

# UCAS & HESA UNISTATS PROCESS FOR PROVIDERS C23061 2023/24

## HESA 24 APRIL – 26 MAY 2023

- ▶ During the HESA Identity System (IDS) Grantable Roles Review, providers confirm their roles set up in IDS
- ▶ To successfully complete the review, Unistats record contacts at providers must approve or revoke their colleagues' roles which they are responsible for in IDS
- ▶ <https://www.hesa.ac.uk/support/user-guides/ids-guide/rolereview>

## UCAS

- ▶ In the Collection Tool, providers make sure Undergraduate and Conservatoire courses are rolled into the 2024-25 cycle and marked as open
- ▶ <https://www.ucas.com/file/225781/download?token=uS5eIB9i>

## UCAS

- ▶ From the Course Management section of the Collection Tool, providers download the Unistats report for 2024
- ▶ Use the UCASProgId and UCASCourseId found in columns D & E of the downloaded Unistats report

## HESA BY THE 'VALID DATA SUBMISSION DEADLINE'

- ▶ Log into IDS and go to the Data Collection System. Select C23061
- ▶ Add the UCAS ProgId and UCAS CourseId from the UCAS Unistats report for 2024 into the XML file in the UCASPROGID and UCASCOURSEID fields
- ▶ 'Send data' to upload the XML file to the Data Collection System
- ▶ <https://www.hesa.ac.uk/collection/c23061/support-guides>

## CONTACT DETAILS

▶ **liaison@hesa.ac.uk**

+44 (0) 1242 388 531

▶ **coursesdata@ucas.ac.uk**

+44 (0) 1242 544 864

Monday – Friday 08:30 – 17:00

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