

UCAS & HESA GLOSSARY FOR UNISTATS COURSE MANAGEMENT

UCAS

- > **Collection Tool** – UCAS online database used to maintain provider and course information (formerly called Course Collect)
- > **UCAS courses download report** – all course details downloaded into a csv file, including the UCASCourseID and UCASProgID codes required by HESA for Unistats

HESA

- > **Data Collection System** – providers use this to send their data to HESA
- > **HESA Identity System (IDS)** – governs access to the Data Collection system via assignment of the appropriate role e.g., KIS Submitter role allows access to submit data via the Data Collection System
- > **UCAS report** – displays the latest list of UCASCourseID and UCASProgID pairs provided daily to HESA by UCAS
- > **ProgID and CourseID** – the critical paired course data fields required for the Unistats submission
- > **Checkdoc/Check documentation** – excel spreadsheet containing a summary of provider's course data
- > **Checkdoc 1** includes a summary of the provider's input data
- > **Checkdoc 2** includes a summary of the course data alongside NSS, Graduate Outcomes, LEO and student data
- > **HESA Course List Report** – displays the provider's courses for the last three years of student data that are eligible for inclusion in the Unistats return

HESA

UCAS

- > **Coding manual** – key technical documents on a webpage for each HESA collection, containing the data collection schedule, data specifications and submission formats
- > **Record Contact** – member of staff at the provider who is the first point of communication for a collection. The role is administered by HESA and the role-holder is responsible for overseeing the provider’s data submission, ensuring that deadlines are met and for managing colleagues’ roles in the HESA Identity System

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HESA

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