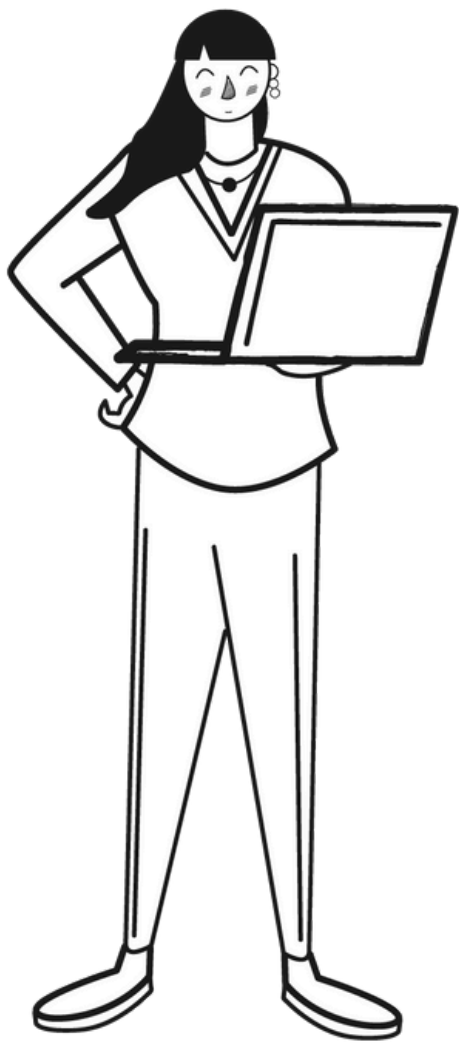


# QS International Trade Rankings Submission Form

## Guidelines



# QS International Trade Rankings Guidelines Contents



Why Take Part?	2
Tips	3
Section A: Contacts Details	4
Section B: Programme Details	6
Section C: International Trade Programme Content	9
Section D: Experiential Learning	11
Section E: Faculty Industry Experience and Engagement	13
Section F: Student Support and Graduate Outcomes	15

# Why Take Part?

By playing an active part in the research and supplying data you can ensure that our research team has the most accurate and detailed information about your institution and your programme.

There are no costs involved at any stage of the research process, and we will provide your institution with a range of free marketing materials, if you are successfully ranked, which will allow you to highlight your success to prospective students.



1

## **BENCHMARK**

Rankings are a great way to quickly compare overall performance, or performance in certain areas to those institutions that you consider peers at a domestic, regional or global level.

## **LEARN**

Rankings allow you to identify institutions performing well in specific areas. Providing 'best in class' examples for your own strategic planning.

2

3

## **PLAN**

Rankings shouldn't dictate strategy, but they can be used as a guide to areas that institutions can focus on to improve performance.

## **MARKET**

Highlight your ranking achievements to students with our range of unique and secure digital badges and certificates.

4

5

## **CELEBRATE**

Being ranked by QS is an achievement. We don't include all institutions, and those who do make the cut can consider themselves among the best performing higher education institutions in the world.

# Tips

Below are a few useful tips for filling in our submission form.

This document and the PDF preview can be used to gather the required data before starting the submission process.



1

## Prepare information in advance

The submission form asks for specific data about your programme so we suggest you use this document and the PDF preview to prepare your data in advance, and comply with any internal sign off procedures at your institution before submitting via the form.

## Check who is completing the submission form

The submission form may have been sent to more than one individual at your institution.

To avoid duplication of effort please check the submission email for the names of other contacts and coordinate internally.

3

## Ask questions

If you are not sure what data to provide please check the guidelines in this document, or email us at [rankings@qs.com](mailto:rankings@qs.com).

Please do not submit estimates for key data like student numbers. It is important that all data submitted is accurate.

## Note the deadline

Data must be submitted by **October 4**.

If it is submitted later we may not be able to take it into account for this year's research.

4

QS International Trade Rankings  
Submission  
Form



Section A:  
**Contact Details**

# Contact Details

In this section we ask you to provide contact information for the individual completing the survey and for the programme's director.

We also ask for information such as accreditations and teaching language which allows us to verify whether your programme is eligible for inclusion.



1

## Please provide your details

This information is used for verification only. It is not used for publication or any other purposes. Please refer to the data protection statements in the form.

## Are you the main point of contact for the programme?

It is important for our research team to know who the director of your programme is. If you are filing out the submission form but are not the programme director you will receive a prompt to provide their details.

2

3

## Please provide the details of the main point of contact for the programme

This should be the programme director, or equivalent. We may need to contact this individual to check the details of your submitted information.

## Name of university/business school

Start typing the name of your institution and you will be presented with a list to select from. If your institution's name is not present please email [rankings@qs.com](mailto:rankings@qs.com).

4

5

## What accreditations does your university/business school have?

This information allows us to confirm that your programme is eligible for this ranking. You can select all accreditations that your programme has.

## Please state what proportion of your programme is taught in English

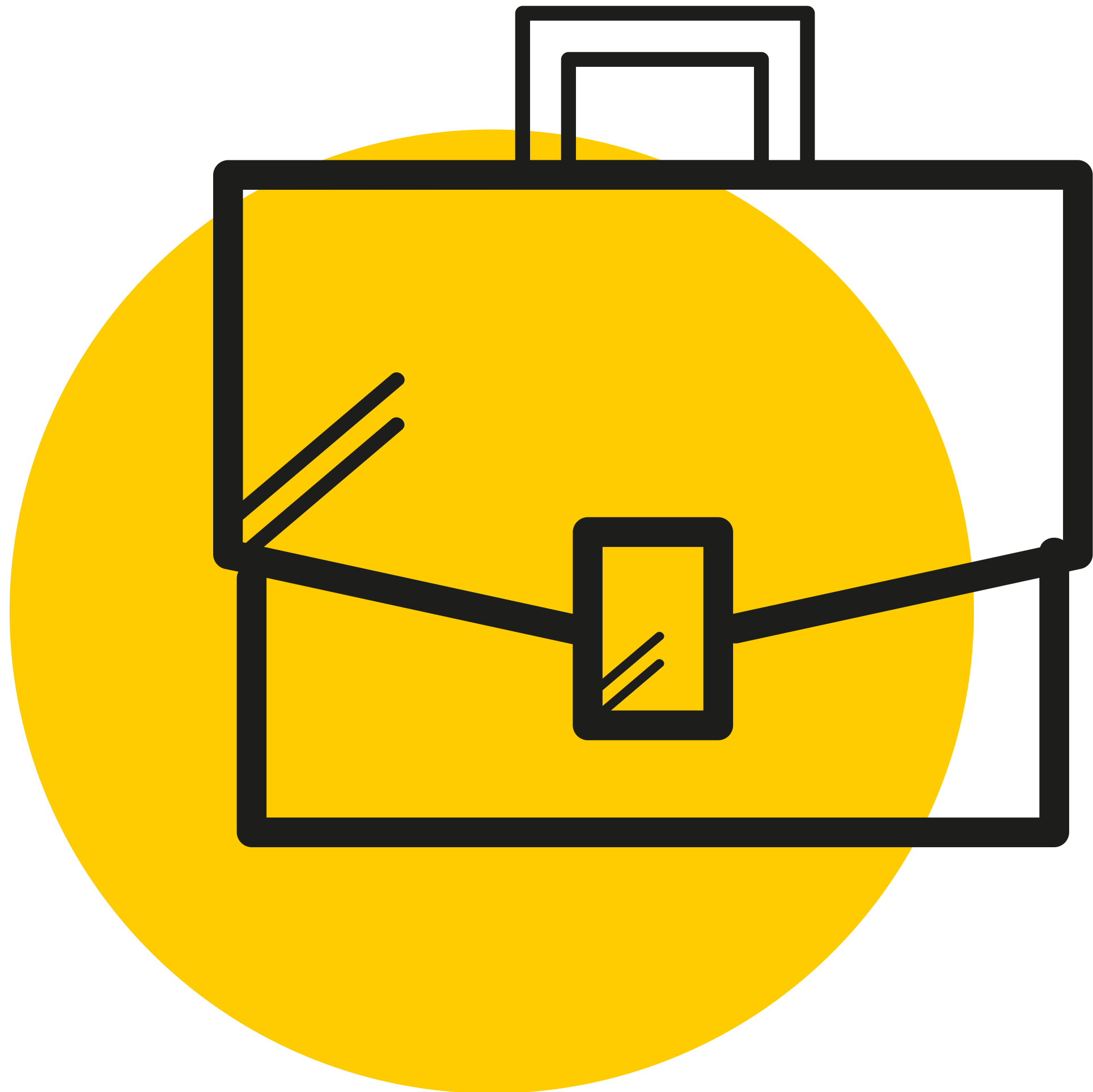
This is part of our inclusion criteria for the rankings.

6

QS International Trade Rankings

Submission

Form



Section B:

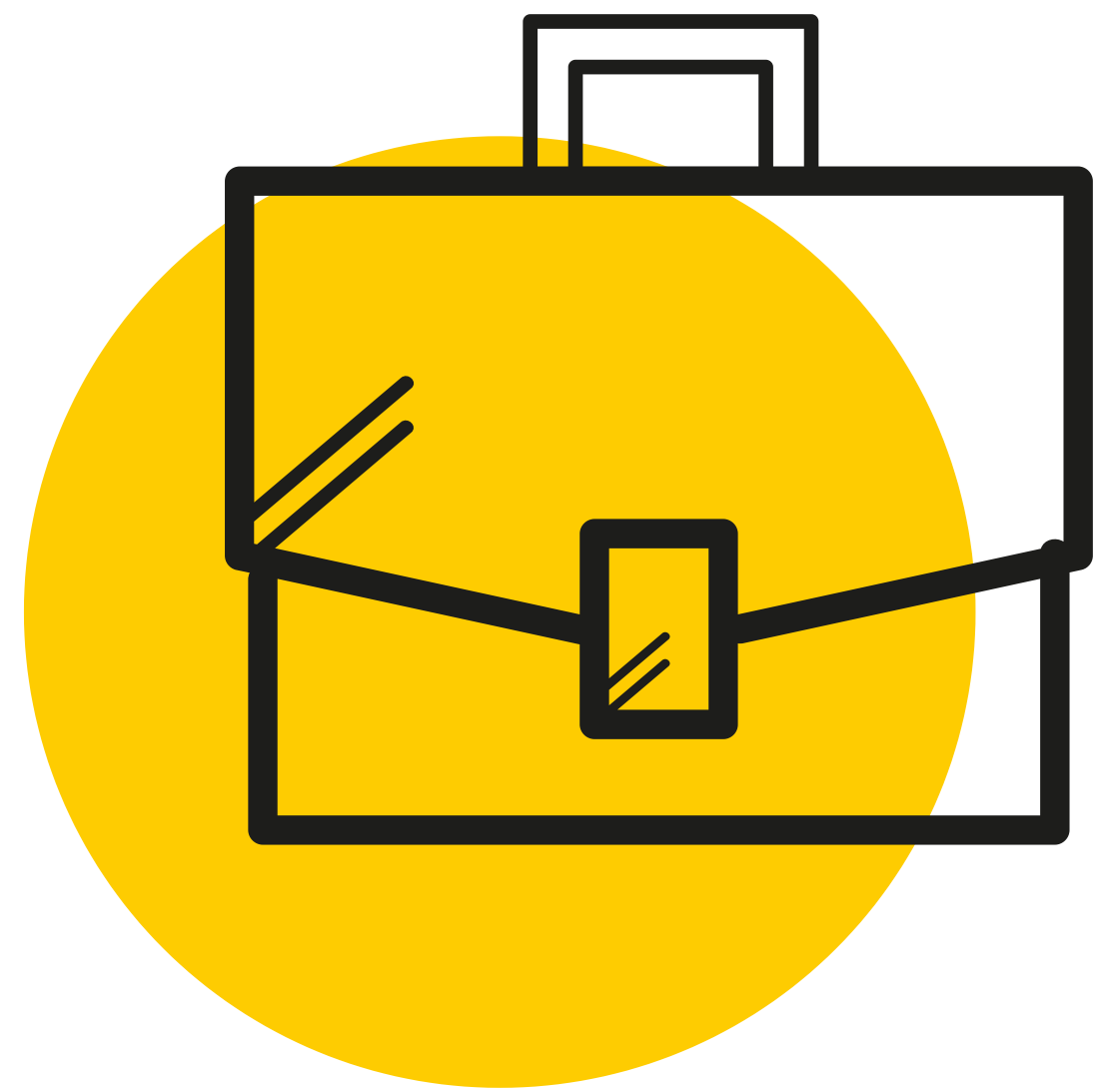
**Programme Details**

# Programme Details

In this section we ask for the key information about your programme including duration, fees, student numbers, and diversity information.

We also ask you to provide the programme's degree qualification and links to course information such as a brochure or handbook.

You can submit multiple programmes but each one must be submitted separately.



1

## Programme name

The official name of your programme as it appears in your student-facing materials.

## Please select the degree qualification of your programme

The degree qualification offered by your programme.

2

3

## Is your programme online only?

This information allows us to confirm that your programme is eligible for this ranking. We do not rank online only programmes.

## Please state the number of graduating cohorts the programme has produced to date

This information allows us to confirm that your programme is eligible for this ranking. We only rank programmes that have produced at least three graduating classes.

4

5

## Programme web link

A link to your programme's description. Ideally this should include details such as the syllabus, qualifications, timescale, fees and other core information.

## Please upload the latest version of your programme handbook/brochure

If your programme has a handbook/brochure that is provided to prospective students, please upload a version.

6



# Programme Details



7

## **Programme handbook/brochure web link**

If your programme has a handbook/brochure that is available online please provide the relevant web link.

## **Please state the programme duration in months for full-time and part-time students**

Please state in months the official duration of the programme for both full-time and part-time students..

8

9

## **Please provide the total programme fees in USD for domestic and international students**

Please state in US dollars (USD) the official fees of the programme for both domestic and international students.

## **Please provide the following student data for the previous academic / reporting year**

In this section you should provide the numbers of full-time equivalent (FTE\*) students, FTE international students, and the number of unique nationalities in the student body. Please state the year the data relates to.

10

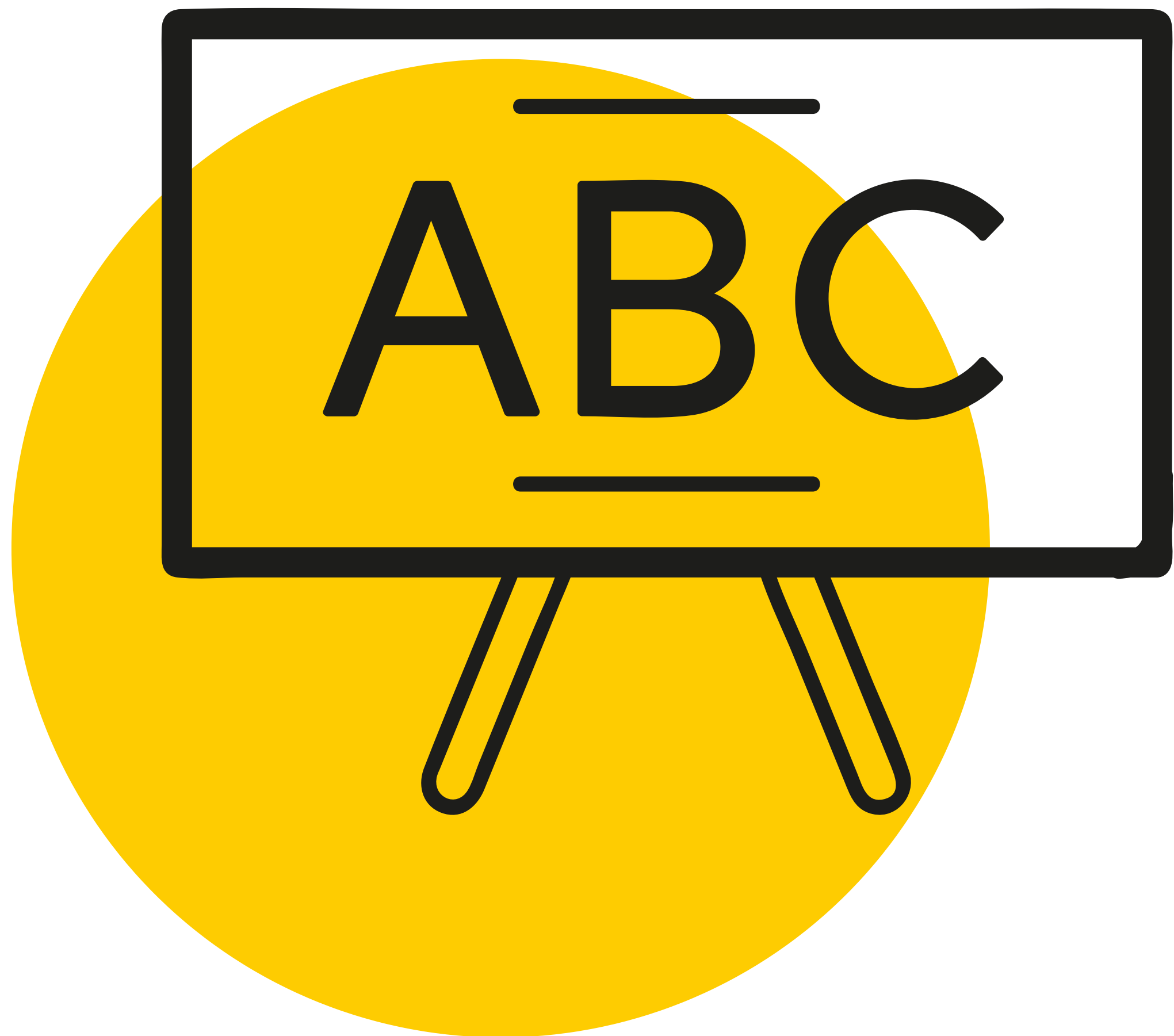
11

## **Please enter the total number of men, women, or other gender identities as you record them as an FTE for the previous academic / reporting year**

In this section you should provide the the numbers of full-time equivalent (FTE\*) students for each gender.

*\*FTE, is a unit to measure students in a way that makes them comparable although they may work or study a different number of hours per week.*

QS International Trade Rankings  
Submission  
Form

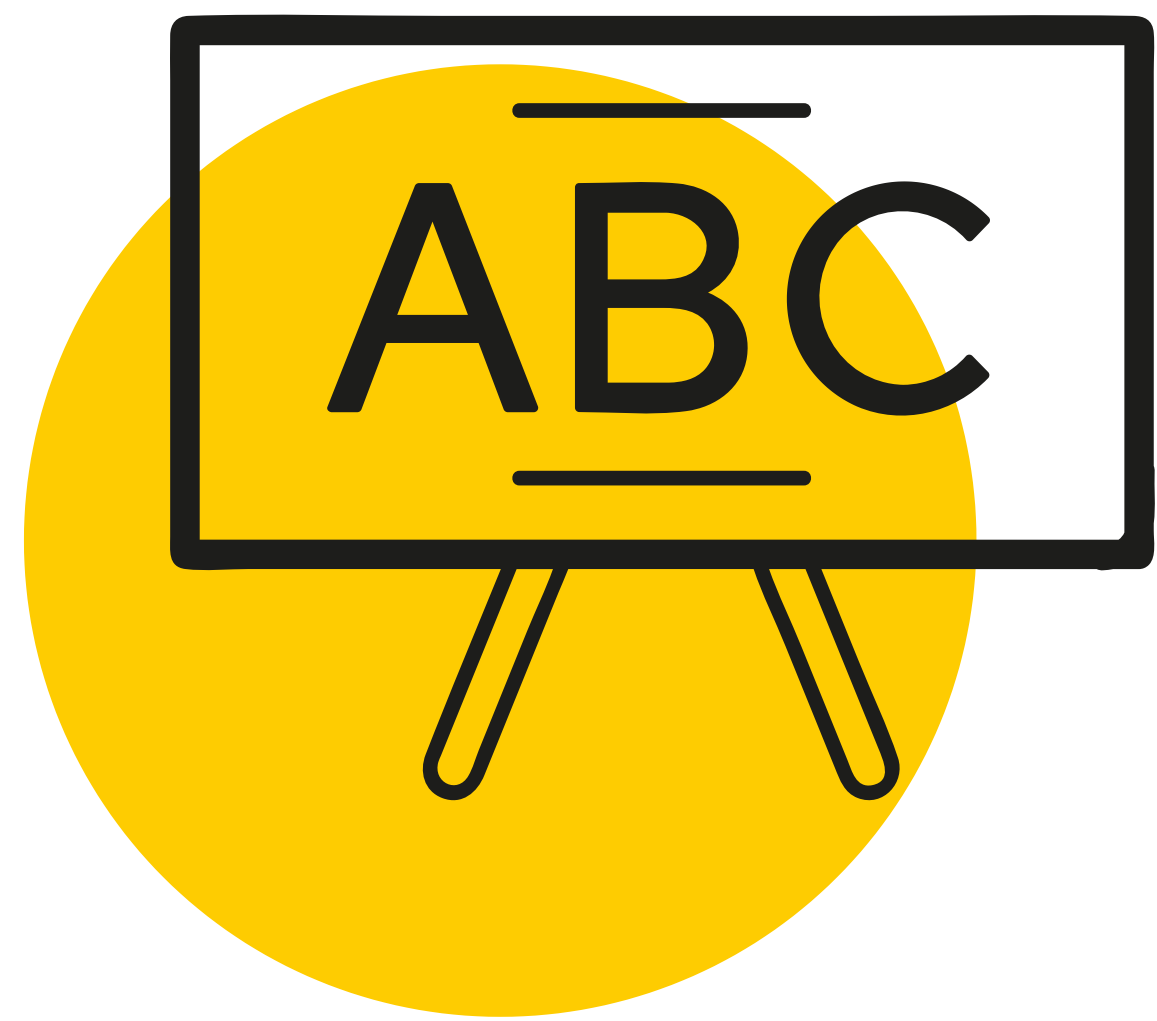


Section C:  
**International Trade  
Programme Content**

# International Trade Programme Content

This section of the form asks you to outline the content of your programme by asking you to select all the topics covered in the curriculum.

We have split topics into six core groups covering different areas of International trade. For each you have the option of marking each topic as *Mandatory*, *Optional*, or *Not Available*.



1

**For each of the following areas please highlight all topics that are taught in your curriculum and whether they are mandatory or optional**

1.1

## **Cross-border Trade**

These options focus on the core principles of international trade, including topics such as investment, marketing, sales, and risk.

1.2

## **Cross-border Trade Policy**

These options focus on trade in a wider socio-political context, covering areas such as trade agreements and international development.

1.3

## **Cross-border Logistics and Supply Chain Management**

These options focus on the movement of goods and services, with topics such as managing supply chains, and running manufacturing operations in foreign countries.

1.4

## **Cross-border Trade Finance and Accounting**

These options focus on aspects of finance and reporting, with topics including trade finance, foreign exchange, accountancy and tax, insurance, trade law, customs and ESG reporting.

1.5

## **Cross-border Leadership and Soft Skills**

These options look at various aspects of management including leadership, people management, ethics, and cultural understanding.

1.6

## **Future Skills**

These options focus on digital skills, such as artificial intelligence and blockchain. Though not trade specific they are increasingly in demand from students.

QS International Trade Rankings

Submission

Form



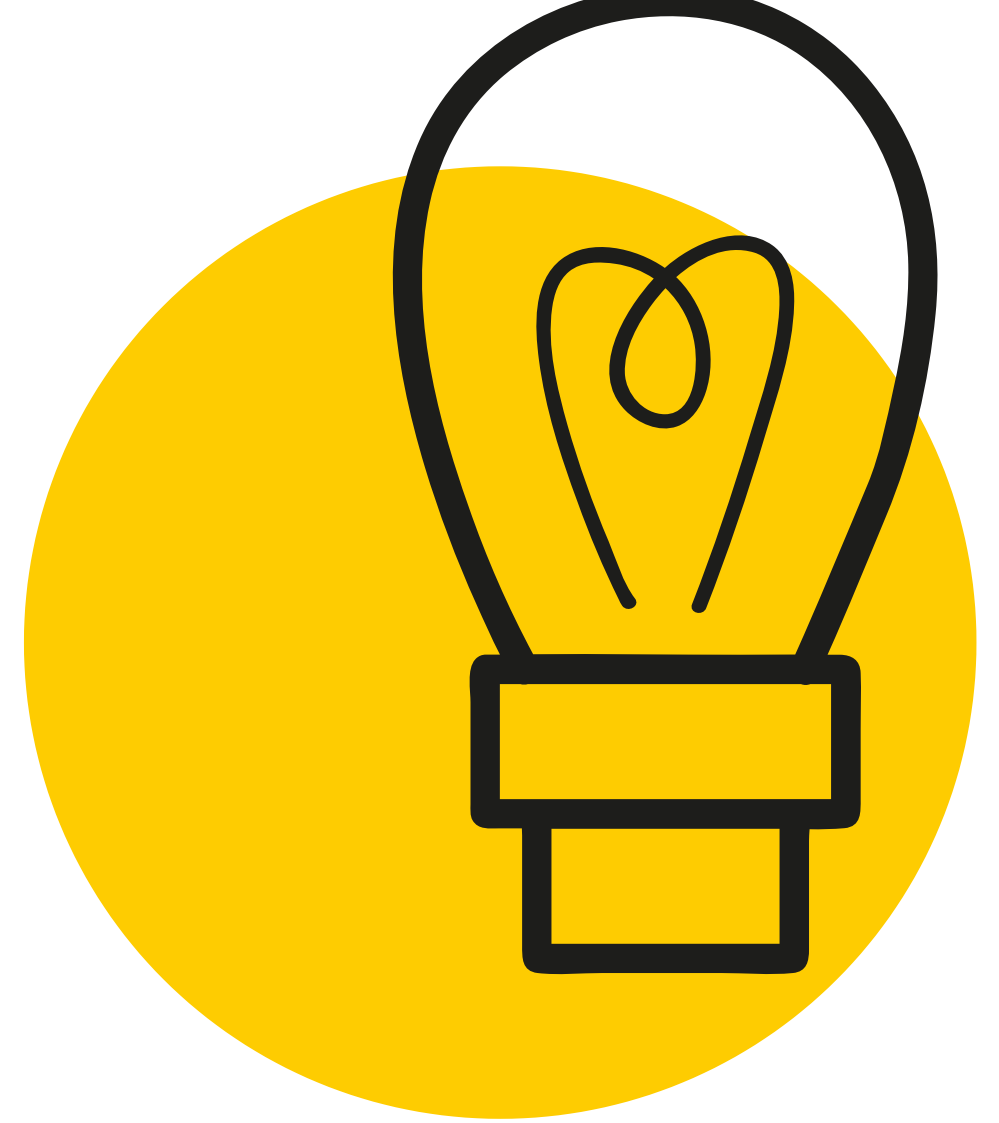
Section D:

**Experiential Learning**

# Experiential Learning

This section allows you to provide information on the programme's teaching and assessment methods, as well as information about internships and placements.

Taking an innovative approach to teaching and assessment can really make a programme stand out and we want to ensure we are aware of everything your institution is providing.



1

## **Which of the following innovative teaching methods are included in your programme?**

In this section we ask you to highlight all of the different innovative teaching methods used in your programme. This allows us to understand how your programme operates and the balance between traditional and innovative teaching methods. You will need to provide evidence for each method selected.

## **Please describe how your programme incorporates the teaching methods selected above**

In this section you will be asked to provide clear examples and evidence of the innovative teaching methods you have selected in the previous question. This allows us to verify your information.

2

3

## **Estimate your use of the following assessment methods as a percentage of overall grade determination**

In this section you should highlight how much assessment method you use contributes to a student's final grade. If you use an assessment method that is not in the answer options please highlight this in the 'Other' box.

*For Master's Programmes only - MA, MBA, MIM, MRes, MPhil*

4

## **Does your programme offer internships, live business projects or other placements?**

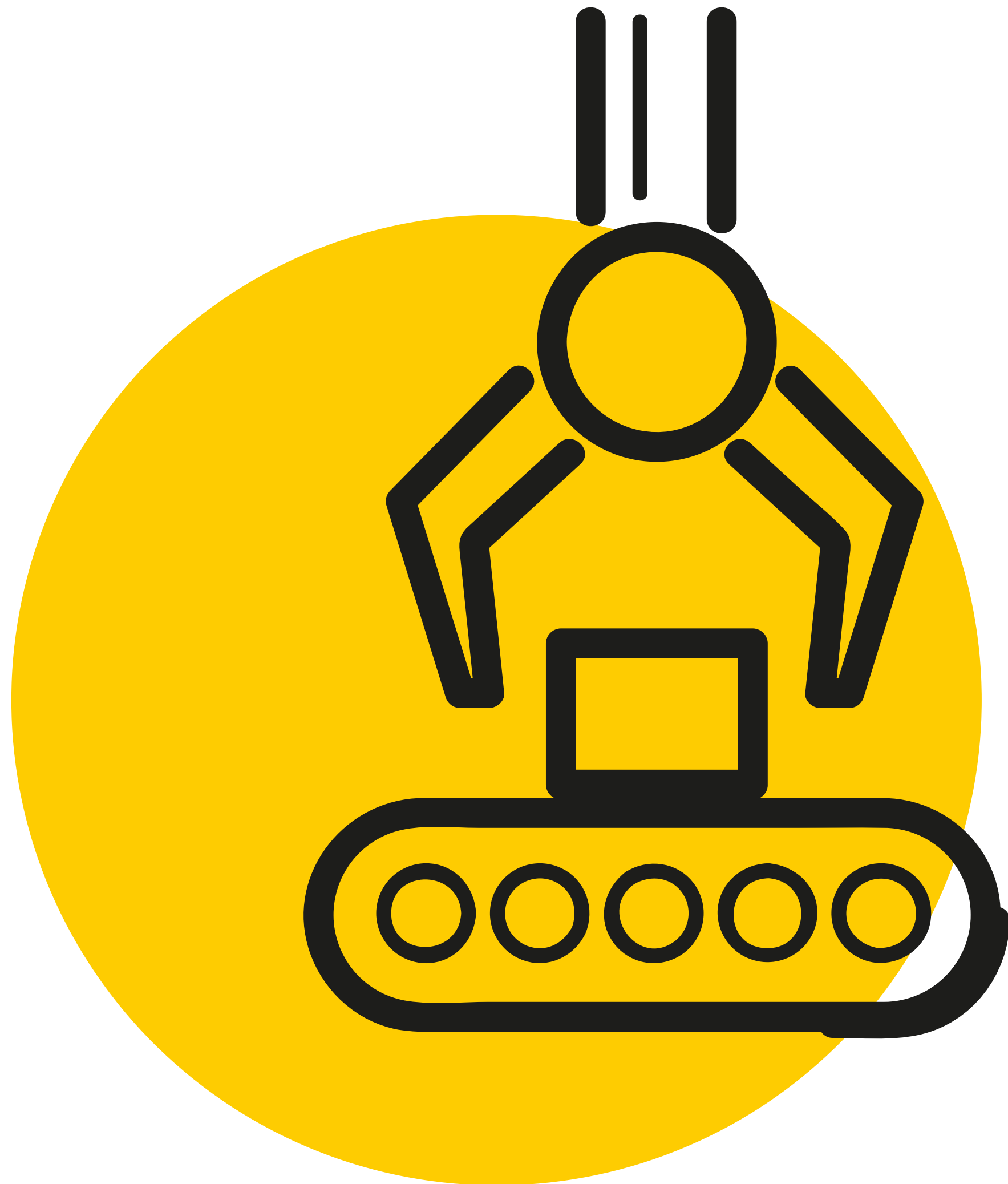
In this section we ask to provide details about your internships, live business projects and other placements. This allows us to assess what options students have to interact with industry.

You will be asked to state the % of students who took part in placements, and details including any reimbursement and the names of industry partners involved.

QS International Trade Rankings

Submission

Form



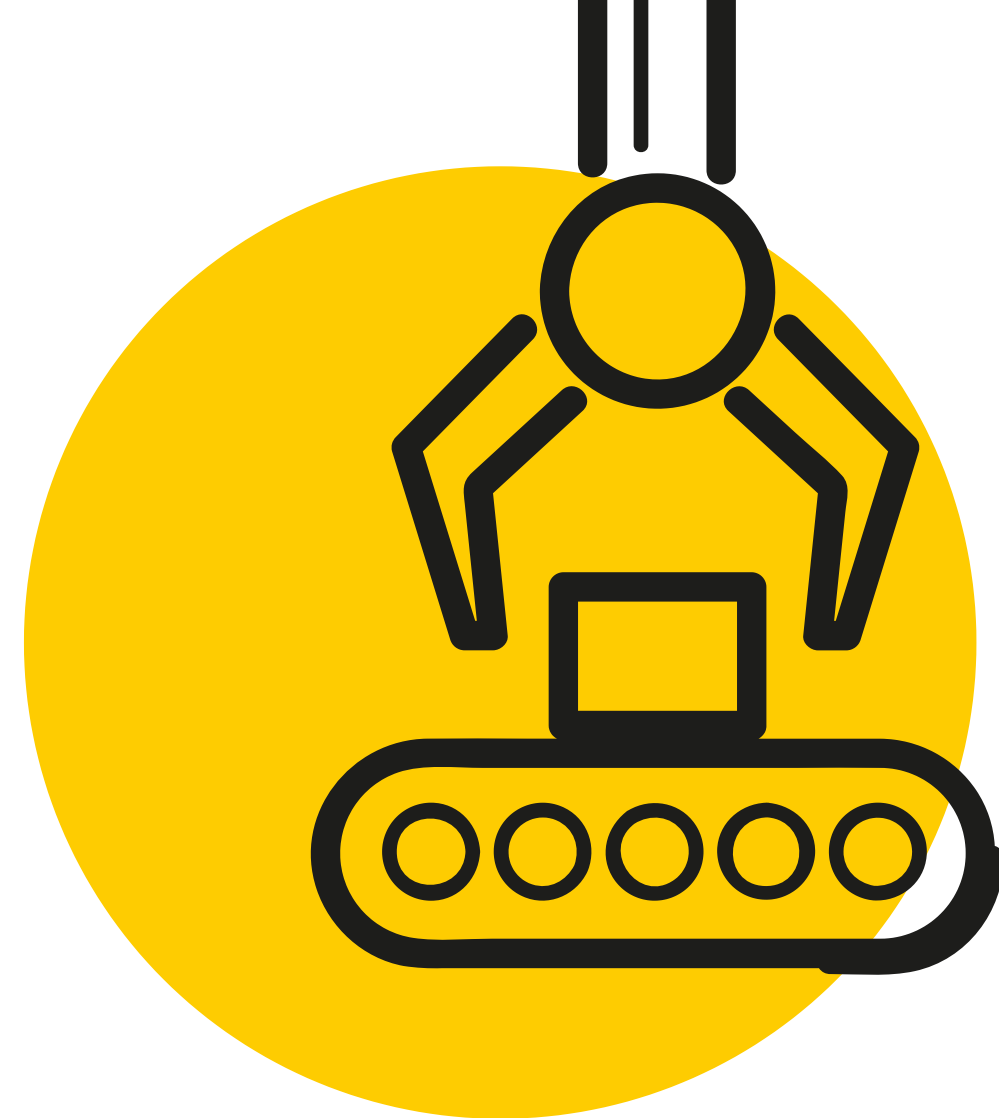
Section E:

**Faculty Industry Experience  
and Engagement**

# Faculty Industry Experience and Engagement

This section allows you to highlight the experience that exists within your teaching body. Within International Trade courses students can benefit hugely from learning from those who have worked in the industry.

In addition this is also an opportunity to highlight how industry partners have directly contributed to your course through research or input on the curriculum.



1

## **Please indicate in years the average industry experience of the programme's instructors**

In this section you should take the total years of non-academic industry experience and divide by the number of teaching staff.

## **Are your lecturers/instructors actively involved in any of the following industry activities?**

In this section you should highlight whether your faculty has experience in Government policy projects, trade missions or other industry engagement. You will be asked to provide details.

2

3

## **Please provide details of any of above selected activities that your lecturers have undertaken in the past 5 years.**

In this section you will be asked to provide clear examples and evidence of the industry activities you have selected in the previous question. This allows us to verify your information.

## **Please provide the names of any trade industry bodies your lecturers/instructors are active members of.**

In this section we ask you to provide details on the industry bodies your teaching staff are part of, this allows us to assess their links to industry.

4

5

## **Please indicate the areas of your programme where have had direct input from industry companies/bodies.**

In this section we ask you to highlight how industry partners contribute directly to your course, including providing input on the curriculum, playing an active part in hiring teaching staff, or being part of an advisory board.

## **Please highlight any industry companies/bodies you have collaborated with on trade programme projects or research in the last 5 years.**

This section allows us to assess how strong your industry links are. PLEASE NOTE: the names of your partners and the details of your research will not be published.

6

QS International Trade Rankings

Submission

Form



Section F:

**Student Support and**

**Graduate Outcomes**



# Student Support and Graduate Outcomes

This section allows you to highlight all of the benefits you can provide to students and graduates away from the core teaching elements.

This includes student support, employability information, and details of previous alumni who have gone on to achieve success in the international trade field.



1

## **Please indicate the support provided by your programme/university to students before or after graduation**

This section asks you to highlight the various student support options you provide and whether these are provided before or after graduation.

### **Please list up to THREE programme alumni who have made a significant impact on the International Trade sector.**

This section allows you to demonstrate your course's success by highlighting alumni who have gone on to make an impact in the sector.  
PLEASE NOTE: This information is for publication.

2

3

## **What was the completion rate (%) for the programme in the last academic year?**

In this section please state the % of students who successfully completed the programme and the year the data relates to.

### **What was the employment rate (%) for the programme in the last academic year?**

In this section please state the percentage of graduates who go on to paid (non-voluntary) work within 15 months of finishing their degree and the year the data relates to.

4

5

## **What is the average annual salary (USD) for students enrolling in this programme?**

In this section please state the average salary of students starting the programme. This allows us to assess the monetary benefit graduates can hope to achieve.

### **What is the average annual salary (USD) for graduates of the programme?**

In this section please state the average annual salary of your graduates achieve within 15 months of finishing their degree. This allows us to assess the monetary benefit graduates can hope to achieve.

6