NCHE

EQUITABLE ACCESS TO QUALITY HIGHER EDUCATION

National Council for Higher Education

Higher Education Management Information System (HEMIS)
Guide

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This report can also be obtained from the National Council for Higher Education website: www.nche.org.na

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1.   INTRODUCTION

The National Council for Higher Education (NCHE) was established by an Act of Parliament, the Higher Education Act, 2003 (Act No. 26 of 2003) to, among others, perform the functions of monitoring the quality assurance mechanisms of Higher Education Institutions (HEIs) and undertaking such research related to its functions.

Moreover, Section 20 of the Higher Education Act, states that; notwithstanding anything to the contrary in any law contained, a higher education institution or any other person must, at the written request of the NCHE, furnish it with such information as the NCHE may reasonably require for purposes of the performance of its functions in terms of this Act. It is within these functions that NCHE coordinates with HEIs in the country to collect, store, analyse and disseminate data pertaining to higher education aspects.

NCHE initiated the Higher Education Management Information System (HEMIS) guide to prepare the HEIs when submitting the HEMIS data to ensure consistency in the capturing and submission of data. Thus, these guides present the core set of variables required to measure and to accurately report on the performance of the higher education sector in Namibia.

HEMIS requires the following datasets from the HEIs and the HEMIS Databases updated yearly comprises of:
• 	Student Database
• 	Staff Database
• 	Research Database
• 	Subject Fees Database
• 	Facility Database
• 	Higher Education Institutional Module
• 	Programme Database
• 	Indicators Database

The above databases would be packaged to form the statistics module which would allow for the production of:

- Aggregate Information on HE System (including private HEIs) and present dashboards and customisable tables (data analytics),
- Higher education indicators, allowing for planning, coordination, evidence-based policy planning, and for international comparability,
- The Namibia Higher Education Statistical Yearbook (NHESY).

The following sections give a description of the HEMIS databases, and their nomenclature, and glossary for the execution of this guide.

2   STUDENTS DATABASE

The information for the Student Database is provided by HEIs and can be extracted from some of the HEI's information systems.

2.1   THE CONTENT

The Student Database includes for each student the following information:

- Academic Year
- Student Identifier
- Surname
- Name
- Contact Number
- Email Address
- Sex
- Date of Birth (DD/MM/YYYY)
- Year of Birth (YYYY)
- Marital Status
- Marginalized
- Type of difficulties/disability
- Disabled Student Allowance (DSA) status
- Albinism Status
- Orphanhood and Vulnerability Type students
- Region of Origin (Home)

- Region of Campus
- Remote Campus/Centre
- Faculty
- Department
- Qualification Code
- Qualification Name
- NQF Qualification Type
- NQF Qualification Level
- Current Year of Study/Period of Study
- Graduating Year/Exit Year
- Qualification Duration
- Offering Type/Mode of Study
- Mode of Delivery
- New/Repeater
- Previous Highest Qualification
- Year of previous Higher Qualification
- Name of the previous Institution/ School

- Region of Grade 12 (NSSCO)
- Name of Grade 12 (NSSCO) School
- Citizenship (Country names only)
- Citizenship Code
- HEI Name
- Type of HEI
- Campus/Centre Name

- Main Source of Funding
- Relationship to the Guardian
- Profession (Occupation) of the Guardian (including parent)
- Profession (Occupation) of the student
- Annual Examination Results

2.2   THE STUDENT DATABASE NOMENCLATURE

Table 1 – Nomenclature of items in the Students Database	
Variable/Field	**Categories /Nomenclature**
Student Identifier	This is a student number, which is unique
Sex	1. Male 2. Female
Marital Status	1. Never Married 2. Married 3. Divorced/Separated 4. Widowed
Marginalised	1. San 2. Ovatjimba 3. Ovatue 4. N/A
Type of Difficulties/Disability	1. No known disability 2. Blind or a serious visual impairment 3. Deaf or Serious hearing impairment 4. A Physical impairment or Mobility issue 5. Mental health condition 6. A long-standing illness or health condition

Variable/Field	Categories /Nomenclature
	7. Two or more conditions
	8. Social Communication/Autistic spectrum disorder
	9. Specific learning difficulties
	10. Another disability impairment or medical condition
Disabled Student Allowance (DSA)	1. Yes
	2. No
	NB: Government provide disability grants (pension) to all citizens considered to have a disability subject to certain medical proof of inability to serve/work
Albinism status	1. Yes
	2. No
Region	1. //Karas
	2. Erongo
	3. Hardap
	4. Kavango East
	5. Kavango West
	6. Khomas
	7. Kunene
	8. Ohangwena
	9. Omaheke
	10. Omusati
	11. Oshana
	12. Oshikoto
	13. Otjozondjupa
	14. Zambezi
	15. Foreign (Specify Country name)
Citizenship	Specify name of the country (e.g. Namibia or Angola)

Table 1 – Nomenclature of items in the Students Database

Table 1 – Nomenclature of items in the Students Database	
Variable/Field	**Categories /Nomenclature**
Remote Campus/Centre	1. Remote (Other Campuses not main Campus) 2. Not Remote (Main Campus)
NQF Qualification Type	1. Undergraduate Certificates 2. Undergraduate Diplomas 3. Bachelor Degree 4. Professional Bachelor Degree 5. Bachelor Honours Degree 6. Postgraduate Certificate 7. Postgraduate Diploma 8. Master's Degree 9. Doctorate Degree
NQF Qualification level	1. Level 5 2. Level 6 3. Level 7 4. Level 8 5. Level 9 6. Level 10
NQF Field of Learning	1. Agriculture and Nature Conservation 2. Business, Commerce and Management Studies 3. Communication Studies and Language 4. Culture and the Arts 5. Education, Training and Development 6. Manufacturing, Engineering and Technology 7. Human and Social Studies 8. Law, Military Science and Security 9. Health Sciences and Social Services 10. Physical, Mathematical and Computer Sciences

Variable/Field	Categories /Nomenclature
Table 1 – Nomenclature of items in the Students Database	
Variable/Field	**Categories /Nomenclature**
	11. Physical Planning and Construction 12. Services and Life Sciences
STEM/Non-STEM Field of Learning	**STEM fields** = 1, 6, 9, 10 and 11 **Non-STEM fields** = 2, 3, 4, 5, 7, 8 and 12
Current Year of Study	1st, 2nd, 3rd,4th, 5th and 6th (5th and 6th year are currently only offered in Law and Medicine)
Graduating /Exiting	1. Yes 2. No
Offering Type (Mode of Study)	1. Full Time 2. Part Time 3. Distance
Mode of Delivery	1. Contact 2. Online(fully) 3. Blended
New/repeater	1. New 2. Repeater (includes all students who are repeating **current** year of study even if they changed courses). This repetition has nothing to do with the Examination Results of the same year because the examination is written only later at the end of the year.
Previous Highest Qualification	0. Grade 12 and below 1. Certificate 2. Diploma 3. Bachelor Degree 4. Professional Bachelor Degree 5. Bachelor Honours Degree 6. Postgraduate Certificate 7. Postgraduate Diploma

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Variable/Field	Categories /Nomenclature
Table 1 – Nomenclature of items in the Students Database	
	8. Master's Degree
	9. Doctorate Degree
Name of Previous Institution	0. Namibian Secondary School (Grade 12)
	1. Foreign Secondary School
	2. University of Namibia
	3. Namibia University of Science and Technology
	4. International University of Management
	5. Institute of Open Learning
	6. Namibia College of Open Learning
	7. International Training College-Lingua
	8. Triumphant college
	9. River Higher Institute of Technology (Monitronic)
	10. Headstart Montessori Teacher Training College
	11. Institute of Banking
	12. Welwitchia Health Training Centre
	13. African Leadership Institute
	14. United Lutheran Theological Seminary Paulinum
	15. ST. Charles Lwanga Major Seminary
	16. Namibia Evangelical Theological Seminary
	17. Philippi Trust Namibia
	18. Tulipohamba Training & Assessment Institute
	19. Sunshine Private College
	20. Limkokwing University of Creative Technology
	21. Business School of Excellence
	22. Others (specify)
Main Source of Funding (Financial Sponsor)	1. Self-funding
	2. Parent/Guardian funding

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Variable/Field	Categories /Nomenclature
Table 1 – Nomenclature of items in the Students Database	
(Please do not use codes)	3. NSFAF
	4. Other Public Institution
	5. Private Institution
	6. Others (Specify)
Relationship to the Guardian including parent	1. Father
	2. Mother
	3. Brother/Sister
	4. Grand Parent
	5. Uncle/Aunt
	6. Other Relative
	7. Non-Relative
	8. Not Applicable (if Self-Funding)
Profession (Occupation) of the Guardian/ Parent (responsible for funding)	1. Unemployed
	2. Armed Force
	3. Legislators, Senior Officials and Managers
	4. Professionals
	5. Technician and Associate Professionals
	6. Clerks
	7. Service Workers
	8. Skilled Agricultural and Fishery Workers
	9. Craft and related trades Workers
	10. Plant or Machine Operators and Assemblers
	11. Elementary Occupations
	12. Not Applicable
	13. Not Stated
Profession (Occupations) of the student	1. Student only
	2. Armed Force

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Table 1 – Nomenclature of items in the Students Database	
Variable/Field	**Categories /Nomenclature**
(To be filled by the students for whom "Profession of the Parent/Guardian is not applicable.)	3. Legislators, Senior Officials and Managers 4. Professionals 5. Technician and Associate Professionals 6. Clerks 7. Service Workers 8. Skilled Agricultural and Fishery Workers 9. Craft and related trades Workers 10. Plant or Machine Operators and Assemblers 11. Elementary Occupations 13. Others (Specify)
Annual Examination Result	1. Graduating/ Obtained qualification 2. Pass 3. Fail 4. Continuing (for Master's and PhD) 5. Absent 6. Cancelled/ Drop-out

3.   STAFF DATABASE

The information for the Staff Database is provided by HEIs and can be extracted from its own information system. Each record is related to a personnel member. It includes academic and non-academic members.

3.1   THE CONTENT

The Staff Database includes for each staff member the following information:

- Academic Year
- Remote Campus/Centre

- Personnel /Staff Identifier (*)
- Sex
- Date of Birth (DD/MM/YYYY)
- Year of Birth (YYYY)
- Type of Difficulties/ disability
- Marginalized
- Highest Qualification

- Nationality

- HEI Name
- Campus Name

- Faculty
- School
- Department
- Terms of Employment
- Standard Occupational Classification
- Mode of Employment
- Type of Staff
- NQF Field of Learning Worked in (for academic Staff only)
- Academic Employment Function

3.2   STAFF DATABASE NOMENCLATURES

The following table provides the nomenclature for some of the items enclosed in the Staff Database.

Table 2 – Nomenclature of items in the Staff Database	
Variable/Field	**Categories/ Nomenclature**
Sex	1. Male 2. Female
Type of Difficulties/Disability	1. No known disability 2. Blind or a serious visual impairment 3. Deaf or Serious hearing impairment 4. A Physical impairment or Mobility issue 5. Mental health condition 6. A long-standing illness or health condition 7. Two or more conditions 8. Social Communication/Autistic spectrum disorder 9. Specific learning difficulties 10. Another disability impairment or medical condition

Variable/Field	Categories/ Nomenclature	
Table 2 – Nomenclature of items in the Staff Database		
Marginalised	1.	San
	2.	Ovatjimba
	3.	Ovatue
	4.	Not Applicable
Highest Qualification	1.	Primary or Lower
	2.	Junior Secondary
	3.	Secondary
	4.	Undergraduate Certificate
	5.	Undergraduate Diploma
	6.	Postgraduate Certificate
	7.	Postgraduate Diploma
	8.	Bachelor's degree
	9.	Bachelor Honours Degree
	10.	Professional bachelor's degree
	11.	Master's Degree
	12.	Doctorate Degree
Citizenship	State the name of the country (e.g., Namibia or Angola)	
Terms of Employment	1.	Open-Ended / Permanent Contract
	2.	Fixed-Term Contract
Standard Occupation Classification	1.	Manager, Directors, and Senior Officials
	2.	Professional occupations
	3.	Associate professional and technical occupations
	4.	Clerical and Manual occupations
Mode of Employment	1.	Full Time
	2.	Part Time
	3.	Other(specify)

Table 2 – Nomenclature of items in the Staff Database	
Variable/Field	**Categories/ Nomenclature**
Type of staff	1. Academic 2. Academic Support 3. Skilled Administration 4. Unskilled Administration
NQF Field of Learning worked in (for academic Staff only)	1. Agriculture and Nature Conservation 2. Business, Commerce and Management Studies 3. Communication Studies and Language 4. Culture and the Arts 5. Education, Training and Development 6. Manufacturing, Engineering and Technology 7. Human and Social Studies 8. Law, Military Science and Security 9. Health Sciences and Social Services 10. Physical, Mathematical and Computer Sciences 11. Physical Planning and Construction 12. Services and Life Sciences 13. Not Applicable
Academic Employment function	1. Teaching and Research 2. Teaching only 3. Research Only 4. Neither Teaching nor Research 5. Community Engagements

4. RESEARCH OUTPUT DATABASE

The information for Research Outputs Database provides, for each HEI, information about the research outputs for the year.

4.1 THE CONTENT

The Research Output Database includes for each HEI the following information:

- Academic Year
- HEI Name
- HEI Code
- Campus Name
- Remote Campus/Centre
- Faculty

- School
- Department
- Type of Research Outcome
- Research title
- Name(s) of researcher(s)
- Area of research (Sector)

4.2 THE RESEARCH OUTPUT NOMENCLATURES

The following table provides the nomenclature for some of the items enclosed in the Research Outputs Database.

Table 3 – Nomenclature of items in Research	
Variable/Field	**Categories/ Nomenclature**
Type of Research Outcome	1. Articles in accredited research Journals. 2. Scholarly books (e.g., monographs and research overviews - student textbooks excluded). 3. Proceedings (selection of best contributions at research conferences). 4. Technical Reports. 5. Description of registered patents involving quality research.
Area of research (Field of Learning)	1. Agriculture and Nature Conservation 2. Business, Commerce and Management Studies 3. Communication Studies and Language 4. Culture and the Arts

	5. Education, Training and Development
	6. Manufacturing, Engineering and Technology
	7. Human and Social Studies
	8. Law, Military Science and Security
	9. Health Sciences and Social Services
	10. Physical, Mathematical and Computer Sciences
	11. Physical Planning and Construction
	12. Services and Life Sciences

5.   THE SUBJECT DATABASE

The information for the Subject Database is provided by each HEI and can be extracted from its own information systems. Each record is related to the subject tuition for a particular period.

5.1   THE CONTENT

The Subject Database includes for each subject the following information:

- Academic Year
- HEI Name
- Campus Name
- Remote Status
- Faculty
- School
- Department
- Qualification Code
- Qualification Name
- NQF Qualification Type

- NQF Qualification Level
- NQF Qualification Field of Learning
- Year of Study
- Subject Code
- Subject Name
- NQF Subject Field of Learning
- Subject Offering Type
- Subject Number of Credits
- Number of Students
- Subject Fees

5.2 THE SUBJECT DATABASE NOMENCLATURE

The following table provides the nomenclature for some of the items enclosed in the Subjects

Database.

Table 4 – Nomenclature of items in the Subject Database	
Variable/Field	**Categories/ Nomenclature**
NQF Qualification Type	1. Undergraduate Certificates 2. Undergraduate Diplomas 3. Bachelor Degree 4. Professional Bachelor Degree 5. Bachelor Honours Degree 6. Postgraduate Certificate 7. Postgraduate Diploma 8. Master's degree 9. Doctorate Degree
NQF Qualification level	1. Level 1 2. Level 2 3. Level 3 4. Level 4 5. Level 5 6. Level 6 7. Level 7 8. Level 8 9. Level 9 10. Level 10
NQF Qualification Field of Learning **and**	1. Agriculture and Nature Conservation 2. Business, Commerce and Management Studies 3. Communication Studies and Language 4. Culture and the Arts 5. Education, Training and Development

Variable/Field	Categories/ Nomenclature
Table 4 – Nomenclature of items in the Subject Database	
NQF **Subject Field of Learning**	6. Manufacturing, Engineering and Technology 7. Human and Social Studies 8. Law, Military Science and Security 9. Health Sciences and Social Services 10. Physical, Mathematical and Computer Sciences 11. Physical Planning and Construction 12. Services and Life Sciences
Subject offering	1. Contact 2. Distance 3. Research: Master's 4. Research: PHD's

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6.   FACILITIES' INVENTORY DATABASE

The Facility Database contains information about the facilities available at the HEI. It is provided by each HEI. If it does not exist, it should be created and maintained according to the following description. Each record is related to a facility unit (classrooms, laboratories, offices, etc.). The nature of the information is described below.

6.1   THE CONTENT

The Facility Database includes for each facility (classroom, office, laboratory...) the following information:

- •   Academic Year
- •   HEI Name
- •   HEI Code
- •   Campus Name
- •   Remote (Dummy)
- •   Space Identifier
- •   Ownership of the Space
- •   Space Use Category
- •   Space Functional Category
- •   Space Condition
- •   Assignable Area Square Meters

6.2   THE FACILITIES DATABACE NOMENCLATURE

The following table provides the nomenclature for some of the items enclosed in the Facilities

Table 5 – Nomenclature of items in the Facility Database	
Variable/Field	**Categories/ Nomenclature**
HEI to submit facility data	Only Public HEIs 1. UNAM 2. NUST
Space Use Category	1. Classroom Facilities 2. Class/Open Laboratory Facilities 3. Research/ Non-class Laboratory Facilities 4. Office Facilities 5. Study Facilities 6. Special Use, General Use & Supporting Facilities 7. Health Care Facilities 8. Residential Facilities. 9. Recreational facilities
Space Functional Category	1. Instruction 2. Research 3. Public Service 4. Academic Support 5. Student Service 6. Institutional Support 7. Operation & Maintenance of Plant 8. Auxiliary Enterprises
Space Condition	1. Minimal Renovation (Good) 2. Limited Renovation (Satisfactory) 3. Moderate Renovation (Fair) 4. Significant Renovations (Poor) 5. Major Renovations (Unsatisfactory) 6. Replace/Demolition

	7. Termination (Planned termination or relinquishment of occupancy of the space for reasons other than unsafeness or hazardous conditions)

7.   HIGHER EDUCATION INSTITUTION DATABASE

The HEI database is to be updated by a dedicated staff member in the NCHE Quality Assurance Unit on a quarterly basis following the finalization of the registration/establishment process of HEIs.

7.1   THE CONTENT

The HEI database shall include for each HEI the following information:

• HEI Name

• Institutional Designation

• Type of Institution (Public/ private)

• Post Designation of institutional head

• Contact details

• Location of main campus (Town)

• Geographic location (local regions and foreign countries)

• Year of establishment

• Establishing instrument

• Establishing instrument number

• Gazetting Date / Registration date

• Gazette number

• MHETI Registration number

• Number of Campus/Centre

• Number of higher education programmes on offer

• Number of students (as at 30 April)

7.2 THE HEI DATABASE NOMENCLATURE

The following table provides the nomenclature for some of the items enclosed in the Higher Education Institutions Module

Table 6 – Nomenclature of items in the HEI Database	
Variable/Field	**Categories/ Nomenclature**
Institutional Designation	1. General College 2. Specialised College 3. General University 4. Specialised University 5. Branch/Campus
Type of Institution	1. Public 2. Private
Post Designation of institutional head	1. Principal 2. Vice-Chancellor 3. Director
Contact details	1. Postal address 2. Physical address 3. Telephone number 4. Email address 5. Website address
Geographic location	1. //Karas 2. Erongo 3. Hardap 4. Kavango East 5. Kavango West 6. Khomas 7. Kunene 8. Ohangwena 9. Omaheke 10. Omusati 11. Oshana 12. Oshikoto 13. Otjozondjupa 14. Zambezi 15. Foreign (Specify Country name)
Establishing instrument	1. Act of Parliament (specify the Act) 2. Companies Act (BIPA) Registration Number

8. PROGRAMME DATABASE

The Programme database is to be updated by a dedicated staff member in the NCHE Quality Assurance unit on an annual basis following the accreditation/review of programmes at HEIs.

8.1 THE CONTENT

The Programme database shall include for each HEI the following information:

- HEI Name
- Campus name
- Faculty
- School
- Department
- Qualification Name
- Qualification Type
- NQF Field of Learning
- NQF Level
- Number of Credits
- Accreditation Status
- Date (accreditation/review)
- Accreditation Cycle
- HEI granting the qualification

8.2 THE PROGRAMME NOMENCLATURES

The following table provides the nomenclature for some of the items enclosed in the Programme Module

Table 7 – Nomenclature of items in the Programme Database	
Variable/Field	**Categories/ Nomenclature**
NQF Field of Learning	1. Agriculture and Nature Conservation

	2. Business, Commerce and Management Studies
	3. Communication Studies and Language
	4. Culture and the Arts
	5. Education, Training and Development
	6. Manufacturing, Engineering and Technology
	7. Human and Social Studies
	8. Law, Military Science and Security
	9. Health Sciences and Social Services
	10. Physical, Mathematical and Computer Sciences
	11. Physical Planning and Construction
	12. Services and Life Sciences
Qualification Type	1. Undergraduate Certificates
	2. Undergraduate Diplomas
	3. Bachelor's degree
	4. Professional bachelor's degree
	5. Bachelor Honours Degree
	6. Postgraduate Certificate
	7. Postgraduate Diploma
	8. Master's degree
	9. Doctorate Degree
NQF Level	1. Level 5
	2. Level 6
	3. Level 7
	4. Level 8
	5. Level 9
	6. Level 10
Accreditation Status	1. Accredited for a full cycle of six years
	2. Accredited with Conditions
	3. Not Accredited

9. INDICATORS DATABASE

The information for indicators database is to be updated by a dedicated staff member in the NCHE Policy Planning and Research unit on an annual basis.

9.1 THE CONTENT

The indicators database shall include the following indicators:

- Admissions rate

- Enrolment rate

- First-time registration rate

- Full-time Equivalent

- Progression rate

- Dropout rate

- Attrition rate

- Completion

- Throughput

- Graduation rate

- Employment rate

- Employer satisfaction rates

- Employment search period

- Staff Headcount by Calendar Year

- Staff Full-time Equivalent Count

- Research Staff Headcount by Institution by Calendar Year

- Admin Staff Headcount by Institution by Calendar Year

- Part-time to Full-time Staff Ratio by Calendar Year

- Full-time Admin to Full-time Academic Staff Ratio by Calendar Year

- Academic Staff Workloads per Rank, Calendar Year

- Gross Enrolment Ratio (GER)

- Gender Parity Index in higher education

- Academic Staff to Non-academic staff Ratio

- Public expenditure on higher education as % of GDP

- Government expenditure on higher education as % of total government expenditure

- Public expenditure on higher education as % of total government expenditure on education

- Public Expenditure for students' financial assistance as % of current public expenditure on higher education

- Average amount of tuition fees as % of GDP per capita

9.2   THE INDICATOR DATABASE NOMENCLATURES

The following table provides the nomenclature for some of the items enclosed in the Indicator database Module

Table 8 – Nomenclature of items in the Indicator Database		
	Indicators	**Definition**
Student data formulas	a) Admissions rate	The number of students admitted as a percentage of the applications received
	b) Enrolment rate	The number of students enrolled per age group as a percentage of the national population of that age group
	c) First-time registration rate	The number of students enrolled for the first time as a percentage of the first-year enrolled students
	d) Full-time Equivalent	Total number of subjects enrolled by part-time or distance students divided by the average number of subjects enrolled per full-time student.
	e) Progression rate	The number of students who are promoted to the next year of study as a percentage of total admission
	f) Dropout rate	A percentage of students did not get an award and did not return to study in the following years
	g) Attrition rate	The number of students who dropped out as a percentage of the original number that registered for the programme
	h) Completion	The number of students who graduated as a percentage of the original number that registered for the programme

	i)	Throughput	A total number of graduates as a percentage of the total number of students registered in a given academic year
	j)	Graduation rate	A total number of graduates as a percentage of the total number of students registered in the final year of a given year
	k)	Employment rate	Percentage of graduates who secured employment in a given time period out of a total sample
	l)	Employer satisfaction rates	Percentage of employers who are satisfied with the products or service of the institution out of a total sample
	m)	Employment search period	Duration taken to secure employment by a given cohort of graduates
	n)	Gross Enrolment Ratio (GER)	GER measures the extent of access to higher education by calculating all age group enrolled in various programme to the total population in the age group 19 to 23 years.
	o)	Gender Parity Index in higher education	The number of female students per 100 male students enrolled in higher education.
Staff data formulas	a)	Staff Headcount by Calendar Year	Number of staff at the university
	b)	Staff Full-time Equivalent Count	Total number of work hours of part-time staff divided by the average number of work hours per full-time staff
	c)	Research Staff Headcount by Institution by Calendar Year	Number of full-time academic/research staff at the university
			Number of part-time academic/research staff at the university
	d)	Admin Staff Headcount by Institution by Calendar Year	Number of full-time administration staff at the university
			Number of part-time administration staff at the university
	e)	Part-time to Full-time Staff Ratio by Calendar Year	Number of part-time staff divided by full-time staff
	f)	Full-time Admin to Full-time Academic Staff	Number of full-time admin staff divided by full-time academic staff

		Ratio by Calendar Year	
	g)	Academic Staff Workloads per Rank, Calendar Year	To be calculated based on averages obtained per academic staff ranks/from general academic staff contract
	h)	Number of full-time academic staff with master's degrees & PhD	Number of full-time academic staff with a master's & PhD degree divided by the total number of full-time academic staff
	i)	Academic Staff to Non-academic staff Ratio	Number of academic staff for each one non-academic staff
Cost and Funding	j)	Public expenditure on higher education as % of GDP	The proportion of a country's wealth generated during a given financial year that has been spent by government authorities on higher education.
	k)	Government expenditure on higher education as % of total government expenditure	The proportion of a country's total budget expenditure during a given financial year that has been spent by government authorities on higher education
	l)	Public expenditure on higher education as % of total government expenditure on education	The proportion of a country's total budget expenditure on education during a given financial year that has been spent by government authorities on higher education.
	m)	Public Expenditure for students' financial assistance as % of current public expenditure on higher education	The proportion of a country's wealth generated during a given financial year that has been spent on one student.
	n)	Average amount of tuition fees as % of GDP per capita	The proportion of the total budget expenditure on higher education that has been spend by government authorities on students financial assistance.

10. GLOSSARY OF CONCEPTS/VARIABLES

Absent: Students who have not written their examinations but have not cancelled their registration (pending results are regarded as absent until such time that it has been finalized).

Academic staff: These are staff members who spend more than 50% of their workload directing the teaching of students and research e.g., lecturers, researchers.

Academic Support Staff: These staff members support the work of the academic staff members such as tutors, laboratory technicians and related staff.

Academic year: Annual teaching or examination period during which students attend courses or take final examinations, not considering minor breaks. It is typically 12 months from January to December (two semesters are regarded as an academic year).

Annual examination results: The student annual overall examination results for the academic year. This is to indicate at the end of academic year whether the student will be graduating, progressing to the next year, failed, continuing with their studies or they were absent from the examination.

Campus name: This is the name of the specific campus where the student is registered at and attends the majority of his/her classes

Continuing: A term for students to whom failure is irrelevant. This is specifically the case of students registered for Masters (inclusive of authoring their thesis) and Doctoral degrees.

Date of birth on 30 April: The date and year that the student was born to determine their age at the time of enrolment. The census date is chosen as 30 April as by that time students' movements such as cancellation, change of programme are minimal.

Date of birth on 31 December: The date and year that the student was born, to determine their age at the time of completing studies. This date should be different for HEI's whose intakes are in mid-year.

Disabilities: Any physical, mobility and mental difficulties

Distance mode of learning: The mode of delivering educational instruction, to students who are mostly not present physically (non-contact) in a traditional setting such as a lecture room. This mode also includes block release and mixed (or blended) delivery.

Major source of funding (Financial sponsor): is an individual or company or body mainly responsible for the payment of tuition fees and other fees for the student during the academic year.

Full-time staff: A full-time member of staff is a member whose number of hours worked (per week) is more than 75% of what is normally required for the full load.

Full-time student: A normal full-time undergraduate programme of study consists of 120 credits per academic year. Programmes consisting of more than eighty (80) credits (67%) in an academic year would still be considered as full-time.

Graduating year/Exit Year: An indication to whether the student will exit the system as a graduate or will continue to be a student in the current institution. This includes annual exit qualifications.

Gross Enrolment Ratio: This entails the total enrolment in tertiary education irrespective of age expressed as a percentage of the total population in the age group of 19-23 years. The age 19-23 is five years after leaving secondary education, Gross enrolment ratio (GER): Measures the extent of access to an education level.

HEI name: The name of the University, college or institute where the student is registered/studying in an academic year.

Marginalised: When a student has originated from the three communities identified by Office of the Prime Minister as marginalised which are San, Ovatjimba and Ovatue.

Marital status: Marital status is the legally defined marital state. There are several types of marital status: never married/single, married, widowed, divorced, separated and widowed.

Citizenship (Country Name): The name of the country where the student belongs to with regard to citizenship documentation. This excludes permanent residence.

New entrant: An individual enrolling at the beginning of an education level, set of levels, programme, or stage or module thereof, regardless of age.

Non-Academic staff: Staff members with limited instructional responsibilities. Non-teaching staff members generally include the Vice-Chancellor and Vice-Rector, Registrar and other administrators of HEIs such as librarians or educational media specialists, as well as staff members responsible for building operations and maintenance, security personnel, transportation workers and catering staff.

NQF Field of learning: The broad domain, branch or area of content covered by an educational programme, course, or module. It may also be referred to as a Field of Study or Field of Education. For the definition of each specific NQF Field of Learning, refer to the NQF (National Qualifications Framework) Classification of NQF Field of Learning.

NQF Qualification level: The level of education refers to the highest qualification as per the National Qualifications Framework or its declaration.

NQF Qualification name: The full name of the qualification the specific students are studying to obtain.

NCHE

Offering type/Mode of delivery: This is a type of teaching delivery where the student would be exposed during interaction with the teaching staff.

Part-time student: When a student is registered for a programme where their workload is less than 80 credits in an academic year.

Part-time staff: A part-time member of staff is a member whose number of hours worked (per week) is lower than 75% of what is normally required for the full load for full-time staff.

Profession of guardian (parents included): The occupation of the guardian/parent to the student.

Profession of the student: The occupation of the student who are considered over the age of 21 years.

Professional bachelor degree: This degree represents a substantial attainment of a body of outcomes of learning greater than and in advance of a Bachelor degree. These degrees normally entail a substantial element of 'learning by doing' and are often focused on preparation for entry into a professional field of practice. (Source: NQA).

Qualification duration: The minimum number of years required for the qualification to be completed.

Region of grade 12(NSSCO): This is the region where the students attended school and completed their grade 12(NSSCO).

Region of origin (Home): This is the region, the student identifies themselves with, where the student live.

Relationship to guardian: How the guardian are related to the students whether they are family or not.

Remote/Non-remote: The location of the campus where the student attends/register to study. If it is at the main campus, then it is not remote and only remote when it is at a separate campus or centre of the institution.

Repeater: A student registered in the same year of study as in the previous academic year, regardless of the qualification.

Sex: The two main categories (male and female) into which humans and most other living things are divided on the basis of their reproductive functions.

Skilled administrative staff: These are trained staff members who have limited instructional responsibilities and work as supporting departments such as Vice-Chancellor Office, Finance, HR, IT and others. It includes professional, technical staff, computer operators and clerical staff.

Unskilled administrative staff: These are manual staff including among other Cleaners, Drivers, Security and Gardeners.

Year of study: the qualification stage in terms of year that the student is enrolled in. e.g., first year, second year.