



EUROPEAN UNION  
EUROPEAN SOCIAL FUND  
Human Resources Development Operational Programme 2007 – 2013 r.



Directorate „Higher Education”  
„Development of Rating System for Higher Education Institutions in Republic of Bulgaria”

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56 Solunska Str., Sofia 1000  
Consortium «IOO-MAMD-S»

## HOW TO PRODUCE RANKINGS GUIDE

Consortium «IOO-MAMD-S»

August 2010



МИНИСТЕРСТВО  
НА ОБРАЗОВАНИЕТО,  
НАУКАТА И КАРАТА



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## General information

To rank universities in Bulgaria by professional field, you need to complete the following four steps:

Step 1: Select a professional field in which you would like to rank universities.

Step 2: Select the type of ranking you would like to retrieve.

Step 3: Review the set of indicators applied.

Step 4: Produce the ranking.

After selecting a professional field in Step 1, the system will produce a list of higher education institutions, which will be included in the ranking.

### Step 1 of 4: Select a Professional Field

From the drop-down menu select a professional field in which you would like to rank universities. The choice of location and educational degree is optional. In order to select another professional field, make a new selection from the drop-down menu.

Click the “Next Step” button to proceed to ranking.

### Step 2 of 4: Select type of ranking

Choose whether you would like to retrieve a standardized ranking in the selected professional field or you would prefer to make a custom ranking. Should you opt for a standardized ranking, you could further select its type from the drop-down menu.

#### *Standardized rankings*

These are rankings made for a particular pre-selected professional field, which have been developed by a team of experts based on a set of predefined indicators. In a standardized ranking the number of indicators and their weight are preset and users cannot modify them.

#### *Custom rankings*

The system gives users an opportunity to produce his or her personal ranking, based on their individual priorities and needs. In making his or her own ranking, the user can select independently the indicators by which he or she wishes to compare universities in a given professional field, as well as assign importance (weight) to each group of indicators to be considered in the final ranking.

Click the “Next Step” button to proceed.

### Step 3 of 4: Review indicators

The standardized ranking you have selected includes a set of indicators as listed below. The table also indicates the weight (in percent), which has been assigned to the individual indicators included in the ranking. For more information hold the mouse cursor on an indicator or a number.

The “Show detailed information” operation is optional. If activated, the system will show blue fields with the points, which each indicator adds to the final ranking of each university. Hold the mouse cursor on a blue field to retrieve the name of the university for which the specific data apply.

Click the “Next Step” button to proceed to ranking.





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### Step 3 of 4: Produce a custom ranking

To produce a custom ranking, you need to perform the following two operations:

#### 1. Select indicators.

What you see is a list of indicators, divided into six thematic groups. Select those indicators, which you would like to include in your custom ranking. Depending on your interest and priorities, you can choose one, several or all indicators. For more information hold the mouse cursor on an indicator, field or number.

#### 2. Assign weight to the groups of indicators

On a scale from 0 to 100, determine the importance (weight) of each group in which you have selected at least one indicator. Assign greater weight to those groups, which according to you should be given greater importance in the ranking of universities. Each indicator selected receives an equal share of the weight assigned to the thematic group to which it belongs. In producing the final ranking, the system will calculate the importance (actual weight) of each indicator you have selected, according to the weight you have assigned to the individual groups, as well as the number of selected indicators in each one of them.

**ATTENTION!** If you fail to select an indicator, in the next step the system will show a list of universities, sorted alphabetically. If you fail to assign the weight of a given group, the selected indicators in it would not be considered in the final ranking.

The “*Show detailed information*” operation is optional. If activated and if indicators and group weights are selected, the system will show blue fields with the points, which each indicator adds to the final ranking of each university. Hold the mouse cursor on a blue field to retrieve the name of the university for which the specific data apply.

Once you have selected the indicators and assigned their weight, Click the “Next Step” button to produce to final ranking.

### Step 4 of 4: Ranking by professional field

The ranking of universities is presented in a table and in a chart resembling a target. The university ranking highest appear at the top of the table and closest to the center of the target. Results are calculated on a scale from 0 to 100.

By selecting the option “Compare selected” you can receive detailed information on the performance of several selected universities in each of the indicators used in the ranking. You can select up to 10 universities listed in the table to make a detailed comparison among them.

The target reflects the distance of the universities included in the ranking from the maximum result possible, i.e. the center of the target. To see the distance of selected universities from the best performing university among them, click on the plus sign (+) in the upper left corner of the target.

To edit the ranking in the selected professional field, click the “Previous Step” button at the end of the page. To produce a ranking in another professional field, choose the “Rankings” button in the menu.