

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
1	Record type indicator	RECID	5
2	Institution identifier	INSTID	4
3	Staff identifier	STAFFID	13
4	Date of birth	BIRTHDTE	8
5	Gender	GENDER	1
6	Nationality	NATION	4
7	Ethnicity	ETHNIC	2
8	National identity 1	NATID1	1
9	National identity 2	NATID2	1
10	Disabled	DISABLED	1
11	Date appointed at current HEI	DATEFHEI	8
12	Previous employment	PREVEMP	2
13	Previous HEI	PREVHEI	4
14	Highest qualification held	HQHELD	2
15	Academic discipline 1	ACCDIS1	4
16	Academic discipline 2	ACCDIS2	4
17	Regulatory body	REGBODY	2
18	Ability to teach through the medium of Welsh	ABLWELSH	1
19	Date left HEI	DATELEFT	8
20	Leaving destination	LEDEST	2
21	Active in 2001 Research Assessment Exercise	RESACT	1
22	Unit of Assessment	UOA	3
23	Total monies paid during this reporting year	TOTSAL	7

Field Nr.	Field Description	Field Abbrev'n	Field Length
1	Record type indicator	RECID	5

**STATUS** This field must be completed with a valid code for all staff.

**VALID ENTRIES** 04025 Staff Record person table standard record.

**DESCRIPTION** The Record type indicator is for HESA's internal use to identify the type of record being sent.

**NOTES** The first two digits are the year identifier. The last two digits are the record identifier.

**REASON REQUIRED** For HESA's operational purposes

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
2	Institution identifier	INSTID	4

**STATUS** This field must be completed with a valid code for all staff.

**VALID ENTRIES** A list of valid entries for this field may be found in Appendix 1.

**DESCRIPTION** The institution identifier of the reporting institution.

**EXAMPLE** 0053 The University of Central Lancashire.

**REASON REQUIRED** To provide separate figures for each institution.

Field Nr.	Field Description	Field Abbrev'n	Field Length
3	Staff identifier	STAFFID	13

**STATUS** This field must be completed with a valid code for all staff.

**VALID ENTRIES** A 13 digit code.

**DESCRIPTION** The Staff identifier is a unique code allocated to a staff member when they are first entered onto the staff record and, where a member of staff is contracted to work in jobs classified in SOC groups 1,2 or 3, it stays with them for the whole of their career within HE.

**NOTES** This identifier is the key to the whole return as it enables record linking and tracking.

HESA does not require staff names. Institutions, however, must keep a record of these in order to cross-reference to the unique staff identifiers.

Each record relating to an individual member of staff in the contract table must use the same staff identifier used for this individual in the person table.

### **Methods for generating staff identifiers**

#### **Institutional method**

The structure of the HESA staff identifier is as follows:

First 2 characters:

Year of entry into institution (last 2 digits of calendar year). Those entering before 1 August 2003 and whose year of entry is unknown should use 'XX'.

Next 4 characters:

Institution identifier from (as in field 2, Institution identifier), **PLUS 1000** (e.g. if the institution identifier is 0134, the digits in the staff identifier are 1134).

Next 6 characters:

6 digit reference number internally allocated by the institution.

Last character:

Check digit.

#### **USR method**

Staff with an old 9 digit USR staff number should retain this number, preceding it with 4 zeros. HESA would prefer anyone with an old USR number to keep this under the HESA system to facilitate the tracking of individuals through their HE careers. If a member of staff has been out of the sector for a while, or not previously returned to HESA, but received a USR number, then, if this is easy to trace, the USR number should be used, otherwise it is acceptable to issue a new HESA staff identifier. Institutions are encouraged to trace employees' identifiers. The emphasis is on the need to retain the same staff identifier in future in order to be able track future movements.

### **Using an identifier allocated by another institution**

If a member of staff whose contract is for an activity where the SOC code is in groups 1,2, or 3 and has already been allocated a HESA Staff identifier by a previous institution, then that identifier should be returned instead of allocating a new staff identifier (and, ideally, where a member of staff is employed by two institutions concurrently, then the same staff identifier should be used by both institutions). In order to accomplish this linkage, institutions will need to obtain from the previous employer the HESA staff identifier. As the staff record is anonymous, HESA will not be in a position to offer a central look-up service. However, in order to help inter-institution liaison, HESA has circulated staff data stream liaison contact details for operational purposes.

### **Calculation of Check Digit**

The check digit is calculated using the first 12 digits, providing a means of detecting errors of transcription in the identifier. To calculate the check digit, each of the first 12 digits is multiplied by a "weight" which depends on its position in the identifier, and the resulting products added. The check digit is then obtained by subtracting the final digit of the resulting sum from ten.

A program to calculate the check digit is available on the HESA web site at: <A HREF=

"<http://www.hesa.ac.uk/datacoll/other.htm>">  
<http://www.hesa.ac.uk/datacoll/other.htm> </A>

In this calculation, the character X has a value of zero.

The weights used are:

Digit position 1 2 3 4 5 6 7 8 9 10 11 12

Weight 1 3 7 9 1 3 7 9 1 3 7 9

**EXAMPLE**

A lecturer at Royal Holloway and Bedford New College, University of London (for which the HESA Institution identifier is 0141), starting in calendar year 2003 is allocated the internal number 123456. The check digit calculation for their staff identifier, 031141123456, would be calculated as:

Number	0 3 1 1 4 1 1 2 3 4 5 6
Weight	1 3 7 9 1 3 7 9 1 3 7 9
Product	0 9 7 9 4 3 7 18 3 12 35 54

The sum of the products is 161, the final digit being 1, so the check digit is  $10 - 1 = 9$ . The full identifier is therefore '0311411234569'.

If the lecturer in the example above had entered the institution prior to 2003, and has been allocated the staff identifier XX1141123456 (because year of entry is unknown) the check digit would be calculated as:

Number	X X 1 1 4 1 1 2 3 4 5 6
Weight	1 3 7 9 1 3 7 9 1 3 7 9
Product	0 0 7 9 4 3 7 18 3 12 35 54

The product of the first two digits should be counted as 0, which makes the sum of all the products 152. As the final digit is 2 the check digit is  $10 - 2 = 8$ . The full identifier is therefore 'XX11411234568'.

Note: If the final digit of the sum of the products is 0 the check digit would be the final digit after the subtraction i.e.  $10 - 0 = 10$ , check digit is 0.

**REASON REQUIRED**

To facilitate tracking and the analysis of mobility in the HE workforce.

Field Nr.	Field Description	Field Abbrev'n	Field Length
4	Date of birth	BIRTHDTE	8

**STATUS** This field must be completed with a valid code for all staff.

**VALID ENTRIES** Valid entry pattern is: YYYYMMDD.

**DESCRIPTION** This field records the date of birth of the staff member.

**NOTES** It is expected that institutions will be able to give a date of birth, but in an exceptional case where date of birth is not known, a default of 99991231 or 19010101 (as per the Inland Revenue) should be used.

**REASON REQUIRED** To enable age profile analysis of staff employed in HE.  
 To produce retirement information.  
 For purposes of record linkage.

<b>Field Nr.</b>	<b>Field Description</b>
5	Gender

<b>Field Abbrev'n</b>	<b>Field Length</b>
GENDER	1

**STATUS** This field must be completed with a valid code for all staff.

**VALID ENTRIES** F Female.  
M Male.

**DESCRIPTION** This field identifies the gender of the member of staff.

**REASON REQUIRED** For analysis of the numbers of staff by gender.

Field Nr.	Field Description	Field Abbrev'n	Field Length
6	Nationality	NATION	4

**STATUS** This field must be completed with a valid code for all staff.

**VALID ENTRIES** Valid entries are a 4 digit code which is a valid country code.

A list of valid entries for this field may be found in Appendix 2.

**DESCRIPTION** The Nationality field defines the country of legal nationality coded using the country codes listed. This is not necessarily the domicile.

**NOTES** UK nationals: The coding frame for nationality is the same as that used for classifying domicile in other records. However, when coding nationality, United Kingdom (code 2826) should be used instead of the codes for England, Wales, Scotland and Northern Ireland. Citizens of the Channel Islands (3826) and the Isle of Man (4826) may use these codes when coding their nationality.

Dual nationality: Where a member of staff has dual nationality and one of the nationalities is UK, code as UK. Where neither of the nationalities is UK, for coding purposes preference should be given to those nationalities within the European Union.

Stateless: Where a member of staff claims nationality of a country not recognised as such by the Foreign and Commonwealth Office (FCO) then code '1783 Stateless' may be used.

Nationality coding for staff from China:-

The following guidance on the coding of field 6 NATION for staff from specific parts of China is based on advice recently received from the Foreign & Commonwealth Office. Code 1631, People's Republic of China (PRC) should be used where relevant in cases not covered by the guidance.

Code 1669 Hong Kong appears separately for historical and immigration reasons as this Special Administrative Region issues different passports from those of the PRC. This code is not regarded as having any implications for issues of nationality, but should continue to be used in nationality

fields.

Code 1694 Macao appears separately for historical and immigration reasons as this Special Administrative Region issues different passports from those of the PRC. This code is not regarded as having any implications for issues of nationality, but should continue to be used in nationality fields.

Code 1652 Taiwan - The United Kingdom acknowledges the position of the Chinese Government that Taiwan is a province of China and recognises the Chinese Government as the sole legal government of China. The United Kingdom does not recognise Taiwan as a state and does not have diplomatic relations with Taiwan. However, because the United Kingdom accepts passports issued by the Taiwanese Authorities for immigration purposes, it is necessary to use a separate country code 1652, Taiwan, in nationality fields. This has no bearing on the United Kingdom's position on Taiwan's status.

Tibet - The mention of Tibet alongside code 1631, People's Republic of China has been removed. It had been there solely to ensure that anyone giving 'Tibet' as a country of domicile or a nationality was coded as 'People's Republic of China', and this practice should continue. There was no implication that 'Tibet' represented a separate nationality, and there is not and never has been a separate code for it.

Institutions are advised to quote the relevant guidance in response to any query.

Responsibility for revision of the codes appearing in the list of valid codes lies with the FCO and takes place at regular, though not annual, intervals.

**REASON REQUIRED**

To provide information about net inflows of staff of different nationalities.

Field Nr.	Field Description	Field Abbrev'n	Field Length
7	Ethnicity	ETHNIC	2

**STATUS** This field must be completed with a valid code for all staff.

VALID ENTRIES	
11	White - British.
12	White - Irish.
13	White Scottish.
14	Irish Traveller.
19	Other White background.
21	Black or Black British - Caribbean.
22	Black or Black British - African.
29	Other Black background.
31	Asian or Asian British - Indian.
32	Asian or Asian British - Pakistani.
33	Asian or Asian British - Bangladeshi.
34	Chinese.
39	Other Asian background.
41	Mixed - White and Black Caribbean.
42	Mixed - White and Black African.
43	Mixed - White and Asian.
49	Other Mixed background.
80	Other Ethnic background.
90	Not known.
98	Information refused.

**DESCRIPTION** The Ethnicity field identifies the ethnic origin of the member of staff.

**NOTES** This coding structure reflects the 2001 Census of Population ethnicity classifications used throughout the UK and so allows comparative statistics to be derived both within and without the sector.

It is HESA's intention to adopt national classifications where they exist and are appropriate.

In the case of the Census 2001 ethnicity coding, there is no coding structure applicable throughout the UK, as variations exist in Scotland and Northern Ireland. To accommodate requirements for institutions to report locally to their devolved administrations, the coding frame has been revised. As a consequence, no institution will recognise this hybrid-coding list as that used in their region.

There are two specific categories: code 13 'White Scottish' and code 14 'Irish Traveller', which can only be used by

institutions in Scotland and Northern Ireland respectively.

Code 98 'Information refused' includes all cases where the information has been actively sought but is still missing.

Code 98 'Information refused' should be returned for such staff who indicate that they do not wish to return a code within the coding frame.

Code 90 'Not known' can be used for staff who do not genuinely know their ethnicity, ie staff who are adopted.

In addition institutions in Scotland and Northern Ireland do not need to code the detail for those from mixed ethnic backgrounds. Institutions in Scotland and Northern Ireland can code all such staff as 49 - 'Other Mixed background'.

**REASON REQUIRED** For monitoring equal opportunities issues in HE.

Field Nr.	Field Description	Field Abbrev'n	Field Length
8	National identity 1	NATID1	1

**STATUS** This field must be completed with a valid code other than the default code when the member of staff is employed by a Welsh institution.

**VALID ENTRIES**

- B British.
- E English.
- I Irish.
- O Other.
- R Information refused.
- S Scottish.
- U Unknown.
- W Welsh.
- X Not applicable/Not required (Default code).

**DESCRIPTION** This field records the national identity of the member of staff. National identity is different to both ethnicity and nationality and could be based on many things including, for example, culture, language or ancestry/family history. National identity reflects how an individual chooses to classify themselves.

**NOTES** The coding structure reflects that used in other national surveys and so allows comparative statistics to be derived both within and without the sector.

An individual can identify themselves as having up to two national identities. If they only choose one national identity, this should be coded in field 8 National Identify 1. If a second national identity is also chosen this should be coded in field 9, National identity 2.

Default code 'X' must be used for staff employed at institutions in England, Scotland or Northern Ireland.

Default code 'X' must not be used by institutions in Wales.

**REASON REQUIRED** To monitor the impact of policies and practices on staff of Welsh or other UK background.

To compare sector data with that from other areas of the economy.

Field Nr.	Field Description	Field Abbrev'n	Field Length
9	National identity 2	NATID2	1

**STATUS** This field must be completed with a valid code other than the default code when the member of staff is employed by a Welsh institution and the member of staff identifies themselves as having more than one nationality.

**VALID ENTRIES**

- B British.
- E English.
- I Irish.
- O Other.
- S Scottish.
- W Welsh.
- X Not applicable/Not required (Default code).

**DESCRIPTION** This field records the national identity of the member of staff. National identity is different to both ethnicity and nationality and could be based on many things including, for example, culture, language or ancestry/family history. National identity reflects how an individual chooses to classify themselves.

**NOTES** The coding structure reflects that used in other national surveys and so allows comparative statistics to be derived both within and without the sector.

An individual can identify themselves as having up to two national identities. If they only choose one national identity, this should be coded in field 8, National Identity 1. If a second national identity is also chosen this should be coded in field 9 National Identity 2.

Default code 'X' must be used for staff employed at institutions in England, Scotland or Northern Ireland.

Default code 'X' must be used when field 8, National Identity 1 is coded 'R, U or X' or where only one national identity is given by an individual.

**REASON REQUIRED** To monitor the impact of policies and practices on staff of Welsh or other UK background.

To compare HE sector data with that from other areas of the economy.

Field Nr.	Field Description	Field Abbrev'n	Field Length
10	Disabled	DISABLED	1

**STATUS** This field must be completed with a valid code for all staff.

**VALID ENTRIES**

- 1 Not known to be disabled.
- 2 Declared disabled.
- 9 Information not provided.

**DESCRIPTION** The Disabled field indicates if the staff member is disabled.

**NOTES** Since 1996 there has been no registration of disability. Therefore disability is recorded on the basis of the staff member's own self-assessment.

**REASON REQUIRED** For monitoring levels and trends in employment in HE by particular groups.

Field Nr.	Field Description	Field Abbrev'n	Field Length
11	Date appointed at current HEI	DATEFHEI	8

**STATUS** This field must be completed with a valid code other than the default code when the date is known **and** the member of staff is not classed as 'atypical'.

**VALID ENTRIES** Valid entry pattern is: YYYYMMDD.

**DESCRIPTION** The Date appointed at current HEI field records the date at which the member of staff entered their current period of **continuous service** with the HEI. For the purposes of this field, the current HEI includes all its predecessor institutions.

**NOTES** The reference to 'predecessor institutions' relates to changes within the reporting institution. For example, institutions that have merged to form the existing institution and where staff were automatically transferred from the former employer.

This field must be updated when a break in **continuous service** occurs regardless of the length of the break. If there has been a break in continuous service DATEFHEI will not be the same as the date of the first appointment that the member of staff held with the HEI. It is therefore essential that the original STAFFID is retained where breaks in service occur, particularly for staff in SOC groups 1, 2 and 3, in order to facilitate tracking.

It is expected that institutions will be able to give a date appointed at current HEI for all new staff and some existing staff, but in an exceptional case where date appointed at current HEI is not known for existing staff the default code '99991231' should be used.

Default code '99991231' can be used for atypical staff.

**EXAMPLE** **Member of staff holds several contracts issued with no break in continuous service:-**

A member of staff holds two contracts, one of which is a fixed length contract from 29 January 1999 to 29 January 2004, and the other a permanent contract that was issued on 1 December 2003. Details of both contracts must be returned in the contract table and the code returned in this field must be 19990129.

**Break in continuous service:-**

A member of staff holds two contracts, one of which is a fixed length contract from 29 January 1999 to 29 January 2004, and the other a permanent contract that was issued on 10 February 2004. Details of both contracts must be returned in the contract table and the code returned in this field must be 20040210. Additionally, default codes 99991231 and XX must be returned in fields 19 DATELEFT and 20 LEDEST respectively, because the member of staff is still employed at the institution under the permanent contract. If the member of staff has not been employed elsewhere during the break in service, code 21 'Not in regular employment' must be returned in field 12 PREVEMP and the code for the current institution must be returned in field 13 PREVHEI.

Default code 'XXXX' must not be used in field 13 PREVHEI when there has been a break in employment service and field 12, PREVEMP has been coded '21' Not in regular employment.

**REASON REQUIRED** To track career histories of HE staff for employment research and profiling.

Field Nr.	Field Description	Field Abbrev'n	Field Length
12	Previous employment	PREVEMP	2

**STATUS** This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2' or '3' **and** the member of staff is not classed as 'atypical'.

**VALID ENTRIES**

- 01 Another HEI in UK.
- 02 HEI in an overseas country.
- 03 Other education institution in UK.
- 04 Other education institution in an overseas country.
- 05 Research institution in the UK.
- 06 Research institution overseas.
- 07 Student in UK.
- 08 Student in an overseas country.
- 09 NHS/General medical or general dental practice in UK.
- 10 Health service in an overseas country.
- 11 Other public sector in UK.
- 12 Private industry/commerce in UK.
- 13 Self-employed in UK.
- 14 Other employment in UK.
- 15 Other employment in an overseas country.
- 21 Not in regular employment.
- 99 Not known.
- XX Not applicable/Not required (Default code).

**DESCRIPTION** The Previous employment field is used to record the nature of employment of the member of staff before entering employment with the current institution.

**NOTES**

Where it appears that two codes are equally applicable, the nearest to '01' should be given.

The previous employment should indicate the nature of employment of the member of staff before the date returned in field 11, Date appointed at current HEI. This will not necessarily be the employment of the member of staff in the previous year.

It is expected that once the member of staff has entered employment with the institution the code returned in this field will remain the same until the member of staff leaves the institution.

Where a break in continuous service occurs and an individual has not been employed elsewhere during the break, code 21 'Not in regular employment' must be returned in this field and the code for the current institution returned in field 13 PREVHEI.

Code '09' should be used where the nature of employment is or was within the NHS, in the broadest sense. This should include employment in an NHS body such as a Trust or Primary Care Trust and should also include employment in General Medical or General Dental practice. Even where other codes apply (for example General practitioners who consider themselves self-employed), code '09' should be used.

Default code 'XX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XX' can be used for atypical staff.

**REASON REQUIRED**

To enable information to be provided about cross-fertilisation between HE and other areas of employment and the migration of HE staff to and from the UK.

Field Nr.	Field Description	Field Abbrev'n	Field Length
13	Previous HEI	PREVHEI	4

#### STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2' or '3' **and** field 12, previous employment has been coded '01' **and** field 11, Date entered current HEI has been coded with a date after 20030731 (excluding 99991231) **and** the member of staff is not classed as 'atypical'.

#### VALID ENTRIES

A list of valid entries for this field may be found in Appendix 3.

#### DESCRIPTION

The Previous HEI field is used to record the institution identifier of the most recent previous institution at which the member of staff worked.

#### NOTES

Where a break in continuous service occurs and an individual has not been employed elsewhere during the break, code 21 'Not in regular employment' must be returned in field 12 Previous employment and the code for the current institution must be returned in this field. Default code 'XXXX' must not be used when there has been a break in continuous service and field 12, Previous employment has been coded '21' Not in regular employment.

Generic code '4001' Other UK Institution should be used in the exceptional case where field 12 Previous employment is coded '01' Another HEI in UK and the HEI is not known. Code 4001 should also be used for private HEIs in the UK that are not listed in Appendix 3.

Default code 'XXXX' must be used when field 12, Previous employment has been coded '02-15', '99' or 'XX'.

Default code 'XXXX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XXXX' can be used for staff that have returned a date before 20030731 (including those with a default date of 99991231) in field 11, Date appointed at current HEI.

Default code 'XXXX' can be used for atypical staff.

**EXAMPLE**

0053 The University of Central Lancashire.

**REASON REQUIRED**

To assist in year on year linking and tracking between records as individuals move between institutions.

Field Nr.	Field Description	Field Abbrev'n	Field Length
14	Highest qualification held	HQHELD	2

**STATUS** This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2' or '3' **and** the member of staff is not classed as 'atypical'.

**VALID ENTRIES**

01	Doctorate.
02	Other Higher Degree.
03	PGCE.
09	Other Postgraduate qualification (including professional).
11	First Degree.
12	First Degree with Qualified Teacher Status (QTS).
19	Other qualifications at first-degree level (including professional).
21	Diploma of HE.
22	HND/HNC.
29	Other undergraduate qualification (including professional).
31	'A' level, Scottish Higher or equivalent (NVQ/SVQ Level 3).
32	'O'level/GCSE or equivalent (NVQ/SVQ Level 2).
97	Other qualification.
98	No qualifications.
99	Unknown.
XX	Not applicable/Not required (Default code).

**DESCRIPTION** The Highest qualification held field is used to indicate the highest qualification held by the member of staff.

**NOTES** If a member of staff has more than one of the above qualifications, institutions may use their own discretion to determine which qualification is the 'highest'. In cases where it is unclear which qualification is the 'highest', enter the code that is closest to '01'.

Code 02 'Other Higher Degree' includes Masters.

This field should be updated when an existing member of staff gains a higher qualification than that already held.

Default code 'XX' can be used when **all** of the activity code fields (24, 27, 30) have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XX' can be used for atypical staff.

**REASON REQUIRED**

To provide information about the qualifications of the HE workforce.

Field Nr.	Field Description	Field Abbrev'n	Field Length
15	Academic discipline 1	ACCDIS1	4

**STATUS** This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) have been coded either '1', '2' or '3' **and** field 14, highest qualification held has been coded '01-03', '09', '11-12', '19', '21', '22' or '29'**and** the member of staff is not classed as 'atypical'.

**VALID ENTRIES** A full four character JACS code. Please refer to the <A HREF= "<http://www.hesa.ac.uk/jacs/jacs.htm>"> Joint Academic Coding System</A> (JACS) classification of academic subjects.

**DESCRIPTION** Academic discipline is a four character code which is used to designate the subject or subjects appropriate to that staff member's academic qualification, **not necessarily the academic subject in which that staff member may currently be teaching or researching.**

An alpha character forms the first character of the subject code. The remaining digits are numeric and provide a more detailed subject content breakdown.

**NOTES** Institutions must return a four character JACS code. If a qualification is in only one subject then this must be shown in field 15, Academic discipline 1 and the default code 'XXXX' must be used in field 16, Academic discipline 2. Where a qualification is in two subjects then a further JACS code should be used in field 16.

For those few staff with 3 subject disciplines, the two JACS codes that best reflect the discipline should be returned in field 15, Academic discipline 1 and field 16, Academic discipline 2.

If a staff members academic discipline cannot be exactly matched to a detailed subject within the JACS coding frame then code to the broad subject area i.e. C100 Biology, C300 Zoology, F300 Physics (see JACS principle subjects [http://www.hesa.ac.uk/jacs/JACS\\_PS.htm](http://www.hesa.ac.uk/jacs/JACS_PS.htm))

Example:

An academic member of staff with a postgraduate qualification in Microwave Physics could be coded F300 if no other information about the details of the qualification is

available or if the coder is unsure of which specific physics category thus fits into.

Default code 'XXXX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XXXX' must be used in field 15, Academic discipline 1 and field 16, Academic discipline 2 when field 14, Highest qualification held has been coded '31', '32', '97', '98', '99' or 'XX'.

Default code 'XXXX' can be used for atypical staff.

**EXAMPLE**

Codes are to be allocated using the classification provided in the document 'JACS complete classification' available on the HESA website at: <A

[HREF="http://www.hesa.ac.uk/jacs/jacs.htm"](http://www.hesa.ac.uk/jacs/jacs.htm)

><http://www.hesa.ac.uk/jacs/jacs.htm></A>

**REASON REQUIRED**

To provide information about the qualifications of the HE workforce and development of staff qualified in particular subject areas.

Field Nr.	Field Description	Field Abbrev'n	Field Length
16	Academic discipline 2	ACCDIS2	4

**STATUS** This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) have been coded either '1', '2' or '3' **and** field 14, highest qualification held has been coded '01-03', '09', '11-12', '19', '21', '22' or '29'**and** the highest qualification held has more than one subject code **and** the member of staff is not classed as 'atypical'.

**VALID ENTRIES** A full four character JACS code. Please refer to the <A HREF= "http://www.hesa.ac.uk/jacs/jacs.htm"> Joint Academic Coding System</A> (JACS) classification of academic subjects.

**DESCRIPTION** Academic discipline is a four character code which is used to designate the subject or subjects appropriate to that staff member's academic qualification, **not necessarily the academic subject in which that staff member may currently be teaching or researching.**

An alpha character forms the first character of the subject code. The remaining digits are numeric and provide a more detailed subject content breakdown.

**NOTES** Institutions must return a four character JACS code. If a qualification is in only one subject then this must be shown in field 15, Academic discipline 1 and the default code 'XXXX' must be used in this field. Where a qualification is in two subjects, the second subject should be returned in this field.

For those few staff with 3 subject disciplines, the two JACS codes that best reflect the discipline should be returned in field 15, Academic discipline 1 and field 16, Academic discipline 2.

If a staff members academic discipline cannot be exactly matched to a detailed subject within the JACS coding frame then code to the broad subject area i.e. C100 Biology, C300 Zoology, F300 Physics (see JACS principle subjects [http://www.hesa.ac.uk/jacs/JACS\\_PS.htm](http://www.hesa.ac.uk/jacs/JACS_PS.htm))

Example:

An academic member of staff with a postgraduate

qualification in Microwave Physics could be coded F300 if no other information about the details of the qualification is available or if the coder is unsure of which specific physics category thus fits into.

Default code 'XXXX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XXXX' must be used in field 15, Academic discipline 1 and field 16, Academic discipline 2 when field 14, Highest qualification held has been coded '31', '32', '97', '98', '99' or 'XX'.

Default code 'XXXX' must be used when the highest qualification held has one subject code.

Default code 'XXXX' can be used for atypical staff.

**EXAMPLE**

Codes are to be allocated using the classification provided in the document 'JACS complete classification' available on the HESA website at: <A

<http://www.hesa.ac.uk/jacs/jacs.htm>

><http://www.hesa.ac.uk/jacs/jacs.htm></A>

**REASON REQUIRED**

To provide information about the qualifications of the HE workforce and development of staff qualified in particular subject areas.

Field Nr.	Field Description	Field Abbrev'n	Field Length
17	Regulatory body	REGBODY	2

**STATUS** This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and** the related cost centre field has been coded '01-09' or '29' **and** the member of staff is not classed as 'atypical'.

**VALID ENTRIES**

00	Not currently registered to practice.
01	General Medical Council (GMC).
02	General Dental Council (GDC).
03	General Optical Council (GOC).
04	Royal Pharmaceutical Society of Great Britain (RPSGB).
05	The Pharmaceutical Society of Northern Ireland (PSNI).
06	The Nursing and Midwifery Council (NMC).
07	Health Professions Council (HPC).
08	General Social Care Council (GSCC).
09	Scottish Social Services Council (SSSC).
10	Care Council for Wales (CCW).
11	Northern Ireland Social Care Council (NISCC).
12	General Osteopathic Council (GOsC).
13	General Chiropractic Council (GCC).
14	Royal College of Veterinary Surgeons (RCVS).
XX	Not applicable/Not required (Default code).

**DESCRIPTION** To identify the regulatory body for staff working in health and social care professions regulated by a statutory health or social care regulatory body.

**NOTES**

Code '00' must be used when any of the activity code fields (24, 27, 30) in the contract table have been coded 2A and any of the cost centre fields have been coded '01-09' or '29' and

- 1) The member of staff is not currently registered to practice with a statutory health or social care regulatory body or
- 2) it is not known whether the member of staff is currently registered to practice with a health or social care regulatory body or
- 3) the member of staff is registered to practice but with a professional body not listed in this field, as this field only collects information about registration with statutory health or social care regulatory bodies.

Institutions can complete this field for staff who, although registered to practice with a statutory health and social care regulatory body, do not work in a health or social care cost centre listed in the status of this field.

**REASON REQUIRED**

To identify the appropriate regulatory body for staff currently registered to practice in medical, health and social care professions.

Field Nr.	Field Description	Field Abbrev'n	Field Length
18	Ability to teach through the medium of Welsh	ABLWELSH	1

**STATUS** This field must be completed with a valid code other than the default code when the contract held is with a Welsh institution **and any** of the activity code fields (24, 27, 30) in the contract table have been coded '2A' **and** the member of staff is not classed as 'atypical'.

**VALID ENTRIES**

- 1 Able to teach through the medium of Welsh.
- 2 Not able to teach through the medium of Welsh.
- 9 Information not yet sought.
- X Not applicable/Not required (Default code).

**DESCRIPTION** The Ability to teach through the medium of Welsh field will be used to indicate the proportion of staff that are able to teach through the medium of Welsh.

**NOTES**

Institutions should refer to the HEFCW for any guidance about the completion of this field.

Welsh institutions not presently collecting this data are required to complete this field using code '9'.

Code '2 Not able to teach through the medium of Welsh' should be used when **any** of the Activity code fields (24, 27, 30) in the contract table have been coded '2A' **and** the member of staff is not able to teach through the medium of Welsh **and** the contract held is with a Welsh institution.

Default code 'X' must be used for staff employed at institutions in England, Scotland or Northern Ireland.

Default code 'X' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2B', '3A', '3B', '3C', '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'X' can be used for atypical staff.

**REASON REQUIRED** To monitor the level of potential provision available through the medium of Welsh in Welsh institutions.

Field Nr.	Field Description	Field Abbrev'n	Field Length
19	Date left HEI	DATELEFT	8

**STATUS** This field must be completed with a valid code other than the default code when the member of staff has left the HEI **and** the member of staff is not classed as 'atypical'.

**VALID ENTRIES** Valid entry pattern is: YYYYMMDD.

**DESCRIPTION** The Date left HEI should be shown as the date in respect of which the last salary payment was made.

**NOTES** Date left HEI should be completed with a date other than the default for all members of staff leaving the HEI (because they have left the institution, not just a contract).

A staff member retiring prematurely and receiving a pension is regarded as a leaver and should be recorded as retiring, code '22' in field 20 Leaving destination, unless they are immediately re-employed in an institution's service.

Only staff who have left all contracts of employment with the HEI should have a leaving date returned in this field. A member of staff whose contract has ended but has immediately started another contract, and therefore has not left the HEI should be returned using the default code.

For staff for whom more than one contract has been returned in the contract table and one of these contracts has come to an end, the default should be returned if they are still employed in institutional service under one or more other contracts.

Code '20040731' should be returned when the member of staff left the HEI in the previous reporting period (1 August 2003 - 31 July 2004) and date left HEI is not known.

Default code '99991231' must be used for staff that have not left the HEI.

Default code '99991231' can be used for atypical staff.

**REASON REQUIRED** To terminate an individual's inclusion in the HESA Staff Record.

Field Nr.	Field Description	Field Abbrev'n	Field Length
20	Leaving destination	LEDEST	2

**STATUS** This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2' or '3' **and** the member of staff has left the HEI **and** the member of staff is not classed as 'atypical'.

**VALID ENTRIES**

- 01 Another HEI in UK.
- 02 HEI in an overseas country.
- 03 Other education institution in UK.
- 04 Other education institution in an overseas country.
- 05 Research institution in the UK.
- 06 Research institution overseas.
- 07 Student in UK.
- 08 Student in an overseas country.
- 09 NHS/General medical or general dental practice in UK.
- 10 Health service in an overseas country.
- 11 Other public sector in UK.
- 12 Private industry/commerce in UK.
- 13 Self-employed in UK.
- 14 Other employment in UK.
- 15 Other employment in an overseas country.
- 21 Not in regular employment.
- 22 Retirement.
- 31 Death.
- 99 Not known.
- XX Not applicable/Not required (Default code).

**DESCRIPTION** The Leaving destination field denotes the destination of the member of staff after leaving the employment of the institution.

**NOTES** A staff member retiring prematurely and receiving a pension is regarded as a leaver and should be recorded as retiring, code '22', unless they are immediately re-employed in an institution's service.

Code '09' should be used where the nature of employment is or was within the NHS, in the broadest sense. This should include employment in an NHS body such as a Trust or Primary Care Trust and should also include employment in General Medical or General Dental practice. Even where other codes apply (for example General practitioners who consider themselves self-employed), code '09' should be

used.

Where it appears that two codes are equally applicable, the nearest to '01' should be given.

Default code 'XX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XX' must be used for all members of staff who have not left all contracts of employment with the HEI.

Default code 'XX' can be used for atypical staff.

**REASON REQUIRED**

To enable information to be provided about cross-fertilisation between HE and other areas of employment and the migration of HE staff to and from the UK.

Field Nr.	Field Description	Field Abbrev'n	Field Length
21	Active in 2001 Research Assessment Exercise		RESACT 1

**STATUS** This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) in the contract table have been coded '2A' **and** the member of staff is not classed as 'atypical'.

- VALID ENTRIES**
- 1 Category A, A\* or C selected for assessment in the 2001 RAE.
  - 2 Category A, A\* or C not selected for assessment in the 2001 RAE.
  - 3 Employed by the reporting institution on 31 March 2001 but not recorded as category A, A\* or C either selected or not selected for assessment.
  - 9 Not employed by the reporting institution on 31 March 2001.
  - X Not applicable/Not required (Default code).

**DESCRIPTION** Active in 2001 Research Assessment Exercise (RAE) indicates the state of the staff member's research activities in the most recent RAE.

**NOTES** Codes '1' and '2' can only be used where the member of staff was employed at the institution at the time of the 2001 RAE and their employment fulfilled the criteria to be included as category A, A\* or C. Details of the coverage of categories A, A\* and C can be found in RAE2/99 paragraphs 3.8 to 3.11. Category A, A\* and C\* includes staff employed on a teaching only basis, i.e. Field 8 in the contract table ACEMPFUN = '1', it does not, in general, include research assistants and other support staff. Where a research assistant has been selected as category A or A\* they should be coded as '1' even though the post would not normally be considered eligible for submission.

Code '3' must be used when **any** of the activity code fields (24, 27, 30) in the contract table have been coded '2A' **and** the member of staff did not fall within the definition of category A, A\* or C. This will include most research assistants and teaching assistants. This code should not be used for staff eligible for inclusion as category A, A\*, or C but who were not selected for assessment, code '2' should be used in this case.

Code '9' must be used when staff who have been coded '2A' in any of the activity code fields (24, 27, 30) in the

contract table were not employed at the RAE census date.

Default code 'X' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2B', '3A', '3B', '3C', '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'X' can be used for atypical staff.

**REASON REQUIRED** To distinguish different types of academic staff in the most recent RAE.

Field Nr.	Field Description	Field Abbrev'n	Field Length
22	Unit of Assessment	UOA	3

**STATUS** This field must be completed with a valid code other than the default code when any of the activity code fields (24, 27, 30) in the contract table have been coded '2A' and the RAE does apply and the member of staff is not classed as 'atypical'.

**VALID ENTRIES** Valid entry patterns are: 01-11, 13-69, 99 or XXX (UoA 12 is not used in the 2001 RAE). The final character should be the letter denoting the multiple submission they were included within or 'Z' where a multiple submission was not made.

A list of valid entries for this field may be found in Appendix 4.

**DESCRIPTION** The first two characters are the Unit of Assessment the member of staff was associated with in the 2001 RAE. The final character is the letter denoting the multiple submission the member of staff was included within or 'Z' where a multiple submission was not made. Where a member of staff was not employed on 31 March 2001 a judgement as to which UoA they would have been submitted to should be made.

**NOTES** The RAE collects data on all academic staff split by unit of assessment even where the staff are not individually identified. This field should collect that attribution to UoA even where the member of staff was not individually identified, as they were not selected for assessment.

If staff have been coded '1' or '2' in field 21 active in 2001 Research Assessment Exercise then this field must be coded with a valid code other than 'XXX'.

Institutions are encouraged to map other staff to unit of assessments where this is possible e.g. staff with one contract. However, where this is not possible, due to changing contracts or departmental splits, the default code 'XXX' should be returned in UOA.

It is expected that this field will be completed for most academic staff coded as '3' or '9' in field 21. Research active staff coded as 3 will usually be included on form RA0 in the RAE and hence will be assigned to a unit of

assessment. It should be possible to assign most new academic staff to the Unit of Assessment that they would have submitted to had they been employed on 31 March 2001.

A new unit of assessment should not be allocated to existing members of staff who transfer internally. In these cases the original unit of assessment should be retained and returned in UOA.

A new unit of assessment should be assigned to those members of staff who, although employed by the institution during the 2001 RAE, have since left the institution and subsequently returned in a new department. In these cases a new unit of assessment or the default code 'XXX' should be returned in UOA.

Default code 'XXX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2B', '3A', '3B', '3C', '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XXX' must be used when **any** of the activity code fields (24, 27, 30) in the contract table have been coded '2A', but the RAE does not apply.

Default code 'XXX' can be used for atypical staff.

**REASON REQUIRED** RAE policy development and monitoring.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
23	Total monies paid during this reporting year		TOTSAL 7

**STATUS** This field must be completed for all staff.

**VALID ENTRIES** 9999999.

**NOTES** The Total monies paid during this reporting year is not required for the 2004/05 academic year. Institutions must complete this field with 9999999.