

## Screening and appeals process for institutions not meeting eligibility criteria

QS has a series of criteria for inclusion in each of its rankings. QS conducts periodic reviews into the eligibility of each institution.

### Background

1. QS conducts periodic reviews into eligibility.
2. Any third party may also flag a concern about eligibility with QS by contacting [rankings@qs.com](mailto:rankings@qs.com).
3. If QS, or a third-party, flags a potentially ineligible institution the Eligibility Review Process is initiated.

### Eligibility Review Process

1. Internal review is made by a member of the QS team by evaluating publicly available information about the institution online
2. A second member of the QS team conducts a second review by evaluating publicly available information about the institution online
3. If the two reviewers cannot agree, it is escalated to the QS Rankings Manager for a decision
4. Institution informed of the decision via email

### Eligibility Appeals Process

1. Any institution may appeal the decision to exclude them from a ranking for not meeting the eligibility criteria. The appeal and any supporting information must be done in writing to [rankings@qs.com](mailto:rankings@qs.com).
2. Subject to clause 6 of the appeals process (below), the appeal is referred to the independent QS Rankings Academic Advisory Board (Advisory Board).
3. A subset of the Advisory Board will review the information provided in the appeal and determine whether, in its opinion, the institution meets the eligibility criteria.
4. Institution is informed of the decision via email.
5. Action taken to include or exclude the institution based on the Advisory Board decision.
6. The decision of the Advisory Board is final. Unless new and substantive evidence is presented, a decision will not be reconsidered.