

# THE RESEARCH UNIVERSITIES' COUNCIL OF BRITISH COLUMBIA

## GLOSSARY OF TERMS AND DEFINITIONS FOR ANNUALIZED FTE REPORTING

### 1. Type of Courses:

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

Students registered with the TRU-OL in Research University courses listed in the Open Learning calendar are eligible.

**1.2 Non-Credit:** Courses/seminars etc. undertaken for general interest and not for credit toward an academic credential.

Enrolments associated with non-credit courses and auditors in credit courses are not included in any reports.

### 2. Level of Study:

**2.1 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.

**2.2 Graduate:** A student whose academic program leads to a graduate certificate, graduate diploma, masters degree, or doctoral degree. Students who are admitted with provisional/qualifying standing to a graduate program are classified as graduate students. (At UNBC, students admitted with qualifying standing to a graduate program with a pre-entry program of undergraduate course work are classified as undergraduate students.)

**2.3 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.

### 3. Course Credits:

**3.1 Units/Credits:** are measures of academic credit value assigned to a credit course. The terms "unit" and "credit" may be used interchangeably and the value assigned may also vary by course at each institution. At UBC, SFU and UNBC a course offered for one term generally represents 3 units/credits and students must complete 120 units/credits for degree completion for most undergraduate programs. At UVic, a course offered for one term generally represents 1.5 units and students must complete 60 units for degree completion for most undergraduate degree programs.

### 4. Enrolments:

**4.1 Headcount:** The number of individual students registered for study in a given term/semester.

**4.2 Full-time/Part-time:** An undergraduate student who is enrolled for 6 or more units in a term (UVIC) or 12 or more credits/units in a given term/semester (UBC, SFU, UNBC) is defined as full-time. Students with less than this course load are defined as part-time.

For RUCBC reporting purposes:

- All doctoral students, who are not on leave, are counted as full-time students.
- A masters student taking two or more courses, or who is working on his or her thesis, project or extended essay that semester or term is counted as a full-time student in that term. A masters student who is enrolled in only one course in a term 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 term. A Masters student who is registered in a program and paying the program tuition fees in a term or semester, but is neither registered in courses nor on leave will be counted as part-time in that term.
- A graduate student enrolled in a graduate coop work-term is counted as a full-time student for that term.

**4.3 Normal Full-time Course Load:** is the standard number of credits/units required in a year for normal progression in a degree program. An annual normal full-time course load represents 1 FTE. For most undergraduate general degree programs in Arts & Sciences, the annual normal full-time course load represents 30 credits/units (15 units at UVic). Specifically:

1. At UBC, the normal full-time course load is 30 credits per year for most programs but for certain programs and years within programs, it is based on the University Calendar description for those programs. The following exceptions apply:
  - Students taking a full-course load in the 12 month accelerated teacher education program complete a B.Ed. degree over the course of 3 terms, and the combined credits make up 2 FTEs.
  - Medical students (MD), Dental students (DMD), and Pharmacy students (BSCP) are counted as 1 FTE each.
  - Medical, Dental and Pharmacy residents take no credit courses: they are counted as 1 FTE when they are registered.
2. At SFU, the normal full-time course load is 30 units per year in all undergraduate programs subject to the following exceptions:
  - For Engineering Science students, the annual full-time course load is 35.75 units and
  - For Engineering thesis students in EnSc 498 and 499, the full-time course load is 12 units.
3. At UVic, the normal full-time course load is 15 units per year for most programs but for certain programs and years within programs, it is based on the University Calendar description for those programs.
4. At UNBC, the normal full-time course load is 30 credits per year in all undergraduate programs.
5. A student enrolled in a co-op, internship or similar activity is regarded as having a normal full-time load.

**4.4 Annualized Full-time Equivalent Enrolment (FTE):** provide a measure of total student enrolment for a twelve-month period beginning May 1. Annualized FTEs are calculated over a twelve-month period beginning with the first day of Summer Term (May 1) and ending with the last day of Spring/Winter Term (April 31).

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 could generate 1.5 annualized 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 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  $(1/3+1/3+1/3) = 1$  annualized 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 annualized FTE.

**4.5 International Students:** International students are students on a student or visitor visa.

International undergraduate students paying international or full-cost tuition are not included in government funding targets and are therefore excluded from FTE counts reported for funding purposes.

International graduate students are included in government funding targets and included in FTE calculations.

## 5. Reporting Dates:

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

- Summer (1)\*\* SFU (Jun. 1), UNBC (Sep. 1)
- Summer (2)\*\* UBC (Aug. 1), SFU (July 15), UVIC (Aug. 1), UNBC (Sep. 1)
- Fall -- UBC (Nov. 1)\*, SFU (EWK3), UVIC (Nov. 1), UNBC (Nov. 1)
- Winter/Spring -- UBC (Mar. 1), SFU (EWK3), UVIC (Mar. 1), UNBC (Mar. 1)

\* UBC provides an estimate of annualized FTE.

\*\* 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.

**5.2 Headcount Reporting Dates:** Fall headcount is reported on November 1 by UBC, UVic, and UNBC. SFU reports Fall headcount at the end of Week 3 of each term (EWK3).

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.

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