Reference data set for the structure of the institutional database

Types of information	Data		Notes
1. Student's data of identification	id_code		unique identification code of the student

	last name		These pieces of information will be taken from the university's or faculty's databases (the types of information available).
			
			Remarks:
			- possible values of the field "type of degree":
			    empty (if the graduates haven't passed the bachelor's degree exam)
			    bachelor's degree (this is the case of the graduates that passed the bachelor's degree exam)
			
			It is important that the database contains all this type of data, in order to make sure that a minimal set of information is common to all universities involved. This data will also be useful during the data processing and analysis.

	first name		
	faculty		
	field of study		
	study programme		
	form of education		
	type of degree		
	graduation average		
	bachelor's degree average		
	date of birth		
	sex		
	nationality		
	duration of study		in years or semesters

Types of information	Data		Notes
2. Contact data (initial)	id_code		the same with the **id_cod** in table 1. *Student's data of identification*
	during university years	street, number, apartmenmt house, floor, apartament	These pieces of information will be taken from the university's or faculty's databases (the types of information available). It is important that the database contains all this type of data, in order to make sure that a minimal set of information is common to all universities involved. This data will also be useful during the data analysis and the field phase. The field for which the information is not available will remian empty.
		post code	
		city	
		county	
		country	
		email (if any)	
		phone number	
	of parents	street, number, apartmenmt house, floor, apartament	
		post code	
		city of residence	
		county of residence	
		country of residence	
		phone number (if any)	
	at the time of graduation / at picking up the diploma	street, number, apartmenmt house, floor, apartament	
		post code	
		city	
		county	
		country	
		email	
		phone number	

Reference data set for the structure of the institutional database

3. Contact data (data update)	graduate	id_code	the same with the **id_cod** in table 1. *Student's data of identification*
		street, number, apartmenmt house, floor, apartament	It should be filled out with the most recent information.
		post code	
		city of residence	
		county of residence	
		country of residence	
		mail address_status	The update of the mail address implies the following statuses for the "mail address_status" field: unchanged wrong updated
		mail address_date of update	It should be filled out with the most recent date of the mail address update.
		email	It should be filled out with the most recent information.
		email_status	The update of the email address implies the following statuses for the "email address_status" field: unchanged wrong updated
		email_date of update	It should be filled out with the most recent date of the email address update.
		phone number (if any)	It should be filled out with the most recent information.
		phone number_status	The update of the phone number implies the following statuses for the "phone number_status" field: unchanged wrong updated
		phone number_date of update	It should be filled out with the most recent date of the phone number update.

4. Contact history	id_code	the same with the id_cod in table 1. *Student's data of identification*
	email contact	It should be filled out: Yes or No.
	date of email contact	If the status is Yes for "email contact" then the most recent date of contact will be filled out.
	email contact_status	If the status is Yes for "email contact", the following statuses will be used: no answer / confirmation in process / cannot be contacted/ contacted.
	phone contact	It should be filled out: Yes or No.
	date of phone contact	If the status is Yes for "phone contact" then the most recent date of contact will be filled out.
	phone contact_status	If the status is Yes for "phone contact", the following statuses will be used: no answer / confirmation in process / cannot be contacted/ contacted.
	mail contact	It should be filled out: Yes or No.
	date of mail contact	If the status is Yes for "mail contact" then the most recent date of mail contact will be filled out.
	mail contact_status	If the status is Yes for "mail contact", the following statuses will be used: no answer / confirmation in process / cannot be contacted/ contacted.
	other ways of contact	It should be filled out: Yes or No.
	date of contact	If the status is Yes for "other ways of contact" then the most recent date of contact will be filled out.
	other ways of contact_status	If the status is Yes for "other ways of contact", the following statuses will be used: no answer / confirmation in process / cannot be contacted/ contacted.

5. Other data	The data may be filled out during the preparation of the field phase and during the field phase.

Notes:
Each set of data may be filled out with new fields, depending on the institutional analysis necessities, the data validation and update techniques.
The graduates' contact and the contact data update can be done both during the data consolidation and validation stage and the field phase.