QS Data Definitions

Notes:
- **Unless stated otherwise, the time period which should apply to any statistic is the last annual reporting period (the last complete academic, financial *or* calendar year, whichever is easier to provide).**
- **Headcounts and associated FTE values of Sections 2 are critical data which must be completed by closing date.**

1. General

1a	Full time	• Standard number of working/study units.

1b	Full Time Equivalent (FTE)	• Full Time Equivalent (FTE) is the total number of full-time personnel it would take to meet the commitments currently met by both the full-time and part-time personnel. If there are no part-time personnel, then FTE figure is equal to the headcount figure.
		• A student/staff can be represented more than once as an FTE – if a student/staff is taking a full-time program and a part-time program, he/she will be counted into the Full-Time Headcount AND Part-Time Headcount.
		• *FTE = full-time headcount + (part-time headcount/3)*
		• *Example: Derivation of FTE for faculty staff:*
		  number of full-time faculty staff headcount = 3000
		  number of part-time faculty staff headcount = 300
		  number of total faculty staff headcount = (3000+300) = 3300
		  number of FTE faculty staff = (3000 + 300/3) = 3100

1c	Average Fees	• The average tuition fees is fees per academic year (two semesters) that a local/international student would be expected to pay for an undergraduate/postgraduate program, with program referring to the complete range of courses contributing to a degree/postgraduate degree.
		• Please include all compulsory annual fees a local/international undergraduate/postgraduate student is expected to pay.
		• *Calculation of Average Fees*
		(i) *Calculation by program :*
		  = Sum of all yearly fees for each program ÷ Number of programs
		  Remove outliers eg a certain medical program offered with an exceptionally high fee
		(ii) *Calculation by fee level :*
		  = (Fee level ✕ Number of students paying this level) ÷ Total number of students
		(iii) *Calculation by median :*
		  = (Highest in total range + Lowest in total range) ÷ 2
		  Suitable for distribution with outliers
		(iv) *Calculation by mode :*
		  = The value that appears the most

2. Critical Data

2a	Faculty Staff	• Total number of **academic faculty staff** who are responsible for planning, directing and undertaking teaching only, research only or both teaching and research. • Include: vice-chancellors, deputy vice-chancellors, principals, professors, heads of school, associate professors, assistant professors, principal lecturers, tutors or postdoctoral researchers who contribute to teaching or research or both at your university for a minimum period of at least three months. • Exclude: research assistants, PhD students who contribute to teaching, hospital residents, exchange scholars or visiting faculty staff who are members of a university other than yours and who spend less than three months at your university. • The important distinction for us is that staff counted as 'research only' should be academically involved in that research and should be likely to publish research outputs. A research assistant is any individual who is not conducting their own research and is therefore not likely to publish research outputs. Said individual is (only) involved in research in terms of operation execution, such as lab technician or equipment operator. • *Headcount of academic faculty staff = full-time domestic academic faculty staff + full-time international academic faculty staff + part-time domestic academic faculty staff + part-time international academic faculty staff*

Dec 2013

![QS logo]
QS ASIA QUACQUARELLI SYMONDS PTE LTD

20 Sin Ming Lane #02-61, Midview City   Tel: +65 6457 4822   Email: enquiries@qs-asia.com
Singapore 573968   Fax: +65 6457 7832   Website: www.qs-asia.com

QS Data Definitions

Notes:
- **Unless stated otherwise, the time period which should apply to any statistic is the last annual reporting period (the last complete academic, financial *or* calendar year, whichever is easier to provide).**
- **Headcounts and associated FTE values of Sections 2 are critical data which must be completed by closing date.**

2b	International Faculty Staff	• Number of academic faculty staff who contribute to teaching or research or both at your university for a minimum period of at least three months and who are of foreign nationality. • The term 'international' is hereby determined by citizenship. • EU countries: include all foreign nationals, even if from another EU state. • Hong Kong: include professors from Mainland China. • In case of dual citizenship, the 'deciding' criteria should be 'citizenship obtained through birth', basically first passport obtained. • Include: vice-chancellors, deputy vice-chancellors, principals, professors, heads of school, associate professors, assistant professors, principal lecturers, tutors or postdoctoral researchers; faculty staff who are permanent residents • Exclude research assistants, PhD students who contribute to teaching, hospital residents, exchange scholars or visiting faculty staff who are members of another university. *Headcount of international academic faculty staff = <u>full-time international</u> academic faculty staff + <u>part-time international</u> academic faculty staff*
2c	Undergraduate Students	• Number of domestic and international students pursuing a Bachelor's level or equivalent degree. • Exclude: students pursuing certificates/diplomas and associates degrees *Headcount of undergraduate students = <u>full-time domestic</u> undergraduate students + <u>full-time international</u> undergraduate students + <u>part-time domestic</u> undergraduate students + <u>part-time international</u> undergraduate students*
2d	Undergraduate International Students	• Number of undergraduate students who are foreign nationals and who spend at least three months at your university. • The term 'international' is hereby determined by citizenship. • For EU countries, this includes all foreign nationals, even nationals of other EU states. • In Hong Kong, this includes students from Mainland China. • In case of dual citizenship, the 'deciding' criteria should be 'citizenship obtained through birth', basically first passport obtained. • Please exclude all exchange students. • As for summer school and/or language students, if they take up a particular (language) course that is outlined as 'undergraduate degree program' and the student can earn credits towards their final degree they should be included under 'international undergraduate students'. • Summer school and/or language students who take part in a course not contributing to a degree qualification should be counted under 'Total International Students'. • Foreign dual degree students can be included under 'international undergraduate students' if they fulfil above criteria, spend at least three months at your university, earn credits towards their final degree and have your university's name written on their diploma. • Headcount of international undergraduate students = <u>full-time international</u> undergraduate students + <u>part-time international</u> undergraduate students.
2e	Undergraduate Exchange Students – Inbound	• Number of undergraduate students attending your university on international exchange programs for at least 1 semester during the annual reporting period. • The annual reporting period is the last complete academic, financial or calendar year. Please supply whichever is easier to collect. • The exchange program must be between universities, NOT between a university and a company OR corporation OR a university with its offshore campus.
2f	Undergraduate Exchange Students - Outbound	• Number of undergraduate students registered at your university who have attended another university abroad on an exchange program for at least 1 semester during the last annual reporting period. • The annual reporting period is the last complete academic, financial or calendar year. Please supply whichever is easier to collect. • The exchange program must be between universities, NOT between a university and a company/corporation OR a university with its offshore campus.

QS ASIA QUACQUARELLI SYMONDS PTE LTD

20 Sin Ming Lane #02-61, Midview City   Tel: +65 6457 4822   Email: enquiries@qs-asia.com
Singapore 573968   Fax: +65 6457 7832   Website: www.qs-asia.com

QS Data Definitions

Notes:
- **Unless stated otherwise, the time period which should apply to any statistic is the last annual reporting period (the last complete academic, financial *or* calendar year, whichever is easier to provide).**
- **Headcounts and associated FTE values of Sections 2 are critical data which must be completed by closing date.**

2g	Graduate/ Postgraduate Students	'Graduate' and 'postgraduate' are synonyms to embrace all students pursuing Masters, Doctoral or similar degrees such as 'Specialist', mainly referring to Eastern European and Central Asian countries. The term 'graduate' is more broadly used in US institutions and 'postgraduate' in British and European institutions. - Students pursuing a higher-level degree (Master and Doctorate), including both taught and research postgraduates (e.g. PhD students) *Headcount of graduate/ postgraduate students = <u>full-time domestic</u> graduate / postgraduate students +* *<u>full-time international</u> graduate / postgraduate students + <u>part-time domestic</u> graduate/postgraduate students +* *<u>part-time international</u> graduate / postgraduate students*
2h	Graduate/ Postgraduate International Students	- Number of graduate/ postgraduate students who are foreign nationals and who spend at least three months at your university. The term 'international' is hereby determined by citizenship. - EU countries: include all foreign nationals, even nationals of other EU states. - Hong Kong: include students from Mainland China. - In case of dual citizenship, the 'deciding' criteria should be 'citizenship obtained through birth', basically first passport obtained. - Exclude: all exchange students - As for summer school and/or language students, if they take up a particular (language) course that is outlined as 'postgraduate degree program' and the student can earn credits toward their final degree, they should be included under 'international postgraduate students'. - Summer school and/or language students who take part in a course not contributing to a degree qualification should be counted under 'Total International Students'. - Foreign dual degree students can be included under 'international graduate/postgraduate students' if they fulfil above criteria, spend at least three months at your university, earn credits towards their final degree and have your university's name written on their diploma. *Headcount of international graduate/postgraduate students = <u>full-time international</u> graduate/postgraduate students + <u>part-time international</u> graduate / postgraduate students*
2i	Graduate/ Postgraduate Exchange Students - Inbound	- Number of graduate/ postgraduate students attending the university on international exchange programs for at least 1 semester during the annual reporting period. - The annual reporting period is the last complete academic, financial or calendar year. Please supply whichever is easier to collect. - The exchange program must be between universities, NOT between a university and a company OR corporation, OR a university with its offshore campus
2j	Graduate/ Postgraduate Exchange Students - Outbound	- Number of graduate/postgraduate students registered at the university who have attended another university on an exchange program for at least 1 semester during the last annual reporting period. - The annual reporting period is the last complete academic, financial or calendar year. Please supply whichever is easier to collect. - The exchange program must be between universities, NOT between a university and a company OR corporation, OR a university with its offshore campus.

3. Faculty Level Staff

3a	Visiting International Faculty Staff - Inbound	- Number of academic faculty staff contributing to teaching or research at your university in the last annual reporting period who are visiting from an international institution for a minimum period of at least 3 months. - The annual reporting period is the last complete academic, financial or calendar year. Please supply whichever is easier to collect.

QS Data Definitions

Notes:
- **Unless stated otherwise, the time period which should apply to any statistic is the last annual reporting period (the last complete academic, financial *or* calendar year, whichever is easier to provide).**
- **Headcounts and associated FTE values of Sections 2 are critical data which must be completed by closing date.**

3b	Visiting International Faculty Staff - Outbound	• Number of academic faculty staff employed by your institution contributing to teaching or research at an international institution in the annual reporting period for a minimum period of at least 3 months. • The annual reporting period is the last complete academic, financial or calendar year. Please supply whichever is easier to collect.
3c	Staff with PhD	• Number of academic faculty staff employed during the last annual reporting period by your institution that have been awarded a PhD or equivalent **terminal degree[1]** • The annual reporting period is the last complete academic, financial or calendar year. Please supply whichever is easier to collect. [1] A terminal degree is the highest academic qualification in a given field.

4. Students - Undergraduate

4a	Undergraduate Fees - International	• Average tuition fees <u>per academic year</u> (two semesters) that an international student would be expected to pay for an undergraduate program, with program referring to the complete range of courses contributing to a degree. • Please include all compulsory annual fees an international undergraduate student is expected to pay. • For methods of calculation of average fees, refer to 1c of Section 1 – General
4b	Undergraduate Fees - Domestic	• Average tuition fees per academic year (two semesters) that a domestic student would be expected to pay for an undergraduate program, with program referring to the complete range of courses contributing to a degree. • Please include all compulsory annual fees a domestic undergraduate student is expected to pay. • For methods of calculation of average fees, refer to 1c of Section 1 – General
4c	Undergraduate Students – First Year	• Number of students pursuing a Bachelor's level or equivalent degree in their first year of study. • Exclude: students pursuing certificates/diplomas and associate's degrees

5. Students - Graduate/Postgraduate

5a	Graduate / Postgraduate Fees – International	• Average tuition fees per academic year (two semesters) that an international student would be expected to pay for a graduate/postgraduate program, with "program" referring to the complete range of courses contributing to a degree. • Please include all compulsory annual fees an international graduate/postgraduate student is expected to pay. • For methods of calculation of average fees, refer to 1c of Section 1 – General
5b	Graduate/Postgraduate Fees – Domestic	• Average tuition fees per academic year (two semesters) that a domestic student would be expected to pay for a graduate/postgraduate program, with program referring to the complete range of courses contributing to a degree. • Please include all compulsory annual fees a domestic graduate/postgraduate student is expected to pay. • For methods of calculation of average fees, refer to 1c of Section 1 – General

6. Students - Overall
(Complete this section only if separate data for undergraduate and graduate/postgraduate students are not available)

6a	Students	• Total number of students. • Where possible, please only include students pursuing degree level programs or higher.
6b	International Students	• Number of students who are foreign nationals. • The term 'international' is hereby determined by citizenship. • EU countries: include all foreign nationals, even nationals of other EU states. • Hong Kong: include students from Mainland China.

QS ASIA QUACQUARELLI SYMONDS PTE LTD

20 Sin Ming Lane #02-61, Midview City   Tel: +65 6457 4822   Email: enquiries@qs-asia.com
Singapore 573968   Fax: +65 6457 7832   Website: www.qs-asia.com

QS Data Definitions

Notes:
- **Unless stated otherwise, the time period which should apply to any statistic is the last annual reporting period (the last complete academic, financial *or* calendar year, whichever is easier to provide).**
- **Headcounts and associated FTE values of Sections 2 are critical data which must be completed by closing date.**

		• The 'deciding' criteria for 'dual citizenship' should be 'citizenship obtained through birth', basically first passport obtained.
6c	Exchange Students – Inbound	• Total number of students attending your university on international exchange programs for at least 1 semester in the last annual reporting period. • The annual reporting period is the last complete academic, financial or calendar year. Please supply whichever is easier to collect.
6d	Exchange Students – Outbound	• Total number of students registered at your university who have attended another university on an exchange program for at least 1 semester in the last annual reporting period. • The annual reporting period is the last complete academic, financial or calendar year. Please supply whichever is easier to collect.
6e	Student Fees - International	• Average tuition fees per academic year (two semesters) that an international student would be expected to pay for a program, with program referring to the complete range of courses contributing to a degree. • Please include all compulsory annual fees an international student is expected to pay • For methods of calculation of average fees, refer to 1c of Section 1 – General
6f	Student Fees - Domestic	• Average tuition fees per academic year (two semesters) that a domestic student would be expected to pay for any program, with program referring to the complete range of courses contributing to a degree. • Please include all compulsory annual fees a domestic student is expected to pay. • For methods of calculation of average fees, refer to 1c of Section 1 – General
6g	Number of Male Students	• Number of students who are male out of the total number of students (item 6a) studying at your university.
6h	Number of Female Students	• Number of students who are female out of the total number of students (item 6a) studying at your university.

7. Financial

7a	Annual Library Spending	• Library expenditure for the most recent annual reporting period. • Please focus on acquisitions and exclude operating costs.
7b	Research Funding – Total	• Total funding amount for ONLY externally sourced funding, such as government and industrial funding, allocated specifically for research for the latest completed academic year or for the last 12 months. • Total funding for research = government funding + industrial funding + other funding (eg private individual or charity)
7c	Facilities Investment	• Total amount spent in the last annual reporting period on infrastructure and facilities investment (e.g. new buildings, refurbishments and upgrades, communications infrastructure, sports facilities, laboratory equipment etc...) • This can include external sources as well as private donors.
7d	Research Funding – Government	• Please provide a total figure for government funding allocated specifically for research for the last **annual reporting period** – funds from the EU or similar trans-national body can be included.
7e	Research Funding – Industry	• The total amount of income from industry either for use of facilities, commissioning of research or licensing of intellectual property referring to the latest annual reporting period. • Please **include only** externally sourced funding from the public and private sectors and exclude private donor support.
7f	Alumni Donations	• Total amount for alumni donations in the last annual reporting period.

QS ASIA QUACQUARELLI SYMONDS PTE LTD

20 Sin Ming Lane #02-61, Midview City   Tel: +65 6457 4822   Email: enquiries@qs-asia.com
Singapore 573968   Fax: +65 6457 7832   Website: www.qs-asia.com

QS Data Definitions

Notes:
- **Unless stated otherwise, the time period which should apply to any statistic is the last annual reporting period (the last complete academic, financial *or* calendar year, whichever is easier to provide).**
- **Headcounts and associated FTE values of Sections 2 are critical data which must be completed by closing date.**

8. Graduate Output

8a	Graduates Pursuing Further Study	• Percentage of graduates (from undergraduate programs in the academic year ending prior to the last **annual reporting period[1]**) pursuing further study at your own institution or any other within 12 months after graduation.
8b	Graduates Employment	• Percentage of graduates (excluding those opting to pursue further study) in permanent employment within 12 months[1] of graduation. [1] We do not want to instigate additional work, if you already collect graduate employment data for a different period post graduation (e.g. 3 months or 6 months) please supply those numbers and specify the period in the messages box.
8c	PhDs Awarded	• Total number of PhDs (or equivalent **terminal degree[1]**) awarded in the last **annual reporting period.** [1] A terminal degree is the highest academic qualification in a given field.
8d	Number of Full-Time Careers Advisors	• Total number of staff employed by your institution on a full-time basis who are exclusively responsible for career support for your students (undergraduate and/or postgraduate)

9. Student Satisfaction

9a	Overall Student Satisfaction Rate	• Percentage of all students expressing satisfaction with their overall university experience • Note: This data can be sourced from an existing survey completed by your students, for example the NSS (UK) or AuSSI (Australia), in which case please specify the source in the accompanying message box. Alternatively, the QS Intelligence Unit can provide a customised survey for you to distribute to students.
9b	Teaching Student Satisfaction Rate	• Percentage of all students expressing satisfaction with the quality of their program. • Note: This data can be sourced from an existing survey completed by your students, for example the NSS (UK) or AuSSI (Australia), in which case please specify the source in the accompanying message box. Alternatively, the QS Intelligence Unit can provide a customised survey for you to distribute to students.

10. Internationalisation

10a	International Research Collaborations	• Number of universities (in the global top 500) your institution has research collaborations or partnership agreements with. • Include: student and teaching exchanges, collaborative research projects, exchange of academic materials and other information, jointly offered executive development programmes. • Include: collaborations at either a university or faculty level. • State the names of these universities in the Submission Notes box.

11. Third Mission

11a	Community / Cultural Investment	• Total amount spent on community projects or cultural preservations within 200km of any campus of affiliated facility in the last annual reporting period. • Community investment relates to investment in the community local to where the university is based. This could be anything from urban redevelopment to investing in local primary and secondary education or to members of or groups within the local community through any other conduit (e.g hospitals, prisons, homeless shelters, students involved in community service etc...)

QS ASIA QUACQUARELLI SYMONDS PTE LTD

20 Sin Ming Lane #02-61, Midview City   Tel: +65 6457 4822   Email: enquiries@qs-asia.com
Singapore 573968   Fax: +65 6457 7832   Website: www.qs-asia.com

QS Data Definitions

Notes:
- **Unless stated otherwise, the time period which should apply to any statistic is the last annual reporting period (the last complete academic, financial *or* calendar year, whichever is easier to provide).**
- **Headcounts and associated FTE values of Sections 2 are critical data which must be completed by closing date.**

		• Cultural preservation could be perceived as investment in projects that directly contribute to the preservation of otherwise waning aspects of a university's national culture. Universities in Wales, for example, spend a great deal on protecting the Welsh language and extending its use. There may be other aspects of a national culture which a university may explicitly or implicitly take a responsibility to preserve.