

# U-Multirank

## Questionnaire for faculties / departments

### General instructions

#### Years

Many questions in this questionnaire specify that information should be provided for (a) particular year(s). The table below indicates the academic year in questions in which an academic year does not coincide with a calendar year. Please use the format that fits your institutional administration best. Please be consistent regarding the format you have chosen within each question.

Calendar year	Academic year
2015	2015/2016
2016	2016/2017
2017	2017/2018

#### Handling of missing data

If data are not available, please leave those fields blank and tick the box (“data not available”) or write a short remark on this question. Please enter “0” (zero) only if zero is the correct number. Do **not** use “0” to show that data are not available! (E.g. no international doctoral candidates = 0. No data on international doctoral candidates = blank and tickbox). Some questions may have sub-sections. If you are unable to answer a question in all its constituents, please tick the “data not available” box, but still provide any available information you hold. In these situations, please make a note in the comment section that only partial information was available.

Please note that explanations on data elements, calculations and rationales can be found in the indicator book on our website link].

Your department has participated in the CHE-Ranking in the previous ranking of [field]. To facilitate the data collection process the submitted data is available [here] link.

### Question 1

Please give the <b>full name and address</b> of the <b>unit responsible for organising [field]</b> . [?1]	
<b>Faculty/department:</b>	
<b>Institute or other Sub-unit, if applicable:</b>	
<b>Town/city:</b>	
<b>Website:</b>	

Please provide the name of a contact person who will be available to respond to potential queries from the U-Multirank team. Please indicate <b>only one</b> email address. Please indicate the email address including the @ symbol and <b>do not</b> use (at) or "at" as word. For future communication: Please make sure that our emails from <a href="mailto:info@umultirank.org">info@umultirank.org</a> will not be blocked by the firewall of your institution!	
<b>Title</b>	Pull down: Mr.; Mrs.
<b>Contact person's first name:</b>	
<b>Contact person's last name:</b>	
<b>Position/Unit:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Email - please verify:</b>	
Comments:	
Auto-Comments:	
Comments U-Multirank:	

## Part 1: Details about the individual study programmes

### Question 2

Please ensure the listed programmes

- are currently offered,
- are offered as a **main subject/major** in [field] at your department, and,
- first year enrolment will still be open in 2019

Please do not include

- Short-term **first** degrees **below** bachelor level (1 or 2-year programmes),
- Continuous education/CPD programmes,
- Distance-learning programmes only,
- Special programmes for teacher education,
- Programmes in which first-year enrolment is no longer possible, Ph.D./doctorate programmes.

Those programmes can be listed for information below in “b) Other study programmes”.

If you wish to include any additional programmes, please contact the U-Multirank team (info@umultirank.org).

Programme name	Programme level
a) [Programme1] [Programme2] [Programme3]	Pull Down menu: 99= Please choose; 6=short undivided first degree (until 4 years) 3=Bachelor (incl. BA honours); 4=Master; 7=long undivided first degree (>= 5 years); 8=other
b) Other study programmes:	
Comments:	
Auto-Comments:	
Comments U-Multirank:	

### Question 3

Please provide the following information on the programmes.			
	Programme offered since (year)	Standard period of study in years	<u>Is the programme ending?</u>
[Programme1]	PULL DOWN menu: 0=please choose; 1 ≤ 2013; 2=2014; 3=2015; 4=2016; 5=2017; 6=>2018		PULL DOWN menu: 0=please choose; 1=before 2017; 2=2017; 3=2018; 4=2019; 5=later than 2019; 6=not ending
[Programme2]			
[Programme3]			
Comments:			
Auto-Comments:			
Comments U-Multirank:			

### Question 4

Please describe the programmes according to the following characteristics:			
	Presence-learning programme, Full-time	Presence-learning programme, Part-time	Distance-learning programme
[Programme1]	<input type="checkbox"/> Yes <input type="checkbox"/> No check box	<input type="checkbox"/> Yes <input type="checkbox"/> No check box	<input type="checkbox"/> Yes <input type="checkbox"/> No check box
[Programme2]			
[Programme3]			
Comments:			
Auto-Comments:			
Comments U-Multirank:			

### Question 5

Please indicate if more than one discipline is included in the programme and give the percentage of each discipline included in the programmes. Please refer to the mandatory courses only. E.g. Sociology (80%), political science (10%), economics (10%).							
Programme name	Percentage of mandatory courses in all courses <span style="color:red">[?62]</span>	Main discipline	%	2nd discipline	%	3rd discipline	%
[Programme1]							
[Programme2]							
Comments:							
Auto-Comments:							
Comments U-Multirank:							

### Question 6

Please indicate the number of **students enrolled in the programmes** in 2017 **[?5]**

**Data for this question not available**

**Data on international students not available**

	Number of students		
	Total number of students	New enrolments/ students in their 1 <sup>st</sup> year	International (degree-seeking) students <b>[?4]</b>
[Programme1]			
[Programme2]			
[Programme3]			
Comments:			
Auto-Comments:			
Comments U-Multirank:			

### Question 7

Please indicate if admission to the programme is restricted and, if applicable, list **tuition fees**. **[?6]**

**No tuition fees for domestic students**

**No tuition fees for international students**

	Restricted admission in 2017	Tuition fees per year (Please list the currency, e.g. 5000 EUR)			
		Currency of tuition fee for domestic students	Tuition fee for domestic students	Currency of tuition fee for international students	Tuition fee for international students <b>[?7]</b>
[Programme1]	<input type="checkbox"/> Yes <input type="checkbox"/> No	Pull down menu: Currencies		Pull down menu Currencies	
[Programme2]					
[Programme3]					
Comments:					
Auto-Comments:					
Comments U-Multirank:					

### Question 8

Please indicate the amount of different teaching forms of the current curriculum for mandatory courses in per cent [?63].

Data for the whole question not available

Mandatory courses									
	Lectures	Small group teaching (e.g. seminars, tutorials, colloquia)	Simulations & game-based teaching	Digital teaching forms	Student projects	Peer-to-peer teaching	Other	Sum teaching forms	Data not available
[Programme 1]									<input type="checkbox"/>
[Programme 2]									<input type="checkbox"/>
[Programme 3]									<input type="checkbox"/>
Comments:									
Auto-Comments:									
Comments U-Multirank:									

### Question 9

Please give details on periods of **internships / work experience and other project work outside higher education** integrated in the programmes. Please refer to full working weeks.

Data for this question not available

	Internships/ periods of work experience [?8]		Other projects outside HEI (e.g. business / private / public organisations) [48]	
	Duration in weeks	Mandatory?	Duration in weeks	Mandatory?
[Programme1]		Pull down: 1=yes; 2=no		Pull down: 1=yes; 2=no
[Programme2]				
[Programme3]				
Comments:				
Auto-Comments:				
Comments U-Multirank:				

### Question 10

Please describe the international orientation of the programmes with regard to the inclusion of stays abroad for your own students (incl. internships abroad) [?10]. Please indicate if there are joint, dual or double study programmes [?9] with foreign partner institutions.

Data for this question not available

	International orientation of the programmes		
	Study period abroad (minimum of 3 months)	Joint/Double/Dual degree programme	Most relevant foreign partner institutions for exchange (max 5)
[Programme1]	<b>Pull down:</b> <b>0=no answer;</b> 1=mandatory; 2=recommended, Credits can be recognised; 3=recommended; 4=not scheduled	<b>Radiobutton:</b> 1=No, it is not a joint/double/dual degree programme; 2= Yes, it is a joint/ double/dual degree as regular degree; 3= Yes, as an option to obtain a joint/double/dual degree)	
[Programme2]			
[Programme3]			
Comments:			
Auto-Comments:			
Comments U-Multirank:			

### Question 11

International exchange students:  
 Please provide information on international student exchanges at your department in [field] during 2017.

Data for this question not available

	Number of exchange students	
	Students sent out in international exchange programmes [?40] 2017	Incoming students in international exchange programmes [?41] 2017
Faculty / department		
Comments:		
Auto-Comments:		
Comments U-Multirank:		

### Question 12

Please provide information on teaching in a foreign language. Please indicate if the study programme as such is offered entirely in a foreign language (either regularly or as an option). If **not** please indicate the number of mandatory courses in total and the number of mandatory courses which are also delivered in a foreign language. Please refer to the year 2017.

**Data on mandatory courses not available**

	Study programme is offered entirely in a foreign language	If <u>not</u> completely in a foreign language:	
		a) Total number of mandatory courses in the programme	b) Number of mandatory courses which are delivered in a foreign language [?12]
[Programme1]	PULL DOWN menu: <input type="radio"/> yes, regularly; <input type="radio"/> yes, optionally/ on request; <input type="radio"/> no)		
[Programme2]			
[Programme3]			
Comments:			
Auto-Comments:			
Comments U-Multirank:			

### Question 13

**Special features of the study programmes:**  
 Please describe (max. 580 characters) the special characteristics of the study programmes (foci, areas of specialisation, relevance of research, practical relevance, interdisciplinary orientation, etc.)

[Programme1]	
[Programme2]	
[Programme3]	
Comments:	
Auto-Comments:	
Comments U-Multirank:	



### Question 14

Please indicate the total **number of degrees issued (graduates)** by your department in [field] by degree level. Please refer to all degree programmes (**excl. PhD**), not only to those listed above! **[?42]**

Data for this question not available

Institution doesn't offer Bachelor programmes in [field]

Institution doesn't offer Master programmes in [field]

	2015 Number of degrees issued (graduates)	2016 Number of degrees issued (graduates)	2017 Number of degrees issued (graduates)
Bachelor/ undergraduate			
<b>Thereof</b> female graduates			
Master /graduate			
<b>Thereof</b> female graduates			

Comments:

Auto-Comments:

Comments U-Multirank:

### Question 15

Please indicate for each programme the **number of degrees issued (graduates)** and the number of those graduating within the standard period of completion (as indicated in question 3) of the specific programme. **[?13]**

Data for this question not available

Data on degrees within standard period not available

	2015 Number of degrees issued (graduates)		2016 Number of degrees issued (graduates)		2017 Number of degrees issued (graduates)		Please tick if there are no graduates yet in this programme
	Total	Within standard period <b>[?14]</b>	Total	Within standard period	Total	Within standard period	
[Programme1]							
[Progarmme2]							
[Progarmme3]							

Comments:

Auto-Comments:

**Question 16**

Please indicate the percentage of 2015 graduates who were unemployed 18 months after graduation (not in Education, Employment or Training (NEET)). If no data for the 2015 cohort exists, please indicate to which cohort the data refer. **[?15]**

If no definite data are available, please specify the range that fits best your situation. **[?16]**

**Data for the whole question not available**

	Percentage	If you do not have definite numbers, choose an interval:							If data relate to a period other than 18 months, please indicate the months after graduation	Cohort year (if other than 2015)
		0%	Above 0 to 5%	Above 5 to 10%	Above 10 to 25%	More than 25%	Not available	Clear		
[Programme1]	%						<input type="checkbox"/>			
[Programme2]							<input type="checkbox"/>			
[Programme3]							<input type="checkbox"/>			
Comments:										
Auto-Comments:										
Comments U-Multirank:										

**Question 17**

<p>Please indicate the percentage of 2015 graduates working in the region 18 months after graduation. If no data for the 2015 cohort exists, please indicate the cohort you are referring to. <b>[?43]</b></p> <p>If no exact data are available, please specify the range that describes best your situation. <b>[?44]</b></p> <p><input type="checkbox"/> <b>Data for the whole question not available</b></p>										
	Percentage	If you do not have definite numbers, choose an interval:							If a period other than 18 months, please indicate x months after graduation	Cohort year (if other than 2015)
		0%	Above 0 to 25%	Above 25 to 50%	Above 50 to 75%	More than 75%	Not available	Clear		
[Programme1]	%									
[Programme2]										
[Programme3]										
Comments:										
Auto-Comments:										
Comments U-Multirank:										

Part 2: Details about the department

**Staff and PhD**

**Question 18**

Please indicate the full-time equivalent (fte) numbers of **academic staff in [field]** (professors and other academic staff) employed in your department in the years **2015 to 2017**. [?17]

Please ensure that the calculated sum for “total academic staff” reflects your total academic staff correctly.

**Data for this question not available**

	<b>Full-time equivalent academic staff in [field]</b>		
	<b>2015 December</b>	<b>2016 December</b>	<b>2017 December</b>
<b>Staff involved in teaching and research</b> [?50]			
<b>Staff only involved in teaching</b> (no research) [?51]			
<b>Staff only involved in research</b> (no teaching) [?52]			
<b>Total academic staff</b>			
<b>Thereof</b> doctoral candidates counted as staff [?45]			

Comments:

Auto-Comments:

Comments U-Multirank:

**Question 19**

Please give the **head count** number of academic staff in **[field]** in December 2017. **[?18]**

**Data for the whole question not available**

		Academic staff	
<b>Total number (head count)</b>			<input type="checkbox"/> Data not available check box
<b>Thereof female</b>			<input type="checkbox"/> Data not available check box
<b>Thereof with a completed doctorate degree</b>			<input type="checkbox"/> Data not available check box
<b>Thereof with a foreign citizenship</b>			<input type="checkbox"/> Data not available check box
<b>Thereof post-docs [?53]</b>			<input type="checkbox"/> Data not available check box
<b>Thereof doctoral candidates</b>			<input type="checkbox"/> Data not available check box
Comments:			
Auto-Comments:			
Comments U-Multirank:			

**Question 20**

Please give the percentage of classes/courses delivered by external “practitioners” **[?30]** outside of higher education related to the number of courses/classes in total (latest academic/calendar year).

**Data for this question not available**

<b>Courses delivered by practitioners outside of higher education in %</b>	
Comments:	
Auto-Comments:	
Comments U-Multirank:	

**Question 21**

Please indicate the number of **doctoral degrees** awarded by your institution in **[field]** where the first supervisor is based at your department. **[?19]**

**Data for this question not available**

**Data on international students not available**

**Institution does not award research PhDs/doctorate degrees in [field]**

	2015	2016	2017
<b>Total number of completed research doctoral degrees</b>			
<b>Thereof</b> by international students			
<b>Thereof</b> by female candidates			

Comments:

Auto-Comments:

Comments U-Multirank:

**Funding**

**Question 22**

Please indicate the unit in which you will provide financial information for the following questions.

Unit	PULL DOWN MENU: 1=full amount; 2=in thousand; 3=in million
------	--

Comments:

Auto-Comments:

Comments U-Multirank:

**Question 23**

Please indicate the amount of **external research revenues** [?22] (research promotion and/or contract research) of your department in [field] in the last three years (2015, 2016, 2017).

Please do **NOT** state the total amounts of the relevant research projects but **ONLY** the revenues **in the relevant year**.

For joint projects with other departments/other institutions, please indicate only the share of your department!

Please note: external research revenues are exclusively those funds which require a) regular application and b) the application involves a review process.

Please do not include your annual base funds (such as public, non-competitively awarded grants).

**Please give the number in your local currency and in the correct amount:**

<b>Currency</b>	
<input type="checkbox"/> <b>Data for this question not available</b> <input type="checkbox"/> <b>We had no external research funds</b>	

External research revenues	2015	2016	2017	
From national research council/science foundations [?33]				
From national government authorities (national or federal) [?34]				
From industry/private business [?35]				
From other sources [?37]				
<b>Total revenues</b>				
Thereof from regional sources [?21]				<input type="checkbox"/> <b>Data on regional sources not available</b>
Thereof from international/foreign sources [?36]				<input type="checkbox"/> <b>Data on international sources not available</b>
Thereof third party funding of professorships [?38]				<input type="checkbox"/> <b>Data on third party funding of professorships not available</b>
Comments:				
Auto-Comments:				
Comments U-Multirank:				

### Question 24

Please list the number projects [?54] with external partners as well as the number of academic staff (head count) involved in those projects.  
Please refer to the year 2017.

Data for this question not available.

We had no joint projects with external partners.

	Number of Projects	Academic Staff involved (head count)
Total number of projects		
Thereof with private companies (total)		
Thereof private companies from the region		
Thereof with public organisations (total)		
Thereof with public organisations from the region		

Comments:

Auto-Comments:

Comments U-Multirank:

## Students

### Question 25

Please indicate the **total** number of students enrolled in all programmes at your department in [field] in 2017. [?24]

Please include students of all degree levels (incl. doctoral/PhD students).  
If there is no distinction between majors and minors, please enter the total number in "Main subject/major in the field".

Data for this question not available

	Main subject /major in field	Second/minor subject in field
<b>Total number of students in [field] at the department</b>		
<b>Thereof</b> number of female students		

Comments:

Auto-Comments:

Comments U-Multirank:



### Question 26

Please fill in the number of students in [field] who completed **internships/clerkships** (minimum 6 weeks or minimum credit load of 200 hours) in enterprises/external public or private organisations [?25] within the past years.

Data for this question not available  
 There are no students who made internships  
 Data about internships in regional enterprises not available

	2015	2016	2017
Total number of students who did an internship /clerkship			
<b>Thereof:</b> Students who did an internship/clerkship in the institution's region [?26]			

Comments:

Auto-Comments:

Comments U-Multirank:

### Question 27

Please provide the number of **degree theses** in [field] completed in cooperation with enterprises/external organisations [?27].

Data for this question not available  
 There are no degree theses in cooperation with enterprises

	2015	2016	2017
Bachelor/ Undergraduate			
Master/ Postgraduate (taught)			

Comments:

Auto-Comments:

Comments U-Multirank:

## Description

### Question 28

a) Please describe the **teaching & learning profile** of your institution in [field] (max. 580 characters).

Website:

b) Please describe the **research profile** of your institution in [field] (max. 580 characters).

Website:

Comments U-Multirank:

### Question 29

Please indicate up to three major areas of specialisation, i.e. subfields of the subject fields in question, of your faculty/department. Please see the specification of fields for the 2019 edition of U-Multirank [here](#) .

For Mathematics, this may include: Algebra, Geometry, Numerical analysis, Operational Research, Statistics (both General Statistics and Applied and Specialised Statistics); Specialised Mathematics.

For Physics, this may include: Astronomy, Astrophysics, Chemical Physics, Medical Physics, Optics, Space Science.

For Chemistry, this may include: Inorganic chemistry, Organic Chemistry, Physical Chemistry.

For Biology, this may include: Botany, Cell biology, Entomology, Genetics, Mycology, Neurobiology, Zoology, Biochemistry programmes.

For Computer Science and Engineering, this may include: Computer Science, Applied computer science, Informatics, Software / software engineering, Hardware/ hardware engineering, Computer systems.

For Mechanical Engineering, this may include: 'General' Mechanical engineering, Energy engineering, Applied mechanics, Thermodynamics, Automotive engineering, Aerospace engineering.

For Materials Science and Engineering, this may include: Ceramics and glasses, Polymers, Composite materials, Nano materials, Bio materials.

For Electrical engineering, this may include: Electrical and electronic engineering; Robotics and automatic control; Automation and control systems; Communication engineering and systems; Telecommunication.

For Industrial Engineering /Production, this may include: Industrial engineering, Production / product development, Manufacturing, Logistics engineering.

For Chemical Engineering, this may include: Chemical engineering (plants, products); Chemical process engineering.

For Environmental Engineering, this may include: Water resources and management, Renewable Energy, Sustainable Energy, Climate Engineering.

For Civil Engineering, this may include: Water/hydraulic engineering, Transport engineering.

Profile 1	<input type="text"/>
Profile 2	<input type="text"/>
Profile 3	<input type="text"/>

Comments:

Comments:

Comments U-Multirank:

[?] Questionmarks

ID	question	answer
1	Responsible unit	Please give the information on the unit which is responsible for offering the degree programmes in the field. This can be a faculty or a department as a whole or a sub-unit of it.
2	Name of university	Please specify the name of the institution as stipulated in legal registry or founding act.
3	question 3	answer 3
4	International students	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".
5	Number of students	Numbers of students enrolled per institution at ISCED 6 and ISCED 7 levels ( <a href="http://uis.unesco.org/sites/default/files/documents/international-standard-classification-of-education-isced-2011-en.pdf">http://uis.unesco.org/sites/default/files/documents/international-standard-classification-of-education-isced-2011-en.pdf</a> ). 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 field (e.g. biology and chemistry), please count him/her as a full student in each field. 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.
6	Restricted admission and Tuition fees	Please mark if not all students who applied to your university were admitted due to a limited number of places available. 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.
7	Foreign/international	Please indicate the tuition fees for international students who have to pay different rates than domestic students (in EU countries for Non-EU students).
8	Work experience/ internships	Internships/work placements in external organisation 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".

9	Joint/Double/Dual degree programme	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. This information will be integrated in the indicator "International orientation".
10	Stay abroad	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.
11	question 11	answer 11
12	Number of mandatory courses which are delivered in a foreign language	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.
13	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".
14	Standard period of study	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.
15	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 refers to a different period than 18 months after graduation. This information will be used in the indicator graduate unemployment.
16	Graduate unemployment range	If you do not have the exact data available, please provide an estimate by choosing a range.
17	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 ratio.
18	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.
19	Doctorate degrees	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/ doctorate degrees 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/ doctoral programmes and these programmes until the point of graduation. In case of doubt please add your remarks in the Comments section. "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.
20	Post-doc positions	A postdoctoral scholar ("post- doc") 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.
21	Total income	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.

22	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"> <li>- from research grants and research contracts awarded by national and international organisations.</li> <li>- from specific research projects awarded competitively by: <ul style="list-style-type: none"> <li>- government agencies (e.g. state/federal ministries, other public bodies);</li> <li>- research councils;</li> <li>- private organisations (i.e. business, non-profit organisations, private foundations and charities);</li> <li>- international organisations (e.g. through research programmes such as the European Framework programmes and the European Research Council).</li> </ul> </li> <li>- from other research-related project based funding.</li> </ul>
23	question 23	answer 23
24	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 field. 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>
25	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>
26	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: <a href="http://ec.europa.eu/eurostat/web/nuts/overview">http://ec.europa.eu/eurostat/web/nuts/overview</a> . 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: <a href="http://en.wikipedia.org/wiki/ISO_3166-2">http://en.wikipedia.org/wiki/ISO_3166-2</a> .</p>
27	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</p>

		address a problem of this organisation and involving some (e.g. logistic) support by the organisation.
28	question 28	answer 28
29	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.
30	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".
31	question 31	answer 31
32	Income from regional sources	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: <a href="http://ec.europa.eu/eurostat/web/nuts/overview">http://ec.europa.eu/eurostat/web/nuts/overview</a> 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: <a href="http://en.wikipedia.org/wiki/ISO_3166-2">http://en.wikipedia.org/wiki/ISO_3166-2</a>
33	Research income from national research councils	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 go under this heading. In the German context, the DFG would qualify as a Research Council.
34	Research income from national authorities	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!
35	Research income from industry	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)!
36	Research income from international organisations	External research revenues from international sources includes all grants, subsidies and third party income from research originating international sources (e.g. supranational government authorities).



37	Research income from other sources	External research revenues from other sources awarded competitively for specific research projects and research services carried out by the institution.
38	Endowed professorships / third party funding of professorships	If positions for professors are fully funded by external sources/funders (endowed professorships), please specify here.
39	Clerkship	During periods of clerkship, medical students receive practical clinical training and work with patients in either inpatient or outpatient settings under the supervision of physicians. If there are no clerkships in the programme please mark this above.
40	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.
41	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.
42	Total number of degree issued (graduates)	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). Please exclude PhD programmes.
43	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: <a href="http://ec.europa.eu/eurostat/web/nuts/overview">http://ec.europa.eu/eurostat/web/nuts/overview</a> . 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: <a href="http://en.wikipedia.org/wiki/ISO_3166-2">http://en.wikipedia.org/wiki/ISO_3166-2</a> .
44	Graduates working in the region range	If you do not have the exact data available, please provide an estimate by choosing a range.
45	Are doctoral candidates counted as staff and not as students	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.
46	question 46	answer 46
47	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.
48	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.
49	question 49	answer 49
50	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.
51	Academic Staff - teaching only	Academic staff exclusively employed for teaching. Please do not list the fte equivalent of positions that involve teaching and research.
52	Academic staff - research only	Academic staff exclusively involved in research. Please do not list the fte equivalent of positions that involve teaching and research.
53	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 care; And the appointment is not part of a clinical training program; and- the appointee works under the supervision of a senior scholar or a department university or similar research institution (e.g., national laboratory, NIH, etc.); and- the appointee has the freedom, and is expected, to publish the results of his or her researcher scholarship during the period of the appointment.
54	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: <a href="http://ec.europa.eu/eurostat/web/nuts/overview">http://ec.europa.eu/eurostat/web/nuts/overview</a> . 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: <a href="http://en.wikipedia.org/wiki/ISO_3166-2">http://en.wikipedia.org/wiki/ISO_3166-2</a> .
55	Clinical staff	Academic staff working at the university's hospital only.
56	Patient care staff	Academic staff involved in patient care only, NOT in teaching and/or research.
57	Professional doctorate	The title is awarded with the conclusion of a multi-year promotion. The promotion consists in the independent implementation of a practical project, which by applying already existing knowledge causes a new change or development in a practice. The project must also be documented in a dissertation, paper, portfolio or product.

58	Professional Doctorate - Medicine	The title is awarded with the completion of a regular study programme. No or only minor additional exam is required. There is no need for an independent, new contribution neither to practice nor scientific knowledge.
59	Clinical skills lab	Clinical skills laboratories are educational facilities that have the potential benefit for undergraduate and postgraduate medical students and medical staff. They provide a safe and protected environment in which the learner can practise clinical skills before using them in real clinical settings. These skills laboratories help to ensure that all students acquire the necessary techniques and are properly assessed before practising on real patients. In addition, they support the acquisition, maintenance and enhancement of the clinical skills of students in the healthcare profession. The term 'clinical skills' involves history-taking, physical examination, clinical investigations, using diagnostic reasoning, procedural perfection, effective communication, team work and professionalism.
60	Dummies/phantom heads (Dentistry)	Dummies or phantom heads are used for student's education before the students get in contact with real patients. They simulate different practical cases.
61	Simulated patients	In health care, a simulated patient (SP), also known as a standardized patient, sample patient or patient instructor, is an individual trained to act as a real patient in order to simulate a set of symptoms or problems.
62	Mandatory courses	Please indicate how many of the courses in the programme are mandatory. For example: In total 100 courses are offered within the programme. 12 of these are mandatory. In this case 12% of the courses are mandatory.
63	Teaching forms	For the mandatory study programme curriculum, please specify the amount of different teaching forms used in percentages. For example: Out of a total of 100 potential modules/courses offered, 12 are lectures. In this case, 12% of the modules/courses are lectures.