

Academic Calendar Year: begins in the Fall term and continues through the Summer term in the following year. A student's program requirements (e.g. credits required to graduate) are set in the Academic Calendar Year in which the student first registers in the program.

Admission Status: is based on the most recent application for student's current program.

APT/RAP: Administrative, Professional and Technical (non-bargaining) group (APT) and related (RAP). These employees are not unionized and work on either UNB campus.

AU/AUR: Association of University of New Brunswick Teachers. These are faculty employees.

Bargaining Unit: the union or staff grouping associated with various employee groups at UNB: APT/RAP; AU/AUR; CAE; CSJ/RSJ; GLT/RGL; GUN; SAL/RSA; No Group; or, Other. For details regarding the named groups, see each group's definition. For the general categories: "Other" includes university management, physicians, non-unionized students and other small groups; "No Group" includes various positions not linked to a particular grouping (includes research assistants and technicians). Not all employees are included in union agreements.

Basic UNB Course Registration: one student registered a for-credit course is counted as one registration. The student must, however, have paid fees by the first day of exams for the term in which the course is offered. Students registered in partnership programs (e.g. Humber, Trinidad) are excluded. For reporting by Faculty, other than for cross-listed courses, allocations of courses are based on the primary department associated with that section. Reporting by Faculty for registrations in cross-listed courses are allocated based on the primary department associated with each individual cross-listed section.

Basic UNB Enrolment: includes only those students who are registered in at least one course and have paid fees by the first day of exams in the fall term. Students registered in partnership programs (e.g. Humber, Trinidad) are excluded.

Campus: UNB has two main campuses: Fredericton and Saint John. Courses are offered at other locations, such as Bathurst and Moncton; however, reporting associated with those students, courses and staff are grouped with one of the main campuses.

Complement FTE: is calculated based on the number of hours an employee works. For employees paid bi-weekly, this is determined by the number of hours worked in the pay period which includes October 1; contract academic employees, this is determined by the number of stipend paid (6 stipends = 1 FTE); for all other employees this is based on the number of hours worked from October 1 through September 30. When a report includes Portfolio or Envelope information the FTEs are weighted based the unit responsible for the costs.

Complement Head Count: the number of employee IDs for employees included in FTE reporting. When an employee's wages are shared, the head count is weighted based on the cost sharing for the position. If a part-time employee has more than one position, the head count is weighted based on the total FTEs associated with each position held. When a report includes Portfolio or Envelope information the Head Counts are weighted based the unit responsible for the costs.

Contract Academic Employee (CAE): are part-time instructors who are contracted to each part-time in a for-credit course. Full-time instructors who are paid an additional stipend for teaching are not included in this category.

Country of Origin: is provided for international students only and is based on a student's citizenship at the time of his/her original application. Blank fields are listed as "other or unknown".

Course Faculty: the primary faculty associated with the section being offered. For sections split between Faculties, the first Faculty listed is selected as the "Course Faculty". (Note: split sections are not the same as cross-listed sections.)

Course Level: is the first digit of each course catalogue number, which indicates the student year level at which a course is primarily directed. Levels of 6 or higher are associated with Graduate courses; levels under 6 are associated with Undergraduate courses. Specialized courses may have a different designation such as Co-Op

(COOP), English language preparation (ELP), professional experience program (PEP), practicum (PRAC) or remedial (REM).

Course Name: is identified by the course subject and catalogue number (e.g. ARTS*1000).

Course Registration: see “Basic UNB Course Registration”.

Course Section Name: is a course offered in a particular term and includes the course name and a section identifier (e.g. ARTS*1000*FR01A). A course section is unique for the Academic Calendar Year in which it is offered but can be re-used in different Academic Calendar Years.

Cross-listed sections/courses: are sections which are offered at the same time and by the same instructor. Sections may have different course subjects, levels and/or locations. A primary section is selected by the Faculties/Departments setting up the sections. Registrations are grouped by the primary sections for section size reporting.

CSJ/RSJ: Canadian Union of Public Employees (CSJ) and those related to that collective agreement (RSJ). Employees in this group work on the Saint John campus.

Degrees Granted: a count of the number of degrees awarded by UNB. Spring convocations include all degrees awarded from January through June; Fall convocations include all degrees awarded in July through December; Overall convocations include all degrees awarded in the Fiscal Year. Reporting of degrees by Faculty has been weighted for shared programs (see “Weighted Measures”). All degrees awarded by UNB, including those associated with Partnership Programs, are included in the reporting.

Domestic Student: a student who is a citizen of Canada or is lawfully in Canada as an immigrant but does not have Canadian citizenship.

Employee Type: full- or part-time status based on the number of hours an employee works. Employees are full-time if they work at least 70 hours per pay period; all other employees, including contract academic employees, are part-time.

Encaenia: the graduation ceremonies held at UNB. Also referred to as ‘convocation’. Ceremonies are held in May and October; however, degrees can be awarded at any time during the year.

Enrolment: see “Basic UNB Enrolment”.

FTE: the full-time equivalent calculation for students or employees (see “Student Head Count” or “Complement Head Count” for additional details).

GLT/RGL: General Labour and Trades (GLT) and those related to that collective agreement (RGL). Employees in this group work on the Fredericton campus.

Graduate Students: a student who is enrolled in at least one for-credit courses and a graduate-level program.

Head Count: the number of unique student or employee IDs (see “Student Head Count” or “Complement Head Count” for additional details).

Home Address: the address where a student lives when not attending classes at UNB, if it is different from their residence while attending classes. This address forms the basis for the reporting of Home Province and Home County.

Home County: is provided for New Brunswick students only and is based on a student’s home address/postal code at the time of the data extract. Students who do not provide a home postal code are shown with a blank county. This may differ from the province in which the student resided when he/she first enrolled at UNB.

Residency Province: is provided for domestic students only and is based on a student’s province of residence when he/she first applied to UNB. It is set at the time of the application and not changed unless an error is noted.

Immigration Status: a flag to indicate if a student is a “Domestic” or “International” student. If the immigration status is not known the student is counted as an international student (as per the Registrar's methodology of allocating blank fields to the category with the lowest value).

International Student: a student who is from a country other than Canada and who is not Canadian citizen or permanent resident of Canada. These students are generally in Canada on a visitor's visa with student authorization.

Maritime Provinces Higher Education Commission (MPHEC)

MPHEC FTE Enrolment: enrolment figures calculated by the MPHEC based on UNB enrolment reporting. Full-time students (taking at least a 60% the full-load for the registered program) are assigned 1 FTE. Part-time students (taking less than 60% of the full-load for the registered program) are assigned 0.1 FTE for each course in which they are registered. When a report includes by Faculty information the FTEs are weighted based on an allocation provided by the Registrars' Offices.

MPHEC WFTE Enrolment: enrolment figures calculated by the MPHEC based on the MPHEC FTE times the weighting assigned by the MPHEC for each program (see Full-Time Benchmarks by Degree). When a report includes by Faculty information the WFTEs are weighted based on an allocation provided by the Registrars' Offices.

National Survey of Student Engagement (NSSE)

New vs Returning to UNB: A student is considered to be a "new UNB student" in the first term in which there is an active enrolment (starting with 2002FA). A student is considered to be new only once in their activity at UNB; therefore, a student taking a second degree at UNB is considered to be a "returning UNB student". In addition, students enrolling for the first time in the winter or summer terms will be considered as a "returning UNB student" in the first fall term in which they register. Students who were enrolled at UNB before 2002FA will appear as a "new UNB student" in the first fall term in which they re-register.

Partnership Programs: are programs which are offered through UNB by other educational institutions. Enrolments and registrations associated with these programs are not included in "Basic UNB" reporting; however, degrees awarded are included.

Primary Section: the main section for a cross-listed section group, as determined in the section/course set-up in the course registration system (datatel).

Program Faculty: the Faculty associated with the program and degree of each student. It is generally referred to as "Faculty" in reporting. For shared degrees all faculties are shown and Head Counts/FTEs are weighted. If a student is not registered in a program at the time of the data extract, the Program Faculty is blank.

Program Location: the campus associated with any given program. All programs are assigned to either the Fredericton or Saint John campuses, regardless of where the courses are held.

Program Weighting: For reports providing enrolment or course registration information by a student's Faculty, shared programs are weighted according to Allocations by Faculty are weighted for shared programs.

Saint Thomas University Course Registrations: UNB has a reciprocal agreement with Saint Thomas University where students registered at UNB can take courses at Saint Thomas University. UNB has created a 'faculty' called "Saint Thomas University" to record these registrations. This "faculty" will appear on all reports which reflect course registrations (e.g. service teaching, class size).

SAL/RSA: Secretaries, Accountants and Library Assistants and Clerks (SALAC) and those related to that collective agreement (RSA). Employees in this group work on the Fredericton Campus.

Section Size: is the total number of registrations in a primary section divided by the total number of primary sections. For cross-listed sections, the section size is calculated for the primary section's profile only (e.g. course level). Sections that are considered to be 'placeholders', such as co-op, independent studies and thesis courses, have been excluded from section size calculations.

Section: the last digits in the course name provides an indication the section location (e.g. "FR"), the number of sections offered (e.g. "01") and of the course. For example, "SJ01X" indicates that the course is held on the Saint John campus (SJ), it is the first offering in the term [?] (01) And it is the fall section of a full-year course (X). A detailed explanation of the course section information is available from the Offices of the Registrars.

Service Teaching: is a breakdown of the number of registrations for section offered by a Faculty by the Student Faculty associated with each registrant. For example, the number of registrations for students whose program is in the Faculty of Science in Faculty of Arts sections.

Student Faculty: The Faculty associated with the program in which the student is registered.

Student FTE: is calculated based on the “student load” and “academic level”. For undergraduate students, a full-time student load = 1 FTE; part-time = 0.15 FTE. For graduate students, all full-time and part-time PhD students = 1 FTE; part-time Masters students = 0.33 FTE. When a report includes by Faculty information the FTEs are weighted based on an allocation provided by the Registrars’ Offices.

Student Head Counts: the number of unique student IDs for students registered in the fall term. When a report includes by Faculty information the head counts are weighted based on an allocation provided by the Registrars’ Offices.

Student Load: full- or part-time status based on the number of courses in which a student is registered and the normal load for the student's program as determined by the MPHEC (Full-Time Benchmarks by Degree. If a student's load is not known at the time of the data extract, the student assumed to be part-time.

Student Location: for enrolment reporting a student's location is determined by the campus where the majority of his/her classes are taken.

Student/Faculty Ratio - Graduate: the head count of full- and part-time graduate students divided by the head count of full-time, tenured professors, associate professors and assistant professors. When a report includes by Faculty information head counts are weighted (see Student Head Count and Employee Head Count for details).

Student/Faculty Ratio - Undergraduate: the head count of full-time undergraduate students divided by the head count of full-time instructors, not including those instructors who are funded through research accounts (see Funds) nor employees in librarian positions. When a report includes by Faculty information head counts are weighted (see Student Head Count and Employee Head Count for details).

Tenure: faculty (instructors and librarians) are eligible to receive tenure. Employees who have received tenure or are in tenure-track positions are grouped under “Tenure/Probationary”; the remaining employees are grouped under “Non-Tenure”.

Term: there are three terms at UNB: Summer (SM), Fall (FA) and Winter (WI). Historically, there were three terms held during the summer months: Intersession (IN), Spring (SP) and Summer (SU). These sections have been combined under the Summer term.

Undergraduate Grade Average (AGPA): the grade point average for a student calculated in the Winter term once a student has received 24 credit-hours in the program in which they are enrolled. It is re-calculated when the student receives a further 24 credit-hours.

Undergraduate Student: a student who is enrolled in at least one for-credit courses and an undergraduate-level program. This includes students registered in first-professional degrees such as law and some education programs.

Weighted Measures: is associated with reporting by Faculty, Portfolio or Envelope where people or programs are shared. For enrolments or degrees awarded for shared programs the weighting of the student has been developed by the Offices of the Registrar. For example, the student head counts, FTEs, WFTEs and degrees awarded for the BA/BSc program is split 50/50 between the Faculties of Arts and Science. For complements, weighting is based on the department associated with payments. For example, the head count or FTE for a professor whose position costs are shared equally by the Faculties of Arts and Science would be split 50/50 between those Faculties.

Year in Program: is based on the number of credits a student has received for the program in which he/she is registered and the calendar program credit hour requirements associated with that program at the time when the student registered. This is not always an indication of the number of years in which the student has been registered at UNB or within a program.

Fiscal Year: at UNB the fiscal year is from May 1 through April 30.

Academic Year: begins July 1 and ends June 30 of the following year.

Canadian University Survey Consortium (CUSC): conducts student satisfaction surveys in three cycles; First year undergraduate students, all undergraduate students and graduating undergraduate students.

Post-Secondary Student Information System (PSIS): provides student enrollment counts from Institutions across Canada. Enrollment count is a snap shot of number of students as of December 1st.

Full-Time Equivalent (FTE) in PSIS: is calculates as full-time enrollment plus one third of part-time enrollment.

Persistence, attrition and retention study (PAR): Tracks persistence, attrition, retention and graduation rates for new student cohorts, starting with 2003/FA cohort.

New student in PAR: A student is defined as New in a term (cohort) if he or she was not previously enrolled in a FA or WI term at UNB (going back to a 2002 data cutoff).

Expected to Return: is defined as the Total Enrolled less Did Not Return & Graduated.

Persistence in Program as % of Expected to Return: is defined as Returned-Remained in Program divided by the number of students Expected to Return.

Persistence as a % of Expected to Return: is defined as Returned-Remained in Program plus Returned-Switched Out of Program divided by the number of students Expected to Return.

HS/HSA Admit Status : 'Admit status from Application' field from Enrollment Cube has value of either 'HS (Yr1 High School)' or 'HSA (Yr1 High School -Auto assess)'.

Remained: Students who remained in the program that they started with.

Switched: Students who switched to a program other than what they started with, but are still at UNB.

Graduated from Starting Program: First undergraduate degree is counted. If a student is enrolled in a concurrent program, such as BABCS or BABE, their first degree completed is considered as graduation from starting program.