



سياسات Policies

Institutional Research Unit (IRU)

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December 2021
Version 1.1



Data Release Policy:

The Institutional Research Unit (IRU) is the custodian of the Institutional Data Warehouse (DWH) which encompass many data and information about the characteristics and performance of Bethlehem University. The main sources of the DWH are the Registration database (BUReg) and the Human Resources database (BUHRMS). A third resource the data comes from is surveys such as the graduate survey. The DWH is continuously maintained and updated to be ready to provide and support periodical and ad-hoc reports, lists, and statistics to decision makers.

Public Domain Data:

An array of data and indicators is available in appendix A in order to know the list and which elements are public. *Please note that any not listed fields in the appendix are restricted.*

Restricted Data:

An array of data and indicators is available in appendix B in order to know the list and which elements are restricted or private. *Please note that any not listed fields in the appendix are considered restricted.*

Re-release to Third Parties: Data supplied by this unit to other parties may not be re-released by them to any other party for any purpose.

Data Request Policy:

Any eligible person or eligible entity may request eligible data from the IRU. Every requester and for every request the purpose should be clear, specific, and stated. The details of the request and the date needed must be provided along with other details. A form is available online to facilitate this process. The IRU make every effort to supply data as prompt as possible but it is important to request data in advance and not impromptu as some data need time to process and also the IRU need to make sure that the piece of the requested data is eligible and available in the DWH.

In general, only statistics and indicators are provided. Lists which identify people or resources are given only if the intended purpose requires so for eligible stakeholders.

Other Policies at Bethlehem University related to IRU:

2021-3-3 Graduates Policy:

There is a Policy approved by the Executive Council (EC) according to Haneen (Alumni Relations Officer) which states that it is not allowed to give a list of graduates to third parties like employers but the available job opportunity will be announced on BU Alumni Facebook page and hence the graduates will contact the employer using the published contact details on the announced post of Facebook page or group.



Terminology:

- IRU:** Institutional Research Unit
IRA: Institutional Research Administrator
EC: Executive Council
AC: Academic Council
BU: Bethlehem University
DWH: Data Warehouse

Appendix A:

Data Warehouse Table Name	Glossary Term in English	Access Authorization
Indicators	Admitted Students by Education Level & Gender Count	Public
Indicators	Admitted Students by Education Level Count	Public
Indicators	Admitted Students by Qualification & Gender Count	Public
Indicators	Admitted Students by Qualification & Gender Percentage	Public
Indicators	Admitted Students by Qualification Count	Public
Indicators	Applied Students by Education Level & Gender Count	Public
Indicators	Applied Students by Education Level Count	Public
Indicators	Applied Students by Qualification & Gender Count	Public
Indicators	Applied Students by Qualification & Gender Percentage	Public
Indicators	Applied Students by Qualification Count	Public
Indicators	Average Tuition & Fees per semester for Baccalaureate Full-Time Regular Student	Public
Indicators	Book per student ratio	Public
Indicators	Employees by Classification & Job Status Count	Public
Indicators	Employees by Classification & Job Status Percentage	Public
Indicators	Employees by Classification Count	Public
Indicators	Employees by Classification Percentage	Public
Indicators	Employees by Gender Count	Public
Indicators	Employees by Gender Percentage	Public
Indicators	Employees by Job Status Count	Public
Indicators	Employees by Job Status Percentage	Public
Indicators	Enrolled Student Trends by Qualification in the last Five Years Count	Public
Indicators	Enrolled Student Trends by Qualification in the last Five Years Percentage	Public
Indicators	Faculty Members by College Count	Public
Indicators	Faculty Members by College Percentage	Public
Indicators	FTE Teacher to FTE Student Ratio	Public
Indicators	Full-Time Faculty by Academic Rank & College Count	Public
Indicators	Full-Time Faculty by Academic Rank & Department Count	Public
Indicators	Full-Time Faculty by Academic Rank & Gender Count	Public
Indicators	Full-Time Faculty by Academic Rank & Gender Percentage	Public
Indicators	Full-Time Faculty by Academic Rank Count	Public



Data Warehouse Table Name	Glossary Term in English	Access Authorization
Indicators	Full-Time Faculty by Academic Rank Percentage	Public
Indicators	Full-Time Faculty by FTE Count	Public
Indicators	Full-Time Faculty by Gender & College Count	Public
Indicators	Full-Time Faculty by Gender & Department Count	Public
Indicators	Full-Time Faculty by Gender Count	Public
Indicators	Full-Time Faculty by Gender Percentage	Public
Indicators	Full-Time Faculty by Headcount	Public
Indicators	Full-Time Faculty by TeacherLoad Count	Public
Indicators	Full-Time Faculty by Terminal Degree & College Count	Public
Indicators	Full-Time Faculty by Terminal Degree & Department Count	Public
Indicators	Full-Time Faculty by Terminal Degree & Gender Count	Public
Indicators	Full-Time Faculty by Terminal Degree & Gender Percentage	Public
Indicators	Full-Time Faculty by Terminal Degree Count	Public
Indicators	Full-Time Faculty by Terminal Degree Percentage	Public
Indicators	Full-Time Faculty to Student Ratio	Public
Indicators	Graduate Employment Rate	Public
Indicators	Graduate Unemployment Rate	Public
Indicators	Highest Cost per Credit Hour (Baccalaureate)	Public
Indicators	Highest Cost per Credit Hour (Higher Diploma)	Public
Indicators	Highest Cost per Credit Hour (Master)	Public
Indicators	Operating Budget Expenses by Type in JOD	Public
Indicators	Operating Budget Revenue by Type in JOD	Public
Indicators	Part-Time Faculty by FTE Count	Public
Indicators	Part-Time Faculty by Gender Count	Public
Indicators	Part-Time Faculty by Gender Percentage	Public
Indicators	Part-Time Faculty by Headcount	Public
Indicators	Part-Time Faculty by TeacherLoad Count	Public
Indicators	Part-Time Faculty by Terminal Degree & College Count	Public
Indicators	Part-Time Faculty by Terminal Degree & Department Count	Public
Indicators	Part-Time Faculty by Terminal Degree & Gender Count	Public
Indicators	Part-Time Faculty by Terminal Degree & Gender Percentage	Public
Indicators	Part-Time Faculty by Terminal Degree Count	Public
Indicators	Part-Time Faculty by Terminal Degree Percentage	Public
Indicators	Part-Time Faculty to Student Ratio	Public
Indicators	Postgraduate Admitted Students by Gender in the Last Five years Count	Public
Indicators	Postgraduate Admitted Students by Gender in the Last Five years Percentage	Public
Indicators	Postgraduate Admitted Students by Religion in the Last Five years Percentage	Public
Indicators	Postgraduate Applied Students by Gender in the Last Five years Count	Public



Data Warehouse Table Name	Glossary Term in English	Access Authorization
Indicators	Postgraduate Applied Students by Gender in the Last Five years Percentage	Public
Indicators	Postgraduate Applied Students by Religion in the Last Five years Percentage	Public
Indicators	Postgraduate Degrees Conferred by College Count	Public
Indicators	Postgraduate Degrees Conferred By College Percentage	Public
Indicators	Postgraduate Degrees Conferred By Enrollment Status Percentage	Public
Indicators	Postgraduate Degrees Conferred by Gender Count	Public
Indicators	Postgraduate Degrees Conferred By Gender Percentage	Public
Indicators	Postgraduate Degrees Conferred by Major Count	Public
Indicators	Postgraduate Degrees Conferred by Status & Gender Count	Public
Indicators	Postgraduate Degrees Conferred by Status & Major Count	Public
Indicators	Postgraduate Enrolled Student Trends by College in the last Five Years Count	Public
Indicators	Postgraduate Enrolled Student Trends by Gender in the last Five Years Percentage	Public
Indicators	Postgraduate Enrolled Student Trends by Religion in the last Five Years Percentage	Public
Indicators	Postgraduate Enrolled Students by College Percentage	Public
Indicators	Postgraduate Enrolled Students by Gender Percentage	Public
Indicators	Postgraduate Enrollment by Status & College Count	Public
Indicators	Postgraduate Enrollment by Status & Major Count	Public
Indicators	Postgraduate Enrollment by Status, Gender, & College Count	Public
Indicators	Postgraduate Enrollment by Status, Gender, & Major Count	Public
Indicators	Postgraduate Registered First Time Student Tawjihi/Injiaz Average Trends in the Last Five years	Public
Indicators	Postgraduate Student Attrition Rates Trends in the last five Years Percentage	Public
Indicators	Postgraduate Student Retention Rates Trends by College in the last five Years Percentage	Public
Indicators	Postgraduate Student Retention Rates Trends in the last five Years Percentage	Public
Indicators	Postgraduate Student Selectivity Trends in the Last Five years Percentage	Public
Indicators	Postgraduate Student Yield Trends in the Last Five years Percentage	Public
Indicators	Postgraduate Students Applied, Admitted, and Enrolled in the Last Five years Count	Public
Indicators	Professional Diploma Enrollment by Gender Count	Public
Indicators	Professional Diploma Enrollment by Major & Gender Count	Public
Indicators	Professional Diploma Enrollment by Major Count	Public



Data Warehouse Table Name	Glossary Term in English	Access Authorization
Indicators	Professional Diploma Graduates by Gender Count	Public
Indicators	Professional Diploma Graduates by Major & Gender Count	Public
Indicators	Professional Diploma Graduates by Major Count	Public
Indicators	Student Enrollment by Status Qualification Count	Public
Indicators	Student Enrollment by Status Count	Public
Indicators	Student Enrollment by Status, Gender, and Qualification Count	Public
Indicators	Student Gender Percentage	Public
Indicators	Teacher to Student Ratio	Public
Indicators	Teaching Faculty by College & FTE Count	Public
Indicators	Teaching Faculty by College & FTE Percentage	Public
Indicators	Teaching Faculty by College & Headcount	Public
Indicators	Teaching Faculty by Department & FTE Count	Public
Indicators	Teaching Faculty by Department & Headcount	Public
Indicators	Teaching Faculty by FTE Count	Public
Indicators	Teaching Faculty by Headcount	Public
Indicators	Total Degrees Conferred	Public
Indicators	Total Enrolment	Public
Indicators	Total Faculty Members	Public
Indicators	Total Staff	Public
Indicators	Undergraduate Admitted Students by Gender in the Last Five years Count	Public
Indicators	Undergraduate Admitted Students by Gender in the Last Five years Percentage	Public
Indicators	Undergraduate Admitted Students by Religion in the Last Five years Percentage	Public
Indicators	Undergraduate Applied Students by Gender in the Last Five years Count	Public
Indicators	Undergraduate Applied Students by Gender in the Last Five years Percentage	Public
Indicators	Undergraduate Applied Students by Religion in the Last Five years Percentage	Public
Indicators	Undergraduate Degrees Conferred by College Count	Public
Indicators	Undergraduate Degrees Conferred By College Percentage	Public
Indicators	Undergraduate Degrees Conferred By Enrollment Status Percentage	Public
Indicators	Undergraduate Degrees Conferred by Gender Count	Public
Indicators	Undergraduate Degrees Conferred By Gender Percentage	Public
Indicators	Undergraduate Degrees Conferred by Major Count	Public
Indicators	Undergraduate Degrees Conferred by Status & Gender Count	Public
Indicators	Undergraduate Degrees Conferred by Status & Major Count	Public



Data Warehouse Table Name	Glossary Term in English	Access Authorization
Indicators	Undergraduate Enrolled Student Trends by College in the last Five Years Count	Public
Indicators	Undergraduate Enrolled Student Trends by Gender in the last Five Years Percentage	Public
Indicators	Undergraduate Enrolled Student Trends by Religion in the last Five Years Percentage	Public
Indicators	Undergraduate Enrolled Students by College Percentage	Public
Indicators	Undergraduate Enrolled Students by Gender Percentage	Public
Indicators	Undergraduate Enrollment by Status & College Count	Public
Indicators	Undergraduate Enrollment by Status & Major Count	Public
Indicators	Undergraduate Enrollment by Status, Gender, & College Count	Public
Indicators	Undergraduate Enrollment by Status, Gender, & Major Count	Public
Indicators	Undergraduate Registered First Time Student Tawjihi/Injaz Average Trends in the Last Five years	Public
Indicators	Undergraduate Student Attrition Rates Trends in the last five Years Percentage	Public
Indicators	Undergraduate Student Retention Rates Trends by College in the last five Years Percentage	Public
Indicators	Undergraduate Student Retention Rates Trends in the last five Years Percentage	Public
Indicators	Undergraduate Student Selectivity Trends in the Last Five years Percentage	Public
Indicators	Undergraduate Student Transferring into College Trends in the last five Years Percentage	Public
Indicators	Undergraduate Student Yield Trends in the Last Five years Percentage	Public
Indicators	Undergraduate Students Applied, Admitted, and Enrolled in the Last Five years Count	Public
Indicators	University Library Resources by language Percentage	Public
Indicators	University Library Resources Count	Public
Indicators	University Library Resources Distribution by Type Count	Public
Indicators	University Library Resources Distribution by Type Percentage	Public

Appendix B:

Data Warehouse Table Name	Glossary Term in English	Access Authorization
dimAcademicRank	Academic Rank Arabic	Restricted
dimAcademicRank	Academic Rank Code	Restricted
dimAcademicRank	Academic Rank English	Restricted
dimAge	Age Group	Restricted
dimBuilding	Building Area	Restricted



Data Warehouse Table Name	Glossary Term in English	Access Authorization
dimBuilding	Building Campus Code	Restricted
dimBuilding	Building Campus Name	Restricted
dimBuilding	Building Campus Name Arabic	Restricted
dimBuilding	Building Code	Restricted
dimBuilding	Building Name Arabic	Restricted
dimBuilding	Building Name English	Restricted
dimBuilding	Building Type Arabic	Restricted
dimBuilding	Building Type English	Restricted
dimBuilding	Building Type Ministry Code	Restricted
dimCertificateStream	Certificate Stream Arabic	Restricted
dimCertificateStream	Certificate Stream English	Restricted
dimCertificateStream	Certificate Stream Ministry Code	Restricted
dimCertificateType	Certificate Type Arabic	Restricted
dimCertificateType	Certificate Type English	Restricted
dimCertificateType	Certificate Type Ministry Code	Restricted
dimCertificateType	Certificate Type Origin Ministry Code	Restricted
dimContractType	Contract Type Arabic	Restricted
dimContractType	Contract Type English	Restricted
dimContractType	Contract Type Ministry Code	Restricted
dimCountry	Country Arabic	Restricted
dimCountry	Country English	Restricted
dimCountry	Country Ministry Code	Restricted
dimDisability	Disability Arabic	Restricted
dimDisability	Disability English	Restricted
dimDisability	Disability Key	Restricted
dimDisability	Disability Ministry Code	Restricted
dimDivision	College (Faculty/Institute) Name Arabic	Restricted
dimDivision	College (Faculty/Institute) Ministry Code	Restricted
dimDivision	College (Faculty/Institute) Name English	Restricted
dimDivision	Department Name Arabic	Restricted
dimDivision	Department Name English	Restricted
dimDivision	Office Arabic	Restricted
dimDivision	Office English	Restricted
dimDivision	Program Arabic	Restricted
dimDivision	Program English	Restricted
dimDivision	Unit Arabic	Restricted
dimDivision	Unit English	Restricted
dimEducationInstitution	Education Institution Arabic	Restricted
dimEducationInstitution	Education Institution English	Restricted
dimEducationInstitution	Graduation Country Key	Restricted
dimEducationInstitution	Location Key	Restricted
dimEducationLevel	Education Level Abbreviation	Restricted



Data Warehouse Table Name	Glossary Term in English	Access Authorization
dimEducationLevel	Education Level Arrabic	Restricted
dimEducationLevel	Education Level English	Restricted
dimEducationLevel	Education Level Ministry Code	Restricted
dimEducationLevel	Qualification Arabic	Restricted
dimEducationLevel	Qualification English	Restricted
dimEducationSpecialization	Education Specialization Arabic	Restricted
dimEducationSpecialization	Education Specialization English	Restricted
dimEducationSpecialization	Education Specialization Ministry Code	Restricted
dimEmployee	Birth Date	Restricted
dimEmployee	BU Alumni	Restricted
dimEmployee	BU Email Address	Restricted
dimEmployee	Current Address Location Key	Restricted
dimEmployee	Education Graduation Date	Restricted
dimEmployee	Education Institution Key	Restricted
dimEmployee	Employee Family Name	Restricted
dimEmployee	Employee Family Name Arabic	Restricted
dimEmployee	Employee Father Name	Restricted
dimEmployee	Employee Father Name Arabic	Restricted
dimEmployee	Employee First Name	Restricted
dimEmployee	Employee First Name Arabic	Restricted
dimEmployee	Employee Grandfather Name	Restricted
dimEmployee	Employee Grandfather Name Arabic	Restricted
dimEmployee	Employee ID	Restricted
dimEmployee	Extension #	Restricted
dimEmployee	Fax	Restricted
dimEmployee	Gender Key	Restricted
dimEmployee	Hire Date	Restricted
dimEmployee	Home Telephone #	Restricted
dimEmployee	Marital Status Key	Restricted
dimEmployee	Military ID issue Date	Restricted
dimEmployee	Military ID number	Restricted
dimEmployee	Mobile #	Restricted
dimEmployee	Nationality Key	Restricted
dimEmployee	Original Address Location Key	Restricted
dimEmployee	Passport Issue Date	Restricted
dimEmployee	Passport Number	Restricted
dimEmployee	Personal Email Address	Restricted
dimEmployee	Prefix	Restricted
dimEmployee	Previous Family Name Arabic	Restricted
dimEmployee	Previous Family Name English	Restricted
dimEmployee	Religion Key	Restricted
dimEmployeeStatus	Employee Status Arabic	Restricted



Data Warehouse Table Name	Glossary Term in English	Access Authorization
dimEmployeeStatus	Employee Status English	Restricted
dimEmployeeStatus	Employee Status Ministry Code	Restricted
dimFacility	Facility Area	Restricted
dimFacility	Facility Capacity	Restricted
dimFacility	Facility Description	Restricted
dimFacility	Facility Name Arabic	Restricted
dimFacility	Facility Name English	Restricted
dimFacility	Facility No.	Restricted
dimFacility	Facility Type Key	Restricted
dimFacilityType	Facility Type Arabic	Restricted
dimFacilityType	Facility Type English	Restricted
dimFacilityType	Facility Type Ministry Code	Restricted
dimGender	Gender Arabic	Restricted
dimGender	Gender English	Restricted
dimGender	Gender Ministry Code	Restricted
dimISCEDFieldOfEducation	ISCED Field Of Education Code	Restricted
dimISCEDFieldOfEducation	Main Program Code	Restricted
dimJobStatus	Job Status Arabic	Restricted
dimJobStatus	Job Status English	Restricted
dimJobStatus	Job Status Ministry Code	Restricted
dimJobTitle	Job Role	Restricted
dimJobTitle	Job Title Arabic	Restricted
dimJobTitle	Job Title English	Restricted
dimJobTitle	Job Title Ministry Code	Restricted
dimLocalityType	Locality Type Arabic	Restricted
dimLocalityType	Locality Type English	Restricted
dimLocalityType	Locality Type Ministry Code	Restricted
dimMajor	General Secondary Certificate Lowest Accepted Rate	Restricted
dimMajor	Major Abbreviation	Restricted
dimMajor	Major Arabic	Restricted
dimMajor	Major Credits	Restricted
dimMajor	Major English	Restricted
dimMajor	Major Ministry Code	Restricted
dimMaritalStatus	Marital Status Arabic	Restricted
dimMaritalStatus	Marital Status English	Restricted
dimMaritalStatus	Marital Status Ministry Code	Restricted
dimMinor	Minor Arabic	Restricted
dimMinor	Minor English	Restricted
dimMinor	Minor Ministry Code	Restricted
dimMinor	MinorAbbreviation	Restricted
dimNationality	Nationality Arabic	Restricted



Data Warehouse Table Name	Glossary Term in English	Access Authorization
dimNationality	Nationality English	Restricted
dimNationality	Nationality Ministry Code	Restricted
dimNationality	Race/Ethnicity for CARA	Restricted
dimRegion	Region Abbreviation	Restricted
dimRegion	Region Ministry Code	Restricted
dimRegion	Region/Governorate	Restricted
dimRegion	RegionArabic	Restricted
dimReligion	Denomination Arabic	Restricted
dimReligion	Denomination English	Restricted
dimReligion	LPJ Denomination	Restricted
dimReligion	LPJ Religion	Restricted
dimReligion	Religion Arabic	Restricted
dimReligion	Religion English	Restricted
dimReligion	Religion/Minority Ministry Code	Restricted
dimStudent	Address	Restricted
dimStudent	Admitted Term	Restricted
dimStudent	Birth Date	Restricted
dimStudent	BU Entrance Exam Result	Restricted
dimStudent	Certificate Year	Restricted
dimStudent	Degree Last Term	Restricted
dimStudent	GSEC (Tawjihi/Injaz/...) Average	Restricted
dimStudent	Initial Registered Term	Restricted
dimStudent	is Transfer Student?	Restricted
dimStudent	Learning Location	Restricted
dimStudent	Location/Region/Country	Restricted
dimStudent	Marital Status	Restricted
dimStudent	Military ID Issued Date	Restricted
dimStudent	Military ID No	Restricted
dimStudent	Military ID Type	Restricted
dimStudent	Mobile #	Restricted
dimStudent	Nationality	Restricted
dimStudent	Original Location	Restricted
dimStudent	Personal Email Address	Restricted
dimStudent	Street Name	Restricted
dimStudent	Student Degree Number	Restricted
dimStudent	Student Family Name in Arabic	Restricted
dimStudent	Student Family Name in English	Restricted
dimStudent	Student Father Name in Arabic	Restricted
dimStudent	Student Father Name in English	Restricted
dimStudent	Student First Name in Arabic	Restricted
dimStudent	Student First Name in English	Restricted
dimStudent	Student Grand Father Name in Arabic	Restricted



Data Warehouse Table Name	Glossary Term in English	Access Authorization
dimStudent	Student Grand Father Name in English	Restricted
dimStudent	Student University Number	Restricted
dimStudent	Tawjihi/Certificate of General Secondary Education Exam Seat No	Restricted
dimStudent	Telephone #	Restricted
dimStudent	Transfer Credits	Restricted
dimStudentLevel	Student Level Ministry Code	Restricted
dimTranscriptKey	Evaluation Ministry Code	Restricted
fctAdmission	Accepted Term Key	Restricted
fctAppointment	Age Key	Restricted
fctAppointment	Appointment Date	Restricted
fctAppointment	Finance Rank	Restricted
fctAppointment	Teacher Load Administrative	Restricted
fctAppointment	Teacher Load Bachelorate	Restricted
fctAppointment	Teacher Load Diploma	Restricted
fctAppointment	Teacher Load Overtime	Restricted
fctAppointment	Teacher Load PostGraduate	Restricted
fctAppointment	Teacher Load Scientific Research	Restricted
fctEnrollment	Age Key	Restricted
fctEnrollment	Cumulative Actual Credits	Restricted
fctEnrollment	Cumulative Attended Credits	Restricted
fctEnrollment	Cumulative Earned Credits	Restricted
fctEnrollment	Cumulative Major Credits	Restricted
fctEnrollment	Cumulative Major Points	Restricted
fctEnrollment	Cumulative Points	Restricted
fctEnrollment	Dismissal Type	Restricted
fctEnrollment	is student Dismissed	Restricted
fctEnrollment	is student on Probation	Restricted
fctEnrollment	is Student Withdraw	Restricted
fctEnrollment	New Student	Restricted
fctEnrollment	Probation Type	Restricted
fctEnrollment	Semester Actual Credits	Restricted
fctEnrollment	Semester Attended Credits	Restricted
fctEnrollment	Semester Earned Credits	Restricted
fctEnrollment	Semester Points	Restricted
fctEnrollment	Student Level	Restricted
fctEnrollment	Student Status	Restricted
fctEnrollment	StudentKey	Restricted
fctEnrollment	Term	Restricted
fctEnrollment	University Major	Restricted
fctEnrollment	University Minor	Restricted
fctEnrollment	Withdraw Date	Restricted



Data Warehouse Table Name	Glossary Term in English	Access Authorization
fctEnrollment	Withdraw Reason	Restricted
fctGraduation	Graduation Date	Restricted
fctviewListStudentsEnrolledBySemester	Cumulative GPA	Restricted
MoHE&SR	Admission Type Ministry Code	Restricted
MoHE&SR	Applications Count	Restricted
MoHE&SR	Applied Count	Restricted
MoHE&SR	Governorate Ministry Code	Restricted
MoHE&SR	Teacher Load Semester	Restricted