

TEMPLATE FOR METADATA ON DATASET SERIES
(Number in red refers to SIMS Fields)

Subject area – Level 1	Classification of the time series according to the highest level of the official hierarchical subject level structure. According to the last draft for the new webpage: (i) Individual and Society, (ii) Economy, (iii) Environment and Infrastructure, (iv) Government and Local Authorities, Cross sectorial topics.
Subject area – Level 2	Classification of the time series according to level 2 in the hierarchical subject level.
Subject area – Level 3	Classification of the time series according to level 3 in the hierarchical subject level.

Part of the Statistical program	
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Short Name	Short name for the dataset series (SAS Name)
Long Name	The student register

First Year	First year data is available for this series
Last Year	Last year data is available for this series

Reference type	Status, period, longitudinal, event
Update frequency	e.g. yearly, quarterly, monthly
Last reference date	e.g. 31 Dec 2017
Date for next publication	Date for next publication according to the publication calendar

Collection method	e.g. Administrative sources, survey, combination of administrative sources and surveys data, census
Type of data	e.g. RR, MUC, PUF, projects

Changes over time	Answer YES or NO
Have the changes been described	Answer YES or NO

Internal quality assurance	Answer YES or NO State whether the variable was quality assured by your colleagues
External quality assurance	Answer YES or NO State whether the variable was quality assured by an external reviewer

Responsible Unit	e.g. unit for educational statistics
Contact Person S.1.3. - S.1.6 - S.1.7	Name and contact information (e-mail and phone number).

Source data S.18.1	<p>Describe where data originates from, such as e.g. sample survey, internal and external administrative registers, other statistics, or a mix of multiple sources. Please remember to indicate if internal sources are used, for example, if revenue from National Accounts is used as weights or which indexes are used for fixed price calculations, etc. When using internal sources, refer to the corresponding statistical documentation (SIMS).</p> <p>If data is collected through a sample survey, key information is given as gross and net sample size as well as sample type, e.g. simple random or stratified selection.</p> <p>If data is collected from administrative records, specify the purpose for which data was initially collected and administered, and for which primary purposes.</p>
Population S.3.6	<p>Describe the target population (the phenomenon that the statistics must describe). Therefore please consider what users perceive as the target for the statistics. The sampling frame / survey population and other key information about sampling that can be described in field statistical presentation (see below). Deviations between the target population and the frame / survey population are described as well as accuracy and reliability. Even in cases where statistics are a 'total census', the frame population may not contain all units in the 'true' target population.</p>

Introduction	<p>Describe a summary of the purpose, use and history of the statistics in approx. 300 characters (max 600).</p> <p><i>For example: The purpose of [name of the statistics] is to [describe the purpose of the statistics]. The statistics are used to [describe its application]. These statistics have been compiled since [year], but is in its current form comparable from [year] and onward.</i></p>
Statistical presentation (S.3)	<p>Describe the most important characteristics of the statistics in an easy and understandable manner, referring to what content, variables and key figures that the users can expect to find.</p>
Statistical processing (S.18)	<p>Present the most important information of all the work-flows the statistics go through; from data sources to the final statistics that can be published. Write a brief description of the sources, collection frequency, collection method, data validation, data processing and any corrections for season or other.</p>
Relevance (S.12)	<p>Mention the main users of the statistics, how they use the numbers, and whether the statistics meet their needs.</p>
Accuracy and reliability (S.13)	<p>The accuracy and reliability of the statistics are described in relation to the needs of researchers so that they can assess whether the statistics are a good measure of what the statistics has to say something about.</p>
Timeliness and punctuality (S.14)	<p>Write the publishing times and punctuality. The release time (production time) is defined as the time from the end of the reference period to the date of publication. Punctuality describes the typical relationship between planned and actual release.</p>
Comparability (S. 15)	<p>The most important field for researchers is comparability over time. Therefore, Describe major changes, breakages in the time series as well as international comparability, correlation with other statistics as well as the internal consistency of the statistics.</p>

Accessibility and clarity (S. 10)	Summarize the availability of statistical publications (remember links).
Datasets available including version number	e.g. KOTRE_2008_vers_1 KOTRE_2009_vers_2 KOTRE_2010_vers_1
Annexes	Please provide any important annexes. For surveys this is where the all questionnaires should be annexed