**Frequently Asked Questions (FAQs) on Collection of Universities Data**

1. *What is the Data collection tool?*

   It is a tool developed by the Commission for University Education in Kenya to enable Universities collect data on student enrolment and their academic staff.

2. *Why is the tool necessary?*

   The tool is useful for standardizing and harmonizing data collection from Universities in Kenya.

3. *Why the tool is not fully automated?*

   We are still working to improve the tool, hopefully it will soon ne automated

4. *Who is a part time lecturer?*

   This is an academic staff member that is not fully employed by the University for full time teaching

5. *How do I assign a lecturer/professor to one program and not the other where he/she is teaching both or more?*

   Designate the lecturer or professor to the programme which he teaches most. Do not account for him or her in both programmes as this will lead to duplication.

6. *How do I account for adjunct or staff on sabbatical leave?*

   Include both groups in your academic staff data.

7. *How do I assign domains to the programs taught?*

   Use the UNESCO method of classification shown elsewhere on this website. (download from CUE website).

8. *How do I assign financial year during which the data is being collected.*

   Use the financial year as designated in your instruments of governance.

9. *What do I do if I have further questions regarding this process?*

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