

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

Term/Concept	Explanation
Academic publications	The number of peer reviewed academic publications of the institution. This includes journal articles, conference proceedings, books and PhD dissertations. Peer review (also known as refereeing) is a process of subjecting an author's scholarly work, research, or ideas to the scrutiny of others who are experts in the same field, before a paper describing this work is published in a journal, book or in conference proceedings. This information will be used for mapping purposes.
Academic staff	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, post-doc, or the equivalent of any of these academic ranks. Academic staff working in the university's hospital is included as long as they carry out teaching and/or research tasks. Academic staff also includes personnel with other titles (e.g. dean, director, associate dean, assistant dean, chair or head of department) as long as (part of) their activity includes instruction and/or research. It excludes students working as teachers or teaching/research assistants. This information will be used for mapping purposes.
Agriculture, forestry, fisheries and veterinary	The subject group "Agriculture" comprises the sub-fields Agriculture, Forestry, Fisheries and Veterinary. For a more detailed list of fields, please see UNESCO ISCED-F 2013, p. 16 ff: http://www.uis.unesco.org/Education/Documents/isced-37c-fos-review-222729e.pdf
Artefacts	The number of exhibition catalogues, musical compositions, designs, and other artefacts that underwent a process of peer review.
Bachelor degree	Bachelor's or equivalent level programmes (ISCED level 6), are often designed to provide participants with intermediate academic and/or professional knowledge, skills and competencies, leading to a first degree or equivalent qualification. Programmes at this level are typically theoretically-based but may include practical components and are informed by state of the art research and/or best professional practice. They are traditionally offered by universities and equivalent tertiary educational institutions. Programmes classified at ISCED level 6 may be referred to in many ways, for example: Bachelor's programme, licence, or first university cycle. (UNESCO ISCED 2011 http://www.uis.unesco.org/Education/Documents/isced-2011-en.pdf).

Business and law	The subject group 'Business and law' comprises the subfields Business & administration and Law. For a more detailed list of fields, please see UNESCO ISCED-F 2013, p. 16 ff: http://www.uis.unesco.org/Education/Documents/isced-37c-fos-review-222729e.pdf
Concerts	The number of concerts that are (co-)organized by your institution (or a department of it), that are registered as such and that are open to the general public.
Core budget	This item refers to the budget that the institution receives from the government to support its teaching and research activities. The adjective "core" (or "basic") means recurrent funding that is normally awarded each year. Funding for innovation of teaching practice and for the inclusion of deprived groups ("widening access") should be included. Funding for the university hospital (if any) is excluded from the core budget in so far as this relates to the hospital function - that is: clinical activities, patient care and other general expenses of academic hospitals - even if such activities are paid by the education authorities. Therefore, the funding for teaching hospitals that is directly and specifically related to the training of medical personnel and the research (including contract research and income from clinical trials) taking place in these hospitals is included.
Degrees awarded within the standard period of study	The standard period of study refers to the number of years (normative time), set out in law or regulations, in which a student is expected to complete the programme. Please note that the data needs to refer to the same populations for which you provide data in Questions 6, 8 and 9.
Doctoral candidates	Students pursuing a doctorate (PhD, or Doctor of Philosophy), either as a student enrolled in a PhD programme in your institution, or as a member of the institution's academic staff (having been appointed as a research trainee) with the explicit goal of completing a PhD thesis (doctoral dissertation). This information will be used for mapping purposes.
Doctoral candidates counted as academic staff	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.
Doctorate/PhD	Programmes classified at this level (i.e. ISCED level 8) may be referred to in many ways, for example: PhD, DPhil, D.Lit, D.Sc, LL.D, Doctorate or similar terms. (See UNESCO ISCED 2011 http://www.uis.unesco.org/Education/Documents/isced-2011-en.pdf).
Education	The subject group "education" comprises the sub fields Teacher training and Education science. For a more detailed list of fields, please see UNESCO ISCED-F 2013, p. 16 ff: http://www.uis.unesco.org/Education/Documents/isced-37c-fos-review-222729e.pdf

Engineering, manufacturing and construction	The subject group "engineering, manufacturing and construction" comprises the subfields Engineering & engineering trades, Manufacturing & processing, and Architecture & construction. For a more detailed list of fields, please see UNESCO ISCED-F 2013, p. 16 ff: http://www.uis.unesco.org/Education/Documents/isced-37c-fos-review-222729e.pdf
English name to appear in UMR	Please consider how you would like your institution to be named on the U-Multirank website http://umultirank.org/#!/home?trackType=home&sightMode=undefined . We recommend providing an English name.
Exhibitions	The number of exhibitions that are (co-)organized by your institution (or a department of it), that are registered as such and that are open to the general public.
External revenues from privately funded research contracts	Privately funded research contracts include research contracts and consultancies carried out for private (for-profit and not-for-profit) organisations, such as industry, medical charities, and private foundations – from the country itself or from abroad. It includes the research taking place in the university hospital (if any).
External revenues from research	<p>External revenues are also known as third party funding. It relates to revenues earmarked for specific research activities and research units, including for research taking place in the university hospital (if any). The external revenues in most cases are limited in time and the institution needs to compete or apply for it. It excludes general institutional funds (i.e. core funding and similar base grants received from the government).</p> <p>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 (such as the ANR in France, the NSF in the USA, NWO/SIA-RAAK in the Netherlands, and the DFG in Germany); ○ 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). <p>from other research-related project based funding</p>
Fees from courses organised within the framework of continuing professional development (CPD)	Continuing professional development (CPD) is job-related education and training by means of which members of professions maintain, improve and broaden their knowledge and skills and develop the personal qualities required in their professional lives. It primarily takes place through a range of short and long training programmes, some of which have an option of accreditation. CPD activity is not part of the regular teaching activities supported through the institution's core budget and the tuition fees paid by students enrolled in degree programmes.

Foreign degree seeking students	<ul style="list-style-type: none"> Number of degree seeking students who gained access to the institution's programme based on a entry qualification (i.e. diploma) awarded abroad. If you do not have information on the country awarding the entry qualification please refer to the citizenship of the students. Do not count students with a double citizenship as international students. This information will be used for mapping purposes.
Foreign nationality	Foreign nationality means: not a citizen of the host country. If a staff member has more than one nationality and one of those is the nationality of the host country, the staff member should not be counted as 'with foreign nationality'.
Full name of institution	The full name of the institution will be published in the online version of U-Multirank.
Full time equivalent	The measure on which the full time equivalent (fte) calculation should be based is 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. This information will be used for mapping purposes as well as for taking into account the size of the institution's activities and/or performance.
Graduate employment	If you do not have the exact data available, please provide an estimate by choosing a range.
Graduates working in the region	If you do not have the exact data available, please provide an estimate by choosing a range.
Health and welfare	The subject group "health and welfare" comprises the subfields Health and Welfare. For a more detailed list of fields, please see UNESCO ISCED-F 2013, p. 16 ff: http://www.uis.unesco.org/Education/Documents/isced-37c-fos-review-222729e.pdf

Humanities and arts	The subject group "humanities and arts" comprises the sub fields Arts, Humanities and Languages. For a more detailed list of fields, please see UNESCO ISCED-F 2013, p. 16 ff: http://www.uis.unesco.org/Education/Documents/isced-37c-fos-review-222729e.pdf
Incoming students in international exchange programmes	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.
Information and communication technologies	The subject group 'Information and communication technologies' comprises the subfield Information and communication technologies (ICTs). For a more detailed list of fields, please see UNESCO ISCED-F 2013, p. 16 ff: http://www.uis.unesco.org/Education/Documents/isced-37c-fos-review-222729e.pdf
International	External research revenues from international sources includes all grants, subsidies and third party income for research originating from both public and private international sources (i.e. supranational government authorities, foreign business). It is expressed as a percentage of total external research revenues. This information will be used for mapping purposes.
International student fees	Share of fees from international students as a percentage of total tuition fee revenues. This information will be used for mapping purposes.
Knowledge Transfer	The total amount of financial resources spent on knowledge transfer activities. Expressed as a percentage of the total expenditure of the institution. Knowledge transfer includes research commercialisation, activities organised within the framework of CPD, and other activities aimed at disseminating the knowledge and expertise of the institution to businesses, the public sector, or cultural and community partners. This includes concerts, fairs, exhibitions and art related events. This information will be used for mapping purposes.
Legal name of institution	Please specify the name of the institution as stipulated in the legal registry or founding act. This information will be used to identify your institution.
Long first degree	This relates to long first degree programmes at a Master's or equivalent level with a cumulative theoretical duration (at tertiary level) of usually at least five years (that does not require prior tertiary education) (see UNESCO ISCED 2011: http://www.uis.unesco.org/Education/Documents/isced-2011-en.pdf).

Master degree	Master's or equivalent level programmes (ISCED level 7), are often designed to provide participants with advanced academic and/or professional knowledge, skills and competencies, leading to a second degree or equivalent qualification. Programmes at this level may have a substantial research component but do not yet lead to the award of a doctoral qualification. Typically, programmes at this level are theoretically-based but may include practical components and are informed by state of the art research and/or best professional practice. They are traditionally offered by universities and other tertiary educational institutions. Programmes classified at ISCED level 7 may be referred to in many ways, for example: master programmes or magister. (UNESCO ISCED 2011 http://www.uis.unesco.org/Education/Documents/isced-2011-en.pdf).
Media productions	The number of media productions that are (co-)produced by your institution (or a department of it).
National	External research revenues from national sources includes all grants, subsidies and third part income for research originating from both public and private national sources (i.e. government authorities, business, other private entities). It is expressed as a percentage of total external research revenues.
Natural sciences, mathematics and statistics	The subject group "Natural sciences, mathematics and statistics" comprises the subfields Biological and related sciences, Environment, Physical sciences, and Mathematics & statistics. For a more detailed list of fields, please see UNESCO ISCED-F 2013, p. 16 ff: http://www.uis.unesco.org/Education/Documents/isced-37c-fos-review-222729e.pdf
New entrants bachelor programmes from the institution's region	The percentage of new entrants that prior to their registration in the higher education institution had a place of residence located in the region (NUTS-2 or ISO 3166-2 subdivision) where the higher education institution is situated. If the institution has multiple campuses in different regions within the country, students that were resident in any of the campus regions are regarded as coming from the institution's region. 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://epp.eurostat.ec.europa.eu/portal/page/portal/nuts_nomenclature/introduction . 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 . If no exact regional data are available please specify the range that fits best your situation. This information will be used for mapping purposes.
New entrants of degree programmes	The number of students (headcount) who are enrolled in the programme during the current reference period but were not enrolled in that same programme in the previous year. New entrants that previously were enrolled in a different programme at your institution (e.g. different level, or different field) should be included. Please note that the

	data needs to refer to the same populations for which you are asked to provide data in Questions 8 and 9.
New patent applications filed	The number of new patent applications filed by the institution (or one of its researchers/departments, including its university hospital, if any) or the institution's technology transfer office. This information will be used for mapping purposes.
Number of degrees awarded by level of programme	The number of degrees awarded in the reference year. Please note that the data needs to refer to the same populations for which you provide data in Question 6 and 8. For additional information on the levels see the previous question. This information will be used for mapping purposes.
Number of programmes offered	The total refers to all programmes, irrespective of their mode of delivery (full-time, part-time, etc). If a programme is offered in both full-time and part-time variants, this should be reported as a single programme. However, if a programme is offered in both home and foreign language variants this should be reported as two programmes. This information will be used for mapping purposes.
Number of programmes offered in a foreign language	The number of programmes that lead to a degree offered in a foreign language in the reference year. To be counted as a foreign language programme, 80% of the programme should be taught in the foreign language. Programmes where 80% is offered in more than one foreign language should also be included.
Other activities	Other activities include activities that cannot be attributed to either teaching, research, or knowledge transfer. Examples are expenditures related to debt service, ancillary services, campus services, and institutional support activities that contribute to the institution (its students, staff, facilities, etc.) as a whole. This information will be used for mapping purposes.
Other revenues	This category includes revenues not included in the categories mentioned before, such as revenues from charitable donations, interest, income from ancillary services, rents, and revenues from endowment funds.
Post-doc position	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. The number of post-docs should be included in the data on academic staff.
Professional publications	The number of all publications published in journals, books, and other media that are addressed to a professional audience and that can be traced bibliographically. These publications are not peer reviewed as in the category "academic publications". This information will be used for mapping purposes.

Programmes offered online	Online programmes refer to education in which instruction and content are delivered primarily over the Internet. The term excludes print-based correspondence education, broadcast television or radio, and stand-alone educational software programmes that do not have a significant Internet-based instructional component. This information will be used for mapping purposes.
Reference period used	This refers to the moment the employment status is measured.
Regional	External research revenues from regional sources includes all grants, subsidies and third party income for research originating from both public and private regional sources (i.e. government authorities, business, other private entities). It is expressed as a percentage of total external research revenues. Regional sources are defined as sources located in the institution's region (according to the NUTS2 classification or the ISO 3166-2 subdivision). This information will be used for mapping purposes.
Research	Expenditure on research activities, including expenditure on management and organisation of research. Expressed as a percentage of the total expenditure of the institution. Please note that you may provide an estimate in case the teaching and research activities are not clearly separated in your institution. Research taking place in the university hospital (if any) is to be included. Please leave out the expenditure related to patient care in the university hospital. This information will be used for mapping purposes.
Revenues from licensing agreements, copyrighted products and royalties	This category includes all revenues resulting from intellectual property rights owned by the institution.
Services	The subject group "services" comprises the subfields Personal services, Hygiene & occupational health services, Security services and Transport services. For a more detailed list of fields, please see UNECSO ISCED F-2013, p. 16ff: http://www.uis.unesco.org/Education/Documents/isced-37c-fos-review-222729e.pdf
Short degree	This includes short-cycle degrees awarded in programmes lasting less than three years. For example: Associate degrees, Foundation degrees. See UNESCO ISCED 2011: http://www.uis.unesco.org/Education/Documents/isced-2011-en.pdf . This excludes programmes that are classified as Continuing professional development (CPD) training programmes of a vocational character.
Social sciences	The subject group 'social sciences' comprises the sub fields Social & behavioural sciences and Journalism & information. For a more detailed list of fields, please see UNESCO ISCED-F 2013, p. 16 ff: http://www.uis.unesco.org/Education/Documents/isced-37c-fos-review-222729e.pdf

Standard period of study in years	The stipulated number of years (set out in law or regulations) in which a student is expected to complete the programme. The standard period indicated relates to the majority of the programmes offered by your institution at each respective level.
Start-up firms	A start-up firm (or spin-off) is a company that initially was the result of a licensing deal or a formal transfer of technology from your institution or its technology transfer office. A start-up is created to exploit technology/intellectual property (IP) originating from the institution (or the university's hospital - if any). Please report the number of newly founded start-up firms per year and not the sum of all start-up firms operating in one year.
Students enrolled in degree programmes	The headcount number of degree seeking students who were enrolled in the reference year. Data should reflect the number of students enrolled at the beginning of the (academic) year. Included are students at all levels, ranging from short (first cycle) degrees, Bachelor degrees, Master degrees, first long degree programmes (Master equivalent) to doctoral students and other third cycle students. This information will be used for mapping purposes.
Students in international joint degree programmes	The number of students in joint 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.
Students in internships	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 here.
Students in internships in the institution's region	The number of students (Bachelor and Master level, or similar) that carried out an internship in an enterprise or another organisation (public organisation; non-profit organisation, hospital, etc.) conducted in the higher education institution's region in the reference year. 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://epp.eurostat.ec.europa.eu/portal/page/portal/nuts_nomenclature/introduction . 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).
Students sent out in international exchange programmes	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.

Teaching	Expenditure on teaching activities, excluding continuing professional development (CPD). Expenditure on management and organisation of teaching is to be included. Expressed as a percentage of the total expenditure of the institution. Please note that you may provide an estimate in case the teaching and research activities are not clearly separated in your institution. Teaching taking place in the university hospital (if any) is to be included. Please leave out the expenditure related to patient care in the university hospital. This information will be used for mapping purposes.
Total art related output	In case there are no exact numbers for the four subcategories (concerts, exhibitions, artefacts, and media productions) please specify the total only. In that case, the total may be higher than the sum of the parts for which data is available.
Total expenditure	The total expenditure of the institution, including current expenditure and capital expenditure. Total expenditure includes expenditure for educational services, research, knowledge transfer and other services. It excludes the expenditure related to patient care in the university hospital (if any).
Total number of graduates by educational field	The data should refer to graduates from all levels combined (short degree, bachelor, master, long first degree, doctorate). The new UNESCO ISCED Fields of Education and Training 2013 classification distinguishes ten broad fields of education. For a more detailed description of the subject classification, please see: http://www.uis.unesco.org/Education/Documents/isced-37c-fos-review-222729e.pdf . This information will be used for mapping purposes.
Total revenues	This should correspond to the total financial transfers to your institution from the following sources: <ul style="list-style-type: none"> • Public sources (ministries, funding councils; research councils; provincial, local, and federal government authorities) • International sources (international business and organisations, international students) • Private sources (fee income, including student fees, income from business and non-profit organisations, donations, interest). The revenues received for carrying out the higher education related activities in the university's hospital (if any) should be included. This information will be used for mapping purposes as well as for taking into account the size of the institution's activities and/or performance.
Tuition fees from students in degree programmes	The revenues from tuition fees refers to the net tuition fee revenues, excluding the tuition fees the institution has to transfer to the government. Fees paid for ancillary services (lodging, meals, health services, and fees paid for other welfare services furnished to students by the institution) should be excluded here (and should be included in 'other revenues' - see below).
Types of degree programmes	Degrees relate to ISCED levels 5, 6, 7 and 8 according to the UNESCO classification (see: http://www.uis.unesco.org/Education/Documents/isced-2011-en.pdf). Programmes or courses that do not lead to tertiary education degrees (e.g. courses that lead to certificates or diplomas) should be excluded. Please note that the data needs to refer to the same populations for which you provide data under Question 6.

University hospital

When submitting data, please include all information on the teaching, research and knowledge transfer activities of the university hospital(s) in the answers. Information related to all activities, staff and resources that are dedicated specifically to the hospital function – i.e. the care for patients – should be excluded. Please note that including information on patient care or excluding information on the higher education activities taking place in the university hospital will negatively affect the possibility for U-Multirank to adequately represent your institution by means of indicators.