

HOW TO OBTAIN A SWITCH

When errors are triggered in the Data Collection system, but the data has been checked and is genuine, you need to request a switch. This is because your file will not pass the validation requirements of the collection deadlines if there are any remaining errors.

Please email your switch request to Liaison, stating which rule is causing the error to be triggered and for how many records, together with an explanation as to why the data is genuine.

This will then be forwarded to your funding council/regulator for them to review. They may agree the switch, ask for more information or state how they wish the data to be returned so that an error is no longer triggered.

This request should be sent well in advance of any deadline, to allow sufficient time for a decision to be made.

When a switch has been agreed, it will be applied to your data for the count specified and the data will be reprocessed. This will resolve the error.

If the count increases, the rule will be triggered again, and you will need to request that the count on the switch be increased. This will be forwarded to your funding council/regulator for approval.

If you have any questions or feedback, please contact us.

Kind regards,
Liaison team

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