

Reference data set for the structure of the institutional database

Types of information	Data	Notes
1. Student's/Graduate'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)
	first name	
	faculty	
	field of study (optional)	
	study programme	
	form of education	
	type of degree (optional)	
	graduation average (optional)	
	bachelor's degree average (optional)	
	graduation month (optional)	
	graduation year (optional)	
	class	
	date of birth	
	sex	
nationality (optional)		
duration of study	number of semesters	
2. Contact data (initial)	id_code	the same with the id_cod in table 1. <i>Student's data of identification</i>
	address (street, number, apartmenmt house, floor, apartament)	If available, it should be filled out with the most recent information available in the university.
	post code	
	city of residence	
	county of residence	
	country of residence	
	phone number	
	email	
		Mandatory for the invitation sending.
3. Contact data (data update)	id_code	the same with the id_cod in table 1. <i>Student's data of identification</i>
	address (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	
	address_update_status	It should be filled out: Yes or No.
	email	It should be filled out with the most recent information.
	email_update_status	It should be filled out: Yes or No.
	phone number (if any)	It should be filled out with the most recent information.
phone_update_status (if any)	It should be filled out: Yes or No.	
4. Contact history (invitations to participate in the study/reminders) - applicable in each of the contact stages	id_code	the same with the id_cod in table 1. <i>Student's data of identification</i>
	email contact - stage_n	It should be filled out: Yes or No.
	date of email contact - stage_n	If the status is Yes for "email contact" then the most recent date of contact (from the current stage of contact) will be filled out.
	email contact_status - stage_n	The following statuses will be filled out: cannot be contacted (email failure delivery) / contacted (doesn't participate/accessed questionnaire).
	mail contact (optional) - stage_n	It should be filled out: Yes or No.
	date of mail contact (optional) - stage_n	If the status is Yes for "mail contact" then the most recent date of contact (from the current stage of contact) will be filled out.
	mail contact_status (optional) - stage_n	If the status is Yes for "mail contact" then the following statuses will be filled out: cannot be contacted (the letter was sent back) / contacted (doesn't participate/accessed questionnaire).
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.