Field Nr.	Field Description	Field Abbrev'n	Field Length
1	Record type indicator	RECID	5
2	HESA institution identifier	INSTID	4
3	Campus identifier	CAMPID	1
4	Course reference	NCBREC	12
5	Course title	CTITLE	80
6	Subjects of course	HESASUBJ	6
7	Taught through the medium of Welsh	TWELSH	1
8	Cost centre	COSTCN	2
9	Organisation marker	JNTORGM	2
10	Course level	CLEVEL	1
11	Purpose of course	FUNDCLAS	2
12	Principal source of finance	PRINSOF	2
13	Fee level of course	FEELEV	1
14	Primary target groups	PRITGRP	2
15	Enrolment restrictions	CTYPE	1
16	Mode of attendance	MODEOA	1
17	Units of length	UNILEN	1
18	Length of course	CLENGTH	2
19	Length of course in contact hours	CRSELEN	4
20	Location of course	CRSELOC	1
21	Total number of students enrolled	STUDNUM	5
22	Number of female students enrolled	FEMNUM	5
23	Credit-bearing course	CREDSTUD	1

✞ No Flags

Field Nr.	Field Description	Field Abbrev'n	Field Length	
1	Record type indicator	RECID	5	Numeric

STATUS Compulsory.

VALID ENTRIES

03011 Combined student/course record.
03012 Student record.
03013 Module record.
03014 Aggregate record of non-credit-bearing courses.
03016 First destination supplement.
03017 Trainee teacher information supplement (Scotland).
03018 Destinations of leavers from HE record.
03019 Not used.
03021 Staff individualised record.
03022 Staff aggregate record.
03023 New staff aggregate record.
03024 Not used.
03031 Finance statistics return.
03032 Not used.
03111 Students on low credit-bearing courses - English and Welsh institutions only (Combined record).
03112 Students on low credit-bearing courses - English and Welsh institutions only (Student record).
03113 Students on low credit-bearing courses - English and Welsh institutions only (Module record).
03211 Reduced FE record - English and Welsh institutions only (Combined record).
03212 Reduced FE record - English and Welsh institutions only (Student record).
03213 Reduced FE record - English and Welsh institutions only (Module record).
03311 Visiting and exchange students (Combined record).
03312 Visiting and Exchange Students (Student Record).
03411 Dormant Students (Combined Record).
03412 Dormant Students (Student Record).
03612 Welsh for Adults (Student record).
03711 Students studying wholly oversea's (Combined record).
03712 Students studying wholly oversea's (Student record).

DESCRIPTION The Record type indicator is for HESA's internal use to identify the type of record being sent.

NOTES The first two digits are the year identifier. The last two digits are the record identifier.

Code **02014** should be used for all returns of the non-credit-bearing course record. This record does not have any sub-sets.

REASON REQUIRED For HESA's operational purposes.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
2	HESA institution identifier	INSTID	4	Alphanumeric

STATUS Compulsory.

VALID ENTRIES A list of valid entries for this field may be found in Appendix 1.

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 Field 20 'Location of course' will identify courses which are taught outside the reporting institution. Field 2 HESA institution identifier should relate to the reporting institution, and not to the collaborating or franchising institution.

EXAMPLE 0113 Brunel University.

REASON REQUIRED To provide separate figures for each institution.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
3	Campus identifier	CAMPID	1	Alphanumeric

STATUS Compulsory.

VALID ENTRIES A 1 character code.

DESCRIPTION The Campus identifier is the second part of the institution identifier: please also see the description of field 2, HESA institution identifier.

NOTES The guidance for the current Campus identifier Field 3 CAMPID has been changed, to show distinct physical site only.

Institutions should use Field 166, Institution's own campus identifier, to identify groups of students, such as nurses or continuing education students, for their own purposes, since these may not be mutually exclusive to the strengthened requirement for field 3, Campus identifier.

The criteria for assessing whether a campus identifier is appropriate are as follows:

· A separate campus identifier should be used if a substantial number of students are studying on a campus at a substantial distance from where the main institution is based, such that it would be regarded as not being in the same city/town. Greater London can be treated as a single entity. This is to facilitate analysis of geographic patterns of study.

· A separate campus identifier should be used when a merger takes place, to identify any merged institutions as separate campuses if they fit the criteria specified.

· Campus identifiers can only be used where a student can be associated with a single site. 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.

· Although this field is compulsory, in the majority of cases, it will default to the generic value 'A' indicating the entire institution.

· HEFCE expect separate campus identifiers for any part of the institution funded separately e.g. 0151 London

University - Senate Institutes.

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 Institutional Liaison at HESA, or email (liaison@hesa.ac.uk).

REASON REQUIRED To provide separate figures for each campus.

To facilitate the derivation of geographic patterns of study.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
4	Course reference	NCBREC	12	Alphanumeric

STATUS Compulsory.

VALID ENTRIES An alphanumeric entry of up to 12 characters.

DESCRIPTION This is a code unique to the course in the institution, allocated by the institution.

NOTES In instances in which a course receives multiple presentations during a single year, institutions may decide whether to make a single return, using a single identifier for the aggregate of all the presentations, or to make separate returns, using a different 'Course reference' for each presentation.

REASON REQUIRED To distinguish between courses presented.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
5	Course title	CTITLE	80	Alphanumeric

STATUS Compulsory

VALID ENTRIES Up to 80 textual characters.

DESCRIPTION The Course title will be determined by the institution.

NOTES Although a compulsory field, this field will not be the subject of any validation checks, and is provided as a cross-check against field 4 Course reference, and may be used to give a fuller description of the course.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
6	Subjects of course	HESASUBJ	6	Alphanumeric

STATUS Compulsory.

VALID ENTRIES Please refer to the Joint Academic Coding System (JACS) classification of academic subjects.

DESCRIPTION This field describes the main subject or subjects of the course.

NOTES All academic disciplines returned to HESA in 2001/02 will have to be re-coded on the NCB Record using the new subject categories; a mapping is available on the HESA WWW page at (http://www.hesa.ac.uk/jacs/letter.htm).

Institutions must code subjects to full 4-digit JACS level. However, this will not be possible for disciplines consisting of 2 or 3 subjects, as the field is currently only 6-characters in length. Institutions are therefore advised to code 2 subject disciplines at 3-digit JACS level and 3 subject disciplines at 2-digit JACS level until such time as the structure of the NCB Record changes to accommodate fuller coding.

Example 1: Music W300 Drama W400 and Dance W500
Field 6 would contain W3W4W5

Example 2: French Language R110 Organic Chemistry F160
Field 6 would contain R11F16

EXAMPLE Ref: JACS coding on http://www.hesa.ac.uk/jacs/letter.htm

REASON REQUIRED For analysis of the subjects taught.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
7	Taught through the medium of Welsh	TWELSH	1	Numeric

STATUS Compulsory for institutions funded by HEFCW only.

VALID ENTRIES
1 Not taught through the medium of Welsh.
2 Taught through the medium of Welsh.

DESCRIPTION This field indicates whether the course is taught through the medium of Welsh.

NOTES **This field should be left blank for institutions in England, Scotland or Northern Ireland.**

REASON REQUIRED To monitor the level of provision made available through the medium of Welsh.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
8	Cost centre	COSTCN	2	Numeric

STATUS Compulsory.

VALID ENTRIES A list of valid entries for this field may be found in Appendix 2.

DESCRIPTION This is the principal cost centre to which the income and expenditure of the course are attributed in the HESA Finance Statistics Return. It is not proposed to record multiple cost centres.

NOTES It is recognised that in some institutions, separate specialist departments of Continuing Education, Adult Education or Extra-Mural Studies may exist. In cases where these departments exist and the institution wishes to identify them separately, for resource attribution purposes, code 41 should be used.

REASON REQUIRED For assessment of the attribution of resources to the teaching of non-credit-bearing courses.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
9	Organisation marker	JNTORGM	2	Numeric

STATUS Compulsory.

VALID ENTRIES

00 Not organised jointly.
01 Through a subsidiary company of the reporting institution.
02 With another UK HEI or HEIs.
04 With a UK institution or institutions of Further Education.
05 With UK local authority/authorities.
06 With a professional body/bodies.
07 With the W.E.A.
08 With an employer or employers.
09 With a TEC or LEC.
10 With the EU/EC or a European public body.
18 With combinations of the above.
19 With any other body.

DESCRIPTION This field indicates whether the course is organised jointly with another institution or organisation (i.e. with a joint academic responsibility) or through a subsidiary company.

NOTES Code 02 implies UK HEI/HEIs contained within Appendix 1.

REASON REQUIRED To provide information which might be used to support and monitor funding arrangements.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
10	Course level	CLEVEL	1	Numeric

STATUS Compulsory.

VALID ENTRIES

1 HE/advanced.
2 FE/non-advanced.
3 Mixed HE/FE.
4 Unable to detemine level.

DESCRIPTION This field describes whether the course is at HE level (advanced course level) or at FE level (non-advanced level).

NOTES HE/advanced courses, for the purposes of this field, are defined as those for which the level of instruction is above that of courses leading to GCE 'A' levels, SCE 'Highers' and Certificate of Sixth Year Studies, ONC and OND.

REASON REQUIRED To identify the level of provision.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
11	Purpose of course	FUNDCLAS	2	Numeric

STATUS Compulsory.

VALID ENTRIES

01 INSET (primary).
02 INSET (secondary).
03 INSET (FE).
04 INSET (other/combinations).
10 Any other Continuing Professional Development course (as defined by SHEFC) (1995-96 code, valid in 1994-95).
11 Other vocational and professional updating.
21 Liberal adult education.
31 Access provision for disadvantaged students (validated).
32 Access provision for disadvantaged students (not validated).
41 Welsh for Adults.
99 Other.

NOTES

Code 10 applies only to institutions funded by SHEFC. The definition of Continuing Professional Development for SHEFC purposes will be set out in a SHEFC Circular Letter.

SHEFC-funded institutions should use code 11 'Other vocational and professional updating' to cover any such courses which do not fall within the SHEFC definition of Continuing Professional Development (e.g. those which are aimed at overseas students).

Institutions in England, Wales and Northern Ireland are asked to code **all** Continuing Vocational Education courses (other than INSET) as code 11 'Other vocational and professional updating'.

Code 21 should be used in preference to code 99 when the course includes academic as distinct from leisure-oriented content.

REASON REQUIRED To support and monitor possible future funding arrangements

Field Nr.	Field Description	Field Abbrev'n	Field Length	
12	Principal source of finance	PRINSOF	2	Numeric

STATUS Compulsory.

VALID ENTRIES

01 HEFCE.
02 HEFCW.
03 SHEFC.
04 DENI.
05 FEFCE.
06 NC - ELWa.
07 TTA.
11 LEA.
12 DFEE.
13 WOED.
14 SOEID.
15 The Scottish Office Agriculture and Fisheries Department (SOAFD).
16 Department of Agriculture for Northern Ireland (DANI).
21 Research Council - Biotechnology & Biological Sciences Research Council (BBSRC).
22 Research Council - Medical Research Council (MRC).
23 Research Council - Natural Environmental Research Council (NERC).
24 Research Council - Engineering & Physical Sciences Research Council (EPSRC).
25 Research Council - Economic & Social Research Council (ESRC).
26 Research Council - Particle Physics & Astronomy Research Council (PPARC).
29 Research Council - not specified.
31 Departments of Health/NHS/Health Authorities.
32 Departments of Social Services.
33 Departments of Employment.
34 Other HM government departments.
35 Armed forces.
36 Training & Enterprise Council/Local Enterprise Company/Scottish Enterprise/Highlands & Islands Enterprise.
41 UK public corporation/nationalised industry.
42 UK private industry/commerce.
43 UK charity (medical).
44 UK charity (other).
46 EU commission (EC).
51 Overseas government or other overseas organisation.
61 Own institution.
71 Joint between two sources including a funding

council.

72 Joint between two bodies excluding a funding council.

73 TEC - YT students (as major source or joint with FE Funding Council).

74 TEC - other (non-YT) students (as major source or joint with FE Funding Council).

75 European Social Fund (ESF) (as major source or joint with FE Funding Council).

76 Youth Credits - YT students (as major source).

77 Youth Credits - non YT students (as major source).

78 Other YT (as major source or joint with FE Funding Council).

79 Link Scheme (as major source or joint with FE Funding Council).

81 Other funding.

91 Funded entirely by student tuition fees.

DESCRIPTION This field should indicate the principal source of funds from which the costs of the course are to be met (excluding residence fees), whether derived from grant, sponsorship or institution funds.

NOTES Code 71 should be used in instances in which there is a significant element of funding from a Funding Council and also from another body (such as a local authority): it should **not** be used in cases where the finance is only from Funding Council grants and student tuition fees.

Code 91 should be used when fees are the only source of finance for the course, whether or not the fees are paid by the student personally.

REASON REQUIRED To identify the funding arrangements for non-credit-bearing study.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
13	Fee level of course	FEELEV	1	Numeric

STATUS Compulsory.

VALID ENTRIES

1 Unsubsidised fees (full cost recovery).
2 Subsidised fees (part cost recovery - fees levied).
3 No fees payable.

DESCRIPTION The Fee level of course is used to indicate the level of tuition fees payable.

NOTES The Fee level of course should be that which is applicable to the majority of the students on the course.

Code 1 'Unsubsidised fees (full cost recovery) can be returned when codes other than 91 'Funded entirely by student tuition fees' have been returned in Field 12 'Principal source of finance'. An example of this would be where an employer (code 41 or 42 in Field 12) paid for the full cost of the course.

Cost recovery is defined as courses for which income from the fees paid by the students and/or other payments for the course (e.g. by sponsors, or purchasers of training) covers, or is intended to cover, all, or the vast majority of, the costs of provision, including an appropriate share of the institution's overheads (such as central administration, buildings, heating, etc).

REASON REQUIRED To identify the fees arrangements for non-credit-bearing study.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
14	Primary target groups	PRITGRP	2	Numeric

STATUS Compulsory.

VALID ENTRIES

10 General public.
11 Students from the European Community.
12 Other overseas.
13 Professional groups/employees/staff development.
14 In-house courses for institution's own employees.
20 Unemployed.
21 Ethnic minorities.
22 Disabled.
29 Disadvantaged groups (not specified).
90 Other, and combinations of the above.

DESCRIPTION This field should describe the nature of the student body for whom the course is organised, i.e. the intention of the organisers, not the composition of the actual group enrolled.

NOTES Code 13, 'Professional groups/employees/staff development' should exclude courses run for the institution's own employees. These should be returned instead under code 14 'In-house courses for institution's own employees'.

REASON REQUIRED For general analysis of non-credit-bearing provision, and for monitoring the outcome of funding.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
15	Enrolment restrictions	CTYPE	1	Numeric

STATUS Compulsory.

VALID ENTRIES

0 No restrictions.
1 Entry restricted to specific client(s) ('closed' course).
2 Entry open to anyone who has the qualifications or experience which are the prerequisites for the course.

DESCRIPTION This field describes any enrolment restrictions.

REASON REQUIRED To describe the nature of non-credit-bearing provision.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
16	Mode of attendance	MODEOA	1	Alphanumeric

STATUS Compulsory.

VALID ENTRIES

2 Part day(s) - daytime (with or without evenings).
3 Part day(s) - evening only.
4 Weekends.
5 Combinations.
6 Other blocks of time.
7 Open or distance leaning.
A Full-time (24 weeks study at the institution).
B Full-time (up to 24 weeks study at the institution).
C Part-time, involving full day(s) attendance.

DESCRIPTION This defines the mode of attendance for the course.

NOTES This field does NOT seek to measure the length of the course, but simply the nature of the attendance pattern. (So, for example, a four week full-time course would be coded B.)

An open or distance learning course is defined as one in which a substantial element is in the form of teaching material specifically prepared for individual study.

REASON REQUIRED To describe the nature of non-credit-bearing provision.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
17	Units of length	UNILEN	1	Numeric

STATUS Compulsory

VALID ENTRIES

1 Years.
2 Months.
3 Weeks.
4 Days.
5 Hours.
9 Not applicable.

DESCRIPTION This field denotes the unit of length associated with field 18, Length of course.

NOTES Only in cases where field 18, Length of course, is coded 99 may this field be coded 9.

REASON REQUIRED To provide a means of measuring the volume of non-credit-bearing provision.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
18	Length of course	CLENGTH	2	Numeric

STATUS Compulsory

VALID ENTRIES A number in the range 01 to 99.

DESCRIPTION This field is used to indicate the normal elapsed time of the course in the units of length specified in field 17, Units of length.

REASON REQUIRED To provide a means of measuring the volume of non-credit-bearing provision.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
19	Length of course in contact hours	CRSELEN	4	Numeric

STATUS Compulsory.

VALID ENTRIES A 4 digit numeric entry in the range 0001 to 9999.

DESCRIPTION This should be shown in contact hours, irrespective of the number of staff involved, and should include lectures, tutorials, field study and supervised small group study periods. Where a course lasts more than one year, only those hours given during the academic year of the return should be recorded, but short courses overlapping from one year into the next should be recorded as being given entirely during the year in which they are reported.

NOTES This will not include individual study periods outside the class or periods of practical work which are not supervised by staff involved in the running of the course. For example, a course of 20 two hour meetings will be recorded as 40 contact hours.

In the case of open/distance learning courses, it will be necessary to estimate a number of contact hours, using one of the following methods (which should be attempted in the listed order):

a) Where a course has an equivalent directly taught version, or is modelled on such a course, the length of the open/distance learning course should be stated as the same as that of the equivalent directly taught course.

b) Where there is no such equivalent, then the contact hours should be assumed to be the same as the contact hours for a similar taught course having similar coverage, content and objectives and requiring a similar amount of study.

c) Where neither of these methods is possible, the number of contact hours should be calculated by dividing the total number of expected hours of individual study by four, and then adding any direct contact time, e.g. day schools, tutorials.

Courses run collaboratively with another HEI should either be returned by only one collaborating institution, or the contact hours divided appropriately in separate returns by each institution.

Important

i) When coding this field, please insert leading zeros as appropriate:

9 contact hours as 0009
92 as 0092
924 as 0924

ii) Fractions are unacceptable and must be rounded up or down.

REASON REQUIRED To provide a means of measuring the volume of non-credit-bearing provision.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
20	Location of course	CRSELOC	1	Numeric

STATUS Compulsory.

VALID ENTRIES

1 In the HEI's own premises (not necessarily 'on campus').
2 In other educational premises.
3 In employer's premises.
4 HEI and field work.
5 HEI and employer's premises.
8 Other premises.
9 No prescribed location (e.g. home for open/distance learning).

DESCRIPTION This field defines the location at which the course is taught.

REASON REQUIRED To provide information about the use of educational premises.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
21	Total number of students enrolled	STUDNUM	5	Numeric

STATUS Compulsory.

VALID ENTRIES A numeric entry of up to 5 characters.

DESCRIPTION This count will relate to the number of enrolled students on each course.

NOTES The total number of students enrolled should exclude any who are following the course as part of a qualification aim under which they are returned on the individualised student record. Similarly, if using the aggregate return of non-credit-bearing courses to return students studying on credit-bearing programmes of study but on a not-for-credit-basis, the total number of students enrolled recorded in this field should be the total number of students studying on a not-for-credit-basis. Students studying for credit should **not** be included in the total number enrolled and instead those students should be included in the individualised student record.

Students are to be included in the count of total student numbers only if payment for their attendance is charged (unless the fee has been formally waived or no fee is payable).

Important

When coding this field please insert leading zeros as appropriate.

REASON REQUIRED To assess the volume of students following non-credit-bearing courses.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
22	Number of female students enrolled	FEMNUM	5	Numeric

STATUS Compulsory for institutions funded by HEFCW only.

VALID ENTRIES A numeric entry of up to 5 characters.

DESCRIPTION This field records the number of female students enrolled on the course.

NOTES **This field should be left blank for institutions in England, Scotland or Northern Ireland.**

REASON REQUIRED To enable a split by gender to be calculated.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
23	Credit-bearing course	CREDSTUD	1	Alphanumeric

STATUS Compulsory.

VALID ENTRIES
1 Course is usually credit-bearing but includes students studying on a 'not-for-credit' basis.
2 Course is not credit-bearing.

DESCRIPTION This field is to be used to identify students who are following a credit-bearing course but on a 'not for credit' basis, and who are therefore not included in the individualised student record.

NOTES Courses coded 1, 'Course is usually credit-bearing but includes students studying on a 'not for credit' basis', will have those students attending on a 'for credit' basis returned through the individualised student return.

Courses coded 2, 'Course is not credit-bearing', represent additional course provision by the institution to those credit-bearing programmes of study detailed in the individualised student return.

REASON REQUIRED To be able to identify non-credit-bearing course provision at the institution separately from provision included within credit-bearing programmes.

To ensure that total figures are available for students following credit-bearing courses, including those infilling on a 'not for credit' basis.