

Royal Roads University
Annualized Full Time Equivalent Enrolment
Report by Degree Program

For the Year Ended March 31, 2006

Grant Thornton 

Auditors' Report

To the President of Royal Roads University

We have audited the Annualized Full Time Equivalent Enrolment Report by Degree Program of Royal Roads University for the year ended March 31, 2006. The annualized full-time equivalent enrolment is calculated in accordance with the terms and definitions for determining full-time enrolment, as provided by the University Presidents' Council of British Columbia. This enrolment report is the responsibility of management of Royal Roads University. Our responsibility is to express an opinion on this enrolment report based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the enrolment report is free of material misstatement. An audit includes, examining on a test basis, evidence supporting the amounts and disclosures in the enrolment report. An audit also includes, where applicable, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the enrolment report.

In our opinion, the Annualized Full Time Equivalent Enrolment Report by Degree Program presents fairly, in all material respects, the annualized full-time equivalent enrolment at Royal Roads University for the year ended March 31, 2006, in accordance with the disclosed glossary of terms and definitions referred to above.

Victoria, Canada
April 26, 2006

Grant Thornton LLP

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ROYAL ROADS
UNIVERSITY




Office of the Registrar

Royal Roads University
Annualized Full Time Equivalent Enrolment Report by Degree Program
For the year ended March 31, 2006

	<u>2006</u>	<u>2005</u>
UNDERGRADUATES		
General Programs		
Arts – Upper Years	185.3	97.1
Science – Years 1 and 2	3.0	3.2
– Upper Years	95.0	113.9
Subtotal General Programs	<u>283.3</u>	<u>214.2</u>
Professional Programs		
Commerce	<u>345.9</u>	<u>380.8</u>
Subtotal Professional Programs	<u>345.9</u>	<u>380.8</u>
TOTAL UNDERGRADUATES	<u>629.2</u>	<u>595.0</u>
GRADUATE		
Professional Programs		
M.A. and Similar	1168.0	1298.0
M.Sc. and Similar	53.4	64.7
Subtotal Professional Programs	<u>1221.4</u>	<u>1362.7</u>
TOTAL GRADUATES	<u>1221.4</u>	<u>1362.7</u>
TOTAL UNDERGRADUATE AND GRADUATE¹	<u>1850.6</u>	<u>1957.7</u>

Original Signed by


David Rees, Registrar

¹ Ministry reportable FTEs.

Royal Roads University

Notes to Annualized Full Time Equivalent Enrolment Report by Program For the year ending March 31, 2006

Royal Roads University (RRU) prepares its annualized full-time equivalent (FTE) enrolment report in accordance with the following terms and definitions derived from the practices and terms used by The University Presidents' Council of British Columbia (TUPC)

1. Full-time Equivalent Enrolments (FTE)

One FTE represents the equivalent of a normal full-time course load in a given academic year. Credits taken by all students (both full and part-time) in a given program are divided by the applicable full-time credit load to determine FTE enrolments.

FTEs are compiled by program of study and provide a measure of total student enrolment by program. FTEs are reported on a fiscal year basis.

Some undergraduate programs at RRU offer two academic years of work in one 12-month period. Thus on an annualized basis, each quarter of these intensive undergraduate programs is equivalent to 1/2 an annualized FTE. Therefore, a student who enrolls in a "normal" course load in such intensive programs for the 4 quarters in a 12-month period would generate 2.0 FTEs.

2. Fiscal year

The fiscal year of the University covers the period April 1 to March 31.

3. Quarter System

The four quarters for the intensive undergraduate on-campus programs occur approximately as follows:

- Quarter 1 - beginning of October to the end of December
- Quarter 2 - beginning of January to the end of March
- Quarter 3 - beginning of April to the end of June
- Quarter 4 - beginning of July to the end of September

Royal Roads University

Notes to Annualized Full Time Equivalent Enrolment Report by Program For the year ending March 31, 2006

4. Type of Courses

a) Credit

Credit courses are academic courses recognized for credit towards a university degree or other academic credential (diploma, certificate).

b) Non-Credit

Non-credit courses are courses or seminars undertaken for general interest and not for credit toward a university degree or other academic credential. Enrolments associated with non-credit courses and auditing of credit courses where no credit is assigned are not included in the Annualized Full Time Equivalent Enrolment Report.

5. Level of Study

a) Undergraduate

Undergraduate students are those enrolled in programs of credit studies leading to an undergraduate bachelors or first professional degree or other undergraduate credential (diploma, certificate) or are students who are not pursuing a credential who take these courses for credit.

b) Graduate

Graduate students are those enrolled in programs leading to a graduate certificate, graduate diploma, masters or doctoral degree.

6. Course Credits

Credits are a measure of academic credit value assigned to a credit course. A course of face-to-face instruction lasting two quarters or two terms/semesters generally represents 6 credits, while a course offered for one quarter or one term/semester generally represents 3 credits. On-line courses are assigned credit based on equivalency with the face-to-face model.

Royal Roads University

Notes to Annualized Full Time Equivalent Enrolment Report by Program For the year ending March 31, 2006

7. Enrolments

a) Full-time/Part-time

As program credits vary, a RRU student who is enrolled in 60% of the normal full course load is considered a full-time student. Students with less than this course load are defined as part-time.

A masters student who is enrolled in only one course in a semester/quarter and is not working on his or her thesis, project or extended essay in that semester/quarter is counted as a part-time student in that semester/quarter. Masters students who are not registered in a course(s) are not counted. Other students, who are not on-leave, are counted as full-time students.

b) Normal Full-time Course Load

A normal full-time course load is the standard number of credits required in an academic year for normal progression in a degree program. For most undergraduate general degree programs in Arts & Sciences, this represents 30 credits per academic year. For certain programs and years within programs, the number of credits may be more than the "normal" amount and it is this number that is to be used in calculating FTEs.

At RRU, the normal full course load is 15 credits per quarter in undergraduate on-campus programs and 15 credits per four-month period for on-line programs. Credits are attributed to the period in which the course begins.