> | International |

[View Summary](#)

Life Sciences and Medicine
Bachelors/Masters

☐ Agriculture and Forestry
☐ Anatomy and Physiology
☐ Biological Sciences
☐ Dentistry
☐ Genetics
☐ Health/Healthcare
☐ Immunology
☒ Medicine
☒ Medicine Related Studies
☐ Nursing
☐ Pharmacology
☐ Pharmacy and Pharmacology
☒ Psychology
☐ Toxicology
☐ Veterinary Science
☐ Zoology

Natural Sciences
Bachelors/Masters

☐ Astronomy
☐ Chemistry
☐ Earth and Marine Sciences
☐ Environmental Sciences
☐ Food Science
☐ Geography
☐ Geology
☐ Geophysics
☐ Materials Sciences
☒ Mathematics
☒ Physics and Astronomy
☐ Sustainable Development

Business and Management
Bachelors/Masters

☒ Accounting and Finance
☐ Business Analytics
☒ Business and Management Studies
☐ Economics and Econometrics
☐ Finance
☐ Industrial Relations
☐ Marketing

Save

5. The top section contains a few useful instructions (specific to that form)

Back to landing page
World University

Accepted
Rejected
Pending
Queried
No Status

The [QS World University Rankings](#) continue to enjoy a remarkably consistent methodological framework, compiled using six simple metrics that we believe effectively capture university performance.
[Click Here For Definitions & Guidelines](#)

☆ Please note that indicators below with this symbol ↔ will automatically update if that indicator also appears in other QS rankings forms

☆ If your submitted numbers are the same as your previous year's, please select the indicator and click on SAVE. There is no need to edit the field. This must be done for every indicator that you wish to use previous year's data for.

☆ Please complete as much information as you can provide. This strengthens the validity of our analysis, and the integrity of the insights we can provide.

6. The main section contains the indicators for which you will need to submit data for each ranking

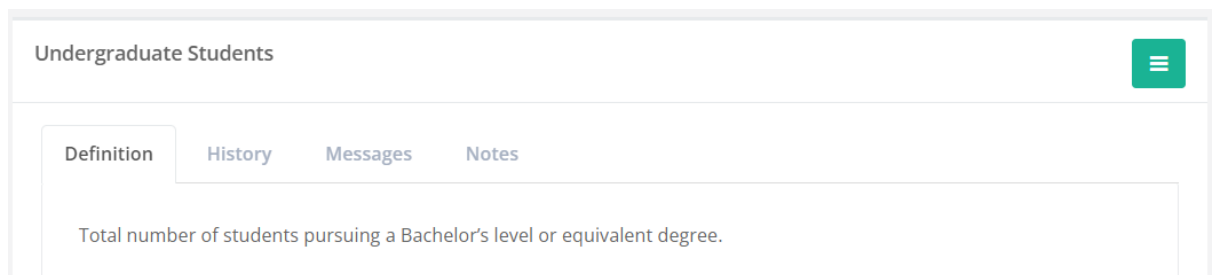
Faculty Staff ⓘ	Full Time	Part Time	HC ⓘ	FTE ⓘ	Est.	Status
Faculty Staff ↔	273	200	4842	3397	<input type="checkbox"/>	⌚
Faculty Staff Male ↔	273	<input type="text"/>	<input type="text"/>	3381	<input type="checkbox"/>	✔
Faculty Staff Female ↔	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	▼
Faculty Staff Other ↔	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	▼
International Faculty Staff ↔	0	1	7	63	<input type="checkbox"/>	⌚
Students - Undergraduate ⓘ	Full Time	Part Time	HC ⓘ	FTE ⓘ	Est.	Status
Undergraduate Students ↔	18012	0	18012	18012.3	<input type="checkbox"/>	⌚
Undergraduate International Students ↔	3588	0	3588	<input type="text"/>	<input type="checkbox"/>	⌚

7. The Save button is at the bottom right of the screen

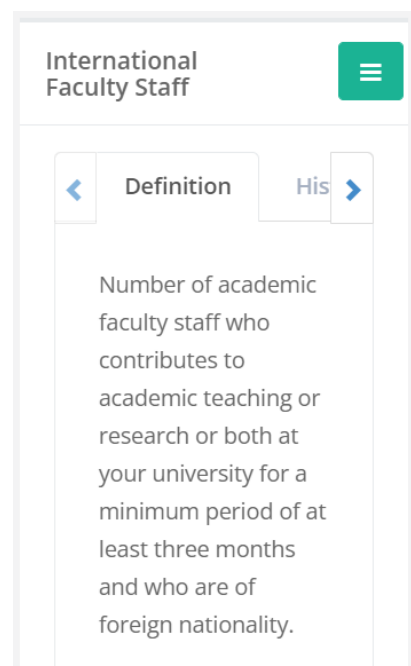


8. On the right side of the screen, you can find the Definition, History, and Messages tabs.

Note: if the window is too narrow, the sidebar will be resized and moved to the bottom of the screen



The Definition tab will give all details as to what kind of data is to be submitted for a particular metric. When you select a cell, the corresponding definition will show up in the definition tab.



The History tab shows previous data submitted for the same metric.

The screenshot shows the 'History' tab of a form titled 'International Faculty Staff'. The tab is selected, and the interface displays a list of previous submissions. The first entry is dated 'May 24, 2022' and is marked with a green checkmark. It shows a redacted name, followed by the text 'FT: PT: 1 HC: 7 20000 FTE: 63' and 'Source: Direct'. The second entry is dated 'April 29, 2022' and is marked with a yellow clock icon, also showing a redacted name.

The Messages tab is used to add explanations during submission or validation process along with data entry.

The screenshot shows the 'Messages' tab of the 'International Faculty Staff' form. The tab is selected, and the interface displays a 'New message' section. The 'From' field is labeled 'Madalina Test' and the 'Subject' field is labeled 'Submission note'. Below the subject field is a rich text editor with a toolbar containing buttons for bold (B), italic (I), underline (U), strikethrough (ABC), and link (X). The text area contains the placeholder 'Add message'. At the bottom right of the text area, it says '0/100 words'. Below the text area is an 'Upload' button and a 'File Attachment' label. At the very bottom are 'Send' and 'Cancel' buttons.

Previous messages or queries from Institutional support can also be viewed here.

The screenshot shows a web interface for 'Undergraduate Students'. At the top, there's a header with the title 'Undergraduate Students' and a green menu icon. Below the header, there are three tabs: 'Messages' (active), 'Notes', and a third tab partially visible on the left. Under the 'Messages' tab, there is a green button labeled '+ New Message'. Below this button, there are two submission notes, each with a date and a placeholder for a note. The first note is dated 'Feb 04, 2022' and the second is dated 'Jan 18, 2022'.

II. Editing and saving the data

1. To select an indicator for editing, click on the indicator name or in one of the corresponding cells (it will become highlighted in green)

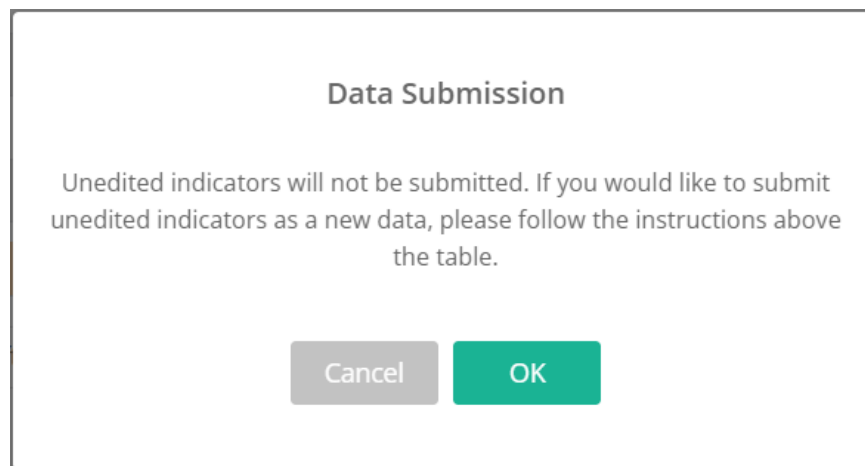
Students - Undergraduate ⁱ	Full Time	Part Time	HC ⁱ	FTE ⁱ	Est.	Status
Undergraduate Students ↔	18012	0	18012	18012.3		
Undergraduate International Students ↔	3588	0	3588			

If you submitted data before, the cells will not be blank, they will display the most recent saved data.

Also, HC will be automatically calculated as sum of Full Time and Part Time, and Overall as sum of Undergraduate and Postgraduate.

2. Click on the Save button when you are done with the session.
Each indicator has its individual History, you do not have to fill in the entire form every time.
You can save as frequently as you need (including after each indicator).
When you click the Save button, all the indicators with data that is different from the previous values will be saved as new history records.
The most recent submission date for each indicator will be considered according to the data that appears the History section

3. If some cells are left unedited, a warning dialogue pops up.
Click OK in the popup window to proceed with saving the partial submission.

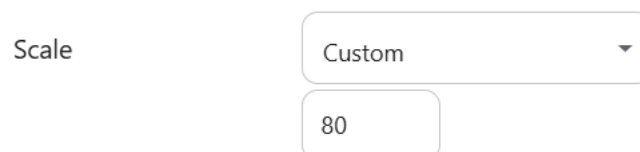


4. To export a PDF summary of the saved data, click on the Print button from the bottom of the page.



Change the printer to Save as PDF. The settings will look different depending on your browser.

If larger numbers are not entirely visible in the cells, locate the Scale settings (usually in the More settings section) and change the scale until all the data is visible



5. In case the numbers for this year are the same as the previous year's numbers and you wish to submit them as fresh data, please click on the indicator to highlight it and then click on Save (without editing the data).
This has to be repeated for each data point that did not change compared to last year.

The instruction is also available at the top of data submission page.

☆ If your submitted numbers are the same as your previous year's, please select the indicator and click on SAVE. There is no need to edit the field. This must be done for every indicator that you wish to use previous year's data for.

Faculty Staff ⓘ	Prev. Submit ted Data	Full Time	Part Time	HC ⓘ	FTE ⓘ	Est.	Status
Faculty Staff ↔		2673	200	4842	3397		⌚

This can be cross-checked in the history section.

⌚ January 12, 2022 by:

FT : 1 PT : 1 HC : 1
FTE : 201

Source: Direct

⌚ December 21, 2021

FT : 1 PT : 1 HC : 1
FTE : 201

Source: Direct

- When there is unsaved data before leaving the window/form, a warning message pops up to prompt you to save your progress.

Do you want to save changes?

No Yes

III. Automatic system messages

You can encounter two types of system messages during data submission:

1. Warnings

The cells will be highlighted in yellow and a dialogue box will appear if you hover over the cell. When you receive such warnings, you will still be able to save the data for the indicator for which the warning was issued (but we recommend you investigate and correct the issue if possible)

Example:

Faculty Staff ⓘ	Full Time	Part Time	HC ⓘ	FTE ⓘ	Est.	Statu
Faculty Staff ↔	272	200	4842	3398		⌛
Faculty Staff Male ↔	273					✓

Headcount stands for the sum of Full Time + Part Time

2. Errors

The cells will be highlighted in red and you will not be allowed to save the indicators which have errors until the issues are corrected (but the data for the correct indicators will be saved)

There are two types of errors:

The first type of error will highlight that the data entered is significantly different from previous value and additional explanations will be asked during the validation process. The user is prompted to submit this explanation as a message (in the Messages tab from the sidebar) during data entry. Once the message has been submitted, you will be able to save the data without making changes to the values.

200	4842	339		⌛
				✓
1				✓

3. Part HC FTE Est. Stat


The value entered is significantly different from the previous entry. If correct, please provide an explanation in the messages box →

The second type of error is where a warning message shows up. Data cannot be saved until the error is resolved. Example of cases when the error occurs:

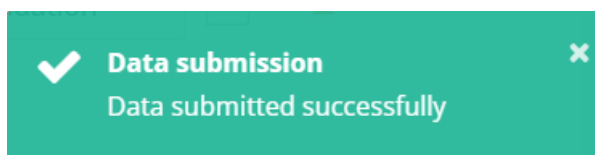
- a. Sum of undergraduate and postgraduate students should equal overall students.

 The sum of Undergraduate Overall Students and Postgraduate Overall Students should be equal to Overall Students

- b. The number of staff with PhD cannot be higher than the number for total staff.

 Staff with PhD can not be greater than Faculty Staff

4. If there are no errors, you will receive the following pop-up message



5. The page can be manually reloaded to check saved data, history and status of submitted data.

Final indicators, such as overall students, will have their status automatically set to accepted if there is no significant difference from previous data and if there are no errors.

The rest of the data used for Rankings will be checked by the Institutional support team, which may contact you with queries.

Intermediary data (such as undergraduate and postgraduate students) are necessary to verify data consistency, but they will still have their status as Pending at the end of the process.

The symbols next to each data row signifies status of submission for that data point.

 Accepted  Rejected  Pending  Queried  No Status

- a. No Status – For a new institution filling data on Hub for the first time, all data points will show as no status. Once data has been entered and saved, the status will change accordingly.
- b. Pending – Once data has been saved, its immediate status will show as pending. An institutional support analyst will validate the data once validation process begins.
- c. Queried – If the institutional support team requires further proof before validating any data point, that row is marked as queried and an email is sent to the university representative. Explanation can be provided via email and/or through the Messages section of Hub.
- d. Rejected – If adequate proof has not been submitted, the data point is marked as rejected. University representative can then re-enter new data for validation.
- e. Accepted – Data points that have been accepted will have changed status from pending/queried to accepted.

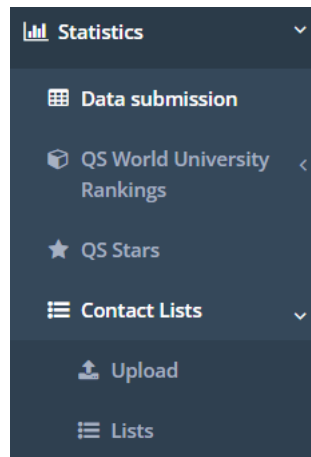
IV. Uploading contacts for the Academic and Employer surveys in QS HUB

For more details about the process and requirements of submitting survey contacts, please consult [Survey Contacts Submission Procedure – QS Quacquarelli Symonds](#), which also includes alternative methods of inviting the contacts via the Sign-up facility.

If you'd like to see a demo of the upload platform in action, you can access the following tutorial: [QS Hub Demo Contact List Upload](#)

Steps for uploading contact lists

1. Log in to HUB at <https://qs-hub.qs.com/>.
(If you forgot your login details, reach out to us for new ones.)
2. Go to Statistics >> Contact lists:



3. Select "Upload":

Please Upload Contact Lists ⓘ

Select document type
Maximum size 10MB

Select Type File

☐ I confirm that I have the consent of those contacts to share their information with QS.

Save

Contact Lists Upload Logs

4. From the dropdown menu, please select whether you will upload Academic OR Employer contacts.

Please Upload Nomination Lists ⓘ

Select document type
Maximum size 10MB

Select Type File

Academic

Employer

Upload

Download template

Save

5. Please download the appropriate template by clicking "Download template":

Upload

Institutions / Statistics / Nominations / Upload

Please Upload Nomination Lists ⓘ

Select document type: Academic **Download template**

Maximum size 10MB

☐ I confirm that I have the consent of those contacts to share their information with Q5.

Nomination Lists Upload Logs

The next few steps outline how you can complete the .csv file in Microsoft Excel. If you are not using Excel, please make sure you save it with UTF-8 encoding

6. Fill in the required details to the spreadsheet.

Please make sure you do not include line breaks within a cell: this happens if you press Enter to list multiple affiliations, email addresses, or phone numbers within the same cell. Please list pieces of information next to each other, not under each other.

Phone numbers are not mandatory.

Examples of 'Location' are: United Kingdom, Malaysia, etc.

Please make sure you give the information of specific people, not general email

addresses such as info@xy.com or hello@xy.com.

For email addresses:

1. please use only English characters (no special characters)
2. do NOT put more than one address in the cell
3. do not leave an empty space after the last character of the email address.

Another potential cause for a failure to upload could be if your computer's regional settings use another character than comma (,) as a list separator. To correct the issue, please follow the steps below (for Windows):

- Click on the Start menu.
- Type Control panel.
- Click on Control Panel (Desktop app).
- Select Clock, Language, and Region.

- Click Region.
 - Select Additional settings in the pop-up window.
 - Change the Decimal separator to a period (.).
 - Change the List separator to comma (,).
 - Click Apply.
 - Hit OK.
7. Once you have listed a maximum of 400 contacts, you will need to save your file.
Go to File >> Save As.

8. Name the file according to the following naming convention:
COUNTRY CODE_Name of institution_SURVEY CODE_2020

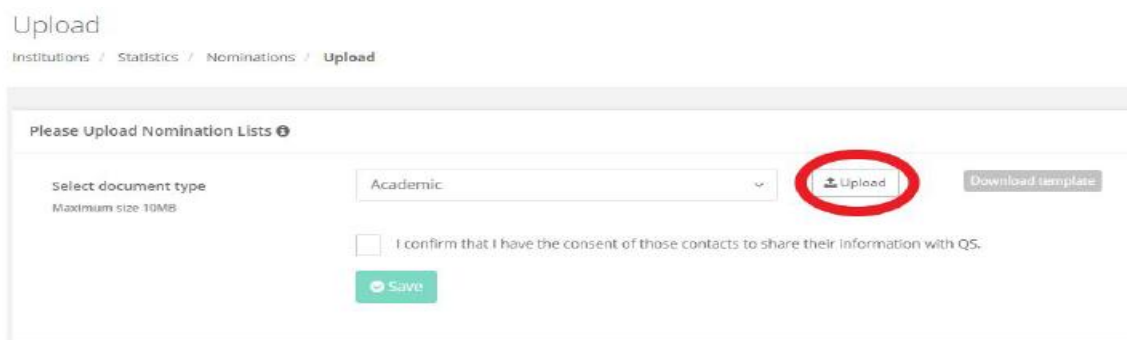
The country code is a two-letter code of your location.

The survey code is AR for the academic contacts and ER for the employer contacts.

9. Finally, choose the “CSV UTF-8 (Comma delimited) (*.csv)” format as the file format and click ‘Save’.

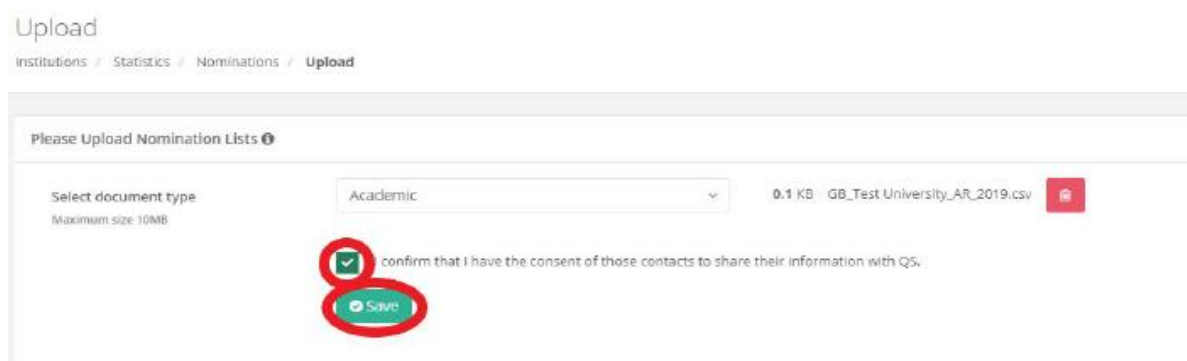


10. Go back to your browser and visit the following menu on HUB:
Statistics >> Contact lists >> Upload.
Click the “Upload” button.



11. Browse and select the file.

Confirm the tick box stating you have obtained consent from your contacts to pass on their data to QS.
Finally, click 'Save'.



Upload

Institutions / Statistics / Nominations / Upload

Please Upload Nomination Lists ⓘ

Select document type
Maximum size: 10MB

Academic

0.1 KB GB_Test University_AR_2019.csv

☒ confirm that I have the consent of those contacts to share their information with QS.

Save

Please be aware that if you need to make any changes to your list, you can follow the same steps to upload the new version of the file - this will overwrite the previous one.

We will only take into account the last update of your file.

If you click the Lists menu under "Contact lists", you will be able to see your list in our system. This way you can check whether you have provided the information you intended to provide.