



U-Multirank

Questionnaire for Higher Music Education Institutions

Instructions

Years

Many questions in this questionnaire specify that information should be provided for (a) particular year(s). The table below indicates the academic year in questions where an academic year does not coincide with a calendar year. Please use the format that fits your institutional administration best. Please be consistent regarding the format you have chosen within each question.

| Calendar year | Academic year |
|---------------|---------------|
| 2013 | 2013 / 2014 |
| 2014 | 2014 / 2015 |
| 2015 | 2015 / 2016 |

Handling of missing data

If data are not available, please leave those fields blank and use the check box (“data not available”) or write a short remark on this question. Please enter “0” (zero) only when the zero is the correct data. Do not use “0” to mark that data are not available! (E.g. no international doctoral candidates = 0. No data on international doctoral candidates = blank and click checkbox). At times questions may have sub-sections. In the event that some of the information is not available, but other parts are, then please use the check box “data not available”, but still provide any of the available information you can. In these situations please make a note in the comment section that only partial information was available.”

Please write a comment if you have difficulties to adapt the available data to the data requirements in the question or you are uncertain about who/what to include.

To clarify terms and definitions, some questions include a question mark “[?]”. If you hover the cursor over a question mark, further information will be provided. Please note that explanations on data elements, calculations and rationales can be found in the indicator book sent to you with this survey.

For any further questions, please send an email to info@umultirank.org

Question 1

| | |
|--|--|
| Please give the full name and address of the unit [?] responsible for music related programmes | |
| Institution | |
| Faculty / department (if applicable) | |
| Institute or other Sub-unit, if applicable: | |
| | |
| Town / city: | |
| | |
| Website: | |
| Comments: | |
| Comments U-Multirank: | |

| | |
|--|---------------|
| Please provide the name of a contact person who will be available to respond to possible queries from the U-Multirank team. Please indicate only one email address. Please indicate the email address with the @ symbol and do not use e.g. (at) or "at" as word. | |
| Title | PLEASE CHOOSE |
| Contact person's first name: | |
| Contact person's last name: | |
| Position / Unit: | |
| Phone: | |
| E-mail: | |

Part 1: Details about individual study programmes

Question 2

Please ensure that only performance based music programmes (including conducting and composition) are listed that qualify in regards to the eligibility criteria below.

Performance based programmes are programmes where professional practice as a performer (or conductor or composer) is the main purpose of the programme and where the greater part of the program is oriented towards it.

Please check again, that only programmes

- which **are currently offered**,
- which are offered as a **main subject / major in music** in your unit, and,
- in which **first year enrolment** will still be possible in 2017

are listed.

Please make sure that not included are:

- Programmes with less than 10 students enrolled
- Short term first degrees below bachelor level (1 or 2 year programmes),
- Continuous education / CPD programmes,
- Pure distance education programmes,
- Programmes in which first year enrolment is not possible any more,
- Ph.D. / doctorate or other third cycle programmes

Those programmes can be listed for information below under “b) Other study programmes”.

If you want to include additional programmes, please contact us directly.

In the following section you can list up to 10 degree programmes. Please ensure that only performance oriented study programmes in music (including conducting and composition/music creation) are listed. Performance oriented study programmes are programmes which have the preparation for professional performance practice (including conducting and composition/music creation) as their main purpose with the greater part of the curriculum oriented toward this. In the table below only a maximum of 10 study programmes can be inserted. In case your institution offers study programmes at the level of individual instruments/subjects (for example bachelor of jazz piano, master of voice, bachelor of violin) please group these programmes together and insert a study programme at a higher aggregate level (for example master of jazz, bachelor of classical music, bachelor of composition).

| | Programme name | Degree |
|---------------------------------------|-----------------------|---------------|
| Name of 1st programme | 1st programme (empty) | PLEASE CHOOSE |
| Name of 2nd programme (if applicable) | 2nd programme (empty) | PLEASE CHOOSE |
| Name of 3rd programme (if applicable) | 3rd programme (empty) | PLEASE CHOOSE |
| Name of 4th programme (if applicable) | 4th programme (empty) | PLEASE CHOOSE |
| Name of 5th programme (if applicable) | 5th programme (empty) | PLEASE CHOOSE |
| Name of 6th programme (if applicable) | 6th programme (empty) | PLEASE CHOOSE |

| | | |
|--|------------------------|---------------|
| Name of 7th programme (if applicable) | 7th programme (empty) | PLEASE CHOOSE |
| Name of 8th programme (if applicable) | 8th programme (empty) | PLEASE CHOOSE |
| Name of 9th programme (if applicable) | 9th programme (empty) | PLEASE CHOOSE |
| Name of 10th programme (if applicable) | 10th programme (empty) | PLEASE CHOOSE |
| b) Other study programmes : | | |
| Comments: | | |
| Comments U-Multirank: | | |

Question 3

| Please provide the following information on the programmes. | | | | |
|---|--------------------------------|--------------------------|-------------------------------------|----------------------------|
| | Programme offered since (year) | Is the programme ending? | Standard period of study (in years) | No standard period defined |
| 1st programme (empty) | PLEASE CHOOSE | PLEASE CHOOSE | | <input type="checkbox"/> |
| 2nd programme (empty) | PLEASE CHOOSE | PLEASE CHOOSE | | <input type="checkbox"/> |
| 3rd programme (empty) | PLEASE CHOOSE | PLEASE CHOOSE | | <input type="checkbox"/> |
| 4th programme (empty) | PLEASE CHOOSE | PLEASE CHOOSE | | <input type="checkbox"/> |
| 5th programme (empty) | PLEASE CHOOSE | PLEASE CHOOSE | | <input type="checkbox"/> |
| 6th programme (empty) | PLEASE CHOOSE | PLEASE CHOOSE | | <input type="checkbox"/> |
| 7th programme (empty) | PLEASE CHOOSE | PLEASE CHOOSE | | <input type="checkbox"/> |
| 8th programme (empty) | PLEASE CHOOSE | PLEASE CHOOSE | | <input type="checkbox"/> |
| 9th programme (empty) | PLEASE CHOOSE | PLEASE CHOOSE | | <input type="checkbox"/> |
| 10th programme (empty) | PLEASE CHOOSE | PLEASE CHOOSE | | <input type="checkbox"/> |
| Comments: | | | | |
| Comments U-Multirank: | | | | |

Question 4

| Please indicate the number of students enrolled in the programmes in 2015 [?] | | | | |
|--|--------------------------|--------------------|---|--|
| <input type="checkbox"/> Data for this question not available <input type="checkbox"/> Data on international students not available | | | | |
| Number of students | | | | |
| | Total number of students | Part-time students | New enrolments / students in their 1 st year | International (degree seeking) students* |
| 1st programme (empty) | | | | |
| 2nd programme (empty) | | | | |
| 3rd programme (empty) | | | | |
| 4th programme (empty) | | | | |
| 5th programme (empty) | | | | |
| 6th programme (empty) | | | | |
| 7th programme (empty) | | | | |
| 8th programme (empty) | | | | |
| 9th programme (empty) | | | | |
| 10th programme (empty) | | | | |
| | Comments: | | | |
| | Comments U-Multirank: | | | |

* Students who acquired the university entrance qualification abroad and who are seeking a degree at your institution (NO exchange students). If this information is not available please refer to foreign citizenship.

Question 5

| Please indicate tuition fees of the programmes (if applicable) . [?] | | | | |
|--|--|----------------------|--|--|
| <input type="checkbox"/> There are no tuition fees at all in the institution | | | | |
| | Tuition fees per year (Please list the currency, e.g. 5,000 EUR) | | | |
| | Currency of tuition fee for domestic students | Domestic tuition fee | Currency of tuition fee for international students | Tuition fee for foreign / international students [?] |
| 1st programme (empty) | PLEASE CHOOSE | | PLEASE CHOOSE | |
| 2nd programme (empty) | PLEASE CHOOSE | | PLEASE CHOOSE | |
| 3rd programme (empty) | PLEASE CHOOSE | | PLEASE CHOOSE | |
| 4th programme (empty) | PLEASE CHOOSE | | PLEASE CHOOSE | |
| 5th programme (empty) | PLEASE CHOOSE | | PLEASE CHOOSE | |
| 6th programme (empty) | PLEASE CHOOSE | | PLEASE CHOOSE | |
| 7th programme (empty) | PLEASE CHOOSE | | PLEASE CHOOSE | |
| 8th programme (empty) | PLEASE CHOOSE | | PLEASE CHOOSE | |
| 9th programme (empty) | PLEASE CHOOSE | | PLEASE CHOOSE | |
| 10th programme (empty) | PLEASE CHOOSE | | PLEASE CHOOSE | |
| | Comments: | | | |
| | Comments U-Multirank: | | | |

Question 6

Please describe the international orientation of the programmes with regard to the inclusion of stays abroad for your own students [?]. Please indicate if there are joint, dual or double study programmes [?].

Data for this question not available

| | International orientation of the programmes | |
|------------------------|---|--|
| | Study period abroad | Joint / Double / Dual degree programme |
| 1st programme (empty) | PLEASE CHOOSE | PLEASE CHOOSE |
| 2nd programme (empty) | PLEASE CHOOSE | PLEASE CHOOSE |
| 3rd programme (empty) | PLEASE CHOOSE | PLEASE CHOOSE |
| 4th programme (empty) | PLEASE CHOOSE | PLEASE CHOOSE |
| 5th programme (empty) | PLEASE CHOOSE | PLEASE CHOOSE |
| 6th programme (empty) | PLEASE CHOOSE | PLEASE CHOOSE |
| 7th programme (empty) | PLEASE CHOOSE | PLEASE CHOOSE |
| 8th programme (empty) | PLEASE CHOOSE | PLEASE CHOOSE |
| 9th programme (empty) | PLEASE CHOOSE | PLEASE CHOOSE |
| 10th programme (empty) | PLEASE CHOOSE | PLEASE CHOOSE |
| Comments: | | |
| Comments U-Multirank: | | |

Question 7

Please provide information on teaching in a foreign language. Please indicate if the whole study programme is offered entirely in a foreign language. Please refer to the year 2015.

| | Study programme is offered entirely in a foreign language |
|------------------------|---|
| 1st programme (empty) | PLEASE CHOOSE |
| 2nd programme (empty) | PLEASE CHOOSE |
| 3rd programme (empty) | PLEASE CHOOSE |
| 4th programme (empty) | PLEASE CHOOSE |
| 5th programme (empty) | PLEASE CHOOSE |
| 6th programme (empty) | PLEASE CHOOSE |
| 7th programme (empty) | PLEASE CHOOSE |
| 8th programme (empty) | PLEASE CHOOSE |
| 9th programme (empty) | PLEASE CHOOSE |
| 10th programme (empty) | PLEASE CHOOSE |
| Comments: | |
| Comments U-Multirank: | |

Question 8

Please indicate the numbers on international **teaching staff mobility** in exchange programmes, both of teaching staff from your unit going to foreign institutions (outgoing) and teaching staff from foreign institutions coming to your institution (incoming).

Data on incoming not available
 Data on outgoing not available

| | 2013 | | 2014 | | 2015 | |
|-----------------------|----------|----------|----------|----------|----------|----------|
| | Incoming | Outgoing | Incoming | Outgoing | Incoming | Outgoing |
| Total number | | | | | | |
| Comments: | | | | | | |
| Comments U-Multirank: | | | | | | |

Question 9

Please indicate the number of projects aimed at multinational cooperation in mobility, performance, curriculum development or research[?], in which the institution participates as a coordinating institution or partner institution. The projects should be supported by competitive funding sources from national, European and/or international cooperation programmes. Please list international accreditations/reviews (by foreign or international agencies) separately. [?]

Data for this question not available

| | 2013 | 2014 | 2015 |
|--|------|------|------|
| Total number of international projects | | | |
| Number of international accreditations/reviews | | | |
| Comments: | | | |
| Comments U-Multirank: | | | |

Part 2: Details about the unit

Staff and PhD

Question 10

Please indicate the full-time equivalent (fte) numbers of **academic staff in music** (professors and other academic staff) employed in music related parts of your unit for the years **2013 to 2015**. [?]

Data for this question not available

| Staff (filled posts) | Full-time equivalent academic staff in music | | |
|---|--|------|------|
| | 2013 | 2014 | 2015 |
| Total Academic staff | | | |
| Thereof involved in teaching only (no research) | | | |
| Thereof involved in research and development only (no teaching) | | | |
| Thereof doctoral candidates counted as staff (fte) | | | |
| Comments: | | | |
| Comments U-Multirank: | | | |

Question 11

Please give the **head count** number of academic staff employed in music related parts of your unit in 2015. [?]

| | Academic staff – Head count | |
|---|-----------------------------|---|
| Total number (head count) | | <input type="checkbox"/> Data not available |
| Thereof with foreign citizenship | | <input type="checkbox"/> Data not available |
| Thereof doctoral candidates counted as staff | | <input type="checkbox"/> Data not available |
| Comments: | | |
| Comments U-Multirank: | | |

Question 12

Please indicate the number of **doctorate degrees** (or equivalent research based third cycle degrees) [?] awarded by your institution in **music**.

Data for this question not available
 Data on degrees by international students not available
 My institution does not award PhDs / doctorate / third cycle degrees

| | 2013 | 2014 | 2015 |
|--|------|------|------|
| Total number of completed doctorate / third cycle degrees | | | |
| Thereof by international students* | | | |

Comments:

Comments U-Multirank:

* Definition: Students who got their qualification for starting a doctoral programme in a foreign country. If this information is not available, please use the citizenship and leave a short comment.

Knowledge transfer and external relations**Question 13**

Please indicate the number of external participants in continuing professional development courses in music related areas at your unit. [?] Please do not report conferences here (see Q 14).

Data for this question not available

| | 2013 | 2014 | 2015 |
|-------------------------------------|------|------|------|
| Total number of participants | | | |

Comments:

Comments U-Multirank:

Question 14

Please indicate the number of music related academic conferences open to external participants (co-) organised by your institution. A conference should have a minimum duration of 4 hours and a minimum number of 20 external participants to be reported.

Please do not report continuing professional development courses here (see Q 13).

Data for this question not available

| | 2013 | 2014 | 2015 |
|------------------------------------|------|------|------|
| Total number of conferences | | | |

Comments:

Comments U-Multirank:

Question 15

Please indicate the number of active, formalised long-term (one year or more) partnerships with external organisations and institutions in the profession / field [?] (excl. other higher music schools / higher education institutions).

Data for this question not available

| | 2015 |
|--|------|
| Total number of formal partnerships | |
| Comments: | |
| Comments U-Multirank: | |

Artistic output**Question 16**

Please indicate the number of public concerts performed by students and staff, (co-)organised and promoted/publicly announced by the institution (including exams organised as public performances. Please list public examination concerts by students separately. Please list only concerts open to an external audience.

Data for this question not available

| | 2013 | 2014 | 2015 |
|---------------------------------|------|------|------|
| Total number of public concerts | | | |
| Thereof examination concerts | | | |
| Comments: | | | |
| Comments U-Multirank: | | | |

Question 17

Please indicate the number of published research based artistic outputs/results by staff and third cycle students in peer-reviewed international publication channels for artistic research (as e.g. Journal of Artistic Research and similar peer-reviewed channels).

Please enclose a list with all research based artistic outputs indicated.

Data for this question not available

| | 2013 | 2014 | 2015 |
|-------------------------------------|------|------|------|
| Total number of publications | | | |
| Comments: | | | |
| Comments U-Multirank: | | | |

Question 18

Please indicate the number of other research based artistic outputs / results by staff and third cycle students, such as performances CDs, compositions etc. Those outputs and activities are recognized as research-based when they are accompanied by documentation and reflection.

Please attach a list with all research based artistic outputs / results, concerts and performances indicated.

Data for this question not available

| | 2013 | 2014 | 2015 |
|--|------|------|------|
| Number of research based artistic outputs | | | |
| Comments: | | | |
| Comments U-Multirank: | | | |

Students

Question 19

| | | |
|---|--|---------------------------------------|
| A) Please provide information on the number of students enrolled in your institution in 2015 by the following categories. [?] | | |
| Please include students on all degree levels (incl. doctorate / PhD / third cycle students) in Part A. | | |
| <input type="checkbox"/> Data on full-time equivalents not available <input type="checkbox"/> Data on number of students (head count) is not available <input type="checkbox"/> Our institution does not offer part-time degrees | | |
| | Total number in 2015 (head count) | Thereof part-time students |
| Students in music related programmes enrolled at the institution | | |
| Thereof female students | | |
| Thereof in performance oriented programmes [?] | | |
| B) Number of students by degree of their programmes | | |
| | Total number in 2015 (head count) | Thereof part-time students |
| Bachelor / undergraduate | | |
| Master / other graduate | | |
| PhD / other third cycle programmes | | |
| C) Please indicate in which genres your institution offers degree programmes | | |
| Classical Music | PLEASE CHOOSE | |
| Early Music | PLEASE CHOOSE | |
| Contemporary Music | PLEASE CHOOSE | |
| Opera | PLEASE CHOOSE | |
| Pop / Rock | PLEASE CHOOSE | |
| Jazz | PLEASE CHOOSE | |
| Folk | PLEASE CHOOSE | |
| World Music | PLEASE CHOOSE | |
| other music related programmes (e.g. music pedagogy, musicology) | PLEASE CHOOSE | |
| Comments: | | |
| Comments U-Multirank: | | |

Question 20

Please indicate for each programme the number of entrances in the given years, and the number of these that have graduated within the standard period + 2 years of the specific programme [?].

The entrance in years one, two and three are calculated as follows:
 2015 – [(standard period) + 2 years]. Please use the table to identify the respective years.

| Standard period of study | Year one is | Year two is | Year three is |
|--------------------------|-------------|-------------|---------------|
| One year programmes | 2010 | 2011 | 2012 |
| Two year programmes | 2009 | 2010 | 2011 |
| Three year programmes | 2008 | 2009 | 2010 |
| Four year programmes | 2007 | 2008 | 2009 |
| Five year programmes | 2006 | 2007 | 2008 |

Data for this question not available

| | Number of entrances in year one | Number of these graduated by 2013 | Number of entrances in year two | Number of these graduated by 2014 | Number of entrances in year three | Number of these graduated by 2015 | No graduates yet |
|------------------------|---------------------------------|-----------------------------------|---------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|--------------------------|
| 1st programme (empty) | | | | | | | <input type="checkbox"/> |
| 2nd programme (empty) | | | | | | | <input type="checkbox"/> |
| 3rd programme (empty) | | | | | | | <input type="checkbox"/> |
| 4th programme (empty) | | | | | | | <input type="checkbox"/> |
| 5th programme (empty) | | | | | | | <input type="checkbox"/> |
| 6th programme (empty) | | | | | | | <input type="checkbox"/> |
| 7th programme (empty) | | | | | | | <input type="checkbox"/> |
| 8th programme (empty) | | | | | | | <input type="checkbox"/> |
| 9th programme (empty) | | | | | | | <input type="checkbox"/> |
| 10th programme (empty) | | | | | | | <input type="checkbox"/> |

Comments:

Question 21

| | | | |
|--|-------------|-------------|-------------|
| Please indicate the number of students who made internships and placements in external public and private institutions (e.g. orchestras, ensembles, schools, music schools etc), organised by the institution and embedded in the curriculum (one week or longer, - full time equivalent working hours) | | | |
| <input type="checkbox"/> Data for this question not available | | | |
| <input type="checkbox"/> There are no students who made internships | | | |
| <input type="checkbox"/> The institution does not organise internships / placements | | | |
| | 2013 | 2014 | 2015 |
| Total number of student who made an internship | | | |
| Comments: | | | |
| Comments U-Multirank: | | | |

Income**Question 22**

| |
|---|
| Please indicate the currency and unit (e.g. in 100,000 or 1,000) in which you will provide financial information in the following question. |
| Currency: PLEASE CHOOSE |
| Unit: PLEASE CHOOSE |
| Comments: |
| Comments U-Multirank: |

Question 23

Please indicate the amount of **external competitive research funds [?]** (including artistic research) of your unit in music in the last three years (2013, 2014, 2015). Please refer only to income that is not part of a core (or base) grant received from the government.

Please do **NOT** state the total amounts on the relevant research projects across years but **ONLY** the **funds in the relevant year**.

For joint projects with other departments / other institutions please give only the share of your unit!

N.B.: Funding for basic equipment is to be **excluded** from your calculations.

Please give the number in PLEASE CHOOSE and in the correct unit:

Data for this question not available

We had no external research funds

| External research income | 2013 | 2014 | 2015 |
|--|------|------|------|
| From national research council / science foundations [App.] | | | |
| From national government authorities (national or federal) [App.] | | | |
| From national industry / private business / organisations [App.] | | | |
| From international / foreign institutions [?] | | | |
| From other sources (incl. charities, non-profit organisations, foundations) [?] | | | |
| Total (calculated automatically) | 0,00 | 0,00 | 0,00 |
| Thereof third party funding of professorships [?] | | | |

Comments:

Comments U-Multirank:

Explanation: Third party funds are only those for which you have to apply regularly, submitting fresh applications as part of an assessment process.

Profile

Question 24

| |
|--|
| a) Please describe the specific profile of your unit with regard to teaching & learning (max. 600 characters), incl. possibilities for students to perform and to gain practical experience: |
| Website: |
| b) Please describe the specific profile of your unit in with regard to research and development (max. 600 characters): |
| Website: |
| Comments: |
| Comments U-Multirank: |

Resources and Facilities

Question 25

| Please provide information on the number of available resources of books, music, recordings, online resources etc. in dedicated music library at your institution. Please refer to stock in 2015. | | |
|---|-------------------------------------|--------------------------|
| Item | Total number of items on stock 2015 | Data not available |
| Books | | <input type="checkbox"/> |
| Printed music | | <input type="checkbox"/> |
| Printed / online journals | | <input type="checkbox"/> |
| Audio media (CDs, LPs) | | <input type="checkbox"/> |
| Video media (Blue rays, DVDs, VHF's) | | <input type="checkbox"/> |
| Online databases for audio and video streaming (e.g. Naxos, Alexander Street) | | <input type="checkbox"/> |
| Online bibliographic databases (e.g. RILM) | | <input type="checkbox"/> |
| Online full-text databases (e.g. Music Periodicals Database, JSTOR Music, Oxford Music Online) | | <input type="checkbox"/> |
| Comments: | | |
| Comments U-Multirank: | | |

Question 26

| | |
|--|-------------|
| Please indicate the number of practice rooms available for student practice in 2015. The rooms should be available at least six hours per day (on average), Monday to Friday between 7.00 and 23.00. | |
| | 2015 |
| Total number of available rooms for student practice only | |
| Number of additional rooms available for student practice (available at least six hours per day (on average) Monday to Friday between 07.00 and 23.00) | |
| Comments: | |
| Comments U-Multirank: | |

GENERAL INFORMATION**Question 27**

| | |
|--|---------------|
| Please characterise your institution [?]: | |
| a) According to the characteristics of the music unit | |
| Independent higher music institution | PLEASE CHOOSE |
| Music department in arts institution | PLEASE CHOOSE |
| Music department in multidisciplinary institution / university | PLEASE CHOOSE |
| b) According to the legal structure: | |
| Public institution | PLEASE CHOOSE |
| Government dependent private | PLEASE CHOOSE |
| Private institution | PLEASE CHOOSE |
| Comments: | |
| Comments U-Multirank: | |

Question 28

| | |
|--|--|
| In which year has your institution been founded? [?] | |
| Foundation year: | |

Appendix / Definitions

| | | |
|-------------------|-------------------------------------|---|
| Question 1 | Responsible Unit | Please give the information on the unit which is responsible for offering the degree programmes in music. This can be a faculty or a department as a whole or a sub-unit of it. To go back to question 1, please go to page 2. |
| Question 4 | Number of students | Numbers of students enrolled per institution at ISCED 6 and ISCED 7 levels (see: http://www.uis.unesco.org/Education/Documents/isced-2011-en.pdf). Data should reflect the number of students enrolled at the beginning of the academic year and be provided in headcounts. If a student is enrolled in music and another field (e.g. history), please count him / her as a full student in each field. The enrolment of students may not be stable enough at the beginning of the academic year and therefore a count at a later point may be justified. Students on leave of absence should be excluded. To go back to question 4, please go to page 5. |
| Question 5 | Tuition fees | The term tuition fee refers to regular fees students have to contribute to be taught at your institution. Tuition fees are considered distinct from other specific fees which are used to cover institutionally provided non-instructional services such as campus transportation or student health care as well as recreational and athletic programmes. These data will be used as descriptive information in U-Multirank. To go back to question 5, please go to page 6. |
| Question 5 | National / international | Please indicate the tuition fees for international students who have to pay different rates than national students (in EU countries for Non-EU students). To go back to question 5, please go to page 6. |
| Question 6 | Stay abroad | Stays abroad include periods at a foreign higher education institution for a period of at least three months which are part of the programme at your institution. To go back to question 6, please go to page 6. |
| Question 6 | Joint / double / dual degree | Joint (degree) / double degree / dual degree programmes are defined by the following characteristics: the programmes are developed and / or approved jointly by several institutions; students from each participating institution typically study parts of the programme at other institutions. In a joint degree programme students study at two or more institutions and receive a single degree certificate issued and signed jointly by all institutions involved in the programme. In a joint programme (without a joint degree) students study at two or more institutions, but receive a single degree certificate from the home institution. In a double / dual degree programme students study at two or more institutions and receive a separate degree certificate from each of the institutions. This information will be integrated in the indicator "International orientation". To go back to question 6, please go to page 6. |
| Question 9 | Multinational cooperation | Please list only co-operations in mobility, performance, curriculum development or research which are based on formal agreements. The projects should be supported by competitive funding sources from national, European and international programmes. The number of projects should be counted on the basis of the number of contracts that have been signed for these projects (e.g. individual Erasmus+ mobilities should not be counted as separate projects, but counted together as one project being based on one single EU contract). To go back to question 9, please go to page 7. |
| Question 9 | Multinational cooperation | If your institution or programmes have been subject to an international accreditation, evaluation or review, this can count as one project. With an international accreditation, evaluation or review is meant an accreditation, evaluation or review which has been executed by a quality assurance agency or |

review body that is not based in your country or that operates at the European or international level. Whenever the accreditation, evaluation or review is issued for a period of several years, please only count this as one project if your institution or programme currently fall within the time period issued by the accreditation, evaluation or review.

To go back to question 9, please go to page 7.

Question 10 **Academic staff in fte**

Academic and artistic staff include personnel whose main activity is teaching and/or research.

Fte calculation is based on the 'normal or statutory working hours'. If teaching staff is hired on an hourly basis (e.g. 4 hours per week for violin teaching), please refer to the "normal" teaching hours of full-time teachers). Please do not refer to the 'total or actual working/teaching hours' or 'total or actual teaching hours'.

The full-time equivalence of part-time academic staff is therefore determined by calculating the ratio of hours worked by part-time academic staff over the statutory hours worked by full-time academic staff during the academic year.

Fte should be recorded in person-years and represent the working load over the entire year.

Example 1:

The statutory working hours are 40 hours / week and a person is working 20 hours / week throughout the year the fte of that person is 0,5.

Example 2:

A contract teacher teaches 4 hours per week and the regular teaching obligation of full-time teachers is (on average) 12 hours per week, the fte of that person is 0.33.

Please include:

- Contract teachers/lecturers
- Third cycle students counted as staff

Please do not include:

- Visiting lecturers/ teachers
- Student teaching or research assistants
- Administrative staff

To go back to question 10, please go to page 8.

Question 11 **Academic staff - head count**

Head count refers to the number of persons (professors and other academic staff) employed at your institution (both permanently and on a fixed term position) irrespective of their working hours.

To go back to question 11, please go to page 8.

Question 12 **Doctorate degrees**

Although most countries only have a "first" advanced research qualification (e.g. the Ph.D. in the United States), some countries do award an "intermediate" advanced research qualification (e.g. the Diplôme d'études approfondies (DEA) in France) and others award a "second" advanced research qualification (e.g. Habilitation in Germany and doktor nauk in the Russian Federation). Accounting for these intermediate and second awards in the classification scheme is important to define the boundary around the first advanced research qualifications. Research degrees below PhD may either be considered as intermediate degrees and not counted at all in the U-Multirank data collection, or, if not of intermediate character, be classified as Master's degrees. The enrolments may however be counted as doctorate enrolments, as it may not be possible to distinguish between students in PhD / Doctorate's programmes and these programmes until the point of graduation. In case of doubt please add your remarks in the Comments section.

To go back to question 12, please go to page 9.

| | | |
|--------------------|--|--|
| Question 13 | Continuing Professional development courses | <p>Continuing professional development (CPD) is job-related education and training after completion of formal training, by means of which members of professions maintain, improve and broaden their knowledge and skills and develop the personal qualities required in their professional lives. It primarily takes place through short courses, usually without awarding ECTS credits. CPD activity is not part of the regular teaching activities supported through the institution's core budget, and is usually financed through participant fees or payment from the participant's employers. CPD activities do not include conferences (co-) organised by the institution.</p> <p>To go back to question 13, please go to page 10.</p> |
| Question 15 | Partnerships in the profession | <p>Number of active, formalized (with a written agreement) long-term (one year or more) partnerships with organisations and institutions in the profession, but outside higher education (including agreements on internships with orchestras, festivals, schools etc.).</p> <p>To go back to question 15, please go to page 10.</p> |
| Question 19 | Enrolled students | <p>Number of students enrolled in all programmes of your unit which can be attributed to music. This includes programmes which are not included in the list of programmes in the first part of this questionnaire (e.g. PhD programmes, teacher education) except distance learning / online courses.</p> <p>To go back to question 19, please go to page 12.</p> |
| Question 19 | Full-time equivalents (Students) | <p>Please refer to the formal enrolment status in the autumn semester/trimester, irrespective of how many credits students may have completed in 2015. Please indicate a student enrolled in a full-time degree programme as 1 full-time equivalent; and a student enrolled in a half-time degree as 0.5 full-time equivalents.</p> <p>E.g. the total number of students enrolled at your institution in 2015 was 300 (heads), 200 enrolled as full time students and 100 as half-time students, gives a total of 250 full-time equivalents. If the institution has no part-time programmes, the head count numbers and the full-time equivalent numbers should be the same.</p> <p>To go back to question 19, please go to page 12</p> |
| Question 19 | Performance oriented programmes | <p>Please indicate the sub-total of all students enrolled in performance oriented programmes, including conducting and composition.</p> <p>To go back to question 19 please go to page 12.</p> |
| Question 20 | Number of degrees issued | <p>Please indicate the number of graduates in total and the number of degrees awarded to students who successfully completed the programme within years 2013, 2014 and 2015.</p> <p>To go back to question 20 please go to page 13.</p> |
| Question 20 | Standard period of study | <p>Standard period of the programme plus 2 years (e.g. within 5 years for a 3 year bachelor programme). The standard period of study refers to the number of years, set out in laws or regulations, in which a student can be expected to complete the programme.</p> <p>To go back to question 20, please go to page 13.</p> |
| Question 21 | Students in internships | <p>Number of student internships and placements, organised by the institution in public and private institutions (e.g. orchestras, ensembles, schools, music schools etc.). Please consider only internships with a duration of at least one week full time equivalent.</p> <p>To go back to question 21 please go to page 14.</p> |

| | | |
|--|---|--|
| Question 23 | External competitive research income | <p>Please specify the income for research that is not part of the regular (or base) grant received from government. Please disaggregate income for research projects spanning more than one year by individual years and include only the reference years. This information will be used for the indicator external research income. The items included are revenues from research grants and research contracts awarded by national and international organisations. Revenues from specific research projects awarded competitively by:</p> <ul style="list-style-type: none"> • government agencies (e.g. state / federal ministries, other public bodies); • research councils; • private organisations (i.e. business, non-profit organisations, private foundations and charities); • international organisations (e.g. through research programmes such as the European Framework programmes and the European Research Council). • from other research-related project based funding. |
| To go back to question 23, please go to page 16. | | |
| Question 23 | Research income from national research councils | <p>This category includes revenues for research projects funded through grants and contracts awarded by research councils and public science foundations and agencies. Such grants and contracts are awarded after a peer review of research proposals submitted by (teams of) academics. Revenues from research councils such the French ANR, the NSF in the USA, or the Dutch NWO / SKO / KNAW should go under this heading. In the German context, the DFG would qualify as a Research Council.</p> |
| To go back to question 23, please go to page 15. | | |
| Question 23 | Research income from national authorities | <p>Revenues from government ministries, public (national / international) agencies and other public bodies (excluding research councils), awarded competitively for specific research projects and research services carried out by the institution. This category does not include the regular basic public funding of institutions!</p> |
| To go back to question 23, please go to page 15. | | |
| Question 23 | Research income from business | <p>External research revenues from business and private organisations (excluding non-profit organisations), awarded competitively for specific research projects and research services carried out by the institution. This category does not include consultancies and services (e.g. material testing)!</p> |
| To go back to question 23, please go to page 15. | | |
| Question 23 | Research income from international organisations | <p>External research revenues from international sources includes all grants, subsidies and third party income from research originating international sources (e.g. supranational government authorities).</p> |
| To go back to question 23 please go to page 16. | | |

| | | |
|-------------|---|---|
| Question 23 | Research income from other sources | <p>External research revenues from other sources awarded competitively for specific research projects and research services carried out by the institution.</p> <p>To go back to question 23, please go to page 16.</p> |
| Question 23 | Endowed professorships / third party funding of professorships | <p>If positions for professors are fully funded by external sources / funders (endowed professorships), please specify here.</p> <p>To go back to question 23, please go to page 16.</p> |
| Question 27 | Character of institution | <p>An institution is classified as public if it is controlled and managed:</p> <ul style="list-style-type: none"> • directly by a public education authority or agency or, • either by a government agency directly or by a governing body (Council, Committee etc.), most of whose members are either appointed by a public authority or elected by public franchise. <p>An institution is classified as private if:</p> <ul style="list-style-type: none"> • it is controlled and managed by a non-governmental organisation (e.g. a Church, a Trade Union or a business enterprise), or • its Governing Board consists mostly of members not selected by a public agency. <p>A government-dependent private institution is a private institution that receives more than 50 per cent of its core funding from government agencies, or one whose academic staff are paid by a government agency. Types of institutions are based on OECD definitions: http://www.oecd.org/dataoecd/45/17/33692376.pdf</p> <p>This information will be used for mapping purposes.</p> <p>To go back to question 27, please go to page 17.</p> |
| Question 28 | Year of foundation | <p>The year in which the institution in its current constitution was founded. This information will be used for mapping purposes. In case of mergers please refer to the oldest part.</p> <p>To go back to question 28, please go to page 17.</p> |