Clarivate™

GLOBAL INSTITUTIONAL PROFILES PROJECT
Data Collection Guidebook

MINIMUM REQUIREMENTS

The minimum requirements for data submission to the *Institutional Profiles* project are:
- Institutional and contact information
- "OVERALL" data about your activities
- 1 full year of data (recent-most year available in data collection tool)
- Minimum of six priority data points across each of the six subject areas

Institutional and contact information should be as complete as possible. This information will be a valuable resource for people wishing to find out more about your institution.

Data about teaching and research are collected in seven different sections (Overall + six subject areas), for multiple years and in various fields.

"OVERALL" section
The following fields in the "OVERALL" section are required:

- Number of academic staff
    - o Of which are international/overseas origin
- Number of research staff
- Number of students
    - o Of which are international/overseas origin
- Undergraduate - new student intake
- Number of undergraduate degrees awarded
- Doctoral - new student intake
- Numbers of Doctorates awarded
- Institutional income
- Research income
    - o Research income from industry and commerce

Note: data field definitions are available at Section 3 — Data Definitions

SUBJECT BREAKDOWNS

In addition to the OVERALL section, data in the six subject areas are essential for us to generate meaningful performance indicators. Failure to supply the minimally required subject level data may result in your institution being left out of subject specific comparisons, and will prevent you from showcasing your institution's areas of strength.

We are committed to overcoming subject bias in our comparisons and will use "normalized" data for many indicators. Different subjects often exhibit varied characteristics. For example, research in the medical sciences typically has more funding than research in the social sciences. This reflects the costs of doing research and certain research materials and infrastructure. Normalizing data allows us to account for varying subject characteristics and represent institutions regardless of their subject mix. If you do not provide subject level data, we may utilize approximations that may not favourably represent your institution.

At a minimum you should provide the following six fields for all subject areas:
- Number of academic staff
- Number of research staff
- Number of students
- Number of undergraduate degrees awarded
- Numbers of Doctorates awarded
- Research income

If you do not have activity in a subject area, you should enter "0" rather than leaving it blank. For example if you have academic staff only in the Social Sciences and Arts & Humanities, you should enter the correct numbers for those fields and "0" for the other fields. Leaving a field blank tells us that you choose not to supply the data whereas entering a "0" tells us that you do not have activity for that subject.

RETROSPECTIVE DATA

The data collection tool provides columns for you to enter five years of data. By submitting data for all five years you will provide a more meaningful impression of the changing nature of your institution. This is useful for identifying trends. As an absolute minimum you must complete the OVERALL and subject level minimum requirements for the most recent year.

FAILURE TO MEET MINIMUM REQUIREMENTS

If you are having difficulty supplying the minimally required data, please contact your regional data editor or send an inquiry to science.profilesproject@clarivate.com.

To assist you with data collection process, we have also provided regional support materials such as subject mapping tables for local subject classification schema. These are available at:

http://ips.clarivate.com//globalprofilesproject/datacollection/support/

Failure to meet the minimum requirements may mean that we will have to rely on estimations of your data. The result may not be a fair representation of your institution since, where there is an element of doubt; we will err on the side of caution and use the lower estimate.