

## **Annual data collection on students and graduates enrolled in Qualifications and Awards**

Dear education providers,

As you are aware, the National Commission for Further and Higher Education (NCFHE) and the National Statistics Office (NSO) request your contribution to their data collection on education statistics carried out twice a year as follows:

- The students questionnaire (Annex 1 and 2) collected in March/April of each year covering students enrolled in that scholastic year for all types and statuses of programmes.  
e.g. In March 2020, the data to be collected is about students enrolled between October 2019 until September 2020.
- The graduates questionnaire (Annex 3) collected in December of each year covering students who would have completed their studies, in all types and statuses of programmes in that same scholastic year.  
e.g. In December 2020, the data to be collected is about graduates who completed their programme between October 2019 until September 2020.

We are therefore sending this communication in advance to help you prepare the required data at a pace suitable for you. The data required is in Annex 1 and Annex 2 for students, and Annex 3 for graduates. This will ensure that all information collected is in conformity with NCFHE/NSO requirements when requested later in the academic year.

Moreover, to lessen your burden in having numerous requests from multiple entities, the NCFHE and the NSO shall collect data from different providers and then mutually share the data collected.

Kindly note that the MSA Act, Cap. 422 of the laws of Malta, the General Data Protection Regulation (GDPR) and the Data Protection Act, Cap. 586 of the Laws of Malta, empower NSO as a statistical institute to request and gather confidential information for statistical purposes. The NSO shall be seeking your written consent to share data with the NCFHE. The data shared with NCFHE will anonymize students' details to protect their confidentiality. Therefore, NSO will remove the variables such as ID card number, names and surnames that render the information identifiable. You have the right to object to this data sharing, in which case, NCFHE will be duly informed and will in turn issue the request for information directly to your institution.

**We would like to stress that this compilation and provision of yearly statistics to the NCFHE is a license obligation for all registered Further and Higher Education providers.**

All NSO's employees and all NCFHE employees dealing with the data are officers of statistics and as such, have taken the oath of secrecy and are bound by confidentiality. Moreover, all data gathered is used on a need to know basis and no information which can identify a data subject, directly or indirectly, is published. Information is used for statistical purposes only. Data will be handled and collected in conformity with GDPR.

For further information on this matter, kindly contact NCFHE at [research.ncfhe@gov.mt](mailto:research.ncfhe@gov.mt) NSO at [education.nso@gov.mt](mailto:education.nso@gov.mt)

Thank you in advance for your co-operation.

August 27<sup>th</sup> , 2019

Dr Rose Anne Cuschieri

CEO, NCFHE

Please note that in addition to the variables included in Annexes 1, 2 and 3 below, NSO collects identifiable information including ID cards, names and surnames as well as information on personnel and finance. These variables are not required by NCFHE and will not be shared with NCFHE.

## Annex 1: Data collected on students

<b>Sex</b>	<i>Male = 1 Female = 2 Other = 3</i>	
<b>Date of Birth</b>	<i>DD/MM/YYYY</i>	
<b>Age</b>	<i>Age as 1st January of the given year if date of birth is unavailable</i>	
<b>Locality of Residence</b>	<i>Eg. Birkirkara, Msida</i>	
<b>Country of Nationality</b>	<i>Eg. Malta, Italy</i>	
<b>Type of Disability</b>	<i>See Disability codes sheet</i>	
<b>Entry requirement: Qualification &amp; Country to determine Mobility status (Applicable only to students enrolled in Level 5 upwards)</b>	<b>Qualification for entry into tertiary</b>	<i>equivalent to Matriculation Certificate, Level 3/4 Diploma, etc.</i>
	<b>Country where qualification for entry into tertiary was obtained</b>	<i>e.g. Malta, Italy, etc.</i>
<b>Attended a vocational programme previously</b>	<i>1 = Yes; 2 = No</i>	
<b>Faculty/ Institute</b>		
<b>Country of delivery of course</b>	<i>Where the actual instruction takes place; e.g. Malta</i>	
<b>Course I.D.</b>	<i>as allocated by institution</i>	
<b>Course Name</b>		
<b>Course Route</b>	<i>eg. Business, Management, Computing, etc.</i>	
<b>Course orientation</b>	<i>General/Vocational</i>	
<b>MQF Level (1-8)</b>		
<b>Number of ECTS/ECVET Credits</b>	<i>Give sum for total course duration</i>	
<b>Total Course Duration - Y</b>	<i>In number of years</i>	
<b>Total Course Duration - M</b>	<i>In months if not available in years</i>	
<b>Total Course Duration - S</b>	<i>In semesters if not available otherwise</i>	
<b>Total Course Duration - H</b>	<i>In hours if not available otherwise</i>	

<b>Year of Study</b>	1st Yr = 1 2nd Yr = 2 3rd Yr = 3; etc
<b>Is the Student a Repeater?</b>	Repeater = 1 Not repeater = 2 Additional Year = 3
<b>Time Basis</b>	Full-time = 1 Part-time = 2
<b>Mode of Delivery</b>	On campus/ On site = 1 By research = 2 Blended learning = 3 Online/E-learning = 4
<b>Apprenticeship</b>	Mark 'yes' only if the apprenticeship period is an accredited part of the course  Yes = 1 No = 2
<b>Minimum entry requirement</b>	MQF level or Qualification required to be eligible for the course
<b>Direct access to higher educational level</b>	MQF level, otherwise 'No'
<b>Total Course Fees for Maltese, EU Nationals &amp; Non-EU Nationals</b>	Total amount of tuition fees charged on completion of the programme as a total for all years (if applicable)  If no fee is applicable please indicate 0.00 Euro
<b>PAID Course Fees for Maltese, EU &amp; Non-EU Nationals</b>	Amount of tuition fees paid by the student during the academic year

## Annex 2: Data Collected on students - credit mobility

Credit mobility is defined as temporary tertiary education or/and study-related traineeship abroad within the framework of enrolment in a tertiary education programme at a home institution for the purpose of gaining academic credit.

The credit mobile experience can be either a study period or work placement/ internship/ traineeship or a combination of both.

<b>Scholastic Year</b>	<i>Year in which Credit Mobile experience took place</i>
<b>Sex</b>	<i>Male = 1 Female = 2 Other = 3</i>
<b>Date of birth</b>	<i>(DD/MM/YYYY)</i>
<b>Age</b>	<i>Age as 1st January of the given year if date of birth is unavailable</i>
<b>Faculty/ Institute</b>	
<b>Course I.D.</b>	<i>as allocated by institution</i>
<b>Course Name</b>	
<b>Course Route</b>	<i>field</i>
<b>Type of Mobility</b>	<i>1 = Study Period or Study Period combined with work placement 2 = Work Placement only</i>
<b>Type of Mobility Scheme</b>	<i>1 = EU programmes 2 = Other International/ National Programmes 3 = Other Programmes</i>
<b>Host Institution</b>	<i>Institution where the credit mobile experience took place</i>
<b>Country of Destination</b>	<i>The Host Country</i>
<b>Duration of Credit Mobile Experience</b>	<i>In number of months</i>
<b>Number of ECTS Awarded</b>	<i>During credit mobility stay</i>

### Annex 3: Data collected on graduates

<b>Gender</b>	<i>Male=1 Female=2 Other=3</i>
<b>Date of birth</b>	<i>DD/MM/YYYY</i>
<b>Age as at 1st January of the given year</b>	<i>if date of birth is unavailable</i>
<b>Locality of residence</b>	<i>e.g. Mosta</i>
<b>Country of Nationality</b>	<i>e.g. Malta</i>
<b>Faculty/ Institute Name</b>	<i>if available</i>
<b>Course Code</b>	<i>if available</i>
<b>Course Name</b>	
<b>Course route</b>	<i>field</i>
<b>Qualification awarded</b>	
<b>MQF Level</b>	<i>(Level 1-8)</i>
<b>Number of ECTS/ ECVET Credits</b>	<i>give sum for total course duration</i>
<b>Total course duration in years</b>	
<b>Total course duration in months</b>	<i>if not available in years</i>
<b>Total course duration in semesters</b>	<i>if not available otherwise</i>
<b>Total course duration in hours</b>	<i>if not available otherwise</i>
<b>Time basis</b>	<i>Full-time=1 Part-time=2</i>
<b>Mode of delivery</b>	<i>On campus/ on site = 1 By research = 2 Blended learning = 3 Online/ e-learning = 4</i>
<b>Europass Certificate / Diploma Supplement</b>	<i>Has your institution issued a Europass Certificate Supplement / Diploma Supplement for the Graduate?</i>
<b>Qualification for entry into tertiary</b>	<i>applicable only for MQF 5-8</i>
<b>Country where qualification for entry into tertiary was achieved</b>	<i>applicable only for MQF 5-8</i>
<b>Has the graduate had a credit mobility stay throughout the cycle of study?</b>	<i>applicable only to MQF 5 upwards [Yes/No]</i>
<b>Duration of credit mobility stay in months</b>	<i>Answer only if the graduate has had a credit mobility experience</i>

<b>Type of mobility</b>	<i>Answer only if the graduate has had a credit mobility experience - Study period or study period combined with work placement (1)/ Work placement (2)]</i>
<b>Type of mobility scheme</b>	<i>Answer only if the graduate has had a credit mobility experience -[EU programmes (1) Other International/ National Programmes (2) Other Programmes (3)]</i>
<b>Country of destination where the credit mobility stay took place</b>	<i>Answer only if the graduate has had a credit mobility experience</i>