

**Notes:**

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**1. General**

1a	<b>Full time</b>	<ul style="list-style-type: none"> <li>• Standard number of working/study units</li> </ul>
1b	<b>Full Time Equivalent (FTE)</b>	<ul style="list-style-type: none"> <li>• Full Time Equivalent (FTE) is the total number of full-time personnel it would take to meet the commitments currently met by both the full-time and part-time personnel. If there are no part-time personnel, then FTE figure is equal to the headcount figure.</li> <li>• A student/staff can be represented more than once as an FTE – if a student/staff is taking a full-time program and a part-time program, he/she will be counted into the Full-Time Headcount AND Part- Time Headcount.</li> <li>• <math>FTE = full-time\ count + (part-time\ count/3)</math></li> <li>• <i>Example</i>  <i>number of full-time local faculty student/staff = 3000</i>  <i>number of part-time local faculty student/staff = 100</i>  <i>number of full-time international faculty student/staff = 800</i>  <i>number of part-time international faculty student/staff = 50</i>  <i>Headcount number of faculty student/staff = (3000 + 800) + (100 + 50) = 3950</i>  <i>FTE of faculty student/staff = (3000 + 800) + ((100 + 50)/3) = 3850</i> </li> </ul>
1c	<b>Average Fees</b>	<ul style="list-style-type: none"> <li>• The average tuition fees is fees per academic year (usually two semesters) that a local/international student would be expected to pay for an undergraduate/postgraduate program, with ‘program’ referring to the complete range of courses contributing to a degree/postgraduate degree. Please include all compulsory annual fees a local/international undergraduate/postgraduate student is expected to pay.</li> <li>• <u>Calculation of Average Fees</u>  <i>(i) Calculation by program :</i>  <i>= Sum of all yearly fees for each program ÷ Number of programs</i>  <i>Remove outliers eg a certain medical program offered with an exceptionally high fee</i>  <i>(ii) Calculation by fee level :</i>  <i>= (Fee level × Number of students paying this level) ÷ Total number of students</i>  <i>(iii) Calculation by median :</i>  <i>= (Highest in total range + Lowest in total range) ÷ 2</i>  <i>Suitable for distribution with outliers</i>  <i>(iv) Calculation by mode :</i>  <i>= The value that appears the most</i> </li> </ul>

**2. Critical Data**

2a	<b>Faculty Staff</b>	<ul style="list-style-type: none"> <li>• Total number of academic faculty staff who are responsible for planning, directing and undertaking academic teaching only, research only or both academic teaching and research within Higher Education Institutions.</li> <li>• Please include: vice-chancellors, deputy vice-chancellors, principals and deputy principals, professors, heads of school, associate professors, assistant professors, principal lecturers, readers, tutors, researchers, research fellows or postdoctoral researchers who contribute to teaching or research or both at your university for a minimum period of at least three months.</li> <li>• Please exclude: research assistants<sup>1</sup>, PhD students who contribute to teaching, hospital residents who do not teach and/or undertake research in addition to clinical duties, exchange scholars and visiting faculty staff who are members of a university other than yours.</li> <li>• Off-shore academic faculty staff and staff that hold an academic post but are not active due to retirement or honorary appointment should also be excluded.</li> <li>• <i>1 The important distinction for us is that staff counted as ‘research only’ should be academically involved in that research and should be likely to publish research outputs. A research assistant, in our understanding, is any individual who is not conducting their own research and is therefore not likely to publish research outputs. Said individual is (only) involved in research in terms of operational execution, such as a lab technician or equipment operator.</i></li> </ul>
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2b	<b>International Faculty Staff</b>	<ul style="list-style-type: none"> <li>• Number of academic faculty staff who contributes to academic teaching or research or both at your university for a minimum period of at least three months and who are of foreign nationality.</li> <li>• The term ‘international’ is hereby determined by citizenship.</li> <li>• For EU countries, this includes all foreign nationals, even if from another EU state.</li> <li>• In Hong Kong, this includes professors from Mainland China.</li> <li>• Inclusion and exclusion mirrors those for academic faculty staff.</li> <li>• It is important to note that visiting international faculty staff who are of foreign origin but members of a university other than yours should NOT be counted under this category.</li> <li>• In case of dual citizenship, the ‘deciding’ criteria should be ‘citizenship obtained through birth’, basically first passport obtained.</li> </ul>
2c	<b>Undergraduate Students</b>	<ul style="list-style-type: none"> <li>• Total number of students pursuing a Bachelor’s level or equivalent degree.</li> <li>• This includes programmes designed to provide intermediate academic and/or professional knowledge, skills and competencies leading to a first tertiary degree or equivalent qualification. (UNESCO ISCED-2011 Level 6)</li> <li>• This excludes certificates/diplomas and associate’s degrees.</li> <li>• Please also exclude off-shore students from this count.</li> <li>• Total number of students pursuing a Bachelor’s level or equivalent degree.</li> </ul>
2d	<b>Undergraduate International Students</b>	<ul style="list-style-type: none"> <li>• Number of undergraduate students who are foreign nationals and who spend at least three months at your university. (This figure is a proportion of the ‘total number of undergraduate students’.)</li> <li>• The term ‘international’ is hereby determined by citizenship.</li> <li>• For EU countries, this includes all foreign nationals, even nationals of other EU states.</li> <li>• In Hong Kong, this includes students from Mainland China.</li> <li>• In case of dual citizenship, the ‘deciding’ criteria should be ‘citizenship obtained through birth’, basically first passport obtained.</li> <li>• Please exclude all exchange and off-shore students.</li> <li>• As for summer school and/or language students, if they take up a particular (language) course that is outlined as ‘undergraduate degree program’ and the student can earn credits towards their final degree they should be included under ‘international undergraduate students’. Summer school and/or language students who take part in a course not contributing to a degree qualification should be counted under ‘Total International Students’.</li> <li>• Foreign dual degree students can be included under ‘international undergraduate students’ if they fulfil above criteria, spend at least three months at your university, earn credits towards their final degree and have your university’s name written on their diploma.</li> <li>• Number of undergraduate students who are foreign nationals and who spend at least three months at your university. (This figure is a proportion of the ‘total number of undergraduate students’.)</li> <li>• The term ‘international’ is hereby determined by citizenship.</li> <li>• For EU countries, this includes all foreign nationals, even nationals of other EU states.</li> <li>• In Hong Kong, this includes students from Mainland China.</li> <li>• In case of dual citizenship, the ‘deciding’ criteria should be ‘citizenship obtained through birth’, basically first passport obtained.</li> <li>• Please exclude all exchange and off-shore students.</li> <li>• As for summer school and/or language students, if they take up a particular (language) course that is outlined as ‘undergraduate degree program’ and the student can earn credits towards their final degree they should be included under ‘international undergraduate students’. Summer school and/or language students who take part in a course not contributing to a degree qualification should be counted under ‘Total International Students’.</li> </ul>
2e	<b>Undergraduate Exchange Students – Inbound</b>	<ul style="list-style-type: none"> <li>• Number of undergraduate students attending your university on international exchange programmes for at least one semester during the annual reporting period.*</li> <li>• <i>*The annual reporting period is the last complete academic, financial or calendar year. Please supply whichever is easier to collect.</i></li> <li>• Exchange programmes that give out credit points but are less than one semester in duration are to be excluded.</li> <li>• The student exchange must be academic in nature and acknowledged by a formal agreement between the two Higher Education Providers.</li> </ul>

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2f	<b>Undergraduate Exchange Students - Outbound</b>	<ul style="list-style-type: none"> <li>• Number of undergraduate students registered at your university who have attended another university abroad on international exchange programmes for at least one semester during the <b>annual reporting period</b>.*</li> <li>• *The annual reporting period is the last complete academic, financial OR calendar year. Please supply whichever is easier to collect.</li> <li>• Exchange programmes that give out credit points but are less than one semester in duration are to be excluded.</li> <li>• The student exchange must be academic in nature and acknowledged by a formal agreement between the two Higher Education Providers.</li> <li>• The international exchange programme must be between universities, NOT between a university and a company OR corporation OR a university with its international/offshore campuses.</li> </ul>
2g	<b>Graduate/ Postgraduate Students</b>	<ul style="list-style-type: none"> <li>• For clarity, ‘graduate’ and ‘postgraduate’ are synonyms to embrace all students pursuing Masters, Doctoral or similar degrees such as ‘Specialist’, mainly referring to Eastern European and Central Asian countries. The term ‘graduate’ is more broadly used in US institutions and ‘postgraduate’ in British and European institutions.</li> <li>• Total number of students pursuing a higher-level degree (Master and Doctorate), including both taught and research postgraduates (e.g. PhD students)</li> <li>• That refers to programmes designed to provide advanced academic and/or professional knowledge, skills and competencies leading to a second tertiary degree or equivalent qualification (UNESCO ISCED-2011 Level 7) and programmes designed primarily to lead to an advanced research qualification, usually concluding with the submission and defence of a substantive dissertation of publishable quality based on original research. (UNESCO ISCED-2011 Level 8)</li> <li>• For clarity, ‘graduate’ and ‘postgraduate’ are synonyms to embrace all students pursuing Masters, Doctoral or similar degrees such as ‘Specialist’, mainly referring to Eastern European and Central Asian countries. The term ‘graduate’ is more broadly used in US institutions and ‘postgraduate’ in British and European institutions.</li> <li>• Total number of students pursuing a higher-level degree (Master and Doctorate), including both taught and research postgraduates (e.g. PhD students).</li> </ul>
2h	<b>Graduate/ Postgraduate International Students</b>	<ul style="list-style-type: none"> <li>• Number of graduate / postgraduate students who are foreign nationals and who spend at least three months at your university. (This figure is a proportion of the ‘total number of graduate/postgraduate students’.)</li> <li>• The term ‘international’ is hereby determined by citizenship.</li> <li>• For EU countries, this includes all foreign nationals, even nationals of other EU states.</li> <li>• In Hong Kong, this includes students from Mainland China.</li> <li>• In case of dual citizenship, the ‘deciding’ criteria should be ‘citizenship obtained through birth’, basically first passport obtained.</li> <li>• Please exclude all exchange and off-shore students.</li> <li>• As for summer school and/or language students, if they take up a particular (language) course that is outlined as ‘postgraduate degree program’ and the student can earn credits towards their final degree, they should be included under ‘international postgraduate students’. Summer school and/or language students who take part in a course not contributing to a degree qualification should be counted under ‘Total International Students’.</li> <li>• Foreign dual degree students can be included under ‘international graduate/postgraduate students’ if they fulfil above criteria, spend at least three months at your university, earn credits towards their final degree and have your university’s name written on their diploma.</li> <li>• Number of graduate / postgraduate students who are foreign nationals and who spend at least three months at your university. (This figure is a proportion of the ‘total number of graduate/postgraduate students’.)</li> <li>• The term ‘international’ is hereby determined by citizenship.</li> <li>• For EU countries, this includes all foreign nationals, even nationals of other EU states.</li> <li>• In Hong Kong, this includes students from Mainland China.</li> <li>• In case of dual citizenship, the ‘deciding’ criteria should be ‘citizenship obtained through birth’, basically first passport obtained.</li> </ul>

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2i	<b>Graduate/ Postgraduate Exchange Students - Inbound</b>	<ul style="list-style-type: none"> <li>• Number of graduate/postgraduate students attending your university on international exchange programmes for at least one semester during the annual reporting period.*</li> <li>• *The annual reporting period is the last complete academic, financial or calendar year. Please supply whichever is easier to collect.</li> <li>• Exchange programmes that give out credit points but are less than one semester in duration are to be excluded.</li> <li>• The student exchange must be academic in nature and acknowledged by a formal agreement between the two Higher Education Providers.</li> </ul>
2j	<b>Graduate/ Postgraduate Exchange Students - Outbound</b>	<ul style="list-style-type: none"> <li>• Number of graduate/postgraduate students registered at your university who have attended another university abroad on international exchange programmes for at least one semester during the annual reporting period.*</li> <li>• *The annual reporting period is the last complete academic, financial or calendar year. Please supply whichever is easier to collect.</li> <li>• Exchange programmes that give out credit points but are less than one semester in duration are to be excluded.</li> <li>• The student exchange must be academic in nature and acknowledged by a formal agreement between the two Higher Education Providers.</li> <li>• The international exchange programme must be between universities, NOT between a university and a company OR corporation OR a university with its international/offshore campuses.</li> </ul>

**3. Faculty Level Staff**

3	<b>Staff with PhD</b>	<ul style="list-style-type: none"> <li>• Number of academic faculty staff working at your institution during the last annual reporting period<sup>1</sup> that have been awarded a PhD or equivalent terminal degree<sup>2</sup></li> <li>• <sup>1</sup> The annual reporting period is the last complete academic, financial or calendar year. Please supply whichever is easier to collect.</li> <li>• <sup>2</sup> A terminal degree is the highest academic qualification in a given field.</li> </ul>
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**4. Students - Undergraduate**

4a	<b>Undergraduate Fees - International</b>	<ul style="list-style-type: none"> <li>• Average tuition fees per academic year (usually two semesters) that an international student would be expected to pay for an undergraduate program, with “program” referring to the complete range of courses contributing to a degree. Please include all compulsory annual fees an international undergraduate student is expected to pay.</li> <li>• For methods of calculation of average fees, refer to 1c of Section 1 – General</li> </ul>
4b	<b>Undergraduate Fees - Domestic</b>	<ul style="list-style-type: none"> <li>• Average tuition fees per academic year (usually two semesters) that a domestic student would be expected to pay for an undergraduate program, with “program” referring to the complete range of courses contributing to a degree. Please include all compulsory annual fees a domestic undergraduate student is expected to pay.</li> <li>• For methods of calculation of average fees, refer to 1c of Section 1 – General</li> </ul>

**5. Students - Graduate/Postgraduate**

5a	<b>Graduate / Postgraduate Fees – International</b>	<ul style="list-style-type: none"> <li>• Average tuition fees per academic year (usually two semesters) that an international student would be expected to pay for a graduate / postgraduate program, with “program” referring to the complete range of courses contributing to a degree. Please include all compulsory annual fees an international postgraduate student is expected to pay.</li> <li>• For methods of calculation of average fees, refer to 1c of Section 1 – General</li> </ul>
5b	<b>Graduate/Postgraduate Fees – Domestic</b>	<ul style="list-style-type: none"> <li>• Average tuition fees per academic year (usually two semesters) that a domestic student would be expected to pay for a graduate / postgraduate program, with “program” referring to the complete range of courses contributing to a degree. Please include all compulsory annual fees a domestic postgraduate student is expected to pay.</li> <li>• For methods of calculation of average fees, refer to 1c of Section 1 – General</li> </ul>

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**6. Students - Overall**

(Complete this section only if separate data for undergraduate and postgraduate students are not available)

6a	<b>Students</b>	<ul style="list-style-type: none"> <li>• Total number of students. Where possible, please only include students pursuing degree level programs or higher.</li> <li>• Exclude all students who are not currently active.</li> </ul>
6b	<b>International Students</b>	<ul style="list-style-type: none"> <li>• Number of students who are foreign nationals.</li> <li>• The term 'international' is hereby determined by citizenship.</li> <li>• EU countries: include all foreign nationals, even nationals of other EU states.</li> <li>• Hong Kong: include students from Mainland China.</li> <li>• Include : permanent residents</li> <li>• The 'deciding' criteria for 'dual citizenship' should be 'citizenship obtained through birth', basically first passport obtained.</li> </ul>
6c	<b>Exchange Students – Outbound</b>	<ul style="list-style-type: none"> <li>• Total number of students registered who have attended another university on an exchange program for at least 1 semester in the last annual reporting period.</li> </ul>
6d	<b>Exchange Students – Inbound</b>	<ul style="list-style-type: none"> <li>• Total number of students registered who have attended another university on an exchange program for at least 1 semester in the last annual reporting period.</li> </ul>
6e	<b>Student Fees - International</b>	<ul style="list-style-type: none"> <li>• Average tuition fees per academic year (two semesters) that an international student would be expected to pay for a program, with program referring to the complete range of courses contributing to a degree. Please include all compulsory annual fees an international student is expected to pay</li> <li>• For methods of calculation of average fees, refer to 1c of Section 1 – General</li> </ul>
6f	<b>Student Fees - Domestic</b>	<ul style="list-style-type: none"> <li>• Average tuition fees per academic year (two semesters) that a domestic student would be expected to pay for any program, with program referring to the complete range of courses contributing to a degree. Please include all compulsory annual fees a domestic student is expected to pay.</li> <li>• For methods of calculation of average fees, refer to 1c of Section 1 – General</li> </ul>
6g	<b>Number of Male Students</b>	<ul style="list-style-type: none"> <li>• Number of students who are male out of the total number of students (item 6a) studying at your university.</li> </ul>
6h	<b>Number of Female Students</b>	<ul style="list-style-type: none"> <li>• Number of students who are female out of the total number of students (item 6a) studying at your university.</li> </ul>