



List of terms and concepts used in the 2016 subject questionnaire of U-Multirank

Term/Concept	Explanation
Academic staff in fte	Academic staff includes personnel whose primary assignment is instruction, research or public service. These staff include personnel who hold an academic rank with such titles as professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. The category includes personnel with other titles (e.g. dean, director, associate dean, assistant dean, chair or head of department), if their principal activity is instruction or research. The number of post docs and staff, not funded by the HEI directly shall be included in the data on academic staff. The measure on which the fte calculation should be based should be the 'normal or statutory working hours' and not, for instance, the 'total or actual working hours' or 'total or actual teaching hours'. The full-time equivalence of part-time academic staff is therefore determined by calculating the ratio of hours worked by part-time academic staff over the statutory hours worked by full-time academic staff during the academic year. Fte should be recorded in person-years and represent the working load over the entire year. If the statutory working hours are 40 hours/week and a person is working 20 hours/week throughout the year the fte of that person is 0,5. Please do NOT include student teachers or student teaching/research assistants. The FTE of staff is used for several Indicators, e.g. external research income, doctorate productivity and student-staff ration.
Academic staff - research only	Academic staff exclusively involved in research. Please do not list the fte equivalent of positions that involve teaching and research.
Academic staff - teaching and research	Academic staff involved in teaching AND research. Please do not list staff here with either teaching only or research only contracts.
Academic staff - teaching only	Academic staff exclusively employed for teaching. Please do not list the fte equivalent of positions that involve teaching and research.
Community Service	Service-learning involves students in community service activities and applies the experience to personal and academic development. For our purposes "social activities" include only activities outside the university.

Doctorate degrees	<p>Although most countries only have a “first” advanced research qualification (e.g. the Ph.D. in the United States), some countries do award an “intermediate” advanced research qualification (e.g. the Diplôme d’études approfondies (DEA) in France) and others award a “second” advanced research qualification (e.g. Habilitation in Germany and doktor nauk in the Russian Federation). Accounting for these intermediate and second awards in the classification scheme is important to define the boundary around the first advanced research qualifications. Research degrees below PhD may either be considered as intermediate degrees and not counted at all in the U-Multirank data collection, or, if not of intermediate character, be classified as Master’s degrees. The enrolments may however be counted as doctorate enrolments, as it may not be possible to distinguish between students in PhD/Doctorate’s programmes and these programmes until the point of graduation. In case of doubt please add your remarks in the Comments section.</p> <p>"International PhD students" are doctoral candidates who obtained their entrance permission abroad. If this data is not available, please use citizenship and leave a comment in the comment field.</p>
Doctorate degrees by international students	<p>Students who got the permission for starting a doctoral programme in a foreign country. If this information is not available, please use the citizenship.</p>
Doctoral candidates counted as staff and not as students	<p>Doctoral candidates are persons whose primary task and main activity is obtaining a doctorate/PhD. In some systems doctoral candidates are not counted as students but as academic staff. To obtain comparable data on academic staff and student numbers, the number of doctoral candidates needs to be specified. Academic staff whose main activity is other than obtaining a doctorate/PhD should be excluded here.</p>
Endowed professorships / third party funding of professorships	<p>If positions for professors are fully funded by external sources/funders (endowed professorships), please specify here. Third party funds are only those for which you have to apply regularly, submitting fresh applications as part of an assessment process.</p>
External research funds	<p>Please specify the income for research that is not part of the regular (or base) grant received from government. Please disaggregate income for research projects spanning more than one year by individual years and include only the reference years. This information will be used for the indicator external research income. The items included are revenues:</p> <ul style="list-style-type: none"> - from research grants and research contracts awarded by national and international organisations. - from specific research projects awarded competitively by: <ul style="list-style-type: none"> ○ government agencies (e.g. state/federal ministries, other public bodies); ○ research councils; ○ private organisations (i.e. business, non-profit organisations, private foundations and charities); ○ international organisations (e.g. through research programmes such as the European Framework programmes and the European Research Council). - from other research-related project based funding.

Foreign/international student fees	Please indicate the tuition fees for international students who have to pay different rates than domestic students (in EU countries for Non-EU students).
Foreign citizenship	Please do not count persons who have a double citizenship (of your country and a foreign country). These information will be integrated in the indicator international orientation.
Graduate unemployment	Please indicate the percentage of graduates which are registered or reported themselves as unemployed (not in Education, Employment or Training (NEET)). "Unemployed" does not include graduates who continued their studies. Please mark if the data refer to a different period than 18 months after graduation. This information will be used in the indicator graduate unemployment.
Graduate unemployment range	If you do not have the exact data available, please provide an estimate by choosing a range.
Graduates working in the region	Please indicate the percentage of graduates which are working in the region. The region is defined according to the NUTS-2 or ISO 3166-2 subdivision. The NUTS (Nomenclature of Territorial Units for Statistics) classification established by Eurostat is a system for dividing up the economic territory of a country. There are three levels of NUTS defined, with two levels of local administrative units below the level of the entire country (NUTS-1). The NUTS-2 level relates to the basic regions for the application of regional policies. It is the region immediately below the country level. See: http://ec.europa.eu/eurostat/web/nuts/overview . In smaller countries, the three NUTS divisions each correspond to the entire country. In case of non-EU countries we request you to refer to the relevant administrative subdivision of the country (e.g., into provinces or states) according to the ISO 3166 standard. See: http://en.wikipedia.org/wiki/ISO_3166-2 .
Graduates working in the region range	If you do not have the exact data available, please provide an estimate by choosing a range.
Head count	Head count refers to the number of persons (professors and other academic staff) employed at your institution irrespective of their working hours. Data is used for several indicators e.g. academic staff with doctorates and share of post-doc positions.

Income from regional sources	<p>Income from sources located in the institution's region. The region is defined according to the NUTS-2 or ISO 3166-2 subdivision. The NUTS (Nomenclature of Territorial Units for Statistics) classification established by Eurostat is a system for dividing up the economic territory of a country. There are three levels of NUTS defined, with two levels of local administrative units below the level of the entire country (NUTS-1). The NUTS-2 level relates to the basic regions for the application of regional policies. It is the region immediately below the country level. See: http://ec.europa.eu/eurostat/web/nuts/overview.</p> <p>In smaller countries, the three NUTS divisions each correspond to the entire country. In case of non-EU countries we request you to refer to the relevant administrative subdivision of the country (e.g., into provinces or states) according to the ISO 3166 standard. See: http://en.wikipedia.org/wiki/ISO_3166-2.</p>
Incoming students in international exchange programmes	<p>The number of students who come from abroad to the higher education institution for a period of at least three months within the framework of an official international exchange programme. Students who are not in an official programme should be excluded.</p>
International students	<p>The number of degree seeking students (no exchange students!) who gained access to the institution's programme, preferably based on an entry qualification awarded abroad. If data on students who obtained their entry qualification abroad are not available, reference can be made to students with foreign citizenship. Do not count students with a double citizenship as international students. If you use citizenship as criteria, please make a note in the comment field. This information will be included in the Indicator "International orientation"</p>
Joint/double/dual degree programme	<p>Joint/double/dual degree programmes are defined by the following characteristics: the programmes are developed and/or approved jointly by several institutions; students from each participating institution typically study parts of the programme at other institutions. In a joint degree programme students study at two or more institutions and receive a single degree certificate issued and signed jointly by all institutions involved in the programme. In a double/dual degree programme students study at two or more institutions and receive a separate degree certificate from each of the institutions. These information will be integrated in the indicator "International orientation".</p>
Number of mandatory courses which are delivered in a foreign language	<p>Please specify the number of mandatory courses taught in a foreign language (with regard to the native language of your university) – either entirely or as an additional option. If your country officially is bi/multilingual please do not include any official languages under the "foreign language" courses.</p>
Number of degree theses in cooperation with enterprises	<p>Please specify the number of degree theses which have been made in cooperation with external enterprises/organisations, i.e. which address a problem of this organisation and involving some (e.g. logistic) support by the organisation.</p>

Number of degrees issued (graduates)	Please indicate the number of graduates in total and the number of degrees awarded to students who successfully completed the programme within the defined norm period of the programme. The norm period of study refers to the number of years, set out in laws or regulations, in which a student can be expected to complete the programme. This information will be used for the indicator "Graduating on time".
Number of students	Numbers of students enrolled per institution at ISCED 6 and ISCED 7 levels (see: http://www.uis.unesco.org/Education/Documents/isced-2011-en.pdf). Data should reflect the number of students enrolled at the beginning of the academic year and be provided in headcounts. If a student is enrolled in more than one subject (e.g. biology and chemistry), please count him/her as a full student in each subject. The enrolment of students may not be stable enough at the beginning of the academic year and therefore a count at a later point may be justified. Students on leave of absence should be excluded.
Practitioners from outside higher education	This category refers to teaching which is offered by people working in external companies and organisations, i.e. which are not full-time employed by a higher education institution. It does not include teachers from other higher education institutions. Please only include courses entirely taught by external practitioners. Those data are part of the indicator "contact to work environment".
Projects in external organisations (students)	Curricula based student projects in external organisations. Usually students in projects are not employed by the organisation. Please do not list projects under internship (left column) AND other projects. The categories are mutually exclusive.
Projects with organisations	Contractual agreements between Higher Education Institutions and companies for a single project. The region is defined according to the NUTS-2 or ISO 3166-2 subdivision. The NUTS (Nomenclature of Territorial Units for Statistics) classification established by Eurostat is a system for dividing up the economic territory of a country. There are three levels of NUTS defined, with two levels of local administrative units below the level of the entire country (NUTS-1). The NUTS-2 level relates to the basic regions for the application of regional policies. It is the region immediately below the country level. See: http://ec.europa.eu/eurostat/web/nuts/overview In smaller countries, the three NUTS divisions each correspond to the entire country. In case of non-EU countries we request you to refer to the relevant administrative subdivision of the country (e.g., into provinces or states) according to the ISO 3166 standard. See: http://en.wikipedia.org/wiki/ISO_3166-2
Post-docs	A postdoctoral scholar (post-doc) is a junior researcher holding a PhD or other doctoral degree. The position has to meet the following criteria: The appointee was recently awarded a Ph.D. or equivalent doctorate (e.g., Sc.D., M.D.) in an appropriate field; and - the appointment is temporary; and - the appointment involves substantially full-time research or scholarship; and - the appointment is viewed as preparatory for a full-time academic and/or research career; And the appointment is not part of a clinical training program; and

	<p>- the appointee works under the supervision of a senior scholar or a department in a university or similar research institution (e.g., national laboratory, NIH, etc.); and</p> <p>- the appointee has the freedom, and is expected, to publish the results of his or her research or scholarship during the period of the appointment.</p> <p>For further details, please refer to: http://www.aau.edu/workarea/downloadasset.aspx?id=468</p>
Post-doc positions	<p>A postdoctoral scholar ("postdoc") is a junior researcher holding a PhD or other doctoral degree. Postdocs may be funded through an appointment (usually: a fixed-term contract of around 4 years) with a salary, or an appointment with a stipend or sponsorship award. Please exclude personnel who hold an academic rank with such titles as professor, associate professor, assistant professor and other academic staff with a tenure position. This information will be used for the indicator number of post-doc positions.</p>
Research income from industry	<p>External research revenues from business and private organisations (for-profit and non-profit organisations), awarded competitively for specific research projects and research services carried out by the institution. This category does not include consultancies and services (e.g. material testing)!</p>
Research income from international organisations	<p>External research revenues from international sources includes all grants, subsidies and third party income from research originating international sources (i.e. supranational government authorities).</p>
Research income from national authorities	<p>Revenues from government ministries, public (national/international) agencies and other public bodies (excluding research councils), awarded competitively for specific research projects and research services carried out by the institution. This category does not include the regular basic public funding of institutions!</p>
Research income from national research councils	<p>This category includes revenues for research projects funded through grants and contracts awarded by research councils and public science foundations and agencies. Such grants and contracts are awarded after a peer review of research proposals submitted by (teams of) academics. Revenues from research councils such the French ANR, the NSF in the USA, or the Dutch NWO/SKO/KNAW should also go under this heading. In the German context, the DFG would qualify as a Research Council.</p>
Research income from other sources	<p>External research revenues from other sources awarded competitively for specific research projects and research services carried out by the institution.</p>
Responsible unit	<p>Please give the information on the unit which is responsible for offering the degree programmes in the subject. This can be a faculty or a department as a whole or a sub-unit of it.</p>

Restricted admission and Tuition fees	<p>Please mark if not all students who applied to your university were admitted due to a limited number of places available.</p> <p>The term tuition fee refers to regular fees students have to contribute to be taught at your institution. Tuition fees are considered distinct from other specific fees which are used to cover institutionally provided non-instructional services such as campus transportation or student health care as well as recreational and athletic programmes. These data will be used as descriptive information in U-Multirank.</p>
Standard period of study	<p>Please indicate the number of degrees awarded to students who successfully completed the programme within the defined standard period of the programme. The standard period of study refers to the number of years, set out in laws or regulations, in which a student can be expected to complete the programme. If final examinations (but no classes) take place after the norm period, please consider the graduates to be within the norm period.</p>
Stay abroad	<p>Stays abroad include periods at a foreign higher education institution or companies for a period of at least three months which are part of the programme at your institution.</p>
Students in internships	<p>The number of student internships that were carried out in an enterprise or another organisation (public organisation; non-profit organisation, hospital, etc.) and that started in the reference year. The minimum length of an internship should be 6 weeks or have a minimum credit load of 200 hours. Please note that internships taking place after graduation should not be considered.</p>
Students in internships in the region	<p>The number of students that, as part of their degree programme, have carried out an internship in an enterprise or other organisation that is located in the region. The region is defined according to the NUTS-2 or ISO 3166-2 subdivision. The NUTS (Nomenclature of Territorial Units for Statistics) classification established by Eurostat is a system for dividing up the economic territory of a country. There are three levels of NUTS defined, with two levels of local administrative units below the level of the entire country (NUTS-1). The NUTS-2 level relates to the basic regions for the application of regional policies. It is the region immediately below the country level. See: http://ec.europa.eu/eurostat/web/nuts/overview.</p> <p>In smaller countries, the three NUTS divisions each correspond to the entire country. In case of non-EU countries we request you to refer to the relevant administrative subdivision of the country (e.g., into provinces or states) according to the ISO 3166 standard. See: http://en.wikipedia.org/wiki/ISO_3166-2.</p>
Students sent out in international exchange programmes	<p>The number of students who are going abroad to another higher education institution for a period of at least three months within the framework of an official international exchange programme. Students who are not in an official programme should be excluded.</p>
Total income	<p>Total revenues of the institution in the calendar year. The total consists of: (1) Direct public expenditures allocated to the institution; (2) Fees from private households and students; (3) Direct expenditures of other private entities (other than households) to the institution; (4) Direct foreign payments to the institution.</p>

Total number of degree issued (graduates)	<p>The total number of students who successfully completed a bachelor/undergraduate or master/graduate degree programme at the unit within the given field, including degree programmes which are not listed to be included in U-Multirank (e.g. teachers education programmes, online programmes online programmes). Please exclude PhD programmes.</p>
Total number of students	<p>Please indicate the total number of students (head count) enrolled in all programmes of your department/faculty which can be attributed to the specific subject. This includes programmes which are not included in the list of programmes in the first part of this questionnaire (e.g. PhD programmes) except distance learning/online courses. Students on leave of absence should be excluded. This information will be used to calculate the student-staff ratio.</p>
Work experience/internships	<p>Internships/work placements in external organization outside higher education which are integrated in the programme/curriculum and for which credits can be awarded (if there is a credit point system). Internships provide real-world experience to those looking to explore or gain the relevant knowledge and skills required to enter into a particular professional and career field. Interns generally have a supervisor who assigns specific tasks and evaluates the intern's overall work. For internships for credit, usually a faculty will work along with the site supervisor to ensure that the necessary learning is taking place. If internships are made on a part time basis please enter data on a full time equivalent basis. This information will be used to calculate the indicator "inclusion of work experience".</p>