



HIGHER EDUCATION STATISTICS AGENCY

CONSULTATION PAPER 1

**PROPOSED FIELD AND CODING CHANGES
FOR 1996-97 STUDENT RECORD CODING MANUAL**

Field 6 FE Student marker

Proposed new code to distinguish between FE level student with FEFCE/W funding and FE level student without FEFCE/W funding.

The proposed coding frame for field 6 for 1996-97 is:-

VALID ENTRIES	1	The student is an FE Funding Council funded student studying at FE level.
	2	The student is not an FE Funding Council funded student nor is the student studying at FE level.
	3	The student is an FE Funding Council funded student studying at HE level.
	4	The student is not an FE Funding Council funded student but is studying at FE level.

Fields 18, 19 Institution and year last attended

Field 25 Occupation code

Proposed to restrict status to 'Compulsory for undergraduate students entering through UCAS'. Entries would not be expected for any other students.

(In 1996-97, for institutions currently providing data in these fields for full-time students entering through ADAR, entries for these students will continue to be acceptable. From 1997-98 onwards, such students will be entering through UCAS.)

Field 20 Qualifications for entry

Proposed that this field is **deleted** for 1996-97.

Field 21 Highest qualification on entry

The **proposed** coding frame for Field 21 for 1996-97 is:-

VALID ENTRIES	01	Higher degree of UK institution.
	02	Postgraduate diploma or certificate, excluding PGCE.
	03	PGCE.
	04	Postgraduate professional qualification.
	07	Postgraduate equivalent qualification not elsewhere specified.

- 11 First degree of UK institution.
- 12 Graduate of EU institution.
- 13 Graduate of other overseas institution.
- 14 GNVQ/GSVQ level 5.
- 15 NVQ/SVQ level 5.
- 16 Graduate equivalent qualification not elsewhere specified.

- 19 Diploma of Higher Education.**
- 20 Certificate of Higher Education.**
- 21 O.U. credit(s).
- 22 Other credits from UK HE institution.
- 23 Certificate or diploma of education (i.e. non-graduate initial teacher training qualification).
- 24 HND (including BTEC and SCOTVEC equivalents).**
- 25 HNC (including BTEC and SCOTVEC equivalents).**
- 26 GNVQ/GSVQ level 4.
- 27 NVQ/SVQ level 4.
- 28 Undergraduate professional qualification.**
- 29 Foundation course at HE level.**
- 30 Other HE qualification of less than degree standard.**

- 31 GCE 'A' level (with no 'AS' levels).
- 32 SCE 'Higher' and CSYS.
- 33 SCE 'Higher' with no CSYS.
- 34 Mixed GCE 'A' and SCE 'Higher' and/or CSYS.
- 35 Mixed GCE 'A' and GCE 'AS' qualifications.
- 36 GCE 'AS' qualifications only.
- 37 GNVQ/GSVQ level 3 or equivalent.
- 38 NVQ/SVQ level 3 or equivalent.
- 39 'A' level equivalent qualification not elsewhere specified.
- 40 Mixed GCE 'A'/SCE 'Higher' and GNVQ/GSVQ level 3.

- 41 ONC or OND (including BTEC and SCOTVEC equivalents).
- 42 International Baccalaureate.

- 43 Foundation course at FE level.**
- 44 Accredited ACCESS course.
- 45 Un-accredited ACCESS course.
- 46 European Baccalaureate.
- 51 GNVQ/GSVQ level 2.
- 52 NVQ/SVQ level 2.
- 53 GNVQ/GSVQ level 1.
- 54 NVQ/SVQ level 1.
- 55 GCSE/'O'level qualifications only; SCE 'O' grades and Standard grades.
- 56 City and Guilds at FE level.**
- 57 Other non-advanced qualification.**

- 63 Other non-UK qualification level not known.**
- 92 Accreditation of Prior (Experiential) Learning (APEL/APL).
- 93 Mature student admitted on basis of previous experience (without formal APEL/APL) and/or institution's own entrance examinations.
- 98 Student has no formal qualification.
- 99 Not known

Field 23 A level points scores

Proposed new status 'Compulsory for UCAS entrants only. Required in July data collection only'.

Field 27 New entrant

Proposed new code 5 'This is the student's first year on this programme of study but it is not known whether he/she has previously taken any HE course in the UK'. This code should not be used as a standard default but only in cases where the information has been sought but is still unknown.

Field 33 Reason for leaving

New field Destination - FE student (E & W)

Statutory Customer requirement for the FE (E & W) codes in field 33 to be split out into a separate field, so that both field 33 'Reason for leaving' and new field 'Destination' would be completed for FE students in England and Wales.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
	Destination	DESTIN	2	Alphanumeric

STATUS Compulsory for all students at English or Welsh institutions who are following programmes of study at FE level and/or are funded by FEFCE or FEFCW (i.e. shown as code 1, 3 or 4 in field 6 FE Funding Council student marker). Not applicable to any other students.

TIMESCALE Required in the December and July data collections.

VALID ENTRIES

- 51 FE student (E & W) - continuing existing programme of study.
- 52 FE student (E & W) - new programme of study at the reporting institution.
- 53 FE student (E & W) - further education, at another institution.
- 54 FE student (E & W) - higher education, at another institution.
- 55 FE student (E & W) - employment.
- 56 Not used.**
- 58 FE student (E & W) - other.
- 59 FE student (E & W) - unknown.

DESCRIPTION The destination of the student.

NOTES The destination codes 51 and 52, continuing existing programme of study and new programme of study at the institution should be returned until the student leaves the institution. Once the student has left the institution codes 53-59 should be returned.

The information recorded should be the actual destination of the student and not the intended destination.

REASON REQUIRED To monitor destinations of students.

Field 33 Reason for leaving

Proposed that the status of this field be amended to show the reason for any suspension of studies.

Proposed new codes:

- 12 R/L Qualification awarded at a level lower than that of the original qualification aim.
- 21 Suspension/interruption of studies - student expected to return.
- 22 Dormant - student no longer following programme of study and has effectively left i.e. code 21 is not known to apply
- 31 Student assumed to be continuing studies.

It is also proposed that codes 98 'Completion of course - result unknown' and 99 'Reason for leaving - unknown' be changed to codes 13 and 19 in order to keep all 'Reason for leaving' codes together.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
33	Current status	RSNLEAVE	2	Numeric

STATUS Compulsory.

TIMESCALE Required in the December and July data collections.

- VALID ENTRIES**
- 01 R/L Successful completion of course.
 - 02 R/L Academic failure/left in bad standing.
 - 03 R/L Transferred to another institution.
 - 04 R/L Health reasons.
 - 05 R/L Death.
 - 06 R/L Financial reasons.
 - 07 R/L Other personal reasons and dropped out.
 - 08 R/L Written off after lapse of time.

- 09 R/L Exclusion.
- 10 R/L Gone into employment.
- 11 R/L Other.
- 12 R/L Qualification awarded at a level lower than that of the original qualification aim.**
- 13 R/L Completion of course - result unknown.
- 19 R/L Unknown.
- 21 Suspension/interruption of studies - student expected to return.**
- 22 Dormant - student no longer following programme of study and has effectively left i.e. code 21 is not known to apply.**
- 31 Student assumed to be continuing studies.**

DESCRIPTION

Describes the student's current status on the programme of study detailed in this record - either continuing studies, studies suspended or student has left the programme of study.

NOTES

Code 31 should be used as the default code for students who are not known either to have left the programme of study or to have suspended their studies.

Where a student completes one programme of study and commences another programme of study leading to a different qualification aim at the same institution during the reporting period, then two records should be returned to HESA. The record representing the completed programme of study would have a R/L code returned in field 33.

Where a student is known to be transferring from one programme of study to another without being awarded the first qualification aim, and studies taken count towards the current qualification aim, then field 33 would be coded as 31 'Studies continuing'.

Where a qualification is shown in field 37/38 'Qualification obtained' and field 33 is shown as 31 'Continuing studies', this will be interpreted as being an interim qualification and not the attainment of the student's qualification aim.

Where a qualification is shown in field 37/38 'Qualification obtained' and field 33 is shown as 21 or 22 'Suspending studies/dormant', this will be interpreted as being an interim qualification and not the attainment of the student's qualification aim.

Where a student leaves a programme of study with a qualification obtained which is at a lower level than that of their original qualification aim on the programme of study, then field 33 should be coded 12 'Qualification awarded at a level lower than that of the original qualification aim'.

The Reason for leaving programme codes (R/L codes) are used to indicate for what reason the student left the particular programme of study detailed in this return.

Code 02, 'Academic failure/left in bad standing' is considered to be different from simply dropping out, code 07, which may be more closely related to personal reasons. Code 02 is for students who have unsuccessfully completed their qualification aim.

Code 08, 'Written off after lapse of time' it is at the institution's discretion as to whether or not to write off an inactive student after a period of time.

Code 09, 'Exclusion is by virtue of breaching institutional regulations, either behavioural or financial'.

REASON REQUIRED To monitor the number of students known to be transferring to other institutions.

For a broad indication of the cited/presumed reason for leaving (while recognising that in many cases there will be no single, simple cause).

Field 35 Date left

Revised Status 'Compulsory for all students who are not continuing with their studies i.e. compulsory for all students except those coded 31 in field 33 'Student assumed to be continuing studies'. A date would be required for 'suspension/interruption of studies' and 'dormant' cases. It is recognised that the 'date left' for dormant students will often be an approximation, for example, the last day of a term or a semester.

Field 36 Good standing marker

The Good standing marker is compulsory in the record from 1995-96 and includes codes for good, bad and intermediate academic standing. It will be necessary to consider whether cases where the qualification being awarded is at a level lower than that of the original qualification aim are coded as good or bad academic standing for the purpose of calculation of student progression rates.

Field 41 General qualification aim of student

(Fields 37/38 Qualification obtained)

The **proposed** coding frame for Fields 41, 37 and 38 for 1996-97 is:-

VALID ENTRIES

- 01 Not used.**
- 02 Doctorate degree mainly by research.
- 03 Doctorate degree not mainly by research.
- 04 Masters degree mainly by research.
- 05 Masters degree not mainly by research.
- 06 Postgraduate bachelors degree mainly by research.
- 07 Postgraduate bachelors degree not mainly by research.
- 08 Postgraduate diploma or certificate (not PGCE) mainly by research.**
- 09 Postgraduate diploma or certificate (not PGCE) not mainly by research.**
- 10 Professional qualification at postgraduate level (not PGCE) with or without academic qualification.**
- 12 Ordinary PGCE.
- 13 Articled PGCE.
- 20 First degree with Qualified Teacher Status.
- 21 First degree.

- 22 Enhanced first degree.
- 23 First degree and diploma (to be obtained concurrently).
- 24 Intercalated first degree.
- 25 Professional qualification at undergraduate level, with or without academic qualification.**
- 26 Qualified Teacher Status only/registration with General Teaching Council only (licenced teachers).**
- 29 Diploma of Higher Education.
- 30 Certificate of Higher Education.
- 31 Foundation course at HE level.
- 32 Other undergraduate diplomas and certificates.
- 41 HND.
- 42 HNC.
- 43 Other formal HE qualification of less than degree standard.
- 51 NVQ/SVQ level 5.
- 52 NVQ/SVQ level 4.
- 53 NVQ/SVQ level 3/GNVQ Advanced.**
- 54 NVQ/SVQ level 2/GNVQ Intermediate.**
- 55 NVQ/SVQ level 1/GNVQ Foundation.**
- 61 Institutional undergraduate credit which may be counted towards qualifications contained within codes 01 to 52 (includes CAT).
- 62 Institutional postgraduate credit which may be counted towards qualifications contained within codes 01 to 52.
- 71 OND, SCOTVEC National diploma.
- 72 ONC, SCOTVEC National certificate.
- 73 City and Guilds.
- 74 Other non-advanced diploma.
- 75 Other non-advanced certificate.
- 76 Other qualification below HE level.
- 77 Foundation course at FE level.**
- 78 Professional qualification at FE level, with or without academic qualification.**
- 99 No formal qualification aim (non-advanced/FE).

It is proposed to delete codes 97 'No formal undergraduate qualification aim (advanced/HE)' and 98 'No formal postgraduate qualification aim (advanced/HE)', since such students should be on the aggregate return of non-credit bearing courses.

A code will be added for 'Associate degree' if these awards are introduced.

Field 53 Teacher training course identifier

Proposed new code 4 'In-service/INSET courses FE/HE' (i.e. inset other than for school teachers).

Field 64 Major source of funding

Proposed that existing three codes 45 'UK Foundation', 43 'UK charity (medical)' and 44 'UK charity (other)' be assimilated into two codes: 'UK charity (medical)' and 'UK charity (other)'.

Field 66 Fee status

Proposed replacement codes:

'Eligible to pay home fees'

'Not eligible to pay home fees'

'Eligibility to pay home fees not assessed'

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
66	Fee status	FEESTAT	1	Numeric

STATUS Compulsory.

TIMESCALE Required in the December and July data collections.

VALID ENTRIES

- 1 **Eligible to pay home fees.**
- 2 **Not eligible to pay home fees.**
- 3 **Eligibility to pay home fees not assessed.**

DESCRIPTION The fee status of the student is to distinguish those students who are eligible to pay home fees from those who are not, in cases where there are separate levels of fees for 'home' students and for 'others'.

NOTES Channel Islands and Isle of Man domiciled students should be coded as code 2 'Not eligible to pay home fees'.

Code 3 should be used for all courses or programmes of study for which the concept of 'home fees' does not apply.

The allocation of a student to a particular fee status category should be consistent with the treatment in the HESES/Early Statistics return.

REASON REQUIRED For the financial planning of the HE sector.

For updating PES calculations and for funding calculations: only Home (UK)/EC student numbers are eligible for Funding Council funding.

Field 70 Mode of study

Proposed combining codes 41 and 42 into a single code 42 'writing up'.

Proposed that code 61 states 'Dormant **for the whole of the reporting period**'.

Field 73 Length of current year of programme

Proposed new status to be 'Compulsory' for all institutions and not just for Scottish institutions.

Field 82 Standard college tuition fees

Coverage - FEFCE now require this field for cost recovery fees.

Field 89 Intensity of study

Proposed that this field is **deleted**. For example, in England HEFCE have indicated that only field 74 'Student FTE' will be used to give a measure of volume count for part-time study, and so field 89 'Intensity of study' is not required in addition.

Fields 92/93, 96/97 Credit value of year of programme/Number of credit points obtained

(and in Module record field 9)

Field is a three digit numeric field with valid entries in the range 001-999.

Some institutions have said that they have years with 0 credit, so should valid entries be in the range 000-999?

Does the specification need to be changed to enable institutions to return fractional modules eg. 7.5, 11.25 etc?

PROPOSED NEW FIELDS

1. UCAS entrant marker

It is proposed that there is a new flag to show students for whom information required for UCAS fields is being returned. This will be used by HESA to aid validation checks.

Valid entries:

- 1 Student for whom information required for UCAS entrants is being returned.
- 2 Student for whom information required for UCAS entrants is not being returned.

2. Socio-economic indicator

It is evident from data enquiries received by HESA from ad hoc enquirers that there is a lot of interest in information related to the socio-economic indicator. The socio-economic indicator is currently sent to institutions on the *H transaction from UCAS but is not collected in the HESA record. It is proposed, for UCAS entrants only, to collect the socio-economic indicator through either :

(a) an expanded 4 character length in field 25

or

(b) a separate new one character field.

Institutions are invited to comment on the alternatives methods for collecting this information.

3. Destination - FE student (E & W)

It is a Statutory Customer requirement that the FE (E & W) codes in field 33 are split out into a separate field, so that both field 33 'Reason for leaving' and a new field 'Destination' would be completed for FE students in both England and Wales. (See earlier entry under field 33 for details.)

4. Institution's Reference for the Course/Programme of study

Description: 12 character alphanumeric field, Status 'Optional'.

The proposal is that this field would be used to collect the institution's own internal reference for the course/programme of study where it exists. The reference would have to be unique within the institution, but need not be unique within the UK. The format would be whatever the institution uses: there would be no need for uniformity. Should an institution not use such internal references, the field would be left blank: the intention is simply to make use of any references that already exist.

The reason for this field is to aid in the identification of records relating to particular courses/programmes. This facility would be useful in the location of records for correcting purposes and also in selecting courses/programmes with particular characteristics, without the need to use combinations of other fields, e.g. 'Qualification aim', etc..

5. Module start indicator

HEFCE will be using field 74 Student FTE to calculate a measure of volume count to be used in calculations of the funding for part-time students (for details please refer to HEFCE Consultation paper CP3/94 and HEFCE Circular 38/94).

Within field 74 'Student FTE' there exists a concession for academic years which span two reporting periods, allowing all the programme FTE to be returned in one reporting period and 000.0 FTE in the other reporting period. The principal use for this concession is for academic years which continue from one 01 August-31 July reporting period into the next, e.g. some taught masters courses.

Currently then, for modules which span a reporting period, the guidance given is that the modules should be shown for the student in both reporting periods, but the student FTE resulting from these modules can be reported in one of three ways:

- in the return period in which the module commenced
- in the return period in which the module finished
- apportioned over the actual study time taken for the module in each reporting period.

In cases where there is overlap between reporting periods HEFCE have identified a difficulty in determining whether a particular module counted towards the overall student FTE shown for the student during the current reporting period or whether it would have been counted towards the overall student FTE shown for the student during the previous reporting period.

Also HEFCW have stated that it is necessary to be able to more easily obtain information about precisely which modules are running at any time.

A number of suggestions to overcome these difficulties are listed below.

Institutions are invited to comment on the appropriateness of each of the suggestions and to indicate their preferred approach.

1a. The student record to include 16 new fields to capture module start dates, i.e. month and year. Alternatively, a single additional field on the module record with the need for a separate record for each incidence of the module together with a yearly update.

1b. To make field 11 'Module length' in the module record a compulsory field.

2a. New fields to identify modules, or parts of courses, in overlapping years.

The student record to include 16 new fields coded to indicate if the module had been studied, and therefore reported to HESA, in the previous reporting year. Note that the new fields refer to the actual presentation of the module only, so it would not be necessary to record students who were repeating modules.

The combined record would similarly require a set of 16 fields for the 16 study areas, otherwise continuing with the existing guidance, which is not to relate back to cost centres where there is no FTE reported, gives inconsistency within the record structures.

2b. In addition, both the student and the combined records to have two FTE fields. The first FTE field to be used to hold the FTE of the modules or study areas which were not claimed in the previous year, and the second FTE field to be used to show the amount of the FTE of the modules or study areas which had been claimed in the previous reporting period. Only the first FTE field would be required for courses which do not span two reporting periods.

3a. Within the student record, use fields 117-132 'Module results' to show whether or not a module is continuing into the next reporting period. This could be achieved by:

- i) Changing the Status of the field to 'Compulsory', i.e. compulsory for all modules and not just for those completed within the reporting period.
- ii) Adding one new code 7 'Module not yet completed, studies continuing into next HESA reporting period'.

3b) By adopting only one of the three current methods of reporting student FTE in these cases, i.e. in specifying the preferred method of claiming student FTE for these modules, modules spanning two reporting periods could be simply identified and consistently reported.

Institutions are invited to comment on whether it is preferred to claim in the return period in which the module commenced, or in the return period in which the module finished.

OTHER GENERAL POINTS RAISED FOR CONSIDERATION

Some of the following topics have the status of representing discussions which may (or may not) influence development of the record in the longer term. These issues (marked *) are included here so as to give institutions an indication of current thinking.

HESA is conscious of the need for a period of stability in each of the records with changes kept to a minimum. Institutions may see it as preferable to take additional change on board for the 1996/7 record and to minimise the requirement for 1997/8 changes.

Comment is invited.

ALL FIELDS

Would it be better for all fields in the record to contain a 'null' value code, or is continuation of current practice satisfactory, i.e. returning a blank where a field is not relevant?

COVERAGE

Students studying wholly outwith the UK.

Current coverage of the record includes all students registered in the reporting institution in England, Wales or Northern Ireland, and studying in the EC, thereby excluding all other students studying wholly outwith the UK for the entire programme of study. From 1995-96 onwards, HEFCE and HEFCW indicate that such students are not fundable, and therefore the requirement for a full record for them is dropped.

However there is interest in the total number of students registered in reporting institutions in the UK but studying wholly outwith the UK for entire programmes of study. In order to gather information about these students, it is proposed that limited detail is collected, concentrating on course detail and not individual student detail (see suggested fields below). As a consequence, it is suggested that coverage of the record be extended to any student registered in the reporting institution in the UK but studying wholly outwith the UK for an entire programme of study, i.e. all institutions in the UK and all students world-wide.

The suggested fields for the reduced record for students registered in the reporting institution but studying wholly outwith the UK for the entire programme are as follows:

- 1 Record type indicator
- 2 HESA institution identifier
- 3 Campus identifier
- 4 Student identifier
- 26 Date of commencement of programme
- 37 Qualification obtained 1
- 38 Qualification obtained 2
- 39 Classification
- 40 Programme of study title
- 41 General qualification aim of student
- 43 Subject(s) of qualification aim
- 49 Expected length of study programme
- 50 Units of length
- 70 Mode of study
- 72 Year of programme

and country code of the country where studies are taking place. This data could be returned either through existing fields 12 or 71 or through a new specific field.

Such information could continue to be collected through a reduced record form of the individualised student record (see suggested fields above) or could be the subject of a totally separate aggregate return to HESA.

Institutions are invited to comment on which approach would be most suitable.

Awards from dormant status for students for whom there is no previous HESA record.

In order to give complete coverage of awards made in a particular reporting period, a record is required for such students, with field 70 Mode of study coded as 61 'Dormant for the whole reporting period' returned. These students would be excluded from the HESA standard population but included as appropriate in analyses of awards made. This would be the only case where HESA requires a record for students dormant for the whole reporting period. The fields required on the reduced record to include award details for dormant students would be:

- 1 Record type indicator
- 2 HESA institution identifier
- 3 Campus identifier

- 4 Student identifier
- 11 Gender
- 12 Domicile
- 33 Reason for leaving institution/completing programme
- 35 Date left institution or completed programme of study
- 37 Qualification obtained 1
- 38 Qualification obtained 2
- 39 Classification
- 40 Programme of study title
- 41 General qualification aim of student
- 42 FE general qualification aim of student
- 43 Subject(s) of qualification aim
- 47 Awarding body 1
- 48 Awarding body 2
- 60 Teaching qualification gained sector
- 61 Teaching qualification gained subject 1
- 62 Teaching qualification gained subject 2
- 63 Teaching qualification gained subject 3

Institutions are invited to comment on this proposed change to the coverage of the record.

Question of whether to move towards a muster approach - i.e. should institutions “finish off” the records for students who do not continue*

Currently the HESA student record is not completed, in the sense that coverage in each reporting period is just those students who are actively following a programme of study. This leaves an ‘information gap’ for students who at the end of one reporting period are assumed to be continuing their studies, but who do not do so for whatever reason, and are therefore not within the coverage of the record for the next reporting period.

In order to ‘finish off’ the record, should the coverage be extended to include students who do not continue with their studies for whatever reason, perhaps with a reduced record, which produces an up-dated field 33 ‘Reason for leaving/current status’ for them?

Institutions are invited to comment.

SCHEDULE OF DATA RETURN *

It may be that the schedule of data collection will be reviewed in the future which will include the checking and “signing off” of data by institutions as another formal step in the submission process.