

Protocol for higher education institutions participating in U-Map

June 2016

U-Map participation

1. U-Map accepts all higher education institutions that are accredited or offer accredited programmes at Bachelor, Master or Doctoral levels (or their national equivalents). Programmes may be accredited by the responsible national agency or by a reputable international body. The U-Map team may request institutions to provide supporting documentation in this regard.
2. Upon submission of the data to U-Map, the official contact person of the institution certifies the data as being accurate to the best of their knowledge and authorises U-Map to publish the indicators calculated from the data, and the institution's activity profile, on the U-Map website.
3. A higher education institution can withdraw from U-Map via an official letter to this effect. Its profile will then be withdrawn from the website (although there will be no refund of any participation fees paid).
4. The U-Map team will use the information provided only for calculating U-Map indicators. The U-Map team will not provide this underlying information to third parties or use it for other purposes, unless the higher education institution has given its explicit written permission for this in advance. The single exception to this rule is the use of the underlying information for scientific research purposes by the U-Map team where the publication of the research results does not (directly or indirectly) allow the institutions to be identified by name.
5. To avoid the duplication of data submission, the U-Map team is authorised to exchange with the U-Multirank team the institutional data of institutions that are participating in both U-Map and U-Multirank where this concerns indicators that are common to both transparency tools.
6. As part of the website there are sections where an institution can add further information about itself (e.g. its mission statement). This information is in general not checked or edited by the U-Map team. The team however reserves the right to remove or change any texts that in its judgement are inappropriate, (potentially) misleading or inaccurate, or exceed the allotted space.
7. A participation fee of €1000 (excl. VAT) will be charged for developing the institution's U-Map profile and for each profile update (every three years). This entitles the institution to have its profile published on the U-Map web tool for three years. If an institution wants to update its profile after one or two years, an update fee of €1000 (excl. VAT) will be charged. The updated profile will be published for three years.
8. New institutions will also be given a U-Map membership giving them full access to U-Map member functions.

The U-Map questionnaire, data submission and profile approval

9. The U-Map participant will supply the U-Map team with the name and contact details of an official contact person for the higher education institution with whom the U-Map team will communicate on all U-Map matters. The contact person will receive a username (their email address) and a password which are needed to access the U-Map questionnaire and the U-Map members area.
10. With this logon information the U-Map on-line questionnaire can be accessed. The contact person may distribute the logon information to other persons in the higher education institution who may contribute to the completion of the questionnaire.
11. The U-Map team will provide on-line support (a glossary and an FAQ section, as well as clarifications built into individual questions) to institutions in completing the questionnaire. In addition the institution may also communicate with the U-Map team on specific issues per question through an in-questionnaire ticketing system.
12. Once all questions are answered the U-Map participant will submit the data to the U-Map team. By submitting the data the institution certifies that the information is accurate
13. The data submitted will be analysed by the U-Map team. Outliers, unexpected results and inconsistencies will be reported back to and discussed with the contact person. If these discussions result in the need for adjustment of the data, the adjusted data can be resubmitted.
14. Once the submitted data are approved, the contact person will receive a message that the U-Map profile has been published on the website.
15. The profile will be published on the U-Map web tool where it will remain for as long as the underlying data is up to date (three years) at which point the data will need to be updated.