

# **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.

If no specific year is indicated in a question, please refer to the most recent academic year wherever possible. If you are unable to provide the most recent data, please leave a comment in the respective comment field in which you specify to which year the data refer.

Calendar year	Academic year
2017	2017/2018
2018	2018/2019
2019	2019/2020

#### General information and [?]-symbols

The questionnaire includes [?]-symbols. When you hover over this symbol with your mouse, they provide information about definitions and particular clarifications related to specific question. You will find an overview of all [?] texts as a pdf version <u>here</u>. If the online help features do not answer all your questions please do not hesitate to email the U-Multirank team at <u>info@umultirank.org</u> and we will get back to you as soon as possible. Please indicate to which part of the subject questionnaire you are referring.

### "Handling of missing data

### If data are not available, please leave those fields blank and tick the "data not available" box- If necessary, leave a short remark in the comment section below the question. Please enter "0" (zero) only if zero is the correct value.

Do not use "0" to show that data are not available!

For instance, if do not have international doctoral candidates, enter value 0. If you have no data available on international doctoral candidates, please leave it blank and tick the "data not available" box. Some questions may have sub-sections. If you are unable to answer a question in all its parts, please tick the "data not available" box, but still provide any available information you hold. In these instances, please leave a comment in the comment box of this question that only partial information was available. See the following examples:

- If your department offers PhD programmes and has PhD graduates, enter the correct value.
- If your department offers PhD programmes, but did not have any PhD graduates that year, enter • the value 0.
- If your department offers PhD programmes, but you do not have any information concerning PhD graduates, leave that field blank and tick the 'data not available' box.
- If your department does not offer PhD programs, leave the field blank and tick the 'not applicable' box if available
- If your department does not award doctoral degrees, please select the radio button "Institution does not award research PhDs/doctorate degrees".

#### Not applicable

Some questions do not apply to all institutions. This is the case, for instance, for many universities of applied science. These usually do not have the right to confer PhD degrees. If a question does not apply to your institution, please tick the respective 'not applicable' box and/or leave the fields blank. Do not use "0" to show that data a question does not apply to your institution. Please note that we will calculate an indicator if you enter a value (incl. zero) in the questionnaire.

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

For definitions and further explanation of terms, please hover over the questionmark "[?]"

# **1** General information

# **Overview**

#### **Question 1 (all subjects)**

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

Please provide the name of a contact person who will be available to respond to potential queries from the U-Multirank team. Please indicate **only one** email address. Please indicate the email address including the @ symbol and **do not** use (at) or "at" as word. For future communication: Please make sure that our emails from <u>info@umultirank.org</u> will not be blocked by the firewall of your institution.

Title	Pull down: Mr.; Mrs.
Contact person's first name:	
Contact person's last name:	
Position/Unit:	
Phone:	
Email:	
Email - please verify:	
Comments:	
Auto-Comments:	
Comments U-Multirank:	

# Question 2 (only medicine)

Please provide some information on the structure o	f the Medical So	hool/Medical
Faculty and on data provision in this questionnaire.		
University hospital		
University hospital	Data d	on hospital
	are included	are not included
The university hospital is part of the university,	□ Radio-Buttor 1	ח 🗆 4
The university hospital is not part of the university	□2	□ <u>5</u>
The university does not have a university hospital, but associated hospitals for clinical teaching	□3	□ 6
There is no hospital at all		□ 7
Medical Research Centers		
Does the university have medical research centers, f	or which data	🗆 Yes 🗆 No
are not included in this questionnaire?		check box
If yes, please list them:		
Comments:		
Auto-Comments:		
Comments U-Multirank:		

# 2 Included programmes

### Part 1: Details about the individual study programmes

#### Question 3 (all subjects)

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 2021

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

# 3 Basic details (programmes)

## Question 4 (all subjects)

Please provide the following information on the programmes.					
	Programme offered since	Standard period of	Is the programme ending?		
	(year)	study in years			
[Programme1]	PULL DOWN Menu 0=please choose, 2015 ≤ 2015; 2016=2016; 2017=2017; 2018=2018; 2019=2019; 2020=>2020;		PULL DOWN Menü: 0=please choose; 1=before 2019; 2=2019; 3=2020; 4=2021; 5=later than 2021; 6=not ending)		
[Programme2]					
[Programme3]					
Comments:					
Auto-Comments:					
Comments U-M	ultirank:				

## Question 5 (all subjects)

Please describe the programmes according to the following characteristics:							
	Presence- learning programme, Full-time	Presence- learning programme, Part-time	Distance-learning programme				
[Programme1]	□ Yes □ No radiobutton	□ Yes □ No radiobutton	☐ Yes ☐ No radiobutton				
[Programme2]							
[Programme3]							
Comments:							
Auto-Comments:							
Comments U-Multirank:							

#### **Question 6 (all subjects)**

Please give the percentage of **programmes that are fully offered digitally/ online**[?65] related to the number of programmes in total at your department (latest academic/calendar year).

### Data for this question not available check box

programmes that are fully offered digitally/ online related to the total number of programmes in %

Comments:

Auto-Comments:

Comments U-Multirank:

## 4 Students and teaching forms

#### **Question 7 (all subjects)**

Please indicate the number of students enrolled in the programmes in 2019. [?5]

□ Data for this question not available check box

□ Data on international students not available check box

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

### Question 8 (all subjects)

Please indicate if admission to the programme is restricted and, if applicable, list <b>tuition fees</b> . [?6]							
1	□ No tuition fees for domestic students check box						
1	☐ No tuition fees for	international student	s check box				
	Restricted admission in 2019Tuition 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 inter- national students[?7]		
[Programm e1]	☐ Yes ☐ No radiobutton	Pull down Menu with Currencies		Pull down Menu with Currencies			
[Programm e2]							
[Programm e3]							
Comments:							
Auto-Comm							
Comments	J-Multirank:						

## Question 9 (only psychology, social work, pharmacy, nursing and agriculture)

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

Data for this question not available check box

Mandatory courses							
S Lecture		Student projects (e.g. internship , independe nt research)	Online - based cours es	Blended learning	Other	Sum teaching forms	Data not availab le
[Prog ram me 1 ]							
[Prog ram me 2]							
[Prog ram me 3]							

# 5 Work experience

Question 10 (only psychology, social work, pharmacy, nursing and agriculture)

Please give details on periods of internships / work experience and other projects work outside higher education integrated in the programmes. Please refer to full working weeks.					
		os/ periods of prience [?8]	Other projects out / public organisati	tside HEI (e.g. business / private ons) [?48]	
	Duration in weeks		Duration in weeks	Mandatory?	
[Programme1]		work_period_ mandatory (Pull down – 1=yes, 2=no)		(Pull down – 1=yes, 2=no)	
[Programme2]					
[Programme3]					
Comments:					
Auto-Comments:					
Comments U-Mul	tirank:				

### Question 11 (Only medicine, dentistry and veterinary science)

Please give details on periods of clinical **clerkships/rotations**[?39] (both in outpatient/ambulatory and inpatient settings) integrated in the study programmes. Please provide the total number of weeks across the whole study programme.

#### Data for this question not available check box

Clerkships included	Mandatory clerkships	Additional voluntary clerkships		There are no clerkships/rotations in the programme		
	Total duration in weeks	Total duration in weeksIf no fixed duration, please specify the range in weeks (e.g. 6 - 8 weeks)				
[Programme1]				Check Box		
[Programme2]						
[Programme3]						
Comments:						
Auto-Comments:						
Comments U-Mul	tirank:					

# 6 Internationality (programmes)

### Question 12 (all subjects)

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.

	internation	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]	Pull down: 0=no answer; 1=mandatory; 2=recommended, Credits can be recognised; 3=recommended;4=not scheduled	<ul> <li>(Radiobutton:</li> <li>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)</li> </ul>					
[Programme2]							
[Programme3]							
Comments:			•				

# 7 Internationality (students)

### Question 13 (all subjects)

International exchange students: Please provide information on <b>international student exchanges</b> at your department in [field] during 2019.					
□ Data for this question not available che					
	Number of exc	hange students			
	Students sent out in international exchange programmes [?40]Incoming students in international exchange programmes [?41] 2019				
Faculty / department					
Comments:					
Auto-Comments:					
Comments U-Multirank:					

#### Question 14 (all subjects)

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 2019.

□ Data on mandatory courses not available check box no\_data\_foreign\_language

		If <u>not</u> completely in	a foreign language:
	Study programme is offered entirely 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 O yes, regularly O yes, optionally/ on request O no)		
[Programme2]			
[Programme3]			
Comments:			
Auto-Comments:			
Comments U-Multira	ank:		

# 8 Special features (programmes)

### Question 15 (all subjects)

<b>Special features of the study programmes:</b> Please describe (max. 600 characters) the special characteristics of the study programmes (foci, areas of specialisation, relevance of research, practical relevance, interdisciplinary orientation, etc.).					
[Progra					
mme1]					
[Progra					
mme2]					
[Progra					
mme3]					
Comment	S:				
Auto-Com	ments:				
Comment	s U-Multirank:				

### 9 Graduates

### **Question 16 (all subjects)**

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]

For medical degrees, please indicate long first degrees issued (graduates) in the row for "Master/ graduate"!

□ Data for this question not available check box

□ Institution doesn't offer Bachelor programmes in [field] check box

□ Institution doesn't offer Master programmes in [field] check box

	2017 Number of degrees issued (graduates)	2018 Number of degrees issued (graduates)	2019 Number of degrees issued (graduates)
Bachelor/			
undergraduat			
е			
thereof			
female			
graduates			
Master/			
graduate			
thereof			
female			
graduates			
Comments:			
Auto-Comment	S:		
Comments U-M	Iultirank:		

#### **Question 17 (all subjects)**

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 check box □ Data on degrees within standard period not available check box 2017 2018 2019 Please tick if Number of degrees Number of degrees Number of degrees there issued (graduates) issued (graduates) issued (graduates) are no Within standard Within Within gradua Total Total Total period [?14] standard standard tes yet in this period period progra mme [Progra mme1] [Progar mme2] [Progar mme3] Comments: Auto-Comments: Comments U-Multirank:

#### Question 18 (alt Question 16) (all subjects)

Please indicate the percentage of 2017 graduates who were unemployed 18 months after graduation (not in Education, Employment or Training (NEET)). If no data for the 2017 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 check box

	Percent age	If yo	u do r		inite num More than 25%	bers, No t av ail abl	Clear range	If data relate to a period other than 18 months, please indicate the months after	Cohort year (if other than 2017)
[Programme1]	%		Ra	%		<b>e</b>		graduation	
			dio But ton						
[Programme2]									
[Programme3]									
Comments:									
Auto-Comments:									
Comments U-Mu	ltirank:								

Question 19 (all subjects)										
	Please indicate the percentage of 2017 graduates working in the region 18 months after graduation. If no data for the 2017 cohort exists, please indicate the cohort you are referring to. [?43] If no exact data are available, please specify the range that describes best your situation. [?44]									
	Percentage	lf you	If you do not have definite numbers, choose an interval: If you do not have definite numbers, choose an other than 18 Cohor months, t year please (if indicate x other months than after 2017) graduatio							
		0%	Above 0 to 25%	Above 25 to 50%	Abo ve 50 to 75 %	Mo re tha n 75 %	Not ava ilab le	Clear range	n	
[Programm e1]	%									
[Programm e2]										
[Programm e3]										
Comments:	pto:									
Auto-Comme Comments L										
Comments	J-IVIUIUITANK.									

# Part 2: Details about the department

### Staff and PhD

# Question 20 (only psychology, veterinary science, psychology, social work, pharmacy, nursing, agriculture)

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 **2017 to 2019.** [?17]

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

#### Data for this question not available check box

		Full-time equival	ent		
	academic staff in [field]				
	2017 December	2018 December	2019 December		
Staff involved in teaching and research [?50]					
Staff only involved in teaching (no research) [?51]					
Staff only involved in research (no teaching) [?52]					
Total academic staff					
thereof doctoral candidates counted as staff [?45]					
Comments:					
Auto-Comments:					
Comments U-Multirank:					

#### Question 21 (only medicine and dentistry)

Please indicate the full-time equivalent (fte) numbers of **academic staff in [field]** (professors and other academic staff) employed in your department for the years **2017 to 2019.** [?17]

#### Data for this question not available check box

Staff (filled posts)	Full-time equivalent academic staff in [field]				
	2017 December	2018 December	2019 December		
Staff involved in teaching and research[?50]			200011201		
Staff involved in teaching only (no research) [?51]					
Staff involved in research only (no teaching) [?52]					
Staff involved in patient care only (no teaching & no research) [?56]					
Total academic staff					
thereof doctoral candidates counted as staff (fte) [?45]					
Clinical staff (total) [?55]					
Comments:					
Auto-Comments:					
Comments U-Multirank:					

#### Question 22 (all subjects)

Please give the head count number of academic staff in [field] in December 2019. [?18]

#### □ Data for the whole question not available check box

	Academic staff (head count)	
Total number <b>(head</b> count)		Data not available     check box
thereof female		Data not available check box
thereof with a completed doctorate degree		□ Data not available check box
thereof with a foreign citizenship		□ Data not available check box
thereof doctoral candidates		□ Data not available check box
Comments: Auto-Comments:		
Comments U-Multirank:		

### **11** External staff

#### Question 23 (all subjects)

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 check box
Courses delivered by **practitioners** outside of higher education in %
Comments:
Auto-Comments:

Comments U-Multirank:

## **12 Doctoral degrees**

Question 24 (only psychology, veterinary science, psychology, social work, pharmacy, nursing) 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 check box

□ Data on international students not available check box

□ Institution does not award research PhDs/doctorate degrees in [field] check box

	2017	2018	2019
Total number of completed research			
doctorate degrees			
thereof by international students			
thereof by female candidates			
Comments:			
Auto-Comments:			
Comments U-Multirank:			

#### Question 25 (only medicine and dentistry)

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

□ Data for this question not available check box

□ Data on international students not available check box

□ Institution does not award research PhDs/doctorate degrees in [field] check box

□ Institution does not award professional medical PhDs/doctorate degrees in [field] check box

	2017	2018	2019
Total number of completed research			
doctorate degrees			
thereof by international students			
thereof by female candidates			
Total number of completed medical			
doctor [?58]			
thereof by international students			
thereof by female candidates			
Comments:			
Auto-Comments:			
Comments U-Multirank:			

### Funding

### **13 Revenues**

#### **Question 26 (all subjects)**

Please indicate the factor (by which the amount is multiplied) in which you will provide financial				
information for the following questions.				
factor (by which the amount is multiplied )				
Comments: unit_rem				
Auto-Comments: unit_ rem_che_auto				
Comments U-Multirank: unit_ rem_che				

### Question 27 (all subjects)

Ple pro thre					
	ase do <b>NOT</b> state the total amounts of the relevant revenues in the relevant year.	ant resear	ch projects b	ut <b>ONLY</b>	
sha Plea a) r inclu	joint projects with other departments/other institute re of your department! ase note: external research revenues are exclust egular application and b) the application involved de your annual base funds (such as public, non-competitively away	sively thoses a revie	se funds whick w process. Pl	h require ease do not	
	ase give the number in your local currency a rrency	nd in the	correct amo	unt:	
	Data for this question not available check box We had no external research funds check box				
Ext	ernal research revenues	2017	2018	2019	
	m national research council/science ndations [?33]				
	m national government authorities (national ederal) [?34]				
Fro	m industry/private business [?35]				
Fro	m other sources [?37]				
Тс	tal revenues (Summe soll automatisch aus allen darüber liegenden Zeilen gebildet werden: tpf_science_foundation bis tpf_other)				
	thereof from regional sources [?32]				Data on regional sources not available check box
	<b>thereof</b> from international/foreign sources [?36]				Data on international sources not available check box
	<b>thereof</b> third party funding of professorships[?38]				Data on third party funding of professorships not available check box

Comments	
Auto-Comments:	
Comments U-Multirank:	

# **14 Students (department)**

### **Students**

#### Question 28 (all subjects)

Please indicate the **total** number of students enrolled in all programmes at your department in **[field]** in 2019. [?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 check box

	Main subject/ major in field	Second/ minor subject in field
Total number of students in [field] at the department		
thereof number of female students		
Comments:		
Auto-Comments:		
Comments U-Multirank:		

# **15** Internships and Theses

### **Question 29 (all subjects)**

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 check box

 $\hfill\square$  There are no students who made internships check box

□ Data about internships in regional enterprises not available check box

		2017	2018	2019		
Tota	I number of students who did an					
inter	nship/ clerkship					
	thereof: Students who did an					
	internship/ clerkship in the institution's					
	region [?26]					
	thereof: Students who did an					
	internship/ clerkship abroad [?64]					
Com	Comments:					
Auto	Auto-Comments:					
Com	Comments U-Multirank:					

### **Question 30 (all subjects)**

	<ul> <li>Please provide the number of <b>degree theses</b> in [field] completed in cooperation with enterprises/external organisations. [?27]</li> <li>Data for this question not available check box</li> <li>There are no degree theses in cooperation with enterprises check box</li> </ul>					
	2017 2018 2019					
Bachelor/ Undergraduate						
Master/ Postgraduate (taught)	ate					
Comments:						
Auto-Comments:						
Comments U-Multirank:						

### Description

# **16 Descriptive information**

### Question 31 (all subjects)

a) Please describe the teaching & learning profile of your institution in [field] (max. 600 characters).
 Website:

b) Please describe the research profile of your institution in [field] (max. 600 characters).

Website:

c) Please include the **link to the admission** of your department or of your higher education institution.

Website:

Comments U-Multirank:

## Question 32 (alt Question 28) (für ALLE code\_sb)

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 2021 edition of U-Multirank <u>here</u> .				
For medicine this could include for example: community medicine, oncology, cardiovascular diseases.				
For dentistry this could include for example: Periodontics, Community dentistry, Oral surgery.				
For nursing this could include for example: practical nursing, nursing management, nursing teacher education				
For pharmacology/pharmacy this could include for example: Pharmacoepidemiology, hospital pharmacy, home care pharmacy				
For psychology this could include for example: clinical psychology; neuro-psychology; business- psychology.				
For social work this could include for example: school social work, youth and adolescence, addictions and substance use.				
For agriculture this could include for example: agronomy, animal husbandry, horticulture and gardening.				
For veterinary sciences this could include for example: particular group of animals (e.g. domestic animals, livestock or exotic animals), animal behavior, nutrition and welfare.				
Profile 1 Profile 2				
Profile 3				
Comments:				
Comments:				
Comments U-Multirank:				

# **17** Specific questions medicine

## **Questions for Medicine**

#### Question 33 (only medicine, dentistry and veterinary science)

Please i instructi	ndicate the perconal formats.	entage of forn	nal instruction l	hours in the pro	ogrammes by	
	Lectures	Labs	Small groups	Patient Contact	Online- based courses/ble nded learning	Other
[Progr amme 1]						
[Progr amme 2]						
[Progr amme 3]						
Comments: Auto-Comments:						
Comments U-Multirank:						

#### Question 34 (only medicine, dentistry and veterinary science)

Please specify the percentage of **different methods of assessment in the final examination**. If there is no final block assessment please specify for the whole programme.

 $\hfill\square$  Data for this question not available check box

	Multipl e choice	Written exam	Oral exam or presena tion	Faculty/ resident rating of patient care	Objective structured clinical examination (OSCE)	Other
[Programme1 ]						
[Programme2 ]						
[Programme3 ]						
Comments: Auto-Comments:						
Comments U-Multirank:						

### **Question 35 (only medicine)**

Please provide i	Please provide information about the <b>number of beds</b> in use both in the university						
hospital and in a	hospital and in affiliated hospitals that are available for bedside teaching.						
□ Data for this qu	estion not available check box						
	In university hospital In affiliated hospitals						
Beds in use	Beds in use						
Comments:	Comments:						
Auto-Comments:							
Comments U-Multirank:							

## Question 36 (only dentistry and medicine)

Which of the following <b>features</b> are used in clinical medical education?						
Features in clinical training in	academic year 2019					
Clinical skills lab [?59]	Available	O Yes O No				
	If available, number of places available to students					
Dummies /phantom heads (dentistry) [?60]	Available	O Yes O No				
	If available, number of dummies / phantom heads					
Simulated patients (actors) [?61]	Available	O Yes O No				
	If available, number of patients					
If available, number of patient hours						
Comments:						
Comments U-Multirank:						