The aim of collecting publication data is to produce information on the research activities and societal impact of higher education institutions. Publications that are included in the data collection should thus A) stem from research activities and work as experts of the authors and B) the authors, the research activities and the expert work must have an affiliation with the relevant higher education institute.

A precondition for an affiliation with a higher education institution is that the author has been in an employment relationship with the institution while conducting the research and writing the publication, or the institution has been a key facilitator of the publication by offering facilities or guidance (including postgraduate students or scientists who are beneficiaries of a grant). The affiliation with the higher education institution is primarily established on the basis of affiliations mentioned in the publication (in other words, the author gives the name of the institution in the publication). If the publication does not include the authors’ affiliation data, the author must state in writing that he or she has an employment relationship with or is a post-graduate student at the higher education institution, or affiliation with the higher education institution must be verified with the HR manager or based on an employment register. Publications will be registered for the higher education institution in which the research associated with the publication was mainly carried out, even if the researcher had moved on to another organisation before the publication came out.

The definition of essentially facilitating the writing of a publication other than through an employment relationship varies in different fields of science, but in general, merely making an office available for a researcher does not meet the criteria for essentially facilitating him or her. In case of post-graduate students at universities, the publications of those post-graduate students will be registered who A) actively attend teaching aiming for a post-graduate degree and B) have been receiving a regular grant for at least 6 consecutive months. As a result of the new status of universities, a docentship will become an honorary title and thus is not adequate proof of affiliation with a university on its own.