QS HUB Instructions

QS HUB is used for:

1) Data submission for the QS World University Rankings
2) Updating your basic or advanced university profile for www.topuniversities.com

Examples of the advanced profiles:
Universidad Privada del Norte (Peru)
Victoria University of Wellington (New Zealand)
Plekhanov Russian University of Economics (Russia)

Examples of the basic profiles:
National Technical University of Athens (Greece)
Kaunas Technical University (Lithuania)
University of Vermont (USA)

QS HUB: https://qs-hub.qs.com

If you do not have your login details please contact us at rankings@qs.com.
To update your statistics for the QS World University Rankings please go to **Statistics → Data Submission Rankings**. To update your statistics for any QS Regional Rankings: for e.g.: EECA please go to **Statistics → QS World University Rankings → EECA**.

On top left had the **My rankings – Subscribed** shows the Rankings of which the University is subscribed to.

➢ **Click on + Add Data** for the respective Ranking.
All sections in the **World University Rankings** and **Regional (if applicable)** tabs are mandatory.

In case there is only one tab All, please fill in only first 4 sections:

- Faculty Level Staff
- Students – Undergraduate
- Students – Graduate / Postgraduate
- Student – Overall
Each tab contains guidelines on the Left hand of the page under **Definition** as to what and how should be included into the count. Please read them carefully before submitting the statistics.

You can enter the stats by clicking on the name of each indicator.
➢ Please do not forget to click a **Save button** after submitting the statistics!

All history and changes made to the statistics can be viewed in the window on the right – **History**. After entering the data into QS HUB all stats will have “Pending” status. During the analysis experts of the Intelligence Unit will either accept the data (its status will change into “Accepted”), or will query the data (its status will change into “Queried”) and will ask to provide additional explanation via email.
We also ask you to provide the data on the tuition fees for local and international students. This data is not mandatory to enter and will not affect your position in the Rankings however will help us to present the more detailed information about your institution on www.topuniversities.com. Tuition fees can be entered via:

Please enter the data in USD Dollars and the conversion rates are based on 6th December 2016 or 2017, using the following link: http://www.oanda.com/currency/converter/