



Welcome to the U-Map institutional questionnaire

To get to the questions, look for the relevant section below and click on 'edit'. All information you saved will be stored and you may resume completing the questionnaire anytime you want. All questions must be answered. If information is not available you may type in NA and comment.

After you entered the data, please do not forget to save before closing the page. After saving the data you may go to another page or exit the questionnaire.

The default reference year is 2010 (calendar year 2010 or academic year 2010-2011).

For comparability reasons this is the preferred reference year. If data are not available for that year a different year may be specified, although this may cause in some cases an error as data that are used to calculate an indicator have to refer to the same year.

Financial data are in Euros. A conversion table for other currencies can be found at www.u-map.eu/exchangerate.doc

General Information

Data Element	Options	Remark under ? sign
1 Name & Contact		
Name of institution	<input type="text"/> text	Please specify the name you want to appear in the U-Map classification. This may be your official name as stipulated in legal registry or founding act, or your name in a different language.
City of institution	<input type="text"/> text	Domicile or place of residence of institution, where the legal seat of the institution is located.
Country of institution	<input type="text"/> text	The country where the legal seat of the institution is located.
Website/URL of institution	<input type="text"/> text	
Name of the official contact person	<input type="text"/> text	The name of the person who will act as the contact person for the institution and the U-Map team in the data collection and the verification of data.
Position of official contact person	<input type="text"/> text	Please specify the position of the official contact person in the institution
E-mail address of official contact person	<input type="text"/> text	
2 Public/private and age		
What is the legal status of your institution?	<input type="text"/> text	Please specify the official legal status of the institution (in national language). For more detailed information see the glossary.
How would you characterise your institution?	<input type="radio"/> public	An institution is classified as public if it is controlled and managed: - Directly by a public education authority or agency or, - Either by a government agency directly or by a governing body (Council, Committee etc.), most of whose members are either appointed by a public authority or elected by

		public franchise. http://www.oecd.org/dataoecd/45/17/33692376.pdf
	<input type="radio"/> private	An institution is classified as private if: - It is controlled and managed by a non-governmental organisation (e.g. a Church, a Trade Union or a business enterprise), or - Its Governing Board consists mostly of members not selected by a public agency.
	<input type="radio"/> government dependent private	A government-dependent private institution is a private institution that receives more than 50 per cent of its core funding from government agencies, or one whose staff is overwhelmingly paid by a government agency.
When was the institution in its current constitution founded?	<input type="text"/> year	Please specify the year the current institution was founded.
If the institution comprises merged institutions, when was the oldest part founded?	<input type="text"/> year	Please specify the year the oldest part of the institution was founded.
3 Mission statement		
Please summarize the mission statement of your institution (in no more than 250 words)	<input type="text"/> text	
4 Comments		
	<input type="text"/> text	

Students

Data Element	Options	Remark under ? sign
1 Student numbers		All information refers to headcount data over the academic year 2010-2011. If information refers to a different period please specify the reference year and add a comment in the 'comments'-section. If information is not available please fill in NA and comment in the 'comments'-section.
Total number of students enrolled	<input type="text"/>	Please specify the headcount number of degree seeking students, who were enrolled in the reference year. Data should reflect the number of students enrolled at the beginning of the academic year. Included are students studying for Associate degrees (short first cycle), Bachelor degrees (first cycle), Master degrees, as well as students in pre-Bologna degree programs (second cycle), as well as doctoral students and other third cycle students.
Are doctoral candidates counted as students, staff or both?	<input type="radio"/> Student <input type="radio"/> Staff <input type="radio"/> Both	In some systems doctoral candidates are not counted as students but as academic staff. To obtain comparable data on academic staff and student numbers, those doctoral students need to be identified.
If counted as students: how many doctoral students?	<input type="text"/>	
2 Modes and age		
Part time students	<input type="text"/>	Please specify the number of part time degree students (headcount). A student is considered part-time if he or she is taking a course load or educational program that requires less than 75 % of a full-time commitment of time and resources.
Students aged 30 years or older	<input type="text"/>	The number of students (headcount) enrolled in degree programs aged 30 years or older.
Students in distance education programs	<input type="text"/>	The number of students (headcount) enrolled in distance learning programs. Distance learning programs are programs that do not require students to be physically present on-site to receive their education.



3 International		
Degree seeking students with a foreign qualifying diploma	<input type="text"/>	Number of degree seeking students who got access to the program based on a qualification awarded abroad
Degree seeking students with a foreign nationality	<input type="text"/>	Number of degree seeking students with a foreign nationality.
Number of incoming students in international exchange programs	<input type="text"/>	Number of students who come from abroad to the HEI within the framework of an international exchange program (like ERASMUS)
Number of students sent out in international exchange programs	<input type="text"/>	The number of degree students going abroad to another institution within the framework of an international exchange program (like ERASMUS)
Percentage of new entrants coming from the region	<input type="text"/> %	<p>What a region is is not always clear. Often used definitions are the NUTS2 regions and the regions as described in the IRE network. Please specify what region you used in this item. For listings of regions see http://ec.Europa.eu/enterprise/ire/Innovating-regions/www.innovating-regions.org/index.html or http://epp.Eurostat.ec.Europa.eu/portal/page/portal/nuts_nomenclature/introduction</p> <p>If the institution has multiple campuses in different regions, students that were resident in any of the campus regions are regarded as coming from the institution's region.</p>
Region used	<input type="text"/>	text
4 Comments	<input type="text"/>	text



Graduates

Data Element	Options	Remark under ? sign
1 Level of program		All information refers to headcount data over the academic year 2010- 2011. If information refers to a different period please specify the reference year and add a comment in the 'comments'-section. If information is not available please fill in NA and comment in the 'comments'-section
Bachelor degrees awarded	<input type="text"/>	Please specify the number of degrees awarded in the reference year
Master degrees awarded	<input type="text"/>	Please specify the number of degrees awarded in the reference year
Undivided' degrees awarded	<input type="text"/>	The number of degrees awarded in pre-bologna undivided 'master-level' programs. The Three cycle Bologna structure has been implemented recently or is not yet fully implemented. As a consequence, the coming few years there will remain a stock of students in 'old' pre-Bologna programs that will receive the 'old' degrees after graduation.
Doctorate degrees awarded	<input type="text"/>	Please specify the number of degrees awarded in the reference year
Degrees awarded in short first cycle programs	<input type="text"/>	Please specify the number of degrees awarded in the reference year.
Degrees awarded in third cycle programs (excluding PhD)	<input type="text"/>	Qualifications awarded in advanced education, e.g. MAS, Executive Master (minimum 60 ECTS). More information see glossary.
2 Subject		
Degrees awarded in:		The OECD ISCED97 classification distinguishes 8 broad subject areas or fields of education. For a more detailed description of the subject classification see http://browse.oecdbookshop.org/oecd/pdfs/browseit/9604031E.PDF
Education	<input type="text"/>	The subject group 'education' comprises the sub fields teacher training and educational science
Humanities and arts	<input type="text"/>	The subject group 'humanities and arts' comprises the sub fields arts (fine arts, performing arts, graphic and audio-visual arts and design) and humanities (religion and theology, native languages, other humanities).
Social sciences, business and law	<input type="text"/>	The subject group 'social sciences, business and law' comprises the sub fields social and behavioural science (economics, economic history, political science, sociology, demography, anthropology, ethnology, futurology, psychology,



		geography, peace and conflict studies, human rights), journalism and information, business and administration and law
Science	<input type="checkbox"/>	The subject group 'science' comprises the subfields life sciences (excluding clinical and veterinary sciences), physical sciences, mathematics and statistics and computing
Engineering	<input type="checkbox"/>	The subject group 'engineering. Manufacturing and construction' comprises the sub fields engineering and engineering trades, manufacturing and processing, architecture and building.
Agriculture	<input type="checkbox"/>	The subject 'agriculture' comprises Agriculture, crop and livestock production, agronomy, animal husbandry, horticulture and gardening, forestry and forest production techniques, natural parks, wildlife, fisheries, fishery science and technology, as well as veterinary medicine and veterinary assisting
Health and social services	<input type="checkbox"/>	The subject group 'health and welfare' comprises the subfield 'health' and 'social services'. Health comprises medicine (anatomy, epidemiology, cytology, physiology, immunology and immunoaematology, pathology, anesthesiology, paediatrics, obstetrics and gynaecology, internal medicine, surgery, nEurology, psychiatry, radiology, ophthalmology), medical services (public health services, hygiene, pharmacy, pharmacology, therapeutics, rehabilitation, prosthetics, optometry, nutrition), nursing (basic nursing, midwifery) and dental services (dental assisting, dental hygienist, dental laboratory technician, odontology). Social services comprises social care (care of the disabled, child care, youth services, gerontological services) and social work (counseling, welfare).
Personal services	<input type="checkbox"/>	The subject group 'services' comprises the subfields personal services (hotel and catering, travel and tourism, sports and leisure, hairdressing, beauty treatment, cleaning, laundry, domestic science), transport services (seamanship, ship's officer, nautical science, air crew, air traffic control, railway operations, road motor vehicle operations, postal services), environmental protection (including labor protection and security) and security services (including military).
Other	<input type="checkbox"/>	
3 Orientation		The distinction between 'general formative programs' and 'other career oriented programs' is not a clear cut distinction. It is a 'soft' approach to characterise the programs offered. In earlier data collection rounds we came to the conclusion that the traditional categories 'academic' versus professional or vocational oriented' tend to be regarded as 'politically incorrect'. The new wording tries to capture the distinction in a different way. The distinction calls for a largely subjective

judgment from the institution in question regarding the character of the programs it offers.

The percentage of graduates in

General formative programs	<input type="text"/> %	General formative programs do not have a direct relation to a specific profession or specific (line of) jobs. These programs are in line with the Humboldtian tradition of Bildung and the American Liberal art programs. An example of this category would be a program leading to a Bachelor of Arts in Law (or: Bachelor of Laws, LLB)
Programs leading to licensed/regulated professions	<input type="text"/> %	The EU has developed guidelines for the recognition of professional qualifications. A list of European regulation and national lists of regulated professions can be found on the website: http://ec.Europa.eu/internal_market/qualifications/index_en.htm In this second category are the health-related programs (to become a doctor, nurse, midwife, pharmacist, dentist, or veterinary surgeon), and also postsecondary programs to become an architect or barrister.
Other career oriented programs	<input type="text"/> %	Other career oriented programs refer to programs that have a direct relation to a specific profession or specific (line of) jobs, others than the programs described in the previous item. Professional masters, research masters and professional doctorates should be counted here as well (if not counted under the previous item). An example of the third category would be a Bachelor in Business Administration in Tourism Management.
Total	100	The percentages have to add up to 100

4 Graduates in the region

Percentage of graduates working in the region 1.5 years after graduation	<input type="text"/> %	Please specify the number of the graduates from 1.5 years ago, who work in the region, as a percentage of the total number of graduates from 1.5 years ago. This question refers to all levels combined. For more information see the Glossary.
Region used	<input type="text"/> text	What a region is, is not always clear. Often used definition are the NUTS2 regions and the regions as described in the IRE network. Please specify what region you used in this item. For listings of regions see http://www.innovating-regions.org/network/whoswho/regions_search.cfm or http://ec.Europa.eu/Eurostat/ramon/nuts/codelist_en.cfm?list=nuts
If no exact data are available please indicate what	<input type="radio"/> less than 25%	Please tick the range you think applies to your institution.

percentage range applies.

between 25 and 50%

between 50 and 75%

more than 75%

5 **Comments**

text

Staff

Data Element	Options	Remark under ? sign
1 Staff		All information refers to data for the year 2010. If information on this period is not available please specify the reference year to which the data provided refer to and add a comment in the 'comments'-section. If information is not available please fill in NA and comment in the 'comments'-section.
Number of academic staff (fte)	<input type="text"/>	Academic staff includes personnel whose primary assignment is instruction, research or public service. These staff include personnel who hold an academic rank with such titles as professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. The category includes personnel with other titles (e.g. dean, director, associate dean, assistant dean, chair or head of department), if their principal activity is instruction or research. It does NOT include student teachers or teaching/research assistants.
Number of doctoral candidates, counted as staff (fte)	<input type="text"/>	In some systems doctoral candidates are not counted as students but as academic staff. To obtain comparable data on academic staff and student numbers, those doctoral candidates need to be identified.
Number of academic staff (headcount)	<input type="text"/>	
Number of academic staff with foreign nationality (headcount)	<input type="text"/>	A member of the academic staff is considered to be foreign in case s/he does not have the citizenship of the country where her/his institution is located. See also Glossary.
Number of doctoral candidates with foreign nationality, counted as academic staff (headcount)	<input type="text"/>	
2 Comments	<input type="text"/> text	



Income

Data Element	Options	Remark under ? sign
Income		This data category measures the sources of funds of the institution in a calendar year (2010). It measures the resource categories for the whole institution. A breakdown of funds by different sources is highly relevant for analytical purposes. All information refers to Euros. To convert data in different currencies to euro's, you may use the exchange rates specified in www.u-map.eu/exchangerate.doc . If information is not available please fill in NA and comment in the 'comments'-section.
1 Total income	<input type="text"/> x1000 Euros	It should correspond to the total transfers to educational institutions from the following sources: <ul style="list-style-type: none"> • Direct public expenditures on educational institutions • Fees from households and students • Direct expenditures of other private entities (other than households) on educational institutions • Direct foreign payments to educational institutions
2 By type of activity		
Teaching:		
Direct basic government funding for teaching in Euros	<input type="text"/> x1000 Euros	This information refers to the government funding of teaching activities. Project based funding related to teaching activities (including innovation of teaching practice, inclusion of deprived groups) should be included. Funding for teaching hospitals (sometimes referred to as academic hospitals or university hospitals) is excluded from educational revenues, particularly all funding for patient care and other general expenses of academic hospitals, even if such expenses are paid by the education authorities. However, funding for teaching hospitals that is directly and specifically related to the training of medical personnel, is included.



Tuition fees from students in degree programs	<input type="text"/> x1000 Euros	The income from tuition fees refers to the net tuition fee income, excluding the tuition fees the institution has to transfer to the government. Fees paid for ancillary services lodging, meals, health services, and fees paid for other welfare services furnished to students by the educational institutions) should be excluded here (and should be included in 'other income')
Fees for courses organised within the framework of continuing professional development	<input type="text"/> x1000 Euros	CPD is the means by which members of professions maintain, improve and broaden their knowledge and skills and develop the personal qualities required in their professional lives, usually through a range of short and long training programs, some of which have an option of accreditation. This job-related continuing education and training refers to all organised, systematic education and training activities in which people take part in order to obtain knowledge and/or learn new skills for a current or a future job, to increase earnings, to improve job and/or career opportunities in a current or another field and generally to improve their opportunities for advancement and promotion. CPD activity is not part of the regular teaching activities supported through the institution's general grants and tuition fees paid by students enrolled in degree programs.
Research:		
Direct basic government funding for research	<input type="text"/> x1000 Euros	This category includes all amounts received as direct government funding ('core funding') by the institution through acts of a legislative body (i.e. ministry or national funding agency), except for competitive grants and contracts. The adjective "basic" or "core" means <i>recurrent</i> funding that is normally awarded each year. In many universities, the direct basic funding for research is part of the general institutional funds that the institution receives as an integrated amount (i.e. a 'block grant', or 'lump sum') for its education, research and other services. In that case, an estimate is to be provided for the part devoted (directly and indirectly) to research. The remaining parts then go under other categories, such as education. Any funding for the service function of academic hospitals should be excluded
European research programs	<input type="text"/> x1000 Euros	This category includes research funds administered by the European Commission, or – on its behalf - one of its bodies. The largest European research program is the Framework program (FP7), but there are also other research programs administered by the European Union that allocate funds to higher education institutions, such as European Structural funds. Please note: Funds awarded by the European Research Council (ERC) are included in the category "Research Councils" (below). Institutions outside Europe, or the



		European Union normally do not qualify for this funding and, consequently, will not report any funds here.
Other international research programs	<input type="text"/> x1000 Euros	This category includes revenues received from public bodies and agencies outside of the country in which the institution operates - as long as these revenues are for specific research projects and not awarded in the context of a European research program (see item "European research programs"). If the funds are administered by a research council from abroad, they should go under the heading "research councils" (below).
Research councils	<input type="text"/> x1000 Euros	Revenues from government agencies and other public bodies, awarded competitively for specific research projects carried out by the institution. This includes research projects funded through grants and contracts by research councils, ministries and other government agencies. Such grants and contracts are normally awarded after a peer review of research proposals submitted by (teams of) academics. Funds provided by the ERC are also included. Revenues from research councils such the French ANR, the NSF in the USA, or the Dutch NWO/SKO/KNAW should also go under this heading. In the German context, DFG would qualify as a Research Council. Research related project based funding has to be included in this category as well
Privately funded research contracts	<input type="text"/> x1000 Euros	All research income that is based on contracts that are not part of funding flows originating from governments (national, international, federal, regional) or other public organisations (e.g. Research Councils) is part of this category. Privately funded research includes research contracts and consultancies carried out for private (for-profit and not-for-profit) organisations, such as industry, medical charities, and private foundations – from the country itself or from abroad. Please note: donations and revenues from licensing and copyrighted products do not belong to this category and should be included in one of the categories for "Other activities".
Other activities:		
Licensing agreements	<input type="text"/> x1000 Euros	If a patent is given, the owner of the patent may grant a permission to a licensee to use the invention protected by the patent. In the license agreement the financial compensation the licensor will receive from the licensee is specified. Here we ask for the income your institution has received as licensor of the patents it holds.
Copyrighted products	<input type="text"/>	Revenues from products for which the institution holds the copyright.



	x1000 Euros	
Other sources like donations, other fees	<input type="text"/>	Income from charitable donations, interest, fees paid to institutions for ancillary services, rents paid by private organisations; and earnings from private endowment funds
	x1000 Euros	
3 By Source of income		
International sources	<input type="text"/>	Income from international sources, including subsidies and contracts for teaching and research, from both public and private international source
	x1000 Euros	
National sources	<input type="text"/>	including subsidies and contracts for teaching and research, from both public and private national sources (government, research councils, private contractors)
	x1000 Euros]	
Regional/local sources	<input type="text"/>	including subsidies and contracts for teaching and research, from both public and private regional sources public bodies, private contractors)
	x1000 Euros	
4 Comment	<input type="text"/>	text



Expenditure

Data Element	Options	Remark under ? sign
1 Expenditure		<p>This data category measures the expenditure of the institution in a calendar year (2010).</p> <p>All information refers to Euros. To convert data in different currencies to euro's, you may use the exchange rates specified in www.u-map.eu/exchangerate.doc. If information is not available please fill in NA and comment in the 'comments'-section.</p>
Total expenditure	<input type="text"/> x1000 Euro	<p>The total expenditure of the institution, including current expenditure and capital expenditure. Total expenditures include expenditures for educational services, research, knowledge transfer and other services.</p>
Breakdown by costcenter:		Please indicate what percentage of expenditure is dedicated to the activity mentioned
Teaching	<input type="text"/> %	<p>Expenditure on teaching activities, CPD activities excluded. Expenditure on management and organisation of teaching is to be included.</p> <p>Some institutions are engaged in teaching as well as research. This makes it difficult to single out teaching-related expenditure. In this case we only request an estimate of the share of teaching in the total activity.</p>
Research	<input type="text"/> %	<p>Expenditure on university hospitals are excluded. Expenditure on management and organisation of research is to be included.</p> <p>Some institutions are engaged in teaching as well as research. This makes it difficult to single out research-related expenditure. In this case we only request an estimate of the share of research in the total activity.</p>
Knowledge exchange	<input type="text"/> %	<p>The total amount of financial resources spent on the institution's knowledge transfer activity. Knowledge transfer, or knowledge exchange, includes research commercialization, activities organised within the framework of continuing professional development (CPD), the institution's regional engagement and other activities aimed at disseminating the knowledge and expertise of the institution to business, the public sector, cultural and community partners, and other societal entities. As such, knowledge transfer is broader and more encompassing than</p>



		technology transfer. Please indicate the percentage (estimated) of the institution's total expenditure dedicated to the knowledge transfer activity.
Other	<input type="text"/> %	The total amount of financial resources spent on activities other than teaching, research and knowledge transfer. Preferably, this category should be as small as possible, since most activities of the institution will directly or indirectly be related to either of these.
Are all staff on the payroll of the institution?	<input type="radio"/> yes <input type="radio"/> no	This question seeks to capture the extent to which an institution's staff carries out teaching and research duties on behalf of the institution while receiving a salary from a third party. If (a large amount of) staff is on the payroll of a ministry or regional government, this should be indicated (by means of a Yes/No answer).
Who owns the buildings?	<input type="radio"/> owned by the institution <input type="radio"/> mainly by the institution, some by other <input type="radio"/> mainly by others	<p>This question seeks to clarify the extent to which the institution is the prime responsible actor for maintaining and investing in its infrastructure. The answer to this question provides important contextual information for interpreting expenditure data. If the majority of the buildings are owned by the institution (e.g. in contrast to the government owning the buildings), this will have implications for its investment (fixed capital formation) and debt servicing.</p> <p>The extent to which the buildings are owned by the institution this should be indicated in the three answer categories, that is: (1) owned by the institution; (2) mainly by the institution, some by others; (3) mainly by others. In case of (2) and (3), please specify what types of costs are paid directly by external bodies.</p>
2 Full cost accounting		
Does the institution use full cost accounting in its external contracts?	<input type="radio"/> yes <input type="radio"/> no <input type="radio"/> in selected cases	Full cost accounting describes how goods and services should be priced to reflect their true costs.



3	Comment	<input type="text"/>
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Research and 3rd Mission

Data Element	Options	Remark under ? sign
1 Research		All information refers to the year 2010. If information refers to a different period please specify the reference year and add a comment in the 'comments'-section. If information is not available please fill in NA and comment in the 'comments'-section
Number of peer reviewed academic publications	<input type="text"/>	A count of peer reviewed publications of the institution. Peer review (also known as refereeing) is a process of subjecting an author's scholarly work, research, or ideas to the scrutiny of others who are experts in the same field, before a paper describing this work is published in a journal, book or conference proceedings
Number of professional publications	<input type="text"/>	A count of all publications published in journals/ books/ proceedings that are addressed to a professional audience and that can be traced bibliographically. These publications are not peer reviewed as in the category academic publications but need to comprise references to other publications.
Number of peer reviewed other research products	<input type="text"/>	This category includes exhibition catalogues, musical compositions, designs, and other artefacts that have underwent a process of peer review
2 Knowledge exchange		
The number of new patent applications filed by your institution	<input type="text"/>	A patent is a set of exclusive rights for a fixed period of time in exchange for a disclosure of an invention. The exclusive right granted is the right to prevent of exclude others from making, using, selling or offering to sell or importing the invention. In order to be patented an invention must be novel, useful and not of an obvious nature.
Number of concerts and exhibitions organised	<input type="text"/>	The question refers to concerts and exhibitions that are (co-)organized by your institution (or a department of it), that are registered as such and that are open to the general public.
The average annual number of start up firms established in the last three years	<input type="text"/>	The number of firms set-up as an independent business to exploit IP that has originated from within the higher education institution. The newly formed company



usually obtains the assets, intellectual property, technology, and/or existing products from the parent organization as a result of a licensing/transferring of technology. To reduce erratic fluctuations in spin-off activity, a three year average is requested. If data is available for one year only, please mention this.

