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	Student identifier	HUSID	13
5	Scottish candidate number	SCOTVEC	9
♦ 6	FE student marker	FESTUMK	1
♦ 7	Family name	SURNAME	40
♦ 8	Forenames	FNAMES	40
9	Family name on 16th birthday	SNAME16	40
♦ 10	Date of birth	BIRTHDTE	10
♦ 11	Gender	GENDER	1
♦ 12	Domicile	DOMICILE	4
13	Nationality	NATION	4
♦ 14	Ethnicity	ETHNIC	2
15	Disabled student allowance	DISALL	1
♦ 16	Disability	DISABLE	2
♦ 17	Additional support band	ADSPBAND	2
18	School/FE/HE inst. last attended	LASTINST	7
19	Year left last institution	YRLLINST	4
20	Not used	QUALENT1	2
♦ 21	Highest qualification on entry	QUALENT2	2
22	Not used	QSTAT	1
♦ 23	A/AS level points score	ALEVPTS	2
♦ 24	Highers points score	HIGHPTS	2
♦ 25	Occupation code	OCCCODE	4
♦ 26	Date of commencement of programme	COMDATE	10
♦ 27	New entrant to HE	ENTRYCDE	1
♦ 28	Special students	SPCSTU	1
29	Teacher reference number	TREFNO	9
♦ 30	Year of student on this programme	YEARSTU	2
31	Term time accommodation	TTACCOM	1
32	Not used	FINYM	1
33	Reason for leaving institution/completing programme	RSNLEAVE2	
34	Completion status	CSTAT	1
♦ 35	Date left institution or completed the programme of study	DATELEFT	10
36	Good standing marker	PROGRESS	1
37	Qualification obtained 1	QUAL1	2
38	Qualification obtained 2	QUAL2	2
39	Classification	CLASS	2
♦ 40	Programme of study title	PTITLE	80
♦ 41	General qualification aim of student	QUALAIM	2
♦ 42	FE general qualification aim of student	FEQAIM	8
♦ 43	Subject(s) of qualification aim	SBJQA1	6
♦ 44	Subject of qualification aim 2	SBJQA2	4
♦ 45	Subject of qualification aim 3	SBJQA3	4
♦ 46	Proportion indicator	SBJBID	1
47	Awarding body 1	AWDBODY1	4
48	Awarding body 2	AWDBODY2	4
♦ 49	Expected length of study programme	SPLENGTH	2
♦ 50	Units of length	UNITLGTH	1
51	Vocational level of course	VLEVEL	2
52	Special programmes	SPPRG	2
♦ 53	Teacher training course identifier	TTCID	1
♦ 54	ITT phase/scope	ITTPHSC	2
55	Bilingual ITT marker	BITTM	1
56	Teaching qualification sought sector	TQSSEC	1
57	Teaching qualification sought subject 1	TQSSUB1	3
58	Teaching qualification sought subject 2	TQSSUB2	3
59	Teaching qualification sought subject 3	TQSSUB3	3
60	Teaching qualification gained sector	TQGSEC	1

	61	Teaching qualification gained subject 1	TQGSUB1	3
	62	Teaching qualification gained subject 2	TQGSUB2	3
	63	Teaching qualification gained subject 3	TQGSUB3	3
♦	64	Major source of funding	MSFUND	2
♦	65	Fundability code	FUNDCODE	1
♦	66	Fee eligibility	FEEELIG	1
	67	Fee band	FEEBAND	2
♦	68	Major source of tuition fees	MSTUFEE	2
	69	Not used	TARUNIT	5
♦	70	Mode of study	MODE	2
♦	71	Location of study	LOCSDY	1
♦	72	Year of programme	YEARPRG	2
	73	Length of current year of programme	YEARLGTH	2
	74	Student FTE	STULOAD	5
♦	75	Postcode	POSTCODE	8
	76	PGCE - subject of undergraduate degree	PGCESBJ	6
	77	PGCE - classification of undergraduate degree	PGCECLSS	2
♦	78	Religion	RELIG	1
	79	Not used	PRIMLG	1
	80	Not used	ST12	1
	81	SLDD - Discrete provision	ST13	1
	82	Not used	STFEES	6
♦	83	Amount of tuition fees received/expected for the student	RECFEE	6
♦	84	Reason for partial or full non-payment of tuition fees	NONPAY	2
♦	85	Guided learning hours	GLHRS	5
	86	Other institution providing teaching 1	TINST1	7
	87	Other institution providing teaching 2	TINST2	7
	88	Proportion of teaching in Welsh	PROWELSH	5
	89	Not used	ISTDY	5
	90	Proportion not taught by this institution	PCOLAB	5
	91	Credit transfer scheme	CRDTSCM	1
	92	Credit value of year of programme, 1	CREDIT1	3
	93	Credit value of year of programme, 2	CREDIT2	3
	94	Level of credit, 1	LEVLCRD1	1
	95	Level of credit, 2	LEVLCRD2	1
	96	Number of credit points obtained 1	CPOBTN1	3
	97	Number of credit points obtained 2	CPOBTN2	3
	98	Level of credit points obtained 1 Level	LCPOBTN1	1
	99	of credit points obtained 2	LCPOBTN2	1
	100	Cost centre 1	COSTCN01	2
	101	Subject area of study 1	SBJ01	4
	102	Proportion of subject 1	SBJPER01	5
	103	Cost centre 2	COSTCN02	2
	104	Subject area of study 2	SBJ02	4
	105	Proportion of subject 2	SBJPER02	5
	106	Cost centre 3	COSTCN03	2
	107	Subject area of study 3	SBJ03	4
	108	Proportion of subject 3	SBJPER03	5
	109	Cost centre 4	COSTCN04	2
	110	Subject area of study 4	SBJ04	4
	111	Proportion of subject 4	SBJPER04	5
	112	Cost centre 5	COSTCN05	2
	113	Subject area of study 5	SBJ05	4
	114	Proportion of subject 5	SBJPER05	5
	115	Cost centre 6	COSTCN06	2
	116	Subject area of study 6	SBJ06	4
	117	Proportion of subject 6	SBJPER06	5
	118	Cost centre 7	COSTCN07	2
	119	Subject area of study 7	SBJ07	4
	120	Proportion of subject 7	SBJPER07	5
	121	Cost centre 8	COSTCN08	2
	122	Subject area of study 8	SBJ08	4

	123	Proportion of subject 8	SBJPER08	5
	124	Cost centre 9	COSTCN09	2
	125	Subject area of study 9	SBJ09	4
	126	Proportion of subject 9	SBJPER09	5
	127	Cost centre 10	COSTCN10	2
	128	Subject area of study 10	SBJ10	4
	129	Proportion of subject 10	SBJPER10	5
	130	Cost centre 11	COSTCN11	2
	131	Subject area of study 11	SBJ11	4
	132	Proportion of subject 11	SBJPER11	5
	133	Cost centre 12	COSTCN12	2
	134	Subject area of study 12	SBJ12	4
	135	Proportion of subject 12	SBJPER12	5
	136	Cost centre 13	COSTCN13	2
	137	Subject area of study 13	SBJ13	4
	138	Proportion of subject 13	SBJPER13	5
	139	Cost centre 14	COSTCN14	2
	140	Subject area of study 14	SBJ14	4
	141	Proportion of subject 14	SBJPER14	5
	142	Cost centre 15	COSTCN15	2
	143	Subject area of study 15	SBJ15	4
	144	Proportion of subject 15	SBJPER15	5
	145	Cost centre 16	COSTCN16	2
	146	Subject area of study 16	SBJ16	4
	147	Proportion of subject 16	SBJPER16	5
♦	148	UCAS Number	UCASNUM	9
♦	149	Institution's own identifier for student	OWNSTU	20
♦	150	Institution's own programme of study identifier	OWNPSD	20
	151	Student instance number	NUMHUS	20
	152	Suspension of active studies	NOTACT	1
	153	Type of programme year	TYPEYR	1
	154	Level applicable to Funding Council HESES	FUNDLEV	2
	155	Completion of Year of programme of study	FUNDCOMP	1
	156	Destination	DESTIN	2
♦	157	A and AS levels	ALEVELS	2
♦	158	SCE Highers and CSYS	HIGHERS	2
	159	Vocational qualifications at Level 3/Advanced	VOCQUALS	2
	160	A levels achieved in core subjects	ALEVSBJ	2
	161	Outcome of ITT programme	OUTCOME	1
	162	National Board/UKCC nurse reference number	NURSREF	8
	163	Additional identifier field	ADDID	30

♦ Required for December return

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

STATUS　　　　　　Compulsory.

TIMESCALE　　　　Required in the December and July data collections.

VALID ENTRIES
01011	Combined student/course record.
01012	Student record.
01013	Module record.
01014	Aggregate record of non-credit-bearing courses.
01016	First destination supplement.
01017	Trainee teacher information supplement (Scotland).
01019	HE in FE Colleges.
01021	Staff individualised record.
01022	Staff aggregate record.
01023	Staff load record.
01024	Research output record.
01031	Finance statistics return.
01032	Estate record.
01111	Students on low credit-bearing courses - English and Welsh institutions only (Combined record).
01112	Students on low credit-bearing courses - English and Welsh institutions only (Student record).
01113	Students on low credit-bearing courses - English and Welsh institutions only (Module record).
01211	Reduced FE record - English and Welsh institutions only (Combined record).
01212	Reduced FE record - English and Welsh institutions only (Student record).
01213	Reduced FE record - English and Welsh institutions only (Module record).
01311	Visiting and exchange students (Combined record).
01312	Visiting and Exchange Students (Student Record).
01411	Dormant Students (Combined Record).
01412	Dormant Students (Student Record).
01612	Welsh for Adults (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. In the third digit position, a zero indicates the main record. Other digits in the third position will be used to indicate sub-sets of the main record, for example reduced records or late returns of results information. Details are given in Appendix 9.

N.B. Late Return of Results Information (code 98511 and/or 98512) MUST be returned in separate files.

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.

TIMESCALE　　　Required in the December and July data collections.

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

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　　　　　For courses taught outside the HEI, the location of the collaborating or franchised college will be sought in other fields and should not be returned under this field.

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.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES   A one character alphanumeric 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   Although this field is compulsory, in the majority of cases, it will default to the generic value 'A' indicating the entire institution. The Funding Councils do not require that different campuses of an institution be separated in the statistical returns. However, 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 Alison Berry at HESA.

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

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.

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

A separate campus identifier should be used if the student is studying on a campus at a substantial distance from where the main institution is based, such that it would be regarded as being in a different region of the country. This is to facilitate regional analysis.

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	Student identifier	HUSID	13	Numeric

STATUS Compulsory.

TIMESCALE Required in the December and July data collections.

VALID ENTRIES A 13 digit alphanumeric code.

DESCRIPTION The Student identifier is to be unique to each student. It is intended that the identifier is to be transferred with the student to each institution of higher education he/she may attend. The medium term objective is that the use of this number will allow the accurate tracking of students throughout their life within the sector for which HESA collects data.

NOTES Students entering higher education through UCAS will be allocated their number automatically. Other entrants to institutions will be allocated a student identifier by the institution.

From the commencement of the academic/financial year 1995-96, students entering a course of study of higher education should be asked whether they have a previous HE student identifier, and if so this identifier should be used. This will commonly be the situation for new postgraduates moving on from undergraduate study. If students are unable to recall their student identifier, a new one should be issued.

Students whose details have previously been returned to HESA by the reporting institution MUST keep the same unique student identifier in future returns. For students whose details have previously been returned to HESA by another institution, the same unique student identifier should be used if this is known. This is to facilitate the possibility of backward tracking within previous data sets. Where the previous number is not known, or there is any doubt about its accuracy, a new number should be issued. Institutions are NOT expected to seek student identifiers from previous institutions. In the longer term it is planned that a central look-up procedure at HESA will be introduced.

For direct entrants, once a number has been allocated it should never be re-used, even in the case of students who leave the institution without completing their studies.

Students who move from one institution to another should keep their original full student identifier. Where the previous HE student identifier is in direct entry format, the number must NOT be changed to reflect the current institution's identifier. This is to ensure that the student identifier remains unique and to allow tracking of the student through the use of the same unique

student identifier. The current institution will be shown in field 2, HESA institution identifier and not through use of the student identifier.

It is expected that a national framework for post-compulsory education student identifiers will be developed in due course.

The structure of the HESA Student identifier is determined according to the route of entry, as follows :

New HESA I.D. taken from UCAS entry to institution

Institutions simply take the 9 digit UCAS number and prefix it with four 0's .

First 4 digits:
      Padded with 0s.
Next 2 digits:
      Year of expected entry to HE institution as given by UCAS (last two digits of the year).
Next 6 digits:
      6 digit reference number allocated sequentially by UCAS.
Last digit:
      Check digit.

Students who defer their year of entry should not have this updated but must keep the original number allocated by UCAS. The year identifier must not be updated.

For expected entries in the year 2000, UCAS numbers will commence with 00. HUSIDs constructed from these UCAS numbers with therefore commence with 6 0's.

New HESA I.D. taken from direct entry to institution

First 2 digits:
      Year of entry into institution (last 2 digits of year).
Next 4 digits:
      Institution identifier from HESA record (as in field 2 of this record) **+ 1000.**
Next 6 digits:
      6 digit reference number internally allocated by institution.
Last digit:
      Check digit.

There will be no change to the structure of the HESA student identifier with regard to the millennium on the year of entry. Year of entry into the institution in 2000 will therefore be 00.

Calculation of Check Digit

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

The weights used are :

Position	1	2	3	4	5
6					
Weight	1	3	7	9	1	3

Position	7	8	9	10	11
12					
Weight	7	9	1	3	7	9

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

EXAMPLE   A direct entrant student in October 1998 at Royal Holloway, University of London is allocated the internal number 123456. The check digit calculation for the student's reference number, 981141123456, would be calculated as :

Number	9	8	1	1	4	1
Weight 1	3	7	9	1	3	
Product	9	24	7	9	4	3

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

The sum of the products is 185, the final digit being 5, so the check digit is 10 - 5, or 5. The full identifier is therefore 9811411234565.

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 link together different student records for the same person; e.g. for the different years of a course, or (ultimately) to track a student's educational career (in the areas covered by HESA).

Field Nr.	Field Description	Field Abbrev'n	Field Length	
5	Scottish candidate number	SCOTVEC	9	Numeric

STATUS Compulsory for Scottish domiciled UCAS entrants who are taking courses which are at (or below) undergraduate level at institutions throughout the UK. Also compulsory for all other Scottish domiciled students at institutions in Scotland who are taking courses which are at (or below) undergraduate level.

TIMESCALE Required in the July data collection only.

VALID ENTRIES A 9 digit alphanumeric code.

DESCRIPTION The Scottish candidate number (formerly SCOTVEC number) is allocated to pupils at school and in FE colleges who undertake Scottish Qualifications Authority (formerly SCOTVEC or SEB Scottish Examination Board) courses.   Many Scottish students will therefore have a Scottish candidate number, and coverage should increase over the next few years to cover almost all Scottish entrants. The Scottish candidate number should be completed for all students who have one.

NOTES All UCAS entrants domiciled in Scotland require a Scottish candidate number irrespective of whether they are undertaking their programme of study in Scotland or elsewhere in the United Kingdom. A Scottish candidate number is not applicable to non-Scottish domiciled entrants studying at Scottish institutions.

UCAS has collected the Scottish candidate number for all Scottish domiciled new entrants from 1995-96 onwards. Institutions in Scotland will need to collect this information for direct entrants of Scottish domicile.

It is not expected that institutions should seek this information from continuing students in cases where they do not already hold the information.

A Scottish candidate number is not required for those students entering postgraduate programmes of study.

Code 999999999 to be used in cases where there is no number/the number is not known.

REASON REQUIRED To link, for statistical purposes, the student records collected by HESA with information about the Scottish Qualifications Authority courses taken and the Scottish Qualifications Authority qualifications gained by the students.

Ultimately, to link for statistical purposes, the student records collected by HESA with information from, e.g. the QSL returns,

and from the FES returns (which use the Scottish candidate number as the unique student identifier).

Such linkages can provide additional information about the flows between school, further education and higher education.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
6	FE student marker	FESTUMK	1	Numeric

STATUS Compulsory for all students in English or Welsh institutions.

TIMESCALE Required in the December and July data collections.

VALID ENTRIES
1   The student is an FE Funding Council funded student studying at FE level.
2   The student is not an FE Funding Council funded student nor is the student studying at FE level.
3   The student is an FE Funding Council funded student studying at HE level.
4   The student is not an FE Funding Council funded student but is studying at FE level.

DESCRIPTION An indicator to identify students at HE institutions who are studying at FE level or are funded by FEFCE or FEFCW.

NOTES For England and Wales, an FE Funding Council student is defined as a student following a programme of study leading to a general qualification aim at FE level and any other student following a programme of study funded by FEFCE or FEFCW (and which may be at FE or HE level). Students coded 1, 3 or 4 will be regarded as FE Funding Council Students. Students coded 2 will be assumed to be HE level students, with no FE Funding Council Funding.

Code 3, 'The student is an FE Funding Council funded student studying at HE level'. The Funding Councils have advised us that FE Funding Councils do not ordinarily fund students studying at HE level within HEIs. We therefore recommend any institution who believes they have students in this category to contact HESA before coding.

'Access to HE' courses are regarded as FE level courses.

Foundation years are usually regarded as HE level.

REASON REQUIRED To identify those students on programmes of study at FE level or funded by FEFCE or FEFCW for HESA's operational purposes in passing data to FEFCE or FEFCW.

Field Nr.	Field Description		Field Abbrev'n	Field Length	
7	Family name		SURNAME	40	Alphanumeric

STATUS   Compulsory.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES   \ @ / ' .-   A 40 character alpha code.

DESCRIPTION   The Family name is usually the surname of the student.

NOTES   In cases where the student does not split their name between family and forenames, the whole name should be entered in field 7, Family name, and a '9' entered in field 8, Forenames.

HESA does not currently pass on this data item to any third party except to the Scottish Office and SHEFC for students in Scottish institutions and to FEFCE and FEFCW for FE students.

HESA Board have been asked to consider whether names should be released to Statutory Customers for the purpose of aiding statistical linking of records only. The Board expressed the opinion that the institutions themselves must be consulted. The Board will consult institutions via the member bodies (CVCP, SCOP and CSCFC). If a change of policy is then agreed, this will be circulated to institutions and a replacement page issued to up-date the text of fields 7 and 8.

REASON REQUIRED Required for HESA's operational purposes.

SOEID obtain the names of pre-service teacher training students, for the administration of the Teacher Index.

SOEID and SHEFC receive phonetically-encoded ("SOUNDEXed") versions of the name which can be used for record linkage (for statistical purposes) with other educational statistical returns, e.g. FES and QSL.

To produce lists of students for sample surveys or for follow-up surveys.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
8	Forenames	FNAMES	40	Alphanumeric

STATUS　　　　　　Compulsory.

TIMESCALE　　　　Required in the December and July data collections.

VALID ENTRIES　　\ @ / ' .-　　　A 40 character alpha code.

DESCRIPTION　　　The Forenames field records the forenames of the student.

NOTES　　　　　　If the student's forenames are longer than 40 characters, return the first forename and the initials of the others.

In cases where the student does not split their name between family and forenames, the whole name should be entered in field 7, Family name, and a '9' entered in field 8, Forenames.

HESA does not currently pass on this data item to any third party except to the Scottish Office and SHEFC for students in Scottish institutions and to FEFCE and FEFCW for FE students.

HESA Board have been asked to consider whether names should be released to Statutory Customers for the purpose of aiding statistical linking of records only. The Board expressed the opinion that the institutions themselves must be consulted. The Board will consult institutions via the member bodies (CVCP, SCOP and CSCFC). If a change of policy is then agreed, this will be circulated to institutions and a replacement page issued to up-date the text of fields 7 and 8.

REASON REQUIRED　See reasons for field 7, Family name.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
9	Family name on 16th birthday	SNAME16	40	Alphanumeric

STATUS   Not compulsory.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES   \ @ / ' .-   A 40 character alpha code.

DESCRIPTION   The Family name on 16th birthday field is the surname field that can be used as a stable look up point for lost student identifiers.

NOTES   Several institutions have indicated that they would wish also to return this field for students for ease of reference in case of enquiries.

REASON REQUIRED   See reasons for field 7, Family name.

Field Nr.	Field Description	Field Abbrev'n	Field Length
10	Date of birth Date/Alphanumeric	BIRTHDTE	10

STATUS   Compulsory.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES   Valid entry patterns are: DD/MM/YYYY, DD-MM-YYYY or YYYYMMDD.

DESCRIPTION   The Date of birth is required to generate the student's age and to provide an additional item of information for record linkage. The year MUST be shown in full with four digits.

NOTES   In the absence of any basis for obtaining the date of birth, please return 99/99/9999 or 31/12/9999.

REASON REQUIRED   For analysis of the age structure and profile of the student population.

Field Nr.	**Field Description**	**Field Abbrev'n**	**Field Length**	
11	Gender	GENDER	1	Alphanumeric

STATUS   Compulsory.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES   F   Female.
                                 M   Male.

DESCRIPTION   This field identifies the gender of the student.

NOTES   Consistent with UCAS usage.

REASON REQUIRED For analysis of the numbers of students by gender.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
12	Domicile	DOMICILE	4	Alphanumeric

STATUS   Compulsory.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES   Valid entries are a 4 digit code which is a valid country code.

A list of valid entries for this field may be found in Appendix 4.

DESCRIPTION   The Domicile field is taken here to be the country code of the student's permanent or home address prior to entry to the programme of study. It is not necessarily the correspondence address of the student.

This is a compulsory field as it plays a major role for statistics. The country code should be entered as in Appendix 4.

NOTES   The coding frame is the same one that is used for Nationality for ease of coding. For UK students, the institution should return the relevant country code for England, Wales, Scotland, Northern Ireland, Channel Islands or Isle of Man. Code 2826 'United Kingdom' must NOT be used for Domicile.

Some countries are no longer recognised. Country Codes no longer recognised will be mapped to other codes.

0417 Kyrgyz Republic mapped to 1840 Kyrgyzstan
1657 Germany (East) mapped to 1656 Germany
0706 Somaliland mapped to 1748 Somalia
1779 Yemen (North) mapped to 1601 Yemen
0807 Macedonia mapped to 1851 Macedonia

For certain analyses 1669 Hong Kong will be mapped to 1631 China, (People's Republic of).

REASON REQUIRED To obtain the numbers of students domiciled in particular EC countries and elsewhere abroad, and hence calculate participation rates.

To forecast the demand for student allowances and grants.

To record cross border flows.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
13	Nationality	NATION	4	Alphanumeric

STATUS   Not compulsory.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES   Valid entries are a 4 digit code which is a valid country code.

A list of valid entries for this field may be found in Appendix 4.

DESCRIPTION   This field defines the country of legal nationality coded using the country codes in Appendix 4.

NOTES   The coding frame is the same one that is used for Domicile for ease of coding, but the codes for England, Wales, Scotland and Northern Ireland must not be used for Nationality, where United Kingdom should be used instead. Citizens of the Channel Islands and Isle of Man may continue to use their codes for Nationality.

Some countries are no longer recognised. Country Codes no longer recognised will be mapped to other codes.

0417 Kyrgyz Republic mapped to 1840 Kyrgyzstan
1657 Germany (East) mapped to 1656 Germany
0706 Somaliland mapped to 1748 Somalia
1779 Yemen (North) mapped to 1601 Yemen
0807 Macedonia mapped to 1851 Macedonia

For certain analyses 1669 Hong Kong will be mapped to 1631 China, (People's Republic of).

If dual nationality including UK, code as United Kingdom. If dual nationality including non-UK EC country, then classify with relevant EC country code. If neither UK or EC country, then classify by either nationality.

Where a student claims nationality of a country not recognised in Appendix 4, then code 1783 'Stateless' may be used.

REASON REQUIRED   To enable the UK contribution to the higher education of nationals of other countries to be determined.

To meet EC and OECD requests for information.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
14	Ethnicity	ETHNIC	2	Numeric

STATUS   Compulsory for home domiciled students.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES

10	White (Code only available if COMDATE <01/08/2001).
11	White - British.
12	White - Irish.
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 or Other Ethnic background - 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   This field identifies the 'ethnic origin' of students.

NOTES   Home domiciled student, for the pursposes of this field, means domiciled in England, Wales, Scotland, Northern Ireland, Channel Islands or the Isle of Man.

These valid entries conform to the 2001 Census of Population classification and allow comparative statistics to be calculated.

Institutions may wish to collect a wider range of codes (e.g. a secondary ethnic origin code) to enable better response rates to this question when asked at institutions (especially of direct entrants). Though some students may feel that they could be coded in more than one category, only one code should be returned to HESA for each student.

New codes and definitions 11-98 must be used for students entering from 01/08/2001onwards.

Code 10 'White' is not a category recognised in the 2001 Census. However it continues to be available for continuing students i.e. with a COMDATE before 01/08/2001.

Students with a COMDATE before 01/08/2001 should not to be re-coded. For students with a COMDATE before 01/08/2001 the expectation is that the old coding frame has been returned and all analysis will be made on that basis. If this creates a problem for an institution, for example if the institution decides to re-survey all its students and continuing students from before 01/08/2001 are re-coded using the new coding frame, then HESA should be informed.

The codes used in this field follow those adopted by UCAS, except for code 34 see note below.

For 2001/02 UCAS code 34 'Asian and Asian British - Chinese' will be accepted by HESA and grouped with code 34 'Chinese and Other Ethnic background - Chinese' .

Code 98 'Information refused' includes all cases where the information has been sought but is missing.

Code 99 is 'Not used'.

Not required for overseas domiciled students.

REASON REQUIRED For monitoring levels and trends in participation in HE by particular groups of people.

This is key information in monitoring and evaluating government policies on widening participation. It is important to adopt consistent national classifications to enable comparisons with ethnicity data from other data sources. The level of disaggregation is required because HE participation is known to vary by individual ethnic groups.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
15	Disabled student allowance	DISALL	1	Alphanumeric

STATUS Compulsory.

TIMESCALE Required in the July data collection only.

VALID ENTRIES
1   The student has no known disability.
4   The student has a disability and is in receipt of Disabled Student Allowance.
5   The student has a disability and is not in receipt of Disabled Student Allowance.
9   The student has a disability but information about Disabled Student Allowance is not known/not sought.

DESCRIPTION The Disabled student allowance field identifies whether the student is known to be disabled and whether they are in receipt of Disabled Student Allowance (DSA) or not.

NOTES If field 16, Disability, is coded 00 'No known disability', 98 'Information not sought' or 99 'Not known', then field 15, Disabled student allowance, should be coded 1 'The student has no known disability'.

If field 16, Disability, is coded 01-09 indicating that the student has a disability, then field 15, Disabled student allowance, should be coded 4 'The student has a disability and is in receipt of Disabled Student Allowance' or 5 'The student has a disability and is not in receipt of Disabled Student Allowance' or 9 'The student has a disability but information about Disabled Student Allowance is not known/not sought'. Code 9 should be used for all cases where it is known that the student has a disability, but it is not known whether or not they are in receipt of Disabled Student Allowance.

Codes 2 and 3 are 'Not used'. Continuing students from before the redevelopment of the Student Record for 1998/99 (i.e. with COMDATE before 01/08/1998) need not be re-coded. HESA will map any old codes 2 or 3 received to code 9.

REASON REQUIRED For monitoring levels and trends in participation by particular groups of people.

To monitor take-up of Disabled Student Allowance. Disabled Student Allowance is now not means tested.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
16	Disability	DISABLE	2	Numeric

STATUS Compulsory.

TIMESCALE Required in the December and July data collections.

VALID ENTRIES
- 00 No known disability.
- 01 Dyslexia.
- 02 Blind/are partially sighted.
- 03 Deaf/have a hearing impairment.
- 04 Wheelchair user/have mobility difficulties.
- 05 Personal care support.
- 06 Mental health difficulties.
- 07 An unseen disability, e.g. diabetes, epilepsy, asthma.
- 08 Multiple disabilities.
- 09 A disability not listed above.
- 98 Information not sought.
- 99 Not known.

DESCRIPTION The Disability field records the type of disability that a student has, on the basis of the student's own self-assessment.

NOTES Consistent with UCAS usage.

Code 98, 'Information not sought' may be used for continuing students in cases where the institution does not already hold the information.

Code 09 'A disability not listed above' may be used where it is known that the student has a disability but what type is not known.

Code 99, 'Not known' includes all cases where the information has been sought but is missing.

If field 16, Disability, is coded 00 'No known disability', 98 'Information not sought' or 99 'Not known', then field 15, Disabled student allowance, should be coded 1 'The student has no known disability'.

If field 16, Disability, is coded 01-09 indicating that the student has a disability, then field 15, Disabled student allowance, should be coded 4 'The student has a disability and is in receipt of Student Disability Allowance' or 5 'The student has a disability and is not in receipt of Student Disability Allowance' or 9 'The student has a disability but information about Student Disability Allowance is not known/not sought'. Code 9 should be used for all cases where it is known that the student has a disability, but it is not known whether or not they are in receipt of Student

Disability Allowance.

REASON REQUIRED For monitoring levels and trends in participation by particular groups of people.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
17	Additional support band	ADSPBAND	2	Alphanumeric

STATUS   Compulsory for all students at English institutions who are funded by FEFCE, i.e. shown as code 1 or 3 in field 6, FE student marker.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES
00   Band 0 (#170-#500) for students on programmes of less than 450 guided learning hours per year only.
01   Band 1 (#501-#1000).
02   Band 2 (#1001-#2000).
03   Band 3 (#2001-#4000).
04   Band 4 (#4001-#5600).
05   Band 5 (#5601-#8800).
06   Additional support below the lower threshold.
08   No additional support.
09   Not yet known.
16   Band 6 (#8801 - #13600).
17   Band 7 (over #13600).

DESCRIPTION   To determine whether or not the student falls into one of the additional support bands defined by the FEFCE.

NOTES   The additional support bands correspond to the amount of extra resource identified by the institution as required to meet the needs of the student such as those with learning difficulties and/or disabilities.

Additional support is defined as any activity which provides direct support for learning to individual students, which is over and above that which is normally provided in a standard learning programme which leads to their learning goal. The additional support is required to help students gain access to, progress towards and successfully achieve their learning goals. The need for additional support may arise from a learning difficulty or disability or from literacy, numeracy or language support requirements.

The cash amounts specified for each band may be up-dated by FEFCE annually. In this case, a replacement page will be issued.

Code 07 is 'Not used'.

REASON REQUIRED To monitor the additional resources deployed by institutions in making the necessary provision for students such as those with learning difficulties and/or disabilities.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
18	School/FE/HE inst. last attended	LASTINST	7	Alphanumeric

STATUS   Compulsory for undergraduate students entering through UCAS. Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES   If last institution was a School or FE one: relevant DFEE/WOED/ SOEID/DENI/FEFC code derived from the admissions system for UCAS entrants. Other valid codes are:.

If last institution was an HE one: relevant HESA Institution Identifier selected from Appendix 2.

0004 College of Guidance Studies.
0008 Bretton Hall College of HE.
0022 La Sainte Union College of HE.
0025 Loughborough College of Art and Design.
0029 North Riding College.
0036 Salford College of Technology.
0042 Westminster College.
0043 West London Institute of Higher Education.
0045 Winchester School of Art.
0088 Coleg Normal Bangor.
0094 Duncan of Jordanstone College of Art.
0098 Moray House Institute of Education.
0099 Northern College of Education.
0102 St Andrew's College of Education.
0103 The Scottish College of Textiles.
0128 British Postgraduate Medical Federation.
0129 Charing Cross & Westminster Medical School.
0136 The London Hospital Medical College.
0140 Royal Free Hospital School of Medicine.
0142 Royal Postgraduate Medical School.
0144 St Bartholomew's Hospital Medical College.
0148 United Medical and Dental Schools of Guy's and St Thomas's Hospitals.
0150 Wye College.
0183 Welsh Agricultural College.
0187 Westhill College.
4901 UK state school.
4911 UK independent school.
4921 UK FE college.
4931 Any non-UK institution.
9999 Not known.

DESCRIPTION   The School/FE/HE inst. last attended will provide valuable information to assist the tracking of students through their Higher

Education life. It can be derived from the UCAS admissions system for UCAS entrants*.

NOTES   *UCAS holds the school/FE/HE or other institution from which the UCAS application was received. HESA recognises that this will give a small percentage statistical error in the data for this field.

REASON REQUIRED To assess the flows, (and the periods out of education), of people from these establishments into HE institutions.

To provide the number of students who entered HE institutions from particular types of school.

Whilst not being compulsory for other full-time undergraduates, provision of this information would give more complete data for the sector. This information is used in projections and planning for the sector and analysis of trends in the take-up of higher education.

Field Nr.	Field Description		Field Abbrev'n	Field Length	
19	Year left last institution		YRLLINST	4	Numeric

STATUS Compulsory for undergraduate students entering through UCAS. Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

TIMESCALE Required in the July data collection only.

VALID ENTRIES A 4 digit number.

DESCRIPTION The Year left last institution is a four digit number linked to field 18, School/FE/HE inst. last attended, denoting the year in which the student left this institution. The data will provide valuable information to assist the tracking of students through their higher education life and will establish the proportion of students taking years out between courses. It can be derived from the UCAS admissions system for UCAS entrants.

NOTES Code 9999 for 'Not known'.

EXAMPLE A student who left his/her school in 1988 would have a valid entry '1988'.

REASON REQUIRED To distinguish 'direct from school' entrants from 'took a year out' entrants.

To identify periods of time between phases of study.

Whilst not being compulsory for other full-time undergraduates, provision of this information would give more complete data for the sector. This information is used in projections and planning for the sector and analysis of trends in the take-up of higher education.

Field Nr.	Field Description		Field Abbrev'n	Field Length	
20	Not used		QUALENT1	2	Alphanumeric

STATUS   Not used.

VALID ENTRIES   .

DESCRIPTION   .

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 relative positions.

In the case of ASCII Fixed Length returns the field should be padded with spaces to its entire length.

In the case of Comma Separated returns the field should be blank, i.e. the commas separating this field from the preceding and succeeding fields would be next to each other.

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Field Nr.	Field Description	Field Abbrev'n	Field Length	
21	Highest qualification on entry	QUALENT2	2	Numeric

STATUS   Compulsory.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES
01	Higher degree of UK institution.
02	Postgraduate diploma or certificate, excluding PGCE.
03	PGCE with QTS/GTC Registration.
04	PGCE without QTS/GTC Registration.
05	Postgraduate equivalent qualification not elsewhere specified.
10	Undergraduate qualifications with QTS.
11	First degree of UK institution.
12	Graduate of EU institution.
13	Graduate of other overseas institution.
14	GNVQ/GSVQ level 5*.
15	NVQ/SVQ level 5.
16	Graduate equivalent qualification not elsewhere specified.
21	O.U. credit(s).
22	Other credits from UK HE institution.
23	Certificate or diploma of education (i.e. non-graduate initial teacher training qualification).
24	HNC or HND (including BTEC and SCOTVEC equivalents).
25	Dip HE.
26	GNVQ/GSVQ level 4*.
27	NVQ/SVQ level 4.
28	Professional qualifications.
29	Foundation course at HE level.
30	Other HE qualification of less than degree standard.
39	'A' level equivalent qualification not elsewhere specified.
40	Any combinations of GCE 'A'/SCE 'Higher' and GNVQ/GSVQ or NVQ/SVQ at level 3.
41	ONC or OND (including BTEC and SCOTVEC equivalents).
43	Foundation course at FE level.
47	Baccalaureate.
48	ACCESS course.
55	GCSE/'O' level qualifications only; SCE 'O' grades and Standard grades.
56	Other non-advanced qualification.
92	Accreditation of Prior (Experiential) Learning (APEL/APL).
93	Mature student admitted on basis of previous experience (without formal APEL/APL) and/or institution's own entrance examinations.
97	Other non-UK qualification, level not known.
98	Student has no formal qualification.
99	Not known.

DESCRIPTION   Used to indicate the highest qualification *on* entry, not necessarily that applicable *for* entry to the programme of study.

NOTES   Code 99 'Not known' should not be used as a standard default.

Use of code 99 'Not known' is acceptable for students who were at the institution before 01 August 1994, i.e. before the first HESA data reporting period, as guidance was given that 'it is not expected that institutions should seek this information from continuing students in cases where they do not already hold the information'. For students who commenced studies after 01 August 1994, however, institutions are expected to seek and code 'Highest qualification on entry'.

Should a student have more than one of the qualifications listed, it is for the institution to decide which is the 'highest'. In cases where it is unclear which qualification is the 'highest', enter the code which is closest to '01'.

* Codes 14 and 26 - it is recognised that GNVQ/GSVQ levels 5 and 4 do not exist. These codes have be retained, however, in case such qualifications are developed in future. Institutions should not currently use codes 14 and 26.

Codes 31-38, 42,44-46, 51-54 and 61- 63 are 'Not used'. Continuing students from before the re-development of the Student Record for 1998/99 (i.e. with COMDATE before 01/08/1998) need not be re-coded. HESA will map any old codes received to new codes - 31-38 to 40; 42 and 46 to 47; 44 and 45 to 48; 51-54 to 56; 61 to 56; 62 and 63 to 97.

REASON REQUIRED To help with the determination of value added.

To help research into the relationship between entry qualifications (for example the types of qualification, the subject held, etc.) and the course outcome.

For trainee teachers, to indicate the qualifications of the future workforce.

To assess levels of, and changes in, qualifications on entry.

To monitor the development of the award of credit for prior experience and learning.

For comparison of entrants' qualifications between subjects and between institutions.

To monitor changes in the pattern of entrants by qualification.

This information is used in projections and planning for the sector and analysis of trends in the take-up of higher education.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
22	Not used	QSTAT	1	Alphanumeric

STATUS Not used.

VALID ENTRIES .

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 relative positions.

In the case of ASCII Fixed Length returns the field should be padded with spaces to its entire length.

In the case of Comma Separated returns the field should be blank, i.e. the commas separating this field from the preceding and succeeding fields would be next to each other.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
23	A/AS level points score	ALEVPTS	2	Numeric

STATUS   Compulsory for undergraduate students entering through UCAS. Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES   A number in the range 00-30.

DESCRIPTION   Shows, if relevant, the number of 'A' and 'AS' level points associated with 'A' and 'AS' level grades obtained by the student. It can be derived from the UCAS admissions system for UCAS entrants.

NOTES   **Required in December collection for ITT undergraduate students at institutions in England and Wales only.**

Not required in December for any other students.

Required in July collection for all undergraduate students entering through UCAS.

The points should be calculated with respect to level and grade according to the following table:

Grade	A	B	C	D	E
'A' Level	10	8	6	4	2
'AS' Level	5	4	3	2	1

Account is taken only of the *best* three 'A' level or 'A' level equivalent passes (which for the purpose of scoring, are counted as half an 'A' level pass). Duplicate subjects are discounted. The maximum score for 'A' level and 'AS' level passes is 30.

An 'AS' level counts as half an 'A' level. The score is calculated by selecting up to three 'A' levels (or the best of three if more are studied) or six 'AS' levels or any combination not exceeding the equivalent of three 'A' levels.

If a points score is not available for any particular UCAS entrant, then this field should be coded '00'.

This field should be left blank for direct entrants for whom the field is not being completed.

REASON REQUIRED See reasons for field 21, Highest qualification on entry.

TTA and HEFCW requirement is for this data for ITT

undergraduate students in the December as well as the July data collections. TTA require the information in order to inform allocations decisions. HEFCW require the information to monitor performance.

Whilst not being compulsory for other full-time undergraduates, provision of this information would give more complete data for the sector. This information is used in projections and planning for the sector and analysis of trends in the take-up of higher education. The information is also relevant to any 'value added' analyses.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
24	Highers points score	HIGHPTS	2	Numeric

STATUS Compulsory for undergraduate students entering through UCAS. Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

TIMESCALE Required in the December and July data collections.

VALID ENTRIES A number in the range 00-30.

DESCRIPTION Shows, if relevant, the number of 'Highers' points associated with any SCE 'Highers' grades obtained by the student. It can be derived from the UCAS admissions system for UCAS entrants.

NOTES Account is taken only of the best five passes (whenever obtained). Duplicate subjects are discounted. For entrants with SCE 'Higher' grade passes (up to a maximum of five) the points should be calculated with respect to band of award according to the following table:

Band of Award	A	B	C
Highers	6	4	2

REASON REQUIRED See reasons for field 21, Highest qualification on entry.

Whilst not being compulsory for other full-time undergraduates, provision of this information would give more complete data for the sector. This information is used in projections and planning for the sector and analysis of trends in the take-up of higher education. The information is also relevant to any 'value added' analyses.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
25	Occupation code	OCCCODE	4	Numeric

STATUS Compulsory for undergraduate students entering through UCAS. Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

TIMESCALE Required in the December and July data collections.

VALID ENTRIES A list of valid entries for this field may be found in Appendix 8.

DESCRIPTION The Occupation code field is used to record the occupation of the student or the student's parent or guardian from the OPCS 1990 Standard Occupational Classification (SOC). It can be derived from the UCAS admissions system for UCAS entrants.

UCAS codes are 4 digit codes. The first digit is a socio-economic indicator. Digits 2, 3 and 4 give the SOC code. SOC codes are given in Appendix 8.

NOTES This field relates to the student on entry to the programme of study. New entrants from UCAS will have this completed by UCAS and sent to institutions.

UCAS codes 0000 'Not stated', 0007 'Retired', 0008 'Unemployed' and 0009 'Not known' will be accepted as valid entries.

Continuing students from before the re-development of the Student Record for 1998/99 (i.e. COMDATE before 01/08/1998) need not have a social-economic indicator but the SOC code will need to be prefixed with a leading zero. If not available this field should be coded "0009".

This field should be left blank for direct entrants for whom the field is not being completed. Where a SOC code is being provided it should be prefixed with a leading zero.

REASON REQUIRED To assess the levels and trends in participation by those from various occupational backgrounds.

Whilst not being compulsory for other full-time undergraduates, provision of this information would give more complete data for the sector. This information is used in projections and planning for the sector and analysis of trends in the take-up of higher education.

Field Nr.	Field Description	Field Abbrev'n	Field Length
26	Date of commencement of programme Date/Alphanumeric	COMDATE	10

STATUS   Compulsory.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES   Valid entry patterns are: DD/MM/YYYY, DD-MM-YYYY or YYYYMMDD.

DESCRIPTION   This is the date of the student's initial commencement of studies for this programme of study and may relate to a date prior to the current academic/financial year. Exchange-in students should have the date they commenced their studies at the reporting institution.

NOTES   If a student transfers from one HEI to another, the date they entered the current HEI for this qualification aim should be returned in this field.

Relationship with Fields 151/136 Student instance number and Field 30 Year of student on this programme

For a single student instance, the same Student instance number is kept. Field 30, Year of student on this programme, would be expected to increment each year. However there would be no up-dating of Field 26, Date of commencement of programme, nor of other fields giving information on entry to the student instance (fields 18,19,21,23,24,26,27,148/133,157/142-160/145 - an exception being, if, for example, an error had been found in the information provided in the previous year).

With the commencement of a new student instance, a new Student instance number would be allocated. Field 30, Year of student on this programme, would be expected to be 01. Field 26, Date of commencement of programme, and other fields giving information on entry to the student instance, should all be up-dated (fields 18,19,21,23,24,26,27,148/133,157/142-160/145).

Where a student transfers from one programme of study to another, the date should not be updated if the same Student instance number (NUMHUS) is kept. For example, changes of subject without change of general qualification aim will not usually reset date of commencement of programme.

Neither should the field be re-set where a student registers for an 'intermediate' qualification aim with the clear intention (acknowledged by both student and institution) that, subject to

satisfactory performance, he/she will progress seamlessly (and usually without being awarded the intermediate qualification) onto a 'higher' qualification aim. For example, if a student registers first for an MPhil then switches to a PhD, and this is regarded as normal progression in the institution, such that the same Student instance number is kept, the date of commencement of programme should not be reset.

EXAMPLE

1. A student obtains a first degree and then enrols for a one year Masters course. These are two distinct programmes of study at different levels (undergraduate/postgraduate) and therefore would have two Student instance numbers. In this case:
field 26, Date of commencement of programme = up-dated to commencement date of Masters
field 72, Year of programme = 1
field 30, Year of student on this programme = 1
field 21, Highest qualification on entry = up-dated to 'degree'.
field 151/136, Student instance number = new number allocated.

2.A student transfers after two years from an HND course to the second year of a degree course (with or without being awarded the HND). The programme may be represented in two different ways, depending on how it is viewed by the institution.

If within the institution this is regarded as a seamless continuation of studies, then it is the same student instance and the same Student instance number is kept and the information on entry fields should not be up-dated. Field 30, Year of student on this programme, increments by one year. In this case:
field 26, Date of commencement of programme = not up-dated
field 72, Year of programme = 2
field 30, Year of student on this programme = 3
field 21, Highest qualification on entry = not up-dated.
field 151/136, Student instance number = not up-dated.

However, if within the institution this is regarded as two student instances, then a new Student instance number is allocated and the information on entry fields should be up-dated. Field 30, Year of student on this programme, re-sets to 01. In this case:
field 26, Date of commencement of programme = up-dated to commencement date of degree
field 72, Year of programme = 2
field 30, Year of student on this programme = 1
field 21, Highest qualification on entry = up-dated to HND if appropriate
field 151/136, Student instance number = new number allocated.

When an institution does not have a clear preference between the two methods of reporting the progression to degree via study for an HND, it is recommended that the first method, using a single student instance, is used. This general guidance would

also apply to other similar cases.

REASON REQUIRED   To determine whether the student might be included in a count of students who attended in a particular period.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
27	New entrant to HE	ENTRYCDE	1	Numeric

STATUS   Compulsory for HE level students.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES
1   This is the student's first year on this programme of study and he/she has not previously taken any HE course in the UK.
4   This is the student's first year on this programme of study and he/she has previously attended an HE course in the UK.
5   This is the student's first year on this programme of study but it is not known whether he/she has previously taken any HE course in the UK.
9   This is not the student's first year on this programme of study.

DESCRIPTION   The New entrant to HE field is used to indicate if a student has previously studied at HE level in the UK.

NOTES   What is important here is whether or not the student is new to HE level courses, not whether the student is new to the HE institution sector. For example, a student who has already taken an HNC or HND at a UK FE college is not a new entrant to HE. HE, for the purposes of this field, is defined as those programmes of study for which the level of instruction is bove that of courses leading to GCE 'A' levels, SCE 'Highers' and the Certificate of Sixth Year Studies, ONC and OND.

Code 4 includes all students who have previously started a course at HE level either at the reporting institution or at another UK institution.

Code 4 should be used for all students who have previously studied at higher education level, at a UK institution, whether or not the course resulted in success.

Overseas students who have previously studied at HE level but not in the UK should be coded 1.

Where a student transfers from one programme of study first year to another, this field should NOT be updated where the studies already completed count towards the current qualification aim and the same Student instance number is kept.

Code 5 should not be used as a standard default but only in cases where the information has been sought but is still unknown.

A blank should be returned in this field for FE level students.

Codes 2 and 3 are 'Not used'.

REASON REQUIRED To identify new entrants to Higher Education in the UK.

This information is used in projections and planning for the sector and analysis of trends in the take-up of higher education.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
28	Special students	SPCSTU	1	Numeric

STATUS Compulsory.

TIMESCALE Required in the December and July data collections.

VALID ENTRIES
1 Entered HE via the SWAP.
2 Entered HE via other access programme excluding SWAP.
3 Incoming SOCRATES/LEONARDO/ERASMUS student -ICP.
4 Incoming TEMPUS student.
5 Incoming LINGUA student.
6 Other incoming exchange or visiting student.
8 Incoming SOCRATES/LEONARDO/ERASMUS student - Free mover.
9 Not applicable.
A Fast-track (ITT).

DESCRIPTION This field is used to indicate the type of student.

NOTES The Glossary gives full titles for these acronyms.

If the qualification for entry was an Access course (other than SWAP) then code 2 should be returned.

Students who are not special students for this programme of study should be returned as a code 9, 'Not applicable'.

SOCRATES/LEONARDO/ERASMUS students should be split between code 3, 'Incoming SOCRATES/LEONARDO/ERASMUS student - ICP' (Inter College Programme) and code 8, 'Incoming SOCRATES/LEONARDO/ERASMUS student - Free mover'.

A reduced record will be acceptable for incoming exchange and visiting students (codes 3-8) - see Appendix 9 for details.

Code A applies to Initial Teacher Training (ITT) students who have passed the national selection process for the fast-track initiative and who are training in ITT on that basis.

REASON REQUIRED To monitor the numbers, success rates, etc. for particular groups of interest, such as those who have been on a SWAP course.

To exclude from the figures (where appropriate) certain types of student, for example the 'imported' one of a pair of students involved in an exchange.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
29	Teacher reference number	TREFNO	9	Numeric

STATUS   Compulsory for institutions in England, Scotland and Wales where code 1, 6 or 7 is returned in field 53, Teacher training course identifier, and a relevant qualification is returned in field 37/38, Qualification obtained, or field 161/146, Outcome of ITT programme, is coded 1.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES A 6 or 9 character alphanumeric code.

DESCRIPTION   For institutions is Scotland, the reference number required is the six digit number allocated to each student prior to course completion of pre-service study programmes for the training of teachers. The first 2 digits denote the expected year of qualification (the last 2 digits of the year).

         For institutions in England and Wales, the reference number required is the DFEE QTS number allocated to each student prior to course completion. This is a seven digit number always preceded by 'RP'.

NOTES   This number will stay with the teacher throughout their career within the teaching profession.

         Overseas students not allocated a teacher reference number should be coded 999999999.

         A relevant qualification in field 37/38, Qualification obtained, would be code 20 'First degree with Qualified Teacher Status/registration with General Teaching Council' and possibly codes 12 and 13 'PGCE' and 23 'First degree and diploma (to be obtained concurrently)'. A code 20 in field 37/38 would generate an error if field 29, Teacher reference number, is blank and codes 12, 13 or 23 in field 37/38 would generate a warning if field 29, Teacher reference number, is blank.

REASON REQUIRED To link, for statistical purposes, the student records collected by HESA with information from for example the Teacher Flow and the School Census returns in Scotland.

         The QTS number allows linkage between the teacher records held by the DFEE, the NQT and school questionnaires collected by the TTA and any future CPD undertaken by the teacher.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
30	Year of student on this programme	YEARSTU	2	Numeric

STATUS　　　　　　Compulsory.

TIMESCALE　　　　Required in the December and July data collections.

VALID ENTRIES　　A number in the range 01 - 99.

DESCRIPTION　　　Used to indicate the year number that the student is in since enrolling for a course/programme leading to the student's qualification aim (whether or not the intended subject or class has changed). This could be different from the year of course if the student has changed course or retaken a year.

NOTES　　　　　　The year of postgraduate research students should increment on the anniversary of their starting date.

Students whose first term is waived should be deemed to have started when that first term would have started.

This field should not be incremented for periods of dormancy, codes 63 or 64 in field 70, Mode of study. For example, if a student becomes dormant after their first year of study, and remains out of the system for one year, on resuming their studies they would be returned as Year of student on this programme = 2.

This field should be incremented for a sandwich placement year and both compulsory and optional years out.

In cases where a student has to repeat a year this field should be incremented.

It is not expected that there would be many students where 'Year of student on this programme' is greater than 10 years.

Relationship with Fields 151/136, Student instance number, and Field 26, Date of commencement of programme

For a single student instance, the same Student instance number is kept. Field 30, Year of student on this programme, would be expected to increment each year. However there would be no up-dating of Field 26, Date of commencement of programme, nor of other fields giving information on entry to the student instance (fields 18,19,21,23,24,26,27,148/133,157/142-160/145 - an exception being, if, for example, an error had been found in the information provided in the previous year).

With the commencement of a new student instance, a new Student instance number would be allocated. Field 30, Year of

student on this programme, would be expected to be 01. Field 26, Date of commencement of programme, and other fields giving information on entry to the student instance, should all be up-dated (fields 18,19,21,23,24,26,27,148/133,157/142-160/145).

Where a student transfers from one programme of study to another, the year should continue to increment if the same Student instance number (NUMHUS) is kept. For example, changes of subject without change of general qualification aim will not usually reset Year of student on this programme.

Neither should the field be reset where a student registers for an 'intermediate' qualification aim with the clear intention (acknowledged by both student and institution) that, subject to satisfactory performance, he/she will progress seamlessly (and usually without being awarded the intermediate qualification) onto a 'higher' qualification aim. For example, if a student registers first for an MPhil then switches to a PhD and this is regarded as normal progression in the institution, such that the same Student instance number is kept, the Year of student on this programme should not be reset but continue to increment by one each year.

Relationship with field 72, Year of programme:

In most cases these two fields will be the same. Exceptions to this will be when a student enters directly to the second or later year of a programme, or if a student repeats a year of a programme.

If a course has a foundation year which is integral to the programme, this should be coded Year of Programme '0', with the first year of the main part of the course being Year of Programme '1'. For example students who follow a foundation year prior to a 3 year degree course will have the pattern

Year of Student   1
Year of Programme   0

Year of Student   2
Year of Programme   1

Year of Student   3
Year of Programme   2

Year of Student   4
Year of Programme   3

Field 72, Year of programme, should not increment for students who are writing up, but Field 30, Year of student on this programme, would increment on the anniversary of their starting

date.

Programmes of study which are not structured in years may be coded 99 in field 72, Year of programme. However for field 30, Year of student on this programme, students on such programmes should be coded 01, incrementing on the anniversary of their starting date.

Changes of subject without change of general qualification aim will not return the 'Year of student' to one, it may or may not return the 'Year of programme' to one, depending whether the student does or does not return to year one of a programme as a result.

For students transferring between institutions without changing their qualification aim, field 72, Year of programme, would not be reset unless the transfer results in a change in the time in which it is expected that they will achieve their qualification aim. For example, if the students who transfer go from the second year of their former programme of study to, say, the first year of their new programme of study.

For students who intercalate a second degree (or another qualification) as part of their overall programme of study, for example, medical students, 'Year of student on programme' will increment for the year of intercalation. 'Year of programme' will be the actual year of the programme for the current qualification aim. For example, a student who follows two years of a medical degree, then intercalates for one year to join the third year of another programme of study to complete a first degree, and then returns to the original programme of study, will in effect do two 'Year of programme' 3's. When doing their intercalated year they will be 'Year of student on programme' = 3 and 'Year of programme' = 3 (for a different programme to the original registration). When returning to their original studies they will be coded as 'Year of student on programme' = 4 and 'Year of programme' = 3 (back on the original programme).

EXAMPLE **1** A student obtains a first degree and then enrols for a one year Masters course. These are two distinct programmes of study at different levels (undergraduate/postgraduate) and therefore would have two Student instance numbers. In this case:
field 26, Date of commencement of programme = up-dated to commencement date of Masters
field 72, Year of programme = 1
field 30, Year of student on this programme = 1
field 21, Highest qualification on entry = up-dated to 'degree'.
field 151/136, Student instance number = new number allocated.

2 A student transfers after two years from an HND course to the second year of a degree course (with or without being awarded

the HND). The programme may be represented in two different ways, depending on how it is viewed by the institution.

If within the institution this is regarded as a seamless continuation of studies, then it is the same student instance and the same Student instance number is kept and the information on entry fields should not be up-dated. Field 30, Year of student on this programme, increments by one year. In this case:
field 26, Date of commencement of programme = not up-dated
field 72, Year of programme = 2
field 30, Year of student on this programme = 3
field 21, Highest qualification on entry = not up-dated.
field 151/136, Student instance number = not up-dated.

However, if within the institution this is regarded as two student instances, then a new Student instance number is allocated and the information on entry fields should be up-dated. Field 30, Year of student on this programme, re-sets to 01. In this case:
field 26, Date of commencement of programme = up-dated to commencement date of degree
field 72, Year of programme = 2
field 30, Year of student on this programme = 1
field 21, Highest qualification on entry = up-dated to HND if appropriate
field 151/136, Student instance number = new number allocated.

When an institution does not have a clear preference between the two methods of reporting the progression to degree via study for an HND, it is recommended that the first method, using a single student instance, is used. This general guidance would also apply to other similar cases.

3 A student who enrolled for a degree in mathematics changes to a statistics degree. The student is continuing to study at the same level (undergraduate/postgraduate) at the same institution, so the same Student instance number is kept. Field 30, Year of student on this programme, should not revert to 1. Field 72, Year of programme, may or may not revert to 1, depending on whether the student does or does not return to year one of a programme as a result.

4 A student was enrolled for Honours, but now changes to Ordinary (or vice versa). The student is continuing to study at the same level (undergraduate/postgraduate) at the same institution, so the same Student instance number is kept, so field 30, Year of student on this programme, would not revert to 01.

REASON REQUIRED In conjunction with year of programme identifies for example direct entrants to second year, students repeating a year, etc.

This information is used in projections and planning for the sector

and analysis of trends in the take-up of higher education.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
31	Term time accommodation	TTACCOM	1	Numeric

STATUS　　　　　　Compulsory for full-time and sandwich students.

TIMESCALE　　　　Required in the July data collection only.

VALID ENTRIES
1	Institution maintained property.
2	Parental/Guardian home.
3	Own home.
4	Other.
5	Not known.
6	Not in attendance at the institution.

DESCRIPTION　　　Relates to where the student is living during the current year.

NOTES　　　　　　Full-time for the purpose of this field excludes students on short full-time programmes of study (i.e. those of total length 24 weeks or less).

Institution maintained property includes housing owned by the institution and property leased by the institution and sub-let to students.

Accommodation owned **or rented** by the student (other than property rented from the institution, code 1) should be coded as 3, Own home.

This information should be collected once per academic year.

If a student is in temporary accommodation at the time of collection but has permanent accommodation agreed, then the planned accommodation should be returned in this field.

Code: 6 'Not in attendance at the institution' to be used for full-time and sandwich students not currently in attendance at the institution for reasons such as industrial placement or language year abroad.

REASON REQUIRED To monitor the changes in student accommodation patterns.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
32	Not used	FINYM	1	Numeric

STATUS   Not used.

VALID ENTRIES   .

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 relative positions.

In the case of ASCII Fixed Length returns the field should be padded with spaces to its entire length.

In the case of Comma Separated returns the field should be blank, i.e. the commas separating this field from the preceding and succeeding fields would be next to each other.

Field Nr.	Field Description	Field Abbrev'n	Field Length
33	Reason for leaving institution/completing programme Numeric	RSNLEAVE	2

STATUS   Compulsory for all students who have left the institution or completed their programme of study during the reporting period.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES
01	Successful completion of course.
02	Academic failure/left in bad standing/not permitted to progress.
03	Transferred to another institution.
04	Health reasons.
05	Death.
06	Financial reasons.
07	Other personal reasons and dropped out.
08	Written off after lapse of time.
09	Exclusion.
10	Gone into employment.
11	Other.
98	Completion of course - result unknown.
99	Unknown.

DESCRIPTION   The 'Reason for leaving institution/completing programme' field is used to indicate for what reason the student left the institution or particular programme of study detailed in this return.

NOTES   Where a student completes one student instance and commences another programme of study leading to a different qualification aim at the institution during the reporting period, then two records should be returned to HESA. The record representing the completed programme of study would have a code returned in this field.

This field need not be completed for students who transfer from one programme of study to another within the same student instance (where studies taken count towards the current qualification aim).

For the purpose of HESA returns, completing a programme of study is defined as being the point at which the taught or structured part of the programme of study, including any formal writing-up period, is completed i.e. once the student is no longer actively following the programme of study, and not any later stage such as, for example, final confirmation of award. This may mean that field 33 is completed using code 98 'Completion of course - result unknown'.

Field 33 code 98 'Completion of course - result unknown' implies

that there will be further returns for the student - either through a Late Return of Results reduced record or a dormant record - to report results and reason for leaving.

Code 02, 'Academic failure/left in bad standing/not permitted to progress' is considered to be different from simply dropping out, code 07, which may be more closely related to personal reasons. Code 02 is intended to be for a fail at any stage. It is the code to be used for those students who fail assessment at, for example, the end of the first or second year of a three-year course and therefore leaves the programme of study, as well as for those students who have unsuccessfully completed their qualification aim.

Code 08, 'Written off after lapse of time': it is at the institution's discretion whether to write off an inactive student after a period of time.

Code 09, 'Exclusion' is the breaking of institutional rules, either behavioural or financial.

If a student gains a qualification after completing a programme of study, but not the qualification they were aiming for, then they should be coded in field 33 as 01 'Successful completion of course'. If the student does not complete a programme of study but leaves early with a lower qualification then a different code should be used, such as 07 or 10 or whatever is most appropriate to the student's circumstances, including 'inability to progress', which should be code as 02 'Academic failure/left in bad standing/not permitted to progress' or 11 'Other'.

An entry in this field means that an entry in field 35, Date left, will also be expected.

In most cases qualifications are obtained at the end of a programme of study. Therefore typically where there is a qualification obtained in field(s) 37/38, a reason for leaving the programme of study and a date left the programme of study would be expected. It is recognised, however, that there are a few programmes of study where interim qualifications are actually awarded and so fields 33 and 35 would not be completed.

REASON REQUIRED To monitor the number of students known to be transferring to other institutions.

For a broad indication of the cited/presumed reason for leaving (while recognising that in many cases there will be no single, simple cause).

Field Nr.	Field Description		Field Abbrev'n	Field Length	
34	Completion status		CSTAT	1	Numeric

STATUS Compulsory for all students at English or Welsh institutions who are following programmes of study at FE level or are funded by FEFCE or FEFCW, i.e. shown as code 1, 3 or 4 in field 6, FE student marker.

TIMESCALE Required in the July data collection only.

VALID ENTRIES 1   The student is continuing or intending to continue the learning activities leading to the qualification aim.
2   The student has completed all the learning activities leading to the qualification aim.
3   The student has withdrawn from the learning activities leading to the qualification aim.
4   The student has transferred to a new qualification aim. That is the student has withdrawn from this qualification aim and as a direct result has at the same time started studying for another qualification aim.

DESCRIPTION An indication of the degree of completion of the learning activities leading to the qualification aim.

REASON REQUIRED To monitor completion rates within the sector.

Field Nr.	Field Description	Field Abbrev'n	Field Length
35	Date left institution or completed the programme of study Date/Alphanumeric	DATELEFT	10

STATUS Compulsory for all students who have left the institution or completed their programme of study during the reporting period.

TIMESCALE Required in the December and July data collections.

VALID ENTRIES Valid entry patterns are: DD/MM/YYYY, DD-MM-YYYY or YYYYMMDD.

DESCRIPTION The date the student left the reporting institution or completed the programme of study.

NOTES Sometimes there will be a delay in knowing whether or not a student has left a programme of study or the institution. Where the precise date of the student's leaving is not known, the date of the end of the month, term or semester in which the student last attended should be given.

A date is not required in cases where a student transfers from one programme of study to another within the same student instance.

For the purpose of HESA returns, completing a programme of study is defined as being the point at which the taught or structured part of the programme of study, including any formal writing-up period, is completed i.e. once the student is no longer actively following the programme of study, and not any later stage such as, for example, final confirmation of award. This may mean that field 33, Reason for leaving, is completed using code 98 'Completion of course - result unknown'.

An entry in this field means that an entry in Field 33, Reason for leaving institution/completing programme, will also be expected.

In most cases qualifications are obtained at the end of a programme of study. Therefore typically where there is a qualification obtained in field(s) 37/38, a reason for leaving the programme of study and a date left the programme of study would be expected. It is recognised, however, that there are a few programmes of study where interim qualifications are actually awarded and so fields 33 and 35 would not be completed.

REASON REQUIRED To determine whether a student might be included in a count of the numbers at a particular date, or attending in a particular period.

Field Nr.	**Field Description**	**Field Abbrev'n**	**Field Length**	
36	Good standing marker	PROGRESS	1	Alphanumeric

STATUS
Compulsory for all FE students at English or Welsh institutions who are following programmes of study at FE level or are funded by FEFCE or FEFCW, i.e. shown as code 1, 3 or 4 in field 6, FE student marker.
Not required for any other student.

TIMESCALE
Required in the July data collection only.

VALID ENTRIES
6   FE (W) - Qualification aim achieved.
7   FE (E & W) - Partial success.
8   FE (E & W) - No success.
9   FE (E & W) - Study continuing.
A   FE (E) - Qualification aim achieved and achievement funding is being claimed.
B   FE (E) - Qualification aim achieved and achievement funding is not being claimed.
C   FE (E) - Exam taken but result not yet known.
D   FE (E) - Learning activities are complete but the exam has not yet been taken.
W   FE (W) - The student has transferred to a new qualification aim. That is the student has withdrawn from this qualification aim and as a direct result has at the same time started studying for another qualification aim.

DESCRIPTION
The Good standing marker is used to indicate whether the student achieved the qualification aim, achieved partial success in the qualification aim, or no success.

NOTES
Institutions in England cannot use codes W and 6.
Institutions in Wales cannot use codes A-D.

Codes 1-5 are 'Not used'.

REASON REQUIRED To monitor outcome within the sector.

For FEFCE to allow calculation of achievement units.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
37	Qualification obtained 1	QUAL1	2	Numeric
38	Qualification obtained 2	QUAL2	2	Numeric

STATUS Qualification obtained 1 is compulsory for those students who have achieved a qualification, whereas qualification obtained 2 is not compulsory.

TIMESCALE Required in the July data collection only.

VALID ENTRIES

02 Doctorate degree mainly by research.
03 Doctorate degree not mainly by research.
04 Masters degree mainly by research.
05 Masters degree not mainly by research.
06 Postgraduate bachelors degree mainly by research.
07 Postgraduate bachelors degree not mainly by research.
08 Postgraduate diploma or certificate (not PGCE) not mainly by research.
10 Professional qualification at postgraduate level (not PGCE) with or without academic qualification.
12 Ordinary PGCE.
13 Articled PGCE.
14 Postgraduate diploma or certificate (not PGCE) mainly by research.
19 First degree with eligibility to register to practice (doctor/dentist/veterinary surgeon).
20 First degree with Qualified Teacher Status/registration with General Teaching Council.
21 First degree.
22 Enhanced first degree.
23 First degree and diploma (to be obtained concurrently).
24 Intercalated first degree.
25 Professional qualification at undergraduate level, with or without academic qualification.
26 Professional qualification for serving school teachers.
27 Post degree diploma/certificate at undergraduate level.
28 Foundation degree.
29 Diploma of Higher Education.
30 Certificate of Higher Education.
31 Foundation course at HE level.
32 Other undergraduate diplomas and certificates.
41 HND.
42 HNC.
43 Other formal HE qualification of less than degree standard.
44 Qualified Teacher Status only (licenced teachers).
45 Teaching Certificate (trained through the medium of Welsh).
51 NVQ/SVQ level 5.
52 NVQ/SVQ level 4.
53 NVQ/SVQ level 3/GNVQ Advanced.

54	NVQ/SVQ level 2/GNVQ Intermediate.
55	NVQ/SVQ level 1/GNVQ Foundation.
61	Institutional undergraduate credit which may be counted towards qualifications contained within codes 02 to 52 (includes CAT Schemes).
62	Institutional postgraduate credit which may be counted towards qualifications contained within codes 02 to 52.
71	OND, SCOTVEC National diploma.
72	ONC, SCOTVEC National certificate.
73	City and Guilds.
74	Other non-advanced diploma.
75	Other non-advanced certificate.
76	Other qualification below HE level.
77	Foundation course at FE level.
78	Professional qualification at FE level, with or without academic qualification.
81	FE (E) Qualification aim. Repeated programme of study - previously taken at this institution and not achieved.
82	FE (E) Qualification aim. Repeated programme of study - to improve the grade previously achieved at this institution.
83	Welsh for Adults.
97	No formal undergraduate qualification (advanced/HE).
98	No formal postgraduate qualification (advanced/HE).
99	No formal qualification aim (non-advanced/FE).

DESCRIPTION   The Qualifications obtained are two digit numeric codes denoting the qualification(s) the student has obtained.

NOTES   Normally the same code would be expected in this field as in field 41, General qualification aim of student.

For some students whose qualification aim may be for example first degree but who terminate their studies after a successful second year, occasionally a different qualification such as an HND or DipHE may be awarded. It is the awarded qualification which must be coded here.

Institutions must specifically complete fields 37/38, Qualification obtained, to give details of any qualifications obtained by the student during the reporting period i.e. for those obtaining awards between 01 August 1998 and 31 July 1999 an entry is required in field 37 (and potentially also in field 38 if more than one qualification has been obtained). A qualification obtained is not assumed from the qualification aim given in field 41 and code 01 'Successful completion of course' in field 33, Reason for leaving institution/completing programme.

Where only one qualification has been obtained this must be entered in field 37. Field 38 should only be used if there is a second qualification obtained during the reporting period from the same programme of study.

Degrees awarded jointly with another institution can be coded by a single qualification obtained (returned in field 37, Qualification obtained 1, with field 38, Qualification obtained 2, left blank) and by entries in field 47, Awarding body 1, and field 48, Awarding body 2. If there are two qualifications obtained (i.e. entries in field 37, Qualification obtained 1, and field 38, Qualification obtained 2,) then field 47 will be taken as relating to field 37 and field 48 as relating to field 38. If either of these qualifications is awarded jointly then this information will be lost. In these cases, please code awarding body as the reporting institution.

This field may be left blank for FE level students in England and Wales who are coded 6, A or B in field 36, Good standing marker.

Postgraduate professional qualifications are those which, regardless of their level, normally require the possession of a first degree for admission. Undergraduate professional diplomas and certificates should be coded 25. Professional awarding body can be identified in field 47, Awarding body 1, and field 48, Awarding body 2.

Some professional awarding bodies do not currently release results information to institutions. Where this is the case, institutions should leave field 37, Qualification obtained 1, and field 38, Qualification obtained 2, blank and complete field 33, Reason for leaving institution/completing programme, with code 98 'Completion of course - result unknown'. The completion of field 47, Awarding body 1, and field 48, Awarding body 2, is optional.

For code 23 in field 37, it will be assumed that Field 47, Awarding body 1, refers to the first named qualification of the pair and Field 48, Awarding body 2, to the second.

Qualifications should be recorded in the reporting period in which they are obtained.

In most cases qualifications are obtained at the end of a programme of study. Therefore typically where there is a qualification obtained in field(s) 37/38, a reason for leaving the programme of study and a date left the programme of study would be expected. These should be shown in fields 33 and 35 respectively. It is recognised, however, that there are a few programmes of study where interim qualifications are actually awarded and so fields 33 and 35 would not be completed.

An intercalated first degree (code 24) is where students on a first degree, usually in medicine, dentistry or veterinary medicine, interrupt their studies to complete a one-year course of advanced studies in a related topic, usually to Honours standard. On

completion of the intercalated year, the student resumes studies on their original programme of study.

Codes 01 is 'Not used'.

REASON REQUIRED Indicates the 'output' of the system.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
39	Classification	CLASS	2	Numeric

STATUS   Compulsory for those students who have achieved an undergraduate degree qualification. Also compulsory for those students who have achieved a relevant FE qualification (i.e. where a grade is meaningful) at institutions in England and Wales.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES

01   First class honours.
02   Upper second class honours.
03   Lower second class honours.
04   Undivided second class honours.
05   Third class honours.
06   Fourth class honours.
07   Unclassified honours.
08   Aegrotat (whether to honours or pass).
09   Pass - degree awarded without honours following an honours course.
10   Ordinary (to include divisions of ordinary, if any) - degree awarded after following a non-honours course.
11   General degree - degree awarded after following a non-honours course/degree that was not available to be classified.
51   A FE (E & W).
52   B FE (E & W).
53   C FE (E & W).
54   D FE (E & W).
55   E FE (E & W).
56   F FE (E & W).
57   G FE (E & W).
61   N FE (E & W).
62   U FE (E & W).
63   X FE (E & W).
64   A* FE (E & W).
65   Y FE (E & W).
71   Pass FE (E & W).
72   Merit FE (E & W).
73   Distinction FE (E & W).
74   Fail FE (E & W).
81   1 FE (E & W).
82   2 FE (E & W).
83   3 FE (E & W).
84   4 FE (E & W).
85   5 FE (E & W).
86   6 FE (E & W).
87   7 FE (E & W).
88   8 FE (E & W).

89   9 FE (E & W) .
90   10 FE (E & W).

DESCRIPTION   The Classification is used to indicate the qualification class that the student obtained.

NOTES   Only codes 01-11 should be used for students who have achieved an undergraduate degree qualification.

Enhanced degrees should be coded 07, if not classified.

Medical degrees which are not honours programmes should be coded 10 or 11.

HESA would expect to aggregate codes 10 and 11 for analysis in its publications.

Codes 51-90 are the codes to be used for FE level students in England and Wales. A grade should be returned for all qualifications where the grade is meaningful. Other codes should not be used for FE level students.

REASON REQUIRED Indicates the 'output' of the system.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
40	Programme of study title	PTITLE	80	Alphanumeric

STATUS   Compulsory.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES   Up to 80 textual characters.

DESCRIPTION   The Programme of study title will be determined by the institution. The term 'programme of study title' in this context relates to the complete programme of study leading to the qualification aim referred to in fields 41, General qualification aim of student, and 43, Subject(s) of qualification aim .

NOTES   Although a compulsory field, this field will not be subject to specific checks regarding its validity. The only validation checks will be that the field contains at least one character and that the characters in the field conform to the 'Character set for text fields' given in the 'Mechanisms for Data Submission' section at the beginning of the coding manual.

It is intended that this field can be used by the institution as a cross-check to field 41, General qualification aim of student, and field 43, Subject(s) of qualification aim .

REASON REQUIRED As a cross reference for identifying programmes of study in case of queries regarding specific student records.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
41	General qualification aim of student	QUALAIM	2	Numeric

STATUS   Compulsory.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES

02   Doctorate degree mainly by research.
03   Doctorate degree not mainly by research.
04   Masters degree mainly by research.
05   Masters degree not mainly by research.
06   Postgraduate bachelors degree mainly by research.
07   Postgraduate bachelors degree not mainly by research.
08   Postgraduate diploma or certificate (not PGCE) not mainly by research.
10   Professional qualification at postgraduate level (not PGCE) with or without academic qualification.
12   Ordinary PGCE.
13   Articled PGCE.
14   Postgraduate diploma or certificate (not PGCE) mainly by research.
19   First degree with eligibility to register to practice (doctor/dentist/veterinary surgeon).
20   First degree with Qualified Teacher Status/registration with General Teaching Council.
21   First degree.
22   Enhanced first degree.
23   First degree and diploma (to be obtained concurrently).
24   Intercalated first degree.
25   Professional qualification at undergraduate level, with or without academic qualification.
26   Professional qualification for serving school teachers.
27   Post degree diploma/certificate at undergraduate level.
28   Foundation degree.
29   Diploma of Higher Education.
30   Certificate of Higher Education.
31   Foundation course at HE level.
32   Other undergraduate diplomas and certificates.
41   HND.
42   HNC.
43   Other formal HE qualification of less than degree standard.
44   Qualified Teacher Status only (licenced teachers).
45   Teaching Certificate (trained through the medium of Welsh).
51   NVQ/SVQ level 5.
52   NVQ/SVQ level 4.
53   NVQ/SVQ level 3/GNVQ Advanced.
54   NVQ/SVQ level 2/GNVQ Intermediate.
55   NVQ/SVQ level 1/GNVQ Foundation.
61   Institutional undergraduate credit which may be counted

	towards qualifications contained within codes 02 to 52 (includes CAT Schemes).
62	Institutional postgraduate credit which may be counted towards qualifications contained within codes 02 to 52.
71	OND, SCOTVEC National diploma.
72	ONC, SCOTVEC National certificate.
73	City and Guilds.
74	Other non-advanced diploma.
75	Other non-advanced certificate.
76	Other qualification below HE level.
77	Foundation course at FE level.
78	Professional qualification at FE level, with or without academic qualification.
81	FE (E) Qualification aim. Repeated programme of study - previously taken at this institution and not achieved.
82	FE (E) Qualification aim. Repeated programme of study - to improve the grade previously achieved at this institution.
83	Welsh for Adults.
97	No formal undergraduate qualification (advanced/HE).
98	No formal postgraduate qualification (advanced/HE).
99	No formal qualification aim (non-advanced/FE).

DESCRIPTION   The General qualification aim of student is intended to record the qualification the student hopes to attain as a result of his/her studies. This will not necessarily be the highest possible level of qualification, but the entry that the student is aiming for at the time. Later possible conversions from subdegree to degree level (or vice versa) must be ignored here.

NOTES   Codes 02-14 and 62 and 98 will be assumed for analysis to be at postgraduate level. Codes 02, 04, 06 and 14 are assumed to be postgraduate research and codes 03, 05, 07-13, 62 and 98 are assumed to be postgraduate taught programmes of study.

Codes 19-52 and 61 and 97 will be assumed for analysis to be at undergraduate HE level.

Codes 53-55, 71-83 and 99 will be assumed for analysis to be at FE level.

The 'General qualification aim of student' should be coded at the same level (postgraduate, undergraduate, FE) as was shown for the student in the Funding Council HESES/Early Statistics.

Where the institution allows enrolment onto ordinary degrees in addition to honours degrees, the information about which qualification the student obtained will be collected by field 39, Classification.

Higher bachelors degrees at undergraduate level should be coded 21.

Enhanced first degrees (code 22) include Finneston degrees and other "undergraduate masters" degrees, e.g. MEng. Such courses should be coded 22 for every year of the programme of study.

An intercalated first degree (code 24) is where students on a first degree, usually in medicine, dentistry or veterinary medicine, interrupt their studies to complete a one-year course of advanced studies in a related topic, usually to Honours standard. On completion of the intercalated year, the student resumes studies on their original programme of study.

Code 19 'First degree with eligibility to register to practice (doctor/dentist/veterinary surgeon)' will be used in combination with the subject code or codes to identify those degrees which lead to eligibility to register as a practitioner as a doctor, dentist or veterinary surgeon. Explicit recognition of degrees which lead to eligibility to register as a practitioner in other specific professions may be added in future.

Code 28 Foundation Degree is intended to cover those programmes which HEIs are running as Foundation Degrees which are consistent with the 'Statement of Design Principles' for Foundation Degrees being issued by CVCP and SCOP.

Postgraduate professional qualifications are those which, regardless of their level, normally require the possession of a first degree for admission. Undergraduate professional diplomas and certificates should be coded 25. Professional awarding body can be identified in field 47, Awarding body 1, and field 48, Awarding body 2.

Where a student is following a programme of study leading potentially to two or more qualifications concurrently, and that combination is not specified under valid entries, please return the qualification the code of which is closest to 02.

For HE level students funded by FEFCE or FEFCW (shown as code 3 'The student is an FE Funding Council funded student studying at HE level' in field 6, FE student marker) both fields 41, General qualification aim of student, and 42, FE general qualification aim of student, must be completed in full.

For FE level students in England and Wales (shown as code 1'The student is an FE Funding Council funded student studying at FE level' or code 4 'The student is not an FE Funding Council funded student but is studying at FE level' in field 6, FE student marker) both fields 41, General qualification aim of student, and 42, FE general qualification aim of student, must be completed. However, code 76 'Other qualification below HE level' may be returned as a default in field 41, General qualification aim of

student, for all FE level students except (a) at institutions in Wales for students on Welsh for Adults courses which should be coded 83 and (b) at institutions in England for FE level students who are repeating the programme of study which should be coded 81 or 82.

FE (E) default code 76 'Other qualification below HE level' will be assumed to be 'Not a repeated programme of study at this institution'.

Certificate in Further Education should be coded 08 if at postgraduate level or 32 if at undergraduate level.

Code 31 Foundation Course relates to advanced or HE level. HE for the purposes of this field is defined as those programmes of study for which the level of instruction is above that of courses leading to GCE 'A' levels, SCE Highers and CSYS, ONC and OND.

Foundation courses below HE level should be coded 77 or 99 if the programme of study does not lead to any formal qualification.

Access to HE courses should be coded 71-78 as appropriate, or 99 if the programme of study does not lead to any formal qualification.

Visiting and exchange students taking credit bearing courses towards their own institution's qualification should be coded 61 or 62, 'Institutional credit'.

Post/Higher Doctorates should not be included in the return.

Code 01 is 'Not used'.

EXAMPLE   Where a course leads to an MSc or a postgraduate diploma (depending upon the results of exams/projects/etc.), the general qualification aim should be recorded as "MSc" unless the student intends only to take the diploma.

With a course leading to an HND, where some of the students may subsequently carry on to take a degree, their current general qualification aim of HND should be recorded.

REASON REQUIRED To distinguish between courses leading to degrees, HNDs, etc.

To determine student numbers by level.

Key descriptor of the sector used for publications, projections and planning.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
42	FE general qualification aim of student	FEQAIM	8	Alphanumeric

STATUS　　　　　Compulsory for all students at English or Welsh institutions who are following programmes of study at FE level or funded by FEFCE or FEFCW (i.e. shown as code 1, 3 or 4 in field 6, FE student marker.)

TIMESCALE　　　　Required in the December and July data collections.

VALID ENTRIES　　This should be the current FEFCE/FEFCW Qualifications Database code. In case of difficulty, please refer to FEFCE or FEFCW.

DESCRIPTION　　　The code corresponding to the qualification aim as listed on the FEFCE/FEFCW Qualifications database.

NOTES　　　　　　For internally validated courses not funded by FEFCE or FEFCW, institutions can use the ISR non-specific code of '66666666' to identify these courses in field 42, FE general qualification aim of student.

For HE level students funded by FEFCE or FEFCW (code 3 'The student is an FE Funding Council funded student studying at HE level' in field 6, FE student marker) fields 41,General qualification aim of student, and 42, FE general qualification aim of student, and 43,Subject(s) of qualification aim , must all be completed.

If a generic code is used within Field 42, FE General qualification aim of student, then FEFCW requires institutions to also complete Field 43, Subject(s) of qualification aim, in order to give detail of the subject area of the qualification.

REASON REQUIRED　To monitor qualification aims in the FE sector.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
43	Subject(s) of qualification aim	SBJQA1	6	Alphanumeric

STATUS   Compulsory for all students except FE level students in England and Wales (i.e. compulsory for all students except those coded 1 or 4 in field 6, FE student marker).
Also compulsory for FE level students at institutions in Wales in cases where a generic code is used in field 42, FE general qualification aim of student.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES   Please refer to the HESACODE classification of academic subjects.

DESCRIPTION   The subject or subjects appropriate to the current programme of study.

The Subject(s) of qualification aim is a code of up to six characters which is used to designate the subject or subjects appropriate to the current programme of study. The code may change from year to year as a result of a student's intentions changing or clarifying, but should not be changed to reflect the particular pattern of study, or differing optional modules, within a consistent programme of study.

Please refer to the manual 'HESACODE - An Interim Specification' for a detailed explanation of the coding methodology.

Academic subjects are broken down into 15 major groups, each identified by an alpha character as follows:

A   Medicine and dentistry.
B   Subjects allied to medicine.
C   Biological sciences.
D   Agriculture and related subjects.
F   Physical sciences.
G   Mathematical sciences and informatics.
H,J   Engineering and technology.
K   Architecture.
L,M   Social studies.
N   Business and administrative studies.
P   Mass communication and documentation.
Q,R,T   Languages and related disciplines.
V   Humanities.
W   Creative arts.
X   Education and leisure.

The alpha character forms the first character of the subject code.

The remaining digit or digits are numeric and provide a more detailed subject content breakdown. A full list of these is given in the HESACODE booklet.

NOTES

There is a current on-going project to harmonise HESA and UCAS subject classification codes. The intention is that all subjects will be coded according to a common, truly hierarchical, four character subject code.

Institutions may continue to code to principal subject level only. The extension to field length 4, however, will allow for a full coding if required.

The implementation of the modified HESACODE is not expected until 2000/01.

Until implementation of the new HESACODE, institutions may choose to return subject(s) of qualification aim either through a single up to 6 character combination code in field 43 (old method) or by individual codes in fields 43-46 (new method). With implementation of the new HESACODE, institutions will be expected to adopt the new individual codes method.

Due to the variation in the lengths of codes, all returned subject codes will need to be left justified, using space characters (ASCII no. 32) to pad the field when necessary.

For institutions returning in ASCII fixed length format, the field should be padded with trailing spaces (left justified).

This field must be completed for HE level students funded by FEFCE or FEFCW (code 3 'The student is an FE Funding Council funded student studying at HE level' in field 6, FE student marker).

For FE level students in England and Wales (code 1 'The student is an FE Funding Council funded student studying at FE level' or code 4 'The student is not an FE Funding Council funded student but is studying at FE level' in field 6, FE student marker), for whom field 42, FE general qualification aim of student is completed, a blank should be returned in this field.

However, if a generic code is used within Field 42 'FE General qualification aim of student', then FEFCW requires institutions to also complete Field 43 'Subject(s) of qualification aim' in order to give detail of the subject area of the qualification.

For initial teacher training students in England and Wales

The TTA needs to be able to link ITT students in England to the intake target from which the TTA has allocated numbers. In

addition, only a subset of HESACODEs are appropriate for ITT courses. The TTA wants to ensure that only appropriate subjects are recorded. There is a similar requirement from HEFCW for ITT students in Wales. At institutions in England and Wales, students identified as being initial teacher training students (codes 1, 6 or 7 in field 53, Teacher training course identifier) must be coded using this subset of HESACODEs. Further details are given below.

Primary ITT Courses (i.e. code 15,16,17,18 or 19 in field 54)

All primary courses must train students in at least one subject specialism. Some will train students to teach additional subjects. All of these subjects must be appropriate for primary ITT courses.

The list of subjects appropriate to primary ITT courses with the corresponding HESACODE is set out below.

Subject	HESACODE
Art	W9
Design and Technology	W2
English	Q3
Geography	L8
History	V1
Information Technology	G5
Mathematics	G1
Music	W3
Physical Education	X2
Religious Education	V8
Science	Y1
(Institutions in Wales: Welsh Q52)	
Additional Advanced Study of Early Years	**X4**
Drama/	
Dance	**W4**

Institutions **must** enter the code of the main subject specialism as the first 2 digits of field 43.

If a second subject specialism is offered, institutions should record this as the 3rd and 4th digits of field 43 (old method) or in field 44 (new method).

Additional advanced study of early years code X4 can only be offered on a 3-8 primary course (field 54, ITT phase/scope code 15 'Ages 3-8') and not as a 3-11 course, age emphasis 3-8.

HESA will introduce validation checks to ensure that only those codes listed above can be recorded.

Secondary ITT Courses and ITT Courses Covering the 7-14

Age Range (i.e. code 24,25 or 26 in field 54)

All courses must train students in at least one subject specialism. It is essential that this subject corresponds to the target from which the TTA has allocated numbers. Some courses will train students to teach additional subjects. All of these subjects must be appropriate for secondary ITT courses.

For the main subject specialism:
The table below sets out the list of subjects appropriate to secondary ITT courses and their relationship to the intake targets and the corresponding HESACODE.

Intake Target	Focus on	HESACODE
Art	N/A	W9
Design and Technology	Design and Technology	W2
	Food Technology	N7
English	English	Q3
	Drama	W4
Geography	N/A	L8
History	N/A	V1
Information Technology	N/A	G5
Mathematics	N/A	G1
Modern Foreign Languages	French	R1
	German	R2
	Italian	R3
	Russian	R8
	Spanish	R4
	Celtic Languages	Q5
	Other Modern Languages	T9
Music	N/A	W3
Other Technology	Business Studies	N1
Other	Economics	L1
	Social Sciences/Social Studies	L3
	Classics	Q8
Physical Education	N/A	X2
Religious Education	N/A	V8
Science	Biology	C1
	Chemistry	F1
	Physics	F3
	Combined/General Sciences	Y1
	(Institutions in Wales: Welsh	Q52)

Institutions **must** enter the code for the subject heading from which the TTA has allocated numbers as the first 2 digits in field 43.

For additional subject specialisms:

The list of subjects is exactly the same as for the main subject

specialism. However, any additional subject specialisms do not necessarily need to relate to the TTA's intake target headings.

Subject	HESACODE	Subject	HESACODE
Art	W9	Other Modern Languages	T9
Design and Technology	W2	Music	W3
English	Q3	Business Studies	N1
Drama	W4	Food Technology	N7
Geography	L8	Economics	L1
History	V1	Social Sciences/Social Studies	L3
Information Technology	G5	Classics	Q8
Mathematics	G1	Physical Education	X2
French	R1	Religious Education	V8
German	R2	Biology	C1
Italian	R3	Chemistry	F1
Russian	R8	Physics	F3
Spanish	R4	Combined/General Sciences	Y1
Celtic Languages	Q5		

(Institutions in Wales: Welsh Q52)

If a second subject specialism is offered, institutions should record this as the 3rd and 4th digits of field 43 (old method) or in field 44 (new method).

Similarly, if a third subject specialism is offered, institutions should record this as the 5th and 6th digits of field 43 (old method) or in field 45 (new method).

HESA will introduce validation checks to ensure that only those codes listed above can be recorded.

EXAMPLE   See HESACODE booklet.

REASON REQUIRED To identify the broad qualification aim of students.

To indicate the overall subject of the student's intended qualification aim.

To identify the appropriate intake target subject and subject specialisms for ITT students.

Key descriptor of the sector used for publications, projections and planning.

Field Nr.	**Field Description**	**Field Abbrev'n**	**Field Length**	
44	Subject of qualification aim 2	SBJQA2	4	Alphanumeric

STATUS Compulsory if relevant for all students except FE level students in England and Wales (i.e. compulsory for all students except those coded 1 or 4 in field 6, FE student marker).

TIMESCALE Required in the December and July data collections.

VALID ENTRIES Please refer to the HESACODE classification of academic subjects.

DESCRIPTION The minor subject of study of a major/minor combination programme of study. One of the subjects of study of a balanced combination or triple combination programme of study.

REASON REQUIRED See reasons for field 43, Subject(s) of qualification aim .

Field Nr.	Field Description	Field Abbrev'n	Field Length	
45	Subject of qualification aim 3	SBJQA3	4	Alphanumeric

STATUS Compulsory if relevant for all students except FE level students in England and Wales (i.e. compulsory for all students except those coded 1 or 4 in field 6, FE student marker).

TIMESCALE Required in the December and July data collections.

VALID ENTRIES Please refer to the HESACODE classification of academic subjects.

DESCRIPTION One of the subjects of study of a triple combination programme of study.

REASON REQUIRED See reasons for field 43, Subject(s) of qualification aim .

Field Nr.	Field Description	Field Abbrev'n	Field Length	
46	Proportion indicator	SBJBID	1	Alphanumeric

STATUS   Compulsory if relevant for all students except FE level students in England and Wales (i.e. compulsory for all students except those coded 1 or 4 in field 6, FE student marker).

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES   1   Indicates a balanced combination.
                      2   Indicates a major/minor combination.

DESCRIPTION   A balance indicator for programmes of study with two subjects of study.

REASON REQUIRED See reasons for field 43, Subject(s) of qualification aim.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
47	Awarding body 1	AWDBODY1	4	Numeric
48	Awarding body 2	AWDBODY2	4	Numeric

STATUS   Not compulsory.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES   An HE institution from the list in Appendix 2.
4001 Other UK institution.
4002 Other Non-UK institution.
4003 UK professional examining body.
4004 NCVQ.
4005 SCOTVEC.
4006 Other.
4007 BTEC.

DESCRIPTION   A four digit numeric code denoting the awarding body for this qualification aim (as noted in field 41, General qualification aim of student, and field 43, Subject(s) of qualification aim). The entries in this field are the qualification awarding body selected (usually the HE institution) from the list in Appendix 2 with the addition of the above valid entries.

NOTES   Qualifications awarded by the University of London should be coded as 0151.

4003 UK professional examining body includes UK professional bodies such as, for example, the Chartered Association of Certified Accountants and the Institute of Personnel Management.

4007 BTEC. For programmes of study where institutions have a licensing agreement with BTEC, the awarding body should be coded as 4007, 'BTEC'.

Degrees awarded jointly with another institution can be coded by a single qualification obtained (returned in field 37, Qualification obtained 1, with field 38, Qualification obtained 2, left blank) and by entries in field 47, Awarding body 1, and field 48, Awarding body 2. If there are two qualifications obtained (i.e. entries in field 37, Qualification obtained 1, and field 38, Qualification obtained 2) then field 47 will be taken as relating to field 37 and field 48 as relating to field 38. If either of these qualifications is awarded jointly then this information will be lost. In these cases, please code awarding body as the reporting institution.

For code 23 in field 37, Qualification obtained 1, it will be assumed that field 47 refers to the first named qualification of the pair and field 48 to the second.

REASON REQUIRED To identify trends in validation arrangements.

To identify trends in professional qualification courses.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
49	Expected length of study programme	SPLENGTH	2	Numeric

STATUS   Compulsory.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES   A number in the range 01 to 99. (99 denotes unknown length/self-paced with indefinite length.).

DESCRIPTION   This field is used to indicate the normal elapsed time in the units indicated by field 50, Units of length, from the commencement of study, (the first learning/teaching week) to the completion. This will normally include time for examinations relating to this part of the study programme. It does not purport to indicate the amount of study time, learning time or contact time.

NOTES   This should be the length applicable to the programme as a whole even though particular students may have different lengths of study, e.g. because of direct entry into the second year.

Where there are both part-time and full-time students following a programme of study, the expected length of study programme should be the normal length applicable for the mode of study of the student.

Only in cases where there is not a defined normal length for the study programme may this field be coded 99.

This field includes holiday time.

For postgraduate research students, the extra writing up period must be ignored. For example, a full-time PhD would typically be coded 3 years.

EXAMPLE   A study programme lasting for two and a half years would be coded 30 months.

REASON REQUIRED   To monitor the change in the nature of HE provision.

To distinguish between different course patterns.

Field Nr.	**Field Description**	**Field Abbrev'n**	**Field Length**	
50	Units of length	UNITLGTH	1	Numeric

STATUS   Compulsory.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES

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

DESCRIPTION   This field denotes the units of length associated with field 49, Expected length of study programme.

NOTES   Only in cases where field 49, Expected length of study programme, is coded 99, unknown length, may this field be coded 9.

Semesters, trimesters and terms are not of uniform length throughout the sector and should be converted into years/months/weeks.

The lowest appropriate value of UNITLGTH should be used e.g. length should be expressed in terms of years, if appropriate, rather than months.

REASON REQUIRED To monitor the change in the nature of HE provision.

To distinguish between different course patterns.

Field Nr.	Field Description		Field Abbrev'n	Field Length	
51	Vocational level of course		VLEVEL	2	Numeric

STATUS Compulsory for FE level students at institutions in Wales i.e. Welsh institution and code 1 or 4 in field 6, FE student marker.

Required only where the level has been agreed with NCVQ/SCOTVEC.

This field is optional for all other students.

TIMESCALE Required in the July data collection only.

VALID ENTRIES
11 NVQ/GNVQ Level 1.
12 NVQ/GNVQ Level 2.
13 NVQ/GNVQ Level 3.
14 NVQ/GNVQ Level 4.
15 NVQ/GNVQ Level 5.
51 SVQ/GSVQ Level 1.
52 SVQ/GSVQ Level 2.
53 SVQ/GSVQ Level 3.
54 SVQ/GSVQ Level 4.
55 SVQ/GSVQ Level 5.
98 Not agreed.
99 Not applicable.

DESCRIPTION The Vocational level of course is a two digit numeric code to indicate the NVQ/GNVQ level and SVQ/GSVQ level obtainable from the course. NVQ/GNVQ should be coded in the range 11 - 15 and SVQ/GSVQ should be coded in the range 51 - 55.

REASON REQUIRED To identify the extent to which study in HEIs is recognised within the national vocational qualification structure.

Field **Field Description**	**Field**	**Field**	
Nr.		**Abbrev'n**	**Length**	
52 Special programmes	SPPRG	2	Numeric

STATUS   Compulsory.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES   01   Not a special programme.
02   Continuing Vocational Education (CVE).
03   ACCESS.
04   SLDD (mainstream with additional support).
05   SLDD (special including bridging courses).
07   AIRS.
09   Other.

DESCRIPTION   Identifies students following special programmes.

NOTES   It is expected that most students will be following standard programmes and will be returned as code 01, 'Not a special programme'.

Institutions in England, Wales and Northern Ireland are asked to code ALL CVE students as 02. The HEFCE/HEFCW have adopted a strategic approach to the funding of Continual Vocational Education. The Councils' interest is the overall volume of CVE activity rather than courses which an institution may have specifically developed using funds from the Councils' CVE development funding programme.

CVE is activity which updates employment-related skills and knowledge.

To be defined as CVE a programme must have "an explicit vocational professional objective". The age of the student is not a limitation.

Institutions in Scotland should not use code 02.
Field 65, Fundability code, will identify Scottish Continuing Professional Development courses. Continuing Professional Development courses should be coded 01, 'Not a special programme' in this field.

It is possible for disabled students to attend standard courses but non-disabled students would not attend SLDD courses.

The Glossary gives full titles for these acronyms.

Codes 08 is 'Not used'.

REASON REQUIRED To identify the various types of special programmes available.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
53	Teacher training course identifier	TTCID	1	Numeric

STATUS   Compulsory.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES
0   Not a teacher training course.
1   On initial or pre-service teacher training course leading to Qualified Teacher Status or to registration as a school teacher with the General Teaching Council for Scotland.
2   On other initial teacher training course not leading to Qualified Teacher Status nor to registration as a school teacher with the General Teaching Council for Scotland.
3   Student holding QTS on an in-service/education of teachers (INSET) course.
4   Student not holding QTS on an in-service/education of teachers (INSET) course.
5   INSET - not specified.
6   TTA funded modular provision (ITT) - student concurrently employed.
7   TTA funded modular provision (ITT) - student not concurrently employed.

DESCRIPTION   The Teacher training course identifier is a one digit field completed for students on courses that lead to teacher qualifications. The selection will determine the type of the teacher training.

NOTES   Code 1 includes PGCE, B.Ed., first degree with Qualified Teacher Status and courses leading concurrently to a degree and to a diploma in Education.

Code 2 includes courses leading to Further Education Teacher Qualification and to Nursing and Midwifery Teacher Qualification.

Codes 3 and 4 can be used only by institutions in England and Northern Ireland.

Code 5 can be used only by institutions in Scotland and Wales.

TTA advise that Code 3 covers all students with QTS, i.e. both serving and non-serving school teachers. Code 4 covers any other student.
Therefore, for example, students on INSET for nursery nurses/FE teachers/other groups, should be coded 3 where the student holds QTS and should be coded 4 where the student does not hold QTS.

TTA and HEFCE have given a working definition of an INSET

course as :
"An INSET/In-service course is one for which the primary (but not necessarily the only) purpose is to improve the effectiveness of teachers, lecturers or trainers. In considering whether this is the purpose of particular course, institutions may wish to consider the content of the course and course literature, including prospectuses and any other marketing material.

Code 7 should be used for those students on TTA funded modular provision (ITT) where it is not know whether they are concurrently employed or not.

REASON REQUIRED To identify teacher training students.

To identify, and distinguish between, initial teacher training students (of various types) and in-service students.

To enable the TTA to differentiate between qualified school teachers and others undertaking in-service/INSET courses for teachers.

To enable the TTA to differentiate between employed and non-employed students on TTA funded modular provision.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
54	ITT phase/scope	ITTPHSC	2	Numeric

STATUS   Compulsory for all initial teacher training students in English and Welsh institutions. (i.e. shown as code 1, 2, 6 or 7 in field 53 'Teacher training course identifier.)

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES

15	Ages 3 - 8.
16	Ages 3 or 5 - 11, emphasis 7 - 11.
17	Ages 3 or 5 - 11, emphasis 3 - 8.
18	Ages 3 or 5 - 11, emphasis 5 - 8.
19	Ages 7 - 11.
24	Ages 11 - 16 or 18.
25	Ages 14 - 19.
26	Ages 7 - 14.
31	Further education.
49	Other.

DESCRIPTION   This field describes in more detail the student's initial teacher training aim.

NOTES   For students on initial teacher training courses leading to qualified teacher status, codes from 15 to 26 should be used.

For students on other initial teacher training courses not leading to qualified teacher status, codes from 31 to 49 should be used.

Codes 01,02,11,12,13,14,21,22 and 23 are 'Not used'.

REASON REQUIRED For teacher training policy purposes.

To identify the age ranges covered by the ITT course.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
55	Bilingual ITT marker	BITTM	1	Numeric

STATUS   Compulsory for institutions in Wales, Scotland or Northern Ireland where field 53 'Teacher training course identifier' is coded 1 or 2.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES
0   Course does not lead to a formal certificate of bilingual* education nor is it designed to enable students to teach bilingually.
1   Course does not lead to a formal certificate in bilingual* education but is designed to enable students to teach bilingually.
2   Course leads to a formal certificate of bilingual* education.

DESCRIPTION   The Bilingual ITT marker is a one digit field giving details about the study programme.

NOTES   * In this context,

Bilingual means English/Welsh for institutions in Wales.

Bilingual means English/Gaelic for institutions in Scotland.

Bilingual means English/Gaelic for institutions in Northern Ireland.

For further guidance on the completion of this field please refer to HEFCW/SOEID/DENI.

This field should be left blank for all English institutions.

REASON REQUIRED   To indicate the numbers of teachers being trained to teach through the medium of Welsh/Gaelic/Gaelic.

Field Nr.	**Field Description**	**Field Abbrev'n**	**Field Length**	
56	Teaching qualification sought sector	TQSSEC	1	Numeric

STATUS   Compulsory for teacher training students at institutions in Scotland or Northern Ireland.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES
1	Primary.
2	Secondary.
3	Further education/Higher education.
4	Nursing and midwifery.

DESCRIPTION   The Teaching qualification sought sector on entry to the course is used by institutions in Scotland or Northern Ireland for all of their teacher training courses and indicates the education sector in which teacher training students are pursuing their teaching qualification.

NOTES   Code 1 or 2 should be returned if code 1 is returned in Field 53, Teacher training course identifier.

Code 3 or 4 should be returned if code 2 is returned in Field 53, Teacher training course identifier.

If codes 0, 3, 4 or 5 are returned in field 53, Teacher training course identifier, then this field must be left blank.

REASON REQUIRED For monitoring of teacher training intakes.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
57	Teaching qualification sought subject 1	TQSSUB1	3	Numeric
58	Teaching qualification sought subject 2	TQSSUB2	3	Numeric
59	Teaching qualification sought subject 3	TQSSUB3	3	Numeric

STATUS   Subject 1 compulsory for Scottish secondary teacher training students only (coded 2 in field 56, Teaching qualification sought sector) subjects 2 and 3 not compulsory.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES   A list of valid entries for this field may be found in Appendix 3.

DESCRIPTION   The Teaching Qualification sought subjects on entry to the course are used by Scottish institutions for courses that lead to teacher qualifications.

NOTES   These fields should be completed only by Scottish institutions.

REASON REQUIRED   For monitoring of teacher training intakes.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
60	Teaching qualification gained sector	TQGSEC	1	Numeric

STATUS　　　　　　　Compulsory for teacher training students at institutions in Scotland or Northern Ireland who have gained a qualification.

TIMESCALE　　　　　Required in the July data collection only.

VALID ENTRIES
1	Primary.
2	Secondary.
3	Further education/Higher education.
4	Nursing and midwifery.

DESCRIPTION　　　The Teaching qualification gained sector is used by institutions in Scotland or Northern Ireland for all of their students that follow courses that lead to teacher qualifications and indicates the education sector in which teacher training students are pursuing their teaching qualification.

REASON REQUIRED　For monitoring of teacher training output.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
61	Teaching qualification gained subject 1	TQGSUB1	3	Numeric
62	Teaching qualification gained subject 2	TQGSUB2	3	Numeric
63	Teaching qualification gained subject 3	TQGSUB3	3	Numeric

STATUS   Subject 1 compulsory for Scottish secondary teacher training students who have gained their qualification only (coded 2 in field 60, Teaching qualification gained sector).   Subjects 2 and 3 not compulsory.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES   A list of valid entries for this field may be found in Appendix 3.

DESCRIPTION   The Teaching Qualification gained subjects are used by Scottish institutions for students that follow courses that lead to teacher qualifications.

NOTES   This field should be completed only by Scottish institutions.

REASON REQUIRED For monitoring of teacher training output.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
64	Major source of funding	MSFUND	2	Numeric

STATUS Compulsory.

TIMESCALE Required in the December and July data collections.

VALID ENTRIES

01 HEFCE.
02 HEFCW.
03 SHEFC.
04 DENI.
05 FEFCE.
06 FEFCW.
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).
27 Arts & Humanities Research Funding Board.
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).
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.
83	Overseas student award from HM Government, British Council.
84	Multinational organisation(non-UK based).
85	National Traineeship (NT).
86	European Social Fund for the first term of the current academic year.
87	European Social Fund for the second and third terms of the current academic year.
88	European Social Fund for all the current academic year.
89	FE Student - New Deal.
91	Funded entirely by student tuition fees.

DESCRIPTION   The purpose of this field is to indicate the primary source of funding for a programme of study. This field is not necessarily the main source of finance as it excludes the tuition fee element. In the majority of instances, the source of funding will be the appropriate funding council. The predominant source of funding should be selected where there is more than one source.

NOTES   The Funding Councils and DENI fund places for students, most home and EC students being 'fundable' (eligible for funding). All students in the funding cell would be returned as funded.

The guidance for coding non-fundable students on funded courses should be to code to the appropriate funding council in field 64 and code as 2 'Not fundable by Funding Council' in field 65, Fundability code.

Institutions funded by SHEFC should note that their funding from the Council is provided for a total number of student places, and cannot necessarily be related to particular students or to particular study programmes. For example, if funding is provided for 80 student places, and there are 100 students whose places are eligible for funding in that funding cell, one cannot identify 20 particular people as being 'fees only' students. Nor could one identify some of the study programmes which are eligible for funding in that cell as being 'fully-funded' and the rest 'partially funded' or 'unfunded': the funding is for the cell as a whole, not for any specific part of it. All students on programmes which are

eligible for funding in the funding cell would be returned with SHEFC shown as the major source of funding, code 02.

Nurses and Midwives at institutions funded by SHEFC who are on courses directly funded through contracts with the Health Authorities should be coded 31. These are primarily courses formerly taught by the Nursing Colleges. Most other Medical, Dentistry, Nursing and Midwifery courses and courses for professions associated with medicine at SHEFC funded institutions, will be funded through SHEFC and students should usually be coded 03.

Code 34 'Other HM government departments' includes local government and non-departmental public bodies (NDPBs) including the British Council and the Royal Society.

Codes 71 and 72 should be interpreted as equal 50:50 funding between two bodies. In cases where the split is not exactly 50:50, the guidance is to code on the basis of the largest source.

Codes 86-88 'European Social Fund' apply to FE level students only. For any students at HE level 'European Social Fund' should be coded at 46 'EU commission (EC)'.

Code 91 will include some (but not all) 'cost recovery' courses, for example, cost recovery courses provided for particular firms might be covered by code 42. Code 91 may also cover a few 'fees only' students (in cells for which the institution receives no funding at present).

Codes 73-79 and 83-89 can only be used for students at institutions in England and Wales who are following programmes of study at FE level, i.e. shown as code 1 or 4 in field 6, FE Student marker.

Codes 73-79 and 83-89 are the codes to be used in preference to other codes for FE level students in England and Wales. 'Joint with FE Funding Council' in codes 73-79 indicates a source of funding in addition to a FE Funding Council and applies whether the FE Funding Council or the other body is the major source of funding.

Codes 01-72, 81 and 91 may be used for FE level students in England and Wales if codes 73-79 and 83-89 are not relevant.

Codes 45 and 75 are 'Not used'.

REASON REQUIRED Figures for funding purposes by the Funding Councils must exclude provision funded by sources other than the Funding Councils.

To assess the extent to which funding for teaching provision comes from the Funding Councils, from employers, etc.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
65	Fundability code	FUNDCODE	1	Numeric

STATUS   Compulsory.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES   1   Fundable by Funding Council (for institutions in England and N.I. there is the additional clause 'and funds sought').
2   Not fundable by Funding Council.
3   Not eligible for funding (as defined for the SHEFC 'Early Statistics') but is a Continuing Professional Development course (as defined by SHEFC).
4   Fundable by Funding Council but funds not sought (institutions in England and N.I. only).
5   Funded by the Department of Health (institutions in England and N.I. only).
7   Fundable by Teacher Training Agency (institutions in England and Wales only).

DESCRIPTION   This field indicates whether the student is counted as 'fundable', i.e. 'eligible for funding' for the programme of study by the appropriate Funding Council or DENI. The definition therefore may vary between England, Scotland, Northern Ireland and Wales, in line with their funding methods.

NOTES   This field must be coded at the individual student level.

Fundable means eligible for funding by the appropriate Funding Council/body, as defined by that Council/body.

This field should be consistent with the year's early student statistics returns to the Funding Councils.

Eligible students on courses funded by an FE Funding Council should be coded 1 'Fundable by Funding Council'.

For institutions in England and Northern Ireland fundable postgraduate research students in the second (third for part-time) and subsequent years of programme of study are treated as non-fundable in relation to the teaching model on HESES. Such students should have field 65 returned as 1 'Fundable by Funding Council' for all years of programme of study irrespective of how they are returned on HESES. Code 4 should not be used for such students.

Please refer any queries about whether or not students on a particular course/study programme, or students of a particular type, are eligible for funding to the appropriate Funding Council/body rather than to HESA.

To be consistent with the year's early statistics, field 65, Fundability code, applies to 'eligible for core funding' (in the HESES returns for England, Wales and Northern Ireland) or to 'eligible for funding' (in SHEFC's 'Early Statistics' return). It has been confirmed by the Funding Councils that it is possible for students coded 01-04 in field 64, Major source of funding, to be returned as 2 'Not fundable by Funding Council'. An example of where this is applicable is programmes of study funded through special funding initiatives.

The guidance for coding non-fundable students on funded courses should be to code to the appropriate funding council in field 64, Major source of funding, and code as 2 'Not fundable by Funding Council' in field 65.

Code 3 is for use by institutions in Scotland only. Where code 3 is applicable it should be used in preference to code 2.

Institutions funded by SHEFC should note that a particular funding cell may have 100 'fundable' students, but the Funding Council may provide funding for only 80 student places in that cell. Provided that they satisfy the conditions for being counted in the 'Early Statistics' figures, all 100 students should be identified as eligible for funding: one cannot say which of them were 'fees only' students, as the funding relates to the cell as a whole.

For institutions in England, where the major source of funding for the course is HEFCE, but there is another source funding a certain number of places then this number of places must be shown as non-fundable in field 65. In most cases, it is expected that it will be clear from payment of tuition fees which individual student places are being funded from another source and so are not fundable by HEFCE. For the small number of cases where this is not so, institutions shall have the discretion as to which individual students to return as fundable, and which as not fundable, provided that the total student numbers conform to the split between fundable and non-fundable places.

EXAMPLE   A non-EC overseas student is an example of a particular student who is **not** eligible for funding, even though the course/programme of study that they are following has funding for student places.

This should be consistent with the HESES and Early Statistics Returns.

REASON REQUIRED To provide a cross check against aggregate early student statistics returns.

To identify clearly for England and Northern Ireland the nursing

and midwifery students funded by the Department of Health. This is required to calculate the transfer of funding from HEFCE/ DENI to the Department of Health.

To identify clearly for HEFCE and DENI for which fundable students funds are sought.

To identify clearly for England and Wales the teacher training students fundable by the Teacher Training Agency.

Field Nr.	**Field Description**	**Field Abbrev'n**	**Field Length**	
66	Fee eligibility	FEEELIG	1	Alphanumeric

STATUS   Compulsory.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES
1   Eligible to pay home fees.
2   Not eligible to pay home fees.
3   Eligibility to pay home fees not assessed.

DESCRIPTION   The fee eligibility of the student is to distinguish those students who are eligible to pay home fees from those who are not, in cases where there are separate levels of fees for 'home' students and for 'others'.

NOTES   Channel Islands and Isle of Man domiciled students should be coded as code 2 'Not eligible to pay home fees'.

Code 3 may be used for all courses or programmes of study for which the concept of 'home fees' does not apply. Typical examples would be students on most part-time or FE level or full cost-recovery courses.

Code 3 may be used for incoming exchange students.

The allocation of a student to a particular fee eligibility category should be consistent with the treatment in the HESES/Early Statistics return.

REASON REQUIRED For the financial planning of the HE sector.

For updating PES calculations and for funding calculations: only Home (UK)/EC student numbers are eligible for Funding Council funding.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
67	Fee band	FEEBAND	2	Numeric

STATUS   Compulsory.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES
01	Prescribed undergraduate fee, full fee.
02	Prescribed undergraduate fee, half fee.
41	Postgraduate.
42	Half postgraduate fee.
51	Other fee which is a proportion of a prescribed fee, e.g. if set at 1/4 of a prescribed fee.
99	No fee band.

DESCRIPTION   To record the fee band level.

NOTES   For institutions in Scotland, the code in field 67 should indicate the fee band for the course of study which is recorded in this return for the student, irrespective of the source of the payment. For example, if the course attracts a full prescribed undergraduate fee, this should be recorded even if the individual student pays all or part of the fee. Code 99 should be used if the course does not have a prescribed fee, for example, in the case of one of the part-time modes of study.

For institutions in England and Northern Ireland this field should record the fee actually charged in respect of the student irrespective of who pays the fee. For example if the fee charged is the prescribed amount and half of this is paid by the student and half by government sources this should be recorded as code 01. If the course would normally be expected to attract a prescribed fee but part of the fee is waived or a top-up fee is charged this should be recorded as 99 "no fee band". If however a prescribed fee is charged but not collected this should be recorded as 01 or 02. For courses where no prescribed fee exists, for example non-ITT part-time courses, codes 01 and 02 should not be used even if the fee charged is at the prescribed amount. Courses where no prescribed fee exists should be coded 99 'No fee band'.

In Field 67 Code 41 'Postgraduate' should be used for postgraduates when the fee is at the maximum level of postgraduate tuition fee which can be reimbursed from public funds (as published by DFEE/SOEID under the Postgraduate Students' Allowances Scheme); and therefore by definition Code 42 'Half postgraduate fee' should be used when the postgraduate fee is half the maximum level.

Codes 11,12,21,22,31 and 32 are 'Not used'.

REASON REQUIRED See reasons for field 66, Fee eligibility.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
68	Major source of tuition fees	MSTUFEE	2	Numeric

STATUS   Compulsory.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES

01   No award or financial backing.

02   Award assessed by English or Welsh LEA and paid in full by LEA or by the SLC (includes EU students assessed by DfEE).

03   Paid in full by Student Awards Agency for Scotland (SAAS).

04   Paid in full by DFHETE/Northern Ireland Education & Library Boards (via Student Loans Company).

05   Institutional waiver of support costs.

06   Local Government - Channel Islands and Isle of Man/Scottish FE Bursaries.

07   Fee waiver under government unemployed students scheme.

08   British Academy.

09   Fees paid under part-time graduate apprentice study programme.

11   Research Council - Biotechnology & Biological Sciences Research Council (BBSRC).

12   Research Council - Medical Research Council (MRC).

13   Research Council - Natural Environmental Research Council (NERC).

14   Research Council - Engineering & Physical Sciences Research Council (EPSRC).

15   Research Council - Economic & Social Research Council (ESRC).

16   Research Council - Particle Physics & Astronomy Research Council (PPARC).

17   Arts & Humanities Research Funding Board.

19   Research Council - not specified.

21   Charitable foundation.

22   International agency.

31   Departments of health/regional health authority/Scottish Office home & health department.

32   Departments of Social Services.

33   DfEE.

34   Other HM government departments/public bodies.

35   Scholarship of HM forces.

36   Scottish Enterprise/Highlands & Islands Enterprise/Training Enterprise Council/Local Enterprise Company.

37   LEA training grants scheme.

38   Department of Agriculture & Rural Development (DARD).

39   Scottish Local Authority - discretionary award.

41   EU Commission (EC).

42	Overseas student award from HM government/British Council.
43	Overseas government.
44	Overseas Development Administration.
45	Overseas institution.
46	Overseas industry or commerce.
47	Other overseas funding.
48	Other overseas - repayable loan.
52	Mix of student and SLC (following assessment by English or Welsh LEA or DfEE for EU students studying in England).
53	Mix of student and Student Awards Agency for Scotland (SAAS).
54	Mix of student and DFHETE/Northern Ireland Education & Library Boards (via Student Loans Company).
61	UK industry/commerce.
71	Absent for year.
81	Student's employer.
96	FE student - New Deal.
97	Other.
98	No fees.
99	Not known.

DESCRIPTION   The purpose of this field is to indicate the major source of tuition fees for the student where this is known. The predominant source should be selected where there is more than one source of award or financial backing.

NOTES   Mandatory award holders should be included in codes 02, 03, 04, 52, 53 and 54. Students eligible for mandatory awards but assessed to pay the full fee themselves should be included in code 01.

Code 01: No award or financial backing, pay own fees. Students who are financially assessd by an LEA/SAAS/DFHETE/NI Education and Library Boards to pay the full fee themselves (i.e. no public support for fees) should be included here. This code should only be used where there is no award or financial backing at all. Where there is some award or financial backing, even if this is the minor source compared with the contribution of the student, then the coding should reflect the source of the award or financial backing.

Codes 02-04 includes those students whose fee is met in full by the body shown. In the case of payments by the SLC, students should be recorded against the body which made the financial assessment : code 02 for students from England and Wales and for EU students studying in England and Wales or code 04 for students from Northern Ireland and EU students studying in Northern Ireland. Where the financial assessment has resulted in the fee being partly paid by the public body shown in codes 02-

04 and partly by the student or their families, the student should be included in either codes 52, 53 or 54 regardless of which contribution is the greater. Code 02 includes students aged under 19 who pay registration fees only. Code 02 excludes LEA acting as employer.

Students in exempt years from liability to pay fees should be coded 02, 03 or 04 as appropriate.

Code 05 'Institutional waiver of support costs' includes University Scholarships or awards of current institution.

Code 07 'Fee waiver under government unemployment students scheme' is to cover the proposal that part-time students who are in employment at the start of a course but who become unemployed during it may have their fees waived - possibly subject to means testing. Institutions will be able to reclaim from Funding Councils.

Code 09 covers cases where fee remission is granted to employees of small and medium sized businesses who are studying part-time towards an HE qualification as part of a recognised Graduate Apprenticeship.

Code 31 'Departments of health/regional health authority/Scottish Office home & health department' includes NHS Trusts.

Any student whose fees are directly paid by NAfW should be included in code 34 'Other HM government departments/public bodies'.

Code 41 'EU Commission (EC)' applies specifically to the EU Commission.

In codes 42-48 'overseas' means 'non-UK'.

Code 42 'Overseas student award from HM government/British Council' includes the Association of Commonwealth Universities and the Overseas Research Students Awards Scheme.

Code 81, 'Student's Employer' should be used in preference to other codes if it is known that the major source of tuition fees is the student's employer. Codes such as 61, 'UK industry/commerce' and 34, 'Other HM government departments/ public bodies' therefore apply where these are the sponsor of the student rather than their employer.

Incoming Erasmus, Tempus and other exchange students should be coded 98 'No fees'.

The code closest to 05 should be returned if there is a 50/50 split

on the source of tuition fees.

REASON REQUIRED   To assist in PES calculations.

To observe the numbers of 'self-financing' students for policy matters.

To analyse those receiving awards.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
69	Not used	TARUNIT	5	Alphanumeric

STATUS Not used.

VALID ENTRIES .

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 relative positions.

In the case of ASCII Fixed Length returns the field should be padded with spaces to its entire length.

In the case of Comma Separated returns the field should be blank, i.e. the commas separating this field from the preceding and succeeding fields would be next to each other.

Field Nr.	Field Description		Field Abbrev'n	Field Length	
70	Mode of study		MODE	2	Numeric

STATUS   Compulsory.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES
01	Full-time according to Funding Council definitions.
02	Other full-time.
12	FE students (E & W), full-time 30 weeks or more.
13	FE students (E & W), full-time 4-29 weeks.
14	FE students (E & W), full-time less than 4 weeks.
23	Sandwich (thick) according to Funding Council definitions.
24	Sandwich (thin) according to Funding Council definitions.
25	Other sandwich course/programme.
31	Part-time.
32	FE students (E & W), Block release.
33	FE students (E & W), Part-time, released from employment.
34	FE students (E & W), Part-time, not released from employment.
35	FE students (E & W), Evening only.
36	FE students (E & W) - open or distance learning.
37	FE students (E & W) - accredited by prior experience and learning, APL/APEL.
38	Structured part-time (institutions in Scotland).
39	Other part-time (institutions in Scotland).
43	Writing-up - previously full-time.
44	Writing-up - previously part-time.
51	Sabbatical.
52	Optional year out - study related.
53	Compulsory year out - study related.
63	Dormant - previously full-time.
64	Dormant - previously part-time.

DESCRIPTION   The Mode of study field will indicate the method by which a student is being taught their study programme.

NOTES   *Full-time according to Funding Council definitions: The Funding Councils have agreed that a common definition of full-time is that years of programme of study must involve a minimum of 24 weeks study. Each Funding Council may also have further additional conditions. HESA will apply the 24 week rule to its definition of full-time in publications i.e. full-time will be all those students coded 01 in field 70, together with all those students coded 02 and whose expected length of study (fields 49 and 50) is over 24 weeks.

* Sandwich according to Funding Council definitions: i.e. which fall under the definition of sandwich under the award regulations

as set out by the Funding Council. Years of programme of study must involve a minimum of 24 weeks study/placement. HESA's definition of sandwich students will be all those students coded 23 or 24 in field 70, together with all those students coded 25 and whose expected length of study (fields 49 and 50) is over 24 weeks.

Code 23, Thick sandwich students are those for which an industrial (or other) placement causes a continuous absence from full-time study of at least one academic year. A record must be returned for every student enrolled on a sandwich course irrespective of whether they are in attendance at the institution or engaged in industrial training. Students should be coded as sandwich for every year of the course and not just those in which industrial experience takes place. The students who are actually out on placement can be identified via field 71, Location of study.

Code 24, A thin sandwich must involve the student in an average of more than 21 hours study a week for a minimum of 24 weeks study/placement.

Students who are actively writing-up are not considered to be dormant by HESA. A record is required for such students, with field 70, Mode of study, coded as 43 or 44 'Writing up'.

Code 51 should be used for students on sabbatical years e.g. holding Student Union Office.

Codes 52 and 53 should only be used for study related years out which count towards the Qualification Aim. Language years out that are not classed as thick sandwich programmes should be coded 53 in the year the student is abroad.

Years out for any other reason should be coded 63 or 64, Dormant.

Students who become dormant part way through the reporting year will need a full HESA record in the July data collection reflecting their status whilst active (i.e. the position that applied just before they became dormant). Field 70, Mode of study, should be their mode of study whilst active (and not code 63 or 64 'Dormant' which should only be used for students who are dormant for the whole reporting period). Field 74, Student FTE, should potentially be reduced to reflect the fact that the student was not active for the whole reporting period.

Any students with a mode of study 63 or 64 'Dormant' will be excluded from the HESA standard populations used for analysis purposes. A record is not required for such students except in the case where awards have been made to students from dormant status. Institutions with awards made in 1998-99 to

students not active in 1998-99 should include a record for these students in the 1998-99 July data collection, showing mode of study 63 or 64 'dormant'. This may either be via a full record (all fields will be validated and Student FTE must be 000.0) or through a reduced record for dormant students (only the specified fields will be validated and Student FTE will be assumed to be 000.0) - see dormant students reduced record Appendix 9.

Codes for dormant can be used only if the student was not actively following a programme of study at anytime during the reporting period.

Dormant in December data collection: if student was not actively following a programme of study at anytime during the whole of the 1 August - 1 December reporting period.

Dormant in July data collection: if student was not actively following a programme of study at anytime during the whole of the 1 August - 31 July reporting period.

A student who was actively following a programme of study at sometime during the reporting period but who has now suspended studies, will have an active mode of study and will be identified through the field 152/137, Student suspending active studies, (NOTACT).

The use of the specific full-time codes 12 to 14 is compulsory for all students at English or Welsh institutions who are following programmes of study at FE level or funded by FEFCE or FEFCW.

Code 31, 'Part-time' is assumed to include all the specific types of part-time study detailed in codes 32 to 35. The use of the specific part-time codes 32 to 35 (not the generic part-time code 31) is compulsory for all students at English or Welsh institutions who are following programmes of study at FE level or funded by FEFCE or FEFCW. In all other cases whether institutions in England, Wales or Northern Ireland use the generic or the specific part-time codes is optional.

Institutions in Scotland should use part-time codes 38 or 39.

When using the specific part-time codes, if there is uncertainty about whether a student is released from employment, code as 34, 'Part-time, not-released from employment'.

Supervised postgraduate students working away from the institution should be coded as 34, 'Part-time, not released from employment'.

Code 32, Block release students are those who attend full-time for a period less than 24 weeks per academic/financial year and where study,

i   is broken by a period of industrial training or employment and
ii may be additional to study on one or two days a week during another part of the session.

FE students at institutions in England and Wales only may have code 36, 'FE students (E & W) - open or distance learning'. All other distance learning students should be coded according to their individual mode/pattern of study, e.g. full-time or part-time.

FE students at institutions in England and Wales only may have code 37 FE students (E & W) - accredited by prior experience and learning, APL/APEL.

Part-time courses/programmes of study which involve a mixture of day and evening attendance should be recorded under whichever of codes 32-34 is most appropriate, e.g. a day release course which also involves evening attendance should be coded '33' 'Twilight only' courses should be counted as 'evening only' and coded '35'.

Where a student has changed their mode of study within the reporting period, the record should show the current or latest position.

Codes 11,21,22,41,42 and 61 are 'Not used'. Continuing students from before the re-development of the Student Record for 1998/99 (i.e. with COMDATE before 01/08/1998) may have former codes 41, 42 or 61 returned for them if the institution is unable to distinguish between students previously full-time and previously part-time. However, in consequence, HESA will not be able to distinguish between full-time and part-time modes for generating First Destination Target Populations or in analysis of awards from dormant status.

REASON REQUIRED To distinguish between, e.g. full-time and part-time students.

To obtain the numbers, e.g. taking a year out, or on a thick sandwich year or a language course year abroad, etc. These are/can be treated in different ways for funding purposes.

Codes 43 and 44 allow HESA to include in the First Destination Target Populations only those writing up students whose mode was previously full-time. Codes 63 and 64 allow HESA to identify the mode of study of students prior to becoming Dormant.

Key descriptor of the sector used for publications, projections and planning.

Field Nr.	**Field Description**	**Field Abbrev'n**	**Field Length**	
71	Location of study	LOCSDY	1	Alphanumeric

STATUS Compulsory.

TIMESCALE Required in the December and July data collections.

VALID ENTRIES
1   At this institution only (any campus or site).
2   At this and at other institution(s), on a collaborative or franchised course/programme, but to be returned by the reporting institution.
3   On a collaborative or franchised programme/secondment/year wholly at another institution(s), but to be returned by the reporting institution.
4   On industrial (or other) placement (including non-exchange language years abroad) for the year as a whole.
5   Exchange out (including exchange out language years abroad) for the year as a whole.
6   Distance Learning - UK based student.
7   Student studying for the whole of their programme of study (to date) outside of the UK.
8   At this institution and on placement for a proportion of the year.
A   NVQ delivered fully by an institution outside the workplace.
B   NVQ delivered jointly by an institution and an employer.
C   NVQ delivered entirely in the workplace.

DESCRIPTION This field describes the location at which the student is studying.

NOTES Codes 4 and 5 should be used only for students who are out of the institution for the year as a whole. For example, thick sandwich placements and compulsory and optional years abroad.

Code 4 is defined to be applicable to a placement 'for the year as a whole' and is not applicable for thin sandwich students because of funding differences. Students on thin sandwich placements for a proportion of the year should be coded 8 'At this institution and on placement for a proportion of the year'. Code 8 can be used only for students coded 24/25 'Sandwich (thin/other)' in field 70, Mode of study.

Short exchange periods for part of the year only should be returned using other appropriate codes. In most cases it is expected that this will be code 1, "At this institution only (any campus or site)".

Students writing up, on sabbatical or dormant should be coded 1 (or 2, 3 or 7 if appropriate to their programme of study).

Code 7 - A record is not compulsory for any student studying for the whole of their programme of study outside of the UK. If such students are included in the return, then they must be identified as code 7 'Student studying for the whole of their programme of study (to date) outside of the UK' in this field.

The coding of field 71, Location of study, as 2 or 3 implies an entry in field 90, Proportion not taught by this institution, and in field 86/87, Other institution providing teaching.
The coding of field 71, Location of study, as 4, 5 or 7 does not imply an entry in field 90, Proportion not taught by this institution, nor in field 86/87, Other institution providing teaching.

Location of study - The studies described should relate to the FTE reported in field 74, Student FTE, which in turn are described in detail in fields 100-147/85-100.

Codes A - C can be used only for FE students at institutions in England and Wales.

REASON REQUIRED In order to provide information about the patterns and location of students' study.

To provide a measure of the numbers of students on placement in any one reporting period.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
72	Year of programme	YEARPRG	2	Numeric

STATUS   Compulsory.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES   A number in the range 00 - 99.

DESCRIPTION   Used to indicate the year number of the programme that the student is currently studying. This could be different from the year of student if the student has changed course/programme or re-taken a year.

NOTES   For further details of the interrelationship between field 30 and field 72, please see notes in field 30, Year of student on this programme.

Courses of less than one year should be coded 01 in this field.

Institutions may return code 99 if the programme structure does not enable Year of programme to be derived.

In those instances where foundation years are integral to degree programmes, the foundation year should be shown as Year 0 (zero) in field 72, Year of programme, and Qualification Aim 'degree' in field 41, General qualification aim of student. This will allow a clear distinction to be made between stand alone Foundation courses and those which are integral to degree programmes.

Field 72, Year of programme, should not increment for students who are writing up but field 30, Year of student on this programme, would increment on the anniversary of their starting date.

REASON REQUIRED In conjunction with year of student, this field identifies, for example, direct entrants to second year, students repeating a year, etc.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
73	Length of current year of programme	YEARLGTH	2	Numeric

STATUS   Compulsory for institutions in Wales and Scotland only.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES   A number in the range 01 to 99. (98 denotes unknown length, 99 not a Scottish or Welsh institution.).

DESCRIPTION   This field is used to indicate the normal number of *weeks* (excluding holidays and placements) from the commencement of study, the first teaching week, to the completion within the current year of the course/programme. It does not purport to indicate the amount of study time or contact time. The field should reflect the length of the whole of the current year of the course/programme and not just the part which is in the current reporting period 01 August - 31 July.

NOTES   The value should exclude holidays and placements.

For institutions in Scotland, only in cases where there is not a defined normal length for the year of the study programme may this field be coded 98.

Years of programme of study out on placement should be coded 98.

REASON REQUIRED To monitor the change in the nature of HE provision.

To enable HEFCW to specify the HESES in terms of HESA definitions.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
74	Student FTE	STULOAD	5	Numeric

STATUS   Compulsory.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES   A percentage in the range 000.0 to 300.0. Please see the 'Notes of Guidance' for a description of the format.

DESCRIPTION   Student FTE represents the institution's best academic judgement of the full-time equivalence of the student (for this record) during the reporting year 01 August - 31 July.

NOTES   Full-time, full year students would normally be returned as 100.00 and part-time students returned as a proportion of an equivalent full-time course. Comparisons and weightings of different full-time, full year programmes of study are not expected. The proportion of part-time study can be estimated on either a 'time' or a 'credit' basis.

Please see Appendix 10 for further detailed notes.

EXAMPLE   A student studying the equivalent of a three year course over five years would be returned as 060.0.

A student studying 30 credits in the current year, in the case where 120 credits is the norm for a full-time student, would be returned as 025.0.

REASON REQUIRED   To give a more accurate assessment of the contribution of non-full time study than can be obtained by the use of arbitrary multipliers.

Allows analysis by full-time equivalents as well as by headcounts. FTEs may be used in publications and for projections, planning and monitoring of the sector.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
75	Postcode	POSTCODE	8	Alphanumeric

STATUS   Compulsory for UK domiciled students.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES   An alphanumeric code of up to 8 characters, which is a valid postcode.

DESCRIPTION   The postcode field is taken here to be the postcode of the student's permanent or home address prior to entry to the programme of study. It is not necessarily the correspondence address of the student.

NOTES   UK domiciled, for the purposes of this field, means domiciled in England, Wales, Scotland, Northern Ireland, Channel Islands or Isle of Man.

Postcodes have a minimum of 6 characters (including 1 space) and a maximum of 8 characters (including 1 space). Postcodes all start with an alpha character.

In the event that the full postcode is not known, institutions must return at least the outward part. The first part of the postcode (the outward part) is essential for allowing HESA to do geographic analysis, so if the outward part is known but the inward part is not known, HESA will be able to do analyses (and on that occasion the last few characters of the field would be shown as blanks).

Information about postcodes and postcodes for known addresses can be obtained from Royal Mail Postcode Centre, PO Box 300, BOURNEMOUTH, BH1 1AA, telephone 0345 111222.

Country of domicile will be collected in field 12, Domicile.

Only if no valid code can be ascertained should an institution use the default of 99999999.

EXAMPLE   A typical postcode such as GL50 3DA would be coded with a blank in the fifth character position. A postcode such as B1 6SR would have blanks in position 3, 7 and 8. The part of the postcode before the first space (gap) is known as the outward part of the postcode (the left part) and can be of variable length 2, 3 or 4 characters, whereas the part of the postcode after the gap is known as the inward part of the postcode (the right part) and is a fixed length of 3 characters. The blank gap between the outward and inward parts of the postcode must always be shown as part of the postcode.

REASON REQUIRED To obtain the number of students from particular areas within each UK country (for example Regions, Counties or Districts, Training & Enterprise Councils, Local Enterprise Company areas).

For linkage, for statistical purposes, with background Population Census information about the student's area of domicile.

To forecast the demand for student allowances and grants.

To record cross border flows.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
76	PGCE - subject of undergraduate degree	PGCESBJ	6	Alphanumeric

STATUS   Compulsory for students following PGCE programmes of study at institutions in England, Wales or Northern Ireland (i.e. shown as code 12 or 13 in field 41, General qualification aim of student).

TIMESCALE   Required in the July data collection only.

VALID ENTRIES   Please refer to the HESACODE classification of academic subjects.

DESCRIPTION   The subject(s) of the student's undergraduate degree.

NOTES   This field may be dropped if analysis shows significant numbers of students, identifiable by student identifier numbers, proceeding directly from degree programmes to PGCE.

Code 999999 is to be used for 'Not known' and code 999998 is to be used for 'Not applicable'.

Not applicable includes those students who do not have a UK undergraduate degree. This may be the case, for example, with students studying for PGCE (FE).

REASON REQUIRED   To provide the qualifications of all qualified teachers, whether in teaching or not. To ascertain how relevant the student's previous degree is to their present teacher training course.

Field Nr.	Field Description	Field Abbrev'n	Field Length
77	PGCE - classification of undergraduate degree Alphanumeric	PGCECLSS	2

STATUS   Compulsory for students following PGCE programmes of study at institutions in England, Wales or Northern Ireland (i.e. shown as code 12 or 13 in field 41, General qualification aim of student).

TIMESCALE   Required in the July data collection only.

VALID ENTRIES

01   First class honours.
02   Upper second class honours.
03   Lower second class honours.
04   Undivided second class honours.
05   Third class honours.
06   Fourth class honours.
07   Unclassified honours.
08   Aegrotat (whether to honours or pass).
09   Pass - degree awarded without honours following an honours course.
10   Ordinary (to include divisions of ordinary, if any) - degree awarded after following a non-honours course.
11   General degree - degree awarded after following a non-honours course/degree that was not available to be classified.

DESCRIPTION   The Classification is used to indicate the qualification class of the student's undergraduate degree.

NOTES   This field may be dropped if analysis shows significant numbers of students, identifiable by student identifier numbers, proceeding directly from degree programmes to PGCE.

Code 99 should be used for 'Not known' and code 98 should be used for 'Not applicable'.

Not applicable includes those students who do not have a UK undergraduate degree. This may be the case, for example, with students studying for PGCE (FE).

REASON REQUIRED   To provide the qualifications of all qualified teachers, whether in teaching or not.

Field Nr.	Field Description		Field Abbrev'n	Field Length	
78	Religion		RELIG	1	Alphanumeric

STATUS   Compulsory for Northern Ireland domiciled students at institutions in Northern Ireland.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES   1   Protestant.
2   Roman Catholic.
3   Other.
4   Missing Data.

DESCRIPTION   The Religion field is to be collected for Northern Ireland domiciled students at institutions in Northern Ireland and is coded from the valid list above.

REASON REQUIRED To meet statutory requirements.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
79	Not used	PRIMLG	1	Alphanumeric

STATUS   Not used.

VALID ENTRIES   .

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 relative positions.

In the case of ASCII Fixed Length returns the field should be padded with spaces to its entire length.

In the case of Comma Separated returns the field should be blank, i.e, the commas separating this field from the preceding and succeeding fields would be next to each other.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
80	Not used	ST12	1	Alphanumeric

STATUS   Not used.

VALID ENTRIES   .

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 relative positions.

In the case of ASCII Fixed Length returns the field should be padded with spaces to its entire length.

In the case of Comma Separated returns the field should be blank, i.e. the commas separating this field from the preceding and succeeding fields would be next to each other.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
81	SLDD - Discrete provision	ST13	1	Alphanumeric

STATUS
Compulsory for all students at Welsh institutions who are funded by FEFCW, i.e. Welsh institution and shown as code 1 or 3 in field 6, FE student marker.

TIMESCALE
Required in the July data collection only.

VALID ENTRIES
1   Improvement of communication skills.
2   Moderate learning difficulties and/or disabilities.
3   Profound learning difficulties and/or disabilities.
9   Not eligible for increased programme area weights for SLDD.

DESCRIPTION
To indicate eligibility for increased programme area weights for SLDD.

REASON REQUIRED
To monitor the distribution of the students receiving SLDD - discrete funding provision.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
82	Not used	STFEES	6	Alphanumeric

STATUS   Not used.

VALID ENTRIES   .

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 relative positions.

In the case of ASCII Fixed Length returns the field should be padded with spaces to its entire length.

In the case of Comma Separated returns the field should be blank, i.e. the commas separating this field from the preceding and succeeding fields would be next to each other.

Field Nr.	Field Description	Field Abbrev'n	Field Length
83	Amount of tuition fees received/expected for the student Alphanumeric	RECFEE	6

STATUS   Compulsory for all students at English or Welsh institutions who are following programmes of study at FE level and/or are funded by FEFCE or FEFCW, i.e. shown as code 1, 3 or 4 in field 6, FE student marker. Not applicable to any other students.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES   Up to 6 digits, showing the actual amount in pounds to the nearest whole pound.

DESCRIPTION   The actual amount of tuition fees the institution expects to receive (or has received) for the student.

NOTES   Not applicable to economic cost recovery fees.

A   annual fee.
W   whole qualification fee.

Character to be put in first character position of field.

For institutions in England, the tuition fees quoted should be for the whole qualification aim. The amount of fees for the whole qualification aim should be preceded by the letter W. Where the tuition fees can only be quoted for an annual period, the amount of fees should be preceded by the letter A. NB - a one year course would be prefixed 'W'.

For institutions in Wales, the tuition fees quoted should be for the annual period. The amount of fees should be preceded by the letter A.

EXAMPLE   Where a student has whole tuition fees of £780 this would appear as W00780. Where a qualification has annual tuition fees of £250 this would appear as A00250.

REASON REQUIRED This field will be used to determine the extent of remission of fees in the sector.

Field Nr.	Field Description	Field Abbrev'n	Field Length
84	Reason for partial or full non-payment of tuition fees Alphanumeric	NONPAY	2

STATUS

Compulsory for all students at English or Welsh institutions who are following programmes of study at FE level and/or are funded by FEFCE or FEFCW, ie shown as code 1, 3 or 4 in field 6, FE student marker. Not applicable to any other students.

TIMESCALE

Required in the December and July data collections.

VALID ENTRIES

01   Exempt under the Further and Higher Education Act 1992; provision funded by FEFCE/FEFCW.
03   Fees waived - unemployed and receiving unemployment benefit.
04   Fees waived - in receipt of income support.
05   Fees waived - in receipt of family credit.
06   Fees waived - physically disabled and in receipt of disability allowance.
07   Fees waived - in receipt of housing/council tax benefit.
08   Fees waived - unwaged dependant of any people in codes 03 to 07.
09   Fees waived - undertaking programmes where the primary learning goal is adult basic education or English for speakers of other languages.
10   Fees waived for another reason consistent with the local college policy.
11   Fees refunded.
12   Tax relief for vocational programmes.
13   Fees waived - other funding.
14   Bad debt.
15   Fees waived - in receipt of job seekers allowance.
16   Fees waived - asylum seeker receiving a means-tested state benefit.
99   Tuition fees paid in full.

DESCRIPTION

The reason for any partial or full non-payment of tuition fees for the student.

NOTES

Not applicable to economic cost recovery fees.

REASON REQUIRED This field will be used to determine the extent of remission of fees in the sector.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
85	Guided learning hours	GLHRS	5	Alphanumeric

STATUS Compulsory for all students at English or Welsh institutions who are following programmes of study at FE level and/or are funded by FEFCE or FEFCW, i.e. shown as code 1, 3 or 4 in field 6, FE student marker. Not applicable to any other students.

TIMESCALE Required in the December and July data collections.

VALID ENTRIES A number in the range 01-99999.

DESCRIPTION The actual number of guided learning hours for the whole qualification aim to the nearest whole hour.

NOTES Guided learning hours are defined as all times when a member of staff is present to give specific guidance towards the qualification aim being studied on a programme. This includes lectures, tutorials and supervised study in, for example, libraries, open learning centres and learning workshops. It also includes time spent by staff assessing students' achievements, for example in the assessment of competence for NVQs. It does not include hours where supervision or assistance is of a general nature and is not specific to the study of the students.

REASON REQUIRED To monitor the guided learning hours for qualifications throughout the FE sector.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
86	Other institution providing teaching 1	TINST1	7	Alphanumeric
87	Other institution providing teaching 2	TINST2	7	Alphanumeric

STATUS Compulsory where field 90, Proportion not taught by this institution, is not equal to 000.0

TIMESCALE Required in the July data collection only.

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

A list of valid entries for this field may be found in Appendix 7.

DESCRIPTION The institution identifier of the institution providing the teaching.

NOTES In cases where there are more than two other institutions providing teaching, those with the most input should be selected.

Where Other institution providing teaching does not appear in the list of valid entries in Appendix 2 or 7 please code:

4001 Other UK institution
4002 Other Non-UK institution.

The coding of field 71, Location of study, as 2 or 3 implies an entry in field 90, Proportion not taught by this institution, and in field 86/87, Other institution providing teaching.
The coding of field 71, Location of study, as 4, 5 or 7 does not imply an entry in field 90, Proportion not taught by this institution, nor in field 86/87, Other institution providing teaching.

REASON REQUIRED To apportion the student numbers between the collaborating/franchising institutions in the ways which are appropriate for different purposes.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
88	Proportion of teaching in Welsh	PROWELSH	5	Numeric

STATUS Compulsory only for institutions funded by HEFCW.

TIMESCALE Required in the July data collection only.

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

DESCRIPTION The Proportion of teaching in Welsh field is used to indicate the percentage of the course/programme that is taught in the medium of the Welsh language.

NOTES This field should be left blank for all non-Welsh institutions.

A 000.0 entry in this field indicates that the course is delivered entirely in English.

For further guidance on the completion of this field, and in particular with reference to activities which constitute learning through the medium of Welsh, please refer to HEFCW.

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

Field Nr.	Field Description	Field Abbrev'n	Field Length	
89	Not used	ISTDY	5	Alphanumeric

STATUS   Not used.

VALID ENTRIES   .

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 relative positions.

In the case of ASCII Fixed Length returns the field should be padded with spaces to its entire length.

In the case of Comma Separated returns the field should be blank, i.e. the commas separating this field from the preceding and succeeding fields would be next to each other.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
90	Proportion not taught by this institution	PCOLAB	5	Numeric

STATUS   Compulsory.

TIMESCALE   Required in the July data collection only.

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

DESCRIPTION   The Proportion not taught by this institution indicates the percentage of the total programme in this reporting period 01 August - 31 July for which other arrangements for teaching have been made, e.g. taught collaboratively between two institutions. The percentage represented by this field denotes the proportion not taught by the returning institution.

NOTES   Proportion not taught by this institution should relate to the FTE reported in field 74, Student FTE.

If this field is anything but 000.0, indicating that some part of the course is taught elsewhere, field 86, Other institution providing teaching 1, must be completed.

This field relates to the proportion not taught by the reporting institution's staff, and not the location at which the teaching takes place. However it is expected that in cases where this field is coded greater that 000.0, then field 71, Location of study, would be coded 2 or 3 'collaborative or franchised course/programme' .

It is expected that students out on placement or exchange will be shown as 000.0 in this field.

The coding of field 71, Location of study, as 2 or 3 implies an entry in field 90, Proportion not taught by this institution, and in field 86/87, Other institution providing teaching.
The coding of field 71, Location of study, as 4, 5 or 7 does not imply an entry in field 90, Proportion not taught by this institution, nor in field 86/87, Other institution providing teaching.

REASON REQUIRED For an indication of the extent of franchising/collaborative arrangements for teaching.

To apportion the student numbers between the collaborating institutions in the ways which are appropriate for different purposes; for example, for funding purposes and for total student counts, all the students may be counted against a 'lead (parent/hub) institution', whereas for other purposes they ought to be split between the collaborating institutions.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
91	Credit transfer scheme	CRDTSCM	1	Numeric

STATUS Compulsory.

TIMESCALE Required in the July data collection only.

VALID ENTRIES
1   England, Wales and Northern Ireland (the CNAA scheme).
2   Scotland (SCOTCAT).
6   FEU framework for credit.
7   Other scheme.
8   Own scheme.
9   No scheme.

DESCRIPTION This field denotes the credit point transfer scheme that fields 92, 93, 94, 95, 96, 97, 98 and 99 apply to.

NOTES Though the CNAA no longer exists, its scheme still runs at many institutions.

Institutions may be setting up their own scheme in advance of any nationally agreed format. These should be coded 8.

HESA may seek extra information about schemes coded 7 or 8.

Programmes of study which do not have a credit transfer scheme should be coded 9 'No scheme'.

REASON REQUIRED To identify nationally recognised credit transfer structures.

To assist in tracking movement from one institution to another where a student accumulates credits at an institution.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
92	Credit value of year of programme, 1	CREDIT1	3	Numeric
93	Credit value of year of programme, 2	CREDIT2	3	Numeric

STATUS Compulsory.

TIMESCALE Required in the July data collection only.

VALID ENTRIES A number in the range 000-999.

DESCRIPTION The Credit value of year of programme, 1, is the weighting allocated to the current year of the programme of study, in terms of generally agreed credit accumulation and transfer schemes, as indicated in field 91, Credit transfer scheme.

NOTES Institutions may use this field to record their own style credits at their own 'rates in a year' or equivalent if desired.

Should the credit value of current year of programme relate to more than one year level, use fields 93, Credit value of year of programme 2, and 95, Level of credit 2, to record the extra level information.

Code 999 should be used for programmes of study which do not have a credit transfer scheme (code 9 'No scheme' in field 91, Credit transfer scheme). In addition,

a) Institutions in England and Northern Ireland may use code 999 as a default for all programmes of study and it is suggested that this default is used for schemes coded 7 or 8 in field 91, Credit transfer scheme.

b) Institutions in Scotland may use code 999 as a default only for schemes coded 7 or 8 in field 91, Credit transfer scheme.

Fractional credit points should be rounded to the nearest whole number.

REASON REQUIRED To identify the value of the student's programme of study in terms of any nationally agreed CAT scheme.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
94	Level of credit, 1	LEVLCRD1	1	Numeric
95	Level of credit, 2	LEVLCRD2	1	Numeric

STATUS   'Level of credit 1' compulsory if field 92, Credit value of year of programme, has been completed with a code other than 999. 'Level of credit 2' compulsory if field 93, Credit value of year of programme 2, has been completed with a code other than 999.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES

0   HE Foundation year/FEU level E.
1   Degree level 1/FEU level 1.
2   Degree level 2/FEU level 2.
3   Degree level 3/FEU level 3.
4   Degree level 4.
5   Undergraduate unspecified.
6   Masters (and other postgraduate levels).
9   Not applicable.

DESCRIPTION   This is a year level indicator for field 92, Credit value of year of programme, 1. The field indicates to which year level the credits detailed in credit value of programme relate.

NOTES   Should the credit value of current year of programme relate to more than one year level, use fields 93, Credit value of year of programme 2, and 95, Level of credit 2, to record the extra level information.

Institutions using code 05 'Undergraduate unspecified' cannot therefore assign points to levels.

N.B. FEFCW require FEU level of credit points to be recorded using this field. Existing codes will be interpreted as:

0 HE Foundation year/FEU level E
1 Degree level 1/FEU level 1
2 Degree level 2/FEU level 2
3 Degree level 3/FEU level 3

REASON REQUIRED To compare the assembly of information about credit transfer schemes.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
96	Number of credit points obtained 1	CPOBTN1	3	Numeric
97	Number of credit points obtained 2	CPOBTN2	3	Numeric

STATUS   Not compulsory.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES   A number in the range 000-999.

DESCRIPTION   This is used to record the number of credit points according to the credit transfer scheme specified in field 91, Credit transfer scheme, that a student has obtained in the current year of their course. This may not be the same as the credit value for the year of the course due to the fact that the course may not have been fully completed or may have been failed, but credit points can still be awarded for the successful completion of various constituent parts of the course.

NOTES   The number of credit points are those obtained in the current year. It is not a cumulative record.

Ifthe credit points obtained relate to more than one year level, use field 97, Number of credit points obtained 2, and field 99, Level of credit points obtained 2, to record the extra level information.

Fractional credit points should be rounded to the nearest whole number.

REASON REQUIRED To identify students who, while not completing a programme of study successfully, are nevertheless awarded some credit points.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
98	Level of credit points obtained 1	LCPOBTN1	1	Numeric
99	Level of credit points obtained 2	LCPOBTN2	1	Numeric

STATUS Compulsory if field 96, Number of credit points obtained 1, has been completed.

TIMESCALE Required in the July data collection only.

VALID ENTRIES
0	HE Foundation year/FEU level E.
1	Degree level 1/FEU level 1.
2	Degree level 2/FEU level 2.
3	Degree level 3/FEU level 3.
4	Degree level 4.
5	Undergraduate unspecified.
6	Masters (and other postgraduate levels).
9	Not applicable.

DESCRIPTION This is a year level indicator for field 96, Number of credit points obtained 1. It is used to record the level of credit points that a student has obtained.

NOTES Should the credit points obtained by the student relate to more than one year level, use fields 97, Number of credit points obtained 2, and 99, Level of credit points obtained 2, to record the extra level information.

REASON REQUIRED To identify students who, while not completing a programme of study successfully, are nevertheless awarded some credit points.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
100	Cost centre 1	COSTCN01	2	Numeric
103	Cost centre 2	COSTCN02	2	Numeric
106	Cost centre 3	COSTCN03	2	Numeric
109	Cost centre 4	COSTCN04	2	Numeric
112	Cost centre 5	COSTCN05	2	Numeric
115	Cost centre 6	COSTCN06	2	Numeric
118	Cost centre 7	COSTCN07	2	Numeric
121	Cost centre 8	COSTCN08	2	Numeric
124	Cost centre 9	COSTCN09	2	Numeric
127	Cost centre 10	COSTCN10	2	Numeric
130	Cost centre 11	COSTCN11	2	Numeric
133	Cost centre 12	COSTCN12	2	Numeric
136	Cost centre 13	COSTCN13	2	Numeric
139	Cost centre 14	COSTCN14	2	Numeric
142	Cost centre 15	COSTCN15	2	Numeric
145	Cost centre 16	COSTCN16	2	Numeric

STATUS Cost centre 1 compulsory; 2-16 not compulsory. Cost centre 1 is not compulsory if field 74, Student FTE, is coded 000.0.

TIMESCALE Required in the July data collection only.

VALID ENTRIES A list of valid entries for this field may be found in Appendix 5.

DESCRIPTION Fields 100-147 refer to the current year of the study programme/course and should be considered as a block of related information. The cost centre is a two digit number indicating the academic cost centre in which the subject is being taught. It is up to institutions to decide whether or not to return details of cost centres which are contributing teaching/learning amounting to less than 5% of the proportion of the study programme/course for that year.

Up to 16 cost centres may be returned, with input relating to the FTE reported in field 74, Student FTE, identifying the main subject area and the proportion of input, of each.

NOTES Field 100, Cost centre 1, is linked to field 101, Subject area of study 1, and field 102, Proportion of subject 1. Subsequent links apply for up to a further 15 cost centres.

Where 2 different subjects are taught in the same cost centre, there should be separate entries - see example where cost centre 24 is repeated for the different subjects 'Mathematics' and 'Statistics'.

If more than 16 cost centres are needed the cost centres where most activity (proportion of course) takes place must be coded: others must be ignored. This implies that if 16 cost centres are

coded here, then the sum of the proportions of the course may not necessarily sum to 100% and should be pro-rated so that the total becomes 100%.

These cost centres should have been agreed with the Funding Councils as outlined in the Circular 'The Allocation of Departments to Cost Centres' (Nov. 1994) and updated by HEFCE Request 97/25 'Assigning Departments to Academic Cost Centres' (Oct. 1997).

Cost centres 35-39 provide a further detailed breakdown of some of the original cost centres. They can be mapped back to the original cost centre groupings as follows:-

35 mapped to 31
36 mapped to 31
37 mapped to 32
38 mapped to 34
39 mapped to 20

Use of cost centres 35-39 is expected, where such activity exists, for institutions in England or Northern Ireland. Use of cost centre 35-39 is optional for institutions in Scotland or Wales.

Cost centres 15 and 22 must not be used by institutions in England or Northern Ireland.

The cost centre should relate to where the resources deployed to teach the student are located. Effectively the cost centre 'follows the money' and will be reconcilable with the institution's finance statistics return. For example, if a member of staff based in the General Engineering cost centre takes a group of engineering students for a mathematics lecture, the cost centre should be 'General Engineering' (16). However, if a member of staff based in the mathematics cost centre takes a group of engineering students for a mathematics lecture, the cost centre should be 'Mathematics' (24).

Where a department 'buys in' the services of a member of staff based in a department in a non-academic cost centre, the cost centre to be returned would be that of the 'buying in' department. For example, a member of staff based in the computing service takes a group of engineering students for a lecture and is paid for under a servicing agreement by the engineering department, then the cost centre returned should be 'General Engineering' (16).

The most important consideration in taking decisions about the attribution of students to cost centres should be the correspondence with the Finance Record.

Cost centre breakdowns must relate to the FTE reported in field 74, Student FTE.

Where a part of the programme of study is taught other than by the reporting institution, expenditure related to this provision must be included against academic cost centres under Head 1 of Table 6 of the finance record. It has been agreed that the cost centre on the student record should match this allocation, i.e. institutions should code cost centre according to the organising department at their institution. Dummy cost centre 99 should be used only in cases where it is not possible to allocate the activity to an academic cost centre e.g. where the appropriate cost centre is a non-academic cost centre. For institutions in England, HEFCE intend to make use of cost centres in their funding allocations. HEFCE have indicated that provision returned under dummy cost centre 99 will be allocated to the lowest price group for funding.

EXAMPLE   A second year physics course may be split, in subject terms, 60% physics, 30% mathematics and 10% statistics. The physics may be taught 50% in the physics cost centre and 10% in the electrical, electronic and computer engineering cost centre; similarly the mathematics may be taught 20% in the mathematics cost centre and 10% in the information technology and systems sciences cost centre and the statistics 10% in the mathematics cost centre. This would be coded as follows:

FIELD NUMBER	FIELD TITLE	CODING	REPRESENTING
100	Cost Centre 1	12	Physics cost centre
101	Subject Area of Study 1	F30	Physics as a subject
102	Proportion of Subject 1	050.0	50% of year of course
103	Cost Centre 2	20	Electrical, Electronic and Computer Engineering cost centre
104	Subject Area of Study 2	F30	Physics as a subject
105	Proportion of Subject 2	010.0	10% of year of course
106	Cost Centre 3	24	Mathematics cost centre
107	Subject Area of Study 3	G10	Mathematics as a subject
108	Proportion of Study 3	020.0	20% of year of course.
109	Cost Centre 4	25	Information technology and systems sciences cost centre
110	Subject Area of Study 4	G10	Mathematics as a subject
111	Proportion of Subject 4	010.0	10% of year of course
112	Cost Centre 5	24	Mathematics cost

centre

| 113 | Subject Area of Study 5 | G40 | Statistics as a subject |
| 114 | Proportion of Subject 5 | 010.0 | 10% of year of course |

REASON REQUIRED To calculate the student load on the "cost centres" (groups of teaching departments).

Field Nr.	Field Description	Field Abbrev'n	Field Length	
101	Subject area of study 1	SBJ01	4	Alphanumeric
146	Subject area of study 16	SBJ16	4	Alphanumeric
104	Subject area of study 2	SBJ02	4	Alphanumeric
107	Subject area of study 3	SBJ03	4	Alphanumeric
110	Subject area of study 4	SBJ04	4	Alphanumeric
113	Subject area of study 5	SBJ05	4	Alphanumeric
116	Subject area of study 6	SBJ06	4	Alphanumeric
119	Subject area of study 7	SBJ07	4	Alphanumeric
122	Subject area of study 8	SBJ08	4	Alphanumeric
125	Subject area of study 9	SBJ09	4	Alphanumeric
128	Subject area of study 10	SBJ10	4	Alphanumeric
131	Subject area of study 11	SBJ11	4	Alphanumeric
134	Subject area of study 12	SBJ12	4	Alphanumeric
137	Subject area of study 13	SBJ13	4	Alphanumeric
140	Subject area of study 14	SBJ14	4	Alphanumeric
143	Subject area of study 15	SBJ15	4	Alphanumeric

STATUS Subject area of study 1 compulsory; 2-16 compulsory if corresponding cost centres 2-16 completed. Subject area of study 1 not compulsory if field 74, Student FTE, is coded 000.0.

TIMESCALE Required in the July data collection only.

VALID ENTRIES Please refer to the HESACODE classification of academic subjects.

DESCRIPTION Fields 100-147 refer to the current year of the study programme/course and should be considered as a block of related information. The Subject area of study is an up to three character (will be up to four character - see NOTES) subject area identifier for the subject areas for the current year of the study programme/course. Subject area codes are to be taken from the manual 'HESACODE - An Interim Specification'. Academic subjects are broken down into 15 major groups, each identified by an alpha character as follows:

A   Medicine and dentistry.
B   Subjects allied to medicine.
C   Biological sciences.
D   Agriculture and related subjects.
F   Physical sciences.
G   Mathematical sciences and informatics.
H,J Engineering and technology.
K   Architecture.
L,M Social studies.
N   Business and administrative studies.
P   Mass communication and documentation.
Q,R,T Languages and related disciplines.
V   Humanities.

W   Creative arts.
X   Education and leisure.

The alpha character forms the first character of the subject area code. The remaining digit or digits are numeric and provide a more detailed subject content breakdown. A full list of these is given in the HESACODE booklet.

Up to 16 subject areas of study may be returned, with input relating to the FTE reported in field 74, Student FTE.

NOTES

An entry is required for each subject area of study undertaken by the student during the reporting period, regardless of whether this subject area of study is taught by the reporting institution or not.

A breakdown at programme of study level will be acceptable for students out on placement or exchange out.

It is expected that there would be only a very limited number of cases where Y codes need be used.

There is a current on-going project to harmonise HESA and UCAS subject classification codes. The intention is that all subjects will be coded according to a common, truly hierarchical, four character subject code.

Institutions may continue to code to principal subject level only. The extension to field length 4, however, will allow for a full coding if required.

The implementation of the modified HESACODE is not expected until 2000/01. Until introduced, institutions should use the current manual 'HESACODE, An Interim Specification'.

For institutions returning in ASCII fixed length format, the field should be padded with trailing spaces (left justified).

EXAMPLE

See field 100, Cost centre 1, for an example.

REASON REQUIRED

To assess the "breadth" of study in, e.g. the first year, and the extent of specialisation in later years.

To apportion the numbers of students taking the current year of the course between the different subject areas involved in the course.

To obtain numbers of students receiving teaching in certain subject areas (e.g. economics), whether or not these are the main subjects of the course.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
102	Proportion of subject 1	SBJPER01	5	Numeric
105	Proportion of subject 2	SBJPER02	5	Numeric
108	Proportion of subject 3	SBJPER03	5	Numeric
111	Proportion of subject 4	SBJPER04	5	Numeric
114	Proportion of subject 5	SBJPER05	5	Numeric
117	Proportion of subject 6	SBJPER06	5	Numeric
120	Proportion of subject 7	SBJPER07	5	Numeric
123	Proportion of subject 8	SBJPER08	5	Numeric
126	Proportion of subject 9	SBJPER09	5	Numeric
129	Proportion of subject 10	SBJPER10	5	Numeric
132	Proportion of subject 11	SBJPER11	5	Numeric
135	Proportion of subject 12	SBJPER12	5	Numeric
138	Proportion of subject 13	SBJPER13	5	Numeric
141	Proportion of subject 14	SBJPER14	5	Numeric
144	Proportion of subject 15	SBJPER15	5	Numeric
147	Proportion of subject 16	SBJPER16	5	Numeric

STATUS　　Proportion of subject 1 compulsory; 2-16 compulsory if corresponding cost centres 2-16 completed. Proportion of subject 1 is not compulsory if field 74, Student FTE, is coded 000.0.

TIMESCALE　　Required in the July data collection only.

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

DESCRIPTION　　Fields 100-147 refer to the current year of the programme of study/course and should be considered as a block of related information. The Proportion of subject indicates the percentage of the current year of the course that the appropriate subject and cost centre make up. These proportions (fields 100-147) must equal 100%. Input should relate to the FTE reported in field 74, Student FTE.

NOTES　　Where the sum of proportions (fields 100-147) does not equal 100% (e.g. because of the exclusion of cost centres contributing less than 5% of the teaching/learning) then the proportion of the subjects shown should be pro-rated so that the total becomes 100%. However, there will be a tolerance of totals between 98% and 102%.

There should be an entry in fields 100-147 for any part of the programme of study not taught by the reporting institution.

Field 90, Proportion not taught by this institution, is a subset included within fields 100-147. Fields 100-147 describe the whole of the current year of the programme of study.

The sum of the proportions of fields 100-147, together with field 90, Proportion not taught by this institution, will therefore exceed 100% for all cases where field 90, Proportion not taught by this institution, is greater than zero.

EXAMPLE See field 100, Cost centre 1, for an example and notes.

REASON REQUIRED See field 101, Subject area of study 1, for reasons.

Field Nr.	Field Description		Field Abbrev'n	Field Length	
148	UCAS Number		UCASNUM	9	Alphanumeric

STATUS   Compulsory.

TIMESCALE   Required in the December and July data collections.

VALID ENTRIES   A 9 digit alphanumeric code.

DESCRIPTION   A 9 digit student identifier allocated by UCAS to students who were admitted to their current programme of study through the UCAS admissions system. It is expected therefore that additional information is available from UCAS about these students.

NOTES   UCAS Number (and associated fields with 'UCAS entrant only' status) should be returned for the student for every year that the student remains following the programme of study entered through UCAS.

In cases where a student transfers from one programme of study to another, where studies already completed count towards the current qualification aim, and the same Student instance number is kept, then this field should not be re-set. For example, a UCAS entrant who changes subject of degree would continue to be regarded as a UCAS entrant.

Students who defer entry to their programme of study for a year should keep their original UCAS Number unchanged i.e. the year identifier must **not** be up-dated to reflect the actual year of entry.

To meet HESA requirements, UCAS have arranged an additional transaction, the *H transaction, to include data held by UCAS but not previously transmitted to institutions. Institutions may use a 'not known' code in a 'Compulsory for UCAS entrants' field if UCAS has not provided any information for a particular UCAS entrant for that field. (See Completion of the record introductory notes.)

Note that a UCAS style student identifier (HUSID) does not necessarily mean that the student was a UCAS entrant for their current programme of study.

The HESA student identifier (HUSID) and the UCAS student identifier (UCAS student number) will be different in cases where a student has previously studied at the institution and then applies through UCAS to enter another programme of study at the institution. This may be the case, for example, where a student studies at FE level at the institution and then applies through UCAS to enter a full-time programme of study at HE

level at the institution.

REASON REQUIRED To aid in validation in specifying which fields in the record apply to all students and which fields apply only to those students where additional information is available from UCAS.

In order to allow for potential future record linkage between UCAS and HESA, the collection of the UCAS number is required for students entering the programme of study through UCAS.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
149	Institution's own identifier for student	OWNSTU	20	Alphanumeric

STATUS Not compulsory.

TIMESCALE Required in the December and July data collections.

VALID ENTRIES An up-to 20 character alphanumeric code.

DESCRIPTION The institution's own internal identifier for the student.

REASON REQUIRED To help institutions identify students on HESA error reports, target lists etc. HESA will give field 149/134, Institution's own identifier for student, as well as HUSID on all relevant operational documentation with institutions.

HESA will also pass on field 149/134, Institution's own identifier for student, to the FEFCE/FEFCW for FE students at institutions in England and Wales. FEFCE and FEFCW have agreed to include the field 149/134, Institution's own identifier for student, on all relevant operational documentation with institutions.

Field Nr.	Field Description	Field Abbrev'n	Field Length
150	Institution's own programme of study identifier Alphanumeric	OWNPSD	20

STATUS

Not compulsory.

TIMESCALE

Required in the December and July data collections.

VALID ENTRIES

An up-to 20 character alphanumeric code.

DESCRIPTION

The institution's own internal identifier for the programme of study.

REASON REQUIRED

To help institutions identify the programme of study on HESA error reports, target lists etc. HESA will give field 150/135, Institution's own programme of study identifier, on all relevant operational documentation with institutions.

HESA will also pass on field 150/135, Institution's own programme of study identifier, to the FEFCE/FEFCW for FE students at institutions in England and Wales. FEFCE and FEFCW have agreed to include the field 150/135, Institution's own programme of study identifier, on all relevant operational documentation with institutions.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
151	Student instance number	NUMHUS	20	Alphanumeric

STATUS　　　　　　Compulsory for HE level students (i.e. field 41, General qualification aim of student, coded 02-52, 61, 62, 97 and 98). Not compulsory for FE level students.

TIMESCALE　　　　Required in the July data collection only.

VALID ENTRIES　An up-to 20 character alphanumeric code.

DESCRIPTION　　An identification of the basic unit of 'programme of study leading to qualification aim' which is described in the coverage description of the manual. This field complements the HUSID field to identify the separate programmes of study that some individuals take.   Fields 4, 2 and 151/136, **H**USID + **I**NSTID + **N**UMHUS (HIN), together form a unique identifier.

NOTES　　　　　　Field length 20 is to allow institutions to use a student instance identifier already held internally. However institutions may prefer to number student instances sequentially starting from 1.

A student instance identifies studies leading to a qualification aim. Where the same Student instance number is kept, field 30, Year of student on this programme, would be expected to increment each year but there would be no up-dating of field 26, Date of commencement of programme, nor of other fields giving information on entry to the student instance (fields 18,19,21,23,24,26,27,148/133,157/142-160/145 - an exception being, if, for example, an error had been found in the information provided in the previous year).

With the commencement of a new student instance, a new Student instance number would be allocated. Field 30, Year of student on this programme, would be expected to be 01. Field 26, Date of commencement of programme, and other fields giving information on entry to the student instance, should all be up-dated (fields 18,19,21,23,24,26,27,148/133,157/142-160/145).

A Student instance number is required since the basic unit of coverage of the record of "a student on a programme of study leading to a qualification aim" is not uniquely defined by HUSID x INSTID x QUALAIM. This is the case, for example, where qualification aim changes or develops within a programme of study e.g. MPhil/PhD or Cert HE/Dip HE/Degree. It is also the case that the qualification aim code in certain circumstances is not sufficient to define a qualification aim uniquely, e.g. a student studying concurrently for more than one professional qualification (field 41, code 25) or other undergraduate diploma or certificate

(field 41, code 32).

Once a record has been returned for one HESA year, records for that student instance will be required for subsequent years until:
(a) A record is returned with fields 33, Reason for leaving, and 35, Date Left, completed
OR
(b) A record is returned with field 152/137, Suspension of active studies, completed (used to indicate a student was active within the reporting period but has now suspended studies)
OR
(c) a record is returned with field 70, Mode of Study, showing mode of study 'Dormant', (used where a student has been dormant for the whole of the reporting period).

In order to assist institutions with making their returns to HESA, HESA will make available to institutions electronic lists of students for whom a record is expected i.e. those records where there is neither Field 33, Reason for leaving, and Field 35, Date left, nor completion of the Field 152/137, Suspension of active studies, nor Field 70, Mode of study, 'Dormant'. These will be produced as part of the July check documentation and will be applicable to the following July's return. The following July return's check documentation would include feedback on the matching to the previously generated target list as well as generating the target list for the next year's return. For further details, see Appendix 11 "Matching to Target List Registers".

EXAMPLE

Although a number of examples are given, it is accepted that the identification of a student instance will reflect the perceptions and practices within an institution. In general, the assumption should be that if a student continues to study at the same level (that is undergraduate or postgraduate) at the same institution, then this is treated as the same student instance. Where a student transfers programmes by changing subject or even qualification aim within the same level this would not, in general, lead to a change of the student instance.

1 A student studying for a first degree and a separate professional qualification at undergraduate level is following two distinct programmes of study concurrently and therefore would have two Student instance numbers.

YEAR	HUSID	INSTID	NUMHUS
	QUALAIM		
1	98116812345620168	1	21
1	98116812345620168	2	25

2 A student studying BA Business Studies with French in Year 1 transfers to BA Business Studies in Year 2. HESA guidance is that transfers should not give rise to multiple records. This is the

case in this example, hence the same Student instance number is kept.

YEAR	HUSID	INSTID	NUMHUS QUALAIM
1	98116812345620168	1	21
2	98116812345620168	1	21

3 A student registers first for an MPhil then switches to a PhD. This is regarded as the normal progression route for this qualification aim at this institution, hence the same Student instance number is kept.

YEAR	HUSID	INSTID	NUMHUS QUALAIM
1	98116812345620168	1	04
2	98116812345620168	1	02

4 A student completes an undergraduate degree, then proceeds to take a masters degree at the same institution. These are two distinct programmes of study at different levels (undergraduate/postgraduate) and therefore would have two Student instance numbers.

YEAR	HUSID	INSTID	NUMHUS QUALAIM
1	98116812345620168	1	21
2	98116812345620168	2	05

5A student transfers after two years from an HND course to the second year of a degree course (with or without being awarded the HND). The programme may be represented in two different ways, depending on how it is viewed by the institution.

If within the institution this is regarded as a seamless continuation of studies, then it is the same student instance and the same Student instance number is kept and the information on entry fields should not be up-dated. Field 30, Year of student on this programme, increments by one year. In this case:
field 26, Date of commencement of programme = not up-dated
field 72, Year of programme = 2
field 30, Year of student on this programme = 3
field 21, Highest qualification on entry = not up-dated.
field 151/136, Student instance number = not up-dated.

However, if within the institution this is regarded as two student instances, then a new Student instance number is allocated and the information on entry fields should be up-dated. Field 30, Year of student on this programme re-sets to 01. In this case:
field 26, Date of commencement of programme = up-dated to commencement date of degree

field 72, Year of programme = 2
field 30, Year of student on this programme = 1
field 21, Highest qualification on entry = up-dated to HND if
appropriate
field 151/136, Student instance number = new number allocated.

When an institution does not have a clear preference between
the two methods of reporting the progression to degree via study
for an HND, it is recommended that the first method, using a
single student instance, is used. This general guidance would
also apply to other similar cases.

REASON REQUIRED To provide a set of characteristics which uniquely define a
record.

To facilitate linking between different years of student records or
between the student and late return of results and first
destination records.

Completion rates and other measurements of progression require
linking of student records between different years.
Measurements of completion rates are required for: developing
and monitoring of funding policies; quality assessment;
performance indicators and production of HE management
statistics.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
152	Suspension of active studies	NOTACT	1	Alphanumeric

STATUS   Compulsory where the student is not actively studying on this student instance/programme of study and field 33, Reason for leaving, and field 35, Date left, are not completed or Mode of study is not 'Dormant' (field 70, codes 63 or 64)

TIMESCALE   Required in the July data collection. Optional in the December data collection.

VALID ENTRIES   1   Student has suspended studies.

DESCRIPTION   An indicator to show that a student is no longer actively following the programme of study. This may be because a student has suspended studies or because they have completed their programme of study but are awaiting examination results. In these cases field 33, Reason for leaving, and field 35, Date left, would not necessarily be completed.

NOTES   Field 152/137, Suspension of active studies, is used to indicate a student was active within the reporting period but has now suspended studies. A record with field 70 showing mode of study 'Dormant' indicates that the student has been dormant for the whole of the reporting period.

Where field 33, Reason for leaving, and field 35, Date left, are completed, then this field may be left blank.
Where Mode of study is shown as dormant (field 70, codes 63 or 64), then this field may be left blank.

Where field 33, Reason for leaving, and field 35, Date left, are not completed, and mode is not dormant, a blank is this field indicates that the student is not suspending active studies.

At the time of the July data collection, an institution may not know that a student will not resume studies in the following academic session. Where this is the case, an institution may return a dormant record for the student in the following July return and/or agree to HESA's check documentation target lists where an assumption of dormancy will be made for any record present in the previous July's return and missing from the subsequent July data collection.

REASON REQUIRED   For tracking and student progression monitoring.

To allow institutions to temporarily complete a record where Reason for leaving and Date left are not completed.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
153	Type of programme year	TYPEYR	1	Alphanumeric

STATUS Compulsory

TIMESCALE Required in the July data collection only.

VALID ENTRIES
1   Year of programme of study contained within the HESA reporting period 01 August-31 July.
2   Year of programme of study not contained within the HESA reporting period 01 Aug-31 July.
3   Student commencing a year of programme of study of a course running across HESA reporting periods.
4   Student mid-way through a course running across HESA reporting periods.
5   Student finishing a year of programme of study of a course running across HESA reporting periods.

DESCRIPTION The type of programme year field identifies which of the basic types of programme year is applicable to the course.

NOTES The HESA reporting year runs from the 01 August - 31 July.

Years of programme of study that are contained within the HESA reporting period should be coded 1.

Years of programme of study which overlap HESA reporting periods should be sequentially coded 3, (4), 5 in consecutive HESA returns, or may be coded 2.

Institutions in England and Northern Ireland can only use code 2 if field 151/136, Student instance number, is completed.

Institutions in Scotland and Wales can only use codes 1 or 2.

Code 3 implies commencing a year of the programme of study without having done another year of the programme of study in the same HESA reporting period.

Code 5 implies finishing one year of the programme of study and not starting a further year of the programme of study in the same HESA reporting period.

Information is required at course level. It is not expected that adjustments should be made for individual students whose pattern may be slightly different e.g. a student who starts a course late.

REASON REQUIRED To facilitate the consistent counting of students where students are studying on programmes of study on non-standard HESA years.

To help distinguish between different cohorts of students.

Field Nr.	Field Description	Field Abbrev'n	Field Length
154	Level applicable to Funding Council HESES Alphanumeric	FUNDLEV	2

STATUS   Compulsory for institutions in England and Northern Ireland.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES

10	Undergraduate.
11	Long undergraduate.
20	Postgraduate taught.
21	Long postgraduate taught.
30	Postgraduate research.
31	Long postgraduate research.
99	Not in HESES population.

DESCRIPTION   An indicator of the level of the programme of study, expressed in terms of HEFCE HESES definitions.

NOTES   Coding should be consistent with the allocation of the student in the HEFCE HESES return. Refer to Funding Council for full definitions.

'Long' refers to any programme of study with programme year of over 45 weeks.

'Not in the HESES population'. This value can be used if the reporting period does not contain, in part or in whole, a year of programme of study which has previously, is, or will be, returned to HESES. However, use of code 99 is an option. Institutions can, if they so wish, use the other codes for all records.

REASON REQUIRED Required by HEFCE for alignment with definitions used for funding allocations.

The definitions refer back to HEFCE definitions so that if, in future, there are any modifications to the HEFCE definitions, the HESA record is able to accommodate them.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
155	Completion of Year of programme of study	FUNDCOMP	1	Alphanumeric

STATUS   Compulsory for institutions in England and Northern Ireland.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES
1	Completed the current year of programme of study.
2	Did not complete the current year of programme of study.
3	Year of programme of study not yet completed, but has not failed to complete.
4	Other non-completion.
9	Not in HESES Population.

DESCRIPTION   This field refers to the year of programme of study being funded. The field records the student's completion status with respect to that year of programme of study being funded.

NOTES   Coding should be consistent with HEFCE HESES definitions. Refer to Funding Council for full definitions.

If code 2 is returned, then either fields 33, Reason for leaving, and 35, Date left, must also be completed to end the student instance or field 152/137, Suspension of active studies, must be completed to show the study is suspended or field 70, Mode of study, must have a mode of study 'Dormant'.

'Not in the HESES population'. This value can be used if the reporting period does not contain, in part or in whole, a year of programme of study which has previously, is, or will be, returned to HESES.
However, use of code 9 is an option. Institutions can, if they so wish, use the other codes for all records.

Code 4 'Other non-completion' is not currently to be used in 1998/99. However, there is a possibility that HEFCE might introduce a different non-completion criteria. HEFCE will inform English institutions of its usage via HESES.

REASON REQUIRED   Required by HEFCE for alignment with definitions used for funding allocations.

The definitions refer back to HEFCE definitions so that if, in future, there are any modifications to the HEFCE definitions, the HESA record is able to accommodate them.

Field Field Description	**Field**	**Field**	
Nr.		**Abbrev'n**	**Length**	
156 Destination	DESTIN	2	Alphanumeric

STATUS Compulsory for all students at Welsh institutions who are following programmes of study at FE level or are funded by FEFCW, i.e. shown as code 1, 3 or 4 in field 6, FE student marker. Not compulsory for Welsh for Adults students coded 83 in field 41, General qualification aim of student. Not applicable to any other students.

TIMESCALE Required in the July data collection only.

VALID ENTRIES
51   FE student (W) - continuing existing programme of study.
52   FE student (W) - new FE programme of study at the reporting institution.
53   FE student (W) - new HE programme of study at the reporting institution.
54   FE student (W) - further education, at another institution.
55   FE student (W) - higher education, at another institution.
56   FE student (W) - entering new employment or changing employment.
57   FE student (W) - continuing current employment.
58   FE student (W) - other.
59   FE student (W) - unknown.

DESCRIPTION A description of the destination of students at institutions in Wales who follow a programme of study at FE level or are funded by FEFCW.

NOTES Not required for Welsh for Adults students coded 83 in field 41, General qualification aim of student.

REASON REQUIRED Required by FEFCW to monitor the destinations of FE students.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
157	A and AS levels	ALEVELS	2	Alphanumeric

STATUS Compulsory for undergraduate students entering through UCAS who are coded 40 'Any combination of GCE 'A'/SCE 'Higher' or GNVQ/GSVQ or NVQ/SVQ at level 3' in field 21, Highest qualification on entry.
Also compulsory for all undergraduate students coded 1 in field 53, Teacher training course identifier, at institutions in England and Wales.
Institutions are encouraged to provide this information for other full-time undergraduates in order to provide more complete statistical information for the sector.

TIMESCALE Required in the December and July data collections.

VALID ENTRIES
01   3 or more 'A' levels or 'AS' level equivalent.
02   2 'A' levels or 'AS' level equivalent.
03   1 'A' levels or 'AS' level equivalent.
04   1 'AS' levels.
97   Combination of 1 or more of above.
98   No 'A' or 'AS' levels held.
99   Not Known.

DESCRIPTION The number of 'A' levels or 'AS' levels equivalents held by the student.

NOTES Codes 97 and 99 are not valid entries for undergraduate students coded 1 in field 53, Teacher training course identifier, at institutions in England and Wales.

Students with 1 ½ A/AS levels should be coded 03.
Students with 2 ½ A/AS levels should be coded 02.

This field need not be completed for continuing students from before the redevelopment of the Student Record for 1998/99 (i.e. with a COMDATE before 01/08/1998).

REASON REQUIRED To provide statutory customers with detailed information of the qualifications on entry of full-time undergraduates in order to derive trend analysis, provide specific information for ministers and to inform student number projections. Also allows the calculation of the mean A/AS level point score.

The TTA requires this information to distinguish between standard and non-standard entry undergraduate students.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
158	SCE Highers and CSYS	HIGHERS	2	Alphanumeric

STATUS Compulsory for undergraduate students entering through UCAS who are coded 40 'Any combination of GCE 'A'/SCE 'Higher' or GNVQ/GSVQ or NVQ/SVQ at level 3' in field 21, Highest qualification on entry.

Institutions are encouraged to provide this information for other full-time undergraduates in order to provide more complete statistical information for the sector.

TIMESCALE Required in the December and July data collections.

VALID ENTRIES
01   3 or more SCE 'Highers' with CSYS.
02   3 or more SCE 'Highers' only.
03   SCE 'Highers' with CSYS.
04   SCE 'Highers' only.
05   3 or more SCE 'Advanced Highers' with CSYS.
06   3 or more SCE 'Advanced Highers' only.
07   SCE 'Advanced Highers' with CSYS.
08   SCE 'Advanced Highers' only.
09   A combination of SCE 'Highers' & 'Advanced Highers'.
10   SCE 'Group award' (Advanced Higher).
11   SCE 'Group award' (Higher).
97   Combination of 1 or more of above.
98   No SCE 'Highers' or 'Advanced Highers' held.
99   Not known.

DESCRIPTION The number and type of SCE Highers held by the student.

NOTES This field need not be completed for continuing students from before the redevelopment of the Student Record for 1998/99 (i.e. with a COMDATE before 01/08/1998).

REASON REQUIRED To provide statutory customers with detailed information of the qualifications on entry of full-time undergraduates in order to derive trend analysis, provide specific information for ministers and to inform student number projections.

Field Nr.	Field Description	Field Abbrev'n	Field Length
159	Vocational qualifications at Level 3/Advanced Alphanumeric	VOCQUALS	2

STATUS Compulsory for undergraduate students entering through UCAS who are coded 40 'Any combination of GCE 'A'/SCE 'Higher' or GNVQ/GSVQ or NVQ/SVQ at level 3' in field 21, Highest qualification on entry.

Institutions are encouraged to provide this information for other full-time undergraduates in order to provide more complete statistical information for the sector.

TIMESCALE Required in the July data collection only.

VALID ENTRIES
01   NVQ/SVQ (level 3).
02   12 module Advanced GNVQ/GSVQ.
03   06 module Advanced GNVQ/GSVQ.
97   Combination of 1 or more of above.
98   None of the above.
99   Not known.

DESCRIPTION Vocational qualifications at level 3/Advanced held by the student.

NOTES Institutions are encouraged to code to at least the level of detail of distinguishing between codes 97 and 98.

This field need not be completed for continuing students from before the redevelopment of the Student Record for 1998/99 (i.e. with a COMDATE before 01/08/1998).

REASON REQUIRED To provide statutory customers with detailed information of the qualifications on entry of full-time undergraduates in order to derive trend analysis, provide specific information for ministers and to inform student number projections.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
160	A levels achieved in core subjects	ALEVSBJ	2	Alphanumeric

STATUS   **Optional** for all initial teaching training students coded 1, 6 or 7 in field 53, Teacher training course identifier, and coded 15 - 19 or 26 in field 54, ITT phase/scope, at institutions in England and Wales.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES

00	None.
01	Science.
02	Mathematics.
03	Science and Mathematics.
04	English.
05	Science and English.
06	Mathematics and English.
07	Science, Mathematics and English.
08	Welsh.
09	Science and Welsh.
10	Mathematics and Welsh.
11	Science, Mathematics and Welsh.
12	English and Welsh.
13	Science, English and Welsh.
14	Mathematics, English and Welsh.
15	Science, Mathematics, English and Welsh.

DESCRIPTION   This field records 'A' levels achieved in Science, Mathematics and English, and Welsh for institutions in Wales, for students following a primary ITT course.

NOTES   Binary coding allows institutions to sum the code values of each individual subject to determine the valid entries for combinations of subjects.

According to TTA definitions, 'A' levels in Chemistry, Physics and Biology only may be counted as 'Science'.

This field need not be completed for continuing students from before the redevelopment of the Student Record for 1998/99 (i.e. with a COMDATE before 01/08/1998).

REASON REQUIRED   Required by TTA to monitor the subjects held at 'A' level of primary level initial teacher training students.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
161	Outcome of ITT programme	OUTCOME	1	Alphanumeric

STATUS   Compulsory for all initial teacher training students coded 1, 6 or 7 in field 53, Teacher training course identifier, at institutions in England and Wales.

TIMESCALE   Required in the July data collection only.

VALID ENTRIES
1   Awarded QTS.
3   Are yet to complete the course.
4   Left the course before the end.
6   QTS withheld (standards met but not skills test standard).
7   QTS withheld (standards not met but skills test standard met).
8   QTS withheld (standards not met, including skills test standard not met).

DESCRIPTION   A description of the programme of study outcome for an initial teacher training student.

NOTES   Codes 2 and 5 are 'Not used'.

Codes 6, 7 and 8 'Standards met/not met' refers to the academic standards of the institution's ITT course, including the teaching practice element, which are monitored by the institution. 'Skills test' refers to the national skills tests in numeracy, literacy and information and communications technology (ICT) which are assessed externally via TTA.

Students who fail their teaching practice should be coded 7 or 8. Students who are awarded a degree or other qualification but not QTS should be coded 6, 7 or 8.

The TTA confirms that it is expected that students coded as 6, 7 or 8 who are subsequently awarded QTS should have this recorded in a subsequent return to HESA as an award from dormant status.

REASON REQUIRED Required by TTA and HEFCW to monitor the outcome of initial teacher training courses.

Field Nr.	Field Description	Field Abbrev'n	Field Length
162	National Board/UKCC nurse reference number Alphanumeric	NURSREF	8

STATUS　　　　　　Not compulsory.

TIMESCALE　　　　Required in the July data collection only.

VALID ENTRIES　　The National Board/UKCC number for a nursing student.

DESCRIPTION　　　An 8 character alphanumeric code allocated to the nursing student when they start the programme of study. The final character of the code is different for each nursing board, ensuring uniqueness.

REASON REQUIRED　To allow the possibility in the future of linking the HESA and National Nursing Boards records. This potential could mean that future data requests can be met by record linkage, rather than by increases to individual records.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
163	Additional identifier field	ADDID	30	Alphanumeric

STATUS   Not Used. Reserved field.

VALID ENTRIES   .

NOTES   Reserved field for potential extra identifier to monitor life long learning.

Although this field is not used to collect any information it must still be present in returns so that all fields remain in their relative positions.

In the case of ASCII Fixed Length returns the field should be padded with spaces to its entire length.

In the case of Comma Separated returns the field will be blank, i.e. the record will end with the comma that separates field 162/147, and this field.