UNITED ARAB EMIRATES
MINISTRY OF HIGHER EDUCATION
& SCIENTIFIC RESEARCH

الإمارات العربية المتحدة
وزارة التعليم العالي
والبحث العلمي

Center for Higher Education Data and Statistics

[DATA MANUAL]
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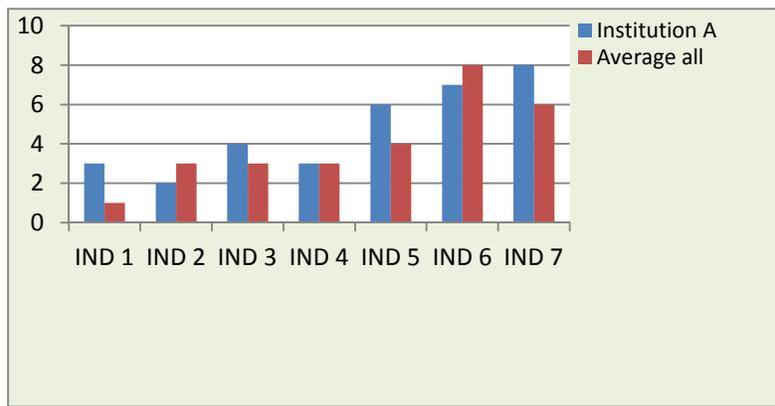
Background and Purpose

His Excellency Sheikh Al Nahyan Bin Mubarak Al Nahyan issued decree No 347/year 2011 on 12 December 2011, establishing the Center for Higher Education Data and Statistics (CHEDS). The primary responsibility of CHEDS is to collect a comprehensive data set from each higher education institution within the UAE for the purposes of producing an annual report on higher education for the Minister, HESN.

The purpose of this document is to (1) describe the indicators to be used, at least in this first year of operation, to describe the UAE higher education system; (2) to describe the data that will be used to obtain these indicators; and (3) to give basic information to assist institutions in their data gathering and submission.

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CHEDS Website: Temporary: www.caa.ae/cheds

                       Planned: www.cheds.ae

1. Describing the Higher Education System

To describe the UAE higher education system, CHEDS has identified 62 indicators spread across five functional areas:

- ➢ Institutional Information (13 indicators)
- ➢ Research and Innovation (8 indicators)
- ➢ Academic programs (21 indicators)
- ➢ Human Capital (13 indicators)
- ➢ Students & Learning Environment (7 indicators)

These indicators were carefully selected after considering the data currently gather in the UAE and international practice. Looking internationally gives reassurance that these indicators are widely seen as useful for their purpose, and assists the UAE in comparing itself internationally. Maintaining some continuity with current national practice means that the data collection and submission load on institutions will be little changed. The objective of this project is to provide the Minister with information on each institution that is recognized in the international research community with being indicative of quality higher education deployment. It is hoped that these indicators, which will be familiar to administrators at the submitting institutions, will give a comprehensive view of higher education in the country and will allow for fact-based decisions, to enhance education in the UAE. (The indicators are listed in Appendix 1.)

CHEDS is also dedicated to providing value to each stakeholder institution. In addition to an annual report submitted to the Minister, each institution will receive an annual institution-specific report. This report will provide information to allow institutions to see how they compare with the aggregate on each individual statistical indicator. With this information, institutions will be empowered with the information required to track relative progress within the statistical areas most relevant to the missions of each individual institution.

2. Data Gathering

CHEDS will calculate each indicator with data provided by the institutions. This will require the institutions to provide a detailed data set as opposed to a survey or calculated averages and aggregates. This data request is very similar to what has been required in the past for submission to CAA and the Data Warehouse, for licensed and federal institutions respectively. Requesting data in this fashion serves the purposes of ensuring uniformity in calculated methodology and allows for follow up studies to be conducted on behalf of the Minister.

The Center will publish on its website details of the methodology to be used for computing each individual indicator. This will show how most indicators are based on multiple data items (as well as enabling institutions themselves to re-compute the indicators from the data which was uploaded). For example, a core indicator such as student/faculty ratio will use a range of data items, depending for example on whether the ratio is a global figure or by college/department. Conversely, some data items will contribute to many indictors, so for example student,

graduate, and faculty data will be collected in multi-raw data format and will contribute to indicators of academic programs and research for diploma , bachelor, and postgraduate studies.

Data will be submitted via an online system located (currently) at www.caa.ae/cheds (but shortly to be migrated to www.cheds.ae) and will be due annually or semiannually depending on the data set requested. The data request consists of the following:

Data Submission	Submission Schedule	Data Level	Source	# of Variables
Financial	Annual	Aggregate information about financial expenditures (both budgeted and actual).	Finance Office	35
Human Resource	Semiannual	Individual faculty (staff) level. Includes detailed information about each faculty and staff member.	Human Resource / Payroll	37
Institutional	Annual	Self reported aggregate information about the institution; includes aggregate survey results.	Registrars Office	64
Graduates	Semiannual	Individual student level data. Includes detailed information about each student.	Student Information System	20
Enrollment	Semiannual	Individual student level data. Includes detailed information about each student.	Student Information System	41

 - Please see Appendix 2 for a list of variables in each table and a definition of each variable

Institutions with two regular semesters will submit the data on the 20th day of the Fall and Spring Semesters. If an institution has a summer 'semester' or third term, its related data will be submitted with that of the next Fall Semester.

Uploaded data are expected to be of high quality to enable its usage by CHEDS to produce accurate and complete statistical information about Higher Education in the UAE. For this, the uploaded data must be complete, accurate, and reliable.

To aid institutions in the submission process, a representative from CHEDS will visit each institution; meet the appropriate personnel; clarify the definition of the variables; and work to ensure that the most appropriate data is provided for each variable. It is anticipated that these site visits to the institutions will run from March to June 2012. CHEDS will also apply standard quality control methods to validate selected data, but ultimately cannot be responsible for errors which are due to incomplete or inaccurate data.

4. Census Date Procedures

In order to ensure that the data collected by CHEDS is as useful as possible for planning, benchmarking and general comparability, it is imperative that all institutions follow common procedures in preparing their individual data sets. Because Student Information, Human Resource and Financial Systems are transactional, and constantly changing, student counts and other important metrics will be different from one moment to the next. A more meaningful snapshot will be obtained if data are reported as of a specific point in time. This also avoids the possibility of data manipulation by strategically choosing a date to extract data.

Therefore, CHEDS requires each institution to implement a common census date, namely the 20th instructional day of each semester. The 20th day of instruction was chosen to allow for the student add/drop date to have passed for most institutions. Each institution should implement a data snapshot on this census date. This data snapshot, for the purposes of CHEDS, will be representative of the semester. Most hardware and software providers include snapshot support.

A snapshot should be implemented on all data systems that are utilized for data submission to CHEDS. Institutions should use these snapshot data to fulfill all CHEDS data requests.

5. Survey Requirements

Some of the indicators included in the annual report are deduced from survey information. CHEDS expects that each institution will be conducting alumni, employer, faculty/staff and student surveys. Included in the 'Institutional' section of the CHEDS data request are 18 data elements recording self-reported survey results:

Survey	Data Element	Definition	Total
Alumni	Graduate Satisfaction	Percent of current Graduates satisfied with the university: Overall	1
	Graduate Satisfaction: Curriculum	Percent of current Graduates satisfied with the university: Curriculum	1
	Graduate Satisfaction: Facilities	Percent of current Graduates satisfied with the university: Facilities	1
	Graduate Satisfaction: Faculty	Percent of current Graduates satisfied with the university: Faculty	1
	Labor Market Outcomes	Rate of employment within 12 months of graduation	1
	Post Graduate Scholarships	Percent of graduates receiving scholarships for post-graduate studies	1
	Post-Grad Outcomes	Rate of graduate studies within 12 months of graduation	1
Employer	Employer Satisfaction	Percent of employers satisfied with university graduates	1
Faculty / Staff	Faculty Satisfaction: Facilities	Percent of current faculty satisfied with the facilities of the institution	1
	Faculty Satisfaction: Overall	Percent of current faculty satisfied with the institution	1
	Staff Satisfaction: Facilities	Percent of current Staff satisfied with the facilities of the institution	1
	Staff Satisfaction: Overall	Percent of current Staff satisfied with the institution	1
Student	Student attainment	Number of students that have passed a professional association exam	1
	Student Satisfaction	Percent of current students satisfied with the university: Overall	1
	Student Satisfaction: Curriculum	Percent of current students satisfied with the university: Curriculum	1
	Student Satisfaction: Facilities	Percent of current students satisfied with the university: Facilities	1
	Student Satisfaction: Faculty	Percent of current students satisfied with the university: Faculty	1
	Student Satisfaction: Library	Percent of current students satisfied with the university: Library	1
Total			18

Institutions will report 'satisfied' for any answer of four or five on a Likert scale. Text for these 18 survey questions will be placed on the CHEDS website (currently www.caa.ae/cheds; soon www.cheds.ae). With the exception of these 18 specific items, CHEDS does not give strict guidelines for the content or timing of these surveys; outside of the required items, institutions are free to ask any question to their students, staff or alumni that are deemed appropriate by their individual research staff.

6. Data Protection

CHEDS implements a very strong data protection policy. All outcomes from studies derived from data submitted to CHEDS are solely intended for the use of the Minister. Unless otherwise required by law, CHEDS will adhere to the following two principles:
  ➢ Individual data variables will not be released, except to an authorized representative of the institution to which they pertain.
  ➢ In the event of a legitimate request for information, the indicators will be released only in aggregates, averages, etc.

Note

At any time, the definitive official version of the indicators and the data specifications is that on the CHEDS website.
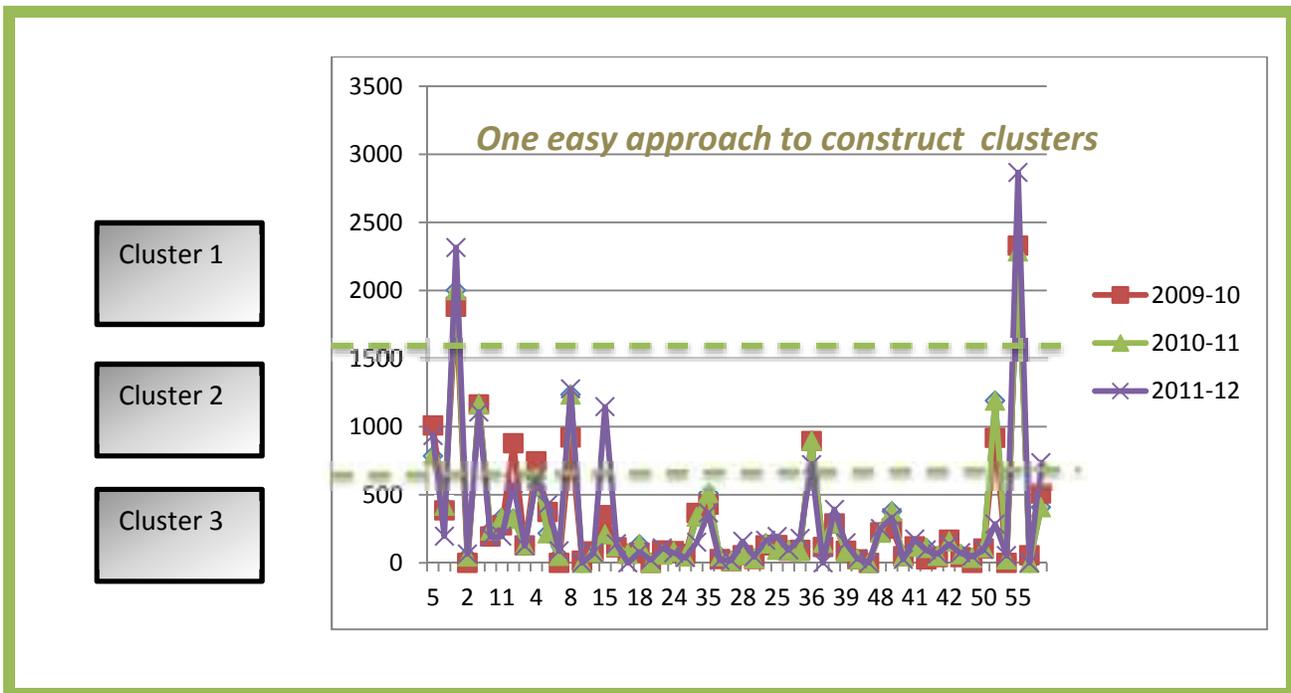
Appendix 1: Indicators by functional category

All indicators are listed within their functional area with a brief description of the objectives of reporting on each group of indicators. Data variables to compute each indicator are listed in Appendix 2: Data Dictionary.

1.1 Indicators related to Institutional Information

Information on number of students, total number of EFTSL, offered credit hours, and some items of the operational budget of the institution will be needed to compute these indicators.

Table 1.1

Indicator Number	Sub-Area		Indicator
1	1.1	Financial Resources	Revenue: Total institution budget for the year, with sources
2	1.1	Financial resources	Expenditures per student
3	1.1	Financial resources	Expenditures per EFTSL
4	1.1	Financial resources	Cost per credit hour
5	1.2	Financial aid	Percentage of tuition spent on scholarships
6	1.3	Scope	Number of programs
7	1.3	Scope	Number of accreditations
8	1.3	Scope	Number of active partnerships
9	1.4	library	Library holdings (books, journals)
10	1.4	library	Number of databases
11	1.4	library	Library funding as percent of institution expenditure
12	1.5	Labor Market	Rate of employment within 12 months of graduation
13	1.5	Labor Market	Percent of employers satisfied with HE graduates

1.2 Indicators related to Research and Innovation

Indicators in Table 1.2 are used to measure research and innovation in three broad categories (1) Engagement; (2) Productivity; and (3) Quality.

Engagement is inferred from institutional funding efforts measured in acquiring research equipment and databases, covering the cost of released time for researcher, offering competitive salaries, and providing adequate research environments.

Productivity is measured by the quantity of research publications, books, number of patents, and number of awards, and research programs offered by the institution.

Quality of the publications is measured by the journal and the citations which indicate the degree of contribution of the paper in the related research areas.

Table 1.2

| Indicator Number	Sub-area	Indicator
14	Research Funding	Institution research Income
15	Research Funding	Funding sources
16	Research Productivity	Number of papers published in peer-reviewed journals per year; or peer-endorsed creative works; per faculty member
17	Research Productivity	Number of refereed books published by recognized publishers; per faculty member
18	Research Productivity	Number of patents issued per year; per faculty member
19	Research Productivity	Citations per faculty member
20	Research Productivity	Number of national awards for high achieving researchers
21	Research students	Number of students enrolled in doctoral qualifications
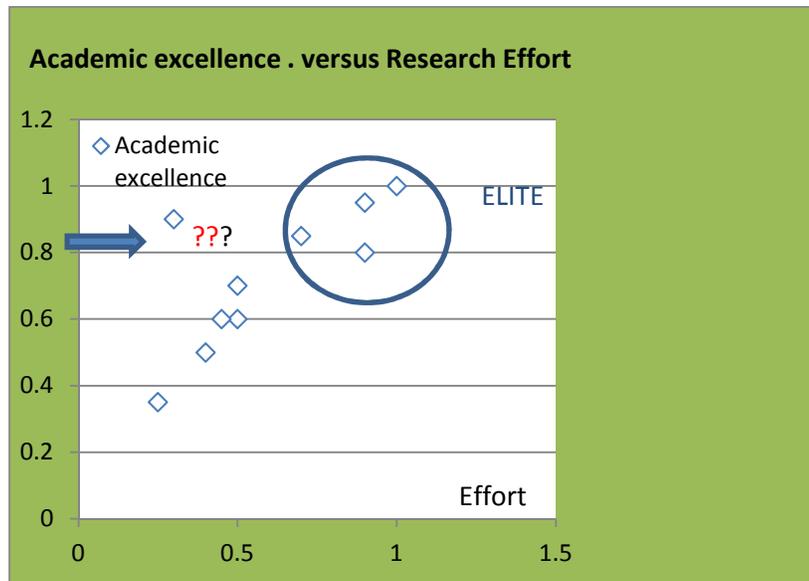
Table 1.3: Indicators related to Academic Programs

Table 1.3 includes selectivity of admitted students, partnerships with other institutions, student attainment and satisfaction, and graduate employability. The selectivity criterion is based on number of admitted applicants, total number of eligible applicants, score obtained in High

School certificate, CEPA and TOEFL scores, etc. Student attainment involves various rates such as: persistence rate, completion rate, CGPA, attrition rate, success rate of final year students in professional tests, and percentage of students who were granted admission in postgraduate programs and scholarships. The satisfaction level of students and graduates, and employability of graduates, will be inferred via surveys conducted by the individual institutions. Survey results will be self-reported in aggregate in the 'Institutional' section of the data request.

Indicator Number	Sub-area	Indicator
22	Academic Programs	Percent of current students satisfied with the institution (overall and by aspects: curriculum, teaching, facilities, library)
23	Academic Programs	Percent of alumni satisfied with the institution (overall and by aspects identified in alumni survey: curriculum, teaching, facilities, etc.)
24	Academic Partnerships	Number of students studying abroad (annual count by year)
25	Academic Partnerships	Number of students from abroad, studying here (annual count by year)
26	Academic Partnerships	Number of incoming students granted transfer of credit from another institution within UAE (use credit hours-based system)
27	Admissions and Selectivity	Average secondary / high school exit test scores (u/g students); GPA (p/g students)
28	Admissions and Selectivity	Average CEPA test scores (u/g students)
29	Admissions and Selectivity	Ratio of places offered to applicants; and of enrolments to offers
30	Labor Market Linkages	Number of internships arranged by the institution (by industry sector, by gender)
31	Student attainment	Persistence rate: % of students still enrolled in comparison to a base year
32	Student attainment	Access rate: the number of commencing students in the category as a percentage of total commencing students
33	Student attainment	Progression rate: number of students who re-enrol as a proportion of students who were enrolled in the previous academic year and completed the year with a CGPA >= 2.0 (less those who completed their course)
34	Student attainment	Success rate: the EFTSL of units passes as a percentage of all EFTSL of units attempted. Attempted EFTSL comprises unit passed, failed and withdrawn
35	Student Attainment	Number of graduates of degree and certificate progs, by program and type of degree
36	Student Attainment	Percent of students graduating in each discipline
37	Student attainment	Attrition rate: number of students who do not re-enroll in a given year as a proportion of students who were enrolled in the previous year, after allowing for those who completed their course. (inverse of retention)
38	Student attainment	Performance in professional association exams
39	Student attainment	% of students completing programs in up to 1.5 times the normal period of study (excluding foundation years.
40	Student Attainment	Value-added measure of student learning (e.g. critical thinking)
41	Student Attainment	Percent of graduates receiving scholarships for graduate studies
42	Post-Graduation Outcomes	Engagement in further study within 12 months after graduation

1.4 Indicators related to Human Capital

The indicators of this area, Table 1.4, focus on whether the institution is staffed according to international norms, working conditions and degree of satisfaction of full time faculty and support staff, and their quality.

Table 1.4

Indicator Number	Sub-area	Indicator
43	Load	Average teaching load of F/T and of P/T faculty
44	Load	Research load
45	Recruitment & Retention	Faculty salary
46	Recruitment & Retention	Faculty satisfaction
47	Recruitment & Retention	Staff satisfaction
48	Recruitment & Retention	Faculty retention – mean no. of years at the institution
49	Evaluation & Promotion	% of faculty in different ranks
50	Evaluation & Promotion	Number of faculty receiving national performance awards
51	Faculty Quality	% of faculty with different highest degrees
52	Faculty Diversity	Faculty nationality
53	Faculty Diversity	Country of faculty highest degree
54	Faculty Diversity	Percent of female faculty (as a percent of total faculty)
55	Faculty Diversity	% of faculty in different age bands

1.5 Indicators related to Students & Learning Environment

Table 1.5 lists indicators related to the learning environment. Information necessary to calculate student/faculty ratio, class sizes and diversity are required in the data request.

Table 1.5

Indicator Number	Sub-area	Indicator
56	Diversity	Student demographics (head count, EFTSL) in total and by categories (inc. gender, nationality, field of study, level)
57	Load	Student-faculty ratio
58	Load	Student staff ratio

59	Load	Faculty staff ratio
60	Load	Proportion of faculty who are full-time
61	Classes	size of theory classes / lectures
62	Classes	size of practical classes / labs & studio

Appendix 2: Data Dictionary – Data Variables and definitions

Table 2.1a Distribution of revenues data variables and definitions

Revenues Information	Definition
External Research Grants Fund	Total amount of money collected from external bodies/associations, Local & Federal Government to support research projects
Federal Government Fund	Total amount of money of the Federal Government Fund for current academic year. It does not include scholarships
Local Government Fund	Total amount of money of the Local Government Fund for current academic year. It does not include scholarships
Other external Revenues	Total amount of money of external revenues not included in the items given above
Other Internal Revenues	Total amount of money of internal revenues not included in the items given above
Private Entity Donations	Total amount of money donated by private institutions or individuals for current academic year. It does not include scholarships

Revenues generated by welfare services	Total amount of money charged to undergraduate and graduate students for accommodation, transportation, meals, and student services fee.
Tuition fees/ Graduate programs	The amount of money charged to students for credited courses registered by graduate students during the semester.
Tuition fees/ Undergraduate credited courses	The amount of money charged to students for credited courses registered by undergraduate students during the semester.
Tuition fees/Undergraduate non credited courses	The amount of money charged to students, during the semester, for non-credited courses registered by undergraduate students such as: Remedial courses, TOEFL preparation courses, and foundation courses which are not compulsory to ALL admitted students to the program.

Table 2.1b Distribution of expenditures data variables and definitions

Expenses	Information	Definition
Salaries and Benefits	*Faculty/FT*	Total yearly Salary of all Full time Faculties. This includes (Basic Salary, and all allowances). It does not include end of service allowance. Faculty members are: VC/VP for academic affairs, Deans, Professors, Associate Professors, Assistant Professors, Lecturers, and Instructors. NB: Teaching Assistants, Lab supervisors, and research Assistants are not included.
	Faculty/PT + FT overload	Total amount to be paid for Adjunct Faculty and paid teaching overload for Full time Faculty for the semester.
	Academic support	Total yearly Salary of all Full time & Part time non-Faculty Academic staff. This includes (Basic Salary, and all allowances). It does not include end of service allowance. This category of staff consists of: Teaching assistants, Lab supervisors, Lab technicians, IT staff, Internship Unit Staff, Admission and Registration Staff, and Library Staff.
	Student services	Total yearly Salary of all Full time & Part time student services staff. This includes (Basic Salary, and all allowances). It does not include end of service allowance. This category of staff consists of: Staff of student service Department, counseling and advising Staff, Medical Staff, etc...
	Administrative services	Total yearly Salary of all Full time and Part-time administrative staff. This includes (Basic Salary, and all allowances). It does not include end of service allowance. This category of Staff consists of ALL administrative staff not included above such as: Chancellor office Staff, IR Unit, HR Department Staff, PR Department, Finance Department, Administrative Assistants, call center, etc...
Capital expenses	Academic Capital expenses	Yearly Fraction of depreciated Total amount spent on Acquired equipment, machinery, furniture, software, and other assets that are used in operations for teaching activities for more than a year. It does not include assets that are part of endowment funds or construction/building funds.
	Student Services Capital expenses	Yearly Fraction of depreciated Total amount spent on Acquired equipment, machinery, furniture, software, and other assets that are used in operations of non-academic student's activities for more than one year. It does not include assets that are part of endowment funds or construction/building funds.
	Administrative	Yearly Fraction of depreciated Total amount spent on Acquired equipment, machinery, furniture, software, and other

	Capital expenses	assets that are used in operations of administrative departments for more than one year. It does not include assets that are part of endowment funds or construction/building funds.
	Infrastructure Capital expenses	Yearly Fraction of depreciated Total amount spent on infrastructure such as expansion, renovation, painting, etc…
	Welfare Services Capital expenses	Yearly Fraction of depreciated Total amount spent on Acquired equipment, machinery, furniture, software, and other assets that are used in operations of the various Welfare services (accommodation, transportation, food courts, tec...) for more than one year
	Library Capital expenses	Yearly Fraction of depreciated Total amount spent on Acquired equipment, furniture, software, and other assets that are used in operations of the Library for more than one year. It does not include assets that are part of endowment funds or construction/building funds.
	Research Capital equipment expenses	Yearly Fraction of depreciated Total amount spent on Acquired equipment, machinery, furniture, software, and other assets that are used in operations of research activities for more than one year. It does not include expenses spent on undergraduate Project labs, and assets that are part of endowment funds or construction/building funds.
	Other Capital expenses	Any other capital expenses that was not included in the above specified categories
Operational Expenses	Academic operational expenses	Total yearly academic expenses that are not included in the above listed items. Normally, they consist of expenses of consumables, maintenance, yearly fee of license of specialized software, academic excursions, etc…
	Student services operational expenses	Total yearly student services expenses that are not included in the above listed items. Normally, they consist of expenses of consumables, maintenance, yearly fee of license of specialized software, excursions, subscriptions to events, etc…
	administrative operational expenses	Total yearly administrative expenses that are not included in the above listed items. Normally, they consist of expenses of consumables, maintenance, yearly fee of license of specialized software, fuel, telephone bills, electricity and water bills,
	Infrastructure	Total yearly infrastructure expenses that are not included in the above listed items.
	Welfare Services	Total yearly Welfare expenses that are not included in the above listed items.

	Library		Total yearly Library expenses that are not included in the above listed items.
	Research		Total yearly Research expenses that are not included in the above listed items, and cannot be used for more than a year
	Scholarships and Internal Grants		Total amount of Internal Scholarships given to students and research grants to cover salaries of research assistants etc…
	Staff Development	Academic Staff	Total amount of money spent on Staff Development of Faculty and Academic support staff as defined above.
		Non Academic staff	Total amount of money spent on Staff Development of all staff other than Faculty and Academic support staff as defined above.
Rent expenses			Yearly Cost of renting academic, or welfare infrastructures or transportation means, etc…
Other expenses			Any other expense that was not included in the above items. Please do not duplicate expenses that were included elsewhere

Table 2.2 Human Resources data variables and definitions

Data	Data Description
Administrative Duties	In course credit hour equivalents. For illustration, if the Faculty has a reduction his/her teaching load of 3 credit hrs. report 3. If the faculty does not benefit of a teaching load reduction, leave it blank.
Administrative Position	If a faculty member holds a listed administrative position, list it here such as: Dean, Head of Department, coordinator, etc...
Age	Age of Faculty as of 1st day of instruction in the fall academic period.
Benefits	Value of all recurring yearly benefits - includes health insurance, housing (cash or allowance), school fees, vacation tickets, high cost of living allowance, social premium, children's social premium, and pension; excludes salary, end of service payment, commencement allowance, relocation (furniture) allowance, repatriation, etc.
Campus	Campus where faculty conducts the majority of their responsibilities or has their primary office.

Conference Publications	Number of publications in proceedings of conferences since September 2009
Email	Official Email address of the faculty member.
Emirate	Emirate where the Campus is located
Faculty ID	ID to distinguish individual faculty members. Create a 'dummy' ID if required
Faculty Name	Name of Full time and Adjunct Faculty member, in English as shown in Highest credential, who are active in the institution during the semester. Faculty members are: VC/VP for academic affairs, Deans, Professors, Associate Professors, Assistant Professors, Lecturers, and Instructors. NB: Teaching Assistants, Lab supervisors, and research Assistants are not included.
Faculty Rank	Current academic rank i.e.: Professor, Assistant Professor, Associate Professor, Instructor ,Lecturer
Full or Part Time	Faculty employed on a full-time basis for instruction (including those with released time for research) is considered Full Time. Otherwise, they are considered as part-time.
Hire Date	Date on which Faculty was hired
In Load Teaching Credits	Total number of credits delivered by the faculty member. Example: If a faculty member teaches 1 course worth 3 credit hours with 10 registered students and 1 course worth 4 credits with 20 registered students. The total credits is (3 x 10 or 30 credits) + (4 x 20 or 80 credits) = 110
Institution	The name of the institution where the Faculty member received his/her highest credential
Journal Publications	Number of publications in journals with ISBN since September 2009
Last Promotion Date	The date of the most recent promotion within institution if applicable
List of publications	List all of the publications separated by a semi-colon (;) following the following: Publications in Journals : Name of authors , title of the article, Journal, Number, pages, ISBN Publication in Proceedings: Name of authors, title of the article, Conference title, country, pages, etc...
Monthly Salary	Monthly Salary. Excluding benefits include base pay plus other allowances.
Nation Citizenship	Faculty Nationality as defined on Passport used for the issuance of the residence visa
Overload Credits	Same as total credits except paid extra to teach

Phone Number	Office phone number of the faculty member
Program Level	Type of majority courses taught by the faculty member: foundations, diploma, higher diploma, Foundation, General Education, bachelor, masters, PhD, etc. List primary responsibility if multiple
Program/Specialization	Refers to the area of study that the highest credential of the faculty member is associated with.
Qualification	Highest Degree earned by the Faculty member
Qualification Country	The country where the Faculty member received his/her highest credential
Research Duties	In course credit hour equivalents. For illustration, if the Faculty has a reduction his/her teaching load of 4 credit hrs. report 4. If the faculty does not benefit of a teaching load reduction, leave it blank.
Status	Active or Not Active (sabbatical, leave etc. are some of the reasons a faculty member would not be active.)
Teaching Load	Number of credit hours taught on a weekly basis for the current semester.
Total Number Courses	Total number of different courses delivered by the faculty member in the Semester
Total Students	Total number of students registered for faculty courses. Students are counted once for each class that they are registered for. Example: a faculty member teaches 1 course with 10 students, 2 courses with 20 students, and 1 course with 30 students. Total students is 10 + 20 + 30 = 60
Year of completion	The year in which the highest degree was completed

Table 2.3 Institutional Information data variables and definitions

Field	Data Description
Academic Period Weeks	Total number of teaching weeks in an academic regular semester/term. Do not include Final examination and registration periods.
Academic Periods	Number of academic semesters/terms per academic year in the format: x; y where x is the number of regular semesters/terms and y is the number of summer semesters. Example : 2;1 refers to 2 regular semesters (Fall and Spring semesters) and 1 summer semester

Academic Support Staff	Total number of Full time staff working within Academic Support Departments: teaching assistants, lab supervisors, technicians, IT Staff, etc. If the institution has several campuses, then give the information for each campus followed by; starting with the main campus.
Academic Year	Specify the academic year for which data is uploaded. Example:: 2011-2012
Academic Year - Start	First day of classes in the Academic Year. Please use the format: day /month/year
Acceptances	Number of students accepted for admission in the semester. This number includes transfer students and exchange students. If the institution has more than one campus, please provide information for each campus followed by a (;) starting with the main campus.
Accommodation	State if the institution offers accommodation facilities for students. Select one of the following coding: YFYM (yes for female students and Yes to male students); YFNM (F for female students and N for male ones); NFNM (no for both female & Male students; NFYM (No for female students and y for male students). If the institution has several campuses, then give the information for each campus followed by; starting with the main campus.
Applicants	Total number of applicants for the semester. An applicant is an individual who has fulfilled minimum admission conditions for the program and he/she has paid the application fee (if applicable). If the institution has more than one campus, please provide information for each campus followed by a (;) starting with the main campus.
Class size of Lab/studio sessions	Please give the information as follows: Number of sections with more than 30 students ; Number of sections between 20 and 29 students ; 10-19 ; less than 10 students
Class size of Theory-lectures	Please give the information as follows: Number of sections with more than 60 students; Number of sections between 50 and 59; 40 - 49; 30-39; 10-29; less than 10 students. If two sections are merged using IT facilities, they are considered as one section whose number of students is the total number of students in the 2 sections.
Elementary Occupational Staff	Total number of full time staff working within elementary occupations, including: cleaners, caterers, security personnel, porters, maintenance, etc. If the institution has several campuses, give the information for each campus followed by; starting with the main campus. If one of the services is outsourced, report the number of the staff of the institution and give the number of staff of the external company separated by (;)
Employer Satisfaction	Percentage of employers satisfied with university graduates

Facilities Ownership	Specify if the academic infrastructures of the Institution are owned or rented: O refers to owned and R refers to rented premises. If the institution has more than one campus, please provide information for each campus followed by a (;) starting with the main campus.
Faculty Resignations	Number of faculty that have resigned in the previous academic year. If the institution has several campuses, then give the information for each campus followed by; starting with the main campus.
Faculty Satisfaction: Facilities	Percentage of current faculty satisfied with the facilities of the institution
Faculty Satisfaction: Overall	Percentage of current faculty satisfied with the institution
Full Time Effort Credits	Total number of credits required to be considered as 'Full Time' student at the institution. Typically a minimum of 12 credit hours for a US system based institution (equivalency with US credit if different)
Graduate Satisfaction	Percentage of Graduates, of the previous academic year, satisfied with the university: Overall. If the institution has several campuses, give the information for each campus followed by ; starting with the main campus
Graduate Satisfaction: Curriculum	Percentage of Graduates, of the previous academic year, satisfied with the curriculum.
Graduate Satisfaction: Facilities	Percentage of Graduates, of the previous academic year, satisfied with the Facilities of the university.
Graduate Satisfaction: Faculty	Percentage of Graduates, of the previous academic year, satisfied with the Faculty. Only graduates of the previous academic year are concerned by this survey.
Inter-Library Loan Indicator	Indicates if the institution's library has an inter-library loan program (Y/N). Answer Y applies only for institutions that have signed agreements for this facility within UAE or abroad
Labor Market Outcomes	Percentage of graduates, of previous academic year, who obtained an employment within 12 months after graduation
Labor MT and Post-Grad Outcomes	Percentage of graduates, of the previous academic year, who pursued their graduate studies within 12 months after their graduation
Language of Instruction	Language of Instruction used at the institution: Select one of the following choices: Arabic, English, French, Arabic & English, French & English, and French & Arabic. If other , please specify the language
Library: Books - Female	Total number of books in library – Female. Ignore this column if the library is shared with Male students
Library: Books - Male	Total number of books in library – Male. If the library is shared by both Male and Female students, report the number of books in the library and do not fill in columns Library-Books-Female. If the institution has several campuses, give the

	information for each campus followed by; starting with the main campus.
Library: Computers - Female	Total number of computers in the library for student use – Female. Ignore this column if the library is shared with Male students
Library: Computers - Male	Total number of computers in the library for student use – Male. If the institution has several campuses, give the information for each campus followed by; starting with the main campus.
Library: Databases	Give the total number of online databases whose subscription is valid.
Library: Hours - Female	Total number of hours opened per week – Female. Ignore this column if the library is shared with Male students with no restricted scheduling per gender.
Library: Hours - Male	Total number of hours opened per week – Male. If the institution has several campuses, give the information for each campus followed by; starting with the main campus.
Library: Journals	Total number of different subscriptions for research journals in library. If the institution has several campuses and separate subscription are contracted, give the information for each campus followed by; starting with the main campus.
Library: Textbooks - Female	Total number of textbooks in library – Female. Ignore this column if the library is shared with Male students
Library: Textbooks - Male	Total number of different textbooks in library – Male. If the institution has several campuses, give the information for each campus followed by; starting with the main campus.
Nature of Institution	State if teaching is delivered separately for each gender. If the institution has several campuses, then give the information for each campus followed by; starting with the main campus.
New Students	Number of new students (first time students) taking classes in the semester. If the institution has more than one campus, please provide information for each campus followed by a (;) starting with the main campus.
Number of Classrooms	Number of classrooms that are available at the institution. Classrooms that are accessible to both gender classes, for institutions adopting separation, should be counted only once. If the institution has more than one campus, please provide information for each campus followed by a (;) starting with the main campus.
Number of Laboratories	Number of laboratories, studios, and clinics at the institution. Those that are accessible to both gender classes, for institutions adopting separation, should be counted only once. If the institution has more than one campus, please provide information for each campus followed by a (;) starting with the main campus.

Post Graduate Scholarships	Percentage of graduates, of the previous academic year, receiving scholarships by the institution or by external bodies.
Split Library Indicator	Indicates if the institution uses separate libraries for males and females students (Y/N). . If the institution has several campuses, then give the information for each campus followed by; starting with the main campus.
Staff Resignations	Number of staff that have resigned in the previous academic year. If the institution has several campuses, then give the information for each campus followed by; starting with the main campus.
Staff Satisfaction: Facilities	Percentage of current Staff satisfied with the facilities of the institution
Staff Satisfaction: Overall	Percentage of current Staff satisfied with the institution
Student attainment	Number of students and Graduates of the previous academic year that have passed a professional association exam.
Student Satisfaction	Percentage of current undergraduate students satisfied with the university: Overall. If the institution has several campuses, give the information for each campus followed by; starting with the main campus.
Student Satisfaction: Curriculum	Percentage of current undergraduate students satisfied with the university: Curriculum If the institution has several campuses, give the information for each campus followed by; starting with the main campus.
Student Satisfaction: Facilities	Percentage of current undergraduate students satisfied with the university Facilities. If the institution has several campuses, give the information for each campus followed by; starting with the main campus.
Student Satisfaction: Faculty	Percentage of current undergraduate students satisfied with the university: Faculty. If the institution has several campuses, give the information for each campus followed by; starting with the main campus.
Student Satisfaction: Library	Percent of current undergraduate students satisfied with the university: Library. If the institution has several campuses, give the information for each campus followed by ; starting with the main campus
Student Services Staff	Total number of Full time staff working within student services department. It includes staff of: accommodation Department, transportation Department, personal councilors, career advisors Unit, Medical Unit, student activities Unit, Scholarship Department, Internship Department, etc... If the institution has several campuses, then give the information for each campus followed by; starting with the main campus.
Support Services Staff	Total number of Full time staff working within Support Services. It includes: admissions and registration, Communication & marketing, library, finance, human resources, Administrator officers, etc. If the institution has several campuses, then give the information for each campus followed by; starting with the main campus.

Total Parking Spaces	Total number of parking spaces which are available on the campus of the institution. If the institution has more than one campus, please provide information for each campus followed by a (;) starting with the main campus.
Transportation	State if the institution offers transportation facilities for students. Select one of the following coding: YFYM (yes for female students and Yes to male students); YFNM (F for female students and N for male ones); NFNM (no for both female & Male students; NFYM (No for female students and y for male students). If the institution has several campuses, then give the information for each campus followed by; starting with the main campus.

Table 2.4 Graduates data variables and definitions

Field	Data Description
1st Enrolment Semester	The first Academic Period at which the student took classes at the institution: include foundation or bridge year if applicable
Age	Age of Student as of last day of instruction in the graduation semester
Campus	Campus where student was declared as graduate
Cumulative GPA	Cumulative Grade point average of the credits that count toward graduation
Email Address	The email address of the student
Future Plan	Specify employment status of the graduate by selecting one of the following : already employed, looking for a job in the UAE, looking for a job abroad, already admitted in a graduate program, plan to pursue Graduate studies in the UAE, plan to pursue Graduate studies abroad .
Gender	Student Gender
Graduation Year-Semester	The semester at the end of which the student has graduated: Fall 2011 Spring 2011- Summer 2011, and summer 2 2011 (for institutions having two summer semesters)
Home Emirate	Emirate where the students' residence is located OR Country of residence
Major	Area of study offering both depth and breadth in a particular discipline or field of study; represents the students primary field of study as shown in the graduation certificate
Nation Citizenship	Lists the current country of citizenship of the student as defined by the students passport
National ID Number	Number listed on the student's National ID card
Phone Number	The phone number of the student
Student ID	Internal ID issued by the institution which was used during the study period.
Student Level/Degree	The type of degree or award being awarded to the student: diploma, higher diploma, bachelor, masters, PhD, etc.
Student Name (Arabic)	The Name of the Student – Arabic. Please give the name as shown in the Graduation certificate.
Student Name (English)	The Name of the Student – English. Please give the name as shown in the Graduation certificate.

Total Academic Periods	Count of academic regular semesters where the student has attended classes since acceptance into the institution: It includes foundation or bridge year if applicable. If the graduate attended summer semesters, specify the number of summer semesters after having added a (;) after the number of regular semesters.
Total Credit Hours Completed	The number of credit hours completed by the student during their enrollment at the institution prior to graduation

Table 2.5 Enrollment data variables and defintions

Field	Data Description
Academic Period	State the semester : Fall , Spring , or Summer
Academic Year	specify the academic year : example: 2011-2012
Age	Age of the student as of 1st of September of the current academic year
Campus	Campus where student conducts the majority of their studies
CEPA English	Score on the English section of the Common Education Proficiency Exam
CEPA Math	Score on the math section of the Common Educational Proficiency Exam
Country of Schooling (HS)	The country where the student attended high school
Email Address	The email address of the student
External Scholarship Provider	Entity providing the scholarship to the student
Gender	Student Gender
GPA Cumulative	Cumulative Grade point average from the beginning of the student record until the last enrolled academic semester; include only credits that count toward graduation
Home Emirate	Emirate where the students' residence is located
HS Exit Exam Score	Count of academic periods where the student has attended classes since acceptance into the institution: include foundation or bridge year

Internship Indicator	Student is currently participating in a credited internship arranged by the institution. Also, mark 'Yes-SS' if the student did a credited internship in the previous summer semester.
Internship Organization	Company or other organization providing the internship
Internship Sector	Industry sector of the organization providing the internship
Major	Represents the students primary field of study
Nation Citizenship	Lists the current country of citizenship of the student as defined by the students passport
National ID Number	Number listed on the student National ID card
Phone Number	The phone number of the student
Previous academic period Credits	Number of credit hours completed successfully in the previous academic semester. If the student was enrolled in a foundation program: use Pass or Fail depending on whether he passed the scheduled foundation program or not.
Registered Courses	Total number of courses registered for in the corresponding academic semester
Registered Credit hours	Total number of credit hours registered for in the corresponding academic semester
Registration Indicator	Indicates whether a student is signed up for at least 1 credited or non-credited course : Yes/No
Scholarship Indicator	The Student is on scholarship from the institution or from external institution: Select one of the following : Institution or external.
Scholarship Value	Percentage of tuition fees covered by the Scholarship
Student ID	Internal ID issued by the institution
Student Level	The type of degree or award being sought by the student: foundations, diploma, higher diploma, bachelor, masters, PhD, etc.
Student Name (Arabic)	The Name of the Student - Arabic
Student Name (English)	The Name of the Student - English
Student Type	Indicates 'New' if the semester is the first academic semester of enrolment of the student ; 'Continuing' if the student had been enrolled in one or more of the previous regular semesters; or 'Transfer' : If the student is new at the institution but he was enrolled at a different institution in the previous semesters.

Students 1st academic period	List the First Academic semester that the student took classes at the institution: include foundation or bridge year
Studying Abroad Indicator	Indicates if the student is enrolled at another institution as an exchange student for the current academic semester using the following coding: N for regular students of the institution, YO for a student who is enrolled at another institution as an exchange student , and YI for a student who is enrolled at your institution as an exchange student from another institution.
System of Schooling (HS)	The system of education provided by the student's High school
Total academic semesters	Count of academic semesters where the student has attended classes since acceptance into the institution: include foundation or bridge year; exclude summer semesters
Total Credits completed	Total number of credit hours completed, at the institution or had been transferred from another recognized institution, until the last enrolled academic period; include only credits that count toward graduation
Transfer Institution	The institution that the student previously attended and is transferring credits from. In case of more than one institution, separate the name of institutions by ;
Transferred credit hours	Number of credit hours that have been transferred from another university. It also applies to home-students that took courses, during a semester, in another institution.

Appendix 3: Glossary

Access rate: the number of commencing students in the category as a percentage of total commencing students

Active partnership: one in which there has been activity during the preceding 12 months.

Attrition: The attrition rate is the number of students who do not re-enroll at an institution in a given year as a proportion of students who were enrolled in the previous year, after allowing for those who completed their course. (Inverse of retention.)

Credit hour: For the purpose of this document, a credit hour denotes 15 class hours plus 30 study hours.

EFTSL: The equivalent Full time student load is equal to 1 if the student is enrolled in 15 credit hours in the semester. It is equal to 0.8 (12/15) for a student who is enrolled in only 12 credit hours, and similarly 1.2 if number of registered credit hours is 18 (18/15).

Engagement in research is inferred from institutional funding efforts measured in acquiring research equipment and databases, covering the cost of released time for researchers, offering competitive salaries, providing load reduction and generally providing an adequate research environment.

Participation: Participation refers to the total number of students in a particular category who are enrolled. The participation rate for a particular group of students is that group's percentage share of all higher education enrolments.

Partnership: relation with another educational institution that is the subject of a written agreement. (Partnerships might relate to student exchange, credit transfer, joint research, quality control, etc)

Persistence rate: % of students still enrolled in comparison to a base year

Productivity of research is measured by the quantity of research publications, books, number of patents, and number of awards, and research programs offered by the institution.

Progression: The progression rate is the number of students who re-enrol at an institution in a given academic year as a proportion of students who were enrolled in the previous year and completed the year with a CGPA >= 2.0(less those who completed their course).

Quality of publications is measured by the journal and the citations which indicate the degree of contribution of the paper in the related research areas.

Retention: The retention rate is the number of students who re-enroll at an institution in a given year as a proportion of students who were enrolled in the previous year less those who completed their course. (Inverse of attrition.)

Success rate: the EFTSL of units passes as a percentage of all EFTSL of units attempted. Attempted EFTSL comprises unit passed, failed and withdrawn