

QS Core Data Definitions

Important:

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- Headcounts and associated FTE values of Sections 2 are critical data which must be completed by closing date.

1. General

ENGLISH		
1a	Full time	Standard number of working/study units. Personnel who work more than 1.0 rate (i.e. 1.25 or 1.5) should be counted at 1.0 rate.
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.
	FTE QS Suggested (Estimate) Formula	<i>FTE = full-time count + (part-time count/3)</i> Can be applied for both, Faculty Staff FTE and Students FTE
	FTE Entirely accurate measure (as in QS Core) = Conventional Method	<i>FTE = full-time count + part-time FTE</i> , where Part-time FTE = $A \times 0.25 + B \times 0.5 + C \times 0.75$ etc. A,B,C – faculty staff count 0.25, 0.5, 0.75 – working rates
		<i>Example:</i> <i>Number of full-time local faculty staff = 3000</i> <i>Number of part-time local faculty staff = 100</i> <i>Number of full-time international faculty staff = 800</i> <i>Number of part-time international faculty staff = 50</i> <i>Headcount number of faculty staff = $(3000 + 800) + (100 + 50) = 3950$</i> <i>FTE of faculty staff = $(3000 + 800) + ((100 + 50)/3) = 3850$</i>
1c	Average Fees	The average tuition fees is fees per academic year (usually 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.
		<u>Calculation of Average Fees</u> <i>(i) Calculation by <u>program</u>:</i> <i>= Sum of all yearly fees for each program ÷ Number of programs</i> <i>Remove outliers eg a certain medical program offered with an exceptionally high fee</i> <i>(ii) Calculation by <u>fee level</u>:</i> <i>= (Fee level × Number of students paying this level) ÷ Total number of students</i> <i>(iii) Calculation by <u>median</u>:</i> <i>= (Highest in total range + Lowest in total range) ÷ 2</i> <i>Suitable for distribution with outliers</i> <i>(iv) Calculation by <u>mode</u>:</i> <i>= The value that appears the most</i>

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2. Critical Data

ENGLISH		
2a	Faculty Staff	Total number of academic faculty staff who are responsible for planning, directing and undertaking academic teaching only, research only or both academic teaching and research within Higher Education Institutions. Please include: vice-chancellors, deputy vice-chancellors, principals and deputy principals, professors, heads of school, associate professors, assistant professors, principal lecturers, readers, tutors, researchers, research fellows or postdoctoral researchers who contribute to teaching or research or both at your university for a minimum period of at least three months. Please exclude: research assistants (*), PhD students who contribute to teaching, hospital residents who do not teach and/or undertake research in addition to clinical duties, exchange scholars and visiting faculty staff who are members of a university other than yours. Off-shore academic faculty staff and staff that hold an academic post but are not active due to retirement or honorary appointment should also be excluded. <i>*) 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, in our understanding, 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 operational execution, such as a lab technician or equipment operator</i>
2b	Academic Faculty Staff with PhD	Number of academic faculty staff employed by your institution during the last annual reporting period that has a PhD or equivalent terminal degree.
2c	International Faculty Staff	Number of academic faculty staff who contributes to teaching or research or both for a minimum period of at least three months and who are of foreign nationality. NB! The number of <i>International Academic Faculty Staff</i> should be included into the number of <i>Academic Faculty Staff</i>. The term "international" is hereby determined by citizenship. For EU countries, this includes all foreign nationals, even if from another EU state. In Hong Kong, this includes professors from Mainland China. Inclusion and exclusion mirrors those for academic faculty staff. It is important to note that visiting international faculty staff who are of foreign origin but also are members of an external institution and/or who spend less than three months at the university should NOT be counted under this category. In case of dual citizenship, the 'deciding' criteria should be 'citizenship obtained through birth', basically first passport obtained.
2d	Undergraduate Students	Total number of students pursuing a Bachelor's level or equivalent degree*. *This includes programmes designed to provide intermediate academic and/or professional knowledge, skills and competencies leading to a first tertiary degree or equivalent qualification. (UNESCO ISCED-2011 Level 6). This excludes certificates/diplomas and associate's degrees. The count should include students from all branches, filiations, facilities and institutions that operate under the name of the main university and are situated in the same country as the main university as well as grant diplomas with the main university's name on it. If the branch/filiation etc. is situated abroad such students are excluded into the count.
2e	Part-time Undergraduate Students	Total number of students pursuing a Bachelor's level or equivalent degree* on part-time basis. *This includes programmes designed to provide intermediate academic and/or professional knowledge, skills and competencies leading to a first tertiary degree or equivalent qualification. (UNESCO ISCED-

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		2011 Level 6). This excludes certificates/diplomas and associate's degrees. Please exclude from the count: - Online / distance learning students - Correspondence students
2f	Undergraduate International Students	Number of undergraduate students who are foreign nationals and who spend at least three months at the university. The term 'international' is hereby determined by citizenship.
		NB! The number of <i>International Undergraduate Students</i> should be included into the number of Undergraduate Students. 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. All exchange and off-shore students are excluded. 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 the university, earn credits towards their final degree and have the university's name written on their diploma.
2g	Graduate/ Postgraduate Students	Students pursuing a higher-level degree (Master and Doctorate), including both taught and research postgraduates (e.g. PhD students). The count should include students from all branches, filiations, facilities and institutions that operate under the name of the main university and are situated in the same country as the main university as well as grant diplomas with the main university's name on it. If the branch/filiation etc. is situated abroad such students are excluded into the count.
		<i>Graduate</i> and <i>postgraduate</i> 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 <i>graduate</i> is more broadly used in US institutions and <i>postgraduate</i> in British and European institutions. That refers to programmes designed to provide advanced academic and/or professional knowledge, skills and competencies leading to a second tertiary degree or equivalent qualification (UNESCO ISCED-2011 Level 7) and programmes designed primarily to lead to an advanced research qualification, usually concluding with the submission and defence of a substantive dissertation of publishable quality based on original research. (UNESCO ISCED-2011 Level 8)
2h	Part-time Graduate / Postgraduate Students	Students pursuing a higher-level degree (Master and Doctorate), including both taught and research postgraduates (e.g. PhD students) on part-time basis. Please include: - Evening students; - Weekend students. Please exclude from the count: - Online / distance learning students; - Correspondence students.
2i	Graduate / Postgraduate International Students	Number of graduate / postgraduate students who are foreign nationals and who spend at least three months at the university. The term 'international' is hereby determined by citizenship. NB! The number of <i>International Graduate/Postgraduate Students</i> should be included into the number of Graduate/Postgraduate Students.

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		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. All exchange and off-shore students are excluded. 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 towards 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 postgraduate students' if they fulfil above criteria, spend at least three months per year at the university, earn credits towards their final degree and have the university's name written on their diploma.
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3. Students

3a	Students	Total number of students. Where possible, please only include students pursuing degree level programs or higher.
3b	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. Include: permanent residents The 'deciding' criteria for 'dual citizenship' should be 'citizenship obtained through birth', basically first passport obtained.

4. Tuition fees

4a	Undergraduate Fees - International	Average tuition fees <u>per academic year</u> (usually 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 (usually 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.

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		For methods of calculation of average fees, refer to 1c of Section 1 – General
4c	Graduate / Postgraduate Fees – International	Average tuition fees per academic year (usually 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 postgraduate student is expected to pay. For methods of calculation of average fees, refer to 1c of Section 1 – General
4d	Graduate / Postgraduate Fees – Domestic	Average tuition fees per academic year (usually 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 postgraduate student is expected to pay. For methods of calculation of average fees, refer to 1c of Section 1 – General
4e	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
4f	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