



# **Institutional Research, Glossary of Terms and Definitions**

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## Contents

Caveat.....	3
# .....	3
A.....	3
B.....	4
C.....	5
D.....	7
E.....	8
F.....	8
G.....	11
H.....	12
I.....	12
J.....	13
K.....	13
L.....	14
M.....	14
N.....	14
O.....	15
P.....	15
Q.....	16
R.....	17
S.....	17
T.....	20
U.....	21
V.....	21
W.....	21
X.....	22
Y.....	22
Z.....	22

## Caveat

This glossary includes universal terms and definitions that are most commonly used in the field of institutional research in higher education. Not all terms and definitions listed in this glossary are necessarily applicable to Qatar University at the time of preparation.

## #

**25th percentile:** The value of a variable below which 25% of observations fall. As an example, the 25% percentile of student scores is the score at which 25 percent of students submitting scores to an institution scored at or below and 75 percent are above it.

**75th percentile:** The value of a variable above which 25% of observations fall. As an example, the 75% percentile of student scores is the score at which 25 percent of students submitting scores to an institution scored above. For example, if the 75<sup>th</sup> percentile of an exam score is 500, this means only 25% of the students scored above this, and 75% scored below it.

## A

**Academic advisement:** Plan under which each student is assigned to a faculty member or a trained adviser, who, through regular meetings, helps the student plan and implement immediate and long-term academic and career goals.

**Academic year:** Begins at the start of the fall term and ends immediately after the summer term. (For graduation figures calculation, the academic year for graduates count begins at the start of summer and ends at the end of spring at Qatar University).

**Academic Dismissal:** A student who has been dismissed from Qatar University for failing to meet specific academic criteria such as the grade point average (GPA).

**Accelerated program:** Completion of a college program of study in fewer than the usual number of years, most often by attending summer sessions and/or carrying extra courses during the regular academic term.

**Award:** Something given to a person or a group of people to recognize their excellence in a certain field, such as awards for academic achievement, community service, etc. A research award for example is a financial assistance that provides support or stimulation to accomplish a public purpose.

**ACT:** Previously known as the American College Testing program, it measures educational development and readiness to pursue college-level coursework in English, Mathematics, Natural Science, and Social Studies. Student performance does not reflect innate ability and is influenced by a student's educational preparedness. The composite score and each test score (English, Mathematics, Reading, Science) ranges from 1 (low) to 36 (high). The composite score is the average of the four test scores.

**Admitted student:** Applicant who is offered admission to QU.

**Applicant:** An individual who has fulfilled the institution's application requirements to be considered for admission for any academic program at both the graduate and undergraduate levels.

**Application fee:** That amount of money that an institution charges for processing a student's application for acceptance. This amount is not creditable toward tuition and required fees, nor is it refundable if the student is not admitted to the institution. The fee is decided by the Board of Regents and can only be changed based on their approval.

**Alumni:** Former students who have graduated from Qatar University.

**Audit:** To attend a course without receiving academic credit.

## B

**Bachelor's degree:** An award (baccalaureate or equivalent degree) that normally requires at least 120 credits, intended to be completed in four years or more of full-time equivalent college-level work depending on program requirements.

**Board of Regents:** Appointed by an Emiri decree and functions as the supreme authority within the University. It is charged with setting out the overall policy of the University, monitoring its implementation, as well as providing general oversight of all its activities and systems. It shall exercise ultimate institutional authority as set forth in its Bylaws and in such other policy documents it deems to be appropriate.

## C

**Calendar system:** The method by which an institution structures most of its courses for the academic year. As an example; QU follows the semester system (Fall and Spring semesters, with an additional summer session).

**Census date:** A cut-off date that has been agreed on as a specific point in time of the year to collect data for monitoring purposes. Usually, the Student Census date falls on the day immediately following the drop and add deadline, while Staff and Faculty Census falls in the second week of October. However, other census dates can be specified based on data requirements.

**Chapters (Finance):** Classification of budget and actual expenditures according to the nature of the expenditure. Chapter 1 refers to salaries and benefits, chapter 2 refers to operating expenditures, chapter 3 refers to capital equipment and chapter 4 refers to capital projects (construction).

**Classification of Instructional Programs (CIP) code:** A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. As an example the CIP code 52.1401 refers to “Marketing/Marketing Management, General”.

**Classification (Students):** Undergraduate students pursuing a degree are classified according to their progress within that program (Freshman, Sophomore, Junior, and Senior).

**Class section:** An organized course offered for credit, identified by discipline and number, meeting at a stated time or times in a classroom or similar setting, and not a subsection such as a laboratory or discussion session. Undergraduate class sections are defined as any sections in which at least one degree-seeking undergraduate student is enrolled for credit.

**Class subsections:** Includes any subsection of a course, such as laboratory, recitation, and discussion subsections that are supplementary in nature and are scheduled to meet separately from the lecture portion of the course. Undergraduate subsections are defined as any subsections of courses in which degree-seeking undergraduate students enrolled for credit.

**Cohort:** A specific group of students who share common characteristics established for tracking purposes. As an example, one can refer to the cohort of students admitted in any specific semester or to the cohort of students on scholarship.

**Common Data Set (CDS):** A standard format used to collect most of the requested data. The CDS is organized around these topics: (A) general campus, (B) enrollment and persistence, (C) first-time, first-year (freshman) admissions, (D) transfer admissions, (E) academic offerings and policies, (F) student life, (G) annual expenses, (H) financial aid, (I) instructional faculty and class size, (J) degrees conferred, and (K) definitions.

**Concentration:** A field of specialization within a designated major.

**Contact hour:** A unit of measure that represents an hour of scheduled instruction given to students (usually 50 minutes of instruction time). Also referred to as clock hour.

**Continuing education participant:** An individual who is participating exclusively in individual continuing education unit activities.

**Continuing student:** A student who was registered at Qatar University in the previous term (or in the previous spring, if the current term is fall).

**Continuing professional education:** Programs and courses designed specifically for individuals who have completed a degree in a professional field (such as PharmD) to obtain additional training in their particular field of study.

**Credit:** Recognition of attendance or performance in an instructional activity (course or program) that can be applied for a recipient toward the requirements for a degree, diploma, certificate, or other formal award.

**Credit course:** A course that, if successfully completed, can be applied towards the number of courses required for achieving a degree, diploma, certificate, or other formal award.

**Credit hour:** An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

**Counseling service:** Activities designed to assist students in making plans and decisions related to their education, career, or personal development. This service is accessible to students at the Counseling Office or may be provided to them by their advisors.

**Cross-registration:** A system whereby students enrolled at one institution may take courses at another institution without having to apply to the second institution.

**CSI:** The College Student Inventory (CSI) identifies the individual strengths and challenges for each respondent, as well as their receptivity to interventions, early in the first term. This student survey provides data to make interventions more meaningful and relevant, before a student has made a decision to stay or leave

## D

**Deferred admission:** The practice of permitting admitted students to postpone enrollment, usually for a period of one academic term or one year.

**Degree:** An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.

**Degree-seeking students:** Students enrolled in courses for credit and are recognized by the institution as seeking a degree or formal award.

**Developmental courses:** Courses required of first-time freshmen students who do not achieve the required score in college placement tests (such as ACCUPLACER). These courses are required in order to develop competencies necessary for success in college level courses. See Foundation Courses.

**Diploma:** See Postsecondary award, certificate, or diploma.

**Direct Cost (DC, Research):** Expenses related directly to the performance of the project research activities.

**Distance learning:** An option for earning course credit at off-campus locations via cable television, internet, satellite classes, videotapes, correspondence courses, or other means. QU does not offer this option as a part of academic programs yet.

**Doctor's degree-research/scholarship:** A Ph.D. or any other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement.

**Doctor's degree-professional practice:** A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years.

**Double major:** Program in which students may complete two undergraduate programs of study simultaneously.

**Drop-out:** A student who left the institution.

**E**

**Early admission:** A policy under which students who have not completed high school are admitted and enroll full time in college, usually after completion of their junior year.

**Enrolled Students:** Students, both full-time and part-time, who are eligible to register in a term or semester. This category includes students who are either on leave of absence, or “no shows”, or active.

**Entering students:** Students, full-time and part-time, registering at the institution for the first time in a given term at a specific level. This includes all first-time students i.e. students transferring into the institution for the first time.

**Ethnicity:** Race classification.

**Exchange student program:** Any arrangement between a student and a college that permits study for a semester or more at another college without extending the amount of time required for a degree. See also Study abroad.

**Extracurricular activities:** Participation in both school and non-school-related activities of interest to the college, such as clubs, hobbies, student government, athletics, performing arts, etc.

**F**

**Faculty (Adjunct):** Professionals from the community/industry who are contracted by the University to perform teaching functions on a part-time basis. Rank is assigned based on the combination of credentials and professional experience.

**Faculty (Clinical):** Clinical faculty are faculty members whose strength lies in applied practice. They are hired at professional colleges to support teaching, clinical training, supervision, program development, and/or other areas of practical application, at the appropriate rank based on their qualifications and experience.

**Faculty (Instructional):** During a given semester, any faculty who is teaching at least one course as the primary instructor.

**Faculty (Part-time):** A faculty member from any rank who is employed as temporary faculty (including lecturers/TA's) to perform teaching duties and/or office work. A part-time faculty member must have the same qualifications as a full-time faculty member.

**Faculty (Regular):** Full-time individuals who hold full professional ranks and who are appointed by the University to fulfill the following functions and duties:

1. Teaching and scholarly endeavors
2. Program and course development
3. Student advisement
4. University and community services
5. Other functions and duties deemed necessary by the University

**Faculty (Visiting):** External faculty appointed by the University to perform specific academic functions and duties such as teaching, research, or program development for a specified time period. The term "visiting" is used for persons primarily identified with another institution of higher education. A visiting faculty may be employed for a year, a semester or for a specified period of time.

**Faculty rank:** Titles (ranks) of faculty are: Professor, Associate Professor, Assistant Professor, Lecturer, and Emeritus Professor. Additional ranks may be created after the approval of the Board of Regents.

**Fall cohort:** The group of students entering in the fall term established for tracking purposes. For the Graduation Rates component, this includes all students who enter an institution as full-time, first-time degree or certificate-seeking undergraduate students during the fall term of a given year.

**Fall term:** The part of the academic year that usually begins in September.

**Fifth-year undergraduate:** Students enrolled in programs which normally take five years to complete, e.g., some engineering programs or medical technology degrees. This does not describe a student who takes five years to complete a four-year degree.

**Financial aid:** Grants and assistantships provided to eligible students to meet expenses in one of the following: monthly financial aid, lump sum financial aid, partial OR full settlement of tuition fees, housing fees, transportation fees and laptop loans.

**First professional degree:** An award in one of the following fields: law (LLB, J.D.), Pharmacy (BPharm, PharmD).

**First-time Applicant:** Applicants who have never attended a university or who have not earned at least 24 credit hours at a university and who are applying to Qatar University as either Foundation Program or Undergraduate applicants.

**First-time student:** A student attending any institution for the first time at the level enrolled. Includes students enrolled in the fall term who attended a postsecondary institution for the first time at the same level in the prior summer term. Also includes students who entered with advanced standing (college credit earned before graduation from high school).

**First-time, first-year (freshman) student:** A student attending any institution for the first time at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).

**First year professional student:** A student who has been accepted into a program leading to the JD or PharmD.

**First-year student (Undergraduate):** A student who has completed less than the equivalent of 1 full year of undergraduate work; that is, less than 30 semester hours.

**Freshman:** A first-year undergraduate student who has earned less than 30 semester credit hours.

**Freshman/new student orientation:** Orientation addressing the academic, social, emotional, and intellectual issues involved in beginning university life. May be a few hours or a few days in length; at some colleges, there is a fee for this service.

**Full-time student:** A student enrolled for 12 or more semester credits at the undergraduate level, or a student enrolled for 9 or more semester credits at the Master's level. Students enrolled at the PhD, PharmD, Diploma and Certificate levels are all considered to be full-time students.

**Fiscal year:** Usually beginning 1<sup>st</sup> April and ends on 31<sup>st</sup> March of the following year.

**Foundation Program:** An academic entry program designed to bridge any potential gaps between the student's minimum academic skills upon graduating from secondary school and the academic level needed to be successful at the University level. The Foundation Program focuses on improving the basic skill levels of the student in English and Mathematics literacy.

**FTE headcount:** In some clearly stated instances and for calculation purposes, the FTE headcount is calculated as the number of full-time students or staff or faculty plus 1/3 the number of part-timers.

**FTE of students (Full-time equivalent):** Is a single value providing a meaningful combination of full time and part time students. Equals the student's attempted hours divided by the number of hours considered to be full-time for a student at that level (30 hours per academic year for undergraduate, 18 hours per academic year for graduate).

**FTE Faculty (Full-time equivalent):** Is a single value providing a combination of full time and part time faculty. Equals the sum total of hours taught divided by the number of hours considered to be full-time for a faculty (21 hours per academic year).

**FTE staff (Full-time-equivalent):** Is calculated by summing the total number of full-time staff from the Employees by Assigned Position (EAP) component and adding one-third of the total number of part-time staff.

**Full-time student (undergraduate):** A student enrolled for 12 or more semester credits.

**Full-time student (graduate):** For reporting purposes, a student enrolled for 9 or more semester credits.

**Funds Management Agreement (FMA, Research):** Terms and conditions that govern awards.

## G

**Grade-point average (academic high school GPA):** The sum of grade points a student has earned in secondary school divided by the number of courses taken. The most common system of assigning numbers to grades counts four points for an A, three points for a B, two points for a C, one point for a D, and no points for an E or F. Un-weighted GPA's assign the same weight to each course. Weighting gives students additional points for their grades in advanced or honors courses. In Qatar University, the high school GPA/score is calculated as an average out of 100.

**Grade-point average (GPA):** Every letter grade has grade points corresponding to it. These constitute the basis for calculating the Grade Point Average (GPA). The total number of grade points earned for each course is calculated by multiplying the number of credit hours assigned to the course by the number of grade points corresponding to the letter grade received as shown above. The overall GPA is determined by dividing the total number of grade points accumulated for all courses by the number of credit hours attempted. The GPA is an indicator of the student's overall academic performance at QU. It is worth noting that each semester has a GPA, and all earned courses have another GPA known as the cumulative GPA.

**Graduating Students Clearance Procedure:** Communication through the Students Helpdesk Section via email with the Colleges and Departments to make sure there are no liabilities on graduates towards the university before the distribution of graduation statements.

**Graduate assistants:** Graduate-level students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research.

**Graduate student:** A student who holds a bachelor's or first professional degree, or equivalent, and is taking courses at the post-baccalaureate level.

**Graduation rate:** This rate is calculated as the total number of graduates within 150% of normal time divided by the revised cohort minus any allowable exclusions.

## H

**Headcount:** Is the actual number of students, staff or faculty regardless of their full-time/part-time status.

**High school diploma or recognized equivalent:** A document certifying the successful completion of a prescribed secondary school program of studies.

**Honors Program:** Any special program for very able students offering the opportunity for educational enrichment, independent study, acceleration, or some combination of these.

**Hold:** To prohibit students from certain actions such as registration online for any classes because of a reason, such as, not paying fees.

## I

**IB or International Baccalaureate:** The IB Diploma Program (DP) is an academic program of education with final examinations, that prepares students, aged 16 to 19, for success at university. The program has gained recognition and respect from the world's leading universities.

**IELTS or International English Language Testing System:** Is an international standardized test of English language proficiency. It is jointly managed by University of Cambridge ESOL Examinations, the British Council and IDP Education Pty Ltd,[1] and was established in 1989.

**Independent Study:** Academic work chosen or designed by the student with the approval of the department concerned, under an instructor's supervision, and usually undertaken outside of the regular classroom structure.

**Indirect Cost (IDC, Research):** Institutional expenses that are not readily identified with a research project implementation.

**Instructional Activity:** The provision of coursework to students.

**Integrated Postsecondary Education Data System (IPEDS):** Conducted by the NCES, this began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a Program Participation Agreement with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a web-based data collection system. IPEDS currently consists of the following components: Institutional Characteristics (IC); 12-month Enrollment (E12); Completions (C); Human Resources (HR) composed of Employees by Assigned Position (EAP), Fall Staff (S), and Salaries (SA); Fall Enrollment (EF); Graduation Rates (GRS); Finance (F); and Student Financial Aid (SFA).

**Intellectual Property (IP, Research):** Intangible rights to, or tangible embodiment of, any work or invention. Intellectual property can be protected by various patent, copyright, database right, trademark, trade secret, mask work, plant variety protection, and other property laws and treaties.

**International student:** For reporting purposes, a student who is not a citizen or national of the State of Qatar. International students who are in this country on a student visa issued by the University are considered to be Out of the Country International Students.

**International Student Support Group:** Student groups that facilitate cultural dialogue, support a diverse campus, assist international students in acclimation and creating a social network.

**Internship:** Any short-term, supervised work experience (on-campus or off-campus) usually related to a student's major field, for which the student earns academic credit. The work can be full- or part-time, on- or off-campus, paid or unpaid.

**Invention (Research):** Includes any discovery, invention, process, method, composition of matter, know-how, design, model, machine, computer software and hardware, technological development, biological material, strain, plant, chemical, variety, culture of any organism, and records or research. It also includes any portion, modification, translation, or extension of these items.

## J

## K

**KBE-Classified Majors (Knowledge Based Economy Majors):** Majors that contribute to the knowledge based economy and that fall under one of the following 5 categories: "Engineering, Manufacturing & Construction", "Health and Welfare", "Life science and Physical Science", "Math and Computer Science", "Social sciences, Business, Law, and Services".

**Key Investigator (KI, Research):** Member of the research team involved in the scientific development and in the execution of a project.

**Key Performance Indicator (KPI):** is an industry jargon for a type of performance measurement. An organization may use KPI's to evaluate the success of a particular activity in which it is engaged. Sometimes success is defined in terms of making progress towards strategic goals.

## L

**Learning center:** Center offering assistance through tutors, workshops, computer programs, or audiovisual equipment in reading, writing, math, and skills such as taking notes, managing time, taking tests.

**Legal services:** Free or low cost legal advice for a range of issues (personal and other).

**Level:** Refers to a student's educational level at the institution (Foundation, Undergraduate, Master's, Doctoral, Certificate, Diploma, etc.)

## M

**Major:** A student's main field of specialization. The university department offering the major defines specific required courses along with a certain number of electives required for that major.

**Master's degree:** An award that requires the successful completion of a program of study of generally one or two full-time equivalent academic years of work beyond the bachelor's degree.

**Master's candidate:** A student who has been formally admitted to graduate school for the purpose of pursuing a Master's degree.

**Matriculation:** Registration and enrollment at Qatar University.

**Minor:** A student's secondary field of specialization, subordinate to a student's major.

**Model United Nations:** A simulation activity focusing on conflict resolution, globalization, and diplomacy. Assuming roles as foreign ambassadors and "delegates," students conduct research, engage in debates, draft resolutions, and may participate in a national Model UN conference. QU does not currently participate in this program.

## N

**National Center for Education Statistics (NCES):** In the Institute of Education Sciences, this is the statistical agency of the U.S. Department of Education and the primary federal provider of education statistics on the condition of American education.

**Nationality:** For reporting purposes, students, staff and faculty are mostly categorized according to their citizenship/nationality.

**Noncredit course:** A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.

**Non-degree-seeking or non-degree student:** A student enrolled in courses for credit and is not recognized by the institution as seeking a degree or formal award.

**Non-professional staff:** Employees of an institution whose primary function or occupational activity is classified as one of the following: technical and paraprofessional; clerical and secretarial; skilled crafts; or service/maintenance.

**NSSE:** The National Survey of Student Engagement was conceived in early 1998 as a new approach to gathering information about collegiate quality on a national basis, using a specially developed survey of good practices in undergraduate education.

## O

**Off-campus housing:** Any housing facility that is occupied by students but is not owned or controlled by the educational institution.

**Off-campus facility:** A teaching facility located some distance away from the educational institution which operates it (i.e., the University Farm).

**On-campus housing:** Any residence halls owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes.

**On-campus day care:** Licensed day care for students and children of employees (usually age 3 and above); usually for a fee. At QU, day care is provided for children of faculty and staff only.

**Open admission:** Admission policy under which virtually all secondary school graduates are admitted without regard to academic record, test scores, or other qualifications.

**Other expenses (costs):** Include average costs for clothing, laundry, entertainment, medical (if not a required fee), and furnishings. Used when estimating/computing the total expenses of students during their course of study (in addition to tuition, housing, meal plans, other fees, etc.).

## P

**Parent:** Any student's relative: mother, father, spouse, and sibling.

**Part-time instructional faculty:** A part time faculty is a faculty member from any rank who is employed for partial work load. A part-time faculty member performs the duties and responsibilities of a full-time faculty member, but with a reduced load. A part-time faculty member must have the same qualifications as a full-time faculty member.

**Part-time student (undergraduate):** A student enrolled for fewer than 12 credits per semester.

**Period-exceeding students:** Current students who have exceeded the studying years according to the university rules and regulations.

**Persistence:** A student's continuation behavior leading to graduation. Persistence refers to combined retention and graduation.

**Personal counseling:** One-on-one or group counseling with trained professionals for students who want to explore personal, educational, or vocational issues.

**Post-Baccalaureate Diploma:** An award that requires completion of an organized program of study beyond the bachelor's, designed for persons who have completed a baccalaureate degree but do not meet the requirements of academic degrees carrying the title of master.

**Post-baccalaureate student:** A student with a bachelor's degree who is enrolled in graduate-level or first-professional courses.

**Primary Instructor:** The instructor who is in charge of the course and has instructional contact with students in the course and grade-sheet authority.

**Primary Services:** Supervises the following services provided for QU students: Transportation, Copy and Print, Student Campus Card, Locker, Lost and Found and Students Car permit, in addition to supervising the Bookstore and the Internet Lounges.

**Professional staff:** Employees of an institution whose primary function or occupational activity is classified as one of the following: faculty; executive, administrative, managerial or other professional.

**Professional Degree:** Refer to First professional degree

**Program:** A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.

**Public institution:** An educational institution whose programs and activities are operated by publicly elected or appointed officials, and which is supported primarily by public funds.

## Q

## R

**Race/ethnicity:** Category used to describe groups to which individuals identify with or belong to, in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group.

**Readmitted Student:** A student who has attended Qatar University in the past and is reapplying for admission.

**Registered Student:** An admitted student who is effectively registered in one or more courses at the institution on the Census date.

**Remedial Program:** Refer to Foundation Program.

**Request for Proposal (RFP, Research):** Document issued by a funding agency highlighting the guidelines, eligibility, and policies for participating in a specific cycle.

**Required Fees:** Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does NOT pay is the exception. Do not include application fees or optional fees such as lab fees or parking fees.

**Resources Room for Students with Special Needs:** As a support service and learning room provided to QU students with various special needs; it is facilitated with packages of assistive technology, software, hardware, tools, and devices.

**Retention Rate:** Is calculated as the percentage of returning students from a Fall cohort of first-time, first year, full time freshman students the next Fall.

**Research Faculty:** Faculty whose primary function or occupational activity is conducting research and who hold academic titles of professor, associate professor, assistant professor, or titles such as research associate or postdoctoral fellow. Includes deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or equivalent) if their principal activity is research.

**Room and board (charges):** Student housing and board: assume double occupancy in institutional housing and 21 meals per week.

## S

**Salaries and wages:** Amounts paid as compensation for services to all employees—faculty, staff, part time, full time, regular employees, and student employees. This includes regular or periodic payment to a person for the regular or periodic performance of work or a service and payment

to a person for more sporadic performance of work or a service (overtime, extra compensation, summer compensation, bonuses, sick or annual leave, etc.).

**SAT:** Previously known as the Scholastic Aptitude Test, this is an examination administered by the Educational Testing Service (ETS) and used to predict the facility with which an individual will progress in learning college-level academic subjects.

**Scholarships:** Grants-in-aid, trainee stipends, tuition and fee waivers.

**Secondary school record:** Information maintained by the secondary school that may include such things as the student's high school transcript, class rank, GPA, and teacher and counselor recommendations.

**Semester calendar system:** A calendar system that consists of two semesters during the academic year with about 16 weeks for each semester of instruction. There may be an additional summer session.

**Stop out:** A student who left the institution and returned at a later date.

**Students Campus Card:** A one card that can be used on campus not only as an identification card but also for accessing the University facilities including the residency halls, labs, Internet rooms, sport facilities such as the gym and the swimming pool, and to benefit from the services provided by the university such as purchasing textbooks with 50% off for the student who carry the campus card, borrow from library, use the copy and print center, have the locker and off – campus student can have discount in some of the shopping stores”

**Student-to-faculty ratio:** The ratio of FTE students to FTE instructional staff, i.e., students divided by staff. Each FTE value is equal to the number of full-time students/staff plus 1/3 the number of part-time students/staff.

**Student with Special Needs:** A student who has one or more of the following special needs is serviced by QU Special Needs Section: physical impairment; visual impairment; speech and language disorder; dyslexia; hearing difficulties (but not totally deaf); students who suffer from temporary disability such as temporary diseases or accidents injury.

**Study abroad:** Any arrangement by which a student completes part of the college program studying in another country. Can be at a campus abroad or through a cooperative agreement with some other college or an institution of another country.

**Summer session:** A summer session is shorter than a regular semester and not considered part of the academic year. It is not the third term of an institution operating on a trimester system or the fourth term of an institution operating on a quarter calendar system. The institution may have 2 or more sessions occurring in the summer months.



## T

**Talent/ability:** Students with demonstrated talent/abilities in various areas of interest (e.g., sports, the arts, languages, etc.).

**Teacher certification program:** Program designed to prepare students to meet the requirements for certification as teachers in elementary, middle/junior high, and secondary schools.

**Terminal Degree:** Is the highest academic degree in a given field of study. Ph.D.'s and professional degrees are the most commonly known terminal degrees in most academic fields of study. However, as an example, MFA's and M.Arch (Master's in Fine Arts and Master's in Architecture) are also considered terminal degrees.

**Test of English as a Foreign Language (TOEFL):** The standardized test designed to determine an applicant's ability to benefit from instruction in English.

**Textbooks and supplies (costs):** Average cost of textbooks and supplies. Do not include unusual costs for special groups of students (e.g. engineering or art majors), unless they constitute the majority of students at your institution.

**Transfer applicant:** An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has previously attended another college or university and earned college-level credit.

**Transfer student:** A student entering the institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate). The student may transfer with or without credit.

**Transient student:** Refer to Visiting Student.

**Transportation costs:** Assume two round trips to student's hometown per year for students in institutional housing or daily travel to and from the institution for commuter students.

Qatar University provides two types of transportation services:

- External transportation to attend University with a subsidized rates
  - For female students: to and from their private residence.
  - For all students: to participate in educational and activities trips off campus.
- In-campus transportation as free service
  - Scheduled shuttle service: Campus Express.
  - Unscheduled shuttle service at the request of instructional departments to participate in educational activities directly related to the curriculum.

**Trimester calendar system:** An academic year consisting of 3 terms of about 15 weeks each.

**Tuition and fees (charges):** The amount of tuition and required fees covering a full academic year most frequently charged to students. These values represent what a typical student would be charged and may not be the same for all students at an institution.

**Tutoring:** May range from one-on-one tutoring in specific subjects to tutoring in an area such as math, reading, or writing. Most tutors are college students; at some colleges, they are specially trained and certified.

## U

**Unit:** A standard of measurement representing hours of academic instruction (e.g., semester credit, quarter credit, contact hour).

**Undergraduate:** A student enrolled in a four- or five-year bachelor's degree program, an associate degree program, or a vocational or technical program below the baccalaureate level.

**Unduplicated count:** The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled.

**Utilization rates:** Classrooms utilization rates are calculated based on room occupancy, for example considering 8 hours per day as 100% utilization.

## V

**Visiting student:** A student who is regularly enrolled and in good standing at another institution and is taking a course at Qatar University for which credit will be transferred to his/her regular institution.

**Volunteer work:** Students who have participated in any activity done on a voluntary basis (e.g., tutoring, hospital care, working with the elderly or disabled) as a service to the community or the public in general.

## W

**Wait list:** List of students who meet the admission requirements but will only be offered a place in the class if space becomes available.

**Work experience:** Students who have been employed prior to application, whether for relevance to major, demonstration of employment-related skills, or as explanation of student's academic and extracurricular record.

**X**

**Y**

**Z**