

## QS Data Definitions

### Notes:

- Unless stated otherwise, the time period which should apply to any statistic is the last annual reporting period (the last complete academic, financial or calendar year, whichever is easier to provide).
- Headcounts and associated FTE values of Sections 2 are critical data which must be completed by closing date.

### 1. General

1a	Full time	<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>• <b>FTE = full-time count + (part-time count/3)</b></li> <li>• <i>Example</i>  <math>number\ of\ full-time\ local\ faculty\ student/staff = 3000</math>  <math>number\ of\ part-time\ local\ faculty\ student/staff = 100</math>  <math>number\ of\ full-time\ international\ faculty\ student/staff = 800</math>  <math>number\ of\ part-time\ international\ faculty\ student/staff = 50</math>   <math>Headcount\ number\ of\ faculty\ student/staff = (3000 + 800) + (100 + 50) = 3950</math>  <math>FTE\ of\ faculty\ student/staff = (3000 + 800) + ((100 + 50)/3) = 3850</math> </li> </ul>
1c	Average Fees	<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> <ol style="list-style-type: none"> <li><u>Calculation by program</u> :  <math>= Sum\ of\ all\ yearly\ fees\ for\ each\ program \div Number\ of\ programs</math>  Remove outliers eg a certain medical program offered with an exceptionally high fee</li> <li><u>Calculation by fee level</u> :  <math>= (Fee\ level \times Number\ of\ students\ paying\ this\ level) \div Total\ number\ of\ students</math></li> <li><u>Calculation by median</u> :  <math>= (Highest\ in\ total\ range + Lowest\ in\ total\ range) \div 2</math>  Suitable for distribution with outliers</li> <li><u>Calculation by mode</u> :  <math>= The\ value\ that\ appears\ the\ most</math></li> </ol> </li> </ul>

### 2. Critical Data for the QS World University Rankings

2a	<b>Faculty Staff</b>	<ul style="list-style-type: none"> <li>• Total number of <b>domestic and international academic faculty staff</b> who are responsible for planning, directing and undertaking teaching only, research only or both teaching and research.</li> <li>• Include: vice-chancellors, deputy vice-chancellors, principals, professors, heads of school, associate professors, assistant professor, principal lecturers, tutors or postdoctoral researchers.</li> <li>• Exclude: research assistants, PhD students who contribute to teaching, hospital residents, exchange scholars or visiting faculty staff who are members of another university.</li> <li>• 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 is any individual who is not doing own research and is therefore not likely to publish own research outputs. Said individual is (only) involved in research in terms of operation execution, such as lab technician or equipment operator.</li> <li>• <b>Headcount of academic faculty staff = full-time domestic academic faculty staff + full-time international academic faculty staff + part-time domestic academic faculty staff + part-time international academic faculty staff</b></li> </ul>
----	----------------------	---

## QS Data Definitions

### Notes:

- Unless stated otherwise, the time period which should apply to any statistic is the last annual reporting period (the last complete academic, financial *or* calendar year, whichever is easier to provide).
- Headcounts and associated FTE values of Sections 2 are critical data which must be completed by closing date.

2b	<b>International Faculty Staff</b>	<ul style="list-style-type: none"> <li>• Number of academic faculty staff who are of foreign nationality as determined by citizenship.</li> <li>• EU countries: include all foreign nationals, even if from another EU state.</li> <li>• Hong Kong: include academic faculty staff from Mainland China.</li> <li>• The ‘deciding’ criteria for dual citizenship should be ‘citizenship obtained through birth’, basically first passport obtained.</li> <li>• Include: vice-chancellors, deputy vice-chancellors, principals, professors, heads of school, associate professors, assistant professors, principal lecturers, tutors or postdoctoral researchers; faculty staff who are permanent residents</li> <li>• Exclude research assistants*, PhD students who contribute to teaching, hospital residents, exchange scholars or visiting faculty staff who are members of another university.</li> </ul> <p><i>Headcount of international academic faculty staff = full-time international academic faculty staff + part-time international academic faculty staff</i></p>
2c	<b>Undergraduate Students</b>	<ul style="list-style-type: none"> <li>• Number of domestic and international students pursuing a Bachelors level or equivalent degree.</li> <li>• Exclude: students pursuing certificates/diplomas and associates degrees</li> </ul> <p><i>Headcount of undergraduate students = full-time domestic undergraduate students + full-time international undergraduate students + part-time domestic undergraduate students + part-time international undergraduate students</i></p>
2d	<b>Undergraduate International Students</b>	<ul style="list-style-type: none"> <li>• Number of undergraduate students who are foreign nationals. 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 students.</li> <li>• As for language students, if the language students take up a particular language course that is outlined as ‘undergraduate degree program’ they should be included under ‘international undergraduate students’.</li> <li>• Language students who take part in a course not contributing to a degree qualification should be counted under ‘Total International Students’.</li> </ul> <p><i>Headcount of international undergraduate students = full-time international undergraduate students + part-time international undergraduate students</i></p>
2g	<b>Graduate/ Postgraduate Students</b>	<ul style="list-style-type: none"> <li>• Number of domestic and international students pursuing a higher-level degree (Masters and Doctorate), including both taught and research postgraduates (e.g. PhD students)</li> </ul> <p>Headcount of postgraduate students = full-time domestic postgraduate students + full-time international postgraduate students + part-time domestic postgraduate students + part-time international postgraduate students</p>
2h	<b>Graduate/ Postgraduate International Students</b>	<ul style="list-style-type: none"> <li>• Number of graduate / postgraduate students who are foreign nationals. 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>• In case of dual citizenship, the ‘deciding’ criteria should be ‘citizenship obtained through birth’, basically first passport obtained.</li> <li>• Exclude: all exchange students (include these as Inbound/Outbound Exchange Students), language students who take part in a course not contributing to a degree qualification (include these in the “Students” section under “Total International Students”), students from off-shore campus.</li> <li>• Include: permanent residents; language students who is taking up a particular language course that is outlined as ‘postgraduate degree program’.</li> </ul> <p>Headcount of international postgraduate students = full-time international postgraduate students + part-time international postgraduate students</p>

## QS Data Definitions

### Notes:

- Unless stated otherwise, the time period which should apply to any statistic is the last annual reporting period (the last complete academic, financial or calendar year, whichever is easier to provide).
- Headcounts and associated FTE values of Sections 2 are critical data which must be completed by closing date.

### 3. Faculty Level Staff

3a	Visiting International Faculty Staff - Inbound	<ul style="list-style-type: none"> <li>• Number of academic faculty staff contributing to teaching or research in the last annual reporting period who are visiting from an international institution for a minimum period of at least 3 months.</li> </ul>
3b	Visiting International Faculty Staff - Outbound	<ul style="list-style-type: none"> <li>• Number of academic faculty staff employed by your institution contributing to teaching or research at an international institution in the annual reporting period for a minimum period of at least 3 months.</li> </ul>
3c	Staff with PhD	<ul style="list-style-type: none"> <li>• Number of academic faculty staff employed during the last annual reporting period by your institution that have been awarded a PhD or equivalent <b>terminal degree</b><sup>1</sup></li> </ul> <p><sup>1</sup> A terminal degree is the highest academic qualification in a given field.</p>

### 4. Students - Undergraduate

4a	Undergraduate Fees - International	<p>Average tuition fees <u>per academic year</u> (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.</p> <ul style="list-style-type: none"> <li>• For methods of calculation of average fees, refer to 1c of Section 1 – General</li> </ul>
4b	Undergraduate Fees - Domestic	<p>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.</p> <ul style="list-style-type: none"> <li>• For methods of calculation of average fees, refer to 1c of Section 1 – General</li> </ul>
4c	Undergraduate Students – First Year	<ul style="list-style-type: none"> <li>• Number of students pursuing a Bachelor’s level or equivalent degree in their first year of study.</li> <li>• Exclude: students pursuing certificates/diplomas, associate’s degrees</li> </ul>
2e	Undergraduate Exchange Students – Inbound	<ul style="list-style-type: none"> <li>• Number of undergraduate students attending your university on international exchange programs for at least 1 semester during the last annual reporting period.</li> <li>• The exchange program must be between universities, NOT between a university and a company/corporation.</li> </ul>
2f	Undergraduate Exchange Students - Outbound	<ul style="list-style-type: none"> <li>• Number of undergraduate students registered at your university who have attended another university abroad for at least 1 semester on an exchange program during the last annual reporting period.</li> <li>• The exchange program must be between universities, NOT between a university and a company/corporation.</li> </ul>

### 5. Students - Graduate/Postgraduate

5a	Graduate / Postgraduate Fees – International	<p>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.</p> <ul style="list-style-type: none"> <li>• For methods of calculation of average fees, refer to 1c of Section 1 – General</li> </ul>
5b	Graduate/Postgraduate Fees – Domestic	<p>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.</p> <ul style="list-style-type: none"> <li>• For methods of calculation of average fees, refer to 1c of Section 1 – General</li> </ul>
5c	Graduate/Postgraduate Students – First Year	<ul style="list-style-type: none"> <li>• Number of students pursuing a Master's level or equivalent degree in their first year of study, including both taught and research postgraduates.</li> </ul>
2i	Graduate/	<ul style="list-style-type: none"> <li>• Number of graduate / postgraduate students attending the university on international exchange</li> </ul>

## QS Data Definitions

### Notes:

- Unless stated otherwise, the time period which should apply to any statistic is the last annual reporting period (the last complete academic, financial *or* calendar year, whichever is easier to provide).
- Headcounts and associated FTE values of Sections 2 are critical data which must be completed by closing date.

	Postgraduate Exchange Students - Inbound	<p>programs for at least 1 semester during the annual reporting period.</p> <ul style="list-style-type: none"> <li>• The exchange program must be between universities, NOT between a university and a company/corporation.</li> </ul>
2j	Graduate/ Postgraduate Exchange Students - Outbound	<ul style="list-style-type: none"> <li>• Number of postgraduate students registered at the university who have attended another university on an exchange program for at least 1 semester during the last annual reporting period.</li> <li>• The exchange program must be between universities, NOT between a university and a company/corporation.</li> </ul>

## 6. Students - Overall

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

6a	Students	<ul style="list-style-type: none"> <li>• Total number of students.</li> <li>• Where possible, please only include students pursuing degree level programs or higher.</li> </ul>
6b	International Students	<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	Exchange Students – Outbound	<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	Exchange Students – Inbound	<ul style="list-style-type: none"> <li>• Total number of students attending the university on international exchange programs for at least 1 semester in the last annual reporting period.</li> </ul>
6e	Student Fees - International	<p>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</p> <ul style="list-style-type: none"> <li>• For methods of calculation of average fees, refer to 1c of Section 1 – General</li> </ul>
6f	Student Fees - Domestic	<p>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.</p> <ul style="list-style-type: none"> <li>• For methods of calculation of average fees, refer to 1c of Section 1 – General</li> </ul>
6g	Number of Male Students	<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	Number of Female Students	<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>