
Staff Record 2012/13

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Activity

Type	entity
Short Name	Activity
Description	The Activity entity describes the contract activities
Applicable to	England Northern Ireland Scotland Wales
Coverage	All contracts
Notes	<p>This repeating element exists to allow a contract to hold up to three sets of activity information.</p> <p>If a contract has more than three activities and/or cost centres, institutions should return three occurrences of this element to reflect the most significant activities.</p>
Reason Required	The Activity entity contains all of the fields relating to staff activities
Part Of	Contract
Minimum Occurrences	1
Maximum Occurrences	3
Has Parts	Activity Standard Occupational Classification (ACTSOC) Cost centre (CCENTRE) Proportion in cost centre (CCPROP)
Based On	New entity
Owner	HESA
Version	1.0

Activity Standard Occupational Classification

Type	field
Short Name	ACTSOC
Description	This field records the Standard Occupational Classification (SOC2010) of the contract activity
Applicable to	England Northern Ireland Scotland Wales
Coverage	All contract activity records
Valid Entries and Labels	111 Chief Executives and Senior Officials 112 Production Managers and Directors 113 Functional Managers and Directors 115 Financial Institution Managers and Directors 116 Managers and Directors in Transport and Logistics 117 Senior Officers in Protective Services 118 Health and Social Services Managers and Directors 119 Managers and Directors in Retail and Wholesale 121 Managers and Proprietors in Agriculture Related Services 122 Managers and Proprietors in Hospitality and Leisure Services 124 Managers and Proprietors in Health and Care Services 125 Managers and Proprietors in Other Services 211 Natural and Social Science Professionals 212 Engineering Professionals 213 Information Technology and Telecommunications Professionals 214 Conservation and Environment Professionals 215 Research and Development Managers 221 Health Professionals 222 Therapy Professionals 223 Nursing and Midwifery Professionals 231 Teaching and Educational Professionals 241 Legal Professionals 242 Business, Research and Administrative Professionals 243 Architects, Town Planners and Surveyors 244 Welfare Professionals 245 Librarians and Related Professionals 246 Quality and Regulatory Professionals 247 Media Professionals 311 Science, Engineering and Production Technicians 312 Draughtspersons and Related Architectural Technicians 313 Information Technology Technicians 321 Health Associate Professionals 323 Welfare and Housing Associate Professionals 331 Protective Service Occupations 341 Artistic, Literary and Media Occupations 342 Design Occupations 344 Sports and Fitness Occupations 351 Transport Associate Professionals 352 Legal Associate Professionals 353 Business, Finance and Related Associate Professionals 354 Sales, Marketing and Related Associate Professionals 355 Conservation and Environmental Associate Professionals 356 Public Services and Other Associate Professionals 411 Administrative Occupations: Government and Related Organisations 412 Administrative Occupations: Finance 413 Administrative Occupations: Records 415 Other Administrative Occupations 416 Administrative Occupations: Office Managers and Supervisors 421 Secretarial and Related Occupations

	511 Agricultural and Related Trades 521 Metal Forming, Welding and Related Trades 522 Metal Machining, Fitting and Instrument Making Trades 523 Vehicle Trades 524 Electrical and Electronic Trades 525 Skilled Metal, Electrical and Electronic Trades Supervisors 531 Construction and Building Trades 532 Building Finishing Trades 533 Construction and Building Trades Supervisors 541 Textiles and Garments Trades 542 Printing Trades 543 Food Preparation and Hospitality Trades 544 Other Skilled Trades 612 Childcare and Related Personal Services 613 Animal Care and Control Services 614 Caring Personal Services 621 Leisure and Travel Services 622 Hairdressers and Related Services 623 Housekeeping and Related Services 624 Cleaning and Housekeeping Managers and Supervisors 711 Sales Assistants and Retail Cashiers 712 Sales Related Occupations 713 Sales Supervisors 721 Customer Service Occupations 722 Customer Service Managers and Supervisors 811 Process Operatives 812 Plant and Machine Operatives 813 Assemblers and Routine Operatives 814 Construction Operatives 821 Road Transport Drivers 822 Mobile Machine Drivers and Operatives 823 Other Drivers and Transport Operatives 911 Elementary Agricultural Occupations 912 Elementary Construction Occupations 913 Elementary Process Plant Occupations 921 Elementary Administration Occupations 923 Elementary Cleaning Occupations 924 Elementary Security Occupations 925 Elementary Sales Occupations 926 Elementary Storage Occupations 927 Other Elementary Services Occupations
Notes	<p>The CASCOT coding tool has been provided to assist HEIs in allocating SOC codes for their staff. This system allows job titles to be allocated to SOC2010 codes. There is a help guide available to assist in using this system. Once a user has logged in to the HESA Data Collection System, they can access the CASCOT coding tool from the bottom of the page.</p> <p>Detailed definitions of the codes can be found in SOC2010 Volume 1</p> <p>SOC2010 Major Groups are defined by the first digit of the code.</p> <p>HESA has commissioned a HE specific coding index which is closely based on the Standard Occupational Classification, and which is designed to aid in assigning staff to the relevant codes: Occupational Coding for Higher Education Staff.</p>
Business rules	1 Error Where there are multiple occurrences of Activity.ACTSOC, Activity.CCENTRE and Activity.CCPROP they must not be identical.
Reason Required	To provide data about occupational activity within the higher education sector and

	enable comparisons to be made with other sectors of the economy
Part Of	Activity
Field Length	3
Minimum Occurrences	1
Maximum Occurrences	1
Schema Components	Element: ACTSOC Data type: ACTSOCCodeContentType
Based On	New field
Owner	HESA
Version	1.2
Date modified	2013-06-28
Change management notes	Additional guidance added to the Notes section, informing HEIs that the CASCOT coding tool has been provided.

Cost centre

Type	field
Short Name	CCENTRE
Description	This field identifies the cost centre to which the contract is assigned
Applicable to	England Northern Ireland Scotland Wales
Coverage	All contract activity records
Valid Entries and Labels	<ul style="list-style-type: none"> 101 Clinical medicine 102 Clinical dentistry 103 Nursing & allied health professions 104 Psychology & behavioural sciences 105 Health & community studies 106 Anatomy & physiology 107 Pharmacy & pharmacology 108 Sports science & leisure studies 109 Veterinary science 110 Agriculture, forestry & food science 111 Earth, marine & environmental sciences 112 Biosciences 113 Chemistry 114 Physics 115 General engineering 116 Chemical engineering 117 Mineral, metallurgy & materials engineering 118 Civil engineering 119 Electrical, electronic & computer engineering 120 Mechanical, aero & production engineering 121 IT, systems sciences & computer software engineering 122 Mathematics 123 Architecture, built environment & planning 124 Geography & environmental studies 125 Area studies 126 Archaeology 127 Anthropology & development studies 128 Politics & international studies 129 Economics & econometrics 130 Law 131 Social work & social policy 132 Sociology 133 Business & management studies 134 Catering & hospitality management 135 Education 136 Continuing education 137 Modern languages 138 English language & literature 139 History 140 Classics 141 Philosophy 142 Theology & religious studies 143 Art & design 144 Music, dance, drama & performing arts 145 Media studies 201 Total academic services 202 Central administration & services 204 Staff & student facilities 205 Premises 206 Residences & catering

Notes	<p>It is possible that two of the cost centre fields have the same value if staff are undertaking more than one activity as part of the contract, but both in the same cost centre.</p> <p>It is possible for staff on academic contracts to be assigned to Professional Services cost centres (201 to 206) and vice-versa. Cost centre 202 'Central administration & services' should be used for academic staff on contracts which are not assignable to departmental academic cost centres.</p> <p>Cost centre 201 'Total academic services'</p> <p>This includes centralised academic services such as libraries, learning resource centres and central computer rooms which are not operated by or specific to academic departments. This cost centre may also include museums, galleries and observatories which are not run by specific academic departments but are used for academic purposes.</p> <p>Cost centres 202 'Central administration & services' and 204 'Staff & student facilities'</p> <p>This includes central administration, general educational and staff and student facilities and amenities.</p> <p>Cost centre 202 'Central administration & services' includes central administrative staff and Heads of Institutions, Professors, Deans, Tutors, Faculty Officers and the like in respect of central (as distinct from departmental) administrative work. This category also includes the running of an administrative computer and the following other functions if not attributed to their relevant cost centre; public relations, advertising and recruitment, publications (excluding educational publications), advisors, organisation and methods unit, security of wages, legal and audit, general insurance not included elsewhere and telephony where centrally managed.</p> <p>Cost centre 204 'Staff & student facilities' includes the provision of facilities and amenities for the use of students and/or staff e.g. Careers Advisory Service, student societies, wardens of halls of residence, accommodation office, athletic and sporting facilities (excluding maintenance) and the institution's health service.</p> <p>Cost centre 205 'Premises'</p> <p>This includes all maintenance of premises (including academic buildings, central academic services, art centres, institution's health service premises, pavilions, sports buildings, etc) and on roads and grounds except residences and catering. Staff concerned with building maintenance, including estates administrative staff, are included in this category.</p> <p>Cost centre 206 'Residences & catering'</p> <p>This includes providing the residence, catering and any conference operations, including the maintenance of residential and catering premises.</p> <p>Further information about cost centres can be found in the HESA circular.</p>
Reason Required	To analyse the deployment of staff and make comparisons with other HESA returns

Part Of	Activity
Field Length	3
Minimum Occurrences	1
Maximum Occurrences	1
Schema Components	Element: CCENTRE Data type: CCENTRECodeContentType
Based On	C11025 CCENTRE1, C11025 CCENTRE2 and C11025 CCENTRE3
Owner	HESA
Version	1.2
Date modified	2013-09-12
Change management notes	Additional guidance added to the Notes section, advising HEIs on the use of codes 201 'Total academic services', 202 'Central administration & services', 204 'Staff & student facilities', 205 'Premises' and 206 'Residences & catering'.

Proportion in cost centre

Type	field
Short Name	CCPROP
Description	This field records the percentage of the contract activity covered by this occurrence of the activity entity
Applicable to	England Northern Ireland Scotland Wales
Coverage	All contract activity records
Notes	<p>Where the contract only has one activity associated with it 100 should be returned.</p> <p>Staff whose activity has moved from one cost centre to another within the reporting period should be reported within each relevant cost centre according to the time spent in each cost centre.</p> <p>The length of this field is a maximum of 5 characters, however the move to XML enables data to be returned with or without leading zeros or the decimal place, e.g. '005.0', '5.0' or '5' are equally acceptable. Where a value is returned with decimal places, it must be rounded to the nearest 0.1 in order to conform to the five character limit.</p>
Business rules	<p>1 Error Where only one Activity returned Activity.CCPROP must be 100</p> <p>2 Error Where Multiple Activity entities are returned the sum of all Activity.CCPROP must be in the range 99.7 and 100.3</p>
Reason Required	To analyse the deployment of staff and make comparisons with other HESA returns
Part Of	Activity
Field Length	5
Minimum Occurrences	1
Maximum Occurrences	1
Schema Components	Element: CCPROP Data type: PercentType
Based On	C11025 CCPROP1, C11025 CCPROP2 and C11025 CCPROP3
Owner	HESA
Version	1.1
Date modified	2011-11-04
Change management notes	Addition of sentence to Notes clarifying that the data format enables data to be returned with or without leading zeros or the decimal place, e.g. '005.0', '5.0' or '5' are equally acceptable.

Contract

Type	entity
Short Name	Contract
Description	The Contract entity describes the nature of the contract held by staff at the higher education institution (HEI)
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff
Notes	
Reason Required	The Contract entity contains all of the fields relating to the contract
Part Of	Person
Minimum Occurrences	1
Maximum Occurrences	unbounded
Has Parts	Contract identifier (CONTID) Institution's own contract identifier (OWNCONTID) Academic employment function (ACEMPFUN) Campus identifier (CAMPID) Clinical status (CLINICAL) Clinical sub-specialty (CLINSUB) FTE during reporting period (CONFTE) End date of contract (ENDCON) HEI joint contract (HEIJOINT) Healthcare professional specialty (HSPEC) Contract levels (LEVELS) Mode of employment (MOEMP) NHS contracts (NHSCON) NHS contract grade (NHSCONGR) Proportion of basic salary charged against general income (PSCAG) Reason for end of contract (RESCON) Basic salary at reference date (SALREF) Source of basic salary (SOBS) Salary point (SPOINT) Start date of contract (STARTCON) Teaching through the medium of Welsh (TCHWLH) Terms of employment (TERMS) Activity
Based On	New entity
Owner	HESA
Version	1.0

Academic employment function

Type	field
Short Name	ACEMPFUN
Description	This field records the employment function of the contract for staff with contracts in SOC2010 Major Groups 1-3
Applicable to	England Northern Ireland Scotland Wales
Coverage	All contracts where Activity.ACTSOC is in SOC2010 Major Groups 1, 2 or 3.
Valid Entries and Labels	<p>1 Academic contract that is teaching only</p> <p>2 Academic contract that is research only</p> <p>3 Academic contract that is both teaching and research</p> <p>4 Not an academic contract</p> <p>9 Academic contract that is neither teaching nor research</p>
Notes	<p>This field should show the employment function for the contract at the return date or the end date of the contract if earlier. The employment function relates to the contract of employment and not to the actual work undertaken.</p> <p>Code 1 'Academic contract that is teaching only' applies only to contracts indicating that staff are teaching only.</p> <p>Code 2 'Academic contract that is research only' should be used for those contracts where the primary academic employment function is research only, even though the contract may include a limited number of hours teaching (up to 6 hours per week or pro-rata for part-time staff). This code is particularly important for institutions in Scotland, as SFC has a specific need to monitor Contract Research Staff (CRS).</p> <p>Staff coded 1 'Academic contract that is teaching only', 4 'Not an academic contract', or 9 'Academic contract that is neither teaching nor research' are not eligible to be submitted to the Research Excellence Framework (REF). Staff coded 2 'Academic contract that is research only' and 3 'Academic contract that is both teaching and research' may be eligible for submission to the REF and the distinction between codes 2 and 3 does not have any impact on their eligibility.</p> <p>If a contract is for both academic and non-academic work then the appropriate code from 1 to 3 should only be used where the primary employment function is teaching and/or research.</p> <p>Code 9 'Academic contract that is neither teaching nor research' should be used for academic contracts where the primary employment function is not teaching and/or research.</p>
Business rules	<p>1 Error Contract.ACEMPFUN must exist where any Activity.ACTSOC begins with 1, 2 or 3.</p> <p>2 Error Contract.ACEMPFUN must not exist unless at least one Activity.ACTSOC under that Contract begins with 1, 2 or 3.</p>
Reason Required	To enable the identification of academic staff and to split those who are either teaching or research
Part Of	Contract

Field Length	1
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: ACEMPFUN Data type: ACEMPFUNCodeContentType
Based On	C11025 ACEMPFUN
Owner	HESA
Version	1.2
Date modified	2012-05-14
Change management notes	Coverage of the field changed to acknowledge the inclusion of non-academic atypical staff in the collection.

Basic salary at reference date

Type	field
Short Name	SALREF
Description	This field identifies the gross basic salary per annum (full-time equivalent) in pounds sterling, as stated in the contract at the reference date, or at the end of the contract, if earlier
Applicable to	England Northern Ireland Scotland Wales
Coverage	All contracts where Contract.TERMS is coded 1 or 2 and Contract.SPOINT has not been returned.
Notes	<p>In the case of part-time staff the full-time equivalent salary should be returned. In the case of staff who leave half way through the year, the annual salary that they would have received had they stayed all year should be returned.</p> <p>The Basic salary at reference date should not include any regular payments for additional duties, responsibility allowances or honoraria, regardless of their source. Subsequent back-dated pay awards will be excluded.</p> <p>Salaries returned to HESA should be rounded to the nearest £1. Comma delimiters should be excluded e.g. £24,999.80 should be returned as '25000'. Leading zeros should also not be included.</p> <p>Where institutions are using the JNCHEs national pay spine but making local adjustments, (for example to consolidate London weighting) then both Contract.SALREF and Contract.SPOINT must be returned.</p>
Examples	A member of staff works part-time (0.5 FTE) with a salary of 15000. This field should be returned as a full-time equivalent salary of 30000.
Business rules	<p>1 Error Where Contract.SALREF exists, then Contract.SALREF must not be greater than 325000.</p> <p>2 Error Where Contract.SALREF exists, then Contract.SALREF must not be less than 4500.</p> <p>3 Error Contract.SALREF must not exist where Contract.SPOINT begins with C.</p> <p>4 Error Contract.SALREF must exist where (Contract.TERMS = 1 or 2) and Contract.SPOINT does not exist.</p>
Reason Required	To monitor the remuneration of the higher education workforce
Part Of	Contract
Field Length	7
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: SALREF
Based On	C11025 SALREF
Owner	HESA
Version	1.0

Campus identifier

Type	field
Short Name	CAMPID
Description	This field records the campus at which the contract is based.
Applicable to	England Northern Ireland Scotland Wales
Coverage	All contracts
Notes	<p>Campus identifiers used in the HESA Staff record must be consistent with those submitted by the HEI as part of the Institution profile record.</p> <p>The criteria for assessing whether a campus identifier is appropriate are as follows:</p> <ul style="list-style-type: none"> • A separate campus identifier should be used if a substantial number of staff are located on a campus at a significant distance from where the main HEI is based, such that it would be regarded as not being in the same city/town. In this respect Greater London can be treated as a single entity. • A separate campus identifier should be used when a merger takes place, to identify any merged HEIs as separate campuses if they otherwise fit the specified criteria. • Campus identifiers can only be used where a contract can be associated with a single site. It is recognised that because of the flexibility of employment patterns adopted by some HEIs, it will be impossible to say categorically that some staff are assigned to a particular campus. If this is the case then code A should be used. A HEI that wishes separately to identify campuses may do so by using any character except for A. Only those CAMPID codes submitted to HESA as part of the Institution profile record can be returned in this field. • In the majority of cases, the campus identifier will default to the generic value A indicating the entire HEI or main campus. • In England, HEFCE expect separate campus identifiers to be used where any part of the HEI is funded separately e.g. 0151 London University - Senate Institutes. <p>There may be cases where a campus is returned in the Staff record but not the Student record, e.g. research sites. Please liaise with colleagues responsible for making the student returns to ensure that details of all sites are returned in the Institution profile record, which replaces the Campus Information System from 2012/13.</p>
Reason Required	To provide separate figures for each campus and to facilitate the derivation of geographic patterns of work
Part Of	Contract
Field Length	1
Minimum Occurrences	1
Maximum Occurrences	1
Schema Components	Element: CAMPID Data type: CAMPIDType
Based On	C11025 CAMPID
Owner	HESA
Version	1.2
Date modified	2012-05-14

Change management notes

References to the 'Campus Information System' in Notes updated to refer to the 'Institution Profile record', which will replace it from 2012/13.

Clinical status

Type	field
Short Name	CLINICAL
Description	This field records whether or not a contract has clinical status, and if so, describes the contract type
Applicable to	England Northern Ireland Scotland Wales
Coverage	All contracts where Contract.ACEMPFUN is coded 1, 2 or 3 and Contract.TERMS is coded 1 or 2 and Activity.CCENTRE is coded 101, 102, 103, 104 , 105 , 106 , 107, 108, 112 , 127 or 131
Valid Entries and Labels	<p>0 Not clinical academic</p> <p>1 Clinical academic doctors and dentists</p> <p>2 Clinical academic nurses and midwives</p> <p>3 Clinical academic health professions</p> <p>4 Other clinical academic staff</p>
Notes	<p>Code 1 'Clinical academic doctors and dentists' can only be used when Person.REGBODY is coded either 01 'General Medical Council (GMC)' or 02 'General Dental Council (GDC)', and staff should normally be undertaking clinical duties in addition to academic duties (Contract.ACEMPFUN of 1, 2 or 3). Doctors and dentists who, as part of their specialty medical/dental training, are undertaking a period of dedicated research are, however, also covered.</p> <p>Code 2 'Clinical academic nurses and midwives' can only be used when Person.REGBODY is coded 06 'The Nursing and Midwifery Council (NMC)' and staff should normally be undertaking clinical duties in addition to academic duties (Contract.ACEMPFUN of 1, 2 or 3).</p> <p>Code 3 'Clinical academic health professions' can only be used when Person.REGBODY is coded 07 'Health Professions Council (HPC)' and staff must be undertaking clinical duties in addition to academic duties (Contract.ACEMPFUN of 1, 2 or 3).</p> <p>Professionals registered with the HPC (Person.REGBODY = 07) are:</p> <ul style="list-style-type: none"> • Art therapists • Biomedical scientists • Chiropodists/Podiatrists • Clinical scientists • Dieticians • Occupational therapists • Operating department practitioners • Orthoptists • Paramedics • Physiotherapists • Prosthetists and Orthotists • Radiographers • Speech and language therapists. <p>Staff coded 4 'Other clinical academic staff' should be involved in the delivery of patient care in addition to having Contract.ACEMPFUN coded 1, 2 or 3 (academic contract).</p>
Business rules	1 Error Contract.CLINICAL must exist where (Contract.ACEMPFUN = 1, 2 or 3) and (Contract.TERMS = 1 or 2) and any Activity.CCENTRE = 101, 102,

	2 Error 103, 104, 105, 106, 107, 108, 112, 127 or 131. Contract.CLINICAL must not exist where all Activity.CCENTRE not equal to 101, 102, 103, 104, 105, 106, 107, 108, 112, 127 or 131.
Reason Required	To monitor the number of staff working in higher education institutions (HEIs) with a clinical status in their contract
Part Of	Contract
Field Length	1
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: CLINICAL Data type: CLINICALCodeContentType
Based On	C11025 CLINICAL
Owner	Medical Schools Council (MSC) and Dental Schools Council (DSC)
Version	1.1
Date modified	2012-05-14
Change management notes	Coverage of the field changed to acknowledge the inclusion of non-academic atypical staff in the collection.

Clinical sub-specialty

Type	field
Short Name	CLINSUB
Description	This field identifies the sub-specialty of a clinical contract
Applicable to	England Northern Ireland Scotland Wales
Coverage	All contracts where Contract.CLINICAL is coded 1
Valid Entries and Labels	0101 Anaesthetics 0102 Intensive care medicine 0103 Pain management 0201 Gynaecological oncology 0202 Obstetrics & Gynaecology 0203 Maternal & Fetal medicine 0204 Reproductive medicine 0205 Sexual & Reproductive health 0206 Urogynaecology 0301 Ophthalmology 0302 Medical ophthalmology 0303 Ophthalmic surgery 0401 Paediatrics 0402 Paediatric neurology 0403 Paediatric cardiology 0404 Neonatology 0501 Blood transfusion medicine 0502 Chemical pathology (including Clinical biochemistry) 0503 Clinical cytogenetics & Molecular genetics (Radiotherapy) 0504 Cytopathology 0505 Forensic pathology 0506 General pathology 0507 Laboratory haematology 0508 Histopathology (including Morbid anatomy) 0509 Immunopathology 0510 Neuropathology 0511 Paediatric pathology 0601 Child and adolescent psychiatry 0602 Forensic psychiatry 0603 General (Adult) psychiatry 0604 Old age psychiatry 0605 Psychiatry of eating disorders 0606 Psychiatry of learning disability 0607 Psychotherapy 0701 Clinical radiology (including Diagnostic radiology) 0702 Nuclear medicine 0801 Breast surgery 0802 Cardio-thoracic surgery (including Thoracic surgery) 0803 Colorectal surgery 0804 General surgery 0805 Gastrointestinal surgery 0806 Neurosurgery 0807 Oral & Maxillofacial surgery (where employed by the medical school) 0808 Otolaryngology (including ENT surgery) 0809 Paediatric surgery 0810 Plastic surgery 0811 Transplantation surgery 0812 Trauma & Orthopaedic surgery 0813 Urology 0814 Vascular surgery

	0901 Acute medicine 0902 Allergy 0903 Audiological medicine 0904 Cardiology 0905 Clinical genetics 0906 Clinical haematology 0907 Clinical immunology 0908 Clinical neurophysiology 0909 Clinical pharmacology & Therapeutics 0910 Dermatology 0911 Endocrinology & Diabetes mellitus 0912 Gastroenterology (including Hepatology) 0913 General (Internal) medicine 0914 Genito-urinary medicine 0915 Geriatric medicine 0916 Neurology 0917 Palliative medicine 0918 Rehabilitation medicine 0919 Renal & Transplantation medicine (to include Nephrology) 0920 Respiratory medicine 0921 Rheumatology 0922 Sports & Exercise medicine 0923 Stroke medicine 0924 Toxicology 1001 Public health medicine (including Community medicine) 1101 Occupational medicine 1201 Endodontics 1202 Dental general practice 1203 Dental public health 1204 Oral medicine 1205 Oral surgery 1206 Orthodontics 1207 Paediatric dentistry 1208 Periodontics 1209 Prosthodontics 1210 Restorative dentistry 1211 Surgical dentistry 1212 Special care dentistry 1213 Oral & Maxillofacial surgery (where employed by the Dental school) 1214 Oral microbiology 1215 Oral pathology, Oral & Maxillofacial pathology 1216 Oral radiology, Dental & Maxillofacial radiology 1301 General practice 1501 Infectious diseases (Communicable diseases) 1502 Medical microbiology & Virology 1503 Tropical medicine 1601 Clinical oncology (including Radiotherapy) 1602 Medical oncology 1701 Medical education 1702 Surgical education 1801 Accident & Emergency medicine
Notes	<p>This field applies to staff with clinical academic contracts and indicates the clinical sub-specialty associated with their contract of employment as issued by the HEI.</p> <p>This coding frame has been designed to align with the subjects used by the Medical Schools Council (MSC) and the Dental Schools Council (DSC). Institutions identifying discrepancies in the coding frames are requested to contact Institutional Liaison.</p>
Business rules	1 Error Contract.CLINSUB must exist where Contract.CLINICAL = 1. 2 Error Contract.CLINSUB must not exist where Contract.CLINICAL not equal to 1. 3 Error Where there is more than one occurrence of Contract.CLINSUB they must

	not be identical.
Reason Required	To monitor the number of staff working in higher education institutions (HEIs) with particular clinical sub-specialties
Part Of	Contract
Field Length	4
Minimum Occurrences	0
Maximum Occurrences	3
Schema Components	Element: CLINSUB Data type: CLINSUBCodeContentType
Based On	New field
Owner	Medical Schools Council (MSC) and Dental Schools Council (DSC)
Version	1.2
Date modified	2013-06-28
Change management notes	Additional guidance added to the Notes section, clarifying that the Person.STAFFID coding frame was designed to align with the subjects used by the Medical Schools Council (MSC) and the Dental Schools Council (DSC).

Contract identifier

Type	field
Short Name	CONTID
Description	This field records the unique code allocated to each contract
Applicable to	England Northern Ireland Scotland Wales
Coverage	All contracts
Notes	<p>The combination of Person.STAFFID and Contract.CONTID field must be unique within an HEI's submission.</p> <p>In the absence of any existing data items, a HEI might choose to complete this field with a sequential number for each contract held by each person. In this case, the first contract for each person would have a value of 1, the second would have a value of 2 and so on. In this case, we would expect the majority of contract records to have a value of 1 in this field.</p> <p>Once allocated, the value in this field should not change over time. This will facilitate the analysis of patterns of employment in the higher education sector over time.</p> <p>Entry is restricted to unaccented alphanumeric characters only.</p>
Reason Required	To identify each contract
Part Of	Contract
Field Length	20
Minimum Occurrences	1
Maximum Occurrences	1
Schema Components	Element: CONTID Data type: CONTIDType
Based On	C11025 CONTID
Owner	HESA
Version	1.0

Contract levels

Type	field
Short Name	LEVELS
Description	This field records the UCEA or XpertHR defined level of the contract
Applicable to	England Northern Ireland Scotland Wales
Coverage	All contracts where (Contract.TERMS is coded 1 or 2) or (Contract.ACEMPFUN is coded 1, 2, 3 or 9 and Contract.TERMS is coded 3).
Valid Entries and Labels	A0 Vice-Chancellor/Principal/Head of Institution B1 UCEA level 2A B2 UCEA level 2B C1 UCEA level 3A C2 UCEA level 3B D1 UCEA level 3/4A1 D2 UCEA level 3/4A2 D3 UCEA level 3/4A3 E1 UCEA level 4A E2 UCEA level 4B F1 UCEA level 5A F2 UCEA level 5B I0 XpertHR level I J0 XpertHR level J K0 XpertHR level K L0 XpertHR level L M0 XpertHR level M N0 XpertHR level N O0 XpertHR level O P0 XpertHR level P
Notes	<p>Details of the coding frame and guidance for coding contracts to levels is available in the Combined levels document.</p> <p>These levels are already used to categorise staff in the salary surveys undertaken by UCEA (senior staff) and XpertHR (for staff below level of professor) on UCEA's behalf. When assigning Contract.LEVELS the allocation from the UCEA and XpertHR surveys should be used as a basis, but will need to be updated to reflect the position at the end of the reporting period.</p> <p>The coding frames and descriptors are used with permission of UCEA and XpertHR.</p>
Business rules	1 Error Contract.LEVELS must exist where (Person.DATELEFT is after (Y1)-07-31 or Person.DATELEFT does not exist) and ((Contract.TERMS = 1 or 2) or (Contract.ACEMPFUN = 1, 2, 3 or 9 and Contract.TERMS = 3))
Reason Required	To monitor the grade/levels of employment within the higher education sector
Part Of	Contract
Field Length	2
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: LEVELS

	Data type: LEVELSCodeContentType
Based On	New field
Owner	Universities and Colleges Employers Association (UCEA) and XpertHR
Version	1.4
Date modified	2013-08-08
Change management notes	Business rule 1 updated to exclude staff where Contract.DATELEFT is before the reporting period.

End date of contract

Type	field
Short Name	ENDCON
Description	This field records the date on which the contract ended
Applicable to	England Northern Ireland Scotland Wales
Coverage	All contracts where Contract.TERMS is coded 1 or 2
Notes	<p>All date fields in the HESA Staff record must be completed using the ISO8601 format of YYYY-MM-DD.</p> <p>Only dates within the HESA reporting period should be returned. Dates that are after 31 July should be returned in the following year. For example, a contract end date of 20 September 2013 should be reported in the 2013/14 academic year.</p> <p>If a member of staff works in one department and then moves to another and this is not a new contract then do not close the record, just return an additional cost centre.</p> <p>If the Contract has not ended then an empty element should be returned with the ReasonForNull attribute set to 1 (not applicable) e.g.</p> <pre><ENDCON ReasonForNull="1"></ENDCON></pre>
Business rules	<p>1 Error Contract.ENDCON must exist where Contract.TERMS = 1 or 2 and ReasonForNull does not equal 1</p> <p>2 Error Contract.ENDCON must be null where ReasonForNull = 1.</p> <p>3 Error Where Contract.ENDCON is null ReasonForNull must equal 1.</p> <p>4 Error Where exists Contract.ENDCON must be less than Y2-08-01</p> <p>5 Error Where exists Contract.ENDCON must be equal to or after the date returned in Contract.STARTCON.</p>
Reason Required	To identify contracts that have ended
Part Of	Contract
Field Length	10
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: ENDCON Data type: DateWithNullStructure1
Based On	C11025 ENDCON
Owner	HESA
Version	1.2
Date modified	2013-09-25
Change management notes	Business rule 5 updated to ensure that it only initiates where the fields exist.

FTE during reporting period

Type	field
Short Name	CONFTE
Description	This field identifies the percentage of a full-time equivalent (FTE) year being undertaken by staff on the contract over the course of the reporting period
Applicable to	England Northern Ireland Scotland Wales
Coverage	All contracts
Notes	<p>This field should show the percentage of FTE for the year according to the contract of employment.</p> <p>Reducing FTE</p> <p>FTE does not need to be reduced to take account of temporary arrangements such as maternity leave, sick leave or other temporary arrangements for staff still eligible for inclusion in the record according to their contract of employment.</p> <p>Clinical academics who as part of their contract, spend some of their time working outside of the institution in the NHS should not have their FTE reduced to reflect the amount of time spent working in the NHS.</p> <p>FTE should be reduced, however, to take account of a partial year worked by staff on contracts that started or ended during the reporting period.</p> <p>Calculating FTE for a piece of work</p> <p>HEIs will need to calculate an FTE for staff who are contracted to deliver a piece of work. In setting a rate of pay for the task the HEI will have taken a view as to the size of the task and therefore how long it might take. It is expected that this will be used as the basis for calculating the FTE.</p> <p>Calculating FTE for staff working irregular hours</p> <p>Where staff do not have regular hours/patterns of work, or are appointed on a very short-term basis, it may be difficult to calculate FTE. (It is suggested that institutions estimate FTE for those contracts that involve working irregular hours using total salary information and hourly/daily pay rates).</p> <p>Calculating FTE for staff working term-time only</p> <p>The FTE for term-time only staff should be reduced to account for the fact that these staff only work part of the year. There is no single definition of term-time only, as the number and length of terms may differ from one HEI to another. Institutions are therefore advised to use a definition applicable to their HEI. For example, if there are 3 terms of 10 weeks in duration, the FTE for full-time term-time only staff should be reduced by $30/52=0.58$, compared to similar staff working with the same intensity but for a full-year.</p>

	<p>Staff seconded to a post within the reporting HEI</p> <p>Where staff are seconded within the HEI, any activity on posts should be returned, so where the secondment is for all of their time, the contract fields should contain information about the seconded post only, and where the secondment is for part of their time only, the contract entity should contain two records if the HEI issues two contracts.</p> <p>Staff seconded to a post at another HEI</p> <p>For secondments to another HEI the reporting HEI should reduce the FTE (to zero if the secondment is for the whole year) and the recipient HEI should return the contract(s) they have issued.</p> <p>Staff seconded to a post outside the higher education sector</p> <p>For those seconded to a post outside the higher education sector, the reporting HEI should only return the details of the contract they have issued. The HEI should reduce the FTE (to zero if the secondment is for the whole year).</p> <p>Staff on sabbatical</p> <p>For staff on sabbatical, institutions should reduce the FTE (to zero if the sabbatical is for the whole year).</p> <p>The length of this field is a maximum of 5 characters, however the move to XML enables data to be returned with or without leading zeros or the decimal place, e.g. '005.0', '5.0' or '5' are equally acceptable. Where an FTE value is returned with decimal places, it must be rounded to the nearest 0.1 in order to conform to the five character limit.</p>
Examples	<p>Full-time staff</p> <p>A contract to work full-time for twelve months of the year would be shown as 100 in this field.</p> <ul style="list-style-type: none"> • Full-time staff on maternity leave during the whole reporting period would be shown as 100 in this field because the FTE in the contract should not be reduced for temporary arrangements such as maternity leave. • A contract to work full-time for six months of the year would be shown as 50 in this field because FTE is reduced to take account of partial years worked. <p>A member of staff employed on separate higher education institution (HEI) and NHS contracts (e.g. A + B contracts) works for example eleven sessions a week, five at the institution (45.45% FTE) and six for the NHS (54.55% FTE). This should be shown as 100 in this field as the FTE for clinical academics should not be reduced to reflect the amount of time spent working in the NHS.</p> <p>Hourly paid staff</p> <p>The FTE for a member of staff who works 6 hours per year should be calculated by making a comparison based on the standard set for full-time staff within the HEI.</p> <p>HEIs may set a standard full-time FTE's hours worked per year in a similar way to the</p>

	<p>example below.</p> <p>If a full-time member of staff works 37 hours per week and has 25 days leave entitlement plus 8 days bank holidays then they will work 1679.8 hours a year:</p> <ul style="list-style-type: none"> • (hours worked per week/days in working week)*(total working days in a year - no. of days leave and bank holiday entitlement) = hours worked per year • $(37/5)*(52*5-25-8) = 1679.8$ hours worked per year for the full-time FTE. <p>Following on from this, 6 hours per year compared to the standard of 1679.8 hours per year (for full-time staff) would result in an FTE of 0.4%, calculated as follows:</p> <ul style="list-style-type: none"> • (hours worked per year/standard FTE hours per year)*100 = reduced hours FTE • $(6/1679.8)*100 = 0.357185$. Rounded to one decimal place = 0.4. <p>It is known that HEIs approach the calculation of hourly paid staff contract hours in different ways. Some HEIs proportion annual leave and bank holidays (as per the example above), whilst others add a percentage to the hourly paid rate for annual leave and bank holidays and expect staff to take their leave outside the contracted hours. Consequently, institutions will have to calculate their non-standard rate based on their specific contractual circumstances.</p> <p>In the following example, again 6 hours per year are worked, but the hours are uprated by 10% to account for the holidays which hourly paid staff are expected to take outside their contracted hours. Holiday or bank holiday entitlement would not, therefore, be deducted:</p> <ul style="list-style-type: none"> • $(\text{hours worked per year} + (10\%))/(\text{standard FTE hours per year without full-time FTE holiday entitlement deducted}) * 100 = \text{reduced hours FTE}$ • $(6+(6/100*10))/(52*37)*100 = 0.343035$. Rounded to one decimal place = 0.3 <p>An FTE of zero should not occur when making such comparisons. In general the standard that is set for full-time should be no more than 2080 hours per year (40 hours per week), therefore staff who work for 1 hour per year, will have an FTE of 0.05%, which, when rounded, will be 0.1% FTE.</p>
Business rules	<ol style="list-style-type: none"> 1 Error Contract.CONFTE must be 0 where Contract.MOEMP = 6 2 Error Where (Contract.MOEMP is 3, 4 or 5) then Contract.CONFTE must not be 100. 3 Warning Where exists (Contract.ENDCON > (Y1)-07-31 and Contract.ENDCON < (Y2)-07-31), then Contract.CONFTE must not be 100
Reason Required	To estimate the total size of the workforce and enable resource comparisons with other HESA records
Part Of	Contract
Field Length	5
Minimum Occurrences	1
Maximum Occurrences	1
Schema Components	Element: CONFTE Data type: PercentType
Based On	C11025 CONFTE
Owner	HESA
Version	1.4
Date modified	2013-09-25

Change management
notes

Business rule 3 updated to exclude the last day of the reporting period.

Healthcare professional specialty

Type	field																																																																						
Short Name	HSPEC																																																																						
Description	This field identifies the specialty of a clinical contract																																																																						
Applicable to	England Northern Ireland Scotland Wales																																																																						
Coverage	All contracts where Contract.CLINICAL is coded 1, 2, 3 or 4																																																																						
Valid Entries and Labels	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 5%;">01</td><td>Anaesthetics</td></tr> <tr><td>02</td><td>Obstetrics & Gynaecology</td></tr> <tr><td>03</td><td>Ophthalmology</td></tr> <tr><td>04</td><td>Paediatrics & Child health</td></tr> <tr><td>05</td><td>Pathology</td></tr> <tr><td>06</td><td>Psychiatry</td></tr> <tr><td>07</td><td>Radiology</td></tr> <tr><td>08</td><td>Surgery</td></tr> <tr><td>09</td><td>Physicians/Medicine</td></tr> <tr><td>10</td><td>Public health medicine</td></tr> <tr><td>11</td><td>Occupational medicine</td></tr> <tr><td>12</td><td>Dentistry</td></tr> <tr><td>13</td><td>General practice</td></tr> <tr><td>15</td><td>Infection/Microbiology</td></tr> <tr><td>16</td><td>Oncology</td></tr> <tr><td>17</td><td>Medical education</td></tr> <tr><td>18</td><td>Emergency medicine</td></tr> <tr><td>21</td><td>Others in medicine or dentistry</td></tr> <tr><td>31</td><td>Nursing</td></tr> <tr><td>32</td><td>Midwifery</td></tr> <tr><td>33</td><td>Health visiting</td></tr> <tr><td>34</td><td>Physiotherapy</td></tr> <tr><td>35</td><td>Radiography</td></tr> <tr><td>36</td><td>Occupational therapy</td></tr> <tr><td>37</td><td>Podiatry</td></tr> <tr><td>38</td><td>Speech & language therapy</td></tr> <tr><td>39</td><td>Art therapy</td></tr> <tr><td>40</td><td>Paramedic</td></tr> <tr><td>41</td><td>Orthoptics</td></tr> <tr><td>42</td><td>Prosthetics & orthotics</td></tr> <tr><td>43</td><td>Dietetics</td></tr> <tr><td>44</td><td>Healthcare scientists</td></tr> <tr><td>45</td><td>Pharmacy</td></tr> <tr><td>46</td><td>Clinical psychology</td></tr> <tr><td>51</td><td>Others</td></tr> </table>	01	Anaesthetics	02	Obstetrics & Gynaecology	03	Ophthalmology	04	Paediatrics & Child health	05	Pathology	06	Psychiatry	07	Radiology	08	Surgery	09	Physicians/Medicine	10	Public health medicine	11	Occupational medicine	12	Dentistry	13	General practice	15	Infection/Microbiology	16	Oncology	17	Medical education	18	Emergency medicine	21	Others in medicine or dentistry	31	Nursing	32	Midwifery	33	Health visiting	34	Physiotherapy	35	Radiography	36	Occupational therapy	37	Podiatry	38	Speech & language therapy	39	Art therapy	40	Paramedic	41	Orthoptics	42	Prosthetics & orthotics	43	Dietetics	44	Healthcare scientists	45	Pharmacy	46	Clinical psychology	51	Others
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Notes	<p>This field applies to staff with clinical academic contracts and indicates the healthcare professional specialty associated with their contract of employment as issued by the HEI.</p> <p>A contract can have up to three specialties.</p>																																																																						
Business rules	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">1</td> <td style="width: 15%;">Error</td> <td>Contract.HSPEC must exist where Contract.CLINICAL = 1, 2, 3 or 4.</td> </tr> <tr> <td>2</td> <td>Error</td> <td>Contract.HSPEC must not exist where Contract.CLINICAL is not equal to 1, 2, 3 or 4.</td> </tr> <tr> <td>3</td> <td>Error</td> <td>Where there is more than one occurrence of Contract.HSPEC they must not be identical.</td> </tr> </table>	1	Error	Contract.HSPEC must exist where Contract.CLINICAL = 1, 2, 3 or 4.	2	Error	Contract.HSPEC must not exist where Contract.CLINICAL is not equal to 1, 2, 3 or 4.	3	Error	Where there is more than one occurrence of Contract.HSPEC they must not be identical.																																																													
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Reason Required	To monitor the number of staff working in higher education institutions (HEIs) with particular clinical specialties
Part Of	Contract
Field Length	2
Minimum Occurrences	0
Maximum Occurrences	3
Schema Components	Element: HSPEC Data type: HSPECCodeContentType
Based On	C11025 HSPEC
Owner	Medical Schools Council (MSC) and Dental Schools Council (DSC)
Version	1.0

HEI joint contract

Type	field
Short Name	HEIJOINT
Description	This field records the UK Provider Reference Number (UKPRN) of one other higher education institution (HEI) involved in a joint contract. The UKPRN is the unique identifier allocated to HEIs by the UK Register of Learning Providers (UKRLP)
Applicable to	England Northern Ireland Scotland Wales
Coverage	All joint contracts where Contract.ACEMPFUN is coded 1, 2, 3 or 9 and Contract.TERMS is coded 1 or 2.
Notes	A single register of learning providers has been developed and the specification of this field falls within the scope of the Aligned Data Definitions and follows the Data Standards in the HESA Staff record. In the long-term it is anticipated that the UKPRN will replace the plethora of identifiers used by different organisations in the higher education sector.
Business rules	<p>1 Error Contract.HEIJOINT must not be the returning institution.</p> <p>2 Warning Contract.HEIJOINT should not exist where Contract.TERMS is not equal to 1 or 2.</p>
Reason Required	To identify joint contract arrangements
Part Of	Contract
Field Length	8
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: HEIJOINT Data type: UKPRNType
Based On	C11025 HEIJOINT
Owner	HESA
Version	1.3
Date modified	2013-10-24
Change management notes	Business rule 2 downgraded to a warning and the restriction requiring this field to be returned only for academic staff has been removed.

Institution's own contract identifier

Type	field
Short Name	OWNCONTID
Description	This field records the higher education institution's (HEI's) own internal identifier for the contract
Applicable to	England Northern Ireland Scotland Wales
Coverage	All contracts (Optional)
Notes	<p>Valid characters</p> <p>The valid character set available for this field follows the Data Standards in the HESA Staff record.</p> <ul style="list-style-type: none"> • The general policy is to support all Latin-based characters for names, addresses and general text fields, but not non-Latin characters. • All Unicode code charts for Latin characters are supported. These are Basic Latin (excluding the C0 control characters), Latin-1 (excluding the C1 control characters), Latin Extended A, Latin Extended B and Latin Extended Additional. This set corresponds to Unicode code points U+0020 to U+007E, U+00A0 to U+024F and U+1E00 to U+1EFF. • Schemas are built in such a way that an individual project can further restrict the set if required. <p>The character set chosen will support Welsh and Gaelic languages as well as all European and most other languages using a Latin-based character set.</p> <p>The Unicode charts that list each of the characters in this range can be found on the Unicode web site. The specific sets that are defined here are shown in the following PDF documents:</p> <ul style="list-style-type: none"> • Basic Latin • Latin-1 • Latin Extended A • Latin Extended B • Latin Extended Additional <p>Files must be encoded with UTF-8 and schema validation will be in place to ensure this. Institutions must specify the encoding used in their XML files in the first line of the file (i.e. <?xml version="1.0" encoding="UTF-8" ?>) and to ensure that their files are actually saved with that encoding. If XML files are edited with some text editors and the encoding is not specified or does not match the actual file encoding, there may be problems when submitting these files for validation.</p>
Reason Required	To enable HEIs to identify contracts in HESA reports
Part Of	Contract
Field Length	20
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: OWNCONTID

	Data type: OWNCONTIDType
Based On	New field
Owner	HESA
Version	1.0

Mode of employment

Type	field												
Short Name	MOEMP												
Description	This field records the mode of employment detailed in the contract												
Applicable to	England Northern Ireland Scotland Wales												
Coverage	All contracts												
Valid Entries and Labels	<table style="border: none;"> <tr> <td style="padding-right: 20px;">1</td> <td>Full-time</td> </tr> <tr> <td>2</td> <td>Full-time, term-time only</td> </tr> <tr> <td>3</td> <td>Part-time</td> </tr> <tr> <td>4</td> <td>Part-time, term-time only</td> </tr> <tr> <td>5</td> <td>Atypical</td> </tr> <tr> <td>6</td> <td>Dormant</td> </tr> </table>	1	Full-time	2	Full-time, term-time only	3	Part-time	4	Part-time, term-time only	5	Atypical	6	Dormant
1	Full-time												
2	Full-time, term-time only												
3	Part-time												
4	Part-time, term-time only												
5	Atypical												
6	Dormant												
Notes	<p>This field indicates the mode of employment for the contract held at the return date, or the end date of the contract if earlier.</p> <p>There is no single definition of term-time only as the number and length of terms may differ from one HEI to another. HEIs are therefore advised to use a definition applicable to their HEI.</p> <p>Code 6 'Dormant' should be used to identify staff who, while holding a contract with the HEI, have not undertaken any work during the reporting year. This would include lecturing staff whose modules were not chosen by any students during the year but who are kept on zero hour contracts. It should also be used for those on secondments or sabbaticals for the whole year. Code 6 'Dormant' should also be used when satisfying the muster by reporting leavers from the previous reporting period. See Satisfying the muster for 2011/12 leavers.</p>												
Reason Required	To analyse contracts held by mode of employment and to identify trends in higher education employment practice												
Part Of	Contract												
Field Length	1												
Minimum Occurrences	1												
Maximum Occurrences	1												
Schema Components	Element: MOEMP Data type: MOEMPCodeContentType												
Based On	C11025 MOEMP												
Owner	HESA												
Version	1.1												
Date modified	2013-09-02												
Change management notes	Additional guidance added to the Notes section, clarifying that the mode of employment should be returned based on latest position available within the reporting period. Code 6 'Dormant' should be used when satisfying the muster by reporting leavers from the previous reporting period.												

NHS contract grade

Type	field
Short Name	NHSCONGR
Description	This field records the NHS grade for clinical staff
Applicable to	England Northern Ireland Scotland Wales
Coverage	All contracts where Contract.CLINICAL is coded 1, 2, 3 or 4
Valid Entries and Labels	01 Consultant 02 Specialist registrar 03 Staff grade 04 Associate specialist 05 General practitioner 06 Senior house officer 07 Clinical assistant 08 Foundation programme doctor 09 Speciality registrar 10 Speciality doctor 11 Non-medical grade
Notes	<p>Those with clinical contracts other than medical should be coded 11 'Non-medical grade'.</p> <p>Codes 02 'Specialist registrar', 03 'Staff grade', 06 'Senior house officer' and 07 'Clinical assistant' should not be used for staff with a Contract.STARTCON after 2009-08-01.</p>
Business rules	1 Error Where Contract.STARTCON is after 2009-08-01 Contract.NHSCONGR must not equal 02, 03, 06 or 07 2 Error Contract.NHSCONGR must exist where Contract.CLINICAL = 1, 2, 3 or 4. 3 Error Contract.NHSCONGR must not exist where Contract.CLINICAL is not equal to 1, 2, 3 or 4.
Reason Required	To assist in the development of curriculum and joint working plans in connection with the delivery of undergraduate medical/dental education and/or research in association with health authorities and trusts
Part Of	Contract
Field Length	2
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: NHSCONGR Data type: NHSCONGRCodeContentType
Based On	C11025 NHSCONGR
Owner	NHS
Version	1.0

NHS contracts

Type	field
Short Name	NHSCON
Description	This field records the contractual arrangement for clinical staff with the higher education institution (HEI) and the NHS employing body
Applicable to	England Northern Ireland Scotland Wales
Coverage	All contracts where Contract.CLINICAL is coded 1, 2, 3 or 4
Valid Entries and Labels	<p>1 HEI contract and NHS Honorary Contract (excluding those with contracts in Nursing and Midwifery purely for the purpose of supervision of placements)</p> <p>2 Separate HEI and NHS contracts</p> <p>3 Joint HEI/NHS or primary/community healthcare contracts</p>
Notes	<p>The majority of clinical academics have substantive paid higher education contracts and honorary unpaid contracts. These contracts should be coded 1 'HEI contract and NHS Honorary Contract (excluding those with contracts in Nursing and Midwifery purely for the purpose of supervision of placements)'.</p> <p>Some have separate paid contracts with both a HEI and an NHS employer (often called A+B contracts). These contracts should be coded 2 'Separate HEI and NHS contracts'.</p> <p>A few individuals have genuinely joint HEI/NHS contracts. These contracts should be coded 3 'Joint HEI/NHS or primary/community healthcare contracts'.</p> <p>In each case the contracts together constitute employment in a single job agreed by two employers.</p> <p>NHS Honorary contracts can be held by clinical academics employed by HEIs in a research and/or teaching capacity, and who also provide services for NHS patients, in NHS facilities.</p>
Business rules	<p>1 Error Contract.NHSCON must exist where Contract.CLINICAL is equal to 1, 2, 3 or 4.</p> <p>2 Error Contract.NHSCON must not exist where Contract.CLINICAL is not equal to 1, 2, 3 or 4.</p>
Reason Required	To assist in the development of curriculum and joint working plans in connection with delivery of undergraduate medical/dental education and/or research in association with health authorities and trusts
Part Of	Contract
Field Length	1
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: NHSCON Data type: NHSCONCodeContentType
Based On	C11025 NHSCON
Owner	NHS

Version	1.0
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Proportion of basic salary charged against general income

Type	field
Short Name	PSCAG
Description	This field records the proportion of basic salary paid in respect of institutional duties chargeable against general funds
Applicable to	England Northern Ireland Scotland Wales
Coverage	All contracts where Contract.TERMS is coded 1 or 2
Notes	<p>For staff whose salary is completely paid for by general funds then this field must be coded 100. If the salary is completely paid for by any other source then this field must be coded 0.</p> <p>Whether income can be regarded as general funds or not depends on the distinction between unrestricted and restricted income as defined in the Statement of Recommended Practice: Accounting in Higher Education Institutions (SORP).</p> <p>Restricted income is that which can only be applied to a specific purpose or activity so designated by the grantor or donor. If an appointment is partly or wholly to undertake the activity specified by the provider of restricted income, then the salary should be considered to be partly or wholly sourced by that restricted income. It is not necessary for the provider to specify the particular post.</p> <p>The proportion of salary charged against general income should be given regardless of whether this is the principal source of salary or not. Staff whose contract salaries are not chargeable at all to general funds should be coded 0.</p> <p>The length of this field is a maximum of 5 characters, however the move to XML enables data to be returned with or without leading zeros or the decimal place, e.g. '005.0', '5.0' or '5' are equally acceptable. Where a value is returned with decimal places, it must be rounded to the nearest 0.1 in order to conform to the five character limit.</p>
Examples	A contract that is funded 70% through general funds and 30% through NHS funds would be '70', whereas '30' would apply if paid 30% from general funds and 70% from NHS funds
Business rules	<p>1 Error Contract.PSCAG must exist where Contract.TERMS = 1 or 2.</p> <p>2 Error Where Contract.SOBS = 01 then Contract.PSCAG must be 100.</p> <p>3 Error Where Contract.SOBS not equal to 01 then Contract.PSCAG must not be 100.</p>
Reason Required	To facilitate analysis and comparisons with finance information
Part Of	Contract
Field Length	5
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: PSCAG

	Data type: PercentType
Based On	C11025 PSCAG
Owner	HESA
Version	1.1
Date modified	2011-11-04
Change management notes	Addition of sentence to Notes clarifying that the data format enables data to be returned with or without leading zeros or the decimal place, e.g. '005.0', '5.0' or '5' are equally acceptable.

Reason for end of contract

Type	field																		
Short Name	RESCON																		
Description	This field records the reason for the end of the contract																		
Applicable to	England Northern Ireland Scotland Wales																		
Coverage	All contracts where Contract.ENDCON is not null																		
Valid Entries and Labels	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1</td> <td>Continued employment, new HESA contract record generated</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Atypical contract issued</td> </tr> <tr> <td style="text-align: center;">3</td> <td>End of fixed-term contract</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Voluntary redundancy</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Other redundancy</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Resignation</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Retirement (excluding ill-health)</td> </tr> <tr> <td style="text-align: center;">8</td> <td>Death</td> </tr> <tr> <td style="text-align: center;">9</td> <td>Other (includes dismissal and ill-health)</td> </tr> </table>	1	Continued employment, new HESA contract record generated	2	Atypical contract issued	3	End of fixed-term contract	4	Voluntary redundancy	5	Other redundancy	6	Resignation	7	Retirement (excluding ill-health)	8	Death	9	Other (includes dismissal and ill-health)
1	Continued employment, new HESA contract record generated																		
2	Atypical contract issued																		
3	End of fixed-term contract																		
4	Voluntary redundancy																		
5	Other redundancy																		
6	Resignation																		
7	Retirement (excluding ill-health)																		
8	Death																		
9	Other (includes dismissal and ill-health)																		
Notes	<p>Code 1 'Continued employment, new HESA contract record generated' should be used where the institution generates a new contract record following a change in the employment of a member of staff for example following a promotion.</p> <p>Where a fixed term contract comes to an end often the staff member can become redundant, however in this scenario it is expected that code '3 End of fixed-term contract' is used in preference to code '5 Other redundancy'.</p> <p>Contracts which end under TUPE (Transfer of Undertakings (Protection of Employment) Regulations 2006) arrangements should be coded as '9 Other (includes dismissal and ill-health)'.</p>																		
Business rules	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1</td> <td style="width: 10%;">Error</td> <td>Where Contract.RESCON = 8 there must be no new contracts starting after that Contract.ENDCON.</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Warning</td> <td>Contract.RESCON must exist where Contract.TERMS = 1 or 2 and Contract.ENDCON exists.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Warning</td> <td>Contract.RESCON must not exist where Contract.ENDCON does not exist.</td> </tr> </table>	1	Error	Where Contract.RESCON = 8 there must be no new contracts starting after that Contract.ENDCON.	2	Warning	Contract.RESCON must exist where Contract.TERMS = 1 or 2 and Contract.ENDCON exists.	3	Warning	Contract.RESCON must not exist where Contract.ENDCON does not exist.									
1	Error	Where Contract.RESCON = 8 there must be no new contracts starting after that Contract.ENDCON.																	
2	Warning	Contract.RESCON must exist where Contract.TERMS = 1 or 2 and Contract.ENDCON exists.																	
3	Warning	Contract.RESCON must not exist where Contract.ENDCON does not exist.																	
Reason Required	To monitor the reason for a contract ending																		
Part Of	Contract																		
Field Length	1																		
Minimum Occurrences	0																		
Maximum Occurrences	1																		
Schema Components	Element: RESCON Data type: RESCONCodeContentType																		
Based On	New field																		
Owner	HESA																		
Version	1.3																		
Date modified	2013-10-24																		
Change management	Business rules 2 and 3 downgraded from an error to a warning.																		

notes	
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Salary point

Type	field
Short Name	SPOINT
Description	This field records the salary point within the National Framework Pay Spine or Clinical Pay structures
Applicable to	England Northern Ireland Scotland Wales
Coverage	All contracts where Contract.TERMS is coded 1 or 2 and the salary for the contract is from a nationally negotiated pay spine.
Notes	<p>The first character of this field must indicate which of the two salary spine scales is being used. If the JNCHES Pay Spine (previously referred to as Final Salary Spine) is being used then the first character must be 'F'. If the salary point is from the Clinical Spine then the first character must be 'C'.</p> <p>The second and third characters of this field must show the salary point from within the pay spine indicated and any single digit salary points should be prefixed with a zero, for example F04, F18, C10.</p> <p>This field should show the salary point as at the reference date or the end date off the contract if earlier.</p> <p>Where part-time staff have a contract salary that is a fraction of a spine point, then that spine point should be returned. For example, a lecturer on 50% of point 04 on the Framework Pay Spine would be recorded as 'F04'.</p> <p>Where institutions are using the JNCHES national pay spine but making local adjustments, (for example to consolidate London weighting) then both Contract.SALREF and Contract.SPOINT must be returned.</p>
Reason Required	To monitor the remuneration of the higher education workforce
Part Of	Contract
Field Length	3
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: SPOINT Data type: SPOINTType
Based On	C11025 SPOINT
Owner	HESA
Version	1.1
Date modified	2012-03-16
Change management notes	Coverage amended to add the clause 'and the salary for the contract is from a nationally negotiated pay spine.'

Source of basic salary

Type	field
Short Name	SOBS
Description	This field records the source of basic salary at the reference date, or the end date of the contract if earlier
Applicable to	England Northern Ireland Scotland Wales
Coverage	All contracts where Contract.TERMS is coded 1 or 2
Valid Entries and Labels	<p>01 Wholly general institution financed</p> <p>02 Partly financed by the institution</p> <p>03 NHS/General Medical or General Dental practice or Department of Health</p> <p>07 UK central government bodies and local authorities</p> <p>08 UK industry, commerce and public corporations</p> <p>10 EU government bodies</p> <p>11 EU other</p> <p>12 Other overseas sources</p> <p>15 Other sources</p> <p>51 Biotechnology & Biological Sciences Research Council (BBSRC)</p> <p>52 Medical Research Council (MRC)</p> <p>53 Natural Environmental Research Council (NERC)</p> <p>54 Engineering & Physical Sciences Research Council (EPSRC)</p> <p>55 Economic & Social Research Council (ESRC)</p> <p>57 Arts & Humanities Research Council (AHRC)</p> <p>58 Science & Technology Facilities Council (STFC)</p> <p>59 Research council - not specified</p> <p>63 Cancer Research UK</p> <p>64 Wellcome Trust</p> <p>65 Other Association of Medical Research Charities (AMRC) charity</p> <p>66 Other charitable foundation</p>
Notes	<p>This is the source of basic salary for the contract detailed in the record. This field should relate to basic salary only.</p> <p>This field can be returned up to three times where a contract has multiple sources.</p> <p>Whether income can be regarded as general higher education institution (HEI) funds or not depends on the distinction between unrestricted and restricted income as defined in the Statement of Recommended Practice: Accounting in Higher Education Institutions (SORP). Restricted income is that which can only be applied to a specific purpose or activity so designated by the grantor or donor. If an appointment is partly or wholly to undertake the activity specified by the provider of restricted income, then the salary should be considered to be partly or wholly sourced by that restricted income. It is not necessary for the provider to specify the particular post.</p> <p>Code 02 'Partly financed by the institution' should be used where one of the three sources is general institution financed.</p> <p>Any contract for which the principal source of basic salary comes from HEFCE 'Special initiative' funds should be considered to be general institution financed either code 01 'Wholly general institution financed' or code 02 'Partly financed by the institution'.</p> <p>Code 08 'UK industry, commerce and public corporations' should be used if the main source of basic salary is from a UK branch of a multi-national company.</p>

	<p>Code 65 'Other Association of Medical Research Charities (AMRC) charity' should be used when the charity paying the salary is listed as a member of the Association of Medical Research Charities (AMRC). A directory of AMRC members is available from the AMRC web site.</p> <p>The British Academy and the Royal Society and Royal Society of Edinburgh should be returned as code 59 'Research council - not specified'.</p> <p>Code 66 'Other charitable foundation' should be used for all other charities not separately defined within the valid entries and should include both UK and overseas charities.</p>
Examples	A contract that is funded 70% through general institution funds and 30% through NHS funds would be coded 02 'Partly financed by the institution', whereas code 03 'NHS/General Medical or General Dental practice or Department of Health' would apply if paid 70% from NHS funds and 30% from general institution funds.
Business rules	<p>1 Error Where there is more than one occurrence of Contract.SOBS they must not be identical.</p> <p>2 Error Where Contract.SOBS = 01 there must be no other occurrences of Contract.SOBS.</p> <p>3 Error Contract.SOBS must exist where Contract.TERMS = 1 or 2.</p>
Reason Required	To allow career monitoring and comparisons for those staff funded by different organisations
Part Of	Contract
Field Length	2
Minimum Occurrences	0
Maximum Occurrences	3
Schema Components	Element: SOBS Data type: SOBSCoContentype
Based On	C11025 SOBS
Owner	HESA
Version	1.0

Start date of contract

Type	field
Short Name	STARTCON
Description	This field records the date at which the contract started
Applicable to	England Northern Ireland Scotland Wales
Coverage	All contracts where Contract.TERMS is coded 1 or 2
Notes	<p>All date fields in the HESA Staff record must be completed using the ISO8601 format of YYYY-MM-DD. The specification of this field falls within the scope of the Aligned Data Definitions and follows the Data Standards in the HESA Staff record.</p> <p>If the Contract.STARTCON is not known an empty element should be returned with the ReasonForNull attribute set to 1 (not known) e.g.</p> <pre><STARTCON ReasonForNull="1"></STARTCON></pre>
Business rules	<p>1 Error Contract.STARTCON must not be after Y2-07-31</p> <p>2 Error Where exists Contract.STARTCON must not be after Contract.ENDCON.</p> <p>3 Error Contract.STARTCON must exist where Contract.TERMS = 1 or 2.</p> <p>4 Error Contract.STARTCON must be null where ReasonForNull = 1</p> <p>5 Error Where Contract.STARTCON is null ReasonForNull must equal 1.</p> <p>6 Error Where Contract.STARTCON exists it must be after Person.BIRTHDTE where it exists or after (Y1-100)-07-31 where Person.BIRTHDTE does not exist.</p>
Reason Required	To identify the start date of a contract
Part Of	Contract
Field Length	10
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: STARTCON Data type: DateWithNullStructure1
Based On	C11025 STARTCON
Owner	HESA
Version	1.2
Date modified	2013-09-25
Change management notes	Business rule 2 updated to ensure that it only initiates where the fields exist.

Teaching through the medium of Welsh

Type	field
Short Name	TCHWLH
Description	This field records if the contract includes teaching through the medium of Welsh
Applicable to	Wales
Coverage	All Welsh higher education institution (HEI) contracts where Contract.ACEMPFUN is coded 1 or 3 and Contract.TERMS is coded 1 or 2.
Valid Entries and Labels	<p>1 Teaching through the medium of Welsh</p> <p>2 Not teaching through the medium of Welsh</p> <p>9 Information not sought</p>
Notes	<p>For contracts at HEIs in Wales for which this information has not been collected this field should be coded 9 'Information not sought'.</p> <p>Where there are high proportions of contracts at a HEI coded 9 'Information not sought' HEFCW may investigate further.</p> <p>Any queries on this field should be addressed to HEFCW.</p>
Business rules	<p>1 Error Contract.TCHWLH must not exist for institutions in England, Scotland or Northern Ireland.</p> <p>2 Error Contract.TCHWLH must exist for Welsh institutions where (Contract.ACEMPFUN = 1 or 3) and Contract.TERMS = 1 or 2.</p> <p>3 Error Contract.TCHWLH must not equal 1 where Person.ABLWELSH = 2.</p>
Reason Required	To monitor the level of provision available through the medium of Welsh for HEIs in Wales
Part Of	Contract
Field Length	1
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: TCHWLH Data type: TCHWLHCodeContentType
Based On	C11025 TCHWLH
Owner	HEFCW
Version	1.2
Date modified	2013-04-30
Change management notes	Business rule 2 amended to correct a typo that previously existed.

Terms of employment

Type	field						
Short Name	TERMS						
Description	This field records the terms of employment of the contract						
Applicable to	England Northern Ireland Scotland Wales						
Coverage	All contracts						
Valid Entries and Labels	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: right;">1</td> <td>Open-ended/Permanent</td> </tr> <tr> <td style="text-align: right;">2</td> <td>Fixed-term</td> </tr> <tr> <td style="text-align: right;">3</td> <td>Atypical</td> </tr> </table>	1	Open-ended/Permanent	2	Fixed-term	3	Atypical
1	Open-ended/Permanent						
2	Fixed-term						
3	Atypical						
Notes	<p>This field should show the terms of employment at the return date or the end date of the contract if earlier.</p> <p>Code 1 'Open-ended/Permanent' should be used for staff who are employed on a contract of employment that states the member of staff as permanent or on an open-ended contract. This includes term-time only staff who are employed on an open-ended contract and Contract.MOEMP must be coded either 2 'Full-time, term-time only' or 4 'Part-time, term-time only'</p> <p>Code 2 'Fixed-term' should be used for staff who are employed for a fixed period of time or have an end date on their contract of employment. This includes staff on rolling fixed-term contracts.</p> <p>Code 3 'Atypical' should include staff whose working arrangements are not permanent, involve complex employment relationships and/or involve work away from the supervision of the normal work provider. These may be characterised by a high degree of flexibility for both the work provider and the working person, and may involve a triangular relationship that includes an agent (source: DTI Discussion Document on Employment Status, July 2003, paragraph 23).</p> <p>In addition to this definition from the DTI, some HE specific guidance has been devised by HESA in consultation with HEIs. Atypical contracts meet one or more of the following conditions:</p> <ul style="list-style-type: none"> • Are for less than four consecutive weeks - meaning that no statement of terms and conditions needs to be issued. • Are for one-off/short-term tasks - for example answering phones during clearing, staging an exhibition, organising a conference. There is no mutual obligation between the work provider and working person beyond the given period of work or project. In some cases individuals will be paid a fixed fee for the piece of work unrelated to hours/time spent. • Involve work away from the supervision of the normal work provider - but not as part of teaching company schemes or for teaching and research supervision associated with the provision of distance learning education. • Involve a high degree of flexibility often in a contract to work as-and-when required - for example conference catering, student ambassadors, student demonstrators. <p>For staff on probation this is not in itself a reason for coding their terms of employment as temporary rather than permanent.</p>						
Business rules	1 Error Where Contract.MOEMP = 5 then Contract.TERMS must equal 3.						

Reason Required	To monitor the employment terms and conditions of higher education staff
Part Of	Contract
Field Length	1
Minimum Occurrences	1
Maximum Occurrences	1
Schema Components	Element: TERMS Data type: TERMSCodeContentType
Based On	C11025 TERMS
Owner	HESA
Version	1.0

Institution

Type	entity
Short Name	Institution
Description	This describes the reporting institution
Applicable to	England Northern Ireland Scotland Wales
Coverage	Every submission must include a single Institution entity
Notes	
Reason Required	The Institution entity contains the Person entity and provides a home for any HEI attributes
Part Of	
Minimum Occurrences	1
Maximum Occurrences	1
Has Parts	Record type indicator (RECID) UK Provider Reference Number (UKPRN) Person
Based On	New entity
Owner	HESA
Version	1.0

Record type indicator

Type	field
Short Name	RECID
Description	This field records the standard HESA record type identifier
Applicable to	England Northern Ireland Scotland Wales
Coverage	All higher education institutions (HEIs)
Valid Entries and Labels	12025 2012/13 Staff record
Notes	A single record type covers all of the entities in the XML file.
Reason Required	To identify the type of data being submitted as well as aid the processing and quality assurance of data
Part Of	Institution
Field Length	5
Minimum Occurrences	1
Maximum Occurrences	1
Schema Components	Element: RECID Data type: RECIDCodeContentType
Based On	C11025 RECID
Owner	HESA
Version	1.0

UK Provider Reference Number

Type	field
Short Name	UKPRN
Description	This field records the UK Provider Reference Number (UKPRN) which is the unique identifier allocated to HEIs by the UK Register of Learning Providers (UKRLP)
Applicable to	England Northern Ireland Scotland Wales
Coverage	All higher education institutions (HEIs)
Notes	A single register of learning providers has been developed and the specification of this field falls within the scope of the Aligned Data Definitions and follows the Data standards in the HESA Staff record. In the long-term it is anticipated that the UKPRN will replace the plethora of identifiers used by different organisations in the higher education sector.
Reason Required	To identify the source of the record and used by HESA and its Statutory Customers to identify HEIs
Part Of	Institution
Field Length	8
Minimum Occurrences	1
Maximum Occurrences	1
Schema Components	Element: UKPRN Data type: UKPRNType
Based On	New field
Owner	UK Register of Learning Providers
Version	1.0

Person

Type	entity
Short Name	Person
Description	The Person entity identifies staff registered at the higher education institution (HEI), and describes their personal characteristics and qualifications
Applicable to	England Northern Ireland Scotland Wales
Coverage	All higher education institutions (HEIs)
Notes	
Reason Required	The Person entity contains all of the fields relating to staff
Part Of	Institution
Minimum Occurrences	1
Maximum Occurrences	unbounded
Has Parts	<p>Staff identifier (STAFFID) Institution's own staff identifier (OWNSTAFFID) Ability to teach through the medium of Welsh (ABLWELSH) Academic teaching qualification (ACTCHQUAL) Activity after leaving (ACTLEAVE) Date of birth (BIRTHDTE) Clinical excellence award (CLINARD) Current academic discipline (CURACCDIS) Date appointed at current HEI (DATEFHIEI) Date left HEI (DATELEFT) Disability (DISABLE) Early career researcher status (ECRSTAT) Ethnicity (ETHNIC) Gender identity (GENDERID) Highest qualification held (HQHELD) Location after leaving (LOCLEAVE) Nationality (NATION) National identity (NATIOND) Parental leave (PARLEAVE) Previous employment (PREVEMP) Previous HEI (PREVHEI) REF Unit of Assessment (REFUOA2014) Regulatory body (REGBODY) Religion or belief (RELBLF) Research assistant (RESAST) Legal sex (SEX) Sexual orientation (SEXORT) Contract</p>
Based On	New entity
Owner	HESA
Version	1.0

Ability to teach through the medium of Welsh

Type	field
Short Name	ABLWELSH
Description	This field records whether or not staff are able to teach through the medium of Welsh
Applicable to	Wales
Coverage	All staff contracted to a Welsh higher education institution (HEI) where any (Contract.ACEMPFUN is coded 1 or 3 and Contract.TERMS is coded 1 or 2).
Valid Entries and Labels	1 Able to teach through the medium of Welsh 2 Not able to teach through the medium of Welsh 9 Information not sought
Notes	For staff at HEIs in Wales for whom this information has not been collected this field should be coded 9 'Information not sought'. Where there are high proportions of staff at a HEI coded 9 'Information not sought' HEFCW may investigate further. Any queries on this field should be addressed to HEFCW. This field should only be returned by Welsh institutions.
Business rules	1 Error Person.ABLWELSH must not exist for institutions in England, Scotland or Northern Ireland. 2 Error Person.ABLWELSH must exist for institutions in Wales where any Contract.ACEMPFUN = 1 or 3 and Contract.TERMS = 1 or 2.
Reason Required	To monitor the level of potential provision available through the medium of Welsh for HEIs in Wales
Part Of	Person
Field Length	1
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: ABLWELSH Data type: ABLWELSHCodeContentType
Based On	C11025 ABLWELSH
Owner	HEFCW
Version	1.1
Date modified	2012-05-14
Change management notes	Coverage of the field changed to acknowledge the inclusion of non-academic atypical staff in the collection.

Academic teaching qualification

Type	field																								
Short Name	ACTCHQUAL																								
Description	This field records whether or not academic staff hold higher education or other relevant teaching qualifications, or have been recognised in other ways for their teaching expertise.																								
Applicable to	England Northern Ireland Scotland Wales																								
Coverage	All staff at institutions in England, Wales and Northern Ireland where any (Contract.ACEMPFUN is coded 1 or 3 and Contract.TERMS is coded 1 or 2). Optional for institutions in Scotland where any (Contract.ACEMPFUN is coded 1 or 3 and Contract.TERMS is coded 1 or 2).																								
Valid Entries and Labels	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; vertical-align: top;">01</td> <td>Successfully completed an institutional provision in teaching in the higher education sector accredited against the UK Professional Standards Framework</td> </tr> <tr> <td style="vertical-align: top;">02</td> <td>Recognised by the HEA as an Associate Fellow</td> </tr> <tr> <td style="vertical-align: top;">03</td> <td>Recognised by the HEA as a Fellow</td> </tr> <tr> <td style="vertical-align: top;">04</td> <td>Recognised by the HEA as a Senior Fellow</td> </tr> <tr> <td style="vertical-align: top;">05</td> <td>Recognised by the HEA as a Principal Fellow</td> </tr> <tr> <td style="vertical-align: top;">06</td> <td>Holder of a National Teaching Fellowship Scheme Individual Award</td> </tr> <tr> <td style="vertical-align: top;">07</td> <td>Holder of a PGCE in higher education, secondary education, further education, life long learning or any other equivalent UK qualification</td> </tr> <tr> <td style="vertical-align: top;">08</td> <td>Accredited as a teacher of their subject by a professional UK body</td> </tr> <tr> <td style="vertical-align: top;">09</td> <td>Other UK accreditation or qualification in teaching in the higher education sector</td> </tr> <tr> <td style="vertical-align: top;">10</td> <td>Overseas accreditation or qualification for any level of teaching</td> </tr> <tr> <td style="vertical-align: top;">90</td> <td>Not known</td> </tr> <tr> <td style="vertical-align: top;">99</td> <td>No qualification held</td> </tr> </table>	01	Successfully completed an institutional provision in teaching in the higher education sector accredited against the UK Professional Standards Framework	02	Recognised by the HEA as an Associate Fellow	03	Recognised by the HEA as a Fellow	04	Recognised by the HEA as a Senior Fellow	05	Recognised by the HEA as a Principal Fellow	06	Holder of a National Teaching Fellowship Scheme Individual Award	07	Holder of a PGCE in higher education, secondary education, further education, life long learning or any other equivalent UK qualification	08	Accredited as a teacher of their subject by a professional UK body	09	Other UK accreditation or qualification in teaching in the higher education sector	10	Overseas accreditation or qualification for any level of teaching	90	Not known	99	No qualification held
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10	Overseas accreditation or qualification for any level of teaching																								
90	Not known																								
99	No qualification held																								
Notes	<p>There is no implied hierarchy in the valid entries, neither is there any implied equivalence. All of the qualifications that are held by staff must be returned. For an individual only one of the Higher Education Academy (HEA) codes 02, 03, 04 and 05 can apply at a given point of time.</p> <p>While the National Teaching Fellowship Scheme Individual Award is temporary, institutions should continue to return code 06 'Holder of a National Teaching Fellowship Scheme Individual Award' for staff who have at any time held this award.</p> <p>Where a staff member attends an accredited course that does not lead to an award, but has not gone forward for the accreditation, they should be treated as having successfully completed the course and coded as 01 'Successfully completed an institutional provision in teaching in the higher education sector accredited against the UK Professional Standards Framework'.</p> <p>City and Guilds teaching qualifications should be coded either to 09 'Other UK accreditation or qualification in teaching in the higher education sector' or to 07 'Holder of a PGCE in higher education, secondary education, further education, life long learning or any other equivalent UK qualification', where the qualification is equivalent and leads to Qualified Teacher Status (QTS).</p> <p>Courses recognised by SEDA against its Named Awards that are accredited against the UKPSF (Supporting Learning; Learning Teaching and Assessing) should be coded as 01 'Successfully completed an institutional provision in teaching in the higher education</p>																								

	<p>sector accredited against the UK Professional Standards Framework'. These qualifications that predate the UK Professional Standards Framework (UKPSF) should also be coded 01 'Successfully completed an institutional provision in teaching in the higher education sector accredited against the UK Professional Standards Framework'.</p> <p>Where overseas accreditation and qualifications are achieved at any level code as 10 'Overseas accreditation or qualification for any level of teaching'.</p> <p>It is important that what is returned in this field is up to date, to reflect any qualification changes while a member of staff is in their current post, and that the HEI does not rely on the information provided upon appointment.</p> <p>For the purposes of this field, any Teaching English as a foreign language qualification should be returned as code 99 'No qualification held'.</p>
Business rules	<p>1 Error Person.ACTCHQUAL must exist for institutions in England, Wales and Northern Ireland where any (Contract.ACEMPFUN = 1 or 3) and Contract.TERMS = 1 or 2.</p> <p>2 Error Only one occurrence of Person.ACTCHQUAL = 02, 03, 04 or 05 can apply at a given point of time.</p> <p>3 Error Where there is more than one occurrence of Person.ACTCHQUAL they must not be identical.</p>
Reason Required	To monitor the number of staff working in higher education institutions (HEIs) with a relevant higher education teaching qualification. The requirement to publish this information was set out in the Higher Education White Paper 2011.
Part Of	Person
Field Length	2
Minimum Occurrences	0
Maximum Occurrences	6
Schema Components	Element: ACTCHQUAL Data type: ACTCHQUALCodeContentType
Based On	New field
Owner	HESA
Version	1.7
Date modified	2013-09-12
Change management notes	The reason required has been amended, clarifying that the data is being collected to underpin a requirement for publication of this information as set out in the Higher Education White Paper 2011.

Activity after leaving

Type	field
Short Name	ACTLEAVE
Description	This field records the activity of staff after leaving employment at the reporting higher education institution (HEI)
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff where any (Activity.ACTSOC is in SOC2010 Major Groups 1, 2 or 3 and Person.DATELEFT is not null and Contract.TERMS is coded 1 or 2 and no Contract.RESCON is coded 8).
Valid Entries and Labels	<p>01 Working in a higher education institution</p> <p>02 Working in another education institution</p> <p>03 Working in a research institute (private)</p> <p>04 Working in a research institute (public)</p> <p>05 NHS/General medical practice/General dental practice</p> <p>06 Working in another public sector organisation</p> <p>07 Working in the voluntary sector</p> <p>08 Working in the private sector</p> <p>09 Self-employed</p> <p>10 Registered as a student</p> <p>11 Retired</p> <p>12 Not in regular employment</p> <p>90 Not known</p>
Notes	<p>A staff member retiring prematurely and receiving a pension is regarded as a leaver and should be recorded as code 11 'Retired', unless they are immediately re-employed in the reporting institution's service.</p> <p>Code 05 'NHS/General medical practice/General dental practice' 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).</p> <p>When using code 07 'Working in the voluntary sector' it must not be assumed that the staff member has moved into unpaid employment.</p> <p>Where two codes are equally applicable or the person has more than one activity, the nearest to 01 'Working in a higher education institution' should be given.</p>
Business rules	<p>1 Error Person.ACTLEAVE must exist where Person.DATELEFT is not null and (Contract.TERMS = 1 or 2) and (no Contract.RESCON = 8) where any Activity.ACTSOC begins with 1, 2 or 3.</p> <p>2 Error Person.ACTLEAVE must not exist where Person.DATELEFT is null.</p>
Reason Required	To monitor the activity of staff after leaving the HEI
Part Of	Person
Field Length	2
Minimum Occurrences	0

Maximum Occurrences	1
Schema Components	Element: ACTLEAVE Data type: ACTLEAVECodeContentType
Based On	New field
Owner	HESA
Version	1.3
Date modified	2013-06-28
Change management notes	Additional guidance added to the Notes section, clarifying that when using code 07 'Working in the voluntary sector' it must not be assumed that the staff member has moved into unpaid employment.

Clinical excellence award

Type	field
Short Name	CLINARD
Description	This field identifies staff that hold Clinical Excellence/Merit/Distinction Awards
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff where any Contract.CLINICAL is coded 1
Valid Entries and Labels	<p>00 No national level award (or level 9 equivalent)</p> <p>01 Clinical Excellence Award (local level 9) (England & Wales)</p> <p>02 Clinical Excellence Award (national level 9 - bronze) (England & Wales)</p> <p>03 Clinical Excellence Award (national level 10 - silver) (England & Wales)</p> <p>04 Clinical Excellence Award (national level 11 - gold) (England & Wales)</p> <p>05 Clinical Excellence Award (national level 12 - platinum) (England & Wales)</p> <p>06 Merit Award (B) (England & Wales)</p> <p>07 Merit Award (A) (England & Wales)</p> <p>08 Merit Award (A+) (England & Wales)</p> <p>20 Distinction Award (B) (Scotland)</p> <p>21 Distinction Award (A) (Scotland)</p> <p>22 Distinction Award (A+) (Scotland)</p> <p>30 Clinical Excellence Award (B) (Northern Ireland)</p> <p>31 Clinical Excellence Award (A) (Northern Ireland)</p> <p>32 Clinical Excellence Award (A+) (Northern Ireland)</p>
Notes	<p>In England there are two award systems running concurrently (coded 01-05 and 06-08) and awards from both systems should be returned. An individual can hold only one award. Codes 06 'Merit Award (B) (England & Wales)', 07 'Merit Award (A) (England & Wales)', and 08 'Merit Award (A+) (England & Wales)' should be used where a staff member holds a Distinction Award made by England or Wales.</p> <p>Each of the valid entries for the field can be used by institutions in any administration and the country recorded after each code refers to the country making the award and to which the scheme belongs. Once made, the award should stay with the individual irrespective of the country of employment.</p> <p>This field should be updated when an existing member of staff gains a higher qualification than that already held.</p>
Business rules	<p>1 Error Person.CLINARD must exist where any Contract.CLINICAL = 1.</p> <p>2 Error Person.CLINARD must not exist where all Contract.CLINICAL not equal to 1.</p>
Reason Required	To monitor the number of staff working in higher education institutions (HEIs) with Clinical Excellence/Merit/Distinction Awards
Part Of	Person
Field Length	2
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	<p>Element: CLINARD</p> <p>Data type: CLINARDCodeContentType</p>

Based On	New field
Owner	Medical Schools Council (MSC) and Dental Schools Council (DSC)
Version	1.3
Date modified	2013-06-28
Change management notes	Additional guidance added to the Notes section, clarifying that Codes 06 'Merit Award (B) (England & Wales)', 07 'Merit Award (A) (England & Wales)', and 08 'Merit Award (A+) (England & Wales)' should be used where a staff member holds a Distinction Award made by England or Wales.

Current academic discipline

Type	field
Short Name	CURACCDIS
Description	This field records the Joint Academic Coding System (JACS 3.0) code for the academic discipline currently being taught and/or researched by the member of staff
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff where any (Contract.ACEMPFUN is coded 1, 2 or 3 and Contract.TERMS is coded 1 or 2).
Valid Entries and Labels	<p>XXXX Not known or not applicable</p> <p>A100 Pre-clinical medicine</p> <p>A200 Pre-clinical dentistry</p> <p>A300 Clinical medicine</p> <p>A400 Clinical dentistry</p> <p>A900 Others in medicine & dentistry</p> <p>A990 Medicine & dentistry not elsewhere classified</p> <p>B100 Anatomy, physiology & pathology</p> <p>B110 Anatomy</p> <p>B120 Physiology</p> <p>B121 Clinical physiology</p> <p>B130 Pathology</p> <p>B131 Cellular pathology</p> <p>B132 Pathobiology</p> <p>B140 Neuroscience</p> <p>B160 Physiotherapy</p> <p>B170 Podiatry</p> <p>B190 Anatomy, physiology & pathology not elsewhere classified</p> <p>B200 Pharmacology, toxicology & pharmacy</p> <p>B210 Pharmacology</p> <p>B220 Toxicology</p> <p>B230 Pharmacy</p> <p>B290 Pharmacology, toxicology & pharmacy not elsewhere classified</p> <p>B300 Complementary medicines, therapies & well-being</p> <p>B310 Osteopathy</p> <p>B320 Chiropractic</p> <p>B340 Alternative medicine & therapies</p> <p>B341 Chinese</p> <p>B342 Herbalism</p> <p>B343 Acupuncture</p> <p>B344 Aromatherapy</p> <p>B345 Hypnotherapy</p> <p>B346 Reflexology</p> <p>B350 Hair & beauty science</p> <p>B351 Hair services</p> <p>B352 Beauty therapies</p> <p>B353 Make-up</p> <p>B360 Spa & water-based therapies</p> <p>B390 Complementary medicines, therapies & well-being not elsewhere classified</p> <p>B400 Nutrition</p> <p>B410 Dietetics</p> <p>B490 Nutrition not elsewhere classified</p> <p>B500 Ophthalmics</p> <p>B510 Optometry</p> <p>B520 Orthoptics</p> <p>B590 Ophthalmics not elsewhere classified</p> <p>B600 Aural & oral sciences</p> <p>B610 Audiology</p>

B620	Speech science
B630	Language pathology
B690	Aural & oral sciences not elsewhere classified
B700	Nursing
B701	Palliative care nursing
B702	Clinical practice nursing
B710	Community nursing
B712	Health visiting
B713	School nursing
B714	Practice nursing
B720	Midwifery
B730	Children's nursing
B731	Neonatal care
B740	Adult nursing
B741	Older people nursing
B750	Dental nursing
B760	Mental health nursing
B761	Learning disability nursing
B770	Medical nursing
B771	Critical care nursing
B772	Surgical nursing
B773	Emergency nursing
B790	Nursing not elsewhere classified
B800	Medical technology
B810	Cardiography
B820	Radiology
B821	Radiography, diagnostic
B822	Radiography, therapeutic
B830	Biomechanics & prosthetics (non-clinical)
B840	Dental technology
B850	Mortuary technology
B890	Medical technology not elsewhere classified
B900	Others in subjects allied to medicine
B910	Environmental health
B920	Occupational health
B930	Occupational therapy
B940	Counselling
B950	Paramedical science
B960	Physician assistant studies
B990	Subjects allied to medicine not elsewhere classified
C100	Biology
C110	Applied biology
C111	Parasitology
C120	Behavioural biology
C130	Cell biology
C131	Applied cell biology
C140	Developmental/Reproductive biology
C141	Developmental biology
C142	Reproductive biology
C150	Environmental biology
C160	Marine/Freshwater biology
C161	Marine biology
C162	Freshwater biology
C170	Population biology
C180	Ecology
C181	Biodiversity
C182	Evolution
C183	Community ecology
C184	Conservation ecology
C185	Ecosystem ecology & land use
C186	Population ecology
C187	Ecotoxicology
C190	Biology not elsewhere classified
C191	Biometry

C200	Botany
C210	Applied botany
C220	Mycology
C230	Plant biotechnology
C240	Plant cell science
C250	Plant pathology
C260	Plant physiology
C270	Developmental & reproductive plant biology
C280	Systematic botany
C290	Botany not elsewhere classified
C300	Zoology
C310	Applied zoology
C320	Cell zoology
C330	Developmental & reproductive zoology
C340	Entomology
C350	Marine zoology
C360	Pest science
C380	Systematic zoology
C390	Zoology not elsewhere classified
C400	Genetics
C410	Applied genetics
C420	Human genetics
C430	Medical & veterinary genetics
C431	Medical genetics
C432	Veterinary genetics
C440	Molecular genetics
C441	Transcriptomics
C450	Genomics
C451	Functional genomics
C452	Genome organisation
C460	Genetic engineering
C470	Population genetics & evolution
C490	Genetics not elsewhere classified
C500	Microbiology
C510	Applied microbiology
C520	Medical & veterinary microbiology
C521	Medical microbiology
C522	Veterinary microbiology
C530	Bacteriology
C540	Virology
C550	Immunology
C570	Serology
C590	Microbiology not elsewhere classified
C600	Sport & exercise science
C610	Sport coaching
C620	Sport development
C630	Sport conditioning, rehabilitation & therapy
C640	Sport studies
C650	Sport technology
C690	Sport & exercise science not elsewhere classified
C700	Molecular biology, biophysics & biochemistry
C710	Applied molecular biology, biophysics & biochemistry
C720	Biological chemistry
C730	Metabolic biochemistry
C740	Medical & veterinary biochemistry
C741	Medical biochemistry
C742	Veterinary biochemistry
C750	Plant biochemistry
C760	Biomolecular science
C770	Biophysical science
C790	Molecular biology, biophysics & biochemistry not elsewhere classified
C800	Psychology
C810	Applied psychology
C811	Occupational psychology

C812	Educational psychology
C813	Sport psychology
C814	Organisational psychology
C815	Business psychology
C816	Forensic psychology
C820	Developmental psychology
C821	Child psychology
C822	The psychology of ageing
C830	Methodological & conceptual issues in psychology
C831	Research methods in psychology
C832	Quantitative psychology
C833	Qualitative psychology
C834	History of psychology
C835	Philosophy of psychology
C840	Psychology in health & medicine
C841	Health psychology
C842	Clinical psychology
C843	Counselling psychology
C844	Psychotherapy
C845	Clinical neuropsychology
C846	Community psychology
C847	Psychoanalytical studies
C848	Psychology of mental health
C850	Cognitive & affective psychology
C851	Psychological modelling
C852	Psychology of communication
C853	Psychology of memory & learning
C854	Psychology of perception
C855	Psychology of higher cognitive processes
C856	Experimental psychology
C857	Affective psychology
C858	Transpersonal psychology
C860	Psychobiology
C861	Cognitive neuroscience
C862	Affective neuroscience
C863	Psychopharmacology
C864	Evolutionary psychology
C865	Animal psychology
C870	Personality & individual differences
C871	Psychometrics
C872	Psychology of gender
C873	Cross-cultural psychology
C880	Social psychology
C881	Social cognition
C890	Psychology not elsewhere classified
C900	Others in Biological Sciences
C910	Applied biological sciences
C990	Biological sciences not elsewhere classified
D100	Pre-clinical veterinary medicine
D190	Pre-clinical veterinary medicine not elsewhere classified
D200	Clinical veterinary medicine & dentistry
D210	Clinical veterinary medicine
D220	Clinical veterinary dentistry
D290	Clinical veterinary medicine & dentistry not elsewhere classified
D300	Animal science
D310	Veterinary nursing
D320	Animal health
D321	Animal anatomy
D322	Animal physiology
D323	Animal pathology
D324	Animal pharmacology
D325	Animal toxicology
D326	Animal pharmacy
D327	Animal nutrition

D328	Animal welfare
D330	Veterinary public health
D340	Overseas veterinary development
D390	Animal sciences not elsewhere classified
D400	Agriculture
D410	Arable & fruit farming
D411	Agricultural pests & diseases
D412	Crop physiology
D413	Crop nutrition
D414	Crop protection
D415	Crop production
D416	Glasshouse culture
D417	Amenity horticulture
D418	Exotic plants & crops
D420	Livestock
D421	Livestock husbandry
D422	Equine studies
D423	Poultry keeping
D424	Game keeping
D425	Exotic livestock
D430	Fish farming
D431	Fish husbandry
D432	Freshwater fish
D433	Saltwater fish
D434	Ornamental fish
D435	Aquaculture
D440	Rural estate management
D441	Farm management
D442	Game keeping management
D443	Water resource management
D444	Land management for recreation
D445	Biological heritage site management
D446	Wilderness management
D447	Environmental conservation
D448	Sustainable agricultural & landscape development
D450	International agriculture
D460	Organic farming
D461	Organic arable & fruit farming
D462	Organic livestock
D463	Organic fish farming
D470	Agricultural technology
D471	Agricultural machinery
D472	Agricultural irrigation & drainage
D490	Agriculture not elsewhere classified
D500	Forestry & arboriculture
D510	Trees & shrubs
D511	Forestry pests & diseases
D512	Tree physiology
D513	Tree nutrition
D514	Tree protection
D515	Tree production
D516	Timber production
D517	Community forestry
D520	International forestry
D530	Organic forestry
D540	Forestry technology
D541	Forestry irrigation & drainage
D590	Forestry not elsewhere classified
D600	Food & beverage studies
D610	Food science
D611	Meat science
D612	Cereal science
D613	Vegetable science
D614	Fruit science

D620	Food hygiene
D630	Food & beverage production
D631	Food & beverage manufacture
D632	Food & beverage processing
D633	Food & beverage technology
D634	Industrial baking
D635	Industrial brewing
D640	Food & beverages for the consumer
D641	Food & beverage packaging
D642	Food & beverage delivery
D690	Food & beverage studies not elsewhere classified
D700	Agricultural sciences
D710	Agricultural biology
D711	Agricultural microbiology
D720	Agricultural chemistry
D721	Agricultural biochemistry
D730	Agricultural botany
D740	Agricultural zoology
D750	Soil as an agricultural medium
D790	Agricultural sciences not elsewhere classified
D900	Others in veterinary sciences, agriculture & related subjects
D990	Veterinary sciences, agriculture & related subjects not elsewhere classified
F100	Chemistry
F110	Applied chemistry
F111	Industrial chemistry
F112	Colour chemistry
F120	Inorganic chemistry
F130	Structural chemistry
F131	Crystallography
F140	Environmental chemistry
F141	Marine chemistry
F150	Medicinal chemistry
F151	Pharmaceutical chemistry
F160	Organic chemistry
F161	Organometallic chemistry
F162	Polymer chemistry
F163	Bio-organic chemistry
F164	Petrochemical chemistry
F165	Biomolecular chemistry
F170	Physical chemistry
F180	Analytical chemistry
F190	Chemistry not elsewhere classified
F200	Materials science
F290	Materials science not elsewhere classified
F300	Physics
F310	Applied physics
F311	Engineering physics
F320	Chemical physics
F321	Solid-state physics
F330	Environmental physics
F331	Atmospheric physics
F332	Marine physics
F340	Mathematical & theoretical physics
F341	Electromagnetism
F342	Quantum mechanics
F343	Computational physics
F350	Medical physics
F351	Radiation physics
F360	Optical physics
F361	Laser physics
F370	Nuclear & particle physics
F380	Acoustics
F390	Physics not elsewhere classified
F400	Forensic & archaeological sciences

F410	Forensic science
F420	Archaeological science
F490	Forensic & archaeological sciences not elsewhere classified
F500	Astronomy
F510	Astrophysics
F520	Space & planetary sciences
F521	Space science
F522	Planetary science
F530	Solar & solar terrestrial physics
F540	Astronomy observation
F550	Astronomy theory
F590	Astronomy not elsewhere classified
F600	Geology
F610	Applied geology
F611	Industrial geology
F612	Engineering geology
F620	Mining geology
F621	Exploration geology
F630	Geotechnology
F631	Marine geotechnology
F640	Earth science
F641	Palaeontology
F642	Geoscience
F643	Quaternary studies
F644	Hydrogeology
F645	Mantle & core processes
F646	Land-atmosphere interactions
F650	Geological oceanography
F660	Geophysics
F661	Exploration geophysics
F670	Geochemistry
F680	Geohazards
F681	Seismology & tectonics
F682	Vulcanology
F690	Geology not elsewhere classified
F700	Science of aquatic & terrestrial environments
F710	Marine sciences
F720	Hydrography
F730	Ocean sciences
F731	Ocean circulation
F732	Oceanographic survey & monitoring
F733	Land-ocean interaction
F734	Atmosphere-ocean interactions
F750	Environmental sciences
F751	Applied environmental sciences
F752	Hydrology
F753	Pollution control
F754	Biogeochemical cycles
F755	Environmental informatics
F756	Environmental physiology
F760	Climatology
F761	Meteorology
F762	Large-scale atmospheric dynamics & transport
F763	Boundary-layer meteorology
F764	Climate & climate change
F765	Radiative processes & effects
F770	Soil science
F780	Glaciology & cryospheric systems
F790	Science of aquatic & terrestrial environments not elsewhere classified
F800	Physical geographical sciences
F810	Environmental geography
F811	Biogeography
F840	Physical geography
F841	Maritime geography

F842	Geomorphology
F843	Topography
F844	Cartography
F845	Remote sensing
F846	Geographical information systems
F890	Physical geographical sciences not elsewhere classified
F900	Others in physical sciences
F990	Physical sciences not elsewhere classified
G100	Mathematics
G110	Pure mathematics
G120	Applied mathematics
G121	Mechanics (mathematical)
G130	Mathematical methods
G140	Numerical analysis
G150	Mathematical modelling
G160	Engineering/industrial mathematics
G170	Computational mathematics
G190	Mathematics not elsewhere classified
G200	Operational research
G290	Operational research not elsewhere classified
G300	Statistics
G310	Applied statistics
G311	Medical statistics
G320	Probability
G330	Stochastic processes
G340	Statistical modelling
G350	Mathematical statistics
G390	Statistics not elsewhere classified
G900	Others in mathematical sciences
H100	General engineering
H110	Integrated engineering
H120	Safety engineering
H121	Fire safety engineering
H122	Water quality control
H123	Public health engineering
H130	Computer-aided engineering
H131	Automated engineering design
H140	Mechanics
H141	Fluid mechanics
H142	Solid mechanics
H143	Structural mechanics
H150	Engineering design
H160	Bioengineering, biomedical engineering & clinical engineering
H161	Biomaterials
H162	Biomechanics (including fluid & solid mechanics)
H163	Bioelectronics & bioelectricity
H164	Rehabilitation engineering
H165	Tissue engineering & regenerative medicine
H166	Imaging
H167	Biosensors
H168	Medical devices & instrumentation
H169	Neural engineering
H190	General engineering not elsewhere classified
H200	Civil engineering
H210	Structural engineering
H220	Environmental engineering
H221	Energy resources
H222	Coastal decay
H223	Environmental impact assessment
H230	Transport engineering
H231	Permanent way engineering
H232	Pavement engineering
H240	Surveying science
H241	General practice surveying

H242	Engineering surveying
H250	Geotechnical engineering
H290	Civil engineering not elsewhere classified
H300	Mechanical engineering
H310	Dynamics
H311	Thermodynamics
H320	Mechanisms & machines
H321	Turbine technology
H330	Automotive engineering
H331	Road vehicle engineering
H332	Rail vehicle engineering
H333	Ship propulsion engineering
H340	Acoustics & vibration
H341	Acoustics
H342	Vibration
H350	Offshore engineering
H360	Electromechanical engineering
H390	Mechanical engineering not elsewhere classified
H400	Aerospace engineering
H410	Aeronautical engineering
H411	Air passenger transport engineering
H412	Air freight transport engineering
H413	Air combat engineering
H420	Astronautical engineering
H430	Avionics
H440	Aerodynamics
H441	Flight mechanics
H450	Propulsion systems
H460	Aviation studies
H490	Aerospace engineering not elsewhere classified
H500	Naval architecture
H510	Shipbuilding
H511	Surface passenger ship building
H512	Surface freight ship building
H513	Surface combat ship building
H514	Submarine building
H520	Ship design
H521	Surface passenger ship design
H522	Surface freight ship design
H523	Surface combat ship design
H524	Submarine design
H590	Naval architecture not elsewhere classified
H600	Electronic & electrical engineering
H610	Electronic engineering
H611	Microelectronic engineering
H612	Integrated circuit design
H620	Electrical engineering
H630	Electrical power
H631	Electrical power generation
H632	Electrical power distribution
H640	Communications engineering
H641	Telecommunications engineering
H642	Broadcast engineering
H643	Satellite engineering
H644	Microwave engineering
H650	Systems engineering
H651	Digital circuit engineering
H652	Analogue circuit engineering
H660	Control systems
H661	Instrumentation control
H662	Control by light systems
H670	Robotics & cybernetics
H671	Robotics
H672	Cybernetics

H674	Virtual reality engineering
H680	Optoelectronic engineering
H690	Electronic & electrical engineering not elsewhere classified
H700	Production & manufacturing engineering
H710	Manufacturing systems engineering
H711	Manufacturing systems design
H712	Manufacturing installation systems
H713	Production processes
H714	Manufacturing systems maintenance
H720	Quality assurance engineering
H730	Mechatronics
H790	Production & manufacturing engineering not elsewhere classified
H800	Chemical, process & energy engineering
H810	Chemical engineering
H811	Biochemical engineering
H812	Pharmaceutical engineering
H820	Atomic engineering
H821	Nuclear engineering
H830	Chemical process engineering
H831	Bioprocess engineering
H840	Gas engineering
H850	Petroleum engineering
H890	Chemical, process & energy engineering not elsewhere classified
H900	Others in engineering
H990	Engineering not elsewhere classified
I100	Computer science
I110	Computer architectures & operating systems
I111	Computer architectures
I112	Operating systems
I113	Displays & imaging
I114	High end computing
I115	Parallel computing
I120	Networks & communications
I130	Computational science foundations
I140	Human-computer interaction
I150	Multimedia computing science
I160	Internet
I161	e-business
I190	Computer science not elsewhere classified
I200	Information systems
I210	Information modelling
I220	Systems design methodologies
I230	Systems analysis & design
I240	Databases
I250	Systems auditing
I260	Data management
I270	Intelligent & expert systems
I290	Systems analysis & design not elsewhere classified
I300	Software engineering
I310	Software design
I320	Programming
I321	Procedural programming
I322	Object-oriented programming
I323	Declarative programming
I390	Software engineering not elsewhere classified
I400	Artificial intelligence
I410	Speech & natural language processing
I420	Knowledge representation
I430	Neural computing
I440	Computer vision
I450	Cognitive modelling
I460	Machine learning
I461	Automated reasoning
I490	Artificial intelligence not elsewhere classified

I500	Health informatics
I510	Health technologies
I520	Bioinformatics
I530	Tele healthcare
I590	Health informatics not elsewhere classified
I600	Games
I610	Computer games programming
I620	Computer games design
I630	Computer games graphics
I700	Computer generated visual & audio effects
I710	Computer generated imagery
I900	Others in Computer sciences
I990	Computer sciences not elsewhere classified
J100	Minerals technology
J110	Mining
J120	Quarrying
J130	Rock mechanics
J140	Minerals processing
J150	Minerals surveying
J160	Petrochemical technology
J190	Minerals technology not elsewhere classified
J200	Metallurgy
J210	Applied metallurgy
J220	Metallic fabrication
J221	Pattern making
J230	Corrosion technology
J290	Metallurgy not elsewhere classified
J300	Ceramics & glass
J310	Ceramics
J320	Glass technology
J390	Ceramics & glass not elsewhere classified
J400	Polymers & textiles
J410	Polymers technology
J411	Plastics
J420	Textiles technology
J421	Textile chemistry
J422	Dying & colouring of textiles
J430	Leather technology
J431	Tanning
J440	Clothing production
J441	Machine knitting
J442	Commercial tailoring
J443	Pattern cutting
J444	Millinery
J445	Footwear production
J490	Polymers & textiles not elsewhere classified
J500	Materials technology not otherwise specified
J510	Materials technology
J511	Engineering materials
J512	Paper technology
J513	Furniture technology
J520	Printing
J521	Offset lithography
J522	Photo-lithography
J523	Reprographic techniques
J524	Screen process printing
J530	Gemology
J590	Materials technology not elsewhere classified
J600	Maritime technology
J610	Marine technology
J611	Marine navigation
J612	Marine radar
J613	Marine radio
J614	Marine plumbing

J690	Maritime technology not elsewhere classified
J700	Biotechnology
J710	Plant biotechnology (crops, trees, shrubs etc.)
J720	Animal biotechnology
J730	Environmental biotechnology
J740	Industrial biotechnology
J750	Medical biotechnology
J790	Biotechnology not elsewhere classified
J900	Others in technology
J910	Energy technologies
J920	Ergonomics
J930	Audio technology
J931	Music recording
J940	Machinery maintenance
J941	Office machinery maintenance
J942	Industrial machinery maintenance
J950	Musical instrument technology
J960	Transport logistics
J970	Emergency & disaster technologies
J990	Technologies not elsewhere classified
K100	Architecture
K110	Architectural design theory
K120	Interior architecture
K130	Architectural technology
K190	Architecture not elsewhere classified
K200	Building
K210	Building technology
K220	Construction management
K230	Building surveying
K240	Quantity surveying
K250	Conservation of buildings
K251	Property development
K290	Building not elsewhere classified
K300	Landscape & garden design
K310	Landscape architecture
K320	Landscape studies
K330	Landscape design
K340	Garden design
K341	Garden horticulture
K390	Landscape & garden design not elsewhere classified
K400	Planning (urban, rural & regional)
K410	Regional planning
K420	Urban & rural planning
K421	Urban planning
K422	Rural planning
K430	Planning studies
K440	Urban studies
K450	Housing
K460	Transport planning
K490	Planning (urban, rural & regional) not elsewhere classified
K900	Others in architecture, building & planning
K990	Architecture, building & planning not elsewhere classified
L100	Economics
L110	Applied economics
L111	Financial economics
L112	Agricultural economics
L113	Economic policy
L120	Microeconomics
L130	Macroeconomics
L140	Econometrics
L150	Political economics
L160	International economics
L170	Economic systems
L171	Capitalism

L172	Monetarism
L173	Keynesianism
L174	Collectivism
L190	Economics not elsewhere classified
L200	Politics
L210	Political theories
L211	Liberalism
L212	Conservatism
L213	Socialism
L214	Nationalism
L215	Fascism
L216	Feminism
L217	Environmentalism
L218	Anarchism
L220	Political systems
L221	Autocracy
L222	Democracy
L223	Plutocracy
L224	Oligarchy
L230	UK government/parliamentary studies
L231	Public administration
L232	UK constitutional studies
L240	International politics
L241	European Union politics
L242	Commonwealth politics
L243	Politics of a specific country/region
L244	International constitutional studies
L250	International relations
L251	Strategic studies
L252	War & peace studies
L253	International criminology
L260	Comparative politics
L290	Politics not elsewhere classified
L300	Sociology
L310	Applied sociology
L311	Applied criminology
L312	Victimology
L320	Gender studies
L321	Women's studies
L322	Men's studies
L330	Ethnic studies
L340	Disability in society
L350	Religion in society
L360	Socio-economics
L370	Social theory
L371	Social hierarchy
L380	Political sociology
L390	Sociology not elsewhere classified
L391	Sociology of science & technology
L400	Social policy
L410	UK social policy
L420	International social policy
L430	Public policy
L431	Health policy
L432	Welfare policy
L433	Education policy
L434	Transport policy
L435	Security policy
L436	Emergency services policy
L437	Criminal justice policy
L490	Social policy not elsewhere classified
L500	Social work
L510	Health & welfare
L520	Child care

L530	Youth work
L540	Community work
L541	Community justice
L550	Careers guidance
L560	Probation/after-care
L590	Social work not elsewhere classified
L600	Anthropology
L610	Social & cultural anthropology
L611	Criminological theory
L620	Physical & biological anthropology
L690	Anthropology not elsewhere classified
L700	Human & social geography
L710	Human & social geography by area
L711	Human & social geography of Europe
L712	Human & social geography of Asia
L713	Human & social geography of Africa
L714	Human & social geography of Australasia
L715	Human & social geography of the Americas
L716	Human & social geography of the Arctic/Antarctic
L720	Human & social geography by topic
L721	Economic geography
L722	Urban geography
L723	Political geography
L724	Transport geography
L725	Historical geography
L726	Cultural geography
L727	Agricultural geography
L728	Human Demography
L790	Human & social geography not elsewhere classified
L800	Development studies
L900	Others in social studies
L990	Social studies not elsewhere classified
M100	Law by area
M110	UK legal systems
M111	English law
M112	Welsh law
M113	Northern Irish law
M114	Scottish law
M120	European Union law
M130	Public international law
M140	Comparative law
M190	Law by area not elsewhere classified
M200	Law by topic
M210	Public law
M211	Criminal law
M220	Private law
M221	Business & commercial law
M222	Contract law
M223	Property law
M224	Torts
M240	Jurisprudence
M250	Legal practice
M260	Medical law
M270	Sociology of law
M290	Law by topic not elsewhere classified
M900	Others in law
M990	Law not elsewhere classified
N100	Business studies
N110	European business studies
N120	International business studies
N190	Business studies not elsewhere classified
N200	Management studies
N210	Management techniques
N211	Strategic management

N212	Creative management
N213	Project management
N214	Change management
N215	Organisational development
N220	Institutional management
N223	Domestic management
N224	Management & organisation of education
N225	Criminal justice management
N230	Land & property management
N231	Land management
N232	Property management
N234	Property valuation & auctioneering
N240	Retail management
N250	Emergency & disaster management
N251	Emergency services management
N252	Disaster management
N290	Management studies not elsewhere classified
N300	Finance
N310	Banking
N320	Investment & insurance
N321	Investment
N322	Insurance
N323	Actuarial science
N330	Taxation
N340	Financial management
N341	Financial risk
N390	Finance not elsewhere classified
N400	Accounting
N410	Accountancy
N411	Cost & management accountancy
N412	Public accountancy
N413	Book keeping
N420	Accounting theory
N421	Auditing of accounts
N422	Financial reporting
N490	Accounting not elsewhere classified
N500	Marketing
N510	Market research
N520	Sales management
N530	Distribution
N550	International marketing
N560	Promotion & advertising
N561	Advertising
N562	Corporate image
N563	Sponsorship
N590	Marketing not elsewhere classified
N600	Human resource management
N611	Industrial relations
N612	Staff development
N613	Training methods
N614	Recruitment methods
N620	Health & safety issues
N690	Human resources management not elsewhere classified
N700	Office skills
N710	Office administration
N720	Secretarial & typing skills
N721	Audio typing
N722	Shorthand & shorthand transcription
N790	Office skills not elsewhere classified
N800	Hospitality, leisure, sport, tourism & transport
N810	Travel management
N820	Event management
N830	Tourism
N831	Tourism studies

N832	Tourism management
N850	Transport studies
N851	Land travel
N852	Sea travel
N853	Air travel
N860	Hospitality
N861	Hospitality studies
N862	Hospitality management
N870	Recreation & leisure studies
N871	Spa management
N872	Salon management
N880	Sport management
N890	Hospitality, leisure, sport, tourism & transport not elsewhere classified
N900	Others in business & administrative studies
N990	Business & administrative studies not elsewhere classified
P100	Information services
P110	Information management
P120	Librarianship
P121	Library studies
P130	Curatorial studies
P131	Museum studies
P132	Archive studies
P190	Information services not elsewhere classified
P200	Publicity studies
P210	Public relations
P290	Publicity studies not elsewhere classified
P300	Media studies
P301	Television studies
P302	Radio studies
P303	Film studies
P304	Electronic media studies
P305	Paper-based media studies
P310	Media production
P311	Television production
P312	Radio production
P313	Film production
P390	Media studies not elsewhere classified
P400	Publishing
P410	Electronic publishing
P411	Publishing on audio/video tape
P412	Publishing on CD-ROM
P413	Publishing via the World Wide Web
P420	Multimedia publishing
P430	Interactive publishing
P490	Publishing not elsewhere classified
P500	Journalism
P510	Factual reporting
P590	Journalism not elsewhere classified
P900	Others in mass communications & documentation
P990	Mass communications & documentation not elsewhere classified
Q100	Linguistics
Q110	Applied linguistics
Q120	Historical linguistics
Q130	Phonetics & phonology
Q131	Phonetics
Q132	Phonology
Q140	Sociolinguistics
Q150	Psycholinguistics
Q160	British Sign Language
Q190	Linguistics not elsewhere classified
Q200	Comparative literary studies
Q210	Literature in translation
Q220	Literature in its original language
Q290	Comparative literary studies not elsewhere classified

Q300	English studies
Q310	English language
Q320	English literature
Q321	English literature by period
Q322	English literature by author
Q323	English literature by topic
Q330	English as a second language
Q340	English literature written as a second language
Q350	Scots language
Q360	Scots literature
Q370	Irish language
Q380	Irish literature
Q390	English studies not elsewhere classified
Q400	Ancient language studies
Q410	Ancient Egyptian
Q411	Coptic
Q420	Classical Arabic
Q430	Akkadian
Q440	Sumerian
Q450	Sanskrit
Q460	Prakrit
Q470	Aramaic
Q480	Hebrew
Q490	Ancient language studies not elsewhere classified
Q500	Celtic studies
Q510	Ancient Celtic studies
Q520	Modern Celtic studies
Q521	Goidelic group of languages
Q522	Brythonic group of languages
Q530	Scottish Gaelic
Q531	Scottish Gaelic literature
Q540	Irish Gaelic
Q541	Irish Gaelic literature
Q550	Manx
Q551	Manx literature
Q560	Welsh
Q561	Welsh literature
Q570	Cornish
Q571	Cornish literature
Q580	Breton
Q581	Breton literature
Q590	Celtic studies not elsewhere classified
Q600	Latin studies
Q610	Latin language
Q611	Church Latin
Q612	Medieval Latin
Q620	Latin literature
Q630	Latin literature in translation
Q690	Latin studies not elsewhere classified
Q700	Classical Greek studies
Q710	Classical Greek language
Q711	Classical Church Greek
Q712	Late Greek
Q720	Classical Greek literature
Q730	Classical Greek literature in translation
Q790	Classical Greek studies not elsewhere classified
Q800	Classical studies
Q810	Classical reception
Q890	Classical studies not elsewhere classified
Q900	Others in linguistics, classics & related subjects
Q910	Translation studies
Q920	Translation theory
Q990	Linguistics, classics & related subjects not elsewhere classified
R100	French studies

R110	French language
R120	French literature
R130	French society & culture
R190	French studies not elsewhere classified
R200	German studies
R210	German language
R220	German literature
R230	German society & culture
R290	German studies not elsewhere classified
R300	Italian studies
R310	Italian language
R320	Italian literature
R330	Italian society & culture
R390	Italian studies not elsewhere classified
R400	Spanish studies
R410	Spanish language
R411	Spanish languages in other countries
R420	Spanish literature
R430	Spanish society & culture
R490	Spanish studies not elsewhere classified
R500	Portuguese studies
R510	Portuguese language
R511	Portuguese languages in other countries
R520	Portuguese literature
R530	Portuguese society & culture
R590	Portuguese studies not elsewhere classified
R600	Scandinavian studies
R610	Scandinavian languages
R611	Swedish language
R612	Norwegian language
R613	Finnish language
R614	Danish language
R620	Scandinavian literature
R621	Swedish literature
R622	Norwegian literature
R623	Finnish literature
R624	Danish literature
R630	Scandinavian society & culture
R631	Swedish society & culture
R632	Norwegian society & culture
R633	Finnish society & culture
R634	Danish society & culture
R690	Scandinavian studies not elsewhere classified
R700	Russian & East European studies
R701	Russian studies
R702	Czech studies
R703	Polish studies
R704	Belarusian studies
R705	Bulgarian studies
R706	Hungarian studies
R707	Romanian studies
R708	Slovak studies
R709	Ukrainian studies
R710	Russian & East European languages
R711	Russian language
R712	Polish language
R713	Czech language
R720	Russian & east European Literature
R721	Russian literature
R722	Polish literature
R723	Czech literature
R730	Russian & east European society & culture
R731	Russian society & culture
R732	Polish society & culture

R733	Czech society & culture
R790	Russian & east European studies not elsewhere classified
R800	European studies
R900	Others in European languages, literature & related subjects
R910	Other European languages
R911	Dutch
R912	Flemish
R920	Other European literature
R930	Other European societies & cultures
R990	European languages, literature & related subjects not elsewhere classified
T100	Chinese studies
T110	Chinese language studies
T120	Chinese literature studies
T130	Chinese society & culture studies
T190	Chinese studies not elsewhere classified
T200	Japanese studies
T210	Japanese language studies
T220	Japanese literature studies
T230	Japanese society & culture studies
T290	Japanese studies not elsewhere classified
T300	South Asian studies
T310	South Asian language studies
T311	Indian language studies
T312	Pakistani language studies
T313	Sri Lankan language studies
T314	Bangladeshi language studies
T315	Nepali language studies
T320	South Asian literature studies
T321	Indian literature studies
T322	Pakistani literature studies
T323	Sri Lankan literature studies
T324	Bangladeshi literature studies
T325	Nepali literature studies
T330	South Asian society & culture studies
T331	Indian society & culture studies
T332	Pakistani society & culture studies
T333	Sri Lankan society & culture studies
T334	Bangladeshi society & culture studies
T335	Nepali society & culture studies
T390	South Asian studies not elsewhere classified
T400	Other Asian studies
T410	Other Asian language studies
T411	East Asian language studies
T412	South East Asian language studies
T420	Other Asian literature studies
T421	East Asian literature studies
T422	South East Asian literature studies
T430	Other Asian society & culture studies
T431	East Asian society & culture studies
T432	South East Asian society & culture studies
T490	Other Asian studies not elsewhere classified
T500	African studies
T510	African language studies
T511	Eastern African language studies
T512	Central African language studies
T513	Northern African language studies
T514	Southern African language studies
T515	Western African language studies
T520	African literature studies
T521	Eastern African literature studies
T522	Central African literature studies
T523	Northern African literature studies
T524	Southern African literature studies
T525	Western African literature studies

T530	African society & culture studies
T531	Eastern African society & culture studies
T532	Central African society & culture studies
T533	Northern African society & culture studies
T534	Southern African society & culture studies
T535	Western African society & culture studies
T590	African studies not elsewhere classified
T600	Modern Middle Eastern studies
T610	Modern Middle Eastern language studies
T611	Arabic language studies
T612	Modern Standard Arabic language studies
T613	Persian language studies
T614	Modern Hebrew language studies
T615	Kurdish language studies
T616	Turkish language studies
T620	Modern Middle Eastern literature studies
T621	Arabic literature studies
T623	Persian literature studies
T624	Modern Hebrew literature studies
T625	Kurdish literature studies
T626	Turkish literature studies
T630	Modern Middle Eastern society & culture studies
T631	Arab society & culture studies
T633	Persian society & culture studies
T634	Modern Hebrew society & culture studies
T635	Kurdish society & culture studies
T636	Turkish society & culture studies
T690	Modern Middle Eastern studies not elsewhere classified
T700	American studies
T710	American language studies
T711	Latin American language studies
T712	United States language studies
T713	Canadian language studies
T714	Caribbean language studies
T720	American literature studies
T721	Latin American literature studies
T722	United States literature studies
T723	Canadian literature studies
T724	Caribbean literature studies
T730	American society & culture studies
T731	Latin American society & culture studies
T732	United States society & culture studies
T733	Canadian society & culture studies
T734	Caribbean society & culture studies
T790	American studies not elsewhere classified
T800	Australasian studies
T810	Australasian language studies
T820	Australasian literature studies
T830	Australasian society & culture studies
T890	Australasian studies not elsewhere classified
T900	Others in Eastern, Asiatic, African, American & Australasian languages, literature & related subjects
T910	Others in Eastern, Asiatic, African, American & Australasian languages
T920	Others in Eastern, Asiatic, African, American & Australasian literature
T930	Others in Eastern, Asiatic, African, American & Australasian societies & culture
T990	Eastern, Asiatic, African, American & Australasian languages, literature
V100	History by period
V140	Modern history
V141	Modern history 1500-1599
V142	Modern history 1600-1699
V143	Modern history 1700-1799
V144	Modern history 1800-1899
V145	Modern history 1900-1919

V146	Modern history 1920-1949
V147	Modern history 1950-1999
V148	Modern history 2000-2099
V150	Medieval history
V160	Ancient history
V161	Late Antique history
V190	History by period not elsewhere classified
V200	History by area
V210	British history
V211	Irish history
V212	Scottish history
V213	Welsh history
V214	English history
V220	European history
V221	French history
V222	German history
V223	Italian history
V224	Iberian history
V225	Russian history
V230	American history
V231	Canadian history
V232	USA history
V233	South American history
V234	Central American history
V240	Asian history
V241	Chinese history
V242	Indian history
V243	South East Asian history
V244	Byzantine History
V250	African history
V251	North African history
V252	Central African history
V253	Southern African history
V254	East African history
V255	West African history
V260	Australasian history
V261	Australian history
V262	New Zealand history
V270	World history
V271	International history
V290	History by area not elsewhere classified
V300	History by topic
V310	Economic history
V320	Social history
V321	Local history
V322	Oral history
V323	Family history
V324	Crime history
V330	History of religions
V340	Intellectual history
V350	History of art
V360	History of architecture
V370	History of design
V380	History of science
V381	History of physics
V382	History of chemistry
V383	History of mathematics
V384	History of medicine
V390	History by topic not elsewhere classified
V391	Military history
V400	Archaeology
V410	Egyptology
V420	Stone Age
V430	Bronze Age

V440	Iron Age
V450	Archaeological conservation
V460	Archaeological techniques
V470	Classical art & archaeology
V471	Roman art & archaeology
V472	Greek art & archaeology
V490	Archaeology not elsewhere classified
V500	Philosophy
V510	Metaphysics
V511	Epistemology
V520	Moral philosophy
V530	Scholastic philosophy
V540	Social philosophy
V550	Philosophy of science
V560	Mental philosophy
V590	Philosophy not elsewhere classified
V600	Theology & religious studies
V610	Theology
V620	Religious studies
V621	Christian studies
V622	Islamic studies
V623	Judaism
V624	Hinduism
V625	Buddhism
V626	Other Asian religious studies
V627	Comparative religious studies
V630	Divinity
V640	Religious writings
V641	The Bible & Christian texts
V642	The Qur'an & Islamic texts
V643	The Torah & Judaic texts
V644	Asian religious texts
V645	Comparative religious texts
V650	Pastoral studies
V690	Theology & religious studies not elsewhere classified
V700	Heritage studies
V710	Heritage theory
V720	Heritage site management
V730	Natural heritage
V731	Coastal heritage management
V740	Visitor management including interpretation
V750	Oral history, heritage & genealogy
V900	Others in historical & philosophical studies
V990	Historical & philosophical studies not elsewhere classified
W100	Fine art
W110	Drawing
W120	Painting
W130	Sculpture
W140	Printmaking
W150	Calligraphy
W160	Fine art conservation
W190	Fine art not elsewhere classified
W200	Design studies
W210	Graphic design
W211	Typography
W212	Multimedia design
W213	Visual communication
W220	Illustration
W230	Clothing/fashion design
W231	Textile design
W240	Industrial/product design
W250	Interior design
W260	Furniture design
W270	Ceramics design

W280	Interactive & electronic design
W290	Design studies not elsewhere classified
W300	Music
W310	Musicianship/performance studies
W311	Instrumental or vocal performance
W312	Musical theatre
W313	Conducting
W314	Jazz performance
W315	Popular music performance
W316	Electronic/electro-acoustic music performance
W317	Historical performance practice
W320	Music education/teaching
W330	History of music
W340	Types of music
W341	Popular music
W342	Film music/screen music
W343	Jazz
W344	Folk music
W345	Opera
W346	Sacred music
W350	Musicology
W351	Ethnomusicology/world music
W352	Community music
W353	Music & gender
W354	Philosophy, aesthetics & criticism of music
W355	Music psychology
W356	Music theory & analysis
W357	Sociology of music
W360	Musical instrument history
W370	Music technology & industry
W371	Sound design/commercial music recording
W372	Creative music technology
W373	Electro-acoustic studies
W374	Music production
W375	Music management/music industry management/arts management
W376	Music marketing
W380	Composition
W381	Electroacoustic composition/acousmatic composition
W382	Sonic arts
W383	Electronic music
W384	Applied music/musicianship
W385	Commercial music composition
W386	Multimedia music composition
W387	Jazz composition
W388	Popular music composition
W390	Music not elsewhere classified
W400	Drama
W410	Acting
W420	Directing for theatre
W430	Producing for theatre
W440	Theatre studies
W441	Theatre & professional practice
W442	Contemporary theatre
W443	Technical arts & special effects for theatre
W450	Stage management
W451	Theatrical wardrobe design
W452	Theatrical make-up
W453	Technical stage management
W460	Theatre design
W461	Stage design
W470	Performance & live arts
W471	European/world theatre arts
W472	Circus arts
W473	Community theatre

W490	Drama not elsewhere classified
W500	Dance
W510	Choreography
W520	Body awareness
W530	History of dance
W531	Dance & culture
W532	Community dance
W540	Types of dance
W541	Ballet
W542	Dance theatre
W543	Contemporary dance
W544	Jazz dance
W550	Dance performance
W590	Dance not elsewhere classified
W600	Cinematics & photography
W610	Moving image techniques
W611	Directing motion pictures
W612	Producing motion pictures
W613	Film & sound recording
W614	Visual & audio effects
W615	Animation techniques
W620	Cinematography
W630	History of cinematics & photography
W631	History of cinematics
W632	History of photography
W640	Photography
W690	Cinematics & photography not elsewhere classified
W700	Crafts
W710	Fabric & leather crafts
W711	Needlecraft
W712	Dressmaking
W713	Soft furnishing
W714	Weaving
W715	Leatherwork
W720	Metal crafts
W721	Silversmithing/goldsmithing
W722	Blacksmithing
W723	Clock/watchmaking
W730	Wood crafts
W731	Carpentry/joinery
W732	Cabinet making
W733	Marquetry & inlaying
W734	Veneering
W740	Surface decoration
W750	Clay & stone crafts
W751	Pottery
W752	Tile making
W753	Stone crafts
W760	Reed crafts
W761	Basketry
W762	Thatching
W770	Glass crafts
W771	Glassblowing
W780	Paper crafts
W781	Bookbinding
W782	Origami
W790	Crafts not elsewhere classified
W800	Imaginative writing
W810	Scriptwriting
W820	Poetry writing
W830	Prose writing
W890	Imaginative writing not elsewhere classified
W900	Others in creative arts & design
W990	Creative arts & design not elsewhere classified

	<p>X100 Training teachers</p> <p>X110 Training teachers - nursery</p> <p>X120 Training teachers - primary</p> <p>X121 Training teachers - infant (key stage 1)</p> <p>X122 Training teachers - junior (key stage 2)</p> <p>X130 Training teachers - secondary</p> <p>X131 Training teachers - key stage 3</p> <p>X132 Training teachers - key stage 4</p> <p>X140 Training teachers - tertiary</p> <p>X141 Training teachers - further education</p> <p>X142 Training teachers - higher education</p> <p>X150 Training teachers - adult education</p> <p>X151 Training teachers - coaching</p> <p>X160 Training teachers - specialist</p> <p>X161 Training teachers - special needs</p> <p>X162 Teaching English as a Foreign Language (TEFL)</p> <p>X190 Training teachers not elsewhere classified</p> <p>X200 Research & study skills in education</p> <p>X210 Research skills</p> <p>X220 Study skills</p> <p>X290 Research & study skills in education not elsewhere classified</p> <p>X300 Academic studies in education</p> <p>X310 Academic studies in nursery education</p> <p>X320 Academic studies in primary education</p> <p>X330 Academic studies in secondary education</p> <p>X340 Academic studies in tertiary education</p> <p>X341 Academic studies in further education</p> <p>X342 Academic studies in higher education</p> <p>X350 Academic studies in adult education</p> <p>X360 Academic studies in specialist education</p> <p>X370 Academic studies in education (across phases)</p> <p>X390 Academic studies in education not elsewhere classified</p> <p>X900 Others in education</p> <p>X990 Education not elsewhere classified</p>
Notes	<p>This field should only be updated for staff who have undertaken a major shift in their academic activity. It will not necessarily be the case that the current academic discipline being taught and/or researched by the member of staff is the same subject as their highest academic qualification.</p> <p>Please note that code XXXX 'Not known or not applicable' is not valid for this collection. The code will be removed from the schema for the 2013/14 collection and validation will prevent its use in 2012/13.</p> <p>The Joint Academic Coding System (JACS3) provides for all subjects to be coded according to a common, truly hierarchical, four-character subject code. JACS3 will be used substantially in subject representation across the sector. The full JACS 3.0 classification provides definitions for each JACS subject to assist in coding.</p> <p>Higher education institutions (HEIs) are required to make appropriate use of the 4-digit JACS 3.0 coding in all subject areas. This is needed to future-proof work on strategically important and vulnerable subjects, so that as the landscape changes, it will be possible to assess the past performance of newly important subjects. There will be staff where it remains appropriate to code at principal subject level, but others for whom a more detailed code should be used. So for example, a member of staff working across Biology would be coded C100, but one working specifically in Biodiversity would be coded C181.</p> <p>Where a member of staff works in two subjects then a second occurrence of this field should be used.</p>

	For those staff working in 3 or more subjects, the two codes that best reflect the discipline should be returned in this field.
Business rules	<p>1 Error Person.CURACCDIS must exist where any (Contract.ACEMPFUN = 1, 2 or 3) and Contract.TERMS = 1 or 2</p> <p>2 Error Person.CURACCDIS must not exist where all Contract.ACEMPFUN = 4 or 9</p> <p>3 Error Where there is more than one occurrence of Person.CURACCDIS they must not be identical.</p> <p>4 Error Person.CURACCDIS must not equal 'XXXX'</p>
Reason Required	To identify the academic disciplines of staff
Part Of	Person
Field Length	4
Minimum Occurrences	0
Maximum Occurrences	2
Schema Components	Element: CURACCDIS Data type: CURACCDISCodeContentType
Based On	C11025 ACCDIS1 and C11025 ACCDIS2
Owner	HESA
Version	1.3
Date modified	2013-09-02
Change management notes	Additional guidance added to the Notes section, clarifying that code XXXX 'Not known or not applicable' is not valid for this collection.

Date appointed at current HEI

Type	field
Short Name	DATEFHEI
Description	This field records the date on which staff started their current period of continuous service with the reporting higher education institution (HEI)
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff where any Contract.TERMS is coded 1 or 2
Notes	<p>For the purposes of this field, the current HEI includes all its predecessor institutions.</p> <p>All date fields in the HESA Staff record must be completed using the ISO8601 format of YYYY-MM-DD.</p> <p>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 Person.DATEFHEI will not be the same as the date of the first appointment that the staff held with the HEI. It is therefore essential that the original Person.STAFFID is retained where breaks in service occur in order to facilitate tracking.</p> <p>For records where this data is required and in the small number of cases where the Person.DATEFHEI is not known an empty element should be returned with the ReasonForNull attribute set to 1 (not known) e.g.</p> <p><DATEFHEI ReasonForNull="1"></DATEFHEI></p>
Examples	<p>Multiple contracts with no break in continuous service:</p> <p>If an individual holds two contracts, one of which is a fixed length contract from 29 January 2005 to 29 January 2011, and the other a permanent contract that was issued on 1 December 2010. Details of both contracts must be returned and this field should be returned as '2005-01-29'.</p> <p>Multiple contracts with a break in continuous service:</p> <p>If an individual holds two contracts, one of which is a fixed length contract from 29 January 2005 to 29 January 2011, and the other a permanent contract that was issued on 10 February 2011. Details of both contracts must be returned and this field should be returned as '2011-02-10'.</p>
Business rules	<ol style="list-style-type: none"> 1 Error Person.DATEFHEI must exist where any Contract.TERMS = 1 or 2. 2 Error Person.DATEFHEI must be null where ReasonForNull = 1. 3 Error Where Person.DATEFHEI is null ReasonForNull must equal 1. 4 Error Where exists Person.DATEFHEI must be before Y2-08-01 5 Error Where exists Person.DATEFHEI must be after Person.BIRTHDTE.
Reason Required	To track the career histories of staff for employment research and profiling
Part Of	Person

Field Length	10
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: DATEFHEI Data type: DateWithNullStructure1
Based On	C11025 DATEFHEI
Owner	Information Standards Board - Aligned Data Definitions
Version	1.0

Date left HEI

Type	field
Short Name	DATELEFT
Description	This field records the date on which staff left the higher education institution (HEI)
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff where any Contract.TERMS is coded 1 or 2 and all Contract.ENDCON are not null, unless any Contract.RESCON are coded 1.
Notes	All date fields in the HESA Staff record must be completed using the ISO8601 format of YYYY-MM-DD. Only staff who have left all contracts of employment with the HEI should be returned in this field.
Business rules	<p>1 Error Person.DATELEFT must exist where all (Contract.TERMS = 1 or 2 and all Contract.ENDCON are not null) and all Contract.RESCON not equal to 1.</p> <p>2 Error Person.DATELEFT must not exist where any (Contract.TERMS = 1 or 2 and Contract.ENDCON are null).</p> <p>3 Error Where exists Person.DATELEFT must be equal to or after Person.DATEFHEI.</p> <p>4 Error Person.DATELEFT must be between (Y-1)-08-01 and (Y2)-07-31 (inclusive)</p>
Reason Required	To terminate an individual's inclusion in the HESA Staff record
Part Of	Person
Field Length	10
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: DATELEFT
Based On	C11025 DATELEFT
Owner	Information Standards Board - Aligned Data Definitions
Version	1.6
Date modified	2013-09-25
Change management notes	Business rule 1 and 2 updated to ensure that they only apply to staff with only non-atypical contracts.

Date of birth

Type	field
Short Name	BIRTHDTE
Description	This field records the date of birth of staff
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff where any (Contract.TERMS is coded 1 or 2) or (Contract.ACEMPFUN is coded 1, 2, 3 or 9 and Contract.TERMS is coded 3). Optional for all non-academic atypical members of staff.
Notes	<p>All date fields in the HESA Staff record must be completed using the ISO8601 format of YYYY-MM-DD.</p> <p>It is expected that HEIs will be able to provide a date of birth, based on the existence of a contract of employment between the HEI and the individual and/or the liability of the HEI to pay Class 1 National Insurance contributions for that individual. Consequently there is no option of a default date of birth not known.</p> <p>It is recognised, however, that due to the nature of non-academic atypical contracts, date of birth information may not be known for staff members with only this type of contract. Where a staff member holds only non-academic atypical contracts (Contract.TERMS = 3 and Activity.ACTSOC = 4-9) Person.BIRTHDTE is not required to be completed where the date of birth is not known.</p>
Business rules	<p>1 Error Person.BIRTHDTE must exist where any Contract.TERMS = 1 or 2.</p> <p>2 Error Person.BIRTHDTE must exist where any Contract.TERMS = 3 and Contract.ACEMPFUN = 1, 2, 3, or 9.</p> <p>3 Error Where Person.BIRTHDTE exists then must be before (Y1-15)-08-01</p> <p>4 Error Where Person.BIRTHDTE exists then must be after (Y1-91)-07-31</p>
Reason Required	The date of birth is required to generate the age of staff as well as provide additional information for linking between records
Part Of	Person
Field Length	10
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: BIRTHDTE
Based On	C11025 BIRTHDTE
Owner	Information Standards Board - Aligned Data Definitions
Version	1.3
Date modified	2013-04-30
Change management notes	Coverage statement amended to specify that this field is optional for all non-academic atypical members of staff.

Disability

Type	field
Short Name	DISABLE
Description	This field records the disability of a member of staff, on the basis of their own self-assessment
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff
Valid Entries and Labels	<p>00 No known disability</p> <p>08 Two or more impairments and/or disabling medical conditions</p> <p>51 A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D</p> <p>52 General learning disability (such as Down's syndrome)</p> <p>53 A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder</p> <p>54 A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy</p> <p>55 A mental health condition, such as depression, schizophrenia or anxiety disorder</p> <p>56 A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches</p> <p>57 Deaf or serious hearing impairment</p> <p>58 Blind or a serious visual impairment uncorrected by glasses</p> <p>96 A disability, impairment or medical condition that is not listed above</p> <p>97 Information refused</p>
Notes	<p>Disability is recorded on the basis of the member of staff's own self-assessment.</p> <p>Code 00 'No known disability' should be returned when the member of staff indicates that they do not have a disability. Code 00 'No known disability' should also be used where it is not known whether or not a member of staff has a disability.</p> <p>Codes 51, 52 and 53 are all types of learning disability or cognitive impairment.</p> <p>Under the Equality Act 2010, a person has a disability 'if they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'. 'Substantial' is defined by the Act as 'more than minor or trivial'.</p> <p>An impairment is considered to have a long-term effect if:</p> <ul style="list-style-type: none"> • it has lasted for at least 12 months • it is likely to last for at least 12 months, or • it is likely to last for the rest of the life of the person <p>Normal day-to-day activities are not defined in the Act, but in general they are things people do on a regular or daily basis, for example eating, washing, walking, reading, writing or having a conversation.</p> <p>Only serious visual impairments are covered by the Equality Act 2010. For example, a person whose eyesight can be corrected through the use of prescription lenses is not covered by the Act; neither is an inability to distinguish between red and green.</p>

	<p>The same logic does not apply to hearing aids. If someone needs to wear a hearing aid, then they are likely to be covered by the Act. However, both hearing and visual impairments have to have a substantial adverse effect on the ability to carry out normal day-to-day activities in order for a person to be covered by the Act.</p> <p>The new coding frame has been designed to ensure that institutions do not have to re-survey or re-code continuing staff members. Where for 2011/12 a staff member recorded two disabilities in DISABLE1 and DISABLE2 this should be mapped to code 08 'Two or more impairments and/or disabling medical conditions' in DISABLE.</p> <p>Although there is no requirement to resurvey staff annually, HEIs should be aware that if they choose to resurvey their staff then these fields should be updated even if the member of staff declares a disability in the first instance and then not when resurveyed.</p> <p>The Equality Challenge Unit (ECU) has a number of resources relating to gathering information across the protected characteristics covered by the Equality Act 2010. These resources can be found at Equality Challenge Unit . If you have any further queries regarding equality monitoring, please email ECU at admin@ecu.ac.uk.</p>
Reason Required	To monitor equal opportunities issues in the higher education sector and support higher education institutions (HEIs) in meeting their obligations under the Equality Act 2010 and Disability Equality Duty
Part Of	Person
Field Length	2
Minimum Occurrences	1
Maximum Occurrences	1
Schema Components	Element: DISABLE Data type: DISABLECodeContentType
Based On	C11025 DISABLE1 and C11025 DISABLE2
Owner	Equality Challenge Unit (ECU)
Version	1.2
Date modified	2013-09-02
Change management notes	Additional guidance added to the Notes section, clarifying that Code 00 'No known disability' should be used where it is not known whether or not a member of staff has a disability.

Early career researcher status

Type	field
Short Name	ECRSTAT
Description	This field records the early career researcher status of staff
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff where any (Contract.ACEMPFUN is coded 2 or 3 and Contract.TERMS is coded 1 or 2) and Person.RESAST is not 1.
Valid Entries and Labels	1 Early career researcher 2 Not an early career researcher
Notes	<p>Early career researchers (ECRs) are defined in the Assessment framework and guidance on submissions pages 17-21.</p> <p>Staff who have left the HEI prior to 31 July in the reporting period, and will therefore not be in post on the REF census date, should be recorded as 2 'Not an early career researcher'.</p> <p>This field should be completed for staff in post in 2012/13 with reference to the REF definitions and census date.</p> <p>Any queries on this field should be addressed to info@ref.ac.uk.</p>
Business rules	<p>1 Error Person.ECRSTAT must exist where any (Contract.ACEMPFUN = 2 or 3 and Contract.TERMS = 1 or 2) and where Person.RESAST exists it does not equal 1.</p> <p>2 Error Person.ECRSTAT must not exist where all Contract.ACEMPFUN not equal to 2 or 3.</p> <p>3 Error Person.ECRSTAT must not exist where any Contract.ACEMPFUN = 2 or 3 and Person.RESAST = 1.</p>
Reason Required	To support the Research Excellence Framework (REF)
Part Of	Person
Field Length	1
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: ECRSTAT Data type: ECRSTATCodeContentType
Based On	New field
Owner	HEFCE
Version	1.5
Date modified	2013-08-08
Change management notes	Business rule 1 updated to clarify that the restriction on Person.RESAST only applies when the field is returned.

Ethnicity

Type	field																																										
Short Name	ETHNIC																																										
Description	This field records the ethnicity of the member of staff, on the basis of their own self-assessment																																										
Applicable to	England Northern Ireland Scotland Wales																																										
Coverage	All staff																																										
Valid Entries and Labels	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 5%;">10</td><td>White</td></tr> <tr><td>13</td><td>White - Scottish</td></tr> <tr><td>14</td><td>Irish Traveller</td></tr> <tr><td>15</td><td>Gypsy or Traveller</td></tr> <tr><td>19</td><td>Other White background</td></tr> <tr><td>21</td><td>Black or Black British - Caribbean</td></tr> <tr><td>22</td><td>Black or Black British - African</td></tr> <tr><td>29</td><td>Other Black background</td></tr> <tr><td>31</td><td>Asian or Asian British - Indian</td></tr> <tr><td>32</td><td>Asian or Asian British - Pakistani</td></tr> <tr><td>33</td><td>Asian or Asian British - Bangladeshi</td></tr> <tr><td>34</td><td>Chinese</td></tr> <tr><td>39</td><td>Other Asian background</td></tr> <tr><td>41</td><td>Mixed - White and Black Caribbean</td></tr> <tr><td>42</td><td>Mixed - White and Black African</td></tr> <tr><td>43</td><td>Mixed - White and Asian</td></tr> <tr><td>49</td><td>Other mixed background</td></tr> <tr><td>50</td><td>Arab</td></tr> <tr><td>80</td><td>Other ethnic background</td></tr> <tr><td>90</td><td>Not known</td></tr> <tr><td>98</td><td>Information refused</td></tr> </table>	10	White	13	White - Scottish	14	Irish Traveller	15	Gypsy or 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	50	Arab	80	Other ethnic background	90	Not known	98	Information refused
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Notes	<p>Ethnicity is recorded on the basis of the member of staff's own self-assessment.</p> <p>The coding frame is designed to be as consistent as possible with previous Staff collections. However, due to changes in the census categories, previous codes '11 White - British' or '12 White - Irish' are no longer valid. Staff at institutions in England, Wales and Northern Ireland previously returned as '11 White - British' or '12 White - Irish' should now be returned as '10 White'. At the request of Scottish Funding Council, staff at institutions in Scotland previously returned as '11 White - British' or '12 White - Irish' should now be returned as '19 Other White background'.</p> <p>Code 80 'Other ethnic background' should be used when a member of staff indicates their ethnicity as something not included in the coding frame.</p> <p>Code 90 'Not known' can be used when a member of staff genuinely does not know their ethnicity, for example individuals who were adopted.</p> <p>Code 98 'Information refused' should be returned when a member of staff has explicitly refused to provide the information. The phrase 'Prefer not to say' can be used when collecting the data.</p> <p>Coverage of HESA 2012/13 coding frame is shown in the following table.</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="padding: 2px;">HESA 2012/13 coding frame</td> <td style="padding: 2px;">E</td> <td style="padding: 2px;">S</td> <td style="padding: 2px;">W</td> <td style="padding: 2px;">NI</td> </tr> </table>	HESA 2012/13 coding frame	E	S	W	NI																																					
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Business rules	<p>1 Error For institutions in England and Wales Person.ETHNIC must not equal 13, 14 or 19.</p> <p>2 Error For institutions in Scotland Person.ETHNIC must not equal 10 or 14.</p> <p>3 Error For institutions in Northern Ireland Person.ETHNIC must not equal 13 or 19.</p>																																																																																																														
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Owner	Equality Challenge Unit (ECU)
Version	1.2
Date modified	2013-04-30
Change management notes	Additional guidance added to the Notes section, clarifying that staff at institutions in Scotland previously returned as '11 White - British' or '12 White - Irish' should now be returned as '19 Other White background' at the request of the Scottish Funding Council.

Gender identity

Type	field
Short Name	GENDERID
Description	This field records the gender identity of the member of staff, on the basis of their own self-assessment. The field identifies whether the current gender identity is that assigned at birth.
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff (Optional)
Valid Entries and Labels	01 Yes 02 No 98 Information refused
Notes	<p>Gender identity is recorded on the basis of the member of staff's own self-assessment.</p> <p>ECU suggested question: Is your gender identity the same as the gender you were originally assigned at birth?</p> <p>The Equality Challenge Unit (ECU) has a number of resources relating to gathering information across the protected characteristics covered by the Equality Act 2010. These resources can be found at Equality Challenge Unit. If you have any further queries regarding equality monitoring, please email ECU at admin@ecu.ac.uk.</p>
Reason Required	To monitor equal opportunities issues in the higher education sector and support higher education institutions (HEIs) in meeting their obligations under the Equality Act 2010
Part Of	Person
Field Length	2
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: GENDERID Data type: GENDERIDCodeContentType
Based On	New field
Owner	Equality Challenge Unit (ECU)
Version	1.1
Date modified	2012-05-14
Change management notes	Additional text added to 'Description' to clarify the content of this field.

Highest qualification held

Type	field
Short Name	HQHELD
Description	This field identifies the highest qualification held by the member of staff
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff where any Activity.ACTSOC is in SOC2010 Major Groups 1, 2 or 3 and Contract.TERMS is coded 1 or 2.
Valid Entries and Labels	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 32 O level/GCSE or equivalent 97 Other qualification 98 No qualifications 99 Not known
Notes	<p>If a member of staff has more than one qualification, higher education institutions (HEIs) should decide which qualification is the 'highest'. In cases where it is unclear which qualification is the 'highest' enter the code that is closest to 01 'Doctorate'.</p> <p>Code 02 'Other higher degree' includes Masters.</p> <p>Code 31 'A level, Scottish Higher or equivalent' and code 32 'O level/GCSE or equivalent' belong to a set of qualification levels in the UK and Ireland available from the QAA publication Qualifications can cross boundaries - a rough guide to comparing qualifications in the UK and Ireland.</p> <p>This field should be updated when an existing member of staff gains a higher qualification than that already held.</p>
Business rules	1 Error Person.HQHELD must exist where (Contract.TERMS = 1 or 2) and any Activity.ACTSOC begins with 1, 2 or 3
Reason Required	To provide information about the highest qualifications of the higher education workforce
Part Of	Person
Field Length	2
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: HQHELD Data type: HQHELDCodeContentType

Based On	C11025 HQHELD
Owner	HESA
Version	1.1
Date modified	2012-05-14
Change management notes	Coverage updated for consistency in terminology across the manual in how atypical staff are specified.

Institution's own staff identifier

Type	field
Short Name	OWNSTAFFID
Description	This field records the higher education institution's (HEI's) own internal identifier for staff
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff (Optional)
Notes	<p>Valid characters</p> <p>The valid character set available for this field follows the Data Standards in the HESA Staff record.</p> <ul style="list-style-type: none"> • The general policy is to support all Latin-based characters for names, addresses and general text fields, but not non-Latin characters. • All Unicode code charts for Latin characters are supported. These are Basic Latin (excluding the C0 control characters), Latin-1 (excluding the C1 control characters), Latin Extended A, Latin Extended B and Latin Extended Additional. This set corresponds to Unicode code points U+0020 to U+007E, U+00A0 to U+024F and U+1E00 to U+1EFF. • Schemas are built in such a way that an individual project can further restrict the set if required. <p>The character set chosen will support Welsh and Gaelic languages as well as all European and most other languages using a Latin-based character set.</p> <p>The Unicode charts that list each of the characters in this range can be found on the Unicode web site. The specific sets that are defined here are shown in the following PDF documents:</p> <ul style="list-style-type: none"> • Basic Latin • Latin-1 • Latin Extended A • Latin Extended B • Latin Extended Additional <p>Files must be encoded with UTF-8 and schema validation will be in place to ensure this. Institutions must specify the encoding used in their XML files in the first line of the file (i.e. <code><?xml version="1.0" encoding="UTF-8" ?></code>) and to ensure that their files are actually saved with that encoding. If XML files are edited with some text editors and the encoding is not specified or does not match the actual file encoding, there may be problems when submitting these files for validation.</p>
Reason Required	To facilitate HESA checking data with HEIs e.g. validation reports
Part Of	Person
Field Length	20
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: OWNSTAFFID Data type: OWNSTAFFIDType

Based On	New field
Owner	HESA
Version	1.0

Legal sex

Type	field
Short Name	SEX
Description	This field records the legal sex of the member of staff.
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff where any (Contract.TERMS is coded 1 or 2) or (Contract.ACEMPFUN is coded 1, 2, 3 or 9 and Contract.TERMS is coded 3). Optional for all non-academic atypical members of staff.
Valid Entries and Labels	1 Male 2 Female
Notes	<p>The Equality Challenge Unit (ECU) has a number of resources relating to gathering information across the protected characteristics covered by the Equality Act 2010. These resources can be found at Equality Challenge Unit. If you have any further queries regarding equality monitoring, please email ECU at admin@ecu.ac.uk.</p> <p>It is recognised that due to the nature of non-academic atypical contracts, sex may not be known for staff members with only this type of contract. Where a staff member holds only non-academic atypical contracts (Contract.TERMS = 3 and Activity.ACTSOC = 4-9) Person.SEX is not required to be completed where sex is not known.</p>
Business rules	<p>1 Error Person.SEX must exist where any Contract.TERMS = 1 or 2.</p> <p>2 Error Person.SEX must exist where any Contract.TERMS = 3 and Contract.ACEMPFUN = 1, 2, 3 or 9.</p>
Reason Required	To monitor equal opportunities issues in the higher education sector and support higher education institutions (HEIs) in meeting their obligations under the Equality Act 2010
Part Of	Person
Field Length	1
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: SEX Data type: SEXCodeContentType
Based On	C11025 GENDER
Owner	Equality Challenge Unit (ECU)
Version	1.3
Date modified	2013-04-30
Change management notes	Coverage statement amended to specify that this field is optional for all non-academic atypical members of staff.

Location after leaving

Type	field																		
Short Name	LOCLEAVE																		
Description	This field records the location of staff after leaving employment at the reporting higher education institution (HEI)																		
Applicable to	England Northern Ireland Scotland Wales																		
Coverage	All staff where any (Activity.ACTSOC is in SOC2010 Major Groups 1, 2 or 3 and Person.DATELEFT is not null and Contract.TERMS is coded 1 or 2 and no Contract.RESCON is coded 8).																		
Valid Entries and Labels	<table style="border: none;"> <tr><td>1</td><td>England</td></tr> <tr><td>2</td><td>Wales</td></tr> <tr><td>3</td><td>Scotland</td></tr> <tr><td>4</td><td>Northern Ireland</td></tr> <tr><td>5</td><td>UK (not otherwise specified)</td></tr> <tr><td>6</td><td>Other EU</td></tr> <tr><td>7</td><td>Non-EU</td></tr> <tr><td>8</td><td>Not known</td></tr> <tr><td>9</td><td>Information refused</td></tr> </table>	1	England	2	Wales	3	Scotland	4	Northern Ireland	5	UK (not otherwise specified)	6	Other EU	7	Non-EU	8	Not known	9	Information refused
1	England																		
2	Wales																		
3	Scotland																		
4	Northern Ireland																		
5	UK (not otherwise specified)																		
6	Other EU																		
7	Non-EU																		
8	Not known																		
9	Information refused																		
Notes	Officially, the Crown Dependencies of Guernsey, Jersey and the Isle of Man are not part of the UK or the EU. However, for HESA analysis purposes they are often grouped with and generally assumed to be part of the United Kingdom and so Code 5 'UK (not otherwise specified)' should be used.																		
Business rules	<table style="border: none;"> <tr> <td>1</td> <td>Error</td> <td>Person.LOCLEAVE must exist where Person.DATELEFT exists and (no Contract.RESCON = 8) and any Contract.TERMS = 1 or 2 and any Activity.ACTSOC begins with 1, 2 or 3.</td> </tr> <tr> <td>2</td> <td>Error</td> <td>Person.LOCLEAVE must not exist where Person.DATELEFT does not exist.</td> </tr> <tr> <td>3</td> <td>Error</td> <td>Person.LOCLEAVE must not exist where Person.DATELEFT exists and any Contract.RESCON is coded 8.</td> </tr> </table>	1	Error	Person.LOCLEAVE must exist where Person.DATELEFT exists and (no Contract.RESCON = 8) and any Contract.TERMS = 1 or 2 and any Activity.ACTSOC begins with 1, 2 or 3.	2	Error	Person.LOCLEAVE must not exist where Person.DATELEFT does not exist.	3	Error	Person.LOCLEAVE must not exist where Person.DATELEFT exists and any Contract.RESCON is coded 8.									
1	Error	Person.LOCLEAVE must exist where Person.DATELEFT exists and (no Contract.RESCON = 8) and any Contract.TERMS = 1 or 2 and any Activity.ACTSOC begins with 1, 2 or 3.																	
2	Error	Person.LOCLEAVE must not exist where Person.DATELEFT does not exist.																	
3	Error	Person.LOCLEAVE must not exist where Person.DATELEFT exists and any Contract.RESCON is coded 8.																	
Reason Required	To monitor the location of staff after leaving employment at the HEI																		
Part Of	Person																		
Field Length	1																		
Minimum Occurrences	0																		
Maximum Occurrences	1																		
Schema Components	Element: LOCLEAVE Data type: LOCLEAVECodeContentType																		
Based On	New field																		
Owner	HESA																		
Version	1.3																		
Date modified	2013-08-08																		
Change management notes	Business rule 1 updated to align with the coverage of the field.																		

National identity

Type	field																
Short Name	NATIOND																
Description	This field records the national identity of staff. National identity is different from both ethnicity and nationality and could be based on many things including, for example, culture, language, ancestry or family history. National identity reflects how an individual chooses to classify himself or herself																
Applicable to	Wales																
Coverage	All staff contracted to a Welsh higher education institution (HEI)																
Valid Entries and Labels	<table style="border: none;"> <tr><td>B</td><td>British</td></tr> <tr><td>E</td><td>English</td></tr> <tr><td>I</td><td>Irish</td></tr> <tr><td>O</td><td>Other</td></tr> <tr><td>R</td><td>Information refused</td></tr> <tr><td>S</td><td>Scottish</td></tr> <tr><td>U</td><td>Unknown</td></tr> <tr><td>W</td><td>Welsh</td></tr> </table>	B	British	E	English	I	Irish	O	Other	R	Information refused	S	Scottish	U	Unknown	W	Welsh
B	British																
E	English																
I	Irish																
O	Other																
R	Information refused																
S	Scottish																
U	Unknown																
W	Welsh																
Notes	<p>The coding structure reflects that used in other national surveys and so allows comparative statistics to be derived both within and outside the sector.</p> <p>A member of staff can identify himself or herself as having up to two national identities.</p> <p>Code U 'Unknown' should be used for staff who have not been asked what they consider their national identity to be, or have failed to respond to a request for information.</p> <p>Code R 'Information refused' should be used for staff that have explicitly refused to provide the information.</p>																
Business rules	<table style="border: none;"> <tr><td>1</td><td>Error</td><td>Person.NATIOND must exist for institutions in Wales.</td></tr> <tr><td>2</td><td>Error</td><td>Person.NATIOND must not exist for institutions in England, Scotland and Northern Ireland.</td></tr> <tr><td>3</td><td>Error</td><td>Where there is more than one occurrence of Person.NATIOND they must not be identical.</td></tr> </table>	1	Error	Person.NATIOND must exist for institutions in Wales.	2	Error	Person.NATIOND must not exist for institutions in England, Scotland and Northern Ireland.	3	Error	Where there is more than one occurrence of Person.NATIOND they must not be identical.							
1	Error	Person.NATIOND must exist for institutions in Wales.															
2	Error	Person.NATIOND must not exist for institutions in England, Scotland and Northern Ireland.															
3	Error	Where there is more than one occurrence of Person.NATIOND they must not be identical.															
Reason Required	To monitor the impact of policies and practices on staff of a UK background and compare higher education sector data with that from other areas of the economy																
Part Of	Person																
Field Length	1																
Minimum Occurrences	0																
Maximum Occurrences	2																
Schema Components	Element: NATIOND Data type: NATIONDCoContentype																
Based On	C11025 NATID1 and C11025 NATID2																
Owner	HEFCW																

Version	1.0
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Nationality

Type	field
Short Name	NATION
Description	This field records the country of legal nationality of staff
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff
Valid Entries and Labels	AA Stateless AD Andorra AE United Arab Emirates AF Afghanistan AG Antigua and Barbuda AI Anguilla AL Albania AM Armenia AO Angola AR Argentina AS American Samoa AT Austria AU Australia AZ Azerbaijan BA Bosnia and Herzegovina BB Barbados BD Bangladesh BE Belgium BF Burkina [Burkina Faso] BG Bulgaria BH Bahrain BI Burundi BJ Benin BM Bermuda BN Brunei [Brunei Darussalam] BO Bolivia BR Brazil BS Bahamas, The BT Bhutan BW Botswana BY Belarus BZ Belize CA Canada CD Congo (Democratic Republic) [Congo (The Democratic Republic of the)] {formerly Zaire} CF Central African Republic CG Congo CH Switzerland CI Ivory Coast [Côte D'ivoire] CL Chile CM Cameroon CN China CO Colombia CR Costa Rica CU Cuba CV Cape Verde CZ Czech Republic DE Germany DJ Djibouti DK Denmark

DM	Dominica
DO	Dominican Republic
DZ	Algeria
EC	Ecuador
EE	Estonia
EG	Egypt
EH	Western Sahara
ER	Eritrea
ES	Spain {includes Ceuta, Melilla}
ET	Ethiopia
FI	Finland
FJ	Fiji
FK	Falkland Islands [Falkland Islands (Malvinas)]
FM	Micronesia [Micronesia, Federated States of]
FO	Faroe Islands
FR	France {includes Corsica}
GA	Gabon
GB	United Kingdom
GD	Grenada
GE	Georgia
GG	Guernsey
GH	Ghana
GI	Gibraltar
GL	Greenland
GM	Gambia, The
GN	Guinea
GQ	Equatorial Guinea
GR	Greece
GS	South Georgia and The South Sandwich Islands
GT	Guatemala
GU	Guam
GW	Guinea-Bissau
GY	Guyana
HK	Hong Kong (Special Administrative Region of China) [Hong Kong]
HN	Honduras
HR	Croatia
HT	Haiti
HU	Hungary
ID	Indonesia
IE	Ireland
IL	Israel
IM	Isle of Man
IN	India
IO	British Indian Ocean Territory (BIOT)
IQ	Iraq
IR	Iran [Iran, Islamic Republic of]
IS	Iceland
IT	Italy {Includes Sardinia, Sicily}
JE	Jersey
JM	Jamaica
JO	Jordan
JP	Japan
KE	Kenya
KG	Kyrgyzstan
KH	Cambodia
KI	Kiribati
KM	Comoros
KN	St Kitts and Nevis
KP	Korea (North) [Korea, Democratic People's Republic of]
KR	Korea (South) [Korea, Republic of]
KW	Kuwait
KY	Cayman Islands
KZ	Kazakhstan
LA	Laos [Lao People's Democratic Republic]

LB	Lebanon
LC	St Lucia
LI	Liechtenstein
LK	Sri Lanka
LR	Liberia
LS	Lesotho
LT	Lithuania
LU	Luxembourg
LV	Latvia
LY	Libya [Libyan Arab Jamahiriya]
MA	Morocco
MC	Monaco
MD	Moldova [Moldova, Republic of]
ME	Montenegro
MG	Madagascar
MH	Marshall Islands
MK	Macedonia [Macedonia, The Former Yugoslav Republic of]
ML	Mali
MM	Burma [Myanmar]
MN	Mongolia
MO	Macao (Special Administrative Region of China) [Macao]
MP	Northern Mariana Islands
MR	Mauritania
MS	Montserrat
MT	Malta
MU	Mauritius
MV	Maldives
MW	Malawi
MX	Mexico
MY	Malaysia
MZ	Mozambique
NA	Namibia
NE	Niger
NG	Nigeria
NI	Nicaragua
NL	Netherlands
NO	Norway
NP	Nepal
NR	Nauru
NZ	New Zealand
OM	Oman
PA	Panama
PE	Peru
PG	Papua New Guinea
PH	Philippines
PK	Pakistan
PL	Poland
PN	Pitcairn, Henderson, Ducie and Oeno Islands [Pitcairn]
PS	Occupied Palestinian Territories [Palestine, State of] {formerly West Bank (including East Jerusalem) and Gaza Strip}
PT	Portugal {includes Madeira, Azores}
PW	Palau
PY	Paraguay
QA	Qatar
QN	Serbia and Montenegro not otherwise specified
QO	Kosovo
RO	Romania
RS	Serbia
RU	Russia [Russian Federation]
RW	Rwanda
SA	Saudi Arabia
SB	Solomon Islands
SC	Seychelles
SD	Sudan

	SE Sweden SG Singapore SH St Helena, Ascension and Tristan da Cunha SI Slovenia SK Slovakia SL Sierra Leone SM San Marino SN Senegal SO Somalia SR Surinam [Suriname] SS South Sudan ST Sao Tome and Principe SV El Salvador SY Syria [Syrian Arab Republic] SZ Swaziland TC Turks and Caicos Islands TD Chad TG Togo TH Thailand TJ Tajikistan TL East Timor [Timor Leste] TM Turkmenistan TN Tunisia TO Tonga TR Turkey TT Trinidad and Tobago TV Tuvalu TW Taiwan [Taiwan, Province of China] TZ Tanzania [Tanzania, United Republic of] UA Ukraine UG Uganda US United States UY Uruguay UZ Uzbekistan VA Vatican City [Holy See (Vatican City State)] VC St Vincent and The Grenadines VE Venezuela VG British Virgin Islands [Virgin Islands, British] VN Vietnam [Viet Nam] VU Vanuatu WS Samoa XA Cyprus (European Union) XB Cyprus (Non-European Union) XC Cyprus not otherwise specified XL Channel Islands not otherwise specified XM Czechoslovakia not otherwise specified XN Union of Soviet Socialist Republics not otherwise specified XO Yugoslavia not otherwise specified YE Yemen ZA South Africa ZM Zambia ZW Zimbabwe ZZ Not known
Notes	<p>This coding frame is determined by the National Statistics Country Classification 2006 (NSCC), which is based on ISO 3166-1 Codes for the Representation of Names of Countries and their Subdivisions, and the United Nations' Standard Country or Area Codes for Statistical Use. In a small number of cases, the NSCC usage differs from the usage in ISO 3166 on which the NSCC is based. Where that happens, the ISO 3166 usage is given in brackets after the preferred UK usage, to facilitate cross-reference to the international standard. For example for code KR the description is Korea (South). The text in brackets, [Korea, Republic of], is the ISO 3166 description. Information in braces is provided by HESA to clarify usage, and is not derived either from NSCC or ISO 3166 lists of short country names, for example Spain {includes Ceuta, Melilla}.</p>

Where HESA publishes domicile and nationality data it does so using the National Statistics Country Classification 2006 (NSCC) code labels. HESA includes the ISO 3166-1 description [text in brackets] and additional information {text in braces} within the valid entry labels to ensure that labeling standards, both UK and international, are available only for cross-referencing. HESA does not insist that HEIs display these additional descriptions in their own output.

Where staff have a dual nationality including British, they should be coded as British. If a dual nationality, not including British, but including non-UK EU country then use relevant EU country code. If neither British or non-UK EU country then code as either nationality.

Code GB

For nationality the code GB must be used. Note that the code UK is not on the NSCC list and is invalid for nationality.

Codes GG, JE and XL

The Channel Islands are not part of the United Kingdom and not part of the European Union. United Kingdom codes must not be used for nationality. The Bailiwicks of Guernsey (which includes the smaller islands of Alderney and Sark) and of Jersey must be treated separately. The code XL may be used for nationality, but only for staff that were already current in 2007/08, to avoid the need for re-coding.

Code IM

The Isle of Man is not part of the United Kingdom and not part of the European Union. United Kingdom codes must not be used for nationality. The code IM must be used for nationality.

Codes XA, XB and XC

The following treatment does not imply any recognition that the de facto Turkish occupation and control of northern Cyprus is legitimate, but does deal with the practical need to record the source of staff. The separate codes XA and XB must be used for nationality. The code XC may be used for nationality, but only for staff who were already current in 2007/08, to avoid the need for re-coding. Note that an appropriate United Kingdom code should be used for nationality for staff from the British sovereign military areas on Cyprus. The code CY is invalid for nationality unless and until there is any change in the political situation, in which case the coding arrangements will be reviewed.

Codes FO and GL

The Faroe Islands and Greenland must be treated separately, and the codes FO and GL must be used for nationality. Note that, despite their relationship with Denmark, neither Greenland nor the Faroe Islands are part of the European Union.

Code FR

The French Republic comprises Metropolitan France (France Metropolitan) [including Corsica], the four Overseas Departments (Départements d'Outre-Mer, or D.O.M.) of GF,

GP, MQ and RE, the six Overseas Collectives YT, PM, PF [also designated as a Pays d'Outre-Mer], WF, MF, BL, FT and NC which has a special status similar to a T.O.M.. Metropolitan France and the four Overseas Departments are all part of the European Union. For nationality the code FR must be used throughout, and all the other codes in this group are invalid.

Codes IT and VA

Italy and Vatican City must be treated separately, and the codes IT and VA must be used for nationality.

Code NL

The Kingdom of the Netherlands comprises the European country of The Netherlands (NL); the Caribbean country of Aruba (AW), and the former island territories of the Netherlands Antilles: the countries of Curaçao (CW) and Sint Maarten (Dutch part) (SX); and the combined special municipalities of Bonaire, Sint Eustatius and Saba (BQ). For nationality the code NL must be used throughout.

Code ES and the Canary Islands

The Canary Islands are part of Spain, and hence of the European Union, but with some special derogations and provisions particularly relating to customs and fiscal matters. For nationality, the code ES must be used for both mainland Spain and the Canaries. No separate codes are provided in the ONS list for the exclaves of Ceuta and Melilla on the coast of north Africa, and for nationality purposes they should be regarded as part of mainland Spain.

Code NO and Svalbard and Jan Mayen

Svalbard (Spitzbergen) is an inhabited Norwegian territory in the Arctic Ocean. For nationality the code NO must be used throughout. Jan Mayen Island is included with Svalbard but has no settled inhabitants. BV 'Bouvet Island' is a Norwegian island in the South Atlantic Ocean, but has no settled inhabitants, so code BV 'Bouvet Island' is invalid for nationality.

Codes MA and EH

EH is a disputed territory occupied and administered by Morocco. The code EH should be used where appropriate for nationality.

Code PS

This code description changed in 2008/09 to reflect the change in the National Statistics Country Classification. It must be used where appropriate for nationality.

Codes US, GU, MP, AS, MH, FM and PW

The Commonwealth of Puerto Rico is an Unincorporated Organized Territory of the United States; its current Commonwealth status grants it a measure of internal self-government, and its longer-term status is the subject of active debate in 2006. Puerto Ricans are citizens of the United States. For nationality the code US must be

used.

The US Virgin Islands (the former Danish West Indies, purchased from Denmark by the United States in 1916) is an Unincorporated Organized Territory of the United States. US Virgin Islanders are citizens of the United States. For nationality the code US must be used.

Guam (formerly part of the UN Trust Territory of the Pacific) is an Unincorporated Organized Territory of the United States. For nationality the code GU must be used.

The Commonwealth of the Northern Mariana Islands (formerly part of the UN Trust Territory of the Pacific) is an Unincorporated Organized Territory of the United States; its Commonwealth status grants it a measure of internal self-government. For nationality the code MP must be used.

American Samoa is an Unincorporated Unorganised Territory of the United States. For nationality the code AS must be used. The United States Minor Outlying Islands comprise Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Atoll, Palmyra Atoll and Wake Island in the Pacific, and Navassa Island in the Caribbean. They are Unincorporated (Incorporated in the case of Palmyra Atoll) Unorganised Territories of the United States. They have no settled inhabitants.

The Marshall Islands (formerly part of the UN Trust Territory of the Pacific) are a self-governing state in free association with the United States. For nationality the code MH must be used.

The Federated States of Micronesia (formerly part of the UN Trust Territory of the Pacific) are a self-governing state in free association with the United States. For nationality the code FM must be used.

Palau (formerly part of the UN Trust Territory of the Pacific) is a self-governing state in free association with the United States. For nationality the code PW must be used.

Code CN, TW, HK and MO

CN should be used for nationality where relevant in cases not covered by the following guidance. TW - 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 TW in the nationality field. This has no bearing on the United Kingdom's position on Taiwan's status.

HK 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 the nationality field.

MO 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 the nationality field.

Code AU, Christmas Island, Cocos (Keeling) Islands, Norfolk Island, Heard Island and MacDonald Islands.

Christmas Island is a non-self-governing territory of Australia. For nationality the code AU must be used.

Cocos (Keeling) Islands is a non-self-governing territory of Australia. For nationality the code AU must be used.

Norfolk Island is a non-self-governing territory of Australia. For nationality the code AU must be used.

Heard Island and MacDonald Islands are a territory of Australia with no settled inhabitants.

Code NZ, Cook Islands, Niue and Tokelau

The Cook Islands are a self-governing state in free association with New Zealand; they form part of the Realm of New Zealand and Cook Islanders are New Zealand citizens. Accordingly, for nationality the code NZ must be used.

Niue is a self-governing state in free association with New Zealand; it forms part of the Realm of New Zealand and Niueans are New Zealand citizens. Accordingly, for nationality the code NZ must be used.

Tokelau is a New Zealand territory whose future status is currently under discussion; a proposal for free association with New Zealand on a basis similar to that of the Cook Islands and Niue was rejected by referendum in 2006. As an interim arrangement pending the determination of the future status of Tokelau, for nationality the code NZ must be used.

Code IO

The Chagos Islands form the principal part of this territory, and these include the island of Diego Garcia which is a leased to the United States of America as a major military base. The indigenous inhabitants of BIOT have been displaced elsewhere, and the territory accordingly has no settled inhabitants at present (on the above definition). Accordingly the code IO may be used as a nationality code for displaced indigenous inhabitants.

Code AQ

Since there are no settled inhabitants in Antarctica, code AQ is invalid for both domicile and nationality. Although there are a number of national territorial claims to parts of Antarctica, these have been in abeyance since the coming into force of the Antarctic Treaty in 1961.

Code QO

A new code QO has been added to the classification in acknowledgement of the UK's recognition of Kosovo as an independent nation.

	<p>Note: 'no settled inhabitants' means no inhabitants apart from military and scientific personnel, staff of contractors, and seasonal residents.</p> <p>SD and SS: Sudan and South Sudan</p> <p>South Sudan (SS), formerly part of Sudan (SD), became a country in its own right on July 9th 2011. There is no obligation for institutions to recode continuing staff members recorded with a nationality of SD to the newer code, but they may do so if the information is available.</p> <p>Codes XM, XN, XO, XZ, AA, ZZ</p> <p>For nationality, codes XM, XN, XO may be used only for staff who hold these obsolete nationalities and no other, presumably because they emigrated at a time when the nationalities were current and they have never acquired any other nationality. Code XZ although in the NSCC list, is invalid for nationality. Code AA should be used only when staff are known to be stateless, and code ZZ should be used when nationality is not known or when it is impossible from the available documentation to assign a nationality from the above list.</p>
Reason Required	To provide information about inflows of staff of different nationalities.
Part Of	Person
Field Length	2
Minimum Occurrences	1
Maximum Occurrences	1
Schema Components	Element: NATION Data type: NATIONCodeContentType
Based On	C11025 NATION
Owner	HESA
Version	1.4
Date modified	2013-04-30
Change management notes	Valid entry PS relabelled from 'Occupied Palestinian Territories [Palestinian Territory, Occupied] {formerly West Bank (including East Jerusalem) and Gaza Strip}' to 'Occupied Palestinian Territories [Palestine, State of] {formerly West Bank (including East Jerusalem) and Gaza Strip}' to align with ISO 3166-1.

Parental leave

Type	field
Short Name	PARLEAVE
Description	This field identifies whether any parental leave was taken by staff during the reporting year
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff (Optional)
Valid Entries and Labels	1 Maternity leave 2 Additional paternity leave 3 Adoption leave
Notes	Instances of parental leave that span across two reporting periods should be reported in both years. The Equality Challenge Unit (ECU) has a number of resources relating to gathering information across the protected characteristics covered by the Equality Act 2010. These resources can be found at Equality Challenge Unit. If you have any further queries regarding equality monitoring, please email ECU at admin@ecu.ac.uk .
Reason Required	To monitor equal opportunities issues in the higher education sector and enable higher education institutions (HEIs) to meet their obligations under the Equality Act 2010
Part Of	Person
Field Length	1
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: PARLEAVE Data type: PARLEAVECodeContentType
Based On	New field
Owner	Equality Challenge Unit (ECU)
Version	1.1
Date modified	2013-04-30
Change management notes	Additional guidance added to the Notes section, clarifying that instances of parental leave that span across two reporting periods should be reported in both years.

Previous employment

Type	field
Short Name	PREVEMP
Description	This field records the nature of employment of staff before entering employment with the reporting higher education institution (HEI)
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff where any (Activity.ACTSOC is in SOC2010 Major Groups 1, 2 or 3 and Contract.TERMS is coded 1 or 2).
Valid Entries and Labels	<p>01 Another HEI in UK</p> <p>02 HEI in an overseas country</p> <p>03 Other education institution in UK</p> <p>04 Other education institution in an overseas country</p> <p>05 Research institution in the UK</p> <p>06 Research institution overseas</p> <p>07 Student in UK</p> <p>08 Student in an overseas country</p> <p>09 NHS/General medical or General dental practice in UK</p> <p>10 Health service in an overseas country</p> <p>11 Other public sector in UK</p> <p>12 Private industry/commerce in UK</p> <p>13 Self-employed in UK</p> <p>14 Other employment in UK</p> <p>15 Other employment in an overseas country</p> <p>16 Working in a research institute (private) in the UK</p> <p>17 Working in a research institute (private) in an overseas country</p> <p>18 Working in a research institute (public) in the UK</p> <p>19 Working in a research institute (public) in an overseas country</p> <p>20 Working in the voluntary sector</p> <p>21 Not in regular employment</p> <p>99 Not known</p>
Notes	<p>Where it appears that two codes are equally applicable, the nearest code to 01 'Another HEI in UK' should be used.</p> <p>The previous employment should indicate the nature of employment for staff before the date returned in Person.DATEFHEI.</p> <p>It is expected that once the member of staff has entered employment with the HEI the code returned in this field will remain the same until they leave the HEI.</p> <p>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 Person.PREVHEI.</p> <p>Code 05 'Research institution in the UK' and code 06 'Research institution overseas' can only be used where Person.DATEFHEI is before 2012-08-01.</p> <p>Code 09 'NHS/General medical or General dental practice in UK' 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</p>

	self-employed), this code should be used.
Business rules	<p>1 Error Person.PREVEMP must exist where (Contract.TERMS = 1 or 2) and any Activity.ACTSOC begins with 1, 2 or 3.</p> <p>2 Error Person.PREVEMP must not equal 05 or 06 where Person.DATEFHEI >= 2012-08-01.</p>
Reason Required	To enable information to be provided about movement between higher education and other employment sectors, and the migration of higher education staff to the UK
Part Of	Person
Field Length	2
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: PREVEMP Data type: PREVEMPCodeContentType
Based On	C11025 PREVEMP
Owner	HESA
Version	1.2
Date modified	2013-04-30
Change management notes	Business rule 2 created to restrict the use of Code 05 'Research institution in the UK' and code 06 'Research institution overseas'.

Previous HEI

Type	field
Short Name	PREVHEI
Description	This field records the higher education institution (HEI) identifier of the previous HEI at which the member of staff worked
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff where any Activity.ACTSOC is in SOC2010 Major Groups 1, 2 or 3 and Person.PREVEMP is coded 01
Valid Entries and Labels	<ul style="list-style-type: none"> 0001 The Open University 0002 Cranfield University 0003 Royal College of Art 0004 The College of Guidance Studies 0006 The Royal College of Nursing 0007 Bishop Grosseteste University 0008 Bretton Hall College of HE 0009 Buckinghamshire New University 0010 Central School of Speech and Drama 0011 University of Chester 0012 Canterbury Christ Church University 0013 York St John University 0014 University of St Mark and St John 0015 Dartington College of Arts 0016 Edge Hill University 0017 Falmouth University 0018 Harper Adams University 0019 Homerton College 0020 Kent Institute of Art and Design 0021 The University of Winchester 0022 La Sainte Union College of HE 0023 Liverpool Hope University 0024 University of the Arts, London 0025 Loughborough College of Art and Design 0026 University of Bedfordshire 0027 The University of Northampton 0028 Newman University 0029 North Riding College Higher Education Corporation 0030 Ravensbourne 0031 Roehampton University 0032 Rose Bruford College 0033 Royal Academy of Music 0034 Royal College of Music 0035 Royal Northern College of Music 0036 Salford College of Technology 0037 Southampton Solent University 0038 University of Cumbria 0039 St Mary's University College, Twickenham 0040 Leeds Trinity University 0041 Trinity Laban Conservatoire of Music and Dance 0042 Westminster College 0043 West London Institute of HE 0044 The Surrey Institute of Art and Design, University College 0045 Winchester School of Art 0046 The University of Worcester 0047 Anglia Ruskin University 0048 Bath Spa University 0049 The University of Bolton

0050	Bournemouth University
0051	The University of Brighton
0052	Birmingham City University
0053	The University of Central Lancashire
0054	University of Gloucestershire
0055	London Guildhall University
0056	Coventry University
0057	University of Derby
0058	The University of East London
0059	The University of Greenwich
0060	University of Hertfordshire
0061	The University of Huddersfield
0062	The University of Lincoln
0063	Kingston University
0064	Leeds Metropolitan University
0065	Liverpool John Moores University
0066	The Manchester Metropolitan University
0067	Middlesex University
0068	De Montfort University
0069	The University of Northumbria at Newcastle
0070	The University of North London
0071	The Nottingham Trent University
0072	Oxford Brookes University
0073	The University of Plymouth
0074	The University of Portsmouth
0075	Sheffield Hallam University
0076	London South Bank University
0077	Staffordshire University
0078	The University of Sunderland
0079	Teesside University
0080	The University of West London
0081	University of the West of England, Bristol
0082	The University of Chichester
0083	The University of Westminster
0084	Wimbledon School of Art
0085	The University of Wolverhampton
0086	The University of Wales, Newport
0087	Glynd#r University
0088	Coleg Normal
0089	Cardiff Metropolitan University
0090	University of Glamorgan
0091	Swansea Metropolitan University
0092	Trinity University College
0094	Duncan of Jordanstone College of Art
0095	University of Abertay Dundee
0096	Edinburgh College of Art
0097	Glasgow School of Art
0098	Moray House Institute of Education
0099	Northern College of Education
0100	Queen Margaret University, Edinburgh
0101	Royal Conservatoire of Scotland
0102	St Andrew's College of Education
0103	The Scottish College of Textiles
0104	The Robert Gordon University
0105	The University of the West of Scotland
0106	Glasgow Caledonian University
0107	Edinburgh Napier University
0108	Aston University
0109	The University of Bath
0110	The University of Birmingham
0111	The University of Bradford
0112	The University of Bristol
0113	Brunel University
0114	The University of Cambridge

0115	The City University
0116	University of Durham
0117	The University of East Anglia
0118	The University of Essex
0119	The University of Exeter
0120	The University of Hull
0121	The University of Keele
0122	The University of Kent
0123	The University of Lancaster
0124	The University of Leeds
0125	The University of Leicester
0126	The University of Liverpool
0127	Birkbeck College
0128	British Postgraduate Medical Federation
0129	Charing Cross and Westminster Medical School
0131	Goldsmiths College
0132	Imperial College of Science, Technology and Medicine
0133	Institute of Education
0134	King's College London
0135	London Business School
0136	The London Hospital Medical College
0137	London School of Economics and Political Science
0138	London School of Hygiene and Tropical Medicine
0139	Queen Mary and Westfield College
0140	Royal Free Hospital School of Medicine
0141	Royal Holloway and Bedford New College
0142	Royal Postgraduate Medical School
0143	The Royal Veterinary College
0144	St Bartholomew's Hospital Medical College
0145	St George's Hospital Medical School
0146	The School of Oriental and African Studies
0147	The School of Pharmacy
0148	United Medical and Dental Schools, Guy's and St Thomas's Hospitals
0149	University College London
0150	Wye College
0151	University of London (Institutes and activities)
0152	Loughborough University
0153	University of Manchester
0154	The University of Newcastle-upon-Tyne
0155	The University of Nottingham
0156	The University of Oxford
0157	The University of Reading
0158	The University of Salford
0159	The University of Sheffield
0160	The University of Southampton
0161	The University of Surrey
0162	The University of Sussex
0163	The University of Warwick
0164	The University of York
0165	The University of Manchester Institute of Science and Technology
0167	The University of Edinburgh
0168	The University of Glasgow
0169	The University of Strathclyde
0170	The University of Aberdeen
0171	Heriot-Watt University
0172	The University of Dundee
0173	The University of St Andrews
0174	The University of Stirling
0175	SRUC
0176	University of Wales Trinity Saint David
0177	Aberystwyth University
0178	Bangor University
0179	Cardiff University
0180	Swansea University

	0181 University of Wales College of Medicine 0182 Royal Welsh College of Music and Drama 0183 Welsh Agricultural College 0184 The Queen's University of Belfast 0185 University of Ulster 0186 The University of Wales (central functions) 0187 Westhill College 0188 The Institute of Cancer Research 0189 Writtle College 0190 Norwich University of the Arts 0191 Northern School of Contemporary Dance 0192 Cumbria Institute of the Arts 0193 Stranmillis University College 0194 St Mary's University College 0195 Royal Agricultural University 0196 University of the Highlands and Islands 0197 The Arts University Bournemouth 0198 Bell College 0199 Conservatoire for Dance and Drama 0200 University College Birmingham 0201 Courtauld Institute of Art 0202 London Metropolitan University 0203 The University of Buckingham 0204 The University of Manchester 0205 Heythrop College 0206 University for the Creative Arts 0207 Leeds College of Music 0208 Guildhall School of Music and Drama 0209 The Liverpool Institute for Performing Arts 0210 University Campus Suffolk 0211 Leeds College of Art 9999 HEI not listed/not known
Notes	This field must be completed with a valid code when code 01 'Another HEI in UK' is used in Person.PREVEMP.
Business rules	1 Error Person.PREVHEI must exist where Person.PREVEMP = 01 and any Activity.ACTSOC begins with 1, 2 or 3. 2 Error Person.PREVHEI must not exist where Person.PREVEMP not equal to 01 or 21.
Reason Required	To assist in year on year linking and tracking between the HESA Staff record as individuals move between HEIs
Part Of	Person
Field Length	4
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: PREVHEI Data type: PREVHEICodeContentType
Based On	C11025 PREVHEI
Owner	HESA
Version	1.4
Date modified	2013-11-06
Change management notes	Valid entry label change of 0195 'Royal Agricultural College' to 'Royal Agricultural University' to reflect the current name of that institution.

REF Unit of Assessment

Type	field
Short Name	REFUOA2014
Description	This field records the Research Excellence Framework (REF) unit of assessment for staff
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff where any (Contract.ACEMPFUN is coded 2 or 3 and Contract.TERMS is coded 1 or 2) and Person.RESAST is not 1.
Valid Entries and Labels	01A Clinical Medicine - A 01B Clinical Medicine - B 01C Clinical Medicine - C 01Z Clinical Medicine - Z 02A Public Health, Health Services and Primary Care - A 02B Public Health, Health Services and Primary Care - B 02C Public Health, Health Services and Primary Care - C 02Z Public Health, Health Services and Primary Care - Z 03A Allied Health Professions, Dentistry, Nursing and Pharmacy - A 03B Allied Health Professions, Dentistry, Nursing and Pharmacy - B 03C Allied Health Professions, Dentistry, Nursing and Pharmacy - C 03Z Allied Health Professions, Dentistry, Nursing and Pharmacy - Z 04A Psychology, Psychiatry and Neuroscience - A 04B Psychology, Psychiatry and Neuroscience - B 04C Psychology, Psychiatry and Neuroscience - C 04Z Psychology, Psychiatry and Neuroscience - Z 05A Biological Sciences - A 05B Biological Sciences - B 05C Biological Sciences - C 05Z Biological Sciences - Z 06A Agriculture, Veterinary and Food Science - A 06B Agriculture, Veterinary and Food Science - B 06C Agriculture, Veterinary and Food Science - C 06Z Agriculture, Veterinary and Food Science - Z 07A Earth Systems and Environmental Sciences - A 07B Earth Systems and Environmental Sciences - B 07C Earth Systems and Environmental Sciences - C 07Z Earth Systems and Environmental Sciences - Z 08A Chemistry - A 08B Chemistry - B 08C Chemistry - C 08Z Chemistry - Z 09A Physics - A 09B Physics - B 09C Physics - C 09Z Physics - Z 10A Mathematical Sciences - A 10B Mathematical Sciences - B 10C Mathematical Sciences - C 10Z Mathematical Sciences - Z 11A Computer Science and Informatics - A 11B Computer Science and Informatics - B 11C Computer Science and Informatics - C 11Z Computer Science and Informatics - Z 12A Aeronautical, Mechanical, Chemical and Manufacturing Engineering - A 12B Aeronautical, Mechanical, Chemical and Manufacturing Engineering - B 12C Aeronautical, Mechanical, Chemical and Manufacturing Engineering - C 12Z Aeronautical, Mechanical, Chemical and Manufacturing Engineering - Z

13A	Electrical and Electronic Engineering, Metallurgy and Materials - A
13B	Electrical and Electronic Engineering, Metallurgy and Materials - B
13C	Electrical and Electronic Engineering, Metallurgy and Materials - C
13Z	Electrical and Electronic Engineering, Metallurgy and Materials - Z
14A	Civil and Construction engineering - A
14B	Civil and Construction engineering - B
14C	Civil and Construction engineering - C
14Z	Civil and Construction engineering - Z
15A	General Engineering - A
15B	General Engineering - B
15C	General Engineering - C
15Z	General Engineering - Z
16A	Architecture, Built Environment and Planning - A
16B	Architecture, Built Environment and Planning - B
16C	Architecture, Built Environment and Planning - C
16Z	Architecture, Built Environment and Planning - Z
17A	Geography, Environmental Studies and Archaeology - A
17B	Geography, Environmental Studies and Archaeology - B
17C	Geography, Environmental Studies and Archaeology - C
17Z	Geography, Environmental Studies and Archaeology - Z
18A	Economics and Econometrics - A
18B	Economics and Econometrics - B
18C	Economics and Econometrics - C
18Z	Economics and Econometrics - Z
19A	Business and Management Studies - A
19B	Business and Management Studies - B
19C	Business and Management Studies - C
19Z	Business and Management Studies - Z
20A	Law - A
20B	Law - B
20C	Law - C
20Z	Law - Z
21A	Politics and International Studies - A
21B	Politics and International Studies - B
21C	Politics and International Studies - C
21Z	Politics and International Studies - Z
22A	Social work and Social Policy - A
22B	Social work and Social Policy - B
22C	Social work and Social Policy - C
22Z	Social work and Social Policy - Z
23A	Sociology - A
23B	Sociology - B
23C	Sociology - C
23Z	Sociology - Z
24A	Anthropology and Development Studies - A
24B	Anthropology and Development Studies - B
24C	Anthropology and Development Studies - C
24Z	Anthropology and Development Studies - Z
25A	Education - A
25B	Education - B
25C	Education - C
25Z	Education - Z
26A	Sports-Related Studies - A
26B	Sports-Related Studies - B
26C	Sports-Related Studies - C
26Z	Sports-Related Studies - Z
27A	Area Studies - A
27B	Area Studies - B
27C	Area Studies - C
27Z	Area Studies - Z
28A	Modern Languages - A
28B	Modern Languages - B
28C	Modern Languages - C
28Z	Modern Languages - Z

	<p>29A English Language and Literature - A</p> <p>29B English Language and Literature - B</p> <p>29C English Language and Literature - C</p> <p>29Z English Language and Literature - Z</p> <p>30A History - A</p> <p>30B History - B</p> <p>30C History - C</p> <p>30Z History - Z</p> <p>31A Classics - A</p> <p>31B Classics - B</p> <p>31C Classics - C</p> <p>31Z Classics - Z</p> <p>32A Philosophy - A</p> <p>32B Philosophy - B</p> <p>32C Philosophy - C</p> <p>32Z Philosophy - Z</p> <p>33A Theology and Religious Studies - A</p> <p>33B Theology and Religious Studies - B</p> <p>33C Theology and Religious Studies - C</p> <p>33Z Theology and Religious Studies - Z</p> <p>34A Art and Design: History, Practice and Theory - A</p> <p>34B Art and Design: History, Practice and Theory - B</p> <p>34C Art and Design: History, Practice and Theory - C</p> <p>34Z Art and Design: History, Practice and Theory - Z</p> <p>35A Music, Drama, Dance and Performing Arts - A</p> <p>35B Music, Drama, Dance and Performing Arts - B</p> <p>35C Music, Drama, Dance and Performing Arts - C</p> <p>35Z Music, Drama, Dance and Performing Arts - Z</p> <p>36A Communication, Cultural and Media Studies, Library and Information Management - A</p> <p>36B Communication, Cultural and Media Studies, Library and Information Management - B</p> <p>36C Communication, Cultural and Media Studies, Library and Information Management - C</p> <p>36Z Communication, Cultural and Media Studies, Library and Information Management - Z</p>
Notes	<p>The configuration of REF units of assessment for staff is explained in Units of assessment and recruitment of expert panels.</p> <p>The first two characters are the Unit of Assessment the member of staff was associated with in the 2014 Research Excellence Framework (REF). The final character is the letter denoting the multiple submission the member of staff was associated with or 'Z' where a multiple submission was not made.</p> <p>Valid entry patterns are: 01 - 36 followed by a letter A, B, C or Z.</p> <p>This field is not required for 2012/13.</p> <p>Any queries on this field should be addressed to info@ref.ac.uk.</p>
Business rules	<p>1 Warning Person.REFUOA2014 should not exist where all Contract.ACEMPFUN not equal to 2 or 3</p> <p>2 Error Person.REFUOA2014 must not exist where any Contract.ACEMPFUN = 2 or 3 and Person.RESAST = 1</p>
Reason Required	To support the Research Excellence Framework (REF)
Part Of	Person

Field Length	3
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: REFUOA2014 Data type: REFUOA2014CodeContentType
Based On	New field
Owner	HEFCE
Version	1.5
Date modified	2013-06-28
Change management notes	Valid entries expanded to include a pattern of 01 - 36 followed by a letter A, B, C or Z. This follows guidance from the Research Excellence Framework (REF).

Regulatory body

Type	field
Short Name	REGBODY
Description	This field records the regulatory body for staff working in health and social care professions regulated by a statutory health or social care regulatory body
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff where any Contract.ACEMPFUN is coded 1, 2, or 3 and Contract.TERMS is 1 or 2 and Activity.CCENTRE is 101, 102, 103, 104, 105, 106, 107, 108, 109, 112, 127 or 131.
Valid Entries and Labels	<p>01 General Medical Council (GMC)</p> <p>02 General Dental Council (GDC)</p> <p>03 General Optical Council (GOC)</p> <p>05 The Pharmaceutical Society of Northern Ireland (PSNI)</p> <p>06 The Nursing and Midwifery Council (NMC)</p> <p>07 Health and Care Professions Council (HCPC): excluding social workers in England</p> <p>08 Health and Care Professions Council (HCPC): social workers in England</p> <p>09 Scottish Social Services Council (SSSC)</p> <p>10 Care Council for Wales (CCW)</p> <p>11 Northern Ireland Social Care Council (NISCC)</p> <p>12 General Osteopathic Council (GOsC)</p> <p>13 General Chiropractic Council (GCC)</p> <p>14 Royal College of Veterinary Surgeons (RCVS)</p> <p>15 General Pharmaceutical Council (GPhC)</p>
Notes	<p>Higher education institutions (HEIs) can complete this field for staff who, although registered to practise with a statutory health and social care regulatory body, do not hold a clinical contract.</p> <p>The Health Professions Council (HPC) replaced the General Social Care Council (GSCC) as the regulator for the social work profession on 31 July 2012. The Health Professions Council (HPC) has been renamed the Health and Care Professions Council (HCPC) to reflect this new remit.</p> <p>To facilitate the regulation of social workers in England, it is necessary to identify those whose regulatory body is the Health and Care Professions Council (HCPC) for that purpose. To that end, a separate valid entry exists to continue the collection of data at a disaggregated level.</p> <p>Valid entry 08 'Health and Care Professions Council (HCPC): social workers in England' should continue to be used for staff members who would formerly have been coded 08 'General Social Care Council (GSCC)'. Likewise, staff members which would previously have been coded as 07 should continue to use this code. The label has been changed to 'Health and Care Professions Council (HCPC): excluding social workers in England' to align with the label for code 08, and maintain the coverage of 07 as in previous years.</p>
Business rules	<p>1 Error Person.REGBODY must exist where any Contract.CLINICAL = 1, 2, 3 or 4 or (any Activity.CCENTRE = 109 and Contract.ACEMPFUN = 1, 2, or 3 and Contract.TERMS = 1 or 2).</p> <p>2 Warning Person.REGBODY should only exist where there is a Contract.CLINICAL = 1, 2, 3, or 4 or there is a Contract with (any Activity.CCENTRE = 109 and Contract.ACEMPFUN = 1, 2, or 3 and Contract.TERMS = 1 or 2).</p> <p>3 Error Where there is more than one occurrence of Person.REGBODY they must</p>

	<p>4 Error not be identical. Person.REGBODY (must equal 01 or 02) where any Contract.CLINICAL = 1.</p> <p>5 Error Person.REGBODY must equal 06 where any Contract.CLINICAL = 2.</p> <p>6 Error Person.REGBODY must equal 07 where any Contract.CLINICAL = 3 .</p>
Reason Required	To identify the appropriate regulatory body for staff currently registered to practice in medical, health and social care professions
Part Of	Person
Field Length	2
Minimum Occurrences	0
Maximum Occurrences	2
Schema Components	Element: REGBODY Data type: REGBODYCodeContentType
Based On	C11025 REGBODY
Owner	HESA
Version	1.2
Date modified	2013-08-08
Change management notes	Business rule 2 has been changed from an error to a warning.

Religion or belief

Type	field																																			
Short Name	RELBLF																																			
Description	This field records the religious belief of the member of staff, on the basis of their own self-assessment																																			
Applicable to	England Northern Ireland Scotland Wales																																			
Coverage	All staff (Optional)																																			
Valid Entries and Labels	<p>01 No religion 02 Buddhist 03 Christian 04 Christian - Church of Scotland 05 Christian - Roman Catholic 06 Christian - Presbyterian Church in Ireland 07 Christian - Church of Ireland 08 Christian - Methodist Church in Ireland 09 Christian - Other denomination 10 Hindu 11 Jewish 12 Muslim 13 Sikh 14 Spiritual 80 Any other religion or belief 98 Information refused</p>																																			
Notes	<p>Religion or belief is recorded on the basis of the member of staff's own self-assessment.</p> <p>Suggested questions are those used in the 2011 census.</p> <p>England and Wales: What is your religion?</p> <p>Scotland: What religion, religious body, or denomination do you belong to?</p> <p>Northern Ireland: What religion, religious denomination or body do you belong to?</p> <p>The phrase 'Prefer not to say' can be used when collecting the data.</p> <p>Coverage of HESA 2012/13 coding frame is shown in the following table.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">HESA 2012/13 coding frame for institutions in:</th> <th style="text-align: center;">E</th> <th style="text-align: center;">S</th> <th style="text-align: center;">W</th> <th style="text-align: center;">NI</th> </tr> </thead> <tbody> <tr> <td>01 No religion</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> </tr> <tr> <td>02 Buddhist</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> </tr> <tr> <td>03 Christian</td> <td style="text-align: center;">Y</td> <td></td> <td style="text-align: center;">Y</td> <td></td> </tr> <tr> <td>04 Christian - Church of Scotland</td> <td></td> <td style="text-align: center;">Y</td> <td></td> <td></td> </tr> <tr> <td>05 Christian - Roman Catholic</td> <td></td> <td style="text-align: center;">Y</td> <td></td> <td style="text-align: center;">Y</td> </tr> <tr> <td>06 Christian - Presbyterian Church in Ireland</td> <td></td> <td></td> <td></td> <td style="text-align: center;">Y</td> </tr> </tbody> </table>	HESA 2012/13 coding frame for institutions in:	E	S	W	NI	01 No religion	Y	Y	Y	Y	02 Buddhist	Y	Y	Y	Y	03 Christian	Y		Y		04 Christian - Church of Scotland		Y			05 Christian - Roman Catholic		Y		Y	06 Christian - Presbyterian Church in Ireland				Y
HESA 2012/13 coding frame for institutions in:	E	S	W	NI																																
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06 Christian - Presbyterian Church in Ireland				Y																																

	<table border="1"> <tr> <td>07 Christian - Church of Ireland</td> <td></td> <td></td> <td></td> <td>Y</td> </tr> <tr> <td>08 Christian - Methodist Church in Ireland</td> <td></td> <td></td> <td></td> <td>Y</td> </tr> <tr> <td>09 Christian - Other denomination</td> <td></td> <td>Y</td> <td></td> <td>Y</td> </tr> <tr> <td>10 Hindu</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> <tr> <td>11 Jewish</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> <tr> <td>12 Muslim</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> <tr> <td>13 Sikh</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> <tr> <td>14 Spiritual</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> <tr> <td>80 Any other religion or belief</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> <tr> <td>98 Prefer not to say/Information refused</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> </table> <p>The Equality Challenge Unit (ECU) has recommended inclusion of code 14 'Spiritual' which was not included in the Census. This will be grouped with 'Any other religion or belief' for onward analysis. ECU define 'Spiritual' as 'Spiritual - belief in the spiritual dimension of all life, which can be experienced directly and without the assistance of conventional religion'. All other categories are consistent with the census of the applicable country.</p> <p>ECU has a number of resources relating to gathering information across the protected characteristics covered by the Equality Act 2010. These resources can be found at Equality Challenge Unit. If you have any further queries regarding equality monitoring, please email ECU at admin@ecu.ac.uk.</p>	07 Christian - Church of Ireland				Y	08 Christian - Methodist Church in Ireland				Y	09 Christian - Other denomination		Y		Y	10 Hindu	Y	Y	Y	Y	11 Jewish	Y	Y	Y	Y	12 Muslim	Y	Y	Y	Y	13 Sikh	Y	Y	Y	Y	14 Spiritual	Y	Y	Y	Y	80 Any other religion or belief	Y	Y	Y	Y	98 Prefer not to say/Information refused	Y	Y	Y	Y
07 Christian - Church of Ireland				Y																																															
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11 Jewish	Y	Y	Y	Y																																															
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13 Sikh	Y	Y	Y	Y																																															
14 Spiritual	Y	Y	Y	Y																																															
80 Any other religion or belief	Y	Y	Y	Y																																															
98 Prefer not to say/Information refused	Y	Y	Y	Y																																															
Business rules	<p>1 Error For institutions in England and Wales Person.RELBLF must not equal 04, 05, 06, 07, 08 or 09.</p> <p>2 Error For institutions in Scotland Person.RELBLF must not equal 03, 06, 07 or 08.</p> <p>3 Error For institutions in Northern Ireland Person.RELBLF must not equal 03 or 04.</p>																																																		
Reason Required	To monitor equal opportunities issues in the higher education sector and support higher education institutions (HEIs) in meeting their obligations under the Equality Act 2010																																																		
Part Of	Person																																																		
Field Length	2																																																		
Minimum Occurrences	0																																																		
Maximum Occurrences	1																																																		
Schema Components	Element: RELBLF Data type: RELBLFCodeContentType																																																		
Based On	New field																																																		
Owner	Equality Challenge Unit (ECU)																																																		
Version	1.2																																																		
Date modified	2013-04-30																																																		
Change management notes	Additional guidance added to the Notes section, clarifying the ECU definition of 'Spiritual'.																																																		

Research assistant

Type	field
Short Name	RESAST
Description	This field records whether or not the member of staff was a research assistant
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff where any (Contract.ACEMPFUN is coded 2 and Contract.TERMS is coded 1 or 2).
Valid Entries and Labels	1 Research assistant 0 Not a research assistant
Notes	<p>Research assistants are defined in the Assessment framework and guidance on submissions pages 17-21.</p> <p>Where a staff member holds more than one contract where Contract.ACEMPFUN = 2 in a reporting period, Person.RESAST should only be completed as 1 if all contracts where Contract.ACEMPFUN = 2 are Research Assistant posts.</p> <p>All staff who are selected for the 2014 REF should be coded 0 in Person.RESAST. This will apply to staff whose contracts state they are a research assistant but who nevertheless meet the criteria to be selected as category A staff.</p> <p>Worked examples</p> <p>Example 1 – All contracts where Contract.ACEMPFUN = 2 are Research Assistant posts.</p> <p>A staff member had two consecutive contracts during the reporting year, where contract 1 was coded as Contract.ACEMPFUN = 2 and was as a Research Assistant, and contract 2 was not coded Contract.ACEMPFUN = 2 and was not as a Research Assistant. Person.RESAST should be completed as 1.</p> <p>Example 2 – All contracts where Contract.ACEMPFUN = 2 are <i>not</i> Research Assistant posts.</p> <p>A staff had two consecutive contracts during the reporting year, both of which were coded as Contract.ACEMPFUN = 2. Contract 1 was not as a Research Assistant and contract 2 was not as a Research Assistant. Person.RESAST should be completed as 0.</p> <p>Any queries on this field should be addressed to info@ref.ac.uk.</p>
Business rules	<p>1 Error Person.RESAST must exist where any Contract.ACEMPFUN = 2 and Contract.TERMS = 1 or 2.</p> <p>2 Error Person.RESAST must not exist where all Contract.ACEMPFUN not equal to 2.</p> <p>3 Error Person.RESAST must not exist where all Contract.TERMS = 3.</p>
Reason Required	To support the Research Excellence Framework (REF)

Part Of	Person
Field Length	1
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: RESAST Data type: RESASTCodeContentType
Based On	New field
Owner	HEFCE
Version	1.3
Date modified	2012-11-13
Change management notes	Guidance updated to clarify the treatment of staff who are selected for the 2014 REF in this field.

Sexual orientation

Type	field
Short Name	SEXORT
Description	This field records the sexual orientation of the member of staff, on the basis of their own self-assessment
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff (Optional)
Valid Entries and Labels	01 Bisexual 02 Gay man 03 Gay woman/lesbian 04 Heterosexual 05 Other 98 Information refused
Notes	Sexual orientation is recorded on the basis of the member of staff's own self-assessment. Suggested question (recommended by Stonewall): What is your sexual orientation? The Equality Challenge Unit (ECU) has a number of resources relating to gathering information across the protected characteristics covered by the Equality Act 2010. These resources can be found at Equality Challenge Unit . If you have any further queries regarding equality monitoring, please email ECU at admin@ecu.ac.uk
Reason Required	To monitor equal opportunities issues in the higher education sector and support higher education institutions (HEIs) in meeting their obligations under the Equality Act 2010
Part Of	Person
Field Length	2
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: SEXORT Data type: SEXORTCodeContentType
Based On	New field
Owner	Equality Challenge Unit (ECU)
Version	1.0

Staff identifier

Type	field
Short Name	STAFFID
Description	This field records a unique code allocated to staff when they are first entered onto the HESA Staff record. The code remains with the member of staff for the whole of their career within higher education
Applicable to	England Northern Ireland Scotland Wales
Coverage	All staff
Notes	<p>The combination of Person.STAFFID and Contract.CONTID field must be unique within a higher education institution's (HEI's) submission.</p> <p>This identifier is the key to the whole return as it enables record linking and tracking.</p> <p>HESA does not yet require staff names. HEIs, however, must keep a record of these in order to cross-reference to the unique Staff identifiers.</p> <p>The value of the HESA Staff record to statutory customers is greatly increased where it is possible to track staff movements between institutions. Institutions are reminded that for staff with activity codes in SOC2010 Major Groups 1, 2, and 3, where staff have previously been employed at a UK HEI they should seek the Staff identifier from that institution.</p> <p>The Staff Identifier Directory is provided to staff and Staff identifier contacts at all institutions to facilitate contact between institutions. It is particularly important for Staff identifier contacts to be kept up to date, in order for HESA to provide institutions with a functional Staff Identifier Directory. Liaison contact updates are currently being sought from institutions. Please ensure that the details held for your institution are correct and current. Even after confirmation, please advise HESA promptly of any changes to contact arrangements that may arise during the year.</p> <p>There is a desire amongst many users of the Staff record to be able to better understand careers within the HE sector, most specifically academic careers. In order to do this it is necessary to be able to track staff across years. Whilst the HESA staff identifier works well for the time that an individual remains in one institution, it does not always travel when staff move around the sector. There has been much encouragement given to institutions in recent years to improve this situation, but there are still some significant gaps, limiting the analysis that can be done with the data.</p> <p>HESA is now coming under pressure to make changes to the record to allow more robust and reliable tracking. Specifically the proposals are to add names or (partial) national insurance numbers. These proposals were included in the consultation but very firmly rejected by institutions concerned about the perceived loss of anonymity and consequent impact on individuals' willingness to provide other information about themselves. It has been agreed that names will not be added to the record for 2012/13 while other options are explored. However, the pressure from data users remains and if another solution is not reached in the next few months then names will be added to the record for 2013/14. Institutions should develop their systems in the assumption that these fields will be added to the record for 2013/14. The specification of the fields will match those used for the Student.SURNAME and Student.FNAMES fields in the Student Record.</p>

Where staff return to a HEI with two STAFFIDs (one from the previous HEI and one from the reporting HEI) the ID from the HEI they are returning to should be used to retain tracking within the HEI.

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

For 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 HEI, then that identifier should be returned instead of allocating a new Staff identifier (and, ideally, where staff are 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 HESA Staff record is currently 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.

	<p>Calculation of Check Digit</p> <p>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.</p> <p>In this calculation, the character X has a value of zero.</p> <p>The weights used are:</p> <p>Digit position 1 2 3 4 5 6 7 8 9 10 11 12</p> <p>Weight 1 3 7 9 1 3 7 9 1 3 7 9</p> <p>A CheckDigit programme is available to assist institutions.</p>
<p>Examples</p>	<p>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:</p> <p>Number 0 3 1 1 4 1 1 2 3 4 5 6</p> <p>Weight 1 3 7 9 1 3 7 9 1 3 7 9</p> <p>Product 0 9 7 9 4 3 7 18 3 12 35 54</p> <p>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'.</p> <p>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:</p> <p>Number X X 1 1 4 1 1 2 3 4 5 6</p> <p>Weight 1 3 7 9 1 3 7 9 1 3 7 9</p> <p>Product 0 0 7 9 4 3 7 18 3 12 35 54</p> <p>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'.</p> <p>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.</p>

Business rules	<p>1 Error No two records can have the same Person.STAFFID</p> <p>2 Error Person.STAFFID must not contain all zeroes.</p> <p>3 Error Characters 3 to 6 of Person.STAFFID must be in the range 0000-0099 or 1001-1211 excluding 1005, 1093, 1094, 1130, 1166 and 1183.</p> <p>4 Error Character 13 of Person.STAFFID must pass the checksum test given in the coding manual</p>
Reason Required	To facilitate tracking and analyse the mobility in the higher education workforce
Part Of	Person
Field Length	13
Minimum Occurrences	1
Maximum Occurrences	1
Schema Components	Element: STAFFID Data type: STAFFIDType
Based On	C11025 STAFFID
Owner	HESA
Version	1.2
Date modified	2013-06-28
Change management notes	Additional guidance added to the Notes section, providing a link to the CheckDigit program.

