C Clarivate

GLOBAL INSTITUTIONAL PROFILES PROJECT

Data Collection Guidebook

Data Collection Tool - Screen Shots

HOMEPAGE

GLOBAL INSTITUTIONAL PROFILES PROJECT DATA COLLECTION PORTAL

| HOME | INSTITUTIONAL & CONTACT INFO | TEACHING & RESEARCH | CAVEAT | REVIEW, PRINT & SUBMIT |

You are logged in as:

Objective

Our Data Collection Portal is structured to collect accurate and detailed information to enable us to profile your institution. This is just one component of the Clarivate Global Institutional Profiles Project. The information that you submit will be combined with other sources of data and used to create a comprehensive and representative picture of your institution and of others around the world.

To find out more, see: https://clarivate.com/webofsciencegroup/globalprofilesproject/.

Important notes

We strongly recommend that you take time to review the steps in the data collection template and check the information we are seeking.

- You do not have to enter all data at one time. You can save, print and return later.
- You may find that some data fields are already populated. Please check this information carefully.
- Some data are essential if we are to create a profile for your institution. Other data will help to ensure that we provide a richer profile across subjects and years.
- Data that you submit at this time will be retained and made available to you for future updates.

More info

ENTER INSTITUTIONAL AND CONTACT INFORMATION → ENTER DATA ABOUT TEACHING AND RESEARCH → REVIEW, PRINT AND SUBMIT YOUR FINAL DATA TABLES

If you have any question about this process please contact science.profilesproject@clarivate.com

INSTITUTIONAL & CONTACT INFORMATION PAGE

GLOBAL INSTITUTIONAL PROFILES PROJECT DATA COLLECTION PORTAL

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You are logged in as:

INSTITUTIONAL & CONTACT INFORMATION

Objective

This information will be maintained in your profile and will be used for interested parties to contact your institution through formal channels.

Important note

Please note that all information should be entered in **English.**

Organisation Logo
Choose File | No file chosen

UPLOAD IMAGE
☐ Remove existing logo

Official institution name * [?]

Please enter your official institution name

Year of Foundation * [?]

Please enter a Year of Foundation

Institution's name variants [?]

Institution's public email address [?]

Institution's postal address * [?]

Please enter your institution's postal address

Country/Territory *
United Kingdom ⌄

If the country selected here is incorrect, please contact your regional data editor.

Work telephone number * [?]

Please enter a work telephone number

Web address * [?]

Please enter a web address

Facebook Address

Twitter Handle

LinkedIn Address

Brief statement/description of institution (in English) [?]

Characters Left: 1500

SAVE

TEACHING & RESEARCH PAGE

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GLOBAL INSTITUTIONAL PROFILES PROJECT DATA COLLECTION PORTAL

Help & Support | Logout | English ▾ | Change language

| HOME | INSTITUTIONAL & CONTACT INFO | **TEACHING & RESEARCH** | CAVEAT | REVIEW, PRINT & SUBMIT |

You are logged in as: Welcome:

TEACHING & RESEARCH

Objective

Use this page to provide detailed information about the Teaching and Research activities of your institution. The more data that you submit, the more meaningful your profile will be. Minimally required data fields are displayed with a bolded border.

Important notes

Data formatting:

- **Provide monetary data in the currency you selected at registration, which is: EUR.**
  To change the currency, please contact your regional data editor
- Provide data about people as Full Time Equivalents (FTE)
- The YEAR which is reported should be the calendar year or the financial/academic period ending in that year. e.g. "2024" refers to the academic year "2023-2024"
- Numbers should be in the format: 1000.23 (Do not use thousand separators). You do not need to use decimal points for whole numbers.
- 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 category.

For detailed information, data definitions, and more support materials, visit the Support page.

Please make sure you also meet the minimum requirements.

PROGRESS BAR

Complete | 0%

SAVE

➕ **OVERALL**

➕ **ARTS & HUMANITIES**

➕ **CLINICAL, PRE-CLINICAL & HEALTH**

➕ **ENGINEERING & TECHNOLOGY**

➕ **LIFE SCIENCES**

➕ **PHYSICAL SCIENCES**

➕ **SOCIAL SCIENCES**

SAVE

Data Collection Page – Built-in Validation Tools

Progress Bar

This progress bar indicates what portion of data is present for all sections, overall and subject, as well as all 5 years.

Unless all sections have complete data in all fields and data is present in all 5 years, the progress bar will indicate some portion of completeness, like this:

Traffic Lights

The data collection portal provides 3 traffic light tools that evaluate **data entered for the last two data collection years**. In this example, we see data entered for 2022 and 2023.

		2020	2021	2022	2023	2024	
Number of academic staff	?	152	153	154	155	450	🔴
Of which are international/overseas origin	?	3	3	3	3	4	🟡
Of which are women	?	79	79	79	79	79	🟢

The traffic lights show red, yellow and/or green, and indicate:

Red – Concern: represents a year-to-year data variance of more than 50%

Yellow – Caution: represents a year-to-year data variance of more than 20%

Green – Good: represents a year-to-year data variance of less than or equal to 20%

To see the traffic lights, you must enter data in a section, then save the data. Upon returning to that section, the traffic lights will be present.

OVERALL DATA PAGE

– OVERALL

In this section you should submit data about your institution as a whole. This is not an automatically calculated sum of the different categories. You are required to enter the data manually.

		2020	2021	2022	2023	2024	
Number of academic staff	?						○
Of which are international/overseas origin	?						○
Of which are women	?						○
Number of research staff	?						○
Number of students	?						○
Of which are international/overseas origin	?						○
Of which are women	?						○
Undergraduate - new student intake	?						○
Number of undergraduate degrees awarded	?						○
Master or equivalent – new student intake	?						○
Number of Master's degrees awarded	?						○
Doctoral - new student intake	?						○
Numbers of Doctorates awarded	?						○
Institutional income	?						○
Research income	?						○
Research income from industry and commerce	?						○

GO TO NEXT CATEGORY

SUBJECT SPECIFIC DATA PAGES

Each of the 6 subject data collection pages follows the below example:

- ARTS & HUMANITIES
- CLINICAL, PRE-CLINICAL & HEALTH
- ENGINEERING & TECHNOLOGY
- LIFE SCIENCES
- PHYSICAL SCIENCES
- SOCIAL SCIENCES

Please see the guidelines on the support page for a detailed definition of this category.

	2020	2021	2022	2023	2024	
Number of academic staff						
Of which are international/overseas origin						
Of which are women						
Number of research staff						
Number of students						
Of which are international/overseas origin						
Of which are women						
Number of undergraduate degrees awarded						
Number of Master's degrees awarded						
Numbers of Doctorates awarded						
Research income						

GO TO NEXT CATEGORY

CAVEAT STATEMENTS PAGE

GLOBAL INSTITUTIONAL PROFILES PROJECT DATA COLLECTION PORTAL

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You are logged in as:

CAVEAT STATEMENTS

Objective

These are statements about data that may need explanation or further clarification. This is not a requirement, but it is an opportunity for you to provide statements that will help users better understand the data you are providing.

Important notes

- All caveat statements must be entered **in English**.
- You may submit multiple caveats for each year, however, all statements must be entered into the single caveat field for each year. Each caveat statement field is limited to 2,800 characters.
- The statements will be published as part of your university's profile in the Institutional Profiles product.

- Caveat statement examples:

  - "The data for xxxx University are based on fiscal year, not calendar year."
  - "Due to the fact that many admitted students enter the university with an undeclared major or program of study, the breakdown of admitted students by area of study was estimated using the enrollment of upperclassmen students in these areas."
  - "Undergraduate - new student intake - The data provided includes "bachelors-equivalent" student commencements only - i.e. these figures do not include other commencing undergraduates, such as diploma/certificate level students."

CAVEAT STATEMENTS

Caveat Statements already added

Year	Caveat Statement	
2023	Example caveat for 2023.	EDIT DELETE

Add New Caveat Statement

To add a new caveat statement, simply enter the information in the fields below and click "Add New Caveat".

Year *   `2024 ▾`

Caveat Statement
(in English) *

Characters Left: 2800

CANCEL ADD NEW CAVEAT

REVIEW, PRINT & SUBMIT PAGE

GLOBAL INSTITUTIONAL PROFILES PROJECT DATA COLLECTION PORTAL

| HOME | INSTITUTIONAL & CONTACT INFO | TEACHING & RESEARCH | CAVEAT | REVIEW, PRINT & SUBMIT |

You are logged in as:

REVIEW, PRINT & SUBMIT

Objective

Use this page to review your data and make your final data submission. It is possible to review and print your data at any time, even after you have submitted the data.

Important notes

By pressing FINALISE AND SUBMIT below, you confirm that the information you have supplied is in accordance with the Terms & Conditions. Once you click FINALISE AND SUBMIT, you will no longer be able to edit any of the information, so please be sure that the data is as complete and as accurate as possible.

REVIEW AND PRINT   **FINALISE AND SUBMIT**

HELP & SUPPORT PAGE

GLOBAL INSTITUTIONAL PROFILES PROJECT DATA COLLECTION PORTAL

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You are logged in as:

HELP & SUPPORT

Objective:

Access support materials and get help at any time.

We have many resources to help you input data into the Data Collection Portal.

Important notes

You can access support materials such as a Quick Start Guide, Tutorial, Frequently Asked Questions (FAQ) and detailed guidebooks at the following site:

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

On this site, you will also find materials providing useful information for specific countries and regions, such as suggested subject mappings and definition comparisons.

Contact our staff:

We have a dedicated team of data editors here to help you prepare and submit your data. The contact information for the data editor designated to your institution will be in your invitation e-mail.

However, you can contact us at any time via e-mail at: science.profilesproject@clarivate.com

About Clarivate

Clarivate is a leading global provider of transformative intelligence. We offer enriched data, insights & analytics, workflow solutions and expert services in the areas of Academia & Government, Intellectual Property and Life Sciences & Healthcare. For more information, please visit clarivate.com.

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