



European Higher Education Sector Observatory (EHESO)

User manual for the EHESO Microdata

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Introduction

[Microdata Access](#) allows users to download all relevant EHESO microdata and information at distinct levels of aggregation: country, institution and institution type. This provides a convenient way for higher education sector stakeholders and researchers to access EHESO microdata for further analysis.

The core functions of the EHESO microdata web interface allow to:

1. select your data and variables of interest.
2. choose your preferred display and export settings.
3. export your selected data including metadata information.

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1. Select your variables of interest

The first step in selecting your data is to choose the variables of interest. This step has been implemented in order to enable the usage of predefined groups of variables as well as a way to improve performance and loading times. You have the following options:

Choose a predefined group of variables

On the left side of the window, you see a blue box with predefined groups of variables. We recommend using option Identifying Variables in the case you want to arrange your individual dataset from scratch. These variables include all the variables necessary to identify single HEIs and also HEIs by country and/or year. You can also choose e.g. the core set of data - which is basically a collection of totals and characterizing variables - and adapt it to your needs by adding and removing single variables in the table grid. If you choose one of the groups of variables, you'll recognize the associated variables by the colour of the tag in front of the variable name.

Individually arrange your dataset

If you want to compile your individual dataset, we recommend starting with the Identifying Variables as described in the section above. Then, you could either add single variables or whole groups of variables, e.g. all expenditure variables by selecting Select All in the appropriate column.

Export the whole dataset

If you want to export the data for all years and countries at once, use option Export Entire Dataset. Choosing this option, you could decide between exporting the whole EHESO dataset (all variables for all years and countries), exporting your variable selection for all years and countries and exporting all institutional types variables.

Select all variables at once

If you want to export the whole variety of the Dataset for certain years and/or countries, use option Select all variables, before you go on to the Search HEI Data menu.

Figure 1: Select your variables of interest

Filter variables by name

An additional feature allows you to add variables by name without browsing the full list. Enter a keyword in the Filter variables box (e.g., "total") to see matching variables. Click Select All Visible to add them all at once.

After selecting your variables, click Select and continue to choose countries, years, and export settings or adjust your dataset as needed.

2. Select years, countries and institutions of interest

After defining your variables, you can select the institutions, years and countries you want to export. The following options are available:

Choose years, countries and/or institutions by name

Select years and countries from the lists or enter them manually (leave blank for all). Use Text Search to find institutions by name. Click Search HEIs to load the data.

Add/remove variables

After loading the data, you can either add or remove variables to your selection by selecting menu Variables. Choose the variables and click on Select and Close.

Choose display and export settings

ETER offers a wide range of display and export settings in order to satisfy different user needs. In detail, you can choose between the following options:

- replace variable codes (for nominal variables), special codes (for missing variables) and flags with their full labels in order to support statistical analyses and graphical illustrations.
- Select your preferred export header: variable labels (full name), variable names (systematic naming), or both.

Table 1: Variable codes and their labels

Variable	Code	Labels
Legal status	0	public
	1	private
	2	private government dependent
Institution Category standardized	0	other
	1	university
	2	university of applied sciences
University hospital	0	HEI has not a university hospital
	1	HEI has a university hospital
Multi-site institution	0	not multi-sited
	1	multi-sited
Accounting system of capital expenditure	0	not included in university account
	1	cash accounting
	2	capitalized expenditure
Tuition fees	0	no fees
	1	partial fee
	2	fees for all students

Lowest/Highest degree delivered	0	ISCED 5
	1	ISCED 6
	2	ISCED 7
	3	ISCED 8
Distance education institution	0	no or limited amount of distance education (<20% of the students in distance programs)
	1	substantial share of distance education
	2	mostly distance education (>90% of the student in distance programs)
Inclusion in official R&D statistics	0	no
	1	yes
Research active institution	0	no
	1	yes
UMR group category	1	very good
	2	good
	3	average
	4	below average
	5	weak
Member of alliance	0	not member of alliance
	1	member of alliance
Institutional control	0	Public control
	1	Private control
PhD status	0	No PhD
	1	PhD
HEI Size	1	below 100 FTEs
	2	100-499 FTEs
	3	500-1,499 FTEs
	4	more or equal 1,500 FTEs
Education intensity	1	below 10
	2	10-24
	3	25-49
	4	50 or higher
Master degree orientation	1	below 0.30
	2	0.30-0.49
	3	0.50-0.69
	4	0.70 or higher
PhD intensity	1	below 0.005
	2	0.005-0.029
	3	0.03-0.079
	4	0.08 or higher
Subject concentration	1	below 0.30
	2	0.30-0.64
	3	0.65 or higher
Relative specialization in natural sciences and engineering	1	below 0.15
	2	0.15-0.34
	3	0.35-0.59
	4	0.60 or higher

Table 2: Special codes for missing variables and their labels

Special codes	Labels
a	not applicable
m	information missing
c	confidential
s	value larger than 0 and below or equal to 3 recoded for confidentiality reasons

Table 3: Flags and their labels

Data flags	Labels
b	break in time series
d	definition differs
de	break in time series due to a demographic event
i	see metadata
ic	inconsistent
rd	rounded
c	confidential
ms	missing subcategory
p	provisional, data might be revised at later stage
r	remark

Choose an export format:

- **.csv** (; separated)
- **Microsoft Excel (.xlsx)**
- **Machine Ready:** Replaces special codes with fixed values for easier use in statistical software. Two versions are available, optimized for SPSS and STATA. The following replacements apply when selecting *Machine Ready*.

Table 4: Replacing special codes for missing variables in export format 'Machine Ready'

Special codes	Recode for SPSS	Recode for STATA
a	-1000	.a
m	-1001	.m
c	-1005	.c
s	-1006	.s

The following figure shows you where to find the options available in the menu for display and export settings:

Figure 2: Choose your preferred display and export settings

Display and Export Settings

Display Settings

Show labels for variable codes Replace variable codes with their full labels (e.g. „0“ in Legal Status means „public“)

Show labels for special codes and flags Replace special codes and flags with their full labels (e.g. „a“ means „not applicable“)

(do not activate if you want to export the 'Machine Ready' data set)

Export Settings

Export Headers

Variable name

Variable label

Choose your preferred export header.

Export Format

Hint for STATA users: choose UTF-8 encoding and ";" as delimiter in order to enable correct import.

Select export format
 CSV (; separated) x ▾

Choose your preferred export format.

Apply

3. Export your selected data and metadata

Users can export data for all or selected countries and years by clicking *Export*. Various customization options support data analysis (see above).

While export settings are defined earlier, the export function offers two options:

- **Export Grid:** Exports all variables in the grid for the selected years and countries.
- **Export Metadata:** Provides an Excel sheet with country-level metadata for the selected years and countries. Including metadata is highly recommended for higher education data analysis.

Figure 2: Choose your preferred export option

Text Search

Search HEIs ... Variables Settings Export Visualisations ?

English Institution Name	Reference year	Institution Acronym	Country	Legal status	Institution standard