

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
1	Record type indicator	RECID	5
2	Institution identifier	INSTID	4
3	Staff identifier	STAFFID	13
4	Date of birth	BIRTHDTE	8
5	Gender	GENDER	1
6	Nationality	NATION	2
7	Ethnicity	ETHNIC	2
8	National identity 1	NATID1	1
9	National identity 2	NATID2	1
10	Not used	DISABLED	1
11	Date appointed at current HEI	DATEFHEI	8
12	Previous employment	PREVEMP	2
13	Previous HEI	PREVHEI	4
14	Highest qualification held	HQHELD	2
15	Academic discipline 1	ACCDIS1	4
16	Academic discipline 2	ACCDIS2	4
17	Regulatory body	REGBODY	2
18	Ability to teach through the medium of Welsh	ABLWELSH	1
19	Date left HEI	DATELEFT	8
20	Leaving destination	LEDEST	2
21	Not used	RESACT	1
22	Not used	UOA	3
23	Not Used	TOTSAL	7
24	Disability 1	DISABLE1	2
25	Disability 2	DISABLE2	2

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

**STATUS** This field must be completed with a valid code for all staff.

**VALID ENTRIES** 10025 Staff Record person table standard 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.

**REASON REQUIRED** For HESA's operational purposes

Field Nr.	Field Description	Field Abbrev'n	Field Length
2	Institution identifier	INSTID	4

**STATUS** This field must be completed with a valid code for all staff.

**VALID ENTRIES**

- 0001 The Open University
- 0002 Cranfield University
- 0003 Royal College of Art
- 0007 Bishop Grosseteste University College Lincoln
- 0009 Buckinghamshire New University
- 0010 Central School of Speech and Drama
- 0011 University of Chester
- 0012 Canterbury Christ Church University
- 0013 York St John University
- 0014 University College Plymouth St Mark and St John
- 0016 Edge Hill University
- 0017 University College Falmouth
- 0018 Harper Adams University College
- 0021 The University of Winchester
- 0023 Liverpool Hope University
- 0024 University of the Arts, London
- 0026 University of Bedfordshire
- 0027 The University of Northampton
- 0028 Newman University College
- 0030 Ravensbourne
- 0031 Roehampton University
- 0032 Rose Bruford College
- 0033 Royal Academy of Music
- 0034 Royal College of Music
- 0035 Royal Northern College of Music
- 0037 Southampton Solent University
- 0038 University of Cumbria
- 0039 St Mary's University College, Twickenham
- 0040 Leeds Trinity University College
- 0041 Trinity Laban Conservatoire of Music and Dance
- 0046 The University of Worcester
- 0047 Anglia Ruskin University
- 0048 Bath Spa University
- 0049 The University of Bolton
- 0050 Bournemouth University
- 0051 The University of Brighton
- 0052 Birmingham City University
- 0053 The University of Central Lancashire
- 0054 University of Gloucestershire
- 0056 Coventry University
- 0057 University of Derby
- 0058 The University of East London
- 0059 The University of Greenwich
- 0060 University of Hertfordshire

0061 The University of Huddersfield  
0062 The University of Lincoln  
0063 Kingston University  
0064 Leeds Metropolitan University  
0065 Liverpool John Moores University  
0066 The Manchester Metropolitan University  
0067 Middlesex University  
0068 De Montfort University  
0069 The University of Northumbria at Newcastle  
0071 The Nottingham Trent University  
0072 Oxford Brookes University  
0073 The University of Plymouth  
0074 The University of Portsmouth  
0075 Sheffield Hallam University  
0076 London South Bank University  
0077 Staffordshire University  
0078 The University of Sunderland  
0079 Teesside University  
0080 The University of West London  
0081 University of the West of England, Bristol  
0082 The University of Chichester  
0083 The University of Westminster  
0085 The University of Wolverhampton  
0086 The University of Wales, Newport  
0087 Glyndwr University  
0089 University of Wales Institute, Cardiff  
0090 University of Glamorgan  
0091 Swansea Metropolitan University  
0095 University of Abertay Dundee  
0096 Edinburgh College of Art  
0097 Glasgow School of Art  
0100 Queen Margaret University, Edinburgh  
0101 The Royal Scottish Academy of Music and Drama  
0104 The Robert Gordon University  
0105 The University of the West of Scotland  
0106 Glasgow Caledonian University  
0107 Edinburgh Napier University  
0108 Aston University  
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 The 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 The University of Kent  
0123 The University of Lancaster  
0124 The University of Leeds  
0125 The University of Leicester  
0126 The University of Liverpool  
0127 Birkbeck College  
0131 Goldsmiths College  
0132 Imperial College of Science, Technology and Medicine  
0133 Institute of Education  
0134 King's College London  
0135 London Business School  
0137 London School of Economics and Political Science  
0138 London School of Hygiene and Tropical Medicine  
0139 Queen Mary and Westfield College  
0141 Royal Holloway and Bedford New College  
0143 The Royal Veterinary College  
0145 St George's Hospital Medical School  
0146 The School of Oriental and African Studies  
0147 The School of Pharmacy  
0149 University College London  
0151 University of London (Institutes and activities)  
0152 Loughborough University  
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  
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  
0173 The University of St Andrews  
0174 The University of Stirling  
0175 Scottish Agricultural College  
0176 University of Wales Trinity Saint David  
0177 Aberystwyth University  
0178 Bangor University  
0179 Cardiff University  
0180 Swansea University  
0184 The Queen's University of Belfast  
0185 University of Ulster  
0186 The University of Wales (central functions)  
0188 The Institute of Cancer Research

0189 Writtle College  
0190 Norwich University College of the Arts  
0193 Stranmillis University College  
0194 St Mary's University College  
0195 Royal Agricultural College  
0196 University of the Highlands and Islands  
0197 The Arts University College at Bournemouth  
0199 Conservatoire for Dance and Drama  
0200 University College Birmingham  
0201 Courtauld Institute of Art  
0202 London Metropolitan University  
0203 The University of Buckingham  
0204 The University of Manchester  
0205 Heythrop College  
0206 University for the Creative Arts  
0207 Leeds College of Music  
0208 Guildhall School of Music and Drama  
0209 The Liverpool Institute for Performing Arts  
0210 University Campus Suffolk

**DESCRIPTION** The institution identifier of the reporting institution.

**EXAMPLE** 0053 The University of Central Lancashire.

**REASON REQUIRED** To provide separate figures for each institution.

Field Nr.	Field Description	Field Abbrev'n	Field Length
3	Staff identifier	STAFFID	13

**STATUS** This field must be completed with a valid code for all staff.

**VALID ENTRIES**

A 13 digit code.

**DESCRIPTION** The Staff identifier is a unique code allocated to a staff member when they are first entered onto the staff record and, where a member of staff is contracted to work in jobs classified in SOC groups 1,2 or 3, it stays with them for the whole of their career within HE.

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

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

Each record relating to an individual member of staff in the contract table must use the same Staff identifier used for this individual in the person table.

The value of the staff record to statutory customers is greatly increased where it is possible to track staff movements between institutions. Institutions are reminded that for staff with activity codes in groups 1, 2, and 3, where staff have previously been employed at a UK HEI they should seek the Staff identifier from that institution. The funding councils intend to continue to monitor the reliability of the Staff identifier in order to see whether further refinements are needed to ensure that staff tracking between institutions is possible.

The Staff Identifier Directory is provided to staff and Staff identifier contacts at all institutions to facilitate contact between institutions. It is particularly important for Staff identifier contacts to be kept up to date, in order for HESA to provide institutions with a functional Staff identifier Directory. Liaison contact updates are currently being sought from institutions. Please ensure that the details held for your institution are correct and current. Even after confirmation, please would you advise HESA promptly of any changes to contact arrangements that may arise during the year.

Where a staff member returns to an institution with two STAFFIDs (one from the previous HEI and one from the reporting HEI) the ID from the institution they are returning to should be

used to retain tracking within the institution.

## **Methods for generating Staff identifiers**

### **Institutional method**

The structure of the HESA Staff identifier is as follows:

First 2 characters:

Year of entry into institution (last 2 digits of calendar year). Those entering before 1 August 2003 and whose year of entry is unknown should use 'XX'.

Next 4 characters:

Institution identifier from (as in field 2, Institution identifier), **PLUS 1000** (e.g. if the institution identifier is 0134, the digits in the Staff identifier are 1134).

Next 6 characters:

6 digit reference number internally allocated by the institution.

Last character:

Check digit.

### **USR method**

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. If a member of staff has been out of the sector for a while, or not previously returned to HESA, 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 Staff identifier. Institutions are encouraged to trace employees' identifiers. The emphasis is on the need to retain the same Staff identifier in future in order to be able track future movements.

### **Using an identifier allocated by another institution**

If a member of staff whose contract is for an activity where the SOC code is in groups 1,2, or 3 and has already been allocated a HESA Staff identifier by a previous institution, then that identifier should be returned instead of allocating a new Staff identifier (and, ideally, where a member of staff is employed by two institutions concurrently, then the same Staff identifier should be used by both institutions). In order to accomplish this linkage, institutions will need to obtain from the previous 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 has circulated staff data stream liaison contact details for operational purposes.

### Calculation of Check Digit

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

A program to calculate the check digit is available on the HESA web site at: `<A HREF= "http://www.hesa.ac.uk/index.php?option=com_content&task=view&id=155&Itemid=233">http://www.hesa.ac.uk/index.php?option=com_content&task=view&id=155&Itemid=233 </A>`

In this calculation, the character X has a value of zero.

The weights used are:

Digit position 1 2 3 4 5 6 7 8 9 10 11 12

Weight 1 3 7 9 1 3 7 9 1 3 7 9

### EXAMPLE

A lecturer at Royal Holloway and Bedford New College, University of London (for which the HESA Institution identifier is 0141), starting in calendar year 2003 is allocated the internal number 123456. The check digit calculation for their Staff identifier, 031141123456, would be calculated as:

Number	0	3	1	1	4	1	1	2	3	4	5	6
Weight	1	3	7	9	1	3	7	9	1	3	7	9
Product	0	9	7	9	4	3	7	18	3	12	35	54

The sum of the products is 161, the final digit being 1, so the check digit is  $10 - 1 = 9$ . The full identifier is therefore '0311411234569'.

If the lecturer in the example above had entered the institution prior to 2003, and has been allocated the Staff identifier XX1141123456 (because year of entry is unknown) the check digit would be calculated as:

Number	X	X	1	1	4	1	1	2	3	4	5	6
Weight	1	3	7	9	1	3	7	9	1	3	7	9
Product	0	0	7	9	4	3	7	18	3	12	35	54

The product of the first two digits should be counted as 0, which

makes the sum of all the products 152. As the final digit is 2 the check digit is  $10 - 2 = 8$ . The full identifier is therefore 'XX11411234568'.

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 HE workforce.

Field Nr.	Field Description	Field Abbrev'n	Field Length
4	Date of birth	BIRTHDTE	8

**STATUS** This field must be completed with a valid code for all staff.

**VALID ENTRIES**

Valid entry pattern is: YYYYMMDD.

**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 an exceptional case where date of birth is not known, a default of 99991231 or 19010101 (as per the Inland Revenue) should be used.

**REASON REQUIRED** To enable age profile analysis of staff employed in HE.

To produce retirement information.

For purposes of record linkage.

Field Nr.	Field Description	Field Abbrev'n	Field Length
5	Gender	GENDER	1

**STATUS** This field must be completed with a valid code for all staff.

**VALID ENTRIES**

- 0 Unknown
- 1 Male
- 2 Female
- 9 Indeterminate

**DESCRIPTION** This field identifies the gender of the member of staff. The definition of gender is intended to be classification of (biological) sex.

**NOTES** The coding frame for this field is consistent with the MIAP Common Data Definitions (CDD) coding frame.

Atypical staff (staff who hold atypical contracts only) are the only staff for whom the unknown code can be used, in the very exceptional cases where gender has not been recorded within the institution and there is no longer any contact with the member of staff. The use of this code will be monitored during data collection to ensure that levels do not exceed in the order of 1%.

Code 9 'Indeterminate' means unable to be classified as either male or female. It should not be used as a substitute or proxy for 'Not known'. The term 'indeterminate gender' is intended to identify those who are 'intersex' and is not related in any way to trans-gender.

**REASON REQUIRED** For analysis of the numbers of staff by gender.

Field Nr.	Field Description	Field Abbrev'n	Field Length
6	Nationality	NATION	2

**STATUS** This field must be completed with a valid code for all staff.

**VALID ENTRIES**

AA Stateless  
AD Andorra  
AE United Arab Emirates  
AF Afghanistan  
AG Antigua and Barbuda  
AI Anguilla  
AL Albania  
AM Armenia  
AO Angola  
AR Argentina  
AS American Samoa  
AT Austria  
AU Australia  
AZ Azerbaijan  
BA Bosnia and Herzegovina  
BB Barbados  
BD Bangladesh  
BE Belgium  
BF Burkina [Burkina Faso]  
BG Bulgaria  
BH Bahrain  
BI Burundi  
BJ Benin  
BM Bermuda  
BN Brunei [Brunei Darussalam]  
BO Bolivia  
BR Brazil  
BS Bahamas, The  
BT Bhutan  
BW Botswana  
BY Belarus  
BZ Belize  
CA Canada  
CD Congo (Democratic Republic) [Congo (The Democratic Republic of the)] Formerly Zaire  
CF Central African Republic  
CG Congo  
CH Switzerland  
CI Ivory Coast [Côte D'ivoire]  
CL Chile  
CM Cameroon  
CN China  
CO Colombia  
CR Costa Rica

CU Cuba  
CV Cape Verde  
CZ Czech Republic  
DE Germany  
DJ Djibouti  
DK Denmark  
DM Dominica  
DO Dominican Republic  
DZ Algeria  
EC Ecuador  
EE Estonia  
EG Egypt  
EH Western Sahara  
ER Eritrea  
ES Spain includes Ceuta, Melilla  
ET Ethiopia  
FI Finland  
FJ Fiji  
FK Falkland Islands [Falkland Islands (Malvinas)]  
FM Micronesia [Micronesia, Federated States of]  
FO Faroe Islands  
FR France includes Corsica  
GA Gabon  
GB United Kingdom  
GD Grenada  
GE Georgia  
GG Guernsey  
GH Ghana  
GI Gibraltar  
GL Greenland  
GM Gambia, The  
GN Guinea  
GQ Equatorial Guinea  
GR Greece  
GS South Georgia And The South Sandwich Islands  
GT Guatemala  
GU Guam  
GW Guinea-Bissau  
GY Guyana  
HK Hong Kong (Special Administrative Region of China) [Hong Kong]  
HN Honduras  
HR Croatia  
HT Haiti  
HU Hungary  
ID Indonesia  
IE Ireland  
IL Israel  
IM Isle of Man  
IN India  
IO British Indian Ocean Territory (BIOT)

IQ Iraq  
IR Iran [Iran, Islamic Republic of]  
IS Iceland  
IT Italy Includes Sardinia, Sicily  
JE Jersey  
JM Jamaica  
JO Jordan  
JP Japan  
KE Kenya  
KG Kyrgyzstan  
KH Cambodia  
KI Kiribati  
KM Comoros  
KN St Kitts And Nevis  
KP Korea (North) [Korea, Democratic People's Republic of]  
KR Korea (South) [Korea, Republic of]  
KW Kuwait  
KY Cayman Islands  
KZ Kazakhstan  
LA Laos [Lao People's Democratic Republic]  
LB Lebanon  
LC St Lucia  
LI Liechtenstein  
LK Sri Lanka  
LR Liberia  
LS Lesotho  
LT Lithuania  
LU Luxembourg  
LV Latvia  
LY Libya [Libyan Arab Jamahiriya]  
MA Morocco  
MC Monaco  
MD Moldova [Moldova, Republic of]  
ME Montenegro  
MG Madagascar  
MH Marshall Islands  
MK Macedonia [Macedonia, The Former Yugoslav Republic of]  
ML Mali  
MM Burma [Myanmar]  
MN Mongolia  
MO Macao (Special Administrative Region of China) [Macao]  
MP Northern Mariana Islands  
MR Mauritania  
MS Montserrat  
MT Malta  
MU Mauritius  
MV Maldives  
MW Malawi  
MX Mexico  
MY Malaysia  
MZ Mozambique

NA Namibia  
NE Niger  
NG Nigeria  
NI Nicaragua  
NL Netherlands  
NO Norway  
NP Nepal  
NR Nauru  
NZ New Zealand  
OM Oman  
PA Panama  
PE Peru  
PG Papua New Guinea  
PH Philippines  
PK Pakistan  
PL Poland  
PN Pitcairn, Henderson, Ducie And Oeno Islands [Pitcairn]  
PS Occupied Palestinian Territories [Palestinian Territory,  
Occupied] formerly West Bank (including East Jerusalem)  
and Gaza Strip  
PT Portugal Includes Madeira, Azores  
PW Palau  
PY Paraguay  
QA Qatar  
QN Serbia and Montenegro not otherwise specified  
QO Kosovo  
RO Romania  
RS Serbia  
RU Russia [Russian Federation]  
RW Rwanda  
SA Saudi Arabia  
SB Solomon Islands  
SC Seychelles  
SD Sudan  
SE Sweden  
SG Singapore  
SH St Helena  
SI Slovenia  
SK Slovakia  
SL Sierra Leone  
SM San Marino  
SN Senegal  
SO Somalia  
SR Surinam [Suriname]  
ST Sao Tome And Principe  
SV El Salvador  
SY Syria [Syrian Arab Republic]  
SZ Swaziland  
TC Turks and Caicos Islands  
TD Chad  
TG Togo



TH	Thailand
TJ	Tajikistan
TL	East Timor [Timor Leste]
TM	Turkmenistan
TN	Tunisia
TO	Tonga
TR	Turkey
TT	Trinidad and Tobago
TV	Tuvalu
TW	Taiwan [Taiwan, Province of China]
TZ	Tanzania [Tanzania, United Republic of]
UA	Ukraine
UG	Uganda
US	United States
UY	Uruguay
UZ	Uzbekistan
VA	Vatican City [Holy See (Vatican City State)]
VC	St Vincent And The Grenadines
VE	Venezuela
VG	British Virgin Islands [Virgin Islands, British]
VN	Vietnam [Viet Nam]
VU	Vanuatu
WS	Samoa
XA	Cyprus (European Union)
XB	Cyprus (Non-European Union)
XC	Cyprus not otherwise specified
XL	Channel Islands not otherwise specified
XM	Czechoslovakia not otherwise specified
XN	Union of Soviet Socialist Republics not otherwise specified
XO	Yugoslavia not otherwise specified
YE	Yemen
ZA	South Africa
ZM	Zambia
ZW	Zimbabwe
ZZ	Not known

**DESCRIPTION**

The Nationality field defines the country of legal nationality coded using the 2-digit country codes listed. This is not necessarily the domicile.

**NOTES**

This coding frame is determined by the National Statistics Country Classification 2006 (NSCC), which is based on ISO 3166-1 Codes for the Representation of Names of Countries and their Subdivisions, and the United Nations' Standard Country or Area Codes for Statistical Use. In a small number of cases, the NSCC usage differs from the usage in ISO 3166 on which the NSCC is based. Where that happens, the ISO 3166 usage is given in brackets after the preferred UK usage, to facilitate cross-reference to the international standard. For example for code KP the description is Korea (South). The text in brackets, [Korea, Republic of], is the ISO 3166 description. Information in braces is

provided by HESA to clarify usage, and is not derived either from NSCC or ISO 3166 lists of short country names, for example Spain !!Missing '!!.

UK nationals: Where a staff member has dual nationality including British, they should be coded as British. If a dual nationality, not including British, but including non-UK EU country then use relevant EU country code. If neither British or non-UK EU country then code as either nationality.

GB: United Kingdom

For nationality the code GB must be used. Note that the code UK is not on the ONS list and is invalid for nationality.

GG, JE, XL: Guernsey and Jersey (Channel Islands)

The Channel Islands are not part of the United Kingdom and not part of the European Union. United Kingdom codes must not be used for nationality. The Bailiwicks of Guernsey (which includes the smaller islands of Alderney and Sark) and of Jersey must be treated separately. The code XL may be used for nationality, but only for staff members that were already current in 2007/08, to avoid the need for re-coding.

IM: Isle of Man

The Isle of Man is not part of the United Kingdom and not part of the European Union. United Kingdom codes must not be used for nationality. The code IM must be used for nationality.

CY, XA, XB, XC: Cyprus

The following treatment does not imply any recognition that the de facto Turkish occupation and control of northern Cyprus is legitimate, but does deal with the practical need to record the source of staff. The separate codes Cyprus (European Union) (XA) and Cyprus (non European Union) (XB) must be used for nationality. The code XC may be used for nationality, but only for staff members that were already current in 2007/08, to avoid the need for re-coding. Note that an appropriate United Kingdom code should be used for nationality for staff members from the British sovereign military areas on Cyprus. The code CY is invalid for nationality unless and until there is any change in the political situation, in which case the coding arrangements will be reviewed.

FO, GL: Faroe Islands and Greenland

The Faroe Islands and Greenland must be treated separately, and the codes FO and GL must be used for nationality. Note that,

despite their relationship with Denmark, neither Greenland nor the Faroe Islands are part of the European Union.

#### FR: French Republic

The French Republic comprises Metropolitan France (France Metropolitan) [including Corsica], the four Overseas Departments (Départements d'Outre-Mer, or D.O.M.) of French Guiana (GF), Guadeloupe (GP), Martinique (MQ), and Réunion (RE), the six Overseas Collectives (Collectivites d'Outre-Mer, or C.O.M.) of Mayotte (YT), St Pierre & Miquelon (PM), French Polynesia (PF) [also designated as a Pays d'Outre-Mer], Wallis & Futuna (WF), St Martin (French part) [St Martin] (MF) and St Barthélemy (BL), the Overseas Territory (Territoire d'Outre-Mer, or T.O.M.) of the French Southern Territories (TF), and finally New Caledonia (NC) which has a special status similar to a T.O.M.. Metropolitan France and the four Overseas Departments are all part of the European Union. For nationality the code FR must be used throughout, and all the other codes in this group are invalid.

#### IT, VA: Italy and Vatican City (Holy See)

Italy and Vatican City must be treated separately, and the codes IT and VA must be used for nationality.

#### NL: Kingdom of the Netherlands

The Kingdom of the Netherlands comprises the European country of The Netherlands and the Caribbean countries of Aruba (AW) and Netherlands Antilles (AN). For nationality the code NL must be used throughout. Netherlands Antilles is to be further subdivided, and this may require further codes to be allocated in ISO 3166, but this had not been done as at mid-2007.

#### ES: Spain and the Canary Islands

The Canary Islands are part of Spain, and hence of the European Union, but with some special derogations and provisions particularly relating to customs and fiscal matters. For nationality, the code ES must be used for both mainland Spain and the Canaries. No separate codes are provided in the ONS list for the exclaves of Ceuta and Melilla on the coast of north Africa, and for nationality purposes they should be regarded as part of mainland Spain.

#### NO: Norway and Svalbard and Jan Mayen

Svalbard (Spitzbergen) is an inhabited Norwegian territory in the Arctic Ocean. For nationality the code NO must be used throughout. Jan Mayen Island is included with Svalbard but has

no settled inhabitants. Bouvet Island (BV) is a Norwegian island in the South Atlantic Ocean, but has no settled inhabitants, so code BV is invalid for nationality.

MA, EH: Morocco, Western Sahara

Western Sahara (EH) is a disputed territory occupied and administered by Morocco (MA). The code EH should be used where appropriate for nationality.

PS: Occupied Palestinian Territories

This code description changed in 2008/09 to reflect the change in the National Statistics Country Classification. It must be used where appropriate for nationality.

US, GU, MP, AS, MH, FM, PW: United States, Puerto Rico, US Virgin Islands, Guam, Northern Mariana Islands, American Samoa, United States Minor Outlying Islands, Marshall Islands, Micronesia, Palau

The Commonwealth of Puerto Rico is an Unincorporated Organized Territory of the United States; its current Commonwealth status grants it a measure of internal self-government, and its longer-term status is the subject of active debate in 2006. Puerto Ricans are citizens of the United States. For nationality the code US must be used.

The US Virgin Islands (the former Danish West Indies, purchased from Denmark by the United States in 1916) is an Unincorporated Organized Territory of the United States. US Virgin Islanders are citizens of the United States. For nationality the code US must be used .

Guam (formerly part of the UN Trust Territory of the Pacific) is an Unincorporated Organized Territory of the United States. For nationality the code GU must be used.

The Commonwealth of the Northern Mariana Islands (formerly part of the UN Trust Territory of the Pacific) is an Unincorporated Organized Territory of the United States; its Commonwealth status grants it a measure of internal self-government. For nationality the code MP must be used.

American Samoa is an Unincorporated Unorganized Territory of the United States. For nationality the code AS must be used. The United States Minor Outlying Islands comprise Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Atoll, Palmyra Atoll and Wake Island in the Pacific, and Navassa Island in the Caribbean. They are Unincorporated (Incorporated in the case of Palmyra Atoll) Unorganized

Territories of the United States. They have no settled inhabitants.

The Marshall Islands (formerly part of the UN Trust Territory of the Pacific) are a self-governing state in free association with the United States. For nationality the code MH must be used.

The Federated States of Micronesia (formerly part of the UN Trust Territory of the Pacific) are a self-governing state in free association with the United States. For nationality the code FM must be used.

Palau (formerly part of the UN Trust Territory of the Pacific) is a self-governing state in free association with the United States. For nationality the code PW must be used.

CN, TW, HK, MO: China, Taiwan, Hong Kong, Macao

China (CN) should be used for nationality where relevant in cases not covered by the following guidance. Taiwan (TW) - The United Kingdom acknowledges the position of the Chinese Government that Taiwan is a province of China and recognises the Chinese Government as the sole legal government of China. The United Kingdom does not recognise Taiwan as a state and does not have diplomatic relations with Taiwan. However, because the United Kingdom accepts passports issued by the Taiwanese Authorities for immigration purposes, it is necessary to use a separate country code TW for Taiwan in the nationality field. This has no bearing on the United Kingdom's position on Taiwan's status.

Hong Kong (Special Administrative Region of China) (HK) appears separately for historical and immigration reasons as this Special Administrative Region issues different passports from those of the PRC. This code is not regarded as having any implications for issues of nationality, but should continue to be used in the nationality field.

Macao (Special Administrative Region of China) (MO) appears separately for historical and immigration reasons as this Special Administrative Region issues different passports from those of the PRC. This code is not regarded as having any implications for issues of nationality, but should continue to be used in the nationality field.

AU: Australia, Christmas Island, Cocos (Keeling) Islands, Norfolk Island, Heard Island and MacDonal Islands.

Christmas Island is a non-self-governing territory of Australia. For nationality the code AU must be used.

Cocos (Keeling) Islands is a non-self-governing territory of

Australia. For nationality the code AU must be used.

Norfolk Island is a non-self-governing territory of Australia. For nationality the code AU must be used.

Heard Island and MacDonal Islands are a territory of Australia with no settled inhabitants.

NZ : New Zealand, Cook Islands, Niue and Tokelau

The Cook Islands are a self-governing state in free association with New Zealand; they form part of the Realm of New Zealand and Cook Islanders are New Zealand citizens. Accordingly, for nationality the code NZ must be used.

Niue is a self-governing state in free association with New Zealand; it forms part of the Realm of New Zealand and Niueans are New Zealand citizens. Accordingly, for nationality the code NZ must be used.

Tokelau is a New Zealand territory whose future status is currently under discussion; a proposal for free association with New Zealand on a basis similar to that of the Cook Islands and Niue was rejected by referendum in 2006. As an interim arrangement pending the determination of the future status of Tokelau, for nationality the code NZ must be used.

IO: British Indian Ocean Territory (BIOT)

The Chagos Islands form the principal part of this territory, and these include the island of Diego Garcia which is a leased to the United States of America as a major military base. The indigenous inhabitants of BIOT have been displaced elsewhere, and the territory accordingly has no settled inhabitants at present (on the above definition). Accordingly the code IO may be used as a nationality code for displaced indigenous inhabitants.

AQ: Antarctica

Since there are no settled inhabitants in Antarctica, code AQ is invalid for both domicile and nationality. Although there are a number of national territorial claims to parts of Antarctica, these have been in abeyance since the coming into force of the Antarctic Treaty in 1961.

XM, XN, XO, XZ, AA, ZZ: Obsolete Countries, Regions, Stateless, and Unknown

For nationality, codes XM, XN, XO may be used only for staff members who hold these obsolete nationalities and no other, presumably because they emigrated at a time when the

nationalities were current and they have never acquired any other nationality. Code XZ although in the NSCC list, is invalid for nationality. Code AA should be used only when a staff member is known to be stateless, and code ZZ should be used when nationality is not known or when it is impossible from the available documentation to assign a nationality from the above list.

QO: Kosovo

A new code for Kosovo (QO) has been added to the classification in acknowledgement of the UK's recognition of Kosovo as an independent nation.

Note: 'no settled inhabitants' means no inhabitants apart from military and scientific personnel, staff of contractors, and seasonal residents.

A mapping document to the new country codes from the old 4-digit codes previously used can be found at <A HREF="index.php/component?option=com\_studrec/task,show\_file/Itemid,233/mnl,07051/href,MappingCountryCodes2.html">Country codes (old to new)</A>

**REASON REQUIRED** To provide information about net inflows of staff of different nationalities.

Field Nr.	Field Description	Field Abbrev'n	Field Length
7	Ethnicity	ETHNIC	2

**STATUS** This field must be completed with a valid code for all staff.

**VALID ENTRIES**

- 11 White - British
- 12 White - Irish
- 13 White - Scottish
- 14 Irish Traveller
- 19 Other White background
- 21 Black or Black British - Caribbean
- 22 Black or Black British - African
- 29 Other Black background
- 31 Asian or Asian British - Indian
- 32 Asian or Asian British - Pakistani
- 33 Asian or Asian British - Bangladeshi
- 34 Chinese
- 39 Other Asian background
- 41 Mixed - White and Black Caribbean
- 42 Mixed - White and Black African
- 43 Mixed - White and Asian
- 49 Other Mixed background
- 80 Other Ethnic background
- 90 Not known
- 98 Information refused

**DESCRIPTION** The Ethnicity field identifies the ethnic origin of the member of staff.

**NOTES** This coding structure reflects the 2001 Census of Population ethnicity classifications used throughout the UK and so allows comparative statistics to be derived both within and without the sector.

It is HESA's intention to adopt national classifications where they exist and are appropriate.

In the case of the Census 2001 ethnicity coding, there is no coding structure applicable throughout the UK, as variations exist in Scotland and Northern Ireland. To accommodate requirements for institutions to report locally to their devolved administrations, the coding frame has been revised. As a consequence, no institution will recognise this hybrid-coding list as that used in their region.

There are two specific categories: code 13 'White Scottish' and code 14 'Irish Traveller', which can only be used by institutions in Scotland and Northern Ireland respectively.



Code '98' Information refused should be used when, and only when, a member of staff has explicitly refused to provide the information. Failure to respond at all to a request for information does not signify an explicit refusal, and such staff should be coded '90' Not Known. It is expected that in any individual institution use will be made of both of these two codes. Where a member of staff indicates their ethnicity as something not included in the coding frame, for example Jewish or Arabic, they should be coded '80' Other Ethnic Background.

Code 90 'Not known' can be used for staff who do not genuinely know their ethnicity, ie staff who are adopted.

In addition institutions in Scotland and Northern Ireland do not need to code the detail for those from mixed ethnic backgrounds. Institutions in Scotland and Northern Ireland can code all such staff as 49 - 'Other Mixed background'.

**REASON REQUIRED** For monitoring equal opportunities issues in HE.

Field Nr.	Field Description	Field Abbrev'n	Field Length
8	National identity 1	NATID1	1

**STATUS** This field must be completed with a valid code other than the default code when the member of staff is employed by an institution in Wales.

**VALID ENTRIES**

- B British
- E English
- I Irish
- O Other
- R Information refused
- S Scottish
- U Unknown
- W Welsh
- X Not applicable/Not required (Default code)

**DESCRIPTION** This field records the national identity of the member of staff. National identity is different to both ethnicity and nationality and could be based on many things including, for example, culture, language or ancestry/family history. National identity reflects how an individual chooses to classify themselves.

**NOTES** The coding structure reflects that used in other national surveys and so allows comparative statistics to be derived both within and without the sector.

An individual can identify themselves as having up to two national identities. If they only choose one national identity, this should be coded in field 8 National Identify 1. If a second national identity is also chosen this should be coded in field 9, National identity 2.

Code 'U' Unknown should be used when the member of staff has not been asked what they consider their national identity to be, or has failed to respond to a request for information.

Code 'R' Information refused should be used when the member of staff has explicitly refused to provide the information.

Default code 'X' must be used for staff employed at institutions in England, Scotland or Northern Ireland.

Default code 'X' must not be used by institutions in Wales.

**REASON REQUIRED** To monitor the impact of policies and practices on staff of Welsh or other UK background.

To compare sector data with that from other areas of the

economy.

Field Nr.	Field Description	Field Abbrev'n	Field Length
9	National identity 2	NATID2	1

**STATUS** This field must be completed with a valid code other than the default code when the member of staff is employed by an institution in Wales and the member of staff identifies themselves as having more than one nationality.

**VALID ENTRIES**

- B British
- E English
- I Irish
- O Other
- S Scottish
- W Welsh
- X Not applicable/Not required (Default code)

**DESCRIPTION** This field records the national identity of the member of staff. National identity is different to both ethnicity and nationality and could be based on many things including, for example, culture, language or ancestry/family history. National identity reflects how an individual chooses to classify themselves.

**NOTES** The coding structure reflects that used in other national surveys and so allows comparative statistics to be derived both within and without the sector.

An individual can identify themselves as having up to two national identities. If they only choose one national identity, this should be coded in field 8, National Identity 1. If a second national identity is also chosen this should be coded in field 9 National Identity 2.

Default code 'X' must be used for staff employed at institutions in England, Scotland or Northern Ireland.

Default code 'X' must be used when field 8, National Identity 1 is coded 'R, U or X' or where only one national identity is given by an individual.

**REASON REQUIRED** To monitor the impact of policies and practices on staff of Welsh or other UK background.

To compare HE sector data with that from other areas of the economy.

Field Nr.	Field Description	Field Abbrev'n	Field Length
10	Not used	DISABLED	1

**STATUS** Compulsory

**VALID ENTRIES** X Not used

**NOTES** Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their correct relative positions.

In the case of Comma Separated and ASCII Fixed Length returns the field should be coded 'X'.

Field Nr.	Field Description	Field Abbrev'n	Field Length
11	Date appointed at current HEI	DATEFHEI	8

**STATUS** This field must be completed with a valid code other than the default code when the date is known **and** the member of staff is not classed as 'atypical'.

#### VALID ENTRIES

Valid entry pattern is: YYYYMMDD.

**DESCRIPTION** The Date appointed at current HEI field records the date at which the member of staff entered their current period of **continuous service** with the HEI. For the purposes of this field, the current HEI includes all its predecessor institutions.

**NOTES** The reference to 'predecessor institutions' relates to changes within the reporting institution. For example, institutions that have merged to form the existing institution and where staff were automatically transferred from the former employer.

This field must be updated when a break in **continuous service** occurs regardless of the length of the break. If there has been a break in continuous service DATEFHEI will not be the same as the date of the first appointment that the member of staff held with the HEI. It is therefore essential that the original STAFFID is retained where breaks in service occur, particularly for staff in SOC groups 1, 2 and 3, in order to facilitate tracking.

It is expected that institutions will be able to give a date appointed at current HEI for all new staff and some existing staff, but in an exceptional case where date appointed at current HEI is not known for existing staff the default code '99991231' should be used.

Default code '99991231' can be used for atypical staff.

#### EXAMPLE

##### **Member of staff holds several contracts issued with no break in continuous service:-**

A member of staff holds two contracts, one of which is a fixed length contract from 29 January 2002 to 29 January 2008, and the other a permanent contract that was issued on 1 December 2007. Details of both contracts must be returned in the contract table and the code returned in this field must be 20020129.

##### **Break in continuous service:-**

A member of staff holds two contracts, one of which is a fixed length contract from 29 January 2002 to 29 January 2008, and the other a permanent contract that was issued on 10 February

2008. Details of both contracts must be returned in the contract table and the code returned in this field must be 20080210. Additionally, default codes 99991231 and XX must be returned in fields 19 DATELEFT and 20 LEDEST respectively, because the member of staff is still employed at the institution under the permanent contract. If the member of staff has not been employed elsewhere during the break in service, code 21 'Not in regular employment' must be returned in field 12 PREVEMP and the code for the current institution must be returned in field 13 PREVHEI.

Default code 'XXXX' must not be used in field 13 PREVHEI when there has been a break in employment service and field 12, PREVEMP has been coded '21' Not in regular employment.

**REASON REQUIRED** To track career histories of HE staff for employment research and profiling.

Field Nr.	Field Description	Field Abbrev'n	Field Length
12	Previous employment	PREVEMP	2

**STATUS** This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2' or '3' **and** the member of staff is not classed as 'atypical'.

**VALID ENTRIES**

- 01 Another HEI in UK
- 02 HEI in an overseas country
- 03 Other education institution in UK
- 04 Other education institution in an overseas country
- 05 Research institution in the UK
- 06 Research institution overseas
- 07 Student in UK
- 08 Student in an overseas country
- 09 NHS/General medical or general dental practice in UK
- 10 Health service in an overseas country
- 11 Other public sector in UK
- 12 Private industry/commerce in UK
- 13 Self-employed in UK
- 14 Other employment in UK
- 15 Other employment in an overseas country
- 21 Not in regular employment
- 99 Not known
- XX Not applicable/Not required (Default code)

**DESCRIPTION** The Previous employment field is used to record the nature of employment of the member of staff before entering employment with the current institution.

**NOTES** Where it appears that two codes are equally applicable, the nearest to '01' should be given.

The previous employment should indicate the nature of employment of the member of staff before the date returned in field 11, Date appointed at current HEI. This will not necessarily be the employment of the member of staff in the previous year.

It is expected that once the member of staff has entered employment with the institution the code returned in this field will remain the same until the member of staff leaves the institution.

Where a break in continuous service occurs and an individual has not been employed elsewhere during the break, code 21 'Not in regular employment' must be returned in this field and the code for the current institution returned in field 13 PREVHEI.

Code '09' should be used where the nature of employment is or



was within the NHS, in the broadest sense. This should include employment in an NHS body such as a Trust or Primary Care Trust and should also include employment in General Medical or General Dental practice. Even where other codes apply (for example General practitioners who consider themselves self-employed), code '09' should be used.

Default code 'XX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XX' can be used for atypical staff.

**REASON REQUIRED** To enable information to be provided about cross-fertilisation between HE and other areas of employment and the migration of HE staff to and from the UK.

Field Nr.	Field Description	Field Abbrev'n	Field Length
13	Previous HEI	PREVHEI	4

### STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2' or '3' **and** field 12, previous employment has been coded '01' **and** field 11, Date entered current HEI has been coded with a date after 20100731 (excluding 99991231) **and** the member of staff is not classed as 'atypical'.

### VALID ENTRIES

0001 The Open University  
0002 Cranfield University  
0003 Royal College of Art  
0004 College of Guidance Studies  
0006 The Royal College of Nursing  
0007 Bishop Grosseteste University College Lincoln  
0008 Bretton Hall College of HE  
0009 Buckinghamshire New University  
0010 Central School of Speech and Drama  
0011 University of Chester  
0012 Canterbury Christ Church University  
0013 York St John University  
0014 University College Plymouth St Mark and St John  
0015 Dartington College of Arts  
0016 Edge Hill University  
0017 University College Falmouth  
0018 Harper Adams University College  
0019 Homerton College  
0020 Kent Institute of Art and Design  
0021 The University of Winchester  
0022 La Sainte Union College of HE  
0023 Liverpool Hope University  
0024 University of the Arts, London  
0025 Loughborough College of Art and Design  
0026 University of Bedfordshire  
0027 The University of Northampton  
0028 Newman University College  
0029 North Riding College Higher Education Corporation  
0030 Ravensbourne  
0031 Roehampton University  
0032 Rose Bruford College  
0033 Royal Academy of Music  
0034 Royal College of Music  
0035 Royal Northern College of Music  
0036 Salford College of Technology  
0037 Southampton Solent University  
0038 University of Cumbria  
0039 St Mary's University College, Twickenham

0040 Leeds Trinity University College  
0041 Trinity Laban Conservatoire of Music and Dance  
0042 Westminster College  
0043 West London Institute of Higher Education  
0044 The Surrey Institute of Art and Design, University College  
0045 Winchester School of Art  
0046 The University of Worcester  
0047 Anglia Ruskin University  
0048 Bath Spa University  
0049 The University of Bolton  
0050 Bournemouth University  
0051 The University of Brighton  
0052 Birmingham City University  
0053 The University of Central Lancashire  
0054 University of Gloucestershire  
0055 London Guildhall University  
0056 Coventry University  
0057 University of Derby  
0058 The University of East London  
0059 The University of Greenwich  
0060 University of Hertfordshire  
0061 The University of Huddersfield  
0062 The University of Lincoln  
0063 Kingston University  
0064 Leeds Metropolitan University  
0065 Liverpool John Moores University  
0066 The Manchester Metropolitan University  
0067 Middlesex University  
0068 De Montfort University  
0069 The University of Northumbria at Newcastle  
0070 The University of North London  
0071 The Nottingham Trent University  
0072 Oxford Brookes University  
0073 The University of Plymouth  
0074 The University of Portsmouth  
0075 Sheffield Hallam University  
0076 London South Bank University  
0077 Staffordshire University  
0078 The University of Sunderland  
0079 Teesside University  
0080 The University of West London  
0081 University of the West of England, Bristol  
0082 The University of Chichester  
0083 The University of Westminster  
0084 Wimbledon School of Art  
0085 The University of Wolverhampton  
0086 The University of Wales, Newport  
0087 Glyndwr University  
0088 Coleg Normal Bangor  
0089 University of Wales Institute, Cardiff  
0090 University of Glamorgan

0091 Swansea Metropolitan University  
0092 Trinity University College  
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  
0099 Northern College of Education  
0100 Queen Margaret University, Edinburgh  
0101 The 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 The University of the West of Scotland  
0106 Glasgow Caledonian University  
0107 Edinburgh Napier University  
0108 Aston University  
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 The 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 The University of Kent  
0123 The University of Lancaster  
0124 The University of Leeds  
0125 The University of Leicester  
0126 The University of Liverpool  
0127 Birkbeck College  
0128 British Postgraduate Medical Federation  
0129 Charing Cross & Westminster Medical School  
0131 Goldsmiths College  
0132 Imperial College of Science, Technology and Medicine  
0133 Institute of Education  
0134 King's College London  
0135 London Business School  
0136 The London Hospital Medical College  
0137 London School of Economics and Political Science  
0138 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 St Bartholomew's Hospital Medical College  
0145 St George's Hospital Medical School  
0146 The School of Oriental and African Studies  
0147 The School of Pharmacy  
0148 United Medical and Dental Schools of Guy's and St  
Thomas's Hospitals  
0149 University College London  
0150 Wye College  
0151 University of London (Institutes and activities)  
0152 Loughborough University  
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  
0173 The University of St Andrews  
0174 The University of Stirling  
0175 Scottish Agricultural College  
0176 University of Wales Trinity Saint David  
0177 Aberystwyth University  
0178 Bangor University  
0179 Cardiff University  
0180 Swansea University  
0181 University of Wales College of Medicine  
0182 Royal Welsh College of Music and Drama  
0183 Welsh Institute of Rural Studies  
0184 The Queen's University of Belfast  
0185 University of Ulster  
0186 The University of Wales (central functions)  
0187 Westhill College  
0188 The Institute of Cancer Research  
0189 Writtle College  
0190 Norwich University College of the Arts  
0191 Northern School of Contemporary Dance  
0192 Cumbria Institute of the Arts  
0193 Stranmillis University College

0194 St Mary's University College  
0195 Royal Agricultural College  
0196 University of the Highlands and Islands  
0197 The Arts University College at Bournemouth  
0198 Bell College  
0199 Conservatoire for Dance and Drama  
0200 University College Birmingham  
0201 Courtauld Institute of Art  
0202 London Metropolitan University  
0203 The University of Buckingham  
0204 The University of Manchester  
0205 Heythrop College  
0206 University for the Creative Arts  
0207 Leeds College of Music  
0208 Guildhall School of Music and Drama  
0209 The Liverpool Institute for Performing Arts  
0210 University Campus Suffolk  
4001 Other UK Institution  
XXXX Default code

#### **DESCRIPTION**

The Previous HEI field is used to record the institution identifier of the most recent previous institution at which the member of staff worked.

#### **NOTES**

Where a break in continuous service occurs and an individual has not been employed elsewhere during the break, code 21 'Not in regular employment' must be returned in field 12 Previous employment and the code for the current institution must be returned in this field. Default code 'XXXX' must not be used when there has been a break in continuous service and field 12, Previous employment has been coded '21' Not in regular employment.

Generic code '4001' Other UK Institution should be used in the exceptional case where field 12 Previous employment is coded '01' Another HEI in UK and the HEI is not known. Code 4001 should also be used for private HEIs in the UK that are not listed in the Valid Entries list.

Default code 'XXXX' must be used when field 12, Previous employment has been coded '02-15', '99' or 'XX'.

Default code 'XXXX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XXXX' can be used for staff that have returned a date before 20030731 (including those with a default date of 99991231) in field 11, Date appointed at current HEI.

Default code 'XXXX' can be used for atypical staff.

**EXAMPLE** 0053 The University of Central Lancashire.

**REASON REQUIRED** To assist in year on year linking and tracking between records as individuals move between institutions.

Field Nr.	Field Description	Field Abbrev'n	Field Length
14	Highest qualification held	HQHELD	2

**STATUS** This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2' or '3' **and** the member of staff is not classed as 'atypical'.

**VALID ENTRIES**

- 01 Doctorate
- 02 Other Higher Degree
- 03 PGCE
- 09 Other Postgraduate qualification (including professional)
- 11 First Degree
- 12 First Degree with Qualified Teacher Status (QTS)
- 19 Other qualifications at first-degree level (including professional)
- 21 Diploma of HE
- 22 HND/HNC
- 29 Other undergraduate qualification (including professional)
- 31 'A' level, Scottish Higher or equivalent (NVQ/SVQ Level 3)
- 32 'O' level/GCSE or equivalent (NVQ/SVQ Level 2)
- 97 Other qualification
- 98 No qualifications
- 99 Not known
- XX Not applicable/Not required (Default code)

**DESCRIPTION** The Highest qualification held field is used to indicate the highest qualification held by the member of staff.

**NOTES** If a member of staff has more than one of the above qualifications, institutions may use their own discretion to determine which qualification is the 'highest'. In cases where it is unclear which qualification is the 'highest', enter the code that is closest to '01'.

Code 02 'Other Higher Degree' includes Masters.

This field should be updated when an existing member of staff gains a higher qualification than that already held.

Default code 'XX' can be used when **all** of the activity code fields (24, 27, 30) have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XX' can be used for atypical staff.

**REASON REQUIRED** To provide information about the qualifications of the HE workforce.



Field Nr.	Field Description	Field Abbrev'n	Field Length
15	Academic discipline 1	ACCDIS1	4

### STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) have been coded either '1', '2' or '3' **and** field 14, highest qualification held has been coded '01-03', '09', '11-12', '19', '21', '22' or '29' **and** the member of staff is not classed as 'atypical'.

### VALID ENTRIES

A full four character JACS2 code. Please refer to the [JACS2 - Full listing](#) (JACS2) classification of academic subjects.

### DESCRIPTION

Academic discipline is a four character code which is used to designate the subject or subjects appropriate to that staff member's academic qualification, **not necessarily the academic subject in which that staff member may currently be teaching or researching.**

An alpha character forms the first character of the subject code. The remaining digits are numeric and provide a more detailed subject content breakdown.

### NOTES

Institutions must return a four character JACS2 code. If a qualification is in only one subject then this must be shown in field 15, Academic discipline 1 and the default code 'XXXX' must be used in field 16, Academic discipline 2. Where a qualification is in two subjects then a further JACS2 code should be used in field 16.

The level of detail provided by the use of principal subjects (codes of the form LetterNumber00 listed at [JACS2 - Full listing](#)) is sufficient to meet the data requirements of HESA's statutory data users and there is no necessity for institutions to code at a more detailed level.

For those few staff with 3 subject disciplines, the two JACS2 codes that best reflect the discipline should be returned in field 15, Academic discipline 1 and field 16, Academic discipline 2.

If a staff members academic discipline cannot be exactly matched to a detailed subject within the JACS2 coding frame then code to the broad subject area i.e. C100 Biology, C300 Zoology, F300 Physics ( [JACS2 - Full listing](#))

Example:

An academic member of staff with a postgraduate qualification in

Microwave Physics could be coded F300 if no other information about the details of the qualification is available or if the coder is unsure of which specific physics category thus fits into.

Default code 'XXXX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XXXX' must be used in field 15, Academic discipline 1 and field 16, Academic discipline 2 when field 14, Highest qualification held has been coded '31', '32', '97', '98', '99' or 'XX'.

Default code 'XXXX' can be used for atypical staff.

**EXAMPLE**

Codes are to be allocated using the classification provided in the document 'JACS2 complete classification' available on the HESA website at: [JACS2 - Full listing](#)

**REASON REQUIRED**

To provide information about the qualifications of the HE workforce and development of staff qualified in particular subject areas.

Field Nr.	Field Description	Field Abbrev'n	Field Length
16	Academic discipline 2	ACCDIS2	4

### STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) have been coded either '1', '2' or '3' **and** field 14, highest qualification held has been coded '01-03', '09', '11-12', '19', '21', '22' or '29'**and** the highest qualification held has more than one subject code **and** the member of staff is not classed as 'atypical'.

### VALID ENTRIES

A full four character JACS2 code. Please refer to the [JACS2 - Full listing](#) (JACS2) classification of academic subjects.

### DESCRIPTION

Academic discipline is a four character code which is used to designate the subject or subjects appropriate to that staff member's academic qualification, **not necessarily the academic subject in which that staff member may currently be teaching or researching.**

An alpha character forms the first character of the subject code. The remaining digits are numeric and provide a more detailed subject content breakdown.

### NOTES

Institutions must return a four character JACS2 code. If a qualification is in only one subject then this must be shown in field 15, Academic discipline 1 and the default code 'XXXX' must be used in this field. Where a qualification is in two subjects, the second subject should be returned in this field.

The level of detail provided by the use of principal subjects (codes of the form LetterNumber00 listed at [JACS2 - Full listing](#)) is sufficient to meet the data requirements of HESA's statutory data users and there is no necessity for institutions to code at a more detailed level.

For those few staff with 3 subject disciplines, the two JACS2 codes that best reflect the discipline should be returned in field 15, Academic discipline 1 and field 16, Academic discipline 2.

If a staff members academic discipline cannot be exactly matched to a detailed subject within the JACS2 coding frame then code to the broad subject area i.e. C100 Biology, C300 Zoology, F300 Physics ( [JACS2 - Full listing](#))

Example:

An academic member of staff with a postgraduate qualification in Microwave Physics could be coded F300 if no other information about the details of the qualification is available or if the coder is unsure of which specific physics category thus fits into.

Default code 'XXXX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XXXX' must be used in field 15, Academic discipline 1 and field 16, Academic discipline 2 when field 14, Highest qualification held has been coded '31', '32', '97', '98', '99' or 'XX'.

Default code 'XXXX' must be used when the highest qualification held has one subject code.

Default code 'XXXX' can be used for atypical staff.

**EXAMPLE**

Codes are to be allocated using the classification provided in the document 'JACS complete classification' available on the HESA website at: [JACS2 - Full listing](#)

**REASON REQUIRED**

To provide information about the qualifications of the HE workforce and development of staff qualified in particular subject areas.

Field Nr.	Field Description	Field Abbrev'n	Field Length
17	Regulatory body	REGBODY	2

### STATUS

This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) have been coded '2A' **and** the related cost centre field has been coded '01-08' or '29' **and** the member of staff is not classed as 'atypical'.

### VALID ENTRIES

- 00 Not currently registered to practice
- 01 General Medical Council (GMC)
- 02 General Dental Council (GDC)
- 03 General Optical Council (GOC)
- 04 Royal Pharmaceutical Society of Great Britain (RPSGB)
- 05 The Pharmaceutical Society of Northern Ireland (PSNI)
- 06 The Nursing and Midwifery Council (NMC)
- 07 Health Professions Council (HPC)
- 08 General Social Care Council (GSCC)
- 09 Scottish Social Services Council (SSSC)
- 10 Care Council for Wales (CCW)
- 11 Northern Ireland Social Care Council (NISCC)
- 12 General Osteopathic Council (GOsC)
- 13 General Chiropractic Council (GCC)
- 14 Royal College of Veterinary Surgeons (RCVS)
- 15 General Pharmaceutical Council (GPhC)
- XX Not applicable/Not required (Default code)

### DESCRIPTION

To identify the regulatory body for staff working in health and social care professions regulated by a statutory health or social care regulatory body.

### NOTES

Code '00' must be used when any of the activity code fields (24, 27, 30) in the contract table have been coded 2A and any of the cost centre fields have been coded '01-08' or '29' and

1) The member of staff is not currently registered to practice with a statutory health or social care regulatory body or

2) it is not known whether the member of staff is currently registered to practice with a health or social care regulatory body or

3) the member of staff is registered to practice but with a professional body not listed in this field, as this field only collects information about registration with statutory health or social care regulatory bodies.

Institutions can complete this field for staff who, although registered to practice with a statutory health and social care

regulatory body, do not work in a health or social care cost centre listed in the status of this field.

Code '15' The General Pharmaceutical Council (GPhC) replaced the Royal Pharmaceutical Society of Great Britain (RPSGB) as the regulator for pharmacists, pharmacy technicians and pharmacy premises on 27 September 2010. The General Pharmaceutical Council accredits and recognises pharmacy courses leading to registration and annotation, including Master of Pharmacy (MPharm) degrees leading to pre-registration then pharmacist registration.

Code '04' Royal Pharmaceutical Society of Great Britain (RPSGB) will be discontinued from 2011/12.

**REASON REQUIRED** To identify the appropriate regulatory body for staff currently registered to practice in medical, health and social care professions.

Field Nr.	Field Description	Field Abbrev'n	Field Length
18	Ability to teach through the medium of Welsh	ABLWELSH	1

**STATUS** This field must be completed with a valid code other than the default code when the contract held is with an institution in Wales **and any** of the activity code fields (24, 27, 30) in the contract table have been coded '2A' **and** the member of staff is not classed as 'atypical'.

**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
- X Not applicable/Not required (Default code)

**DESCRIPTION**

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.

**NOTES**

Institutions should refer to the HEFCW for any guidance about the completion of this field.

Institutions in Wales not presently collecting this data are required to complete this field using code '9'.

Code '2 Not able to teach through the medium of Welsh' should be used when **any** of the Activity code fields (24, 27, 30) in the contract table have been coded '2A' **and** the member of staff is not able to teach through the medium of Welsh **and** the contract held is with an institution in Wales.

Default code 'X' must be used for staff employed at institutions in England, Scotland or Northern Ireland.

Default code 'X' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2B', '3A', '3B', '3C', '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'X' can be used for atypical staff.

**REASON REQUIRED** To monitor the level of potential provision available through the medium of Welsh for institutions in Wales.

Field Nr.	Field Description	Field Abbrev'n	Field Length
19	Date left HEI	DATELEFT	8

**STATUS** This field must be completed with a valid code other than the default code when the member of staff has left the HEI **and** the member of staff is not classed as 'atypical'.

#### VALID ENTRIES

Valid entry pattern is: YYYYMMDD.

**DESCRIPTION** The Date left HEI should be shown as the date in respect of which the last salary payment was made.

**NOTES** Date left HEI should be completed with a date other than the default for all members of staff leaving the HEI (because they have left the institution, not just a contract).

A staff member retiring prematurely and receiving a pension is regarded as a leaver and should be recorded as retiring, code '22' in field 20 Leaving destination, unless they are immediately re-employed in an institution's service.

Only staff who have left all contracts of employment with the HEI should have a leaving date returned in this field.  
A member of staff whose contract has ended but has immediately started another contract, and therefore has not left the HEI should be returned using the default code.

For staff for whom more than one contract has been returned in the contract table and one of these contracts has come to an end, the default should be returned if they are still employed in institutional service under one or more other contracts.

Code '20100731' should be returned when the member of staff left the HEI in the previous reporting period (1 August 2009 - 31 July 2010) and date left HEI is not known.

Default code '99991231' must be used for staff that have not left the HEI.

Default code '99991231' can be used for atypical staff.

**REASON REQUIRED** To terminate an individual's inclusion in the HESA Staff Record.



Field Nr.	Field Description	Field Abbrev'n	Field Length
20	Leaving destination	LEDEST	2

**STATUS** This field must be completed with a valid code other than the default code when **any** of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2' or '3' **and** the member of staff has left the HEI **and** the member of staff is not classed as 'atypical'.

**VALID ENTRIES**

- 01 Another HEI in UK
- 02 HEI in an overseas country
- 03 Other education institution in UK
- 04 Other education institution in an overseas country
- 05 Research institution in the UK
- 06 Research institution overseas
- 07 Student in UK
- 08 Student in an overseas country
- 09 NHS/General medical or general dental practice in UK
- 10 Health service in an overseas country
- 11 Other public sector in UK
- 12 Private industry/commerce in UK
- 13 Self-employed in UK
- 14 Other employment in UK
- 15 Other employment in an overseas country
- 21 Not in regular employment
- 22 Retirement
- 31 Death
- 99 Not known
- XX Not applicable/Not required (Default code)

**DESCRIPTION** The Leaving destination field denotes the destination of the member of staff after leaving the employment of the institution.

**NOTES** A staff member retiring prematurely and receiving a pension is regarded as a leaver and should be recorded as retiring, code '22', unless they are immediately re-employed in an institution's service.

Code '09' should be used where the nature of employment is or was within the NHS, in the broadest sense. This should include employment in an NHS body such as a Trust or Primary Care Trust and should also include employment in General Medical or General Dental practice. Even where other codes apply (for example General practitioners who consider themselves self-employed), code '09' should be used.

Where it appears that two codes are equally applicable, the nearest to '01' should be given.

Default code 'XX' can be used when **all** of the activity code fields (24, 27, 30) in the contract table have been coded either '4A', '4B', '5', '6', '7', '8', '9' or 'XX'.

Default code 'XX' must be used for all members of staff who have not left all contracts of employment with the HEI.

Default code 'XX' can be used for atypical staff.

**REASON REQUIRED** To enable information to be provided about cross-fertilisation between HE and other areas of employment and the migration of HE staff to and from the UK.

Field Nr.	Field Description	Field Abbrev'n	Field Length
21	Not used	RESACT	1

**STATUS** Compulsory

**VALID ENTRIES**

X Default value

**NOTES**

Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their correct relative positions.

In the case of Comma Separated and ASCII Fixed Length returns the field should be coded 'X'.

Institutions are required to return 'X' in this field. The background regarding why this information is no longer collected is described in the [2007/08 Staff collection supporting documents](C07025)

Field Nr.	Field Description	Field Abbrev'n	Field Length
22	Not used	UOA	3

**STATUS** Compulsory

**VALID ENTRIES** XXX Default value

**NOTES** Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their correct relative positions.

In the case of Comma Separated and ASCII Fixed Length returns the field should be coded 'XXX'.

Institutions are required to return 'XXX' in this field. The background regarding why this information is no longer collected is described in the [2007/08 Staff collection supporting documents](C07025)

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
23	Not Used	TOTSAL	7

**STATUS** Compulsory.

**VALID ENTRIES**  
9999999 Not used

**NOTES** Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their correct relative positions.

In the case of Comma Separated and ASCII Fixed Length returns the field should be coded '9999999'.

Field Nr.	Field Description	Field Abbrev'n	Field Length
24	Disability 1	DISABLE1	2

**STATUS** This field must be completed with a valid code for all staff.

**VALID ENTRIES**

- 00 No known disability
- 51 Specific learning disability (such as dyslexia or dyspraxia)
- 52 General learning disability (such as Down's syndrome)
- 53 Cognitive impairment (such as autistic spectrum disorder or resulting from head injury)
- 54 Long-standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease, or epilepsy)
- 55 Mental health condition (such as depression or schizophrenia)
- 56 Physical impairment or mobility issues (such as difficulty using arms or using a wheelchair or crutches)
- 57 Deaf or serious hearing impairment
- 58 Blind or serious visual impairment
- 96 Other type of disability
- 97 Question not answered

**DESCRIPTION** The Disability field indicates if the staff member is disabled and the type of disability.

**NOTES** Disability is recorded on the basis of the staff member's own self-assessment.

Code 00 'No known disability' should be returned when the member of staff indicates that they do not have a disability.

Codes 51, 52, 53 are all types of learning disability/difficulty or cognitive impairment.

Only serious visual impairments are covered by the Disability Discrimination Act (DDA). For example, a person whose eyesight can be corrected through the use of prescription lenses is not covered by the DDA; neither is a simple inability to distinguish between red and green.

The same logic does not apply to hearing aids. If someone needs to wear a hearing aid, then they are likely to be covered by the DDA. However, both hearing and visual impairments have to have a substantial adverse effect on the ability to carry out normal day-to-day activities in order for a person to be covered by the DDA. For more information see the Secretary of State's Revised Guidance on the definition of disability, <A HREF="http://www.dotheduty.org/files/DRC\_Evidence\_Gathering\_Guidance.pdf">The Disability Equality Duty.</A>

Although there is no requirement to resurvey staff annually or biennially, institutions should be aware that if they choose to resurvey their staff then these fields should be updated even if the member of staff declares a disability in the first instance and then not when resurveyed.

**REASON REQUIRED** For monitoring levels and trends in employment in HE by particular groups in order that institutions can meet their obligations under the Disability Equality Duty.

Field Nr.	Field Description	Field Abbrev'n	Field Length
25	Disability 2	DISABLE2	2

**STATUS** This field must be completed with a valid code for all staff.

**VALID ENTRIES**

- 51 Specific learning disability (such as dyslexia or dyspraxia)
- 52 General learning disability (such as Down's syndrome)
- 53 Cognitive impairment (such as autistic spectrum disorder or resulting from head injury)
- 54 Long-standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease, or epilepsy)
- 55 Mental health condition (such as depression or schizophrenia)
- 56 Physical impairment or mobility issues (such as difficulty using arms or using a wheelchair or crutches)
- 57 Deaf or serious hearing impairment
- 58 Blind or serious visual impairment
- 96 Other type of disability
- XX Default code

**DESCRIPTION** The Disability field indicates if the staff member is disabled and the type of disability.

**NOTES** Disability is recorded on the basis of the staff member's own self-assessment.

Codes 51, 52, 53 are all types of learning disability/difficulty or cognitive impairment.

Only serious visual impairments are covered by the Disability Discrimination Act (DDA). For example, a person whose eyesight can be corrected through the use of prescription lenses is not covered by the DDA; neither is a simple inability to distinguish between red and green.

The same logic does not apply to hearing aids. If someone needs to wear a hearing aid, then they are likely to be covered by the DDA. However, both hearing and visual impairments have to have a substantial adverse effect on the ability to carry out normal day-to-day activities in order for a person to be covered by the DDA. For more information see the Secretary of State's Revised Guidance on the definition of disability, <A HREF="http://www.dotheduty.org/files/DRC\_Evidence\_Gathering\_Guidance.pdf">The Disability Equality Duty.</A>

Default code XX should be used where a staff member only has one disability.

Default code XX should be used where DISABLE1 completed



with 00 or 97.

Although there is no requirement to resurvey staff annually or biennially, institutions should be aware that if they choose to resurvey their staff then these fields should be updated even if the member of staff declares a disability in the first instance and then not when resurveyed.

**REASON REQUIRED** For monitoring levels and trends in employment in HE by particular groups in order that institutions can meet their obligations under the Disability Equality Duty.