

## GLOSSARY OF TERMS AND DEFINITIONS

### Calendar

**Fiscal year:** 1 April to 31 March

#### **Academic year:**

**UBC:** The Academic Year (1 September - 31 August) is divided into Winter and Summer Sessions. The Winter Session Term 1 runs from September through December and Term 2 runs from January through April. The Summer Session Term 1 runs from early May through July and Term 2 runs for 6 weeks commencing in early July.

Note: Medical students' programs can overlap normal sessions in a particular academic year. To overcome this difficulty, and as all are full-time students, UBC skips the step of calculating total credits and dividing by the normal load, and simply counts one medical student as one FTE rather than compute the complex normal load of medical students.

**SFU:** The Academic Year is divided into three semesters of equal length. The Fall Semester runs from September through December; the Spring Semester from January through April and the Summer Semester from May through August. In addition to the regular programming in the Summer Semester, programs are also run in an Intersession (May - June) and Summer Session (July - August).

**UVIC:** The Academic Year (1 September - 31 August) is divided into the Winter Session and Summer Studies. The Winter Session first term runs from September through December and the second term from January through April. Summer Studies runs from May through August and there are multiple program start dates and durations.

**UNBC:** The Academic Year (1 September - 31 August) is divided into Fall, Winter and Summer Semesters. The Fall Semester runs from early September to mid-December. The Winter Semester runs from early January to late April. In the Summer Semester, the university may offer courses with varying start dates and durations.

**RRU:** The Academic Year (1 September – 31 August) is divided into four quarters as follows:

- Fall – September 1 – November 30
- Winter – December 1 – February 28/29
- Spring – March 1 – May 31
- Summer – June 1 – August 31

#### **Type of Courses:**

##### **Credit:**

Academic course(s) recognized for credit towards a university degree or other academic credential (diploma, certificate).

Students registered with the OLA, in UBC, SFU, UVIC and UNBC courses listed in the BCOU calendar are eligible. (January 1985) (June 1994)

##### **Non-Credit:**

Courses/seminars etc. undertaken for general interest and not for credit toward a university degree or other academic credential.

Enrolments associated with non-credit courses and Auditors in credit courses are not included in the TUDBASE Reports.

### **Level of Study:**

**Undergraduate:** A student whose program of credit studies leads to an undergraduate bachelor or first professional degree or other undergraduate credential (diploma, certificate) or students who are not pursuing a credential who take these courses for credit.

**Undergraduate Year Level:** Year level is relevant for the calculation of WFTE for degree registrants in the Faculties of Arts and Education where lower level students are weighted 1.0 and upper level students as 1.5 and in General Studies where lower level students are weighted 1.5 and upper level students as 1.75.

Note: At UBC the year level of a student is entered at the faculty level. The university WFTE calculations accept the year level as given. UBC is undercounting their WFTE to the extent that students are not promoted to the next year level by the faculty, despite the accumulation of credits. Also, Diploma students, while they may be recorded with a year level = '0', are taking upper year courses and should be counted as 'upper years'.

The SFU and UNBC calculations are based on the accumulation of credit hours (c.h.).

For students admitted to SFU without a degree, and for all students in certificate programs,

- Year 1 is  $\leq 30$  (c.h.)
- $30$  (c.h.)  $\leq$  Year 2  $\leq 60$  (c.h.)
- $60$  (c.h.)  $\leq$  Year 3  $\leq 90$  (c.h.)
- $90$  (c.h.)  $\leq$  Year 4

For students admitted with a degree, or pursuing a post-baccalaureate diploma, year level is based on credit hours completed as follows:

- Year 3  $\leq 30$  (c.h.)
- $30$  (c.h.)  $\leq$  Year 4

All PDP students are defined as Year level 4.

UVIC uses units to determine year level:

- Year 1 is 0 - 12 units,
- Year 2 is 13 - 27 units, etc.

This method over counts WFTE in Arts relative to the others in that students with more than 27 units are automatically in Year 3 while to be comparable with SFU and UNBC, it would be 30 units.

**Graduate:** A student with an undergraduate degree, registered with the Faculty of Graduate Studies, whose academic program leads to a masters or doctoral degree. Students who are admitted but with provisional/qualifying standing are classified as graduate students.

**Joint Programs (undergraduate/graduate):** UBC counts students in joint programs (LLB/MBA, MD/PHD) as being in the graduate portion of their joint program (i.e. they are not prorated). UVIC counts the student in joint programs in the program in which the student has the latest registration date.

### **Course Credits:**

**Units:** are a measure of academic credit value assigned to a credit course in a sessional or term operation at UVIC. A full undergraduate course lasting two terms generally represents 3 credit units, while a course offered for one term generally represents 1.5 credit units.

**Credits:** are a measure of academic credit value assigned to a credit course at UBC, SFU or UNBC. A full undergraduate course lasting two terms/semesters generally represents 6 credits, while a course offered for one term/semester generally represents 3 credits.

### **Enrolments:**

**Headcount:** The number of individual students registered for study in a given term/semester. Undergraduate students registered in co-op work term placements are reported as full-time (UVIC, UNBC) and based on the credit value of the co-op work placement (UBC). At SFU, undergraduate co-op students and graduate students classified as "on-leave" are reported as part-time but both groups have an FTE of zero. Graduate students registered in graduate co-op programs on work term placements are reported in headcount reports but are assigned an FTE of 1/3.

### **Headcount Reporting Dates:**

Fall -- UBC (Nov. 1), SFU (Oct. 1), UVIC (Nov. 1), UNBC (Nov. 1), RRU (Nov. 1)

Note: At UBC, guided independent students are counted only once in the session they first register for a course. Repeat registrations in an uncompleted course are not counted.

**Full-time/Part-time:** An undergraduate student who is enrolled for 12 or more units in a winter session (UVIC) or 12 or more credits in a given term/semester (UBC/SFU/UNBC) is defined as full-time. At RRU a student who is registered in a program of study (certificate, diploma or degree) is defined as full-time. A student registered in an individual course or courses but not a full program of study is defined as part-time.

Note: For winter session UVIC defines full and part-time over the entire eight month session. A student taking a "full-time" load of six units in one term only would be counted as part-time for the session. Full-time and part-time are not defined for the summer session.

For TUPC reporting purposes:

- All doctoral students, who are not on-leave, are counted as full-time students (May 1991)
- A masters student who is enrolled in only one course in a semester and is not working on his or her thesis, project or extended essay in that semester is counted as a part-time student in that semester. Masters students who are not registered in a course(s) are not counted. Other students, who are not on-leave, are counted as full-time students. (February 1991)

**Normal Full-time Course Load:** is the standard number of credits/units required in a year for normal progression in a degree program. For most undergraduate general degree programs in Arts & Sciences, this represents 15 units or 30 credits per year. For certain programs and years within programs, the number of credits or units may be more than the "normal" amount and it is this number which is to be used in calculating FTE.

At RRU, which operates on a quarter system, four quarters are equivalent to two years of full-time study. As program credits vary depending on the delivery model (i.e. online and compressed 12 month on-campus) as well as the year of offering, 30 credits per year is used as the basis in calculating undergraduate FTE.

Note: UBC has five exceptions to this Normal Load and FTE calculations where there are some programs where their central system cannot handle the detail required.

1. Teacher Education (elementary) in the accelerated one year program. The two year program comprises 35 credits per year. The one year program consists of 50 credits in the winter session, followed by 11 credits in the summer session. Their system uses a normal load of 35 credits in winter session and 30 credits in summer session. Therefore one full-time teacher education student in the accelerated program is counted as:

- Winter 50 credits FTE =  $50/35 = 1.43$
- Summer 11 credits FTE =  $11/30 = 0.37$
- Total FTE = 1.80

The funding documents for Teacher Education Expansion count these students as 2.03 FTE (61 credits = 2.03). If they were to use the two year program as the norm for normal load, they would be counted as 1.74 FTE.

A similar situation exists for the secondary teacher education program. The current method should be fine if we accept the rule for summer normal load in 3 below.

2. Engineering students normal loads differ by program and year level. This results in too much detail for the system to record. The I.A. Office makes manual adjustments to the FTE computed by using the system normal load, in an attempt to approximate the total FTE by year level for engineering. The adjustments do not result in final FTEs which are exactly as they would be had they followed the definition in detail, but the effective loads are usually within 5% of the actual loads.

3. A long-standing convention in calculating FTE at UBC has been to use a normal load of 30 credits for all summer session students. Since the vast majority of undergraduates taking summer courses are in programs with 30 credit normal loads, the effect is small. However, to the small extent that students in high load programs (particularly engineering) take summer courses, we are over counting the FTE.

4. Medical residents take no credit courses; they are counted as one FTE when they are registered via the mechanism set up between the Registrar and the Medical school. The Registrar will confirm that there is documentation on each student who is registered. The medical school should confirm that an auditor would in fact find a one to one match between the numbers on the Student Information System and people at the hospital who are full fledged residents.

5. Honours students have higher program loads, but UBC has always used the regular program load as divisor. Technically this over counts FTE.

**Full-time Equivalent Enrolments (FTE):** FTEs are collected by program of study and provide a measure of total student enrolment by program. FTE are reported on a fiscal year basis.

For undergraduates, one FTE represents the equivalent of a normal full-time course load in a given year. Units or credits taken by all students (both full and part-time) in a given program and year level are divided by the applicable full-time load to determine FTE enrolments. The undergraduate total for each term/semester represents the sum of the calculated FTE of all programs and course levels.

For undergraduates, the "normal" academic year is two terms/semesters. Thus on an annualized basis each term/semester FTE is the equivalent of 1/2 an annualized FTE. A student who enrolls in a "normal" course load for the three terms/semesters in a year would generate 1.5 FTE.

For graduate students, the "normal" academic year is three terms/semesters of attendance. The annualized FTE attributed to each graduate student is determined as follows:

1. Determine whether the student is full-time, part-time, or on-leave in each of the three terms/semesters in a fiscal year according to the full-time/part-time definitions for TUPC reporting purposes under the earlier section on "Enrolments".
2. Attribute 1/3 of an FTE to each full-time term/semester of attendance, 1/9 to each part-time semester, and zero to each on-leave semester.

Thus a student who is full-time in all three terms/semesters generates  $(1/3+1/3+1/3) = 1$  FTE. A student who is full-time for one semester, part-time for the second, and on-leave for the third generates  $(1/3+1/9+0.0) = 4/9$  or 0.44 FTE.

**FTE Reporting Dates (Fall, Winter/Spring, Summer (2) only):** Data are collected differently at each university depending on the structure of the academic year. However, for TUDBASE reporting purposes the figures are summed and reported as an annual figure on April 15.

- Fall -- UBC (Nov. 1)\*, SFU (Nov. 1), UVIC (Nov. 1)\*\*, UNBC (Nov. 1)
- Winter/Spring -- UBC (Mar. 1), SFU (Mar. 1), UVIC (Mar. 1), UNBC (Mar. 1)
- Summer (1)\*\*\* SFU (Jun. 15), UNBC (Jun. 15)
- Summer (2)\*\*\* UBC (Aug. 1), SFU (Aug. 1), UVIC (Aug. 1), UNBC (Aug. 1)

\* UBC provides an estimate of annualized FTE.

\*\* UVIC provides an estimate based enrolments in full and half year courses.

\*\*\* Summer (1) and Summer (2) sessions include a number of programs with different start and finish dates within the periods and FTE calculations take these into account in developing the enrolments generated during these periods.

**International Students:** International students are included in the FTE calculations. International students must have a "Student Visa" in order to enrol. (In the case of those attached to the diplomatic corps a "Visitor's Visa" is accepted).

*Students who are enrolled on a full-cost recovery basis are excluded from the FTE calculations.*

**Equivalent Enrolments Taught (EET):** EETs are collected by faculty and provide a measure of the instructional load provided by each Faculty. As students from different Faculties can be enrolled in the same course, FTEs do not permit comparisons of instructional services provided by each Faculty. As EETs, financial and faculty data are collected by faculty, permitting analysis regardless of program of study.

For undergraduates, one EET is a measure of the amount of instruction each academic unit provides for both its own students and for students majoring in other faculties. On a fiscal year basis, each undergraduate EET represents 15 units or 30 credits of instruction. At RRU, which operates on a cohort model, one EET is the equivalent of one FTE undergraduate student for the entire fiscal year.

For graduates, one EET represents the instructional load associated with the equivalent of one FTE graduate student for the entire fiscal year.

## **Faculty:**

**Full-time Faculty:** Are those reported to Statistics Canada in October of each year. They are reported as the headcount as of Oct. 1 of those faculty members holding a full-time academic appointment at the university and may include both sessional (contractually limited) and regular (continuing) appointees. Faculty on paid or unpaid academic leave are included; visiting faculty are excluded as are those faculty (fractional if applicable) paid from other than university general purpose operating funds.

**Full-time Equivalent (FTE) Faculty:** Are the number of authorized continuing faculty positions (as included in the approved budgets) plus the full-time equivalency of the salary dollars budgeted for part-time, visiting and sessional positions. The divisor used to convert the dollars budgeted for other than regular positions is 60 percent of the average professorial salary (career ranks of full, associate and assistant professor excluding administrative stipends and medical and dental faculty salaries).

## **Expenditures:**

**Direct Academic Expenditures:** Represents the sum of those fiscal year expenditures of the various organizational units (Faculties/Schools) which are considered to be directly related to student instruction and research activities and include for all sessions/semesters in the fiscal year:

- Salary, stipends and employment benefits of faculty and related support staff (e.g. technicians and secretaries)
- Non-staff academic department costs (e.g. laboratory supplies)
- Internal grants to faculty for travel and research assistance
- Distance education, extra-sessional credit course expenditures are to be distributed back to the Faculties

**UNIVERSITIES DATABASE FOR BRITISH COLUMBIA  
NOTES / DEFINITIONS / TERMINOLOGY  
ACADEMIC ORGANIZATION: FACULTY**

As autonomous institutions, in their academic development universities establish those academic Faculties they consider appropriate to best fulfill their particular academic mission. Building on existing strengths and opportunities and recognizing the uniqueness and special nature of its degree programs, the Faculties represent a particular grouping of its smaller academic units (departments, schools, centres, institutes). This organizational autonomy often results in variations in the composition of similarly named Faculties at each university.

[British Columbia Universities]

The following explanatory notes are intended to highlight differences in the academic organizational Faculty structure of the British Columbia universities. Numbered to coincide with the numerical references in each of the enclosed tables disclosing information at the Faculty level, the notes should be read in conjunction with the tables.

**(1) Applied Sciences [represents]:**

- UBC - Schools: Architecture & Landscape Architecture, Nursing and Faculty of Engineering
- SFU - Schools: Computing Science, Engineering Science, Kinesiology, Resource and Environmental Management, Department of Communication
- UVIC - Faculty of Engineering

**(2) Arts:** In addition to those departments normally aligned as arts, the following are included:

- UBC - Schools: Social Work, Family Nutritional Sciences, Library, Archival and Information Studies. Departments: Fine Arts
- SFU - Schools: Criminology, Centre for the Arts, Division of Interdisciplinary Studies

**(3) Humanities and Social Sciences [UVIC only] represents:**

- Discipline groupings within Faculty of Arts & Science.
- Includes 12 departments in Humanities and 7 departments in Social Sciences

**(4) Fine Arts [UVIC only] represents:**

- Schools: Music
- Departments: Creative Writing, History in Art, Theatre, Visual Arts

**(5) Human & Social Development [UVIC only] represents:**

Schools: Child Care, Nursing, Public Administration, Social Work, and the Health Information Science Program.

**(6) Graduate Studies [UBC only] represents:**

School of Community and Regional Planning

**(7) UNBC Faculties:**

- Arts & Science includes Anthropology, Chemistry, Computer Science, First Nations studies, History, Interdisciplinary Studies, Mathematics, Physics, Women's and Gender Studies, General Arts, General Science
- Health & Human Sciences -- includes Nursing, Psychology, Social Work Community Health, Education
- Management & Administration -- includes Business Administration, Economics, International Studies, Political Science
- Natural Resources & Environmental Studies -- includes Biology, Environmental Studies, Geography, Forestry, Resource Recreation and Tourism (RRT)

