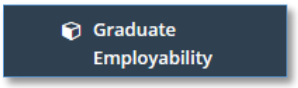
QS Graduate Employability Rankings Guidelines

Our guidelines are not definitive templates and the most important aspect is to receive good quality data to provide a useful analysis on employability.

1. Process for submitting your nominations:

   Online Portal QS HUB under 'Statistics' Tab 

   .

2. In the future, if you wish to opt out of the Graduate Employability Rankings, we request you to express this to us at rankings@qs.com .

EMPLOYERS' CONNECTIONS WITH GRADUATES

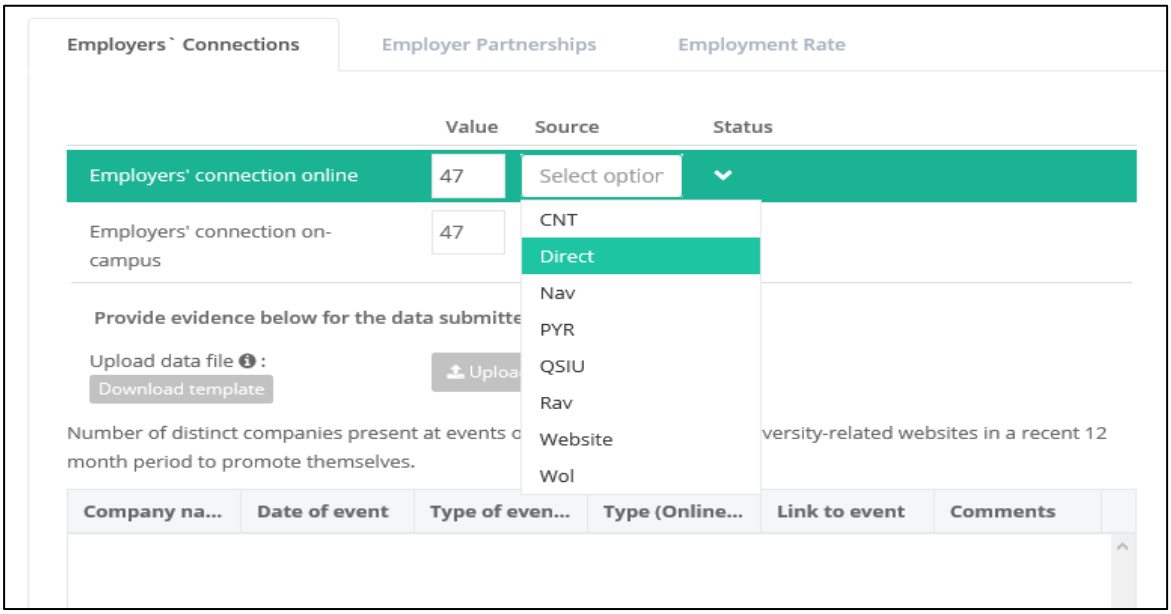
The number of distinct companies present at events on campus or that used university-related websites in a recent **12-month period** to promote themselves.

This has 2 fields: Connections in campus and Connections online.

EMPLOYERS' CONNECTION ON CAMPUS	EMPLOYERS' CONNECTION ONLINE
PROMOTIONS: general marketing actions or events covering any other general topic will not be accepted. The talk/event needs to be about the company as a potential/actual employer/recruiter.	Online talks/events/webinars are accepted
Recruitment fairs/event have to be held in the University or at their campus. OFF campus will not be considered. *Off campus is defined as the event/fair is held/sponsored completely by the third party and not the university.*	It is a requirement that the promotional activity was delivered via an official institutional website or via an intranet exclusive for students/graduates of the university.

Guidelines and Evidences:

1. Under the **Value** tab on QS HUB, for on-campus and online, **ONLY** the **distinct** count of the companies is to be entered. The same company **will not** be counted more than once.
2. For on-campus and online number it is **mandatory** to provide evidence through the 'employers-connections-template' under **Download template**
3. The institution should provide **links** that presents evidence of the mentioned event/webinar.
4. Upload the completed file 'employers-connections-template' in **CSV UTF-8 format only** and file size **cannot** exceed 10MB.
5. For **Source** please select 'Direct' as this is a Direct submission by the University.



6. There is no need to update the **Status** Icon once you press **Save** the Icon will automatically update to 'Pending' status.

7. Once the values and evidence have been uploaded press 'SAVE' to assure the data has been successfully uploaded.

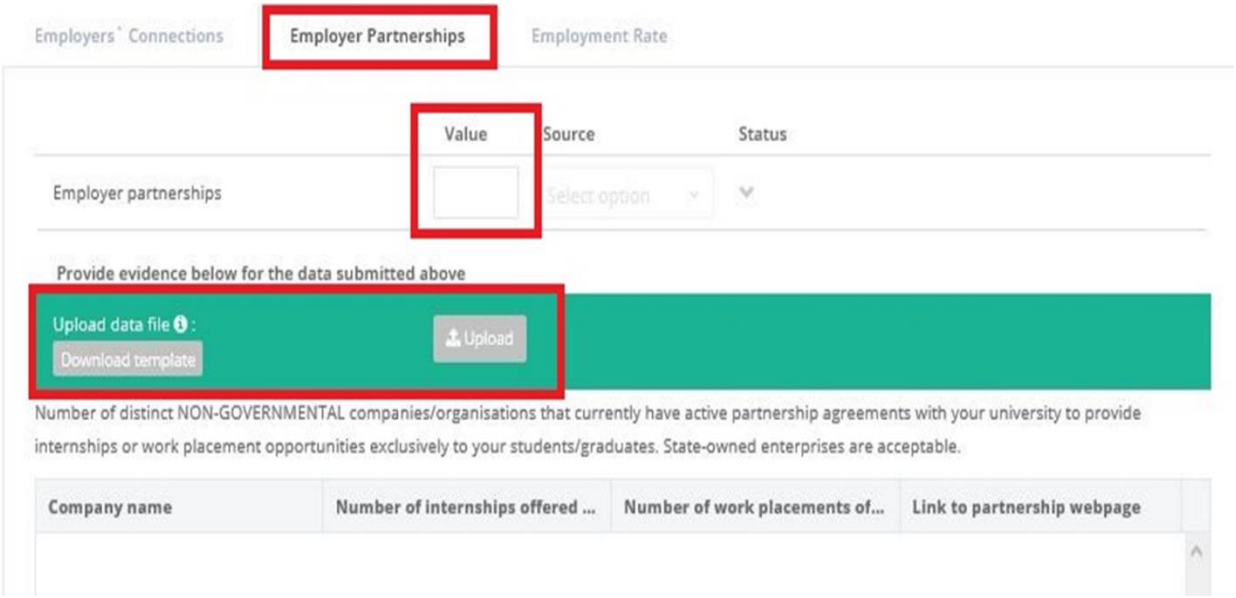
PARTNERSHIPS WITH EMPLOYERS

We only considered **distinct companies** for this indicator, i.e., even if a company was listed multiple times, we have to counted it once.

INCLUDE	EXCLUDE
NON-GOVERNMENTAL companies/organizations that currently have active partnership agreement with your university (to provide internships or work placement opportunities exclusively to your students/graduates).	Subsidiaries of companies E.g.: Amazon India, Audible, Zappos, Abe Books, Souq.com all should be mentioned under one company **Amazon.com, Inc**.
State-owned ENTERPRISES are acceptable	Universities and other academic establishments (schools/colleges/Instructions).
PARLIAMENTS Parliamentary Internships (students intern with Members of Parliament (MPs))	Governments including ministries and other agencies controlled by governments. e.g. Consulates, embassy.
	Research-only and promotional partnerships Companies (only for banner-ads, promotional materials on campus, etc).

Guidelines and Evidences:

1. Under the **Value** tab, for employer partnerships the **distinct** count of the companies has to be entered.



2. For employer partnerships the institution should provide links or a relevant annual report that presents evidence of the existence of such a partnership through the **'employer-partnerships-template'** by clicking on **'Download template'**.

3. Internships are work experiences that correspond to a dedication of at least 8 hours per week, for a minimum period of 3 months. Work placements have the same minimum requirement, however, are generally unpaid.

4. Possible partnerships may include internship offers, fast-track job applications, summer internship offers, work placement opportunities, graduate scheme vacancies.

5. The institution should provide **links** or a relevant link to a University **annual report** that presents evidence of the existence of such a partnership.

6. Please DO NOT list the company's homepage here. We require a link to either an article, an official document, or a specific webpage that outlines the details of the partnership.

7. Upload the completed file **'employer-partnerships-template'** in **CSV UTF-8 format only** and file size **cannot** exceed 10MB.

8. There is no need to update the **Status** Icon once you press **Save** the Icon will automatically update to 'Pending' status.

9. Once the values and evidence have been uploaded press

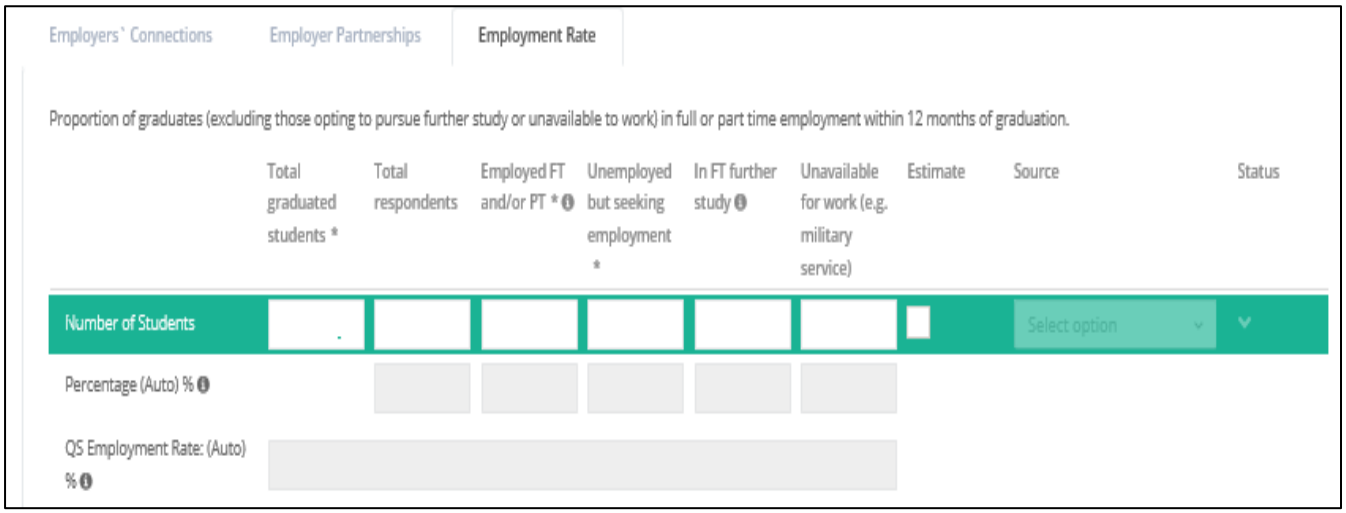
to assure the data has been successfully uploaded.

GRADUATE EMPLOYMENT RATE

The proportion of graduates (excluding those opting to pursue further study or unavailable to work) in full or part-time employment within 12 months of graduation.

Graduate employment data for a different period post-graduation is acceptable as long as it's a shorter one (e.g. 3 months or 6 months).

Guidelines and Evidences:

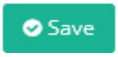


Mandatory Indicators

- Total graduated students: Total number of students from both undergraduate and graduate cohorts for that year should be accounted.
- Employed Full Time and/or Part Time students
- Unemployed but seeking employment

Non-Mandatory Indicators

- Total respondents: Students that have responded to your Employment Survey (Student Surveys that are sent by the University after graduation)

- In FT further study
- Unavailable for work (e.g. military service)
- For **Source** please select ‘Direct’ as this is a Direct submission by the University.
- The **Estimate** box should only be ticked if the University does not have absolute values for the year.
- There is no need to update the **Status** Icon once you press **Save** the Icon will automatically update to ‘Pending’ status.
- Once the values and evidence have been uploaded press 

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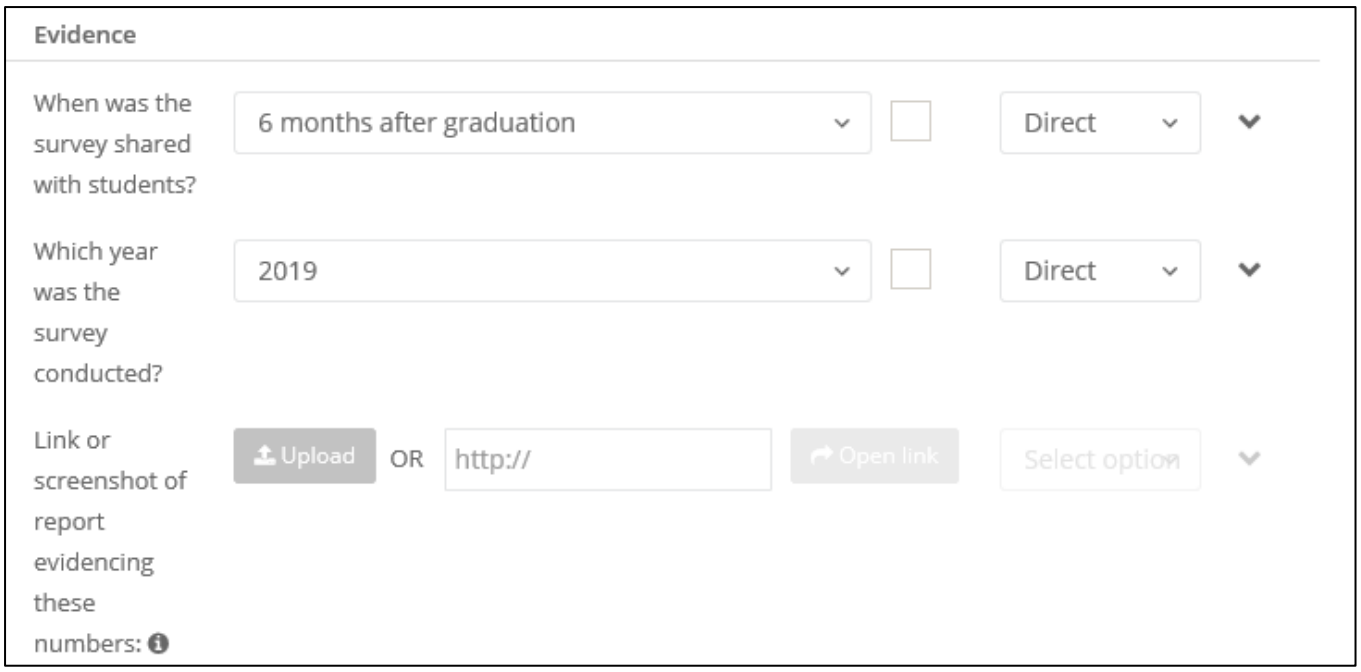
Evidence



Evidence can be submitted in two methods:

1. Uploading evidence.

   QS is flexible to accept other formats of data to validate the information included like:
   Institutional annual report
   Government Report
   Screenshot of the reports or webpage
   Screenshot/Image of the Survey Reports

   - Acceptable formats: **PDF, jpeg, png, csv, xlsx, doc, or docx** files
   - File size cannot exceed 10MB.

2. Web Link to the evidence.

   A link to the image/report/table of evidences on cloud storage (google drive/drobox etc.)
   A link to the evidence if it is on the University's webpage.
   Link to the Survey Reports and Student numbers.

Entrepreneurship

This section does not affect the overall weightings for Graduate Employability Rate indicator.

We do not want to instigate additional work, depending on data availability this may lead into a stream of work around the topic.

Update this section if the University has this data readily available.