Institution profile record   2012/13

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Fields that are displayed here are sorted alphabetically by field description for ease of searching. Please note that C12041.xsd defines the order that entities and fields must be included within the xml file, which is different to this display order.

Academic cost centres

Type	entity
Short Name	AcademicCostCentres
Description	This web-form will collect the academic cost centres of the reporting institution.
Applicable to	England Northern Ireland Scotland Wales
Coverage	Compulsory for institutions in England. Optional for institutions in Scotland, Wales and Northern Ireland.
Notes	Institutions may return information on many academic cost centres, mapped to departments and (optionally) other tiers of institutional structure. All fields in this entity with the exception of AcademicCostCentres.TIER1 and AcademicCostCentres.TIER2 are compulsory for institutions in England. All fields are optional for those in Northern Ireland, Scotland and Wales.
Reason Required	To provide information on academic cost centre allocations across the sector.
Part Of	Institution
Minimum Occurrences	0
Maximum Occurrences	unbounded
Has Parts	Institutional structure tier 1 (TIER1) Institutional structure tier 2 (TIER2) Department (DEPARTMENT) Academic cost centre (ACCENTRE) Proportion of an academic cost centre from a particular department (PROPDEPT) Proportion of the department in the academic cost centre (PROPACC)
Owner	HESA
Version	1.0

Academic cost centre

Type	field
Short Name	ACCENTRE
Description	This field describes the institutional cost centres.
Applicable to	England Northern Ireland Scotland Wales
Coverage	Compulsory for institutions in England. Compulsory for all institutions in Wales, Scotland and Northern Ireland that choose to make a return. Not required for institutions in Wales, Scotland and Northern Ireland that choose not to make a return.
Valid Entries and Labels	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
Notes	For the purposes of the Institution profile record, assigning departments to academic cost centres should be done on the basis of the full-time equivalence of academic staff,

rather than that of student numbers. This is consistent with the HEFCE guidance issued to institutions in England in their previous allocation exercise.

HEFCE established five fundamental criteria for grouping departments into cost centres, which are as follows:

- Similar cost structures for teaching
- Similar cost structures for research
- Similar patterns for capital expenditure
- Academic coherence in terms of the academic disciplines of staff
- Similar rates of funding for research grants and contracts.

Cost centres should comprise groups of staff whose attributes and activities collectively satisfy all the above criteria.

It is recognised that exceptionally some members of academic staff will be allocated across multiple cost centres, and that consequently, assigning a department to a cost centre or cost centres will be based on an estimate of staff full-time equivalences across cost centres. It is emphasized, however, that the proportions of departments allocated to cost centres should sum to 100% across the record.

When taking decisions about the attribution of staff to academic cost centres, consideration should be given to the correspondence with the HESA Finance record.

It is not expected that an institution will have activity in all academic cost centres.

For those institutions in Wales, Scotland and Northern Ireland wishing to make a return of academic department to cost centre mappings, the minimum requirement for such a return is that for each mapping, the fields AcademicCostCentres.ACCENTRE, AcademicCostCentres.DEPARTMENT, AcademicCostCentres.PROPACC and AcademicCostCentres.PROPDEPT must all be returned.

Reason Required	To record cost centres.
Part Of	Academic cost centres
Field Length	3
Minimum Occurrences	1
Maximum Occurrences	1
Schema Components	Element: ACCENTRE Data type: ACCENTRECodeContentType
Owner	HESA
Version	1.2
Date modified	2013-05-31
Change management notes	Valid entry 999 'Cost centre not assignable' has been removed, as this entry is not valid in the corresponding field in the Staff record.

Department

Type	field
Short Name	DEPARTMENT
Description	The name of the department from which staff are mapped to cost centres.
Applicable to	England Northern Ireland Scotland Wales
Coverage	Compulsory for institutions in England. Compulsory for all institutions in Wales, Scotland and Northern Ireland that choose to make a return. Not required for institutions in Wales, Scotland and Northern Ireland that choose not to make a return.
Notes	This field should record the name of the department within an institution in which a staff member might normally be based. The definition of a department should be consistent with that set out in the Coverage document. Up to 200 characters may be returned. **Valid characters** The question of valid characters is significant in this field since many names include characters with accents and other diacritics that are not supported by the standard ASCII characterset. The valid characterset available for this field is consistent with HESA usage in free text fields in other records. • 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+IE00 to U+IEFF. • Schemas are built in such a way that an individual project can further restrict the set if required. 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. 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: • Basic Latin • Latin-1 • Latin Extended A • Latin Extended B • Latin Extended Additional For those institutions in Wales, Scotland and Northern Ireland wishing to make a return of academic department to cost centre mappings, the minimum requirement for such a return is that for each mapping, the fields AcademicCostCentres.ACCENTRE, AcademicCostCentres.DEPARTMENT, AcademicCostCentres.PROPACC and AcademicCostCentres.PROPDEPT must all be returned.

Reason Required	To allow institutions to return information on their organisational structure.
Part Of	Academic cost centres
Field Length	200
Minimum Occurrences	1
Maximum Occurrences	1
Schema Components	Element: DEPARTMENT Data type: TIERType
Owner	HESA
Version	1.1
Date modified	2013-02-21
Change management notes	Coverage changed from 'Compulsory for institutions in England. Optional for all institutions in Wales, Scotland and Northern Ireland' to 'Compulsory for institutions in England. Compulsory for all institutions in Wales, Scotland and Northern Ireland that choose to make a return. Not required for institutions in Wales, Scotland and Northern Ireland that choose not to make a return'. Addition of sentence to Notes, defining what constitutes a minimum return for institutions in Wales, Scotland and Northern Ireland.

Institutional structure tier 1

Type	field
Short Name	TIER1
Description	The top tier of the organisational structure.
Applicable to	England Northern Ireland Scotland Wales
Coverage	Optional for all institutions that have chosen to make a return.
Notes	This field may be used to record the name of the body in the organisational structure, sitting above AcademicCostCentres.TIER2, in which a staff member might normally be based.
	Up to 200 characters may be returned for this field.
	In order to assist institutions in contextualising their departments, two additional optional fields are provided that allow for additional organisational tiers above this level - the fields AcademicCostCentres.TIER1 and AcademicCostCentres.TIER2. The fields permit free text in the same way as AcademicCostCentres.DEPARTMENT. Institutions can use one or both of these fields as necessary: AcademicCostCentres.TIER1 should represent the organisational grouping immediately below whole-institution level. AcademicCostCentres.TIER2 should be the level sitting below AcademicCostCentres.TIER1, and AcademicCostCentres.DEPARTMENT should sit within AcademicCostCentres.TIER2. AcademicCostCentres.TIER2 should not be completed if AcademicCostCentres.TIER1 is blank. It is expected that in a large number of cases, this structure might correspond to a 'Faculty / School / Department' structure. A simple example might be as follows:
	It is recognised that not all institutions will have three tiers of organisational structure - some may have more, some fewer. Where it is useful and meaningful it is recommended that these fields are populated with appropriate values, even if these may not fully capture the nature of an institution with a complicated structure.
	Valid characters
	The question of valid characters is significant in this field since many names include characters with accents and other diacritics that are not supported by the standard ASCII characterset. The valid characterset available for this field is consistent with HESA usage in free text fields in other records.
	• 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+IE00 to U+IEFF.
	• Schemas are built in such a way that an individual project can further restrict the set if required.
	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.
	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: • Basic Latin • Latin-1 • Latin Extended A • Latin Extended B • Latin Extended Additional
Reason Required	To allow institutions to optionally return information on their organisational structure.
Part Of	Academic cost centres
Field Length	200
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: TIER1 Data type: TIERType
Owner	HESA
Version	1.1
Date modified	2013-02-21
Change management notes	Coverage changed from 'Optional for all institutions' to 'Optional for all institutions that have chosen to make a return'.

Institutional structure tier 2

Type	field
Short Name	TIER2
Description	The middle tier of the organisational structure.
Applicable to	England Northern Ireland Scotland Wales
Coverage	Optional for all institutions that have chosen to make a return.
Notes	This field may be used to record the name of the body in the organisational structure, sitting above AcademicCostCentres.DEPARTMENT, in which a staff member might normally be based. It should only be returned where AcademicCostCentres.TIER1 is also being returned. Up to 200 characters may be returned for this field. In order to assist institutions in contextualising their departments, two additional optional fields are provided that allow for additional organisational tiers above this level - the fields AcademicCostCentres.TIER1 and AcademicCostCentres.TIER2. The fields permit free text in the same way as AcademicCostCentres.DEPARTMENT. Institutions can use one or both of these fields as necessary: AcademicCostCentres.TIER1 should represent the organisational grouping immediately below whole-institution level. AcademicCostCentres.TIER2 should be the level sitting below AcademicCostCentres.TIER1, and AcademicCostCentres.DEPARTMENT should sit within AcademicCostCentres.TIER2. AcademicCostCentres.TIER2 should not be completed if AcademicCostCentres.TIER1 is blank. It is expected that in a large number of cases, this structure might correspond to a 'Faculty / School / Department' structure. A simple example might be as follows: It is recognised that not all institution will have three tiers of organisational structure - some may have more, some fewer. Where it is useful and meaningful it is recommended that these fields are populated with appropriate values, even if these may not fully capture the nature of an institution with a complicated structure. **Valid characters** The question of valid characters is significant in this field since many names include characters with accents and other diacritics that are not supported by the standard ASCII characterset. The valid characterset available for this field is consistent with HESA usage in free text fields in other records. • 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+IE00 to U+IEFF. • Schemas are built in such a way that an individual project can further restrict the set if required. 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.

	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: • Basic Latin • Latin-1 • Latin Extended A • Latin Extended B • Latin Extended Additional
Reason Required	To allow institutions to optionally return information on their organisational structure.
Part Of	Academic cost centres
Field Length	200
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: TIER2 Data type: TIERType
Owner	HESA
Version	1.1
Date modified	2013-02-21
Change management notes	Coverage changed from 'Optional for all institutions' to 'Optional for all institutions that have chosen to make a return'.

Proportion of an academic cost centre from a particular department

Type	field
Short Name	PROPDEPT
Description	This field records the proportion of an academic cost centre that is attributable to a particular department.
Applicable to	England Northern Ireland Scotland Wales
Coverage	Compulsory for institutions in England. Compulsory for all institutions in Wales, Scotland and Northern Ireland that choose to make a return. Not required for institutions in Wales, Scotland and Northern Ireland that choose not to make a return.
Notes	This field records the proportions of an academic cost centre in terms of the contributing departments, i.e. what percentage of an academic cost centre is from a given department.

Not all departments will map to one academic cost centre, and not all academic cost centres may feature staff from only one department.

For that reason, the data collected for each academic cost centre/department mapping includes:

- : the proportion of the department present in a specified academic cost centreAcademicCostCentres.PROPACC
- AcademicCostCentres.PROPDEPT: the proportion of an academic cost centre which can be said to be attributable to a particular department.

AcademicCostCentres.PROPDEPT exists to record the composition of an academic cost centre where more than one department contributes to it.

In the example below, there are two departments and two cost centres. The 'History' cost centre is comprised only of staff from the 'Department of Ancient History'. The 'Classics' cost centre, however, is populated 33.3:66.7 between the 'Department of Ancient History' and 'Department of Classical Studies':

- The 'History' cost centre to Department of Ancient History mapping has a PROPDEPT value of 100% - all of that cost centre maps to the department.
- The 'Classics' cost centre to Department of Ancient History mapping has a PROPDEPT value of 33.3%% - a third that cost centre maps to the department.
- The 'Classics' cost centre to Department of Classical Studies mapping has a PROPDEPT value of 66.7% - two thirds of that cost centre maps to the department. |

	The value in this field can be recorded to one decimal place and must be between 0 and 100. The length of this field is 5 characters, however data may be returned with or without leading zeros or the decimal place (e.g. 005.0 or 5.0 or 5). For those institutions in Wales, Scotland and Northern Ireland wishing to make a return of academic department to cost centre mappings, the minimum requirement for such a return is that for each mapping, the fields AcademicCostCentres.ACCENTRE, AcademicCostCentres.DEPARTMENT, AcademicCostCentres.PROPACC and AcademicCostCentres.PROPDEPT must all be returned.
Reason Required	To record department splits across an institution.
Part Of	Academic cost centres
Field Length	5
Minimum Occurrences	1
Maximum Occurrences	1
Schema Components	Element: PROPDEPT Data type: PERCENTType
Owner	HESA
Version	1.3
Date modified	2013-05-31
Change management notes	Text in Notes amended to remove references to XML, which are not applicable to this collection.

Proportion of the department in the academic cost centre

Type	field
Short Name	PROPACC
Description	This field records the proportion of the department in the academic cost centre.
Applicable to	England Northern Ireland Scotland Wales
Coverage	Compulsory for institutions in England. Compulsory for all institutions in Wales, Scotland and Northern Ireland that choose to make a return. Not required for institutions in Wales, Scotland and Northern Ireland that choose not to make a return.
Notes	This field records the percentage of a department that maps to an academic cost centre, i.e. what percentage of a department maps to a particular cost centre.

Not all departments will map to one academic cost centre, and not all academic cost centres may feature staff from only one department.

For that reason, the data collected for each academic cost centre/department mapping includes:

- AcademicCostCentres.PROPACC: the proportion of the department present in a specified academic cost centre
- : the proportion of a given academic cost centre which can be said to be attributable to a particular department.AcademicCostCentres.PROPDEPT

AcademicCostCentres.PROPACC exists to identify instances where departments do not map into a single cost centre.

In the example below, there are two departments and two cost centres. The 'History' cost centre is composed only of staff from the Department of Ancient History. The 'Classics' cost centre, however, is made up of staff from the Department of Ancient History and also the Department of Classical Studies on a 5:10 basis:

- The Department of Ancient History to 'History' mapping has a PROPACC value of 50% - half of that department maps to the 'History' cost centre.
- The Department of Ancient History to 'Classics' mapping has a PROPACC value of 50% - half of that department maps to the 'Classics' cost centre.
- The Department of Classical Studies to 'Classics' mapping has a PROPACC value of 100% - all of that department maps to the 'Classics' cost centre.

The value in this field can be recorded to one decimal place and must be between 0 and 100. The length of this field is 5 characters, however data may be returned with or

	without leading zeros or the decimal place (e.g. 005.0 or 5.0 or 5). For those institutions in Wales, Scotland and Northern Ireland wishing to make a return of academic department to cost centre mappings, the minimum requirement for such a return is that for each mapping, the fields AcademicCostCentres.ACCENTRE, AcademicCostCentres.DEPARTMENT, AcademicCostCentres.PROPACC and AcademicCostCentres.PROPDEPT must all be returned.
Reason Required	To record cost centre splits across an institution.
Part Of	Academic cost centres
Field Length	5
Minimum Occurrences	1
Maximum Occurrences	1
Schema Components	Element: PROPACC Data type: PERCENTType
Owner	HESA
Version	1.3
Date modified	2013-05-31
Change management notes	Text in Notes amended to remove references to XML, which are not applicable to this collection.

Campus

Type	entity
Short Name	Campus
Description	This web-form will collect the campus or campuses information of the reporting institution.
Applicable to	England Northern Ireland Scotland Wales
Coverage	All institutions.
Notes	
Reason Required	Institutions must return at least one UK-based campus in this record.
Part Of	Institution
Minimum Occurrences	1
Maximum Occurrences	unbounded
Has Parts	Campus identifier (CAMPID) Campus name (CAMPNAME) Country of campus (COUNTRY) Postcode (POSTCODE) Easting (EASTING) Northing (NORTHING)
Owner	HESA
Version	1.0

Campus identifier

Type	field
Short Name	CAMPID
Description	This field contains the institution's own campus identifiers.
Applicable to	England Northern Ireland Scotland Wales
Coverage	All institutions.
Notes	This field will collect the institution's own campus identifiers. Institutions should use 'A' for 'Main campus' or 'Entire institution', and 'B' - 'Z' or one digit (1-9) for other campuses. Lower case letters are not valid. The criteria for assessing whether a campus identifier is appropriate are as follows: • 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. An HEI that wishes separately to identify campuses may do so by using any character except for 'A'. • 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 University of London - Institutes and activities. Campus information is required for all separate locations based in the UK. In addition, campuses based overseas can also optionally be returned. There may be cases where a campus identified in the Institution profile record is returned in the Staff record but not the Student record, e.g. research sites. It is important that campus identifiers used in either of these two records are identified first in the Institution profile record. Please liaise with colleagues responsible for making these returns to ensure that details of all sites are returned in the Institution profile record.
Reason Required	To separately identify campus, and hence geographical location.
Part Of	Campus
Field Length	1
Minimum Occurrences	1
Maximum Occurrences	1
Schema Components	Element: CAMPID Data type: CAMPIDType
Owner	HESA

| Version | 1.0 |

Campus name

Type	field
Short Name	CAMPNAME
Description	This field collects the names of campuses at each institution.
Applicable to	England Northern Ireland Scotland Wales
Coverage	All institutions.
Notes	This field must contain text composed of up to 80 valid characters in length. The first character must not be a space, and must be a capital letter in the range A-Z. The CAMPNAME is determined by the institution, however the following guidance is given to ensure the validity of the name and consistency within publications. • Where institutions have a single campus (coded A), then the name should be reported as "Entire institution". • Where institutions have more than one campus, then the main site (coded A) should be reported as "Main campus". Where other campus names are used the following additional guidelines should be followed: **Valid characters** The question of valid characters is significant in this field since many names include characters with accents and other diacritics that are not supported by the standard ASCII characterset. • 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+IE00 to U+IEFF. 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. 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: • Basic Latin • Latin-1 • Latin Extended A • Latin Extended B • Latin Extended Additional
Reason Required	To enable statistics to be published about provision by location and campus, and to facilitate HESA cross-checking data quality checks with institutions.
Part Of	Campus
Field Length	80
Minimum Occurrences	1

Maximum Occurrences	1
Schema Components	Element: CAMPNAME Data type: CAMPNAMEType
Owner	HESA
Version	1.0

Country of campus

Type	field
Short Name	COUNTRY
Description	This field defines the geographical location for the campus.
Applicable to	England Northern Ireland Scotland Wales
Coverage	All institutions.
Valid Entries and Labels	XF England XI Wales XG Northern Ireland XH Scotland AF Afghanistan AX Åland Islands {Ahvenamaa} AL Albania DZ Algeria AS American Samoa AD Andorra AO Angola AI Anguilla AG Antigua and Barbuda AR Argentina AM Armenia AW Aruba AU Australia AT Austria AZ Azerbaijan BS Bahamas, The BH Bahrain BD Bangladesh BB Barbados BY Belarus BE Belgium BZ Belize BJ Benin BM Bermuda BT Bhutan BO Bolivia BQ Bonaire, Sint Eustatius and Saba BA Bosnia and Herzegovina BW Botswana BR Brazil VG British Virgin Islands [Virgin Islands, British] BN Brunei [Brunei Darussalam] BG Bulgaria BF Burkina [Burkina Faso] MM Burma [Myanmar] BI Burundi KH Cambodia CM Cameroon CA Canada IC Canary Islands CV Cape Verde KY Cayman Islands CF Central African Republic TD Chad CL Chile CN China

	CX	Christmas Island
	CC	Cocos (Keeling) Islands
	CO	Colombia
	KM	Comoros
	CG	Congo
	CD	Congo (Democratic Republic) [Congo (The Democratic Republic of the)] {formerly Zaire}
	CK	Cook Islands
	CR	Costa Rica
	HR	Croatia
	CU	Cuba
	CW	Curaçao
	XA	Cyprus (European Union)
	XB	Cyprus (Non-European Union)
	CZ	Czech Republic
	DK	Denmark
	DJ	Djibouti
	DM	Dominica
	DO	Dominican Republic
	TL	East Timor [Timor Leste]
	EC	Ecuador
	EG	Egypt
	SV	El Salvador
	GQ	Equatorial Guinea
	ER	Eritrea
	EE	Estonia
	ET	Ethiopia
	FK	Falkland Islands [Falkland Islands (Malvinas)]
	FO	Faroe Islands
	FJ	Fiji
	FI	Finland
	FR	France {includes Corsica}
	GF	French Guiana
	PF	French Polynesia
	GA	Gabon
	GM	Gambia, The
	GE	Georgia
	DE	Germany
	GH	Ghana
	GI	Gibraltar
	GR	Greece
	GL	Greenland
	GD	Grenada
	GP	Guadeloupe
	GU	Guam
	GT	Guatemala
	GG	Guernsey
	GN	Guinea
	GW	Guinea-Bissau
	GY	Guyana
	HT	Haiti
	HN	Honduras
	HK	Hong Kong (Special Administrative Region of China) [Hong Kong]
	HU	Hungary
	IS	Iceland
	IN	India
	ID	Indonesia
	IR	Iran [Iran, Islamic Republic of]
	IQ	Iraq
	IE	Ireland
	IM	Isle of Man
	IL	Israel
	IT	Italy {includes Sardinia, Sicily}
	CI	Ivory Coast [Côte D'ivoire]

JM	Jamaica	
JP	Japan	
JE	Jersey	
JO	Jordan	
KZ	Kazakhstan	
KE	Kenya	
KI	Kiribati	
KP	Korea (North) [Korea, Democratic People's Republic of]	
KR	Korea (South) [Korea, Republic of]	
QO	Kosovo	
KW	Kuwait	
KG	Kyrgyzstan	
LA	Laos [Lao People's Democratic Republic]	
LV	Latvia	
LB	Lebanon	
LS	Lesotho	
LR	Liberia	
LY	Libya [Libyan Arab Jamahiriya]	
LI	Liechtenstein	
LT	Lithuania	
LU	Luxembourg	
MO	Macao (Special Administrative Region of China) [Macao]	
MK	Macedonia [Macedonia, The Former Yugoslav Republic of]	
MG	Madagascar	
MW	Malawi	
MY	Malaysia	
MV	Maldives	
ML	Mali	
MT	Malta	
MH	Marshall Islands	
MQ	Martinique	
MR	Mauritania	
MU	Mauritius	
YT	Mayotte	
MX	Mexico	
FM	Micronesia [Micronesia, Federated States of]	
MD	Moldova [Moldova, Republic of]	
MC	Monaco	
MN	Mongolia	
ME	Montenegro	
MS	Montserrat	
MA	Morocco	
MZ	Mozambique	
NA	Namibia	
NR	Nauru	
NP	Nepal	
NL	Netherlands	
NC	New Caledonia	
NZ	New Zealand	
NI	Nicaragua	
NE	Niger	
NG	Nigeria	
NU	Niue	
NF	Norfolk Island	
MP	Northern Mariana Islands	
NO	Norway	
PS	Occupied Palestinian Territories [Palestine, State of] {formerly West Bank (including East Jerusalem) and Gaza Strip}	
OM	Oman	
PK	Pakistan	
PW	Palau	
PA	Panama	
PG	Papua New Guinea	
PY	Paraguay	

	PE	Peru
	PH	Philippines
	PN	Pitcairn, Henderson, Ducie and Oeno Islands [Pitcairn]
	PL	Poland
	PT	Portugal {includes Madeira, Azores}
	PR	Puerto Rico
	QA	Qatar
	RE	Réunion
	RO	Romania
	RU	Russia [Russian Federation]
	RW	Rwanda
	WS	Samoa
	SM	San Marino
	ST	Sao Tome and Principe
	SA	Saudi Arabia
	SN	Senegal
	RS	Serbia
	SC	Seychelles
	SL	Sierra Leone
	SG	Singapore
	SX	Sint Maarten (Dutch part)
	SK	Slovakia
	SI	Slovenia
	SB	Solomon Islands
	SO	Somalia
	ZA	South Africa
	GS	South Georgia and The South Sandwich Islands
	SS	South Sudan
	ES	Spain {includes Ceuta, Melilla}
	LK	Sri Lanka
	BL	St Barthélemy
	SH	St Helena, Ascension and Tristan da Cunha
	KN	St Kitts and Nevis
	LC	St Lucia
	MF	St Martin (French Part) [St Martin]
	PM	St Pierre and Miquelon
	VC	St Vincent and The Grenadines
	SD	Sudan
	SR	Surinam [Suriname]
	SJ	Svalbard and Jan Mayen
	SZ	Swaziland
	SE	Sweden
	CH	Switzerland
	SY	Syria [Syrian Arab Republic]
	TW	Taiwan [Taiwan, Province Of China]
	TJ	Tajikistan
	TZ	Tanzania [Tanzania, United Republic of]
	TH	Thailand
	TG	Togo
	TK	Tokelau
	TO	Tonga
	TT	Trinidad and Tobago
	TN	Tunisia
	TR	Turkey
	TM	Turkmenistan
	TC	Turks and Caicos Islands
	TV	Tuvalu
	UG	Uganda
	UA	Ukraine
	AE	United Arab Emirates
	US	United States
	VI	United States Virgin Islands [Virgin Islands, U. S.]
	UY	Uruguay
	UZ	Uzbekistan

	VU Vanuatu VA Vatican City [Holy See (Vatican City State)] VE Venezuela VN Vietnam [Viet Nam] WF Wallis and Futuna XL Channel Islands not otherwise specified EH Western Sahara YE Yemen ZM Zambia ZW Zimbabwe
Notes	Country of campus describes the location within the UK, or overseas, in which a campus is physically located. Overseas campuses, where returned, should be coded to the appropriate country code. The coding frame is the same as that used in the HESA Aggregate Offshore record for Country of activity (Provision.COUNTRY). The coding frame for this field is consistent with the Aligned Data Definitions (ADD) coding frame based on the ISO-3166-1 Alpha-2 list of country codes and adapted by the Office for National Statistics. 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}.
Reason Required	To allow for geographical analysis of provision.
Part Of	Campus
Field Length	2
Minimum Occurrences	1
Maximum Occurrences	1
Schema Components	Element: COUNTRY Data type: COUNTRYCodeContentType
Owner	HESA
Version	1.1
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.

Easting

Type	field
Short Name	EASTING
Description	This field should contain the Easting reference for the campus.
Applicable to	England Northern Ireland Scotland Wales
Coverage	All institutions.
Notes	The position of any point in Great Britain can be described by its National Grid reference. Within this framework a National Grid reference is used to state the position of any point in Britain, to any level of precision that is required. Two numbers are stated: an Easting (along the horizontal axis) and a Northing (along the vertical axis). When working with coordinates in mathematical formulae, full Easting and Northing coordinates are used. These are given in metres with respect to a false origin. Eastings can be up to 700000 and northings up to 1300000. Further information can be found at http://www.gps.gov.uk/natgrid/introduction.asp. Easting and Northing references are required for each campus. For most postcodes these fields will be auto-filled using the Office for National Statistics Postcode Directory (ONSPD) lookup that is also used to validate the full postcode. Where the postcode is a PO Box No. institutions are required to supply the Easting and Northing (x and y co-ordinates) for the location of the campus. Currently only a small number of HEIs use PO Box Nos., and so these institutions will need to use an OS map or http://www.multimap.co.uk to provide the Easting and Northing. For all other postcodes the Easting and Northing will be automatically populated. The location will be cross-checked with the location derived from the postcode. If, when compared to the previous year, a change in the postcode or, for a PO Box No., the Easting and Northing, has moved the location of the campus by more than 500 metres, the data should be amended or the change explained.
Reason Required	To determine provision by location and campus, to produce regional statistics and to analyse the geographical choices of students.
Part Of	Campus
Field Length	6
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: EASTING Data type: EASTINGType
Owner	Office for National Statistics
Version	1.0

Northing

Type	field
Short Name	NORTHING
Description	This field should contain the Northing reference for the campus.
Applicable to	England Northern Ireland Scotland Wales
Coverage	All institutions.
Notes	The position of any point in Great Britain can be described by its National Grid reference. Within this framework a National Grid reference is used to state the position of any point in Britain, to any level of precision that is required. Two numbers are stated: an Easting (along the horizontal axis) and a Northing (along the vertical axis). When working with coordinates in mathematical formulae, full Easting and Northing coordinates are used. These are given in metres with respect to a false origin. Eastings can be up to 700000 and northings up to 1300000. Further information can be found at http://www.gps.gov.uk/natgrid/introduction.asp. Easting and Northing references are required for each campus. For most postcodes these fields will be auto-filled using the Office for National Statistics Postcode Directory (ONSPD) lookup that is also used to validate the full postcode. Where the postcode is a PO Box No. institutions are required to supply the Easting and Northing (x and y co-ordinates) for the location of the campus. Currently only a small number of HEIs use PO Box Nos., and so these institutions will need to use an OS map or http://www.multimap.co.uk to provide the Easting and Northing. For all other postcodes the Easting and Northing will be automatically populated. The location will be cross-checked with the location derived from the postcode. If, when compared to the previous year, a change in the postcode or, for a PO Box No., the Easting and Northing, has moved the location of the campus by more than 500 metres, the data should be amended or the change explained.
Reason Required	To determine provision by location and campus, to produce regional statistics and to analyse the geographical choices of students.
Part Of	Campus
Field Length	7
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: NORTHING Data type: NORTHINGType
Owner	Office for National Statistics
Version	1.0

Postcode

Type	field
Short Name	POSTCODE
Description	This field identifies the postcode associated with the physical location of each of the campuses located in England, Wales, Scotland and Northern Ireland.
Applicable to	England Northern Ireland Scotland Wales
Coverage	This field must be submitted for all campuses where country = XF, XI, XG, XH
Notes	This item must contain a combination of numbers, letters or spaces, which form a valid full postcode. All postcodes are validated against valid postcodes, using the Office for National Statistics Postcode Directory (ONSPD). The postcode should be that of the physical location of the campus. It is not necessarily the postcode of the correspondence address of the campus. Postcodes are required for all campuses located in England, Wales, Scotland, Northern Ireland, Channel Islands or Isle of Man. Information about postcodes and postcodes for known addresses can be obtained from Postcodes Online at http://www.royalmail.com/postcode-finder.
Examples	A typical postcode such as GL50 3DA would be coded with a blank in the fifth character position. A postcode such as B1 6SR would have a blank in position 3. The part of the postcode before the space is known as the outward part of the postcode and can be 2, 3 or 4 characters long. The part of the postcode after the space is known as the inward part of the postcode and is a fixed length of 3 characters. The space between the outward and inward parts of the postcode must always be shown as part of the postcode. There is further guidance on valid postcode formats at: The cabinet office. The business rule structure validation is slightly less strict than that described in UK Government Data Standards Catalogue, as not all parsers will support the full GDSC definition.
Reason Required	To determine provision by location and campus and to produce regional statistics.
Part Of	Campus
Field Length	8
Minimum Occurrences	0
Maximum Occurrences	1
Schema Components	Element: POSTCODE Data type: POSTCODEType
Owner	BS7666
Version	1.1
Date modified	2013-04-30
Change management notes	Additional guidance added to Notes, clarifying that postcodes are validated against the Office for National Statistics Postcode Directory.

Institution

Type	entity
Short Name	Institution
Description	These elements describe the reporting institution
Applicable to	England Northern Ireland Scotland Wales
Coverage	Every submission must include a single Institution element
Notes	
Reason Required	In addition to the data contained on the web-forms relating to campuses and cost centres, the Institution profile record will also require the collection of attributes that define the submitting institution.
Part Of	
Minimum Occurrences	1
Maximum Occurrences	1
Has Parts	Campus Academic cost centres
Owner	HESA
Version	1.0