QS Academic Reputation and Employer Reputation Index - Nomination list preparation and upload guide

Dear Colleague,

Many thanks for taking the time to compile your contact list. The process of contact preparation has slightly changed this year as now you can supply this data on HUB (instead of emailing QS with the information).

A crucial change in this process that you will need to upload a **CSV UTF-8** file format into our system. This is a step-by-step guide for doing so. If you feel you require assistance or face unexpected issues by any of the steps, feel free to email us at rankings@qs.com.
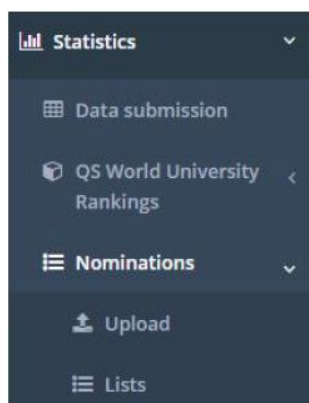
Step 1:
Log in to HUB at https://qs-hub.qs.com/.
(If you forgot your login details, reach out to us for new ones.)
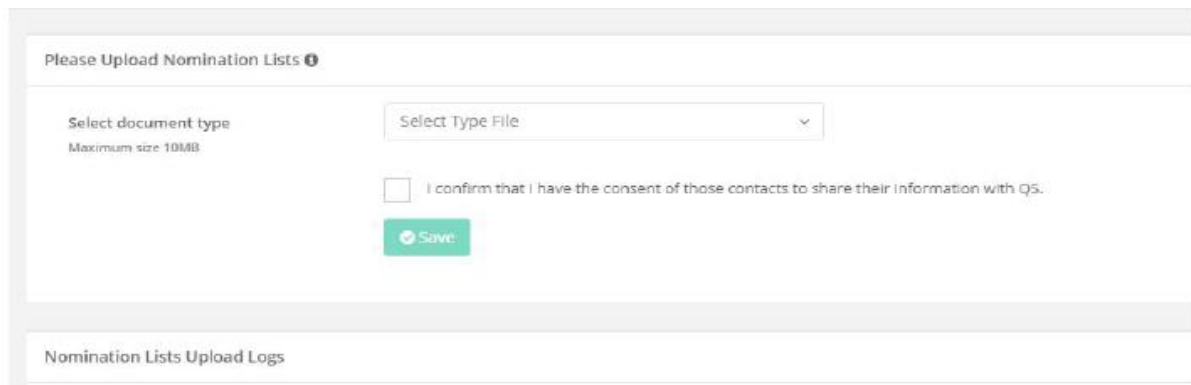
Step 2:
Go to Statistics >> Nominations:

Step 3:

Select "Upload":
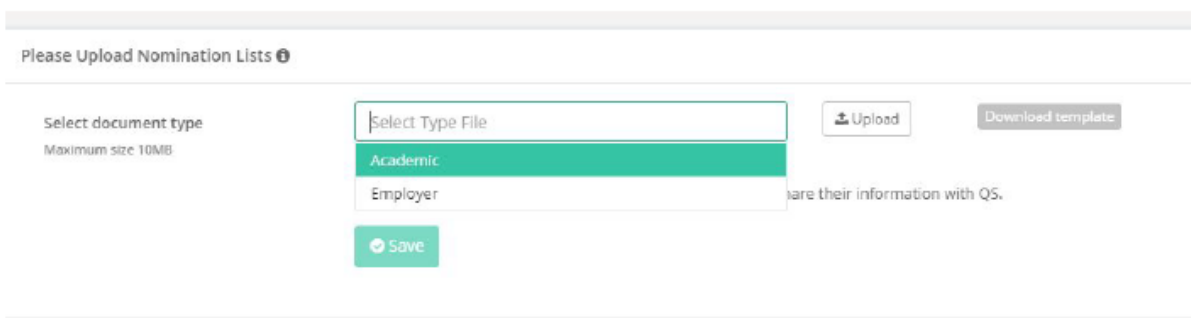
Step 4:

From the dropdown menu, please select whether you will upload Academic OR Employer contacts.
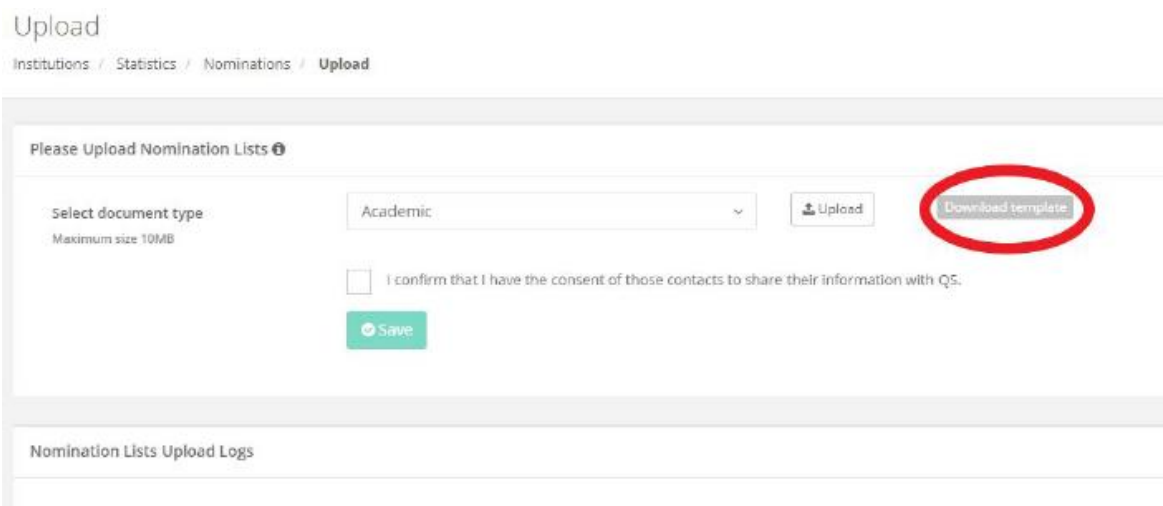
Step 5:

Please download the appropriate template by clicking "Download template":
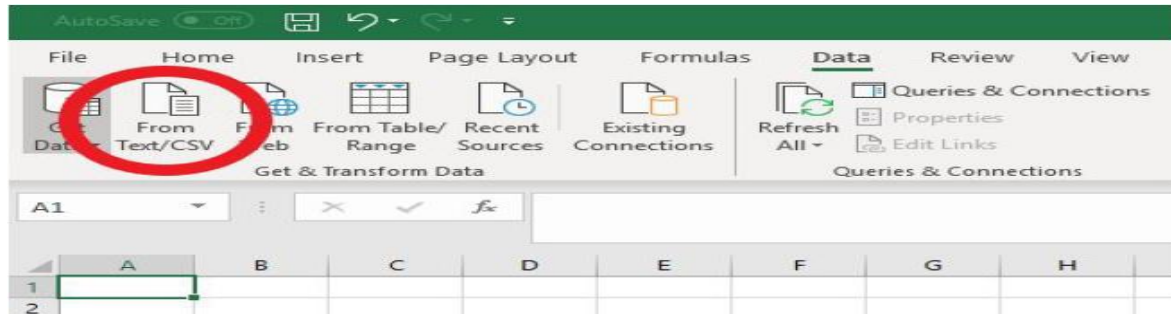

The next few steps outline how you can complete the **CSV UTF-8 file format** in Microsoft Excel.
If you are not using Excel, please make sure you save it with UTF-8 encoding and

go to Step 11.

Step 6:
Open a new Excel sheet, select the Data tab, then click 'From Text/CSV' in the Get
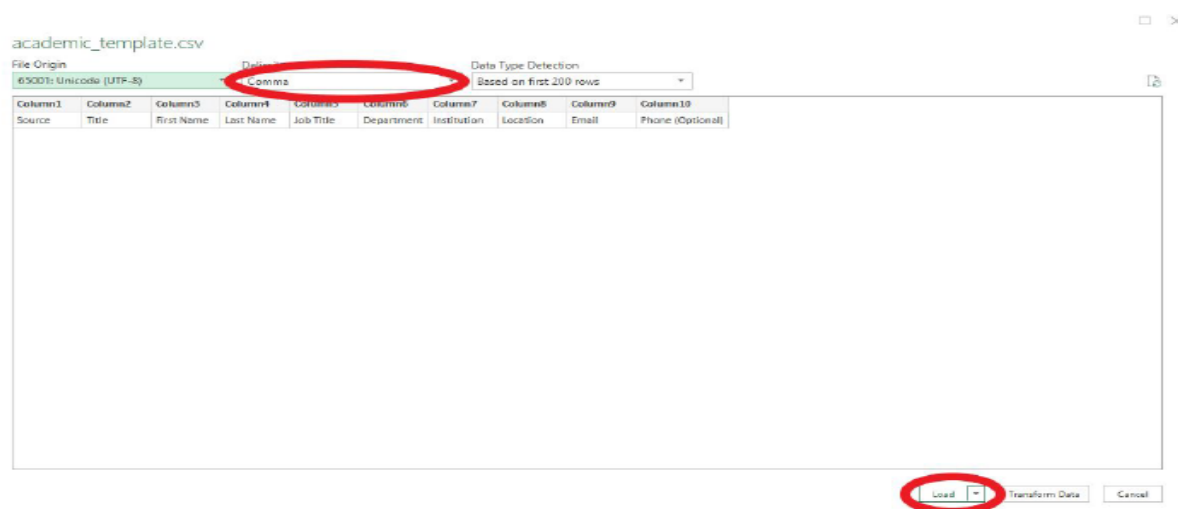& Transform Data group.

Step 7:
Browse to the CSV file and select 'Import'.

Step 8:
In the Import Wizard select Comma as the delimiter, then click 'Load' to insert
the data into cell A1.

Step 9:
Fill in the required details to the spreadsheet.
Phone numbers are not mandatory.
Examples of 'Location' are: United Kingdom, Malaysia, etc.
Please make sure you give the information of specific people, not general email
addresses such as info@xy.com or hello@xy.com. For email addresses, use only
English characters (no special characters) and do not leave an empty space after
the last character of the email address.

Step 10:
Once you have listed a maximum of 400 contacts, you will need to save your file.

Go to File >> Save As.

Step 11:
Name the file according to the following naming convention:
COUNTRY CODE_Name of institution_SURVEY CODE_YEAR

The country code is a two-digit code of your location.

The survey code is AR for the academic contacts and ER for the employer
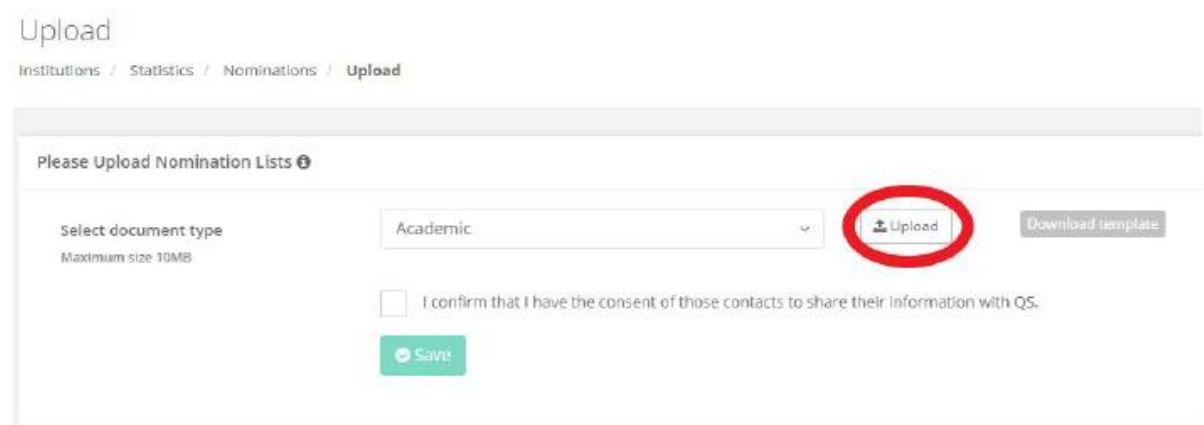contacts.

Step 12:
Finally, choose the **"CSV UTF-8 (Comma delimited) (*.csv)"** format as the file
format and click 'Save'.

Step 13:
Go back to your browser and visit the following menu on HUB:
Statistics >> Nominations >> Upload.

Click the "Upload" button.

Step 14:
Browse and select the file.
Confirm the tick box stating you have obtained consent from your contacts to
pass on their data to QS.

Finally, click 'Save'.

This was it!

Please see Notes 1 and 2 below if the upload failed.

Notes:
1. Hub specifies which rows has errors that is causing the upload to fail:

2. You may also find running the file through https://csvlint.io useful if you require additional understanding of the errors.

3. Please be aware that if you need to make any changes to your list, you can follow the same steps to upload the new version of the file - this will overwrite the previous one. We will only take into account the last update of your file.

4. If you click the Lists menu under "Nominations", you will be able to see your list in our system. This way you can check whether you have provided the information you intended to provide.

5. If you have any questions, please let us know at rankings@qs.com. Thank you for your help with the data collection.