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95021: Record type indicator

Field Information

Number:	001
Name:	Record type indicator
Abbreviation:	RECID
Length:	5
Status:	Compulsory.
Description:	The Record type indicator is for HESA's internal use to identify the type of record being sent. All returns for the individual staff record for 1995-96 should be coded 95021.
Notes:	
Reason Required:	For HESA's operational purposes.

Valid Entries

- 95011 Combined student/course record.
- 95012 Student record.
- 95013 Module record.
- 95014 Aggregate record of non-credit-bearing courses.
- 95016 First destination supplement.
- 95017 Trainee teacher information supplement (Scotland)
- 95021 Staff individualised record.
- 95022 Staff aggregate record.
- 95023 Staff load record.
- 95031 Finance statistics return.
- 95111 Students on low credit-bearing courses - English and Welsh institutions only (Combined record).
- 95112 Students on low credit-bearing courses - English and Welsh institutions only (Student record).
- 95113 Students on low credit-bearing courses - English and Welsh institutions only (Module record).
- 95211 Reduced FE record - English and Welsh institutions only (Combined record).
- 95212 Reduced FE record - English and Welsh institutions only (Student record).
- 95213 Reduced FE record - English and Welsh institutions only (Module record).
- 95311 Visiting and exchange students (Combined record).
- 95312 Visiting and Exchange Students (Student Record).
- 95411 Dormant Students (Combined Record).
- 95412 Dormant Students (Student Record).
- 95511 Late return of results information (Combined record).
- 95512 Late return of results information (Student record).

95021: HESA institution identifier

Field Information

Number:	002
Name:	HESA institution identifier
Abbreviation:	INSTID
Length:	4
Status:	Compulsory.
Description:	The institution identifier of the reporting institution. The institution is identified by two fields, field 2, HESA institution identifier (a four digit number relating to the institution) and field 3, Campus identifier , a single alphanumeric character. The Campus identifier character 'A' will be designated the default for the whole institution.
Notes:	
Example:	0053 The University of Central Lancashire
Reason Required:	To provide separate figures for each institution.

Valid Entries

0001 The Open University
0002 Cranfield University
0003 Royal College of Art
0004 The College of Guidance Studies
0006 Institute of Advanced Nursing Education
0007 Bishop Grosseteste College
0008 Bretton Hall College of HE
0009 Buckinghamshire College of HE
0010 Central School of Speech and Drama
0011 Chester College of HE
0012 Canterbury Christ Church College of HE
0013 The College of Ripon and York St John, North Yorkshire
0014 College of St Mark and St John
0015 Dartington College of Arts
0016 Edge Hill College of HE
0017 Falmouth College of Art
0018 Harper Adams Agricultural College
0019 Homerton College
0020 Kent Institute of Art and Design
0021 King Alfred's College
0022 La Sainte Union College of HE
0023 Liverpool Institute of HE
0024 The London Institute
0025 Loughborough College of Art and Design
0026 University of Luton

0027 Nene College
0028 Newman College
0029 North Riding College
0030 Ravensbourne College of Design and Communication
0031 Roehampton Institute of HE
0032 Rose Bruford College of Speech and Drama
0033 Royal Academy of Music
0034 Royal College of Music
0035 Royal Northern College of Music
0036 Salford College of Technology
0037 Southampton Institute of HE
0038 St Martin's College
0039 St Mary's College
0040 Trinity and All Saints College
0041 Trinity College of Music
0042 Westminster College
0043 West London Institute of Higher Education
0044 The Surrey Institute of Art and Design
0045 Winchester School of Art
0046 Worcester College of HE
0047 Anglia Polytechnic University
0048 Bath College of HE
0049 Bolton Institute of HE
0050 Bournemouth University
0051 The University of Brighton
0052 The University of Central England in Birmingham
0053 The University of Central Lancashire
0054 Cheltenham and Gloucester College of HE
0055 London Guildhall University
0056 Coventry University
0057 University of Derby
0058 The University of East London
0059 The University of Greenwich
0060 The University of Hertfordshire
0061 The University of Huddersfield
0062 The University of Humberside
0063 Kingston University
0064 Leeds Metropolitan University
0065 Liverpool John Moores University
0066 Manchester Metropolitan University
0067 Middlesex University
0068 De Montfort University
0069 The University of Northumbria at Newcastle
0070 The University of North London

0071 Nottingham Trent University
0072 Oxford Brookes University
0073 The University of Plymouth
0074 The University of Portsmouth
0075 Sheffield Hallam University
0076 South Bank University
0077 Staffordshire University
0078 The University of Sunderland
0079 The University of Teesside
0080 Thames Valley University
0081 The University of the West of England, Bristol
0082 Chichester Institute of Higher Education
0083 The University of Westminster
0084 Wimbledon School of Art
0085 The University of Wolverhampton
0086 Gwent College of Higher Education
0087 The North-East Wales Institute of Higher Education
0088 Coleg Normal
0089 Cardiff Institute of Higher Education
0090 University of Glamorgan
0091 Swansea Institute of Higher Education
0092 Trinity College, Carmathen
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 (Incorporating the Scottish Centre for Physical Education, Movement and Leisure Studies)
0099 Northern College of Education
0100 Queen Margaret College
0101 Royal Scottish Academy of Music and Drama
0102 St Andrew's College of Education
0103 The Scottish College of Textiles
0104 The Robert Gordon University
0105 University of Paisley
0106 Glasgow Caledonian University
0107 Napier University
0108 The University of Aston in Birmingham
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 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 University of Kent at Canterbury
0123 The University of Lancaster
0124 The University of Leeds
0125 The University of Leicester
0126 The University of Liverpool
0127 Birkbeck College
0128 The British Postgraduate Medical Federation
0129 Charing Cross & Westminster Medical School
0131 Goldsmiths College
0132 Imperial College of Science, Technology & Medicine
0133 Institute of Education, University of London
0134 King's College London
0135 London Business School
0136 The London Hospital Medical College
0137 The London School of Economics and Political Science
0138 The 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 The Medical College of St. Bartholemews Hospital in the City of London
0145 St George's Hospital Medical School
0146 The School of Oriental and African Studies
0147 The School of Pharmacy, University of London
0148 United Medical and Dental Schools of Guy's and St Thomas's Hospitals
0149 University College London
0150 Wye College
0151 London University - Senate institutes
0152 The Loughborough University of Technology
0153 The Victoria 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 & 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 (incorporating Duncan Jordanstone College of Art)
0173 The University of St Andrews
0174 The University of Stirling
0175 Scottish Agricultural College
0176 St David's University College
0177 The University College of Wales, Aberystwyth
0178 University College of North Wales, Bangor
0179 University of Wales College of Cardiff
0180 University College of Swansea
0181 University of Wales College of Medicine
0182 Welsh College of Music and Drama
0184 The Queen's University of Belfast
0185 The University of Ulster
0186 University of Wales, Registry
0187 Westhill College
0188 Institute of Cancer Research
0189 Writtle College
0190 Norwich School of Art and Design
0191 Northern School of Contemporary Dance
2001 Institute of Psychiatry

95021: Campus identifier

Field Information

Number: 003

Name: Campus identifier

Abbreviation: CAMPID

Length: 1

Status: Compulsory.

Description: The Campus identifier is the second part of the institution identifier: please also see the description of field 2, [HESA institution identifier](#).

Although this field is compulsory, in the majority of cases, it will default to the generic value 'A' indicating the entire institution. The Funding Councils do not require that different campuses of an institution be separated in the statistical returns.

An institution which wishes separately to identify campuses may do so by using any alphanumeric character except for 'A' in field 3. Institutions which decide so to do are asked to inform Alison Berry at HESA.

Notes: It is recognised that because of the flexibility of study patterns adopted by some institutions, it will be impossible to say categorically that some students are assigned to a particular campus. As a general rule of thumb, we suggest that a distinct Campus identifier should not be so allocated if it falls within the same county or L.E.A. boundary.

Codes other than 'A' can be used only where an institution has agreed with HESA distinct valid codes for separate campuses, and a student can be associated with a single site.

For the purposes of this field, a campus is not necessarily a physical site, but may be an administrative location.

Example: .

Reason: To provide separate figures for each campus.

Required: To facilitate the derivation of geographic patterns of study.

Valid Entries

A one character alphanumeric code.

95021: Staff identifier

Field Information

Number: 004

Name: Staff identifier

Abbreviation: STAFFID

Length: 13

Status: Compulsory.

Description: The Staff identifier is a unique number allocated to a staff member when they are first entered onto the staff return and stays with them for the whole of their academic career.

This identifier is the key to the whole return as it enables record linking and tracking.

The structure of the HESA staff identifier is as follows :

First 2 digits:

Year of entry into institution (last 2 digits of calendar year).

Next 4 digits:

Institution identifier from HESA record (as in field 2, [HESA institution identifier](#)), **PLUS 1000** (e.g. if the institution identifier is 0134, the digits in the staff identifier are 1134).

Next 6 digits:

6 digit reference number internally allocated by institution.

Last digit:

Check digit.

Notes: HESA does not require staff names. Institutions, however, must keep a record of these to cross-reference to the unique HESA staff identifiers.

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. This includes previous academic-related members of staff who received a USR number. If a member of staff has been out of the sector for a while, 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 number. It is acknowledged that there is effort involved in trying to trace employees' identifiers and suggest it is reasonable to limit tracing identifiers to those who left their own or another institution within the last 5 years. The emphasis is on the need to retain the same staff identifier in future in order to be able track future movements.

Institutions returning multiple contractual appointments for a single member of staff must use the same staff identifier in each record.

If a member of staff has already been allocated a HESA Staff identifier by a previous institution, then the whole of that number should be returned instead of allocating a new number (and, ideally, where a member of staff is

employed by two institutions concurrently, then the same staff identifier should be used by both institutions. It is recognised that this may not always be practicable). In order to accomplish this linkage, institutions will need to obtain from the previous academic employer the HESA staff identifier. As the staff record is anonymous, HESA will not be in a position to offer a central look-up service. However, in order to help inter-institution liaison, HESA will circulate staff data stream liaison contact details.

Calculation of Check Digit

The check digit is calculated using the first 12 digits, providing a means of detecting errors of transcription. To calculate the check digit, each of the first 12 digits is multiplied by a "weight" which depends on its position in the number, and the resulting products added. The check digit is then obtained by subtracting the final digit of the resulting sum from ten.

The weights used are :

Digit number 1 2 3 4 5 6
Weight 1 3 7 9 1 3

Digit number 7 8 9 10 11 12
Weight 7 9 1 3 7 9

Note: The check digit calculation method is similar to the USR method, the difference being the extension of the weighting. Due to the fact that the USR number will be returned padded with 0's at the beginning, the check digit however will remain the same in both the HESA and USR systems.

A lecturer at Royal Holloway, University of London (for which the HESA Institution identifier is 0141), starting in calendar year 1995 is allocated the internal number 123456. The check digit calculation for their reference number, 951141123456, would be calculated as:

Number 9 5 1 1 4 1
Weight 1 3 7 9 1 3
Product 9 15 7 9 4 3

Example:

Number 1 2 3 4 5 6
Weight 7 9 1 3 7 9
Product 7 18 3 12 35 54

The sum of the products is 176, the final digit being 6, so the check digit is $10 - 6 = 4$. The full identifier is therefore 9511411234564.

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.

Reason
Required:

To facilitate tracking and the analysis of mobility in the academic workforce.

Knowledge Base

Creating a Staff Identifier Institutions should note that they have to add a 1000 to their institution identifier when creating a Staff Identifier.

(Advice given to enquirers)

Staff identifier Through analysis of the 1994-95 Individualised Staff Record it has become apparent that some institutions did not add 1000 to their institution identifiers when generating a STAFFID. HESA have amended the staff identifiers and a report with the revised numbers will be sent under separate cover if there were any such cases in your institution. The revised staff identifiers must be used by institutions in the 1995-96 Individualised Staff Record.

(Guidance in Staff Circular 96/03)

Valid Entries

A 13 digit field.

95021: Date of birth

Field Information

Number:	005
Name:	Date of birth
Abbreviation:	BIRTHDTE
Length:	10
Status:	Compulsory.
Description:	This field records the date of birth of the staff member.
Notes:	It is expected that institutions will be able to give a date of birth, but in the exceptional case that date of birth is not known, a default of 99/99/9999 should be used. Age profile analysis of staff in HE.
Reason Required:	Retirement information. For purposes of record linkage.

Valid Entries

If returned in ASCII, comma delimited format valid entry patterns are: DD/MM/YYYY, DD-MM-YYYY or YYYYMMDD.

95021: Gender

Field Information

Number: 006

Name: Gender

Abbreviation: GENDER

Length: 1

Status: Compulsory.

Description:

Notes:

Reason Required: For analysis on the numbers of staff by gender.

Knowledge Base

Change of gender In cases of a member of staff who has changed their gender, HESA will accept whichever gender the institution holds for the member of staff.

(Informal Guidance)

Valid Entries

F Female.

M Male.

95021: Terms of employment

Field Information

Number: 007
Name: Terms of employment
Abbreviation: TERMS
Length: 1
Status: Compulsory.
Description: The Terms of employment field describes the type of appointment of staff.
Rolling fixed term contracts should be coded as 2, fixed-term contract.

Standard open-ended permanent contracts should be coded 1, permanent.

The fact that a member of staff is on probation is not in itself a reason for coding as temporary rather than permanent.

Holders of "multiple contracts", one of which is permanent should be coded as permanent.

Notes: "Term-time only" staff on open ended contracts should be coded as 1, permanent.

Term time only staff should be coded as permanent in field 7 'Terms of employment'; full-time in field 8 'Mode of employment' but FTE in field 11 would be an appropriate fraction e.g. 30/52ths.

It is not currently envisaged that code 9 "Other" will be used, but the code is being retained in case it is required.

This field should show the terms of employment at the return date or date of leaving if earlier.

Reason Required: To monitor the employment terms and conditions of staff.

Valid Entries

- 1 Permanent
- 2 Fixed term contract
- 3 Hourly paid/casual staff
- 9 Other

95021: Mode of employment

Field Information

Number: 008
Name: Mode of employment
Abbreviation: MOE
Length: 1
Status: Compulsory.
Description: This field describes the mode by which the member of staff is employed.
This field should indicate the normal mode of employment of the member of staff. If a member of staff has held posts involving different modes of employment in the past year, he/she should be given the code applicable at the end of the year. Staff who are absent on leave at 31 July, should be assigned their normal mode of employment.
This field should show the mode of employment at the return date or date of leaving if earlier. Part-time is anything less than full-time. Full-time for part-year should be coded as 1 'Full time'.
Term time only staff who work full-time during the term should be coded as 1 'Full-time'.

Notes: Term time only staff should be coded as permanent in field 7 'Terms of employment'; full-time in field 8 'Mode of employment' but FTE in field 11 would be an appropriate fraction e.g. 30/52ths.
Staff coded 3 'Hourly paid/casual staff' in field 7 'Terms of employment' can be coded as 2 'Part-time' in field 8 'Mode of employment'. If institutions are unable to assign casual staff to either the full-time or the part-time category, they should be coded 3. For purposes of analysis, staff coded 3 will be assumed to be part-time.
It is not currently envisaged that code 9 "Other" will be used, but the code is being retained in case it is required.

Reason: For calculation of staff numbers by mode of employment.
Required: To allow analysis of trends in employment practice.

Valid Entries

1 Full time
2 Part time
3 Hourly paid/casual staff
9 Other

95021: Primary employment function

Field Information

Number: 009
Name: Primary employment function
Abbreviation: PEMPFUN
Length: 1
Status: Compulsory.
Description: Indicates the role/categorisation of the staff member within the institution.
Code 1 applies only to staff whose contracts state that they are teaching only.

Code 2 should be used for those staff whose primary employment function is research, even though they may do a limited number of hours teaching (up to 6 hours per week or pro-rata for part-time staff).

Notes: Managers not contracted to carry out either teaching or research should not be included in the record.

Codes 2 and 3 do not carry any implications in terms of the inclusion of individual members of staff in the Research Assessment Exercises.

This field should show the primary employment function at the return date or date of leaving if earlier. Primary employment function relates to the contract of employment and not the actual work undertaken.

Reason Required: For HESA classification purposes.

Knowledge Base

Research staff. Some institutions have queried whether their research staff should be returned on the Individualised Staff Record because they do not have 'academic' contracts. The coverage of the Individualised Staff Record should include all staff primarily employed to carry out teaching and/or research irrespective of the specifics of their contract.

Code 2 'Research only' should be used for those staff whose primary employment function is research, even though they may do a limited number of hours teaching (up to 6 hours per week or pro-rata for part-time staff).

(Guidance in Staff Circular 96/03)

Valid Entries

- 1 Teaching only.
- 2 Research only.
- 3 Teaching and research.

95021: Percentage time academic

Field Information

Number: 010

Name: Percentage time academic

Abbreviation: PERACA

Length: 5

Status: Compulsory.

Description: The Percentage time academic indicates the amount of time, expressed as the % time that the member of staff spends participating in an academic role, i.e. teaching or research including the normal administrative duties undertaken by a teacher or researcher, but excluding time devoted to management or other activities which would not normally form part of the role of a teacher or researcher.

Notes: It is assumed that 'Percentage time academic' will be 100% in most cases. A reduction is expected only for a limited number of staff. Examples might be members of staff with senior management responsibilities at Head of Department level or above and clinical staff with additional NHS duties.

Notes: This is to be a nominal breakdown and should normally be rounded to the nearest 10% (010.0). A single estimated percentage for all Heads of Department would be acceptable. Where the percentage time academic varies over the period an average should be returned.

Example: A lecturer who is appointed as a Pro-Vice-Chancellor and who devotes 40% of his/her time to management activity and the remainder to teaching or research, should have 60% (060.0) returned for this field.

Example: A clinical senior lecturer who devotes 30% of his/her time to NHS activity and the remainder to teaching or research, should have 70% (070.0) returned for this field.

Reason: For analysis of academic roles.

Required: To assist with staff loadings in HEIs.

Knowledge Base

'Percentage time academic' It is assumed that 'Percentage time academic' will be 100% (100.0) in most cases. A reduction is expected only for a limited number of staff. Examples might be members of staff with senior management responsibilities at Head of Department level or above and clinical staff with additional NHS duties.

A clinical senior lecturer who devotes 30% (030.0) of his/her time to NHS activity and the remainder to teaching or research, should have 70% (070.0) returned to this field.

(Guidance in Staff Circular 96/03)

Valid Entries

A percentage in the range 025.0 to 100.0. Please see the 'Notes of Guidance' for a description of the format.

95021: Staff FTE

Field Information

Number: 011

Name: Staff FTE

Abbreviation: FTE

Length: 5

Status: Compulsory.

Description: The Staff FTE indicates the percentage of a full time equivalent year being undertaken by this staff member in the course of the full academic/financial year 1 August to 31 July.

This field relates to the total employment of the individual by the institution, not only the amount of time spent on academic duties.

Part-time staff working half-time for the whole year and full-time staff working for six months of the year only would both be shown as 050.0 in this field. A member of staff working half-time for half of the year would be shown as 025.0. In other words, field 11 is to include part-time and part-year proportions for the individual, including if necessary the product of part-time and part-year work.

This field should show the proportion of FTE for the year according to the contract of employment. This does not need to be reduced to take account of temporary arrangements such as honorary temporary appointments, secondments or maternity leave for a member of staff still eligible for inclusion in the record according to their contract of employment. This field should be reduced, however, to take account of partial years worked by members of staff joining or leaving the record during the reporting period.

Notes: Term-time only staff would show a reduction from 100.0 e.g. $30/52$ ths = 058.0.

Term time only staff should be coded as permanent in field 7 'Terms of employment'; full-time in field 8 'Mode of employment' but FTE in field 11 would be an appropriate fraction e.g. $30/52$ ths.

In any one return year, the information shown in field 11 may result in an academic FTE of less than 25% even though the staff member is eligible for inclusion in the record. Examples are:

1. Staff members previously returned to HESA who have now left. A record is required to provide leaving information.
2. Field 11 may reflect that a member of staff eligible for inclusion in the record only recently took up an appointment.
3. Field 11 may reflect that only a small part of a fixed length contract eligible for inclusion in the record fell within the return year.

Reason Required: To estimate the total size of the academic workforce.

Knowledge Base

Staff members leaving institution Staff members previously returned to HESA on the staff individualised Record who have now left the institution. A record is required to provide leaving information, eg if someone left in July 1995 and had not been classified as leaving in the 94/95 return, Field 11 'Staff FTE' should reflect the FTE for the current reporting period and so in this case the FTE will be 000.0.

Field 30 'Current salary at reference date' should show the total annual salary which they would have received had they stayed all year.

(Knowledge Base article June 1996)

Valid Entries

A percentage in the range 000.0 to 100.0. Please see the 'Notes of Guidance' for a description of the format.

95021: Primary cost centre

Field Information

Number: 012
Name: Primary cost centre
Abbreviation: CCENTRE
Length: 2
Status: Compulsory.

Description: The Primary cost centre field indicates the primary cost centre under which the member of staff will be included in aggregating staff pay for financial purposes and is taken from the classification of cost centres for all members of staff.

Primary cost centre should reflect the classification of departments to cost centres made in response to the "Allocation of Academic Departments to Cost Centres" exercise carried out by the Funding Councils (HEFCE/HEFCW/DENI Ref. Circular 36/94, SHEFC Ref. Circular 67/94.)

Notes: It is possible for academic staff to be assigned to non-academic cost centres (51 to 57). Cost Centre 54 "Central Administration and Services" should be used for those members of staff not assigned to academic cost centres and allocated as "other income generating activity" in the "Allocation of Departments to Cost Centres" return.

It is recognised that a few members of staff are appointed to more than one cost centre. In such cases, it will not be possible to show the subsidiary cost centre(s) or the proportion of effort allocated to them.

Reason Required: For analysis of the deployment of academic staff.

Valid Entries

- 01 Clinical Medicine
- 02 Clinical Dentistry
- 03 Veterinary Science
- 04 Anatomy and Physiology
- 05 Nursing and Paramedical Studies
- 06 Health and Community Studies
- 07 Psychology and Behavioural Sciences
- 08 Pharmacy
- 09 Pharmacology
- 10 Biosciences
- 11 Chemistry
- 12 Physics
- 13 Agriculture and Forestry
- 14 Earth, Marine and Environmental Sciences
- 15 General Sciences
- 16 General Engineering

17 Chemical Engineering
18 Mineral, Metallurgy and Materials Engineering
19 Civil Engineering
20 Electrical, Electronic and Computer Engineering
21 Mechanical, Aero and Production Engineering
22 Other Technologies
23 Architecture, Built Environment and Planning
24 Mathematics
25 Information Technology and Systems Sciences
26 Catering and Hospitality Management
27 Business and Management Studies
28 Geography
29 Social Studies
30 Librarianship, Communication and Media Studies
31 Language Based Studies
32 Humanities
33 Design and Creative Arts
34 Education
41 Continuing Education
51 Central Libraries and Information Services
52 Central Computers and Computer Networks
53 Other Academic Services
54 Central Administration and Services
55 Staff and Student Facilities
56 Premises
57 Residences and Catering

95021: Nationality

Field Information

Number:	013
Name:	Nationality
Abbreviation:	NATION
Length:	4
Status:	Compulsory.
Description:	<p>The Nationality field defines the country of legal nationality coded using the country codes listed. This is not necessarily the domicile.</p> <p>The coding frame for nationality is the same as that used for classifying domicile in other records. However, United Kingdom (code 2826) should be used instead of the codes for England, Wales Scotland and Northern Ireland when coding nationality. Citizens of the Channel Islands (3826) and the Isle of Man (4826) may use these codes when coding their nationality.</p>
Notes:	<p>Where a member of staff has dual nationality and one of the nationalities is UK, code as UK. Where neither of the nationalities is UK, for coding purposes preference should be given to those nationalities within the European Union.</p>
Reason Required:	To provide information about net inflows of academic staff of other nationalities.

Valid Entries

An numeric code of 4 characters, which is a valid country code.

0417 Kyrgyz Republic

0706 Somaliland

0807 Macedonia, The Former Yugoslav Republic of

1601 Aden

1601 People's Democratic Republic of Yemen

1601 Socotra

1601 South Yemen

1601 Yemen (People's Democratic Republic)

1601 Yemen (Republic of)

1601 Yemen (South)

1602 Afghanistan

1603 Albania

1604 Algeria

1605 Andorra

1606 Cabinda

1606 Portuguese West Africa

1606 West Africa (Portuguese)

1606 Angola

1607 Antigua and Barbuda

1607 Barbuda and Antigua

1608 Argentina
1609 Australia
1609 Christmas Island
1609 Cocos Islands
1609 Keeling Islands
1609 Norfolk Island
1610 Austria
1611 Bahamas
1612 Bahrain
1613 Barbados
1614 Belgium
1615 Bermuda
1616 Bhutan
1617 Bolivia
1618 Bechuanaland
1618 Botswana
1619 Brazil
1620 Brunei
1621 Bulgaria
1622 Myanmar
1622 Burma
1623 Burundi
1623 Urundi
1624 Cambodia
1624 Kampuchea
1624 Khmer Republic
1625 Cameroon
1626 Canada
1627 Central African Republic
1628 Ceylon
1628 Sri Lanka
1629 Chad
1629 Tchad
1630 Chile
1631 China (People's Republic of)
1631 Tibet
1632 Colombia
1633 Belgian Congo
1633 Congo (Democratic Republic)
1633 Zaire
1634 Congo (People's Republic)
1634 Congolese Republic Brazzaville
1635 Costa Rica
1636 Cuba

1637 Dutch Curacao
1637 St Martin (South)
1637 St Eustatius
1637 Saba
1637 Dutch West Indies
1637 Curacao (Dutch)
1637 Bonaire
1637 Aruba
1637 Antilles(Netherlands)
1637 Netherlands Antilles
1638 Cyprus
1639 Czech Republic
1639 Czechoslovakia
1640 Benin
1640 Dahomey
1641 Denmark
1642 Dominica
1643 Dominican Republic
1645 Ecuador
1645 Galapagos
1646 El Salvador
1646 Salvador
1647 Ellice Islands
1647 Tuvalu
1648 Abyssinia
1648 Ethiopia
1649 Falkland Islands
1650 Fiji
1651 Finland
1652 Formosa
1652 Taiwan
1652 China (Taiwan)
1653 Martinique
1653 France
1653 St Martin (North)
1653 St Pierre and Miquelon
1653 Reunion
1653 Miquelon (St Pierre &)
1653 Guiana (French)
1653 Guadeloupe
1653 French West Indies
1653 French Guiana
1653 French Overseas Depts (DCMS)
1654 Gabon

1655 Gambia
1655 Senegambia
1656 Germany Federal Republic of
1656 Germany
1656 Germany (Bundesrepublik)
1656 Germany (West)
1657 Germany (Democraticrepublik)
1657 Germany (East)
1658 Ghana
1658 Gold Coast
1659 Gibraltar
1660 Gilbert Islands
1660 Kiribati
1661 Corfu
1661 Crete
1661 Greece
1662 Grenada
1663 Guatemala
1664 Guinea
1664 Guinea (French)
1665 British Guiana
1665 Guiana (British)
1665 Guyana
1666 Haiti
1667 Honduras
1668 Belize
1668 British Honduras
1668 Honduras British
1669 Hong Kong
1670 Hungary
1671 Iceland
1672 India
1672 Sikkim
1673 South Borneo
1673 West Timor
1673 West Irian
1673 Timor (West)
1673 Timor (East) Portuguese
1673 Borneo South
1673 Sulawesi
1673 Portuguese Timor
1673 Molluccas
1673 Celebes
1673 Kalimantan (South Borneo)

1673 Java
1673 Irian Jaya
1673 Irian Barat
1673 Irian (West)
1673 Indonesia
1673 East Timor
1673 Maluku
1673 Sumatra
1674 Persia
1674 Iran
1675 Iraq
1676 Eire
1676 Ireland (Republic of)
1676 Irish Republic
1677 Israel
1678 Vatican City
1678 Italy
1678 Holy See
1679 Cote d'Ivoire
1679 Ivory Coast
1680 Jamaica
1681 Japan
1682 Jordan
1683 Kenya
1684 Korea
1684 Republic of Korea (South Korea)
1684 South Korea
1685 Korea North
1685 North Korea
1685 Democratic People's Republic of Korea
1686 Kuwait
1687 Lao People's Democratic Republic
1687 Laos
1688 Lebanon
1689 Leeward Islands (not otherwise specified)
1690 Basutoland
1690 Lesotho
1691 Liberia
1692 Great Socialist People's Libyan Arab Jamahiriya
1692 Libya
1692 Libyan Arab Jamahiriya, Great Socialist People's
1693 Luxembourg
1694 Macao
1695 Malagasy Republic

1695 Madagascar
1696 Malawi
1696 Nyasaland
1698 Borneo North
1698 Malaya
1698 Malaysia
1698 North Borneo
1698 Sabah
1698 Sarawak
1699 Mali
1700 Malta
1701 Mauritania
1702 Mauritius
1703 Mexico
1704 Outer Mongolia
1704 Mongolia
1705 Monserrat
1706 Morocco
1706 Sahara (West)
1706 Tangier
1706 Western Sahara
1707 East Africa (Portugese)
1707 Mozambique
1707 Portuguese East Africa
1708 Oman
1708 Muscat and Oman
1709 Nepal
1710 Holland
1710 Netherlands
1713 New Hebrides
1713 Vanuatu
1714 Cokelau
1714 Cook Islands
1714 New Zealand
1714 Niue
1714 Tokelau
1715 Nicaragua
1716 Niger
1717 Nigeria
1718 Norway
1721 Pakistan
1721 Pakistan (West)
1722 Panama
1723 New Guinea

1723 Papua New Guinea
1724 Paraguay
1725 Peru
1726 Philippines
1727 Poland
1728 Azores
1728 Madeira
1728 Portugal
1730 Puerto Rico
1731 Qatar
1732 Rhodesia Southern
1732 Southern Rhodesia
1732 Zimbabwe
1733 Romania
1733 Rumania
1734 Rwanda
1735 Ascension
1735 St Helena (incl deps)
1735 Tristan de Cunha
1736 St Kitts Nevis
1736 St. Christopher and Nevis
1737 St Lucia
1738 Grenadines
1738 St Vincent & the Grenadines
1741 Samoa Western
1741 Western Samoa
1743 Saudi Arabia
1744 Seychelles
1745 Sierra Leone
1746 Singapore
1747 Solomon Islands
1748 Somali Democratic Republic
1748 Somalia
1749 Somaliland (French)
1749 French Territory of the Afars & Issas
1749 Djibouti
1749 Afars and Issas Territory
1749 French Somaliland
1750 South Africa
1750 Walvis Bay
1751 Ceuta
1751 Melilla
1751 Canary Islands
1751 Balearic Islands

1751 Spain
1752 Sudan
1753 Dutch Guiana
1753 Guiana (Dutch)
1753 Surinam
1753 Suriname
1754 Swaziland
1755 Sweden
1756 Switzerland
1757 Syria
1757 Syrian Arab Republic
1759 Tanganyika
1759 Tanzania
1759 Zanzibar
1760 Siam
1760 Thailand
1762 Togo
1763 Trinidad & Tobago
1764 Sharjah
1764 Abu Dhabi
1764 Umm al-Qaiwan
1764 United Arab Emirates
1764 Trucial States
1764 Fujairah
1764 Ajman
1764 Dubai
1764 Ras al-Kaimah
1765 Tunisia
1766 Turkey
1767 Uganda
1768 Egypt
1768 United Arab Republic
1769 Upper Volta
1769 Burkina
1769 Burkina-Faso
1770 Uruguay
1771 USA
1771 United States
1771 Virgin Is (US)
1771 Northern Marianas, Commonwealth of
1772 CIS (Commonwealth of Independent States)
1772 USSR
1772 USSR (not otherwise specified)
1773 Venezuela

1774 Vietnam
1776 British Virgin Islands
1776 Virgin Is (British)
1777 West Indies (not otherwise specified)
1778 Windward Islands (not elsewhere specified)
1779 Yemen (North)
1779 Yemen Arab Republic
1779 North Yemen
1780 Serbia
1780 Yugoslavia
1781 North Rhodesia
1781 Rhodesia Northern
1781 Zambia
1782 Not known
1783 Stateless
1784 Tonga
1785 Senegal
1787 Bangladesh
1787 East Pakistan
1787 Pakistan (East)
1788 Cape Verde Islands
1789 Cayman Islands
1790 Equatorial Guinea
1790 Guinea (Equatorial)
1790 Guinea (Spanish)
1790 Spanish Guinea
1793 Maldive Islands
1793 Maldives
1796 Samoa (US)
1796 American Trust Territories
1796 US Trust Territories of the Pacific Islands (inc America Samoa & the Trust Territories)
1796 Trust Territories American
1796 American Samoa
1796 Guam
1796 Pacific Territories US
1796 Palau
1798 Namibia
1798 South West Africa
1799 Turks & Caicos Islands
1801 Antarctica British
1801 British Antarctica
1801 British Antarctic Territory
1802 Guinea-Bissau
1802 Portuguese Guinea

1802 Guinea (Portuguese)
1803 Sao Tome & Principe
1803 Principe (Sao Tome)
1804 Comoros
1805 Nauru
1821 French Territorial Collectives
1821 Mayotte
1822 New Caledonia
1822 Tahiti
1822 Marquesas Islands
1822 Polynesia (French)
1822 Wallis and Futuna
1822 Futuna (Wallis &)
1822 French Possessions nor elsewhere classified
1822 French Polynesia
1822 French Overseas Territories (TCMS)
1822 Antarctica French
1822 Society Islands
1822 Loyalty Islands
1823 Pitcairn Islands
1824 Anguilla
1825 Monaco
1826 San Marino
1827 Liechtenstein
1828 Greenland
1828 Faroe Islands
1829 Indian Ocean Territory (British)
1829 British Indian Ocean Territory
1829 Chagos Archipelago
1830 South Georgia & the South Sandwich Islands
1831 Estonia
1832 Latvia
1833 Lithuania
1834 Croatia
1835 Slovenia
1836 Armenia
1837 Azerbaijan
1838 Belarus
1838 Byelorussia
1839 Kazakhstan
1840 Kirgizia
1840 Kyrgyzstan
1841 Moldavia
1841 Moldova

1842 Russia
1843 Tajikistan
1844 Turkmenistan
1845 Ukraine
1846 Uzbekistan
1847 Georgia
1850 Slovakia
1851 Macedonia (Skopje)
1851 Skopje
1853 Bosnia and Herzegovina
1860 Eritrea
1861 Marshall Islands
1862 Kosrae
1862 Micronesia, (Federated States of)
1862 Ponape
1862 Truk
1862 Yap
1862 Chuuk
1862 Caroline Islands
2826 United Kingdom (excluding the Channel Islands and the Isle of Man)
3826 Channel Islands (The)
4826 Isle of Man (The)
5826 England
6826 Wales
7826 Scotland
8826 Northern Ireland

95021: Ethnicity

Field Information

Number:	014
Name:	Ethnicity
Abbreviation:	ETHNIC
Length:	2
Status:	Compulsory.
Description:	The Ethnicity field identifies the ethnic origins of staff.
Notes:	The codes listed are those used in the 1991 Census of Population and allow comparative statistics to be calculated.
Reason Required:	For monitoring levels and trends by particular groups of people.

Valid Entries

10 White
21 Black Caribbean
22 Black African
29 Black other
31 Indian
32 Pakistani
33 Bangladeshi
34 Chinese
39 Asian other
80 Other
98 Information refused

95021: Disabled

Field Information

Number:	015
Name:	Disabled
Abbreviation:	DISABLE
Length:	1
Status:	Compulsory.
Description:	The Disabled field indicates if the staff member is disabled.
Notes:	
Reason Required:	For monitoring levels and trends in employment in HE by particular groups of people.

Valid Entries

- 1 Not known to be disabled.
- 2 Disabled but not registered.
- 3 Registered disabled.
- 8 Information not provided

95021: Date entered current service in current HEI

Field Information

Number: 016

Name: Date entered current service in current HEI

Abbreviation: DATEHEI

Length: 10

Status: Compulsory.

Description: The Date entered current service in current HEI records the date at which the member of staff first entered the service of the current HEI in an academic role. For the purposes of this field, the current HEI includes all its predecessor institutions.

The reference to 'Predecessor institutions' relates to changes within the reporting institution. For example, former polytechnics and colleges which have gained university status or institutions which have merged to form the existing institution and where staff were automatically transferred from the former employer.

Notes: Service in the current HEI implies continuous service, irrespective of the number of sequential contracts which may have been issued. For members of staff on a number of sequential appointments within a return year, the date of commencement of the earliest appointment should be returned and where the member of staff appeared in the previous record then, for the purposes of the return, this field should not be updated.

"Academic role" implies a primary employment function of 'teaching' or 'research' or 'teaching and research'. No distinction is made as to whether this was above or below the record inclusion threshold of 25% FTE.

Reason Required: To track career histories of staff for employment research and profiling.

Knowledge Base

What date should be used when there has been a gap in the employment of staff on a series of short term contracts with the institution? Where the "gap" is more than a 12 month period use the most recent date.

Where the "gap" is less than a 12 months the first date of employment should be used.

(Knowledge Base article June 1996)

Valid Entries

If returned in ASCII, comma delimited format valid entry patterns are: DD/MM/YYYY, DD-MM-YYYY or YYYYMMDD.

95021: Highest academic qualification

Field Information

Number:	017
Name:	Highest academic qualification
Abbreviation:	QUALHELD
Length:	2
Status:	Compulsory.
Description:	The Highest academic qualification is used to indicate the highest academic qualification earned by the member of staff. Honorary degrees and post-doctorate degrees are to be excluded.
Notes:	<p>If a member of staff has more than one of the above academic qualifications, institutions may use their own discretion to determine which qualification is the "highest". For example, some of the qualifications classified under code 56 'Other overseas HE qualification' could be considered "higher" than those classified under code 21 'Other higher degree of UK institution'.</p> <p>It is recognised that for some staff, a professional qualification, if held, may be more important, up-to-date or relevant than their academic qualification. Field 19 will record if a member of staff holds a professional qualification.</p> <p>If field 17 'Highest academic qualification' is coded either 60 'No formal HE academic qualification' or 99 'Not known', then field 18 should be left blank.</p>
Reason Required:	To provide data about the qualifications of the HE workforce.

Knowledge Base

How should staff with 'A' Levels be classified? Where staff have an academic qualification but not a HE academic qualification this should be coded as 98 'Other' for example 'A' Levels and other non HE academic qualifications, non HE foreign qualifications..

Valid Entry 60 'No formal HE academic qualification' will read 'No formal academic qualification' and should be used for members of staff with no academic qualifications.

(Knowledge Base article June 1996)

Valid Entries

- 11 Doctorate of UK institution.
- 12 Doctorate (i.e. higher research degree) of EU institution.
- 21 Other Higher degree of UK institution.
- 22 Other Higher degree of EU institution.
- 31 Postgraduate diploma/certificate.
- 41 First degree of UK institution including Oxbridge MAs, or graduate equivalent status.
- 42 First degree of EU institution, or graduate equivalent status.
- 51 Dip HE or Diploma of a Central Institution

- 52 Certificate of Education or Diploma in Education (i.e. non-graduate initial teacher training qualification)
- 53 HND/HNC
- 54 Other UK HE academic qualification.
- 55 Other EU HE qualification.
- 56 Other Overseas HE qualification.
- 60 No formal HE academic qualification.
- 98 Other.
- 99 Not known.

95021: Academic discipline

Field Information

Number:	018
Name:	Academic discipline
Abbreviation:	ACCDIS
Length:	6
Status:	Compulsory, unless code 60 or 99 returned in Field 17.
Description:	<p>The Academic discipline records the discipline of the highest academic qualification of the member of staff, indicated by field 17, Highest academic qualification earned.</p> <p>The code registered here is the academic discipline relating to that staff member's academic qualification, not necessarily the academic subject in which that staff member is currently teaching or researching.</p> <p>If field 17 'Highest academic qualification' is coded either 60 'No formal HE academic qualification' or 99 'Not known', then field 18 should be left blank.</p>
Notes:	<p>Teacher training qualifications should be given an X1 prefix and then coded according to the subject(s) that the member of staff is qualified to teach e.g. X1F1 (Teacher training with Chemistry). Teacher training qualifications at primary level should be coded X1X3.</p> <p>Although the field allows for upto 6 characters, institutions may in 1995-96 return the academic discipline at the 2 character level only. If the field content is below six characters, the field should be left justified, with trailing spaces.</p>
Reason Required:	To provide data about the development of staff qualified in particular subject areas.

Knowledge Base

Academic discipline - two equivalent qualifications If someone has two equivalent qualifications the academic discipline of the subject closest to the subject they are teaching should be returned.

(Knowledge Base article July 1996)

Valid Entries

Please refer to the HESACODE classification of academic subjects

95021: Professional qualification held

Field Information

Number: 019
Name: Professional qualification held
Abbreviation: PROFQHLD
Length: 1
Status: Compulsory.
Description: The Professional qualification held indicates if the member of staff holds any professional qualifications.

It is inevitable that the term 'professional qualification' will be open-ended - no organisation has yet managed to compile a complete compendium of such qualifications.

It is recognised that for some staff, a professional qualification, if held, may be more important, up-to-date or relevant than their academic qualification.

Notes: Institutions are asked to decide for themselves whether the qualifications of a staff member are "professional". Note that 'membership' of some professional institutions or bodies does not necessarily constitute a professional qualification, but this does not imply that institutions should exclude professional qualifications awarded by peer assessment rather than examination. This field is supplementary to field 17, [Highest academic qualification](#).

The same qualification may be regarded as both an academic and a professional qualification where the academic qualification entitles the holder to practice in a particular profession. For example, staff holding an MB ChB and qualified to practice medicine (i.e. registered with the General Medical Council) should be coded as having a first degree in field 17 and a professional qualification in field 19. Staff holding a PGCE with QTS (or registered as a school teacher with the General Teaching Council for Scotland) should be coded as having a postgraduate diploma/certificate in field 17 and a professional qualification in field 19.

Reason Required: To provide data about the qualifications of the HE academic workforce.

Knowledge Base

Professional qualification The guidance for the coding of this field is that 'The Professional qualification held indicates if the member of staff holds any professional qualification' and not that the professional qualification is relevant to the work of the individual.

(Guidance in Staff Circular 96/03)

Valid Entries

- 1 No Professional qualification held.
- 2 Professional qualification held.

9 Not known.

95021: Active in 1996 Research Assessment Exercise

Field Information

Number:	020
Name:	Active in 1996 Research Assessment Exercise
Abbreviation:	RESACT
Length:	1
Status:	Compulsory.
Description:	<p>Active in 1996 Research Assessment Exercise indicates the state of the staff member's research activities in the most recent Research Assessment Exercise (RAE) which took place in 1996.</p> <p>Institutions do NOT need to seek information from previous employers about the involvement of a member of staff in the most recent RAE.</p> <p>Codes 1 and 3 should only include staff who were directly named as active researchers in the 1996 RAE. Individuals who were quantified (for example, as Research Assistants) but who were not individually named should not be included.</p>
Notes:	<p>The Individualised Staff Record will NOT form the database for the Research Assessment Exercise 1996. The RAE is to be run jointly by the Funding Councils and DENI for the whole of the UK sector as a separate data collection exercise. Staff should be included in the RAE according to the RAE coverage instructions and not by reference to inclusion or otherwise in the HESA Individualised Staff Record. Enquiries concerning the RAE should be addressed to the appropriate Funding Council and not to HESA.</p> <p>Code 4 should be used for those members of staff who were not employed in higher education at the time of the 1996 RAE.</p>
Reason Required:	To monitor the change in research staff and their research activities.

Knowledge Base

Active in the 1996 Research Assessment Exercise 1. Research assistant not individually named should be coded 2 in this field.

2. Staff who leave the institution prior to 31.03.96 should be coded 3,4 or 5 depending on the information available for an individual staff member.

3. Staff who leave after 31.03.96 should have the code returned relevant to their categorisation in the RAE 1996 in this field.

(Knowledge Base article June 1996)

Research Assessment Exercise The HESA Individualised Staff Record should broadly match the Research Assessment Exercise (RAE) return, though the match will not always be exact for a variety of reasons. For example, the RAE includes a count of staff who left the institution before 1 August 1994, the beginning of the first HESA reporting period, whereas the HESA Individualised Staff Record includes staff whose employment started after the RAE 'cut-off' date of 31 March 1996. Also, the HESA Individualised Staff Record has a

minimum threshold of 25% of a FTE, the RAE does not. In addition, there may be staff who are included in the HESA Individualised Staff Record with 'Primary employment function' shown as 'Research' but who the institution has chosen not to include as an 'active researcher' in its RAE submission. Category C and D staff in the RAE return would not be expected to be returned on the HESA Individualised Staff Record. There are also other differences between the two returns.

Enquires concerning the RAE should be addressed to the appropriate Funding Council and not to HESA.

(Guidance in Staff Circular 96/03)

Valid Entries

- 1 Research active (and returned by the reporting institution) in 1996 RAE.
- 2 Employed by the reporting institution and not active in 1996 RAE.
- 3 Not employed by the reporting institution at time of the 1996 RAE, but known to have been returned as an 'active researcher' then.
- 4 Not employed by the reporting institution at the time of the 1996 RAE, but known NOT to have been returned as an 'active researcher' then.
- 5 Not employed by the reporting institution at the time of the 1996 RAE, and not known whether or not this member of staff was returned as an 'active researcher' then.
- 9 Not known.

95021: Ability to teach through the medium of Welsh

Field Information

Number:	021
Name:	Ability to teach through the medium of Welsh
Abbreviation:	ABLWELSH
Length:	1
Status:	Compulsory for all institutions in Wales.
Description:	<p>The Ability to teach through the medium of Welsh field will be used to indicate the proportion of staff that are able to teach through the medium of Welsh.</p> <p>Institutions should refer to the HEFCW for any guidance about the completion of this field.</p>
Notes:	<p>Welsh institutions at present not collecting this data are required to complete this field in 1995-96 (using code 9).</p> <p>This field should be left blank for institutions in England, Scotland or Northern Ireland.</p>
Reason Required:	To monitor the level of potential provision available through the medium of Welsh.

Knowledge Base

These fields must only be completed by institutions in Wales, other institutions must leave these fields blank.

(Guidance in Staff Circular 96/03)

Valid Entries

- 1 Able to teach through the medium of Welsh.
- 2 Not able to teach through the medium of Welsh.
- 9 Information not yet sought.

95021: Teaching through the medium of Welsh

Field Information

Number:	022
Name:	Teaching through the medium of Welsh
Abbreviation:	TCHWLH
Length:	1
Status:	Compulsory for all institutions in Wales.
Description:	The Teaching through the medium of Welsh field will be used to indicate the proportion of staff that are teaching through the medium of Welsh. Institutions should refer to the HEFCW for any guidance about the completion of this field.
Notes:	This field should be left blank for institutions in England, Scotland or Northern Ireland.
Reason Required:	To monitor the level of provision available in the medium of Welsh.

Knowledge Base

These fields must only be completed by institutions in Wales, other institutions must leave these fields blank.

(Guidance in Staff Circular 96/03)

Welsh institutions. We have been advised by HEFCW that for 1995/96 and 1996/97 data for field 22 (Teaching through the medium of Welsh) can be returned on a voluntary basis.

If you opt not to submit this data you will need to use the -j1830 switch in order to get your data through the validation programs. This switch will be applied for Welsh institutions when HESA validate submitted data.

(Advice give on HESA-Notify 12 Sep 96)

Valid Entries

- 1 Teaching through the medium of Welsh.
- 2 Not teaching through the medium of Welsh.
- 9 Information not yet sought. *{i}(Code deleted, then re-instated following HEFCW Policy change - see Knowledge Base article below)}*

95021: Clinical status

Field Information

Number:	023
Name:	Clinical status
Abbreviation:	CLINSTAT
Length:	1
Status:	Compulsory.
Description:	<p>The Clinical status field indicates the clinical/non-clinical status of the member of staff.</p> <p>The term 'medically qualified' relates only to doctors and dentists and not to qualified nurses.</p>
Notes:	<p>'Clinical rates' does not include pre-clinical rates.</p> <p>Institutions with no teaching in subject areas A3 'Clinical Medicine' and A4 'Clinical Dentistry' and with no Cost Centres 01 'Clinical Medicine' or 02 'Clinical Dentistry' may use code 1 as a default for all staff.</p> <p>For the development of curriculum and joint working plans for delivery of undergraduate medical/dental education with health authorities and trusts.</p>
Reason Required:	<p>For assisting with staff loadings in HEIs with Medical/Dental schools.</p> <p>For linking with the finance record.</p>

Valid Entries

- 1 Staff not on clinical rates (and not medically qualified).
- 2 Staff not on clinical rates (although medically qualified).
- 3 Staff on clinical rates not holding honorary contracts with the NHS.
- 4 Staff on clinical rates holding honorary contracts with the NHS.

95021: NHS joint appointments

Field Information

Number: 024
Name: NHS joint appointments
Abbreviation: NHSJOINT
Length: 1
Status: Compulsory.
Description: The NHS joint appointments field indicates if a staff member is appointed under the A + B arrangements.
It should be noted that arrangements with schools of nursing should be excluded.

Notes: Institutional/NHS joint appointments, usually referred to by the term A+B appointments, are where the member of staff holds two contracts of employment: one as a part-time senior lecturer with the HE institution, and one as a part-time consultant with an NHS authority. If one contract ends, the other automatically fails. The two appointments together usually constitute full-time employment. Code 2 'NHS joint appointment (A + B appointment)' is limited therefore to members of staff holding two such contracts. The main point for the Staff Return is that such staff are part-time employees. NHS consultant appointments do not fall within the scope of the return and institutions should show only the part-time institutional appointment.

Code 1 'Not an NHS joint appointment' should be used for all other staff. This will include those members of the institution's staff holding honorary consultant contracts. The fact that some of these appointments may be financed wholly or partly from NHS funds does not make them 'joint appointments'.

Reason Required: For the development of curriculum and joint working plans for delivery of undergraduate medical/dental education with health authorities and trusts.
For linking with the finance record.

Valid Entries

- 1 Not an NHS joint appointment.
- 2 NHS joint appointment (A + B appointment)

95021: Grade structure

Field Information

Number:	025
Name:	Grade structure
Abbreviation:	GRADE
Length:	2
Status:	Compulsory.
Description:	<p>The Grade structure indicates the staff member's grade for their present employment.</p> <p>This field should show the grade structure at the return date or date of leaving if earlier. If a member of staff is on related PCEF, UAP or CSCFC grade structures but not on one of the grade structures specified they should be returned as codes 29, 59 or 65.</p>
Notes:	<p>It is recognised that in some institutions it may be difficult, or impossible, to assign staff to a particular grade structure. In such instances, code 99 should be used.</p> <p>It is recognised that there is not a scale for UAP Professors. Code 34 'Professor (UAP minimum)' should be used for all professors paid upwards from the UAP professorial minimum and awarded UAP nationally agreed settlements.</p>
Reason Required:	<p>For profiling staff levels and career patterns.</p> <p>For publications of statistics.</p>

Valid Entries

- 01 Lecturer (PCEF scale).
- 02 Senior lecturer (PCEF scale).
- 03 Principal lecturer (PCEF scale).
- 04 Head of department (PCEF scale).
- 05 Researcher A (PCEF scale).
- 06 Researcher B (PCEF scale).
- 29 Other PCEF.
- 31 Lecturer A (UAP scale).
- 32 Lecturer B (UAP scale).
- 33 Senior lecturer (UAP scale).
- 34 Professor (UAP minimum).
- 35 Research grade IB (UAP scale).
- 36 Research grade IA (UAP scale).
- 37 Research grade II (UAP scale).
- 38 Research grade III (UAP scale).
- 39 Research grade IV (UAP scale).
- 40 Clinical lecturer
- 41 Clinical senior lecturer

42 Clinical professor
59 Other UAP
61 Lecturer (CSCFC scale)
62 Senior lecturer (CSCFC scale)
63 Professor/Head of Department (CSCFC scale)
64 Researcher (CSCFC scale)
65 Other CSCFC
71 Locally determined scale - Professor
72 Locally determined scale - Senior/Principal Lecturer
73 Locally determined scale - Lecturer
74 Locally determined scale - Researcher
99 Other.

95021: Principal source of basic salary

Field Information

Number: 026
Name: Principal source of basic salary
Abbreviation: PSOS
Length: 2
Status: Compulsory.
Description: The Principal source of basic salary will be used to indicate staff having salaries wholly or in part from funds other than general funds.
This is the principal source of salary for the appointment detailed in the record.

Code 02 should be used if there is a 50:50 split and one of the two sources is 'financed by the institution'.

Any staff whose 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 (but principally) financed by the institution').

Continuing grants from SERC and ARFC should be included in code 19.

Monies received from a UK branch of a multi-national company should be included in code 22.

Code 26 is for European Commission only funded.

Notes: Codes 31-35 'overseas' includes countries within the European Community.

It has been agreed that this field should apply to basic salary only.

The split of salary may be 30% institution and 70% 'income', for example with the use of Service Level Agreements with NHS Trusts. Whether income can be regarded as general institution funds or not depends on the distinction between general and restrictive 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 a member of staff is partly or wholly engaged in the activity specified by the provider of restricted income, then their 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 that the individual occupies. The provider would be classified by a code in the range 03-41, for example 03 in the case of NHS Trusts.

Code 25 and 34 become not used.

Example: A lecturer who is paid 70% through general institution funds and 30% through NHS funds would be coded 02 here, whereas code 03 would apply if paid 70% from NHS funds and 30% from general institution funds.

Reason
Required: For linkage with the Finance statistics return.

Knowledge Base

If a staff member's salary is paid for by a grant giving body which is both a registered charity and a company limited by guarantee, then code 23 'UK charity (medical)' or 24 'UK charity (other)' should be returned in this field.

(Guidance in Staff Circular 96/03)

Further guidance on the definition of general funds. Please find following some further guidance on the definition of general funds:

{\b Definition of general funds}

The distinction between specific, or restrictive income, and general income, in the HESA Individualised Staff Record, should be consistent with the HESA Finance Record, which, in turn, is based on 'The Statement of Recommended Practice: Accounting In Higher Education Institutions' (SORP). SORP includes the following definitions:

{\b“General Income} is that which can be applied to any activity of the institution at the discretion of the institution. Examples of such income are funding council recurrent grant, students' tuition fees and income from general endowments.”

{\b“Restricted Income} is that which can only be applied to a specific purpose or activity so designated by the grantor or donor. Examples of such income are funding council grants for specific purposes, some research grants and contracts and income from specific endowments.”

The distinction will depend on the particular conditions of the funding. If there is very limited restriction on the spending, leaving a wide level of discretion to the institution, then the income can still be considered to be general. Examples would include income which has to be applied 'to teaching', or 'to research', or to 'activity within a broad area, say, science'. If the provider stipulates more restrictive conditions than these, then the income should be considered to be specific.

If an income is specific, how are staff associated with it? If a member of staff is partly or wholly engaged in the activity specified by the provider, then their salary should be considered to be partly or wholly sourced by that specific income. It is not necessary for the provider to specify the particular post that the individual occupies.

This method, then, should similarly be applied to the HESA Individualised Staff Record.

{\b NHS Trust Funding}

Assuming the NHS trust funding is restricted to a 'specific purpose or activity', the income is specific. If staff are partly or wholly engaged in this activity they are supported by specific funds. The particular accounting arrangements used cannot transform the staff into 'staff supported by general income'. Staff engaged in activities supported by specific NHS funding should be identified as such (for example, field 26/28, Code 03) even if the particular post is not specified in the funding contract.

{\b Endowments}

The appropriate coding for staff in posts supported from endowments will depend on whether the endowments are general or specific. If they are general endowments, and there is no other specific source of salary, then the HESA Individualised Staff Record should be returned as 'wholly general institution financed' (field 26), and '100% (100.0) charged against general income' (field 27) . If the endowments are specific, this will need to be reflected in field 27, with a value of less than 100% (100.0). Field 26 would not be returned as 'wholly general institution financed'.

(Guidance in Staff Circular 96/03)

Valid Entries

- 01 Wholly general institution financed.
- 02 Partly (but principally) financed by the institution
- 03 Health departments and authorities including hospital trusts/Department of Health
- 04 Departments of Social Security.
- 05 Other HM government departments/Local Education Authorities/Regional development councils
- 06 British Council.
- 07 British Academy.
- 08 Royal Society.
- 11 Research Council - BBSRC.
- 12 Research Council - MRC.
- 13 Research Council - NERC.
- 14 Research Council - EPSRC.
- 15 Research Council - ESRC.
- 16 Research Council - PPARC.
- 19 Research Council - not specified.
- 21 UK public corporation/nationalised industry.
- 22 UK private industry/commerce.
- 23 UK charity (medical).
- 24 UK charity (other).
- 26 EU commission (EC) funded.
- 31 Overseas public corporation/nationalised industry.
- 32 Overseas private industry/commerce.
- 33 Overseas charity.
- 35 Overseas government or educational body.
- 41 Other.

95021: Proportion of basic salary charged against general income

Field Information

Number:	027
Name:	Proportion of basic salary charged against general income
Abbreviation:	PSCAGI
Length:	5
Status:	Compulsory.
Description:	<p>The Proportion of basic salary charged against general income field gives the proportion of the salary paid in respect of institution duties which is chargeable to general income.</p> <p>For all values except 100.0 there must be entries other than code 01, Wholly general institution financed for field 26, Principal source of basic salary and a code other than 01 in field 28, Secondary source of basic salary.</p> <p>Charged against general income should be consistent with chargeable to general institution income as defined for the Finance return and is assumed to include all appointments not funded from sources 03-41 in fields 26 and 28. 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 salaries are not chargeable at all to general funds should be coded 000.0.</p>
Notes:	<p>The split of salary may be 30% institution and 70% 'income', for example with the use of Service Level Agreements with NHS Trusts. Whether income can be regarded as general institution funds or not depends on the distinction between general and restrictive 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 a member of staff is partly or wholly engaged in the activity specified by the provider of restricted income, then their 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 that the individual occupies. The provider would be classified by a code in the range 03-41 in fields 26 or 28, for example 03 in the case of NHS Trusts.</p>
Reason Required:	For linkage with the Finance statistics return.

Knowledge Base

Further guidance on the definition of general funds. Please find following some further guidance on the definition of general funds:

{\b Definition of general funds}

The distinction between specific, or restrictive income, and general income, in the HESA Individualised Staff Record, should be consistent with the HESA Finance Record, which, in turn, is based on 'The Statement of Recommended Practice: Accounting In Higher Education Institutions' (SORP). SORP includes the following definitions:

{b“General Income} is that which can be applied to any activity of the institution at the discretion of the institution. Examples of such income are funding council recurrent grant, students' tuition fees and income from general endowments.”

{b“Restricted Income} is that which can only be applied to a specific purpose or activity so designated by the grantor or donor. Examples of such income are funding council grants for specific purposes, some research grants and contracts and income from specific endowments.”

The distinction will depend on the particular conditions of the funding. If there is very limited restriction on the spending, leaving a wide level of discretion to the institution, then the income can still be considered to be general. Examples would include income which has to be applied 'to teaching', or 'to research', or to 'activity within a broad area, say, science'. If the provider stipulates more restrictive conditions than these, then the income should be considered to be specific.

If an income is specific, how are staff associated with it? If a member of staff is partly or wholly engaged in the activity specified by the provider, then their salary should be considered to be partly or wholly sourced by that specific income. It is not necessary for the provider to specify the particular post that the individual occupies.

This method, then, should similarly be applied to the HESA Individualised Staff Record.

{b NHS Trust Funding}

Assuming the NHS trust funding is restricted to a 'specific purpose or activity', the income is specific. If staff are partly or wholly engaged in this activity they are supported by specific funds. The particular accounting arrangements used cannot transform the staff into 'staff supported by general income'. Staff engaged in activities supported by specific NHS funding should be identified as such (for example, field 26/28, Code 03) even if the particular post is not specified in the funding contract.

{b Endowments}

The appropriate coding for staff in posts supported from endowments will depend on whether the endowments are general or specific. If they are general endowments, and there is no other specific source of salary, then the HESA Individualised Staff Record should be returned as 'wholly general institution financed' (field 26), and '100% (100.0) charged against general income' (field 27) . If the endowments are specific, this will need to be reflected in field 27, with a value of less than 100% (100.0). Field 26 would not be returned as 'wholly general institution financed'.

(Guidance in Staff Circular 96/03)

Valid Entries

A percentage in the range 000.0 to 100.0. Please see the 'Notes of Guidance' for a description of the format.

95021: Secondary source of basic salary

Field Information

Number: 028

Name: Secondary source of basic salary

Abbreviation: SSOS

Length: 2

Status: Compulsory.

Description: The Secondary source of basic salary identifies if a staff member has their salary paid wholly or in part from 2 (or more) sources, and relates to the second highest proportion of the staff member's salary.

Notes: The split of salary may be 30% institution and 70% 'income', for example with the use of Service Level Agreements with NHS Trusts. Whether income can be regarded as general institution funds or not depends on the distinction between general and restrictive 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 a member of staff is partly or wholly engaged in the activity specified by the provider of restricted income, then their 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 that the individual occupies. The provider would be classified by a code in the range 03-41, for example 03 in the case of NHS Trusts.

Code 25 and 34 become not used.

Reason Required: For linkage with the Finance statistics return.

Knowledge Base

If a staff member's salary is paid for by a grant giving body which is both a registered charity and a company limited by guarantee, then code 23 'UK charity (medical)' or 24 'UK charity (other)' should be returned in this field.

(Guidance in Staff Circular 96/03)

Further guidance on the definition of general funds. Please find following some further guidance on the definition of general funds:

{\b Definition of general funds}

The distinction between specific, or restrictive income, and general income, in the HESA Individualised Staff Record, should be consistent with the HESA Finance Record, which, in turn, is based on 'The Statement of Recommended Practice: Accounting In Higher Education Institutions' (SORP). SORP includes the following definitions:

{\b“General Income} is that which can be applied to any activity of the institution at the discretion of the institution. Examples of such income are funding council recurrent grant, students' tuition fees and income from general endowments.”

{b“Restricted Income} is that which can only be applied to a specific purpose or activity so designated by the grantor or donor. Examples of such income are funding council grants for specific purposes, some research grants and contracts and income from specific endowments.”

The distinction will depend on the particular conditions of the funding. If there is very limited restriction on the spending, leaving a wide level of discretion to the institution, then the income can still be considered to be general. Examples would include income which has to be applied 'to teaching', or 'to research', or to 'activity within a broad area, say, science'. If the provider stipulates more restrictive conditions than these, then the income should be considered to be specific.

If an income is specific, how are staff associated with it? If a member of staff is partly or wholly engaged in the activity specified by the provider, then their salary should be considered to be partly or wholly sourced by that specific income. It is not necessary for the provider to specify the particular post that the individual occupies.

This method, then, should similarly be applied to the HESA Individualised Staff Record.

{b NHS Trust Funding}

Assuming the NHS trust funding is restricted to a 'specific purpose or activity', the income is specific. If staff are partly or wholly engaged in this activity they are supported by specific funds. The particular accounting arrangements used cannot transform the staff into 'staff supported by general income'. Staff engaged in activities supported by specific NHS funding should be identified as such (for example, field 26/28, Code 03) even if the particular post is not specified in the funding contract.

{b Endowments}

The appropriate coding for staff in posts supported from endowments will depend on whether the endowments are general or specific. If they are general endowments, and there is no other specific source of salary, then the HESA Individualised Staff Record should be returned as 'wholly general institution financed' (field 26), and '100% (100.0) charged against general income' (field 27) . If the endowments are specific, this will need to be reflected in field 27, with a value of less than 100% (100.0). Field 26 would not be returned as 'wholly general institution financed'.

(Guidance in Staff Circular 96/03)

Valid Entries

- 01 No secondary source.
- 02 Partly (not mainly) financed from general institution funds.
- 03 Health departments and authorities including hospital trusts/Department of Health.
- 04 Departments of Social Security.
- 05 Other HM government departments/Local Education Authorities/Regional development councils.
- 06 British Council.
- 07 British Academy.
- 08 Royal Society.
- 11 Research Council - BBSRC.

- 12 Research Council - MRC.
- 13 Research Council - NERC.
- 14 Research Council - EPSRC.
- 15 Research Council - ESRC.
- 16 Research Council - PPARC.
- 19 Research Council - not specified.
- 21 UK public corporation/nationalised industry.
- 22 UK private industry/commerce.
- 23 UK charity (medical).
- 24 UK charity (other).
- 26 EU commission (EC) funded.
- 31 Overseas public corporation/nationalised industry.
- 32 Overseas private industry/commerce.
- 33 Overseas charity.
- 35 Overseas government or educational body.
- 41 Other.

95021: Salary point

Field Information

Number:	029
Name:	Salary point
Abbreviation:	SALPOINT
Length:	2
Status:	Compulsory in cases where a spinal structure exists.
Description:	<p>The Salary point is a numeric representation of the salary point within a national grading structure.</p> <p>The salary point will be the one relating to the staff member as at the record date of 31 July. If the staff member is no longer a member of the academic staff, then the salary point should be given as at the date the academic staff member moves off the HESA record.</p> <p>If a member of staff is on a national grade structure and their salary point is above the highest point for their grade, but relates to a spinal point of a higher grade within the spinal structure, then the corresponding higher point should be returned. If the salary of a member of staff is intermediate between two salary points on a national grade structure, then the practice of rounding down should be used.</p>
Notes:	<p>In all other cases, if the staff member is not employed on a recognised salary point of one of the national grade structures identified in field 25 (for example, those coded 29, 34, 59, 65, 71, 72, 73, 74 or 99), then this field should be returned as 00.</p> <p>Where a part-time member of staff has a salary which is a fraction of a scale point, then that scale point should be returned. For example, a lecturer on 50% of point 10 on a lecturer scale would be recorded as '10' in field 29 'Salary point'.</p>
Reason Required:	For staff profiling and tracking career histories.

Valid Entries

A 2 digit number relating to a current spinal point where these exist within the grade structure in field 25, [Grade structure](#)

95021: Current salary at reference date

Field Information

Number:	030
Name:	Current salary at reference date
Abbreviation:	SALARY
Length:	6
Status:	Compulsory.
Description:	<p>The Current salary at reference date is to be shown in £s per annum, in six digits. Comma delimiters should be excluded.</p> <p>The Current salary at reference date will be the monies received in respect of institutional duties actually being paid as at 31 July (or in the case of staff who have left the institution during the academic/financial year, the salary on leaving). This should 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 for HESA's use. Leading zeros should be returned.</p> <p>For the purposes of disseminating information required by third party statutory customers, information will only be released in bandings of no less than £5000 up to £50000 with one band for over £50000.</p> <p>This field should show all salary, not just basic salary, paid in respect of institutional duties for the appointment detailed in the record.</p>
Notes:	<p>All regular payments paid to the member of staff should be included. This should include London Weightings and Performance Related Pay and regularly paid allowances for additional duties, regardless of their type or the source of the payment (for example, supervision fees, honoraria, discretionary awards built into normal pay, first aid allowances etc.). One-off payments, for example a merit award or payment for consultancy work, are not included. Payments for consultancy work will therefore be included if they are built into regular pay but will otherwise be excluded. The emphasis is on the total regular income of the member of staff.</p> <p>In many cases an acceptable approximation for calculating this field would be to multiply the July salary by 12. Should the July salary be significantly distorted for any reason, for example by back-dated pay awards, another method or month should be selected.</p> <p>In the case of a staff member who leaves half way through a year, the annual salary which they would have received had they stayed all year should be returned. Hourly paid staff should have the gross actual payments during the year returned in this field.</p>
Reason Required:	To monitor the remuneration of the higher education academic workforce.

Knowledge Base

Staff members leaving institution Staff members previously returned to HESA on the staff individualised Record who have now left the institution. A record is required to provide leaving information, eg if someone left in July 1995 and had not been classified as leaving in the 94/95 return, Field 11 'Staff FTE' should reflect the FTE for the current reporting period and so in this case the FTE will be 000.0.

Field 30 'Current salary at reference date' should show the total annual salary which they would have received had they stayed all year.

(Knowledge Base article June 1996)

Valid Entries

A six digit number.

95021: Employment in previous year

Field Information

Number:	031
Name:	Employment in previous year
Abbreviation:	EMPPREYR
Length:	2
Status:	Compulsory.
Description:	The Employment in previous year will be used to record the nature of employment of the member of staff within the previous year. Staff who have transferred from an immediately previous post within another UK HE institution will be coded 02.
Notes:	Where it appears that two codes are equally applicable, the nearest to 00 should be given. "EU" here should be taken to be members of the European Union excluding the UK.
Reason Required:	To enable information to be provided about cross-fertilisation between HE and other areas of employment and the migration of academic staff to and from the UK.

Valid Entries

- 00 Current institution - included in record in previous year
- 01 Current institution - not included in record in previous year
- 02 Another HEI in UK whether or not included in previous year
- 03 Other education institution in UK
- 04 Student in UK
- 05 Public sector research institution in UK
- 06 Other public sector in UK
- 07 Private industry/commerce in UK
- 08 Self-employed in UK
- 09 Other employment in UK
- 11 HEI in EU
- 12 Research institute in EU
- 13 Student in EU
- 14 Other employment in EU
- 21 HEI in USA
- 22 Research institute in USA
- 23 Student in USA
- 24 Other employment in USA
- 31 HEI in other overseas country
- 32 Research institute in other overseas country
- 33 Student in other overseas country
- 34 Other employment in other overseas country

41 Not in regular employment

99 Not known

95021: Date left a HESA returnable appointment

Field Information

Number:	032
Name:	Date left a HESA returnable appointment
Abbreviation:	DATELHEI
Length:	10
Status:	Compulsory in respect of staff who have left a HESA returnable appointment in the academic/financial year 1 August to 31 July.
Description:	<p>The Date left a HESA returnable appointment should be shown as the date in respect of which the last salary payment was made.</p> <p>A staff member retiring prematurely and receiving a pension is regarded as a leaver and should be recorded as retiring, code 42 in field 33, unless they are immediately re-employed in academic institutional service at a level which justifies inclusion in the record.</p>
Notes:	<p>Field 32 'Date left a HESA returnable appointment' should be completed for members of staff leaving the record (because they have left a HESA returnable appointment. This will not necessarily mean that the member of staff has left the institution).</p> <p>For other members of staff this field should be left blank.</p>
Reason Required:	To terminate an individual's inclusion in the HESA Staff Record.

Knowledge Base

Default date 31.7.95 is a acceptable default date in this field for staff leaving the record between the 1994-95 and 1995-96 returns.

(Informal Guidance)

Valid Entries

If returned in ASCII, comma delimited format valid entry patterns are: DD/MM/YYYY, DD-MM-YYYY or YYYYMMDD.

95021: Destination on leaving

Field Information

Number:	033
Name:	Destination on leaving
Abbreviation:	DEST
Length:	2
Status:	Compulsory.
Description:	<p>The Destination on leaving denotes the destination of the member of staff after leaving the employment of the institution.</p> <p>A staff member retiring prematurely and receiving a pension is regarded as a leaver and should be recorded as retiring unless he/she is immediately re-employed in institutional service, at a level which justifies inclusion in the record.</p> <p>Where it appears that two codes are equally applicable, the nearest to 00 should be given.</p> <p>"EU" here should be taken to be members of the European Union excluding the UK.</p>
Notes:	<p>Code 00 'Not left - Current institution, HESA returnable' is the default code to be used for all members of staff who have not left the record. Code 01 'Current institution - new post not included in record' is the code to be used in cases where the member of staff has left a HESA returnable appointment but is still employed by the institution in a non-HESA returnable capacity.</p> <p>Code 00 indicates that the member of staff is still employed at the H.E.I. above the record inclusion threshold of 25% FTE teaching and/or research.</p> <p>Code 01 indicates that the member of staff is still employed at the H.E.I. but has now fallen below the record inclusion threshold of 25% FTE teaching and/or research. In these cases, the staff member will not then require an individualised record to be returned for subsequent academic/financial years, unless their academic input reverts to being above the inclusion threshold.</p> <p>Fields 32 and 33 are required for members of staff who leave a HESA-returnable appointment. This will not necessarily mean that the member of staff has left the institution.</p>
Reason Required:	<p>To enable information to be provided about cross-fertilisation between HE and other areas of employment and the migration of academic staff to and from the UK.</p>

Valid Entries

- 00 Not left - Current institution, HESA returnable
- 01 Current institution - new post not included in record
- 02 Another HEI in UK
- 03 Other education institution in UK
- 04 Student in UK

05 Public sector research institution in UK
06 Other public sector in UK
07 Private industry/commerce in UK
08 Self-employed in UK
09 Other employment in UK
11 HEI in EU
12 Research institute in EU
13 Student in EU
14 Other employment in EU
21 HEI in USA
22 Research institute in USA
23 Student in USA
24 Other employment in USA
31 HEI in other overseas country
32 Research institute in other overseas country
33 Student in other overseas country
34 Other employment in other overseas country
41 Not in regular employment
42 Retirement
51 Death
99 Not known

95021: Senior management post holder

Field Information

Number:	034
Name:	Senior management post holder
Abbreviation:	SENPH
Length:	1
Status:	Compulsory
Description:	The intention of this field is to indicate whether the member of staff also has senior management/administrative responsibilities within the institution.
Notes:	
Example:	Examples of senior management post holders would include Pro-Vice-Chancellor, Deputy Vice-Chancellor, Assistant Principal, Assistant Directors, Dean or Head of School.
Reason Required:	To identify those members of staff who have senior management responsibilities in addition to teaching and/or research commitments.

Knowledge Base

Senior management post holder This new field for 1995-96 is to collect whether the member of staff also has senior management/ administrative responsibilities within the institution.

(Guidance in Staff Circular 96/03)

Valid Entries

- 1 Senior management post holder
- 2 Not a senior management post holder

95021: Reader

Field Information

Number:	035
Name:	Reader
Abbreviation:	READ
Length:	1
Status:	Compulsory for Scottish Institutions only.
Description:	An indicator to show those members of staff awarded Readerships.
Notes:	This field should be left blank for institutions in England, Wales or Northern Ireland.
Reason Required:	To monitor the award of Readerships to different staff groups.

Knowledge Base

Reader This new field in 1995-96 is applicable only to Scottish institutions and is to indicate those members of staff awarded Readerships.

(Guidance in Staff Circular 96/03)

Valid Entries

- 1 Staff member is a Reader
- 2 Staff member is not a Reader

95021: Appointment identifier

Field Information

Number: 036

Name: Appointment identifier

Abbreviation: APPCONT

Length: 1

Status: Optional

Description: An appointment identifier for institutions who wish to return multiple appointment records for the same member of staff (identified by the same Staff identifier in field 4). The appointment identifier should be unique for each appointment held by a member of staff and can be chosen from the range 1-9.

For institutions returning multiple appointment records for the same member of staff, this is an option to return an appointment identifier as the last field of the record.

Notes: Institutions not wishing to adopt this option do not need to change their record structure and length and should conclude the record after field 35.

The identifier will be used to distinguish between different appointments, but will not be taken as implying any ordering between the appointments.

Reason Required: To distinguish between different appointments held by a single member of staff.

Knowledge Base

Appointment identifier This field is optional for all institutions. The appointment identifier can be used by institutions returning multiple appointment records for the same member of staff. Institutions not wishing to adopt this option do not need to change their record structure and length and should conclude the record after Field 35.

(Guidance in Staff Circular 96/03)

There is no requirement to maintain the same appointment identifier number between different return year.

(Informal Guidance)

Valid Entries

A numeric value between 1 - 9.

