UNIVERSITY OF ILORIN

NIGERIA

UNIVERSITY RANKING POLICY



2025

TABLE OF CONTENTS

Preface v

Executive Summary 1

1. Preamble 2

2. Purpose 2

3. Objectives of the Policy 2

3.1 Primary Objectives 2

3.2 Secondary Objectives 2

4. Scope 2

5. Policy Statement 3

6. Guiding Principles 3

6.1 Authentic Excellence 3

6.2 Data Integrity 3

6.3 Ethical Participation 4

6.4 Transparency 4

6.5 Strategic Alignment 4

6.6 Stakeholder Engagement 4

7. Ranking Framework 4

7.1 Priority Rankings 4

7.2 Core Performance Indicators 5

7.3 Internal Institutional Indicators 5

8. Governance Structure 5

8.1 Ranking Steering Committee 5

8.2 Ranking Implementation Unit 6

8.3 Faculty Ranking Representatives 7

9. Data Management Standards 8

9.1 Data Custodianship 8

9.2 Data Quality Assurance 8
9.3 Data Validation Process 8
9.4 Data Governance Framework 9
9.5 Data Submission Timeline 9
10. Participation Standards 10
10.1 Selection Criteria 10
10.2 Submission Requirements 10
11. Performance Monitoring and Evaluation 11
11.1 Internal Monitoring 11
11.2 External Evaluation 12
11.3 Annual Performance Report 12
12. Strategic Improvement Priorities 12
12.1 Research Excellence 12
12.2 Teaching and Learning 13
12.3 Internationalisation 13
12.4 Employability 13
12.5 Digital Scholarship 13
12.6 African Impact and Regional Leadership 13
13. Compliance and Accountability 14
13.1 Mandatory Compliance 14
13.2 Consequences of Non-Compliance 14
13.3 Ethical Standards 14
14. Strategic Use of Results 15
14.1 Analysis and Reporting 15
14.2 Strategic Planning Integration 15
14.3 Communication Strategy 16
14.4 External Communication 16

15. Resource Allocation 17
15.1 Budget Requirements 17
15.2 Resource Prioritisation 17
16. Risk Management 18
16.1 Risk Assessment 18
16.2 Risk Mitigation 18
17. Monitoring and Evaluation 19
17.1 Performance Monitoring 19
17.2 Policy Effectiveness Review 19
18. Policy Review and Amendments 20
18.1 Review Schedule 20
18.2 Amendment Process 20
19. Related Policies and Documents 20
20. Contact and Support 21

APPENDICES

Appendix A: Ranking Methodology Mapping 22
Appendix B: Data Collection Templates 27
Appendix C: Glossary of Ranking Terms 34
Appendix D: Annual Ranking Calendar 39
Appendix E: Data Validation Checklist 47

PREFACE

The University of Ilorin stands at a pivotal moment in its journey toward global recognition. Since our establishment in 1975, we have evolved from a regional institution to a comprehensive university with national significance and emerging international recognition. This policy document marks our commitment to systematic excellence and strategic positioning in the global higher education landscape.

Vision 1:10:500

Upon assumption of duty, I articulated a bold yet achievable vision for the University of Ilorin- **Vision 1:10:500,** representing our strategic ambition to position this institution as:

- **Number 1** university in Nigeria

- **Among the Top 10** universities in Africa

- **Among the Top 500** universities globally

This vision is not merely an aspiration; it is a clarion call for transformative action. It demands that we challenge ourselves to reach new heights of academic excellence, research impact, and institutional effectiveness. Vision 1:10:500 serves as both our compass and our commitment, guiding our priorities, focusing our resources, and inspiring our collective efforts toward measurable, sustainable advancement in global university rankings.

This policy document provides the strategic framework, operational mechanisms, and accountability structures necessary to realise this vision. It transforms our ambition into actionable strategies, ensuring that every unit, every faculty member, every student, and every administrative officer understands their role in our collective journey toward global prominence.

Why This Policy Matters

Global university rankings have become essential indicators of institutional quality, influencing student recruitment, faculty attraction, research collaborations, and funding opportunities. However, our approach recognises that genuine excellence cannot be artificially manufactured. Sustainable ranking advancement must emerge from authentic improvements in teaching quality, research impact, infrastructure development, and institutional governance.

Vision 1:10:500 anchors this policy in concrete, measurable outcomes while maintaining our commitment to authentic excellence. We refuse to pursue rankings through superficial metrics manipulation; instead, we embrace the rigorous, systematic improvements that genuinely elevate institutional quality and create lasting value for our students, our nation, and the global academic community.

Our Collaborative Approach

This policy reflects extensive consultation with faculty, administrative leaders, students, alumni, and external partners. Their collective insights ensure our ranking strategies serve the broader interests of our university community and the Nigerian higher education sector. Vision 1:10:500 emerged from this collaborative process; it represents not one person's ambition, but our shared determination to establish the University of Ilorin as a beacon of excellence in African and global higher education.

Strategic Context

The international higher education landscape is increasingly competitive. African universities are experiencing unprecedented growth in research output and global recognition. This presents both opportunities and challenges for Nigerian institutions seeking international prominence. Vision 1:10:500 positions us to capitalise on these opportunities while systematically addressing our developmental challenges.

Our strategy leverages our unique strengths-geographical location, cultural diversity, academic breadth, research capabilities, and a distinguished history of academic stability-while addressing areas requiring improvement. We recognise that achieving Top 500 global status requires not only maintaining our current strengths but also making quantum leaps in research productivity, international collaboration, digital visibility, and graduate outcomes.

Our Commitment

This policy adopts a comprehensive approach integrating academic excellence, research impact, infrastructure development, and institutional governance into a coherent strategy aligned with Vision 1:10:500. It sets ambitious yet realistic targets with achievable implementation pathways, recognising that ranking improvement requires sustained commitment, adequate resources, and consistent performance monitoring.

The journey to becoming Nigeria's number one university, a Top 10 African university, and a Top 500 global institution is neither simple nor short. It demands:

- **Excellence in Teaching**: Innovative pedagogy, exceptional learning environments, and student-centred approaches that produce globally competitive graduates

- Research Impact: High-quality scholarship that addresses local challenges while contributing to global knowledge advancement

- International Engagement: Strategic collaborations that enhance our visibility and amplify our research impact

- Infrastructure Investment: World-class facilities, digital infrastructure, and learning resources

- Institutional Effectiveness: Transparent governance, efficient administration, and data-driven decision-making

-Financial Sustainability: Diversified revenue streams that support continuous improvement and strategic investments

Call to Action

The successful implementation of Vision 1:10:500 requires collective commitment from every member of our university family-faculty, staff, students, alumni, and partners. Our success depends on shared commitment to excellence, mutual support for improvement initiatives, and collective pride in institutional achievement.

I invite each stakeholder to embrace this vision as his/her own. Whether you teach, research, administer, study, or support this institution, you have a vital role in our ascent to global prominence. Vision 1:10:500 is achievable, but only through our united efforts, unwavering dedication, and consistent pursuit of excellence in all we do.

Let this policy serve as our roadmap, our accountability framework, and our promise to ourselves and to the world: The University of Ilorin will claim its rightful place among the world's leading universities—not through shortcuts or manipulation, but through genuine, transformative excellence that benefits our students, advances knowledge, and serves humanity.

Together, we shall realise Vision 1:10:500.

_____

Prof. Wahab Olasupo Egbewole, SAN

Vice-Chancellor

University of Ilorin

Date: _____

EXECUTIVE SUMMARY

The University of Ilorin (UNILORIN) is embarking on a transformative journey to establish itself as a leading institution both nationally and globally. With the ambitious goal of becoming Nigeria's number one university, ranking among the top 10 in Africa, and within the top 500 globally (Vision 1:10:500), this policy outlines a structured, transparent approach to improving institutional rankings through strategic actions and ethical engagement with ranking organisations.

The purpose of this policy is to provide a comprehensive framework for UNILORIN's participation in global, regional, and national university rankings, ensuring accurate, verifiable, and timely data submissions aligned with the institution's strategic objectives. It emphasises transparency, ethical practices, and the importance of authentic excellence in areas such as research output, teaching quality, internationalisation, and institutional governance.

The primary objectives of the policy include the establishment of a coordinated ranking system, fostering a data-driven culture, enhancing the university's visibility and competitiveness, and using ranking outcomes for strategic institutional planning and quality improvement. The policy is designed to be applied across all academic and administrative units, ensuring alignment with the University's mission and Vision 1:10:500.

Key strategies for ranking success include focusing on core performance indicators such as research impact, teaching environment, international outlook, and institutional resources. Additionally, the policy outlines the creation of a Governance Structure with a Ranking Steering Committee overseeing the strategic implementation, supported by a dedicated Ranking Implementation Unit responsible for daily operations.

Data integrity and quality assurance are at the heart of the policy. A rigorous system for data validation, collection, and submission ensures compliance with ranking standards, with mandatory reviews and audits throughout the year. This policy also supports continuous improvement through performance monitoring and annual reviews, ensuring that UNILORIN's global aspirations are met sustainably.

By adhering to this policy, the University of Ilorin aims to enhance its academic reputation, attract world-class faculty and students, and secure international collaborations that will strengthen its position in global rankings, ultimately advancing the university’s mission and vision of excellence.

1. PREAMBLE

The University of Ilorin is committed to strengthening its global visibility and competitiveness in line with Vision 1:10:500-becoming the No. 1 university in Nigeria, Top 10 in Africa, and Top 500 globally. This policy establishes the formal structure for responsible, ethical, and strategic engagement with institutional rankings.

2. PURPOSE

This policy provides a coordinated, transparent, and integrity-driven framework for institutional ranking participation, ensuring that all data submitted is accurate, verifiable, and aligned with the University's mission and strategic objectives.

3. OBJECTIVES OF THE POLICY

3.1 Primary Objectives

1. Establish a coherent and coordinated system for ranking participation
2. Ensure accuracy, consistency, and timeliness of all ranking-related data
3. Promote transparency in ranking methods, decisions, and results
4. Align ranking participation with the University's strategic vision.
5. Promote ethical engagement with ranking bodies.
6. Utilise ranking outcomes to guide institutional planning, quality assurance and performance improvement
7. Enhance the national, regional, and international visibility and competitiveness of the University

3.2 Secondary Objectives

1. Strengthen a culture of data-driven decision-making
2. Improve institutional research capacity
3. Foster cross-departmental collaboration in data management
4. Establish benchmarks for continuous improvement
5. Support performance-based planning and resource allocation

4. SCOPE

This policy applies to:

- All academic and administrative units

- All staff involved in data creation, management, or reporting.

- All national, regional, and global ranking exercises.

- All institutional data submitted for ranking purposes.

5. POLICY STATEMENT

The University recognises that institutional rankings enhance visibility, attract quality students and faculty, secure funding, and demonstrate accountability to stakeholders. This policy establishes the framework for ranking participation, data management, quality assurance, and strategic improvement initiatives.

The University of Ilorin recognises institutional rankings as important tools for:

- Demonstrating accountability and quality

- Enhancing institutional visibility

- Attracting students, faculty, and resources

- Benchmarking performance against peers

The University commits to:

- **Accuracy:** Providing truthful, verified data

- **Transparency**: Open communication about methodologies and results

- **Integrity:** Ethical participation without manipulation

- **Strategic Focus:** Aligning ranking efforts with institutional mission

- **Continuous Improvement:** Using results to drive quality enhancement

6. GUIDING PRINCIPLES

6.1 Authentic Excellence

Ranking improvements must reflect real advances in teaching, research, governance, and internationalisation.

6.2 Data Integrity

All submitted data must be accurate, verifiable, and consistent with authoritative institutional records.

6.3 Ethical Participation

Manipulation, selective reporting, or metric gaming are prohibited.

6.4 Transparency

Ranking processes and results shall be appropriately communicated to stakeholders.

6.5 Strategic Alignment

The University will participate in rankings that demonstrate:

- Transparent, credible methodology

- Strategic alignment with institutional goals

- Fair representation of comprehensive universities

- Cost-effectiveness and reasonable resource requirements

6.6 Stakeholder Engagement

Ranking strategies will be developed collaboratively with faculty, staff, students, and external partners.

7. RANKING FRAMEWORK

The University shall focus on ranking dimensions aligned with global methodologies while incorporating additional internal indicators relevant to continental leadership.

7.1 Priority Rankings

Tier 1 - Global Rankings:

- Times Higher Education World University Rankings (THE)

- QS World University Rankings

- Academic Ranking of World Universities (ARWU)

- Webometrics Ranking of World Universities

Tier 2 - Regional Rankings:

- Times Higher Education Africa Rankings

- QS Africa Rankings

- Other recognised continental assessments

Tier 3 - National Rankings:

- Nigerian University Commission (NUC) assessments

- National university ranking systems

- Professional accreditation rankings

- Additional ranking participation requires Steering Committee approval.

7.2 Core Performance Indicators

Aligned with THE & QS Rankings

1. **Research Impact & Quality**

2. **Teaching and Learning Environment**
3. **International Outlook**
4. **Academic and Employer Reputation**
5. **Institutional Resources & Infrastructure**
6. **Digital Visibility and Open Access**

7.3 Internal Institutional Indicators

In addition to global metrics, the following internal indicators reflect the University's identity:

1. **Sustainability & Social Impact**
2. **African Impact & Regional Leadership**
3. **Governance, Ethics, and Transparency**
4. **Employability & Graduate Outcomes**

These indicators shall be used for institutional planning—not as substitutes for external ranking methodologies.

Note: These indicators reflect the primary focus of major global rankings. The University also maintains internal strategic indicators (sustainability, African impact, diversity) that inform institutional planning but are not currently weighted by major ranking bodies.

8. GOVERNANCE STRUCTURE

8.1 Ranking Steering Committee

Purpose: Strategic oversight and policy implementation

Composition:

- Vice-Chancellor (Chair)

- Deputy Vice-Chancellor (Research, Technology & Innovation)-Vice Chair

-Deputy Vice-Chancellor (Academic)

- Registrar

- Bursar

- University Librarian

-Senate Representative

-Provost, College of Health Sciences

- Director of Academic Planning

-Director, Centre for Research, Development and In-House Training

- Director of Computer Services and Information Technology

- Director, Centre for International Education

- Director, University Advancement Centre

- Dean of Students' Affairs

- Dean of Postgraduate School

- Corrdinator, New Media Unit

- Project Manager, Ranking Implementation

- Desk Officer, Ranking (Secretary)

Responsibilities:

- Approve participation in ranking exercises

- Validate data submissions

- Allocate resources for ranking activities

- Review performance and approve improvement strategies

- Ensure policy compliance

Meetings: Quarterly, with additional meetings as required

8.2 Ranking Implementation Unit

Purpose: Operational coordination and technical execution

Staff:

- Project Manager, Ranking Implementation (Head)

- Desk Officer, Ranking (Responsible for day-to-day administration)

- Data Management Specialist

- Statistical Analyst

- Administrative Assistant

Responsibilities:

- Coordinate daily ranking operations

- Collect, validate, and submit data
- Maintain institutional ranking database
- Liaise with ranking organisations
- Prepare performance reports
- Organise training and capacity building
- Monitor compliance with deadlines

8.3 Faculty Ranking Representatives

Purpose: Faculty-level coordination and data collection

Composition: One representative per faculty, serving two-year terms

Selection Criteria:

- Minimum PhD qualification
- Senior Lecturer rank or above (preferred)
- Data literacy and analytical skills
- Understanding of academic quality metrics

Responsibilities:

- Coordinate faculty-level data collection
- Ensure faculty compliance with data requests
- Communicate ranking strategies within the faculty
- Report faculty performance to the Implementation Unit

9. DATA MANAGEMENT STANDARDS

9.1 Data Custodianship

Authoritative Data Sources:

Data Type	**Custodian Office**
Student Enrolment, demographics	Academic Planning
Faculty Qualifications, employment	Human Resources
Research output, publications and citations	CREDIT

Financial Data	Bursary
Library /Repository Resources	University Library
Internationalisation	Centre for International Education
Graduate outcomes	Centre for Advancement Unit/Alumni Office

9.2 Data Quality Assurance

Mandatory Requirements:

- All data must be verified by two independent sources

- Data submissions require sign-off from the relevant custodian

- All data shall be cross-validated by the Implementation Unit.

- Comprehensive audit trail maintained for all submissions

- Version control for all datasets

-All data must comply with national data protection laws

9.3 Data Validation Process:

1. Initial data collection by Faculty Representatives

2. Verification by Data Management Specialist

3. Cross-reference with authoritative systems

4. Review by Statistical Analyst

5. Final approval by the Steering Committee

6. Submission by Ranking Implementation Unit

9.4 Data Governance Framework

Ownership and Access:

• Clear ownership responsibilities

• Access controls and permissions

• Audit trails for modifications

• Compliance with data protection regulations

• Data sharing agreements

• Protection of sensitive information

Reporting Standards:

• Standardised templates

• Regular reporting schedules

• Consistent data interpretation

• Version control

• Comprehensive data dictionaries

• Peer review for critical data

9.5 Data Submission Timeline

Standard Annual Cycle:

- **January-February:** Internal data preparation and validation

- **March-May:** Submission to major ranking organisations

- **June-August:** Respond to clarification requests

- **September-November:** Results analysis and planning

- **December:** Annual performance report to Council

10. PARTICIPATION STANDARDS

10.1 Selection Criteria

The University will participate in rankings that meet the following criteria:

Credibility:

- Recognised methodology published transparently

- Independent verification processes

- Established reputation in the higher education sector

- Used by peer institutions and stakeholders

Strategic Alignment:

- Indicators aligned with institutional mission

- Fair representation of comprehensive universities
- Relevant to the Nigerian higher education context
- Supports recruitment and partnership goals

Cost-Benefit:

- Reasonable participation fees
- Justifiable resource investment
- Potential impact on visibility and reputation
- Opportunities for learning and improvement

10.2 Submission Requirements

Pre-Submission:

- Review methodology updates from the ranking organisation
- Conduct internal data audit
- Prepare draft submission with supporting documentation
- Peer review by Technical Committee
- Obtain Steering Committee approval

Submission:

- Submit complete data within published deadlines
- Maintain a communication log with the ranking organisation
- Respond to clarifications within 48-72 hours
- Provide supporting evidence when requested

Post-Submission:

- Document lessons learned
- Identify data gaps or quality issues
- Update internal databases
- Prepare communication strategy for results release

11. PERFORMANCE MONITORING AND EVALUATION

11.1 Internal Monitoring

Key Performance Indicators:

- Ranking position and trends
- Research output and citations
- Internationalisation metrics
- Graduate employability
- Digital visibility
- Faculty-level performance
- Performance against peer institutions
- Achievement of improvement targets
- Data quality and completeness metrics
- Stakeholder satisfaction
- Resource utilisation efficiency

Monitoring Procedures:

• Quarterly performance reviews

• Monthly progress reports

• Real-time performance dashboards

• Benchmark comparisons

• Gap identification

• Documentation of corrective actions

11.2 External Evaluation

Peer Review:

• Engage external experts periodically

• Participate in benchmarking studies

• Conduct comparative analyses

• Seek ranking organisation feedback

• Obtain independent data validation

• Implement recommended improvements

Stakeholder Feedback:

• Regular stakeholder surveys

• Focus group discussions

• Feedback collection systems

• Response to concerns and suggestions

• Incorporation into improvement plans

• Communication of actions taken

11.3 Annual Performance Report

Prepared by the Implementation Unit and submitted to Council, Senate, Management, and Faculties.

12. STRATEGIC IMPROVEMENT PRIORITIES

Although strategic details are treated separately, the following priority areas are endorsed:

12.1 Research Excellence

- Increase high-quality publications
- Improve citation impact
- Expand research collaborations
- Strengthen grants and funding capacity

12.2 Teaching and Learning

- Improve student satisfaction
- Enhance pedagogical innovation
- Strengthen quality assurance

12.3 Internationalisation

- Increase international staff and students
- Expand academic partnerships
- Enhance mobility programs

12.4 Employability

- Strengthen career services
- Improve alumni tracking
- Engage employers systematically

12.5 Digital Scholarship

- Enhance the University's web presence
- Improve repository quality
- Promote Open Access publishing

12.6 African Impact and Regional Leadership *(as approved)*

- Promote African scholarship and indigenous knowledge
- Strengthen intra-African collaborations
- Align research with African development priorities

13. COMPLIANCE AND ACCOUNTABILITY

13.1 Mandatory Compliance

All University units must:

- Respond to data requests within 7 working days
- Provide accurate, verifiable information
- Maintain documentation supporting submitted data
- Participate in training programs
- Report data quality issues immediately

13.2 Consequences of Non-Compliance

Failure to comply may result in:

- Escalation to the relevant Dean/Director
- Report to Vice-Chancellor
- Impact on departmental/faculty performance assessments
- Resource allocation considerations

13.3 Ethical Standards

The University prohibits:

- Submitting false or misleading data
- Manipulating metrics through artificial means
- Gaming ranking systems through unethical practices
- Misrepresenting institutional characteristics
- Selectively reporting favourable data only
-Predatory publishing

Violations will result in:

- Immediate investigation
- Corrective action and resubmission
- Disciplinary measures per university regulations
- Potential withdrawal from the ranking exercise

14. STRATEGIC USE OF RESULTS

14.1 Analysis and Reporting

Annual Performance Report will include:

- Ranking results across all participating exercises
- Trend analysis over a 3–5-year period
- Peer institution benchmarking
- Indicator-specific performance breakdown
- Identified improvement priorities

Distribution:

- University Council
- Senate
- Faculty Boards
- All academic and administrative units
- Public website (summary version)

14.2 Strategic Planning Integration

Ranking results and analysis will inform:

- Institutional strategic planning
- Faculty and departmental planning
- Resource allocation decisions
- Quality assurance initiatives
- International partnership strategies
- Research investment priorities

14.3 Communication Strategy

14.3.1 Internal Communication:

Channels:

• University-wide announcements

• Faculty and departmental briefings

• Staff newsletters and publications

• Website and intranet updates

• Social media and digital platforms

• Town hall meetings and fora

- Student orientation materials

Content:

• Ranking results and analyses

• Improvement strategies and progress

• Resource allocation decisions

• Training opportunities

• Achievement recognition

• Transparent addressing of concerns

14.3.2 External Communication:

A. Stakeholder Engagement:

• Prospective students and parents

• Employers and industry partners

• Alumni and supporters

• Government and regulatory bodies

• Peer institutions and networks

• Educational conferences and forums

B. Media Relations:

• Press releases for ranking announcements

• Media interviews

• Participation in rankings discussions

• Success stories and achievements

• Public concern addressing

• Positive public image maintenance

15. RESOURCE ALLOCATION

15.1 Budget Requirements

The University will allocate a dedicated budget for:

- Ranking participation fees

- Implementation Unit staffing and operations

- Data management systems and software

- Training and capacity building

- External audit and validation services

- Performance improvement initiatives

15.2 Resource Prioritisation

Resource allocation will prioritise:

1. Data infrastructure and quality systems

2. Research support and publication services

3. Faculty development and recruitment

4. Student support and employability services

5. International collaboration platforms

6. Digital visibility and open access infrastructure

16. RISK MANAGEMENT

16.1 Risk Assessment

Risk Identification:

• Data security and privacy breaches

• Inaccurate or incomplete data submission

• Reputation damage from poor rankings

• Resource allocation inefficiencies

• Staff turnover and knowledge loss

• Technology failures and system breakdowns

Risk Analysis:

• Assess likelihood and impact

• Prioritise by severity

• Identify interdependencies

• Evaluate existing controls

• Determine residual risk levels

• Document findings

16.2 Risk Mitigation

Preventive Measures:

• Robust data security systems

• Data validation procedures

• Contingency plans and procedures

• Adequate insurance coverage

• Staff backup and support systems

• Reliable technology infrastructure

Response Strategies:

• Crisis communication plans

• Incident response procedures

• Recovery and continuity plans

• Emergency contact systems

• Regular risk assessment updates

• Learning from risk events

17. MONITORING AND EVALUATION

17.1 Performance Monitoring

Key Performance Indicators:

- Position in priority rankings (absolute and trend)

- Performance on specific indicators

- Peer institution comparison

- Data submission quality scores

- Stakeholder satisfaction with ranking processes

Monitoring Frequency:

- Monthly progress reports (Implementation Unit to Project Manager)

- Quarterly performance reviews (Steering Committee)

- Annual comprehensive evaluation (University Council)

17.2 Policy Effectiveness Review

Annual Review will assess:

- Achievement of ranking objectives

- Data quality and submission compliance

- Resource utilisation efficiency

- Stakeholder engagement effectiveness

- Alignment with institutional priorities

18. POLICY REVIEW AND AMENDMENTS

18.1 Review Schedule

A biennial comprehensive review (every 2 years) will evaluate:

- Policy effectiveness and relevance
- Changes in ranking methodologies
- Emerging best practices
- Resource adequacy
- Governance structure efficiency

18.2 Amendment Process

Minor amendments (procedural clarifications):

- Proposed by Policy Owner
- Approved by Steering Committee
- Communicated to stakeholders

Major amendments (substantive policy changes):

- Proposed by the Steering Committee
- Senate review and recommendation
- University Council approval
- University-wide communication

19. RELATED POLICIES AND DOCUMENTS

This policy should be read in conjunction with:

- University Strategic Plan
- Research Policy
- Quality Assurance Policy
- ICT Policy
- Academic Quality Standards
- International Collaboration Policy

- Repository Mandate/Open Access Policy

-Sustainable Development Policy

20. CONTACT AND SUPPORT

Policy Queries:

- Policy Owner: Deputy Vice-Chancellor (Research, Technology & Innovation)

- Email: dvc.rti@unilorin.edu.ng

Operational Support:

- Ranking Implementation Unit

- Email: ranking@unilorin.edu.ng

- Phone:

IMPLEMENTATION NOTE

This policy will be supported by two additional documents:

1. Ranking Strategy Document (2025-2030) - Contains detailed improvement initiatives, targets, and action plans for specific indicators

2. Ranking Operations Manual - Contains procedures, templates, timelines, and technical guidelines for day-to-day ranking activities

APPENDICES

APPENDIX A: RANKING METHODOLOGY MAPPING

Introduction

This appendix maps the University of Ilorin's institutional indicators to the methodologies of four major global ranking systems: Times Higher Education (THE) World University Rankings, QS World University Rankings, Academic Ranking of World Universities (ARWU), and Webometrics.

1. TIMES HIGHER EDUCATION (THE) WORLD UNIVERSITY RANKINGS

Performance Areas and Weights

THE Indicator	Weight (%)	UNILORIN Data Source	Data Custodian
TEACHING (29.5%)			
Reputation Survey	15	THE reputation survey participation	Ranking Implementation Unit
Staff-to-student ratio	4.5	FTE students / FTE academic staff	Academic Planning / HR
Doctorate-to-bachelor's ratio	2.25	Doctoral awards / Bachelor's awards	Academic Planning
Doctorates-awarded-to-academic-staff ratio	6	Doctoral graduates / FTE academic staff	Academic Planning / HR
Institutional income	2.25	Total institutional revenue	Bursary
RESEARCH ENVIRONMENT (29%)			
Reputation survey	18	THE reputation survey participation	Ranking Implementation Unit
Research income	6	External research grants and funding	CREDIT
Research productivity	5	Publications per academic staff	| CREDIT
RESEARCH QUALITY (30%)			
Citations	15	Field-weighted citation impact	CREDIT / Scopus
Research strength	5	High-quality publications	CREDIT
Research excellence	5	Top 10% cited publications	CREDIT
Research influence	5	Publications in top journals	CREDIT
INTERNATIONAL OUTLOOK (7.5%)			
International-to-domestic students' ratio	2.5	International students / Total students	Centre for International Education

International-to-domestic staff ratio	2.5	International staff / Total staff	HR
International collaboration	2.5	Co-authored publications with international institutions	CREDIT
INDUSTRY (4%)			
Industry income	4	Research income from industry	CREDIT / LABTOP/Bursary

Key Definitions for THE

- FTE Academic Staff: Full-time equivalent permanent academic staff with teaching and research responsibilities

- Research Income**: External competitive grants, not including internal or government block grants

- **International**: Staff/students whose permanent home is outside Nigeria

2. QS WORLD UNIVERSITY RANKINGS

Performance Areas and Weights

THE Indicator	Weight (%)	UNILORIN Data Source	Data Custodian
Reputation Survey	30	QS Academic reputation survey participation	Ranking Implementation Unit
EMPLOYER REPUTATION	15	QS Employer Reputation Survey	Ranking Implementation Unit
FACULTY STUDENT RATIO	10	FTE Faculty/FTE Student	Academic Planning/HR
CITATIONS PER FACULTY	20	Total citations / FTE faculty (5 years)	CREDIT / Scopus
INTERNATIONAL FACULTY RATIO	5	International faculty / Total faculty	HR
INTERNATIONAL STUDENT RATIO	5	International students / Total students	CIE
INTERNATIONAL RESEARCH NETWORK	5	| International research collaborations	CREDIT
EMPLOYMENT OUTCOMES	5	Graduate employment rate	University Advancement Centre / Alumni Office
SUSTAINABILITY	5	Environmental and social impact	Sustainable development Office

Key Definitions for QS

- Faculty: All academic staff with teaching responsibilities, including research-focused staff

- Citation Window: Previous 5 years

- International: Permanent residence outside Nigeria

3. ACADEMIC RANKING OF WORLD UNIVERSITIES (ARWU)

Performance Areas and Weights

ARWU Indicator	Weight (%)	UNILORIN Data Source	Data Custodian
QUALITY OF EDUCATION (10%)			
Alumni with Nobel Prizes or Fields Medals	10	Alumni with Nobel Prizes or Fields Medals	Alumni Office
QUALITY OF FACULTY (40%)			
Staff with Nobel Prizes or Fields Medals	20	Faculty awards tracking	HR
Highly Cited Researchers	20	Staff in Clarivate HCR list	
RESEARCH OUTPUT (40%)			
Papers in Nature and Science	20	Publications in Nature/Science	CREDIT
Papers in the Science Citation Index-Expanded (SCIE) and Social Science Citation	20	Total indexed publications	CREDIT
PER CAPITA PERFORMANCE (10%)			
PER CAPITA PERFORMANCE	10	Weighted scores / FTE academic staff	CREDIT/HR

Key Definitions for ARWU

-Highly Cited Researchers: Researchers in Clarivate's annual HCR list

- SCIE/SSCI: Publications indexed in Web of Science databases

- Per Capita: Performance indicators divided by FTE academic staff

ARWU Limitations for UNILORIN

ARWU heavily weights Nobel Prizes and Fields Medals, which creates challenges for African universities. UNILORIN should focus on:

- Increasing highly cited researchers

- Growing publications in high-impact journals

- Improving research output per capita

4. WEBOMETRICS RANKING OF WORLD UNIVERSITIES

Performance Areas and Weights

Webometric Indicator	Weight (%)	UNILORIN Data Source	Data Custodian
VISIBILITY (50%)			
External links to university website	50%	Inbound links to unilorin.edu.ng	COMSIT
TRANSPARENCY/OPENNESS (10%)			
Top cited researchers (Google Scholar Citations)	10%	Researcher profiles on Google Scholar	Ranking Implementation Unit
EXCELLENCE (40%)			
Top 10% most cited papers	**40**	Highly cited publications	CREDIT / Repository

Key Definitions for Webometrics

- **Visibility**: External backlinks from other websites

- **Transparency:** Presence and citations of researchers on Google Scholar

- **Excellence**: Proportion of papers in the top 10% most cited (per field)

UNILORIN Webometrics Strategy

- Enhance website content and structure

- Encourage faculty Google Scholar profile creation

- Promote institutional repository

- Increase open-access publications

- Build external partnerships for website linking

APPENDIX B: DATA COLLECTION TEMPLATES

Template 1: Faculty/Department Annual Data Submission

Reporting Period: _____ (January 1 - December 31)

Faculty/Department: **_____**

Submitted by: _____

Date: _____

SECTION A: STAFF INFORMATION

Category	Number (Headcount)	FTE
Academic Staff by Rank		
Professor		
Associate Professor (Reader)		
Senior Lecturer		
Lecturer I		
Lecturer II		
Assistant Lecturer		
Graduate Assistant		
TOTAL ACADEMIC STAFF		
Staff by Status		
Permanent Full-time		
Contract Full-time		
Part-time		
Visiting/Adjunct		
Staff by Nationality		
Nigerian		
International (specify countries		
Staff by Qualification		
PhD holders		
Master's degree holders		
Bachelor's degree holders		

SECTION B: STUDENT INFORMATION

Category	Number (Headcount)	FTE
Undergraduate Students		
100 Level		
200 Level		
300 Level		
400 Level		
500 Level		
600 Level (if applicable)		
TOTAL UNDERGRADUATE		
Postgraduate Students		
Postgraduate Diploma		
Master's (Coursework)		
Master's (Research)		
PhD		
TOTAL POSTGRADUATE		
GRAND TOTAL		
Distance/Online		
Student Status		
Full-time		
Part-time		
International Students		
African (non-Nigerian)		
Non-African		

SECTION C: RESEARCH OUTPUT

Category	Count
Publications (Calendar Year)	
Journal articles (peer-reviewed)	
In Scopus-indexed journals	
In Web of Science journals	
In Q1 journals	
In Q2 journals	
Conference papers (indexed)	
Book chapters	
Books (authored)	
Books (edited)	
Patents and IP	
Patents filed	
Patents granted	
Trademarks/Copyrights	
Research Grants	
Number of active grants	
Total grant value (₦)	
International grants	
Industry-funded research	

SECTION D: GRADUATE OUTCOMES

Category	Number
Graduations (Calendar Year)	
Bachelor's degrees awarded	
Postgraduate diplomas awarded	
Master's degrees awarded	
PhDs awarded	
Employment Data (if available)	
Graduates employed within 6 months	
Graduates in further study	
Graduates in relevant field	

SECTION E: INTERNATIONAL ACTIVITIES

Activity	Count/Details
International research collaborations	
Joint publications with foreign institutions	
Student exchange programs (outgoing)	
Student exchange programs (incoming)	
International conferences hosted	
MoUs with foreign institutions	
International visiting scholars	

DECLARATION

I certify that the information provided above is accurate and complete to the best of my knowledge.

Name: _____

Position: _____

Signature: _____

Date: _____

Verified by (Dean/Head of Department/Head of Unit):

Name: _____

Signature: _____

Date: _____

Template 2: Research Publication Documentation Form

Publication Type: ☐ Journal Article ☐ Conference Paper ☐ Book Chapter ☐ Book

Publication Details

Field	Information
Title	
Authors (UNILORIN authors in bold)	
Journal/Conference/Book Name	
Volume and Issue	
Pages	
Publication Date	
DOI	
ISSN/ISBN	

Indexing Information

☐ Scopus (Scopus ID: _____)

☐ Web of Science (Accession Number: _____)

☐ PubMed

☐ Google Scholar

☐ Other (specify): _____

Journal Quality Indicators

Indicator	Value
Journal Quartile (Q1/Q2/Q3/Q4)	
Impact Factor	
CiteScore	
SJR (Scimago)	
Subject Area/Field |	

Open Access Status

☐ Gold Open Access

☐ Green Open Access (Deposited in repository)

☐ Hybrid

☐ Closed Access

Repository Link (if applicable): _____

Funding Acknowledgment

Was this research funded? ☐ Yes ☐ No

If yes:

-Funding Source: _____

- Grant Number: _____

- Amount: _____

Corresponding Author

Name: _____

Email: _____

Affiliation: _____

Submitted by: _____

Date: _____

Template 3: Grant and Funding Documentation

Grant Title: _____

Principal Investigator: _____

Co-Investigators: _____

Grant Information

Field	Information
Funding Organisation	
Grant Reference Number	
Type (Research/Equipment/Training)	
Total Amount	
Currency |	
Start Date	
End Date	
Duration (months)	

Grant Classification

Source Type:

☐ International

☐ National

☐ Industry/Private Sector

☐ Government

☐ NGO/Foundation

Research Area: _____

SDG Alignment (if applicable): **_____**

Expenditure (for active grants)

Year	**Amount Spent**	**Balance**
Year 1		
Year 2		
Year 3		

Outputs to Date

Output Type	**Count**
Publications	
Conference presentations	
Patents/IP	
Trained personnel (PhD/Masters)	
Community impact	

Submitted by: **_____**

Approved by (CREDIT Director): **_____**

Date: _____

APPENDIX C: GLOSSARY OF RANKING TERMS

A

Academic Reputation: Peer assessment of the quality of teaching and research at an institution, typically measured through surveys of academics worldwide.

Academic Ranking of World Universities (ARWU): Also known as the Shanghai Ranking, a global university ranking published by Shanghai Ranking Consultancy, emphasizing research output and quality.

Altmetrics: Alternative metrics that measure the online attention and engagement with research outputs beyond traditional citations.

B

Bibliometrics: The statistical analysis of written publications such as books and articles, used to measure research impact.

Benchmark Institution: A peer university against which performance is compared for strategic planning purposes.

C

Citation: A reference to a scholarly work made by another scholarly work, used as a measure of research impact.

Citation Impact: The influence of research publications is measured by the number of times they are cited by other works.

CiteScore: A journal metric calculated by Scopus that measures the average citations received per document published in a journal.

Comprehensive University: An institution offering programs across multiple disciplines, including sciences, social sciences, humanities, and professional fields.

D

Data Custodian: The designated office or unit responsible for maintaining authoritative institutional data for specific categories of information.

DOI (Digital Object Identifier): A unique alphanumeric string assigned to digital objects (such as journal articles) to provide persistent links.

E

Employer Reputation: Assessment of the employability and quality of graduates as perceived by employers, measured through surveys.

Excellence: In ranking contexts, it typically refers to research output in the top percentiles of citation performance.

F

Field-Normalised Citation Impact: A measure that accounts for differences in citation practices across academic disciplines.

FTE (Full-Time Equivalent): A standardised measure converting part-time positions to full-time equivalents (e.g., two half-time staff = 1.0 FTE).

G

Gold Open Access: Publications made freely available online immediately upon publication, typically with author-pays fees.

Google Scholar: A freely accessible search engine that indexes scholarly literature across formats and disciplines.

Green Open Access: Self-archiving of research publications in institutional or subject repositories.

H

H-index: A metric that measures both the productivity and citation impact of a researcher (h papers with at least h citations each).

Highly Cited Researcher: A researcher whose publications rank in the top 1% by citations in their field, as identified by Clarivate Analytics.

I

Impact Factor: A measure of journal importance calculated by dividing the number of current year citations to articles published in the two previous years by the total number of articles published in those years.

Institutional Repository: A digital archive for collecting, preserving, and disseminating the intellectual output of an institution.

International Collaboration: Research conducted in partnership with institutions or researchers from other countries, typically measured by co-authored publications.

International Outlook: An indicator measuring the international diversity of staff, students, and research collaborations.

J

Journal Quartile (Q1-Q4)**: Classification of journals based on their ranking within their subject category, with Q1 being the top 25%.

M

Methodology: The systematic framework and criteria used by ranking organisations to evaluate and compare institutions.

MoU (Memorandum of Understanding): A formal agreement between institutions outlining terms of collaboration.

N

Nature Index: A database tracking high-quality research output published in a selection of top-tier natural science journals.

O

Open Access: Free, unrestricted online access to research publications, promoting wider dissemination of knowledge.

ORCID (Open Researcher and Contributor ID): A unique identifier for researchers that distinguishes them from other researchers.

P

Peer Review: Evaluation of scholarly work by experts in the same field before publication or funding approval.

Per Capita Performance: Performance indicators divided by the number of academic staff, normalising for institutional size.

Publication: Scholarly output including journal articles, conference papers, books, and book chapters.

Q

QS World University Rankings: A global ranking system published by Quacquarelli Symonds, emphasising academic and employer reputation alongside other indicators.

Quality Assurance: Systematic processes to maintain and improve the quality of education and research.

Quartile: Division of journals or institutions into four equal groups based on performance, with Q1 being the highest.

R

Ranking Exercise: Any systematic evaluation of institutional performance by external organisations using established methodologies.

Research Environment: The conditions, resources, and culture supporting research activity at an institution.

Research Income: External funding received for research activities, excluding recurrent government appropriations.

Research Output: The tangible products of research activity, primarily publications but also including patents and other forms.

Research Productivity: The volume of research output, often measured as publications per academic staff member.

Research Strength: The concentration of high-quality research in an institution's strongest fields.

S

Scopus: A bibliographic database by Elsevier covering peer-reviewed literature, including journals, books, and conference proceedings.

SCIE (Science Citation Index Expanded): A Web of Science database indexing journals in the sciences.

SJR (Scimago Journal Rank): A journal metric based on Scopus data that weights citations by the prestige of citing journals.

SSCI (Social Sciences Citation Index): A Web of Science database indexing journals in the social sciences.

Staff-to-Student Ratio: The number of FTE academic staff divided by FTE students, indicating teaching resources.

Stakeholder: Any individual or group with an interest in the university's performance (students, staff, employers, government, etc.).

Sustainability: Institutional commitment to environmental, social, and economic responsibility in operations and research.

T

THE (Times Higher Education) World University Rankings: A global ranking system emphasising teaching, research, citations, international outlook, and industry income.

Transparency: Openness in processes, data, and decision-making; in Webometrics, it refers to the online presence of researchers.

V

Visibility: In Webometrics, the number of external websites linking to an institution's web domain indicates online impact.

W

Web of Science: A research platform by Clarivate providing access to multiple databases of bibliographic information and citations.

Webometrics Ranking of World Universities: A ranking based on web presence and open access publications, published by CSIC (Spain).

APPENDIX D: ANNUAL RANKING CALENDAR

JANUARY

Week 1-2: Planning & Preparation

- Ranking Implementation Unit reviews the annual calendar
- Updates all ranking organisation accounts/portals
- Reviews previous year's performance
- Identifies methodology changes in major rankings

Week 3-4: Internal Data Collection Begins

- Faculty Ranking Representatives notified of data requirements
- Templates distributed to all faculties/departments
- Academic Planning provides student enrolment data
- HR provides staff data (as of December 31)

Deadlines:

- January 31: THE reputation survey closes (if open)

FEBRUARY

Week 1-2: Data Validation Phase

- Faculty representatives submit completed templates
- Data Management Specialist begins verification
- Cross-referencing with authoritative sources
- Identification of data gaps or inconsistencies

Week 3-4: Research Data Compilation

- CREDIT provides publication and citation data
- Scopus and Web of Science data extraction
- Google Scholar profile updates
- Repository statistics compiled

Deadlines:

- February 15: All faculty data submissions due

- February 28: QS reputation survey closes (if open)

MARCH

Week 1: Final Data Review

- Statistical Analyst reviews all compiled data
- Data quality assurance checks completed
- Supporting documentation assembled
- Draft submissions prepared

Week 2: Steering Committee Review

- Draft submissions presented to the committee
- Committee validates data accuracy
- Final approval for submissions granted
- Communication protocols established

Week 3-4: Submission Period

- THE World University Rankings submission
- QS World University Rankings data verification
- Regional rankings data preparation
- Webometrics data review (continuous monitoring)

Deadlines:

- March 10-15: THE data submission window
- March 20-30: QS data verification deadline

APRIL

Week 1-2: Follow-up Communications

- Monitor for clarification requests from ranking bodies
- Respond to queries within 48-72 hours
- Provide additional documentation if requested
- Update submission logs

Week 3-4: Supplementary Submissions

- Subject-specific ranking submissions (if applicable)

- Regional ranking submissions

- Specialised rankings (e.g., impact rankings)

- Repository updates for Webometrics

Deadlines:

- April 30: THE Subject Rankings data submission

MAY

Week 1-2: Regional Rankings Focus

- THE Africa Rankings submission

- QS Africa Rankings data preparation

- National rankings coordination (NUC)

- Documentation of all submissions

Week 3-4: Mid-Year Review

- Ranking Implementation Unit internal assessment

- Faculty representative feedback session

- Data collection process evaluation

- Identification of improvement areas

Deadlines:

- May 31: All major ranking submissions completed

JUNE

Week 1-4: Results Monitoring Period

- Monitor ranking organisation announcements

- Prepare communication templates

- Identify peer institutions for benchmarking

- Plan results analysis approach

Activities:

- Webometrics results are typically released mid-year

- Prepare for THE results (expected September)

- Begin preliminary analysis if early results are available

JULY

Week 1-4: Capacity Building

- Training sessions for new faculty representatives

- Data management workshops

- Research metrics training for faculty

- Best practices sharing sessions

Activities:

- Review international collaboration data

- Update researcher profiles (Google Scholar, ORCID)

- Repository content quality review

- Website optimisation for Webometrics

AUGUST

Week 1-4: Strategic Planning Preparation

- Compile previous year's data trends

- Benchmark against peer institutions

- Draft improvement priorities

- Resource requirement assessment

Activities:

- Prepare for results season (September-November)

- Finalise communication strategies

- Update stakeholder briefing materials

- Media relations preparation

SEPTEMBER

Week 1-2: THE Results Release

- THE World University Rankings are announced (typically mid-September)

- Immediate internal communication

- Results analysis begins

- Media inquiries management

Week 3-4: Analysis & Reporting

- Detailed performance breakdown

- Indicator-specific analysis

- Peer comparison report

- Strengths and weaknesses identification

Deadlines:

- September 30: Preliminary analysis report to Steering Committee

OCTOBER

Week 1-2: QS Results Release

- QS World University Rankings announced (typically early June, but regional in October)

- Comparative analysis with THE results

- Trend analysis over multiple years

- Faculty-level performance review

Week 3-4: Stakeholder Communication

- Council briefing document preparation

- Senate presentation planning

- Faculty board communications

- Public communication materials

Deadlines:

- October 31: Draft annual performance report

NOVEMBER

Week 1-2: Comprehensive Review

- Consolidate all ranking results

- Complete annual performance report

- Identify strategic improvement priorities

- Resource allocation recommendations

Week 3-4: Governance Reporting

- Steering Committee comprehensive review

- Senate presentation

- Council report submission

- Faculty feedback sessions

Deadlines:

- November 30: Annual performance report finalized

DECEMBER

Week 1-2: Strategic Planning

- Next year's improvement plan development

- Budget proposals for ranking activities

- Faculty target setting

- Resource allocation planning

Week 3: Council Presentation

- Annual ranking performance report to Council

- Approval of next year's strategy

- Budget allocation decisions

- Policy review recommendations

Week 4: Year-End Activities

- Data archiving and documentation

- Lessons learned documentation

- Update ranking database

- Holiday break

Deadlines:

- December 15: Council presentation

- December 31: Year-end data freeze for next cycle

CONTINUOUS ACTIVITIES (ALL YEAR)

Monthly:

- Monitor ranking organisation announcements
- Update institutional repository
- Track publication and citation metrics
- Maintain researcher profile databases
- Website content updates for Webometrics

Quarterly:

- Faculty representative meetings
- Progress reports to the Steering Committee
- Data quality audits
- Stakeholder surveys

As Needed:

- Respond to ranking organisation queries
- Media interviews and communications
- Training sessions
- Special project initiatives

CRITICAL REMINDERS

Key Success Factors:

1. Maintain strict adherence to deadlines
2. Ensure an early warning system for data gaps
3. Build buffer time for unexpected delays
4. Keep all stakeholders informed proactively
5. Document all processes and decisions

Risk Management:

- Identify backup personnel for key roles
- Maintain redundant data sources
- Plan for technology failures
- Prepare crisis communication protocols

APPENDIX E: DATA VALIDATION CHECKLIST

SECTION 1: STAFF DATA VALIDATION

Data Set: Academic and Administrative Staff Information

Reference Period: _____

Validated by: _____

Date: _____

1.1 Headcount and FTE Verification

Check Item	Verified	Notes
☐ **Total headcount matches HR database**	☐ Yes ☐ No	
☐ **FTE calculations correct for part-time staff**	☐ Yes ☐ No	
☐ **Visiting/adjunct staff correctly classified**	☐ Yes ☐ No	
☐ **Staff on leave are appropriately counted**	☐ Yes ☐ No	
☐ **New hires during the period included**	☐ Yes ☐ No	
☐ **Departures during the period excluded**	☐ Yes ☐ No	

1.2 Qualification Verification

Check Item	Verified	Notes
☐ **PhD qualifications verified from certificates**	☐ Yes ☐ No	
☐ **Ongoing PhD candidates excluded from PhD count**	☐ Yes ☐ No	
☐ **Honorary degrees excluded**	☐ Yes ☐ No	
☐ **Professional qualifications documented**	☐ Yes ☐ No	

1.3 International Staff Verification

Check Item	Verified	Notes
☐ **Nationality verified from passport/ID**	☐ Yes ☐ No	
☐ **Permanent residence confirmed**	☐ Yes ☐ No	
☐ **Nigerian citizens working abroad excluded**	☐ Yes ☐ No	
☐ **Duration of employment verified (≥1 year)**	☐ Yes ☐ No	

Section 1 Approved by (Deputy Registrar HR): _____

Signature: _____ **Date: _____**

SECTION 2: STUDENT DATA VALIDATION

Data Set: Student Enrolment Information

Reference Period: _____

Validated by: _____

Date: _____

2.1 Enrolment Verification

Check Item	Verified	Notes
☐ **Total enrolment matches Academic Planning records**	☐ Yes ☐ No	
☐ **FTE calculations verified for part-time students**	☐ Yes ☐ No	
☐ **Distance/online students correctly classified**	☐ Yes ☐ No	
☐ **Inactive/suspended students excluded**	☐ Yes ☐ No	
☐ **Exchange students appropriately counted**	☐ Yes ☐ No	

☐ **Auditing students excluded from headcount**	☐ Yes ☐ No	

2.2 Program Level Verification

Check Item	Verified	Notes
☐ **Undergraduate vs. postgraduate correctly classified**	☐ Yes ☐ No	
☐ **Master's (coursework vs. research) distinguished**	☐ Yes ☐ No	
☐ **PhD students verified from registration records**	☐ Yes ☐ No	
☐ **Certificate/diploma students appropriately categorised**	☐ Yes ☐ No	

2.3 International Student Verification

Check Item	Verified	Notes
☐ **Nationality verified from passport/admission records**	☐ Yes ☐ No	
☐ **African vs. non-African correctly distinguished**	☐ Yes ☐ No	
☐ **Duration of study verified (≥1 semester)**	☐ Yes ☐ No	
☐ **Exchange vs. degree-seeking distinguished**	☐ Yes ☐ No	

Section 2 Approved by (Director of Academic Planning): _____

Signature: _____ Date: _____

SECTION 3: RESEARCH OUTPUT VALIDATION

Data Set: Publications and Research Metrics

Reference Period: _____

Validated by: _____

Date: _____

3.1 Publication Count Verification

Check Item	Verified	Notes
☐ **All publications have UNILORIN affiliation**	☐ Yes ☐ No	
☐ **Duplicate entries removed**	☐ Yes ☐ No	
☐ **Publication dates within the reporting period**	☐ Yes ☐ No	
☐ **Only peer-reviewed publications counted**	☐ Yes ☐ No	
☐ **Conference proceedings verified as indexed**	☐ Yes ☐ No	
☐ **Preprints/working papers excluded**	☐ Yes ☐ No	

3.2 Indexing Verification

Check Item	Verified	Notes
☐ **Scopus indexing confirmed via Scopus database**	☐ Yes ☐ No	
☐ **Web of Science indexing verified**	☐ Yes ☐ No	
☐ **Journal quartile (Q1-Q4) confirmed**	☐ Yes ☐ No	
☐ **Impact factor/CiteScore documented**	☐ Yes ☐ No	
☐ **Subject classification verified**	☐ Yes ☐ No	

3.3 Authorship Verification

Check Item	Verified	Notes
☐ **All UNILORIN authors identified**	☐ Yes ☐ No	
☐ **Authors employed during the publication period**	☐ Yes ☐ No	
☐ **UNILORIN listed as author affiliation**	☐ Yes ☐ No	
☐ **Corresponding author identified**	☐ Yes ☐ No	
☐ **Co-authorship with international partners noted**	☐ Yes ☐ No	

3.4 Citation Data Verification

Check Item	Verified	Notes
☐ **Citation counts from a reliable source (Scopus/WoS)**	☐ Yes ☐ No	
☐ **Self-citations identified and documented**	☐ Yes ☐ No	
☐ **Citation window appropriate for ranking**	☐ Yes ☐ No	
☐ **Field normalisation applied where required**	☐ Yes ☐ No	
☐ **Highly cited papers (top 10%) identified**	☐ Yes ☐ No	

Section 3 Approved by (Director of CREDIT): _____

Signature: _____ Date: _____

SECTION 4: RESEARCH FUNDING VALIDATION

Data Set: Research Grants and Funding

Reference Period: _____

Validated by: _____

Date: _____

4.1 Grant Information Verification

Check Item	Verified	Notes
☐ **All active grants during the period included**	☐ Yes ☐ No	
☐ **Grant amounts converted to common currency**	☐ Yes ☐ No	
☐ **Exchange rates documented and consistent**	☐ Yes ☐ No	
☐ **Grant start and end dates verified**	☐ Yes ☐ No	
☐ **Principal investigators confirmed**	☐ Yes ☐ No	

4.2 Funding Source Classification

Check Item	Verified	Notes
☐ **External vs. internal funding distinguished**	☐ Yes ☐ No	
☐ **Competitive vs. block grants identified**	☐ Yes ☐ No	
☐ **Industry funding is separately tracked**	☐ Yes ☐ No	
☐ **International funding identified**	☐ Yes ☐ No	
☐ **Multi-year grants appropriately allocated**	☐ Yes ☐ No	

4.3 Expenditure Verification

Check Item	Verified	Notes
☐ **Actual expenditure vs. allocation reconciled**	☐ Yes ☐ No	
☐ **Financial records match grant documentation**	☐ Yes ☐ No	
☐ **Overhead/indirect costs documented**	☐ Yes ☐ No	

Section 4 Approved by (Bursar): _____

Signature: _____ **Date:** _____

SECTION 5: INTERNATIONAL ACTIVITIES VALIDATION

Data Set: International Collaboration and Mobility

Reference Period: _____

Validated by: _____

Date: _____

5.1 International Collaboration Verification

Check Item	Verified	Notes

☐ **Co-authored publications with international partners verified**	☐ Yes ☐ No	
☐ **Partner institutions identified and counted**	☐ Yes ☐ No	
☐ **Active MoUs during period documented**	☐ Yes ☐ No	
☐ **Joint research projects listed**	☐ Yes ☐ No	
☐ **International conferences hosted verified**	☐ Yes ☐ No	

5.2 Student Mobility Verification

Check Item	Verified	Notes
☐ **Outgoing exchange students documented**	☐ Yes ☐ No	
☐ **Incoming exchange students verified**	☐ Yes ☐ No	
☐ **Duration of exchange programs confirmed (≥1 semester)**	☐ Yes ☐ No	
☐ **Study abroad programs listed**	☐ Yes ☐ No	

5.3 Visiting Scholars Verification

Check Item	Verified	Notes
☐ **Incoming visiting scholars documented**	☐ Yes ☐ No	
☐ **Duration of visits verified (≥1 month)**	☐ Yes ☐ No	
☐ **Host departments/faculties identified**	☐ Yes ☐ No	
☐ **Outputs from visits documented**	☐ Yes ☐ No	

Section 5 Approved by (Director, Centre for International Education): _____

Signature: _____ Date: _____

SECTION 6: GRADUATE OUTCOMES VALIDATION

Data Set: Graduations and Employment

Reference Period: _____

Validated by: _____

Date: _____

6.1 Graduation Data Verification

Check Item	Verified	Notes
☐ **Total graduates by level verified from the convocation records**	☐ Yes ☐ No	
☐ **Graduation dates within the reporting period**	☐ Yes ☐ No	
☐ **Degree classifications documented**	☐ Yes ☐ No	
☐ **Faculty/department breakdown verified**	☐ Yes ☐ No	

6.2 Employment Data Verification

Check Item	Verified	Notes
☐ **Employment survey response rate documented**	☐ Yes ☐ No	
☐ **Employment within 6 months verified**	☐ Yes ☐ No	
☐ **Employment in the relevant field confirmed**	☐ Yes ☐ No	
☐ **Further study vs. employment distinguished**	☐ Yes ☐ No	
☐ **Employer types categorised**	☐ Yes ☐ No	

Section 6 Approved by (Director, University Advancement Centre): _____

Signature: _____ Date: _____

SECTION 7: FINANCIAL DATA VALIDATION

Data Set: Institutional Income

Reference Period: _____

Validated by: _____

Date: _____

7.1 Revenue Verification

Check Item	Verified	Notes
☐ **Total institutional revenue reconciled with audited accounts**	☐ Yes ☐ No	
☐ **Revenue categories properly classified**	☐ Yes ☐ No	
☐ **Tuition income verified**	☐ Yes ☐ No	
☐ **Research income is separately tracked**	☐ Yes ☐ No	
☐ **Industry income documented**	☐ Yes ☐ No	
☐ **Government appropriations identified**	☐ Yes ☐ No	

7.2 Expenditure Verification

Check Item	Verified	Notes
☐ **Research expenditure documented**	☐ Yes ☐ No	
☐ **Teaching and learning investment verified**	☐ Yes ☐ No	
☐ **Infrastructure spending recorded**	☐ Yes ☐ No	
☐ **Staff costs appropriately allocated**	☐ Yes ☐ No	

Section 7 Approved by (Bursar): **_____**

Signature: _____ Date: _____

SECTION 8: DIGITAL PRESENCE VALIDATION

Data Set: Web Visibility and Repository

Reference Period: _____

Validated by: _____

Date: _____

8.1 Website Metrics Verification

Check Item	Verified	Notes
☐ **External backlinks counted via webometrics tools**	☐ Yes ☐ No	
☐ **Google Scholar profiles updated**	☐ Yes ☐ No	
☐ **Researcher profile completeness verified**	☐ Yes ☐ No	
☐ **Website content regularly updated**	☐ Yes ☐ No	

8.2 Repository Verification

Check Item	Verified	Notes
☐ **Total repository items counted**	☐ Yes ☐ No	
☐ **Open access publications verified**	☐ Yes ☐ No	
☐ **Metadata quality checked**	☐ Yes ☐ No	
☐ **Download statistics documented**	☐ Yes ☐ No	
☐ **Copyright compliance verified**	☐ Yes ☐ No	

Section 8 Approved by (Director, Computer Services & IT / University Librarian):

Signature: _____ Date: _____

SECTION 9: CROSS-VALIDATION AND FINAL REVIEW

Conducted by: Statistical Analyst

Date: _____

9.1 Internal Consistency Checks

Check Item	Verified	Notes
☐ **Staff-to-student ratios calculated correctly**	☐ Yes ☐ No	
☐ **PhD-to-bachelor's ratios verified**	☐ Yes ☐ No	

☐ **Research income per staff calculated**	☐ Yes ☐ No	
☐ **Publications per staff verified**	☐ Yes ☐ No	
☐ **International percentages calculated correctly**	☐ Yes ☐ No	

9.2 Comparison with Previous Submissions

Check Item	Verified	Notes
☐ **Year-over-year changes are reasonable**	☐ Yes ☐ No	
☐ **Significant variations explained**	☐ Yes ☐ No	
☐ **Trends consistent with institutional developments**	☐ Yes ☐ No	
☐ **Methodology changes accounted for**	☐ Yes ☐ No	

9.3 External Benchmarking

Check Item	Verified	Notes
☐ **Data compared with peer institutions**	☐ Yes ☐ No	
☐ **Outliers investigated and explained**	☐ Yes ☐ No	
☐ **National averages considered**	☐ Yes ☐ No	

Statistical Analysis Completed by: _____

Signature: _____ Date: _____

SECTION 10: SUPPORTING DOCUMENTATION CHECKLIST

Prepared by: Data Management Specialist

Date: _____

Required Documentation

Document	Attached	Location
☐ **Raw data files (Excel/CSV)**	☐ Yes ☐ No	
☐ **HR staff report**	☐ Yes ☐ No	
☐ **Academic Planning student report**	☐ Yes ☐ No	
☐ **CREDIT publications list**	☐ Yes ☐ No	
☐ **Scopus/WoS citation reports**	☐ Yes ☐ No	
☐ **Research grants register**	☐ Yes ☐ No	
☐ **Audited financial statements**	☐ Yes ☐ No	
☐ **International collaboration agreements**	☐ Yes ☐ No	
☐ **Graduate outcomes survey data**	☐ Yes ☐ No	
☐ **Repository statistics report**	☐ Yes ☐ No	
☐ **Previous year's submission (for comparison)**	☐ Yes ☐ No	
☐ **Ranking organisation guidelines**	☐ Yes ☐ No	

SECTION 11: FINAL APPROVAL

Data Quality Assurance Sign-Off

I certify that all data has been validated according to the procedures outlined in this checklist and that all discrepancies have been resolved or documented.

Data Management Specialist: _____

Signature: _____ Date: _____

Statistical Analyst: _____

Signature: **_____ Date: _____**

Project Manager, Ranking Implementation: **_____**

Signature: _____ Date: _____

Steering Committee Approval

The Ranking Steering Committee has reviewed the validated data and supporting documentation and approves this submission for:

Ranking Organisation: _____

Submission Deadline: _____

Submission Date: _____

Deputy Vice-Chancellor (Research, Technology & Innovation): _____

Signature: _____ Date: _____

Vice-Chancellor: **_____**

Signature: _____ Date: _____

SECTION 12: POST-SUBMISSION RECORD

Submission Confirmation

Item	Details
Submission reference number	
Confirmation email received	☐ Yes ☐ No
Date and time of submission	
The person who submitted	
Files submitted (list)	

Clarifications and Follow-up

Date	Query from Ranking Organisation	Response Provided	Responded by

Lessons Learned

Data Quality Issues Identified:

_____

_____

Process Improvements Recommended:

_____

_____

Action Items for Next Cycle:

_____

_____

Completed by: _____

Date: _____