

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
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 FE	SCOTVEC	9
6	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	Disability 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	Not used.	ALEVPTS	2
24	Not used.	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	RSNLEAVE	2
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	Module identifier 1	MODULE01	12		
86	Module identifier 2	MODULE02	12		
87	Module identifier 3	MODULE03	12		
88	Module identifier 4	MODULE04	12		
89	Module identifier 5	MODULE05	12		
90	Module identifier 6	MODULE06	12		
91	Module identifier 7	MODULE07	12		
92	Module identifier 8	MODULE08	12		
93	Module identifier 9	MODULE09	12		
94	Module identifier 10	MODULE10	12		
95	Module identifier 11	MODULE11	12		
96	Module identifier 12	MODULE12	12		
97	Module identifier 13	MODULE13	12		
98	Module identifier 14	MODULE14	12		
99	Module identifier 15	MODULE15	12		
100	Module identifier 16	MODULE16	12		
101	Module 1 proportion of teaching in Welsh	MODPW1	5		
102	Module 2 proportion of teaching in Welsh	MODPW2	5		
103	Module 3 proportion of teaching in Welsh	MODPW3	5		
104	Module 4 proportion of teaching in Welsh	MODPW4	5		
105	Module 5 proportion of teaching in Welsh	MODPW5	5		
106	Module 6 proportion of teaching in Welsh	MODPW6	5		
107	Module 7 proportion of teaching in Welsh	MODPW7	5		
108	Module 8 proportion of teaching in Welsh	MODPW8	5		
109	Module 9 proportion of teaching in Welsh	MODPW9	5		
110	Module 10 proportion of teaching in Welsh	MODPW10	5		
111	Module 11 proportion of teaching in Welsh	MODPW11	5		
112	Module 12 proportion of teaching in Welsh	MODPW12	5		
113	Module 13 proportion of teaching in Welsh	MODPW13	5		
114	Module 14 proportion of teaching in Welsh	MODPW14	5		

115	Module 15 proportion of teaching in Welsh	M	ODPW15	5
116	Module 16 proportion of teaching in Welsh	M	ODPW16	5
117	Module 1 result		MODRES01	1
118	Module 2 result		MODRES02	1
119	Module 3 result		MODRES03	1
120	Module 4 result		MODRES04	1
121	Module 5 result		MODRES05	1
122	Module 6 result		MODRES06	1
123	Module 7 result		MODRES07	1
124	Module 8 result		MODRES08	1
125	Module 9 result		MODRES09	1
126	Module 10 result		MODRES10	1
127	Module 11 result		MODRES11	1
128	Module 12 result		MODRES12	1
129	Module 13 result		MODRES13	1
130	Module 14 result		MODRES14	1
131	Module 15 result		MODRES15	1
132	Module 16 result		MODRES16	1
133	UCAS Number		UCASNUM	9
134	Institution's own identifier for student		OWNSTU	20
135	Institution's own programme of study identifier		OWNPSD	20
136	Student instance number		NUMHUS	20
137	Suspension of active studies		NOTACT	1
138	Type of programme year		TYPEYR	1
139	Level applicable to Funding Council HESES.	FUNDLEV		2
140	Completion of Year of programme of study.	FUNDCOM	P	1
141	Destination		DESTIN	2
142	Not used		ALEVELS	2
143	Not used		HIGHERS	2
144	Not used		VOCQUALS	2
145	Not used		ALEVSBJ	2
146	Outcome of ITT programme		OUTCOME	1
147	Not used		NURSREF	8
148	Additional identifier field		ADDID	30
149	University for Industry (UFI) place		UFIPLACE	1
150	Collaboration/Franchising		FRNCHACT	1
151	Institution's own campus identifier.		INSTCAMP	1
152	Socio-economic classification		SEC	1
153	Occupation code 2		SOC2000	4
154	Previous institution attended		PREVINST	8
155	Regulatory body for health and social care students		REGBODY	2
156	Regulatory body reference number		DHREGREF	8
157	Department of Health funding body		DHFUND	5
158	NHS employer		NHSEMP	5
159	Number of GCE AS		GCEASN	1
160	Tariff score for GCE AS		GCEASTS	3
161	Number of VCE AS		VCEASN	1
162	Tariff score for VCE AS		VCEASTS	3
163	Number of GCE A level		GCEAN	1
164	Tariff score for GCE A level		GCEATS	3
165	Number of VCE A level		VCEAN	1
166	Tariff score for VCE A level		VCEATS	3
167	Number of key skills qualification		KSQN	1
168	Tariff score for key skills qualification		KSQTS	3
169	Number of 1-unit key skills award		UKSAN	1
170	Tariff score for 1-unit key skills award		UKSATS	3
171	Number of Scottish Advanced Higher		SAHN	1
172	Tariff score for Scottish Advanced Higher		SAHTS	3

173	Number of Scottish Higher	SHN	1	
174	Tariff score for Scottish Higher	SHTS	3	
175	Number of Scottish Intermediate 2	SI2N	1	
176	Tariff score for Scottish Intermediate 2	SI2TS	3	
177	Number of Scottish Standard Grade Credit	SSGCN	1	
178	Tariff score for Scottish Standard Grade Credit		SSGCTS3	
179	Number of Scottish Core Skills	SCSN	1	
180	Tariff score for Scottish Core Skills	SCSTS	3	
181	Number of Advanced Extension Awards	AEAN	1	
182	Tariff score for Advanced Extension Awards	AENTS	3	
183	Total tariff score	TOTALTS	3	
184	Number of CACHE qualifications	CACHEN	1	
185	Tariff score for CACHE qualifications	CACHETS	3	
186	Number of BTEC National	BTECN	1	
187	Tariff score for BTEC National	BTECTS	3	
188	Tariff score for International Baccalaureate	IBTS	3	
189	Tariff score for Irish Leaving Certificate	ILCTS	3	
190	Tariff score for Music, Drama, Performing Arts		MDPATS	3
191	Guided learning hours	GLHRS	5	

◆ 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 July data collection only.

**VALID ENTRIES**

- 02011 Combined student/course record.
- 02012 Student record.
- 02013 Module record.
- 02014 Aggregate record of non-credit-bearing courses.
- 02016 First destination supplement.
- 02017 Trainee teacher information supplement (Scotland).
- 02018 Destinations of leavers from HE record.
- 02019 Not used.
- 02021 Staff individualised record.
- 02022 Staff aggregate record.
- 02023 New staff aggregate record.
- 02024 Not used.
- 02031 Finance statistics return.
- 02032 Not used.
- 02111 Students on low credit-bearing courses - English and Welsh institutions only (Combined record).
- 02112 Students on low credit-bearing courses - English and Welsh institutions only (Student record).
- 02113 Students on low credit-bearing courses - English and Welsh institutions only (Module record).
- 02211 Reduced FE record - English and Welsh institutions only (Combined record).
- 02212 Reduced FE record - English and Welsh institutions only (Student record).
- 02311 Visiting and exchange students (Combined record).
- 02312 Visiting and Exchange Students (Student Record).
- 02411 Dormant Students (Combined Record).
- 02412 Dormant Students (Student Record).
- 02612 Welsh for Adults (Student record).
- 02711 Students studying wholly overseas (LOCSDY = 7) Combined record.
- 02712 Students studying wholly overseas (LOCSDY = 7) 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. Details of reduced records are given in Appendix 9.

**REASON REQUIRED**

For HESA's operational purposes.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>	
2	HESA institution identifier	INSTID	4	Alphanumeric

**STATUS** Compulsory.

**TIMESCALE** Required in the July data collection only.

**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 July data collection only.

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

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

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

- A separate campus identifier should be used if a substantial number of students are studying on a campus at a substantial distance from where the main institution is based, such that it would be regarded as not being in the same city/town. Greater London can be treated as a single entity. This is to facilitate analysis of geographic patterns of study.
- A separate campus identifier should be used when a merger takes place, to identify any merged institutions as separate campuses if they fit the criteria specified.
- Campus identifiers can only be used where a student can be associated with a single site. It is recognised that because of the flexibility of study patterns adopted by some institutions, it will be impossible to say categorically that some students are assigned to a particular campus.
- Although this field is compulsory, in the majority of cases, it will default to the generic value 'A' indicating the entire institution.



- HEFCE expect separate campus identifiers for any part of the institution funded separately e.g. 0151 London University - Senate Institutes.

An institution which wishes separately to identify campuses may do so by using any alphanumeric character except for 'A' in field 3. Institutions which decide so to do are asked to inform Institutional Liaison at HESA, or email (liaison@hesa.ac.uk).

**REASON REQUIRED**

To provide separate figures for each campus.

To facilitate the derivation of geographic patterns of study.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
4	Student identifier	HUSID	13	Numeric

**STATUS** Compulsory.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** A 13 digit numeric 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 s/he may attend. The objective is that the use of this number will facilitate 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. For students entering through UCAS this information will be available from UCAS via a new transaction (\*J). Other entrants to institutions will be allocated a student identifier by the institution.

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, the HUSID look-up service (HLS) should be used to determine any previously allocated HUSID.

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. Institutions are NOT expected to seek student identifiers from previous institutions.

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.

Linkage between different years of a student on a programme of study will be through the HIN, a combination of field 4, Student identifier, and field 2, Institution identifier, and field 151/136, Student instance number (HUSID + INSTID + NUMHUS or HIN). Appendix 11 provides further guidance on the importance of maintaining the HIN link across years.

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 0s .

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.

#### **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.

### 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 collects the Scottish candidate number for all Scottish domiciled new entrants. Institutions in Scotland will need to collect this information for direct entrants of Scottish domicile.

For students entering through UCAS this information will be available from UCAS via a new transaction (\*J).

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 July data collection only.

**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 LSC or ELWa.

**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 LSC or ELWa (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 LSC or ELWa for HESA's operational purposes in selecting data for LSC or ELWa.



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

**STATUS** Compulsory.

**TIMESCALE** Required in the July data collection only.

**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.

For students entering through UCAS this information will be available from UCAS via a new transaction (\*J).

HESA does not currently pass on this data item to any third party except to SHEFC for students in Scottish institutions.

**REASON REQUIRED** Required for HESA's operational purposes.

SHEFC receive names to be used for record linkage in pursuance of their statutory function.

The statutory data users receive phonetically - encoded (Soundex) version of the name which is used for record linkage.

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

**STATUS** Compulsory.

**TIMESCALE** Required in the July data collection only.

**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.

For students entering through UCAS this information will be available from UCAS via a new transaction (\*J).

HESA does not currently pass on this data item to any third party except to SHEFC for students in Scottish institutions.

**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.

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

**STATUS** Compulsory.

**TIMESCALE** Required in the July data collection only.

**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.

For students entering through UCAS this information will be available from UCAS via a new transaction (\*J).

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

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>	
11	Gender	GENDER	1	Alphanumeric

**STATUS** Compulsory.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** F Female.  
M Male.

**DESCRIPTION** This field identifies the gender of the student.

**NOTES** Consistent with UCAS usage.

For students entering through UCAS this information will be available from UCAS via a new transaction (\*J).

**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 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** 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.  
  
For students entering through UCAS this information will be available from UCAS via a new transaction (\*J).  
  
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.

**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** For students entering through UCAS this information will be available from UCAS via a new transaction (\*J).  
  
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.  
  
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.  
  
Responsibility for revision of the codes appearing in Appendix 4 lies with the Foreign and Commonwealth Office (FCO) and takes place at regular, although not annual intervals.

**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 July data collection only.

**VALID ENTRIES**

- 10 White (Code only available if COMDATE before 01/08/2001).
- 11 White - British.
- 12 White - Irish.
- 13 White Scottish.
- 14 Irish Traveller.
- 19 Other White background.
- 21 Black or Black British - Caribbean.
- 22 Black or Black British - African.
- 29 Other Black background.
- 31 Asian or Asian British - Indian.
- 32 Asian or Asian British - Pakistani.
- 33 Asian or Asian British - Bangladeshi.
- 34 Chinese.
- 39 Other Asian background.
- 41 Mixed - White and Black Caribbean.
- 42 Mixed - White and Black African.
- 43 Mixed - White and Asian.
- 49 Other Mixed background.
- 80 Other Ethnic background.
- 90 Not known.
- 98 Information refused.

**DESCRIPTION** This field identifies the 'ethnic origin' of students.

**NOTES** It is HESA's intention to adopt national classifications where they exist and are appropriate. The proposal to introduce Census 2001 ethnicity coding in the student record is an example of this practice.

However, in this instance, there is no coding structure for ethnicity that is applicable throughout the UK, as variations to the Census 2001 ethnicity coding were adopted in both Scotland and Northern Ireland. To accommodate requirements for institutions in these regions to report locally to their devolved administrations, the coding frame has been revised. As a consequence, no institution will recognize this hybrid-coding list as the same as the Census codes used in their area. However, sector data will thus be available for comparison in the UK at the census output



level.

There are two specific additional categories: code 13 'White - Scottish' and code 14 'Irish Traveller', which need only be used by institutions in Scotland and Northern Ireland respectively. In addition, institutions in Scotland and Northern Ireland do not need to code the detail for those from mixed ethnic backgrounds. Institutions in Scotland and Northern Ireland can code all such students as 49 - 'Other Mixed background'.

Code 10 'White' is not a category recognised in the 2001 Census, but continues to be available for use by continuing students, i.e. those with a COMDATE before 1 August 2001.

Students with a COMDATE before 1 August 2001 should not be re-coded. For these students the expectation is that the old coding frame has been returned and all analysis will be made using a mapping based on that assumption.

For students entering through UCAS this information will be available from UCAS via a new transaction (\*J).

The codes used in this field follow those adopted by UCAS, except for code 34. For 2001/02 onwards UCAS code 34 'Asian and Asian British - Chinese' will be accepted in validation by HESA and grouped with HESA code 34 'Chinese'.

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

HESA is aware that, under the Race Relations Amendment Act (RRAA) 2000, institutions are required to monitor the ethnicity of all students i.e. those both home and overseas domiciled. In 2002/03 the status of Field 14 Ethnicity will remain 'Compulsory for home-domiciled students'. Home domiciled, for the purposes of this field, include those domiciled in England, Scotland, Wales, Northern Ireland, the Channel Islands and the Isle of Man. However, institutions are encouraged, as they develop their internal monitoring arrangements, to include in the HESA record, where possible, data on the ethnicity of overseas domiciled students. In future, this may be through use of field 13 Nationality.

**REASON REQUIRED**

For monitoring levels and trends in participation in HE by

particular groups of people.

Ethnicity information is key in the monitoring and evaluation of widening participation policies.

The adoption of such a national classification allows for comparability of sector data with that from other areas of the economy.

Field Nr.	Field Description	Field Abbrev'n	Field Length
15	Disability 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.

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

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

To support the allocation for disabled students by HEFCW.

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

**STATUS** Compulsory.

**TIMESCALE** Required in the July data collection only.

**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. For students entering through UCAS this information will be available from UCAS via a new transaction (\*J).

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 LSC, i.e. shown as code 1 or 3 in field 6, FE student marker.

**TIMESCALE** Required in the July data collection only.

**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 LSC.

**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 updated by LSC annually. In this case, a replacement page will be issued.

**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** Not used.

**VALID ENTRIES** .

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

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

In the case of 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	
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 169, Previous institutions 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.

For students entering through UCAS this information will be available from UCAS via a new transaction (\*J).

**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.



<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>	
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 July data collection only.

**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.
- 31 Foundation Degree.
- 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.
- 44 Access course (QAA recognised).
- 45 Access course (not QAA recognised).
- 47 Baccalaureate.
- 48 ACCESS course (Code only available if COMDATE before 01/08/2002).
- 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**

For students entering through UCAS this information will be available from UCAS via a new transaction (\*J).

Code 99 'Not known' should not be used as a standard default. 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 been retained, however, in case such qualifications are developed in future. Institutions should not currently use codes 14 and 26.

Code 31 Foundation Degree covers those programmes which HEIs are running as Foundation Degrees which are consistent with the 'Statement of Design Principles' for Foundation Degrees issued by UUK and SCOP.

Further guidance for codes

- 44 Access course validated by QAA
- 45 Access course not validated by QAA

A recognised Access to HE course is one listed under the DfES's List of Access Courses Preparing Students for Entry to Courses of Higher Education. To qualify for inclusion on the list, an Access course must be validated by an Authorised Validating Agency which has been licensed for the purpose by the Quality Assurance Agency for Higher

Education (QAA), under the terms of the QAA Recognition Scheme for Access to Higher Education in England, Wales and Northern Ireland. This list is available in hard copy from the DfES and is also recorded on the UCAS Access Courses Database (<http://www.ucas.ac.uk/access/>). Access courses at institutions in Scotland can only be coded 45 'Access course not validated'.

Code 48 'Access Course' cannot be used for any students with COMDATE after 31 July 2002.

**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.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>	
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	Not used.	ALEVPTS	2	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 correct 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.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>	
24	Not used.	HIGHPTS	2	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 correct 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.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
25	Occupation code	OCCCODE	4 Numeric
<b>STATUS</b>	Compulsory for undergraduate students entering through UCAS with a UCAS number year identifier less than 02.		
<b>TIMESCALE</b>	Required in the July data collection only.		
<b>VALID ENTRIES</b>	A list of valid entries for this field may be found in Appendix 8.		
<b>DESCRIPTION</b>	<p>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.</p> <p>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.</p>		
<b>NOTES</b>	<p>This field relates to the student on entry to the programme of study. Institutions will have this information sent via a new transaction (*J) from UCAS for students entering through UCAS, including deferred entrants.</p> <p>UCAS codes 0000 'Not stated', 0007 'Retired', 0008 'Unemployed' and 0009 'Not known' will be accepted as valid entries.</p> <p>Continuing students from before the re-development of the Student Record for 1998/99 (i.e. field 26, Date of commencement of programme, 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".</p> <p>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.</p> <p>The new SOC 2000 standard occupational code classification is being introduced with the 2001 Census. The new SOC is 4 characters. Students entering through UCAS from 2002/03 will have an associated SOC 2000 code, as well as a single character code indicating the new Social Class based on SOC 2000. For students entering through UCAS this information will be available from UCAS via a new</p>		



transaction (\*J). These will be recorded in new fields 167/152, Socio-economic classification and 168/153, Occupation code 2.

Field 25, Occupation code, should continue to be used for entrants coded by UCAS prior to 2002 only, i.e. those with a UCAS number year identifier less than 02.

**REASON REQUIRED**

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

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 July data collection only.

**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 (e.g. fields 19,21,27,148/133,169/154 - 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 19,21,27,148/133,169/154).

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, s/he 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 enrolls 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 July data collection only.

**VALID ENTRIES**

- 1 This is the student's first year on this programme of study and s/he has not previously taken any HE course in the UK.
- 4 This is the student's first year on this programme of study and s/he 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 s/he 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** Institutions should request new entrant to HE information directly from students during the enrolment/registration process, and not infer it from field 21, Highest qualification on entry. The DfES are keen to encourage capture of this information directly rather than by inference, and so have offered the following further guidance to reinforce this requirement.

Institutions should ask students a direct question along the lines of: "Have you ever started a higher education course (i.e. above A level or equivalent) in the UK before?"

The outcome of any previous HE study is not relevant to this particular field. This field is very important to the DfES because it is used to identify "initial entrants" and it helps to inform the monitoring of progress towards the Government's HE participation targets.

What is important 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 above 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	Alphanumeric

**STATUS** Compulsory.

**TIMESCALE** Required in the July data collection only.

**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.
- 7 Outgoing ERASMUS/SOCRATES student.
- 8 Incoming SOCRATES/LEONARDO/ERASMUS student - Free mover.
- 9 Not applicable.
- A Fast-track (ITT).
- B New Technology Institute (NTI).

**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 3,4,5,6 or 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.

Code B New Technology Institute applies only to those HEIs in England.

NTI students are those learners studying full-time or part-time at level 3 or 4 within a variety of curriculum areas associated with the local NTI (New Technology Institute) initiative. These students are also enrolled with the higher education institution and simultaneously registered with a new technology institute.

Code 7 'Outgoing ERASMUS student' allows exchange-out students under the ERASMUS/SOCRATES programmes to be unambiguously identified. Therefore all outgoing ERASMUS/SOCRATES students, whether for part or all of a year, should be coded as 7. Students who are outgoing for the whole year will be separately identified using code 03 in field 67, Fee band.

**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 in 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 DfES QTS number allocated to each student prior to course completion. This is a seven digit number the first two digits are the year of issue (e.g. 02 or 03) and the remaining five digits will be in the range 35000 to 79000. The number is prefixed with 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 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 other sources, for example the Teacher Flow and the School Census returns in Scotland.

The QTS number allows linkage between the teacher

records held by the DfES, 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 July data collection only.

**VALID ENTRIES** A number in the range 01 - 39.

**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, i.e. 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 = 02.

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 19,21,26,27,148/133,169/154 - 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 19,21,26,27,148/133,169/154).

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, s/he 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' 3s. 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 enrolls 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		RSNLEAVE
	2	Numeric	

**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.
- 12 Redundant HIN.
- 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** The purpose of the new code 12 'Redundant HIN' in field 33 is to allow the record to be 'tidied-up', to improve its potential for linking and tracking. This code should be used in any cases where institutions have incorrectly returned more than one HIN for a student. In these cases, institutions will not be required to give a date left in field 35, Date left institution or completed the programme of study.

Code 12 'Redundant HIN' is currently not available.

Institutions should only complete this field where they are completing a student instance, guidance on when a new student instance is required is given in field 151/136, Student instance number. Normally where a student progresses from one course directly onto another at the same level (e.g. HND to Degree, MPhil to PhD) a new student instance

is not required and hence field 33, Reason for leaving institution/completing programme, would not be completed although field 37, Qualification obtained 1, and field 38 Qualification obtained 2, may be.

Field 33 code 98 'Completion of course - result unknown' implies that there will be further returns for the student - through a dormant record for example - 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 leave 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 LSC or ELWa, 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		DATELEFT
10		Date/Alphanumeric	

**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** 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 LSC or ELWa, 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 LSC 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.
- 15 Post Registration health and social care courses.
- 18 First degree leading towards obtaining eligibility to register to practice with a Health or Social Care or Veterinary statutory regulatory body.
- 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.
- 33 Diploma in HE leading towards obtaining eligibility to

- register to practice with a Health or Social Care regulatory body.
- 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.
  - 63 Non-accredited and non-approved HE qualification.
  - 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.
  - 79 Access course (QAA recognised).
  - 80 Access course (not QAA recognised).
  - 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**

Courses coded 15 which lead to a qualification to teach

nursing, midwifery or health visiting courses should be coded 2 in field 53, Teacher training course identifier.

All students currently coded 19 in this field should be recoded to 18. In addition those students currently coded 21 'First Degree' whose degrees give eligibility to register with a Health or Social Care regulatory body should also be recoded to 18.

By the end of 2003 the QCA will have completed its process of accrediting external awarding bodies (i.e. awarding bodies other than HEIs). It is important that qualifications made by external awarding bodies are distinguished between those with and those without QCA recognition.

After that date, the HEFCE will only fund courses leading to qualifications made by external awarding bodies if they have received the appropriate QCA accreditation, or if the continued funding has been approved as part of transition arrangements. Code 63 should be used for courses that have neither QCA accreditation, nor such approval.

A recognised Access to HE course is one listed under the DfES's List of Access Courses Preparing Students for Entry to Courses of Higher Education. To qualify for inclusion on the list, an Access course must be validated by an Authorised Validating Agency that has been licensed for the purpose by the Quality Assurance Agency for Higher Education (QAA), under the terms of the QAA Recognition Scheme for Access to Higher Education in England, Wales and Northern Ireland. This list is available in hard copy from the DfES and is also recorded on the UCAS Access Courses Database (<http://www.ucas.ac.uk/access/>). QAA does not validate any Access courses at institutions in Scotland.

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 2002 and 31

July 2003 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.

Code 63 will only be available for use from 2003/04.

Code 19 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 aggregates codes 07, 08, 10 and 11 as "unclassified".

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 from the educational experience.

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

**STATUS** Compulsory.

**TIMESCALE** Required in the July data collection only.

**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, 44 and 45 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.

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 fields 43, 44 and 45 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 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.
- 15 Post Registration health and social care courses.
- 18 First degree leading towards obtaining eligibility to register to practice with a Health or Social Care or Veterinary statutory regulatory body.
- 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.
- 32 Other undergraduate diplomas and certificates.
- 33 Diploma in HE leading towards obtaining eligibility to register to practice with a Health or Social Care regulatory body.
- 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.
- 63 Non-accredited and non-approved HE qualification.
- 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.
- 79 Access course (QAA recognised).
- 80 Access course (not QAA recognised).
- 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 their 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

Code 15 'Post Registration health and social care courses' will be interpreted by HESA as other undergraduate and should be for health and social care students undertaking continuing professional updating modules. Health and social care students studying for postgraduate qualifications should be coded to the appropriate code in this field and not to code 15. For example, a health and social care studying for a PhD should be coded 02 or 03 as appropriate, rather than 15.

Courses coded 15 which lead to a qualification to teach nursing, midwifery or health visiting courses should be coded 2 in field 53, Teacher training course identifier.

All students currently coded 19 in this field should be recoded to 18. In addition those students currently coded 21 'First Degree' whose degrees give eligibility to register with a Health or Social Care regulatory body should also be recoded to 18.

By the end of 2003 the QCA will have completed its process of accrediting external awarding bodies (i.e. awarding bodies other than HEIs). It is important that qualifications made by external awarding bodies are distinguished between those with and those without QCA recognition.

After that date, the HEFCE will only fund courses leading to qualifications made by external awarding bodies if they have received the appropriate QCA accreditation, or if the continued funding has been approved as part of transition arrangements. Code 63 should be used for courses that have neither QCA accreditation, nor such approval.

A recognised Access to HE course is one listed under the DfES's List of Access Courses Preparing Students for Entry to Courses of Higher Education. To qualify for inclusion on the list, an Access course must be validated by an Authorised Validating Agency that has been licensed for the purpose by the Quality Assurance Agency for Higher Education (QAA), under the terms of the QAA Recognition Scheme for Access to Higher Education in England, Wales and Northern Ireland. This list is available in hard copy from the DfES and is also recorded on the UCAS Access Courses Database (<http://www.ucas.ac.uk/access/>). QAA does not validate any Access courses at institutions in Scotland.

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 18 'First degree leading towards obtaining eligibility to register to practice with a Health or Social Care or Veterinary statutory regulatory body.' will be used in combination with the subject code or codes to identify those degrees which lead to eligibility to register to practice with a Health or Social Care or Veterinary statutory regulatory body.

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 issued by UUK 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 the LSC or ELWa (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 provided a valid learning aims database reference is given in Field 42 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 at HE level' is 'Not used'. If the foundation course is not integrated into another qualification, then the course is at FE level. Code 77 'Foundation course at FE level' should be returned in field 41, General qualification aim of student. If the foundation course or year is integrated into another qualification e.g. a first degree, code 21 'First degree' should be returned in field 41, General qualification aim of student.

Foundation courses below HE level should be coded 77 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 63 will only be available for use from 2003/04.

Codes 19 and 31 are 'Not used'.

The HESA record for a student studying for a Foundation Degree bridging course should indicate this in field 52, Special programmes, for each academic year during which they are active for the bridging course. The FTE recorded in field 74, Student FTE, should be increased to reflect the additional FTE of the bridging course. Where the bridging course spans two academic years, the first of these academic years should be returned as 'non-standard' in field 153/138, Type of programme year. Where a student is only active for the bridging course during the academic year, they should return field 41, General qualification aim of student, with entry 61, 'Institutional undergraduate credit which may be counted towards qualifications within codes 01 to 52' (i.e. when a student withdraws during or following completion of the course, or where they transfer in from another institution prior to commencing the course). In comparing HESA data to HESES, HEFCE will use the above information to generate two countable years for such students.

**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

<b>STATUS</b>	Compulsory for all students at English or Welsh institutions who are following programmes of study at FE level or funded by LSC or (i.e. shown as code 1, 3 or 4 in field 6, FE student marker.)
<b>TIMESCALE</b>	Required in the July data collection only.
<b>VALID ENTRIES</b>	This should be the current LSC/ ELWa Qualification Aims Database code. In case of difficulty, please refer to LSC or ELWa.
<b>DESCRIPTION</b>	The code corresponding to the qualification aim as listed on the LSC/ELWa Qualifications database.
<b>NOTES</b>	<p>For internally validated courses not funded by LSC or ELWa, institutions can use the ILR non-specific code of '66666666' to identify these courses in field 42, FE general qualification aim of student.</p> <p>For HE level students funded by LSC or ELWa (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 of qualification aim, must all be completed.</p> <p>If a generic code is used within Field 42, FE General qualification aim of student, then ELWa requires institutions to also complete Field 43, Subject(s) of qualification aim, in order to give detail of the subject area of the qualification.</p>
<b>REASON REQUIRED</b>	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 July data collection only.

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

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

The Subject(s) of qualification aim (fields 43 to 45) are 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.

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.

**NOTES** The Joint Academic Coding of Subjects (JACS) coding frame introduced in 2002/03, replaces HESACODE. This provides for all subjects to be coded according to a common, truly hierarchical, four-character subject code. From 2002/03, the first year of its introduction, JACS will be used substantially in subject representation across the sector, including for provision of quality assurance information.

As a result of the joint UCAS/HESA Subject Code Harmonisation Project, it is intended that at the subject or module level all subjects should be classified within the JACS hierarchical academic subject structure. Therefore the use of JACS codes will be compulsory in completion of Fields in the range 101 - 146 in the HESA Combined Student Record, and Fields 13 and 16 in the HESA Module Record. The generic codes that consist of a subject group and letter and Y000 which can be used in Fields 43 - 46 Subject of



qualification aim to describe a truly interdisciplinary programme, cannot be used in Fields in the range 101 - 146 in the HESA Combined Student Record, and Fields 13 and 16 in the HESA Module Record.

The introduction of the new subject codes will therefore result in institutions returning individual codes in Fields 43-46, with 4 characters of JACS code in each of Fields 43, 44 and 45, as appropriate, and a balance indicator, if relevant, in Field 46. (Note that it will be necessary to left-justify, as the existing field 43, Subject(s) of qualification aim, is 6 characters in length).

The JACS coding frame will also be used for the combined record fields 101-146 Subject area of study, and module fields 13/16, Subject area of study.

For students entering through UCAS this information will be available from UCAS via a new transaction (\*J).

Continuing students (COMDATE before 01/08/2002) will have to be re-coded using the new subject categories; a mapping is available on the HESA WWW page at <http://www.hesa.ac.uk/jacs/letter.htm> Where students are coded using codes in the B group or C8 or L5 groups and are DH funded (field 64, Major source of funding, coded 31, Departments of Health/NHS/Health Authorities), the Department of Health requires that students be coded to the full four digits of JACS where these exist or to three digits otherwise.

The TTA have confirmed a policy change to HESA, which will affect coding in these fields for Primary ITT students. Ministerial approval has been received for removal of the requirement for all trainees to study a primary specialism. This will take effect from 1 September 2002, so is relevant from the 02/03 reporting year, and will mean that trainees beginning a new primary course will not have to have a primary specialism, although those on an existing course will need to continue with their specialism.

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 the LSC or ELWa (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 the LSC 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 JACS codes are appropriate for ITT programmes. 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 JACS. Further details are given below.

### **Primary ITT Programmes (i.e. code 15,16,17,18, 19, 51, 52 or 53 in field 54)**

Revised Standards for Qualified Teacher Status and revised Requirements for Initial Teacher Training take effect from September 2002. The new standards can be viewed on the TTA web site at:  
<http://www.canteach.gov.uk/community/standards/index.htm>

The Teacher Training Agency has published a handbook of guidance and support which is available on the TTA web site at:-  
<http://www.canteach.gov.uk/community/itt/requirements/index.htm>

The requirement on primary programmes to train students in at least one specialism is no longer compulsory.

Students commencing programmes of study after 01 September 2002 who choose not to study a primary specialism should use code X120 in this field and leave fields 44, 45 and 46 blank.

Where trainees continue to study a primary specialism, a valid JACS code should be used in this field as follows:

Subject JACS code

Art W900

Design and Technology W200

English Q300

Geography L700

History V100

Information and Communications Technology G500

Mathematics G100

Music W300

Physical Education C600

Religious Education V600

Science( Biology, Chemistry, Physics) C100,F100,F300

French R100

Advanced Study of Early Years X900

Drama W400

Dance W500

Citizenship L230

PHSE L390

No primary specialism X120 (code available for students commencing programme of study after 01 September 2002 only)

Where the specialism is not restricted to a subject e.g. humanities, JACS code Y000 may be used in this field.

Where a primary specialism is being studied institutions **must** enter the code of the main specialism field 43.

If a second specialism is offered, institutions should record this in field 44.

**Secondary ITT Programmes and ITT Programmes Covering the 7-14 Age Range (i.e. code 24,25, 26, 54, 55, 56 or 57 in field 54)**

All programmes must train students in at least one specialism. It is essential that this specialism corresponds to the target from which the TTA has allocated numbers.

Some Programmes will train students to teach additional

specialisms.

**For the specialisms:**

The table below sets out the list of subjects appropriate to secondary ITT programmes with corresponding JACS codes.

Subject JACS code  
Art W900  
Design and Technology W200  
English Q300  
Drama W400  
Geography L700  
History V100  
Information and Communications Technology G500  
Mathematics G100  
Modern Foreign Languages French R100  
German R200  
Italian R300  
Russian R700  
Spanish R400  
Welsh Q560  
Other Modern Languages R900  
Music W300  
Business Studies N100  
Economics L100  
Social Sciences/Social Studies L900  
Classics Q800  
Physical Education C600  
Religious Education V600  
Biology C100  
Chemistry F100  
Physics F300  
Combined/General Sciences C000 F000 Balance indicator  
1  
Citizenship L230

If a second specialism is offered, institutions should record this in field 44 .

Similarly, if a third specialism is offered, institutions should record this in field 45 .

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

**EXAMPLE**

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

**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.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>	
44	Subject of qualification aim 2	SBJQA2	4	Alphanumeric

<b>STATUS</b>	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).
<b>TIMESCALE</b>	Required in the July data collection only.
<b>VALID ENTRIES</b>	Please refer to the JACS classification of academic subjects.
<b>DESCRIPTION</b>	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.
<b>REASON REQUIRED</b>	See reasons for field 43, Subject of qualification aim.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>	
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 July data collection only.

**VALID ENTRIES** Please refer to the JACS 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 of qualification aim.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
46	Proportion indicator	SJBID	1 Alphanumeric

**STATUS** Compulsory if Field 44, 'Subject of qualification aim 2' is completed and Field 45 'Subject of qualification aim 3' is blank.

**TIMESCALE** Required in the July data collection only.

**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 QCA.  
 4005 SQA.  
 4006 Other.  
 4007 Edexcel.

**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 fields 43, 44 and 45 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 Association of Chartered Certified Accountants (ACCA), the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Chartered Institute of Personnel and Development (CIPD).

4004 QCA includes OCR (Oxford and Cambridge and RSA) Examinations qualifications.

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	SLENGTH	2	Numeric

**STATUS** Compulsory.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** A number in the range 01 to 99.

**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 or the study programme is self-paced with an indefinite length should this field be coded 99.

Validation will ensure that if this field is coded 99, then field 50, Unit of length must be coded 9.

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 July data collection only.

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

**STATUS** Compulsory.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES**

- 01 Not a special programme.
- 07 AIRS.
- 08 Programme includes intensive short HND/Foundation Degree to Degree bridging course.

**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'.

CVE, ACCESS and SLDD programmes should be coded 01 'Not a special programme' in field 52, Special programmes.

The Glossary gives full titles for these acronyms.

Scottish Continuing Professional Development courses will be separately identified using code 3 in field 65, Fundability code. Continuing Professional Development courses should be coded 01, 'Not a special programme' in this field.

Codes 02 to 05 and 09 become 'Not used'. For the purposes of field 52, Special programmes, special programmes are either AIRS or bridging courses.

Where a student is studying a foundation degree bridging course the FTE recorded in field 74, Student FTE, should be increased to reflect this. Where the bridging course spans academic years the load should all be returned in the second academic year, this may differ from the method used for other non-standard academic years. Institutions should also indicate in field 52 Special Programme that the student has studied a foundation degree bridging course in the year in which the FTE is increased. It may be that the inclusion of a foundation degree bridging course means that the year of programme of study becomes non-standard. However, where the year would otherwise have been recorded as a standard academic year the year should still be recorded as such.

Example

A student completes a foundation degree in June 2003 and then undertakes a bridging course from July to September and then joins the final year of a degree which they complete in June 2004.

Field	July 2003	July 2004
QUALAIM	28	21
STULOAD	100.0	130.0
TYPEYR	1	1
SPPRG	N/A	08

Where a student only studies a bridging course in the academic year they should return field 41, General qualification aim of a student, with a value of 61, 'Institutional undergraduate credit which may be counted towards qualifications within codes 01 to 52' (that is, when a student withdraws during or following completion of the course, or where they transfer in from another institution before starting the course). Where a student undertakes a foundation degree and bridging course in the same academic year field 153/138, Completion of year of programme of study, should reflect whether the student completed the foundation degree and will therefore usually be returned with a value of 1. Similarly where the student progresses to a degree after completion of the bridging course field 153/138, Completion of year of programme of study should reflect the completion status of the degree.

**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 July data collection only.

**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 flexible provision (ITT) - student concurrently employed.
- 7 TTA funded flexible 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, BEd, 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.

TTA advise that employment status in codes 6 and 7 does not have to be teaching related.

Code 7 should be used for those students on TTA funded flexible provision (ITT) where it is not known 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 flexible 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 July data collection only.

**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.
- 51 Foundation Stage and KS1 (age ranges 3 - 8).
- 52 Foundation Stage, KS1 and KS2 (age ranges 3 - 11).
- 53 KS1 and KS2 (age ranges 5 - 11).
- 54 KS2 and KS3 (age ranges 7 - 14).
- 55 KS3 and KS4 (age ranges 11 - 16).
- 56 KS3, KS4 and post-16 (age ranges 11 - 18).
- 57 KS4 and post-16 (age ranges 14 - 19).

**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 15 - 26 and 51- 57 should be used.

Codes 15 - 26 can only be used for continuing students with a COMDATE before 1 August 2002.

Codes 51 - 57 can only be used for new entrant in 2002/03 and with a COMDATE after 31 July 2002.

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

**REASON REQUIRED** For teacher training policy purposes.

To identify the age ranges covered by the ITT course.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
55	Bilingual ITT marker	BITTM	1 Numeric
<b>STATUS</b>	Compulsory for institutions in Wales, Scotland or Northern Ireland where field 53 'Teacher training course identifier' is coded 1 or 2.		
<b>TIMESCALE</b>	Required in the July data collection only.		
<b>VALID ENTRIES</b>	<p>0 Course does not lead to a formal certificate of bilingual* education nor is it designed to enable students to teach bilingually.</p> <p>1 Course does not lead to a formal certificate in bilingual* education but is designed to enable students to teach bilingually.</p> <p>2 Course leads to a formal certificate of bilingual* education.</p>		
<b>DESCRIPTION</b>	The Bilingual ITT marker is a one digit field giving details about the study programme.		
<b>NOTES</b>	<p>* In this context,</p> <p>Bilingual means English/Welsh for institutions in Wales.</p> <p>Bilingual means English/Gaelic for institutions in Scotland.</p> <p>Bilingual means English/Gaelic for institutions in Northern Ireland.</p> <p>For further guidance on the completion of this field please refer to HEFCW/SE/DELNI.</p> <p>This field should be left blank for all English institutions.</p>		
<b>REASON REQUIRED</b>	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.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>	
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 institutions in Scotland.

**REASON REQUIRED** For monitoring of teacher training input.

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 students who 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	2TQGSUB2	3	Numeric
63	Teaching qualification gained subject 3	3TQGSUB3	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 institutions in Scotland.

**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 July data collection only.

**VALID ENTRIES**

- 01 HEFCE.
- 02 HEFCW.
- 03 SHEFC.
- 04 DELNI.
- 05 LSC.
- 06 FEFCW.
- 07 TTA.
- 11 LEA.
- 12 DfES.
- 13 National Assembly for Wales (NAW).
- 14 Scottish Executive (SE).
- 15 Scottish Executive Environment and Rural Affairs Department (SEERAD).
- 16 Department of Agriculture and Rural Development for Northern Ireland (DARD).
- 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 Board (AHRB).
- 29 Research Council - not specified.
- 31 Departments of Health/NHS/Social Care.
- 32 Departments of Social Services.
- 33 Departments of Employment.
- 34 Other HM government departments.
- 35 Armed forces.
- 36 Scottish Enterprise Network/Local Enterprise Companies (LECs)/Highland and 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 Foundation Modern Apprenticeship (formerly known as 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 DELNI 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 03.

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.

**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 July data collection only.

**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 DELNI. 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/DELNI to the Department of Health.

To identify clearly for HEFCE and DELNI 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	FEELIG	1	Alphanumeric

**STATUS** Compulsory.

**TIMESCALE** Required in the July data collection only.

**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** For students entering through UCAS this information will be available from UCAS via a new transaction (\*J). Note however that this should be overwritten once the institution has decided fee status.

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.
- 03 Prescribed undergraduate fee, zero 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, Wales 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'.

Code 41 'Postgraduate' should be used if the fees for the year are at the standard rate paid by the research councils. Code 42 'Half postgraduate fee' should be used if



the fees are half this amount. In 2002-03 the standard fees paid by research councils are £2,870, the level of these fees changes annually. Institutions are informed of the current fees each year by the funding bodies. Code 99 should be used when some other arbitrary amount is charged.

Code 03 'Prescribed undergraduate fee, zero fee' allows for further consistency in the coding of ERASMUS/SOCRATES students. Whole year outgoing ERASMUS/SOCRATES students will be identified using field 28, Special students, code 7 'Outgoing ERASMUS/SOCRATES student' and field 67, Fee band, code 03, 'Prescribed undergraduate fee, zero fee'.

**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 July data collection only.

**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 DfES).
- 03 Paid in full by Student Awards Agency for Scotland (SAAS).
- 04 Paid in full by DELNI/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 Board (AHRB).
- 19 Research Council - not specified.
- 21 Charitable foundation.
- 22 International agency.
- 31 Departments of Health/NHS/Social Care.
- 32 Departments of Social Services.
- 33 DfES.
- 34 Other HM government departments/public bodies.
- 35 Scholarship of HM forces.
- 36 Scottish Enterprise Network/Highlands & Islands Enterprise/Local Enterprise Companies (LECs).
- 37 LEA training grants scheme.
- 38 Department of Agriculture & Rural Development for

- Northern Ireland (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 DELNI/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 assessed by an LEA/SAAS/DELNI/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/NHS/Social Care'.

Any student whose fees are directly paid by NAW 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.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>	
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 July data collection only.

**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 registration population 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 a reporting period to students not active in the reporting period should include a record for these students in the reporting period 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.

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 LSC or ELWa.

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 LSC or ELWa. In all other cases whether institutions in England, Wales or Northern Ireland use of 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.

**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 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 July data collection only.

**VALID ENTRIES**

- 6 Distance Learning - UK based student.
- 7 Student studying for the whole of their programme of study (to date) outside of the UK.
- 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.
- D On industrial placement for the year as a whole.
- E On industrial placement for a proportion of the year.
- F On study year abroad for the year as a whole.
- G On study year abroad for a proportion of the year.
- X At returning and/or franchised institution for whole year.

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

**NOTES** Institutions are now strongly encouraged to return any student studying for the whole of their programme of study outside the UK. These students should be identified using code 7 'Student studying for the whole of their programme of study (to date) outside of the UK' in this field. A reduced return has been introduced in order to increase coverage of the record to include these students. The status of this request for information is that it is not currently a condition of funding, except where the students are funded by the relevant funding council.

As codes 1 - 5 and 8 have become 'Not used', continuing students will have to be re-coded using new field 165/150, Collaboration/Franchising, and field 71, Location of study.

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.

Code E, 'On industrial placement for a proportion of the

year' should be used where the student undertakes a full-time placement lasting for at least 10 weeks. Where a student undertakes a placement on a part-time basis this should only be included if, when summed, it is equivalent to 10 weeks full-time work.

Where both code E 'On industrial placement for a proportion of the year' and code G 'On study year abroad for a proportion of the year' apply in the same academic year, code E 'On industrial placement for a proportion of the year' should be used in preference to code G 'On study year abroad for a proportion of the year'.

**REASON REQUIRED**

In order to provide information about the location and patterns of study.

To provide information about students studying overseas.

To provide a measure of the numbers of students on industrial placements or study years abroad during the reporting period.

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

**STATUS** Compulsory.

**TIMESCALE** Required in the July data collection only.

**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 inter-relationship 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 00 (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.

Year of programme of study should be incremented for each year of a course a student studies. Therefore, where students do not repeat any studies, year of programme of study will increment each reporting year. In particular, where students study full-time courses on a part-time basis the year of programme of study should still increment every year. For example, if a student is studying a degree normally taken full-time over 3 years, over 6 years part-time, the year of programme of study should start at 1 and increase each reporting year to 6.

**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 ELWa 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.

Where a student is studying a foundation degree bridging course the FTE recorded in field 74, Student FTE, should be increased to reflect this. Where the bridging course spans academic years the load should all be returned in the second academic year, this may differ from the method used for other non-standard academic years. Institutions should also indicate in field 52 Special Programme that the student has studied a foundation degree bridging course in the year in which the FTE is increased. It may be that the inclusion of a foundation degree bridging course means that the year of programme of study becomes non-standard. However, where the year would otherwise have been recorded as a standard academic year the year should still be recorded as such.

Example

A student completes a foundation degree in June 2003 and then undertakes a bridging course from July to September and then joins the final year of a degree which they complete in June 2004.

Field	July 2003	July 2004
QUALAIM	28	21
STULOAD	100.0	130.0

TYPEYR	1	1
SPPRG	N/A	08

Where a student only studies a bridging course in the academic year they should return field 41, General qualification aim of a student, with a value of 61, 'Institutional undergraduate credit which may be counted towards qualifications within codes 01 to 52' (that is, when a student withdraws during or following completion of the course, or where they transfer in from another institution before starting the course). Where a student undertakes a foundation degree and bridging course in the same academic year field 153/138, Completion of year of programme of study, should reflect whether the student completed the foundation degree and will therefore usually be returned with a value of 1. Similarly where the student progresses to a degree after completion of the bridging course field 153/138, Completion of year of programme of study should reflect the completion status of the degree.

**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 July data collection only.

**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.

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.

For students entering through UCAS this information will be available from UCAS via a new transaction (\*J).

Information about postcodes and postcodes for known addresses can be obtained from Postcodes Online at [www.royalmail.com](http://www.royalmail.com)

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

Only if no valid postcode (full or outward only) 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 positions 3, 7 and 8. The part of the postcode before the first space is known as the outward part of the postcode and can be of variable length of 2, 3 or 4 characters. Whereas the part of the postcode after the space is known as the inward part of the postcode and is a fixed length of 3 characters. The space 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 by Region, County, District or Government Office Region).

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 Alphanumeric		PGCESBJ6
<b>STATUS</b>	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).		
<b>TIMESCALE</b>	Required in the July data collection only.		
<b>VALID ENTRIES</b>	Please refer to the JACS classification of academic subjects. 999998      Not applicable. 999999      Not known.		
<b>DESCRIPTION</b>	The subject(s) of the student's undergraduate degree.		
<b>NOTES</b>	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).  <b>Joint honours degrees</b> must be returned within the JACS framework at either 2 or 3 levels of coding.  The TTA have advised that their preference is for institutions to code 2 subjects at 3-digit JACS level, e.g. R11F16 - French Language and Organic Chemistry. The balance between the two subjects cannot be separately indicated, and so it will have to be assumed to be equal.		
<b>EXAMPLE</b>	Coding could take the form of either:  R1F1F8 - French, Chemistry and Physical/Terrestrial Geographical & Environmental Sciences OR R10F10 - French Studies and Chemistry R11F16 - French Language and Organic Chemistry.  In all cases, balance (between subjects) cannot be separately indicated, and so will have to be assumed.		
<b>REASON REQUIRED</b>	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.
- 98 Not applicable.
- 99 Not known.

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

**NOTES** 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.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>	
78	Religion	RELIG	1	Alphanumeric

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

**TIMESCALE** Required in the July data collection only.

**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.

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

**STATUS** Compulsory for all students at Welsh institutions who are funded by ELWa, 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 LSC or ELWa, 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 July data collection only.

**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	NONPAY2	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 LSC or ELWa, ie shown as code 1, 3 or 4 in field 6, FE student marker. Not applicable to any other students.

**TIMESCALE** Required in the July data collection only.

- VALID ENTRIES**
- 01 Exempt under the Further and Higher Education Act 1992; provision funded by LSC/ELWa.
  - 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	Module identifier 1	MODULE01	12	Alphanumeric
86	Module identifier 2	MODULE02	12	Alphanumeric
87	Module identifier 3	MODULE03	12	Alphanumeric
88	Module identifier 4	MODULE04	12	Alphanumeric
89	Module identifier 5	MODULE05	12	Alphanumeric
90	Module identifier 6	MODULE06	12	Alphanumeric
91	Module identifier 7	MODULE07	12	Alphanumeric
92	Module identifier 8	MODULE08	12	Alphanumeric
93	Module identifier 9	MODULE09	12	Alphanumeric
94	Module identifier 10	MODULE10	12	Alphanumeric
95	Module identifier 11	MODULE11	12	Alphanumeric
96	Module identifier 12	MODULE12	12	Alphanumeric
97	Module identifier 13	MODULE13	12	Alphanumeric
98	Module identifier 14	MODULE14	12	Alphanumeric
99	Module identifier 15	MODULE15	12	Alphanumeric
100	Module identifier 16	MODULE16	12	Alphanumeric

**STATUS** Module identifier 1 is compulsory, Module identifiers 2 - 16 not compulsory. Module identifier 1 not compulsory if field 74, Student FTE, is coded 000.0.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** 12 character module identifiers.

**DESCRIPTION** The Module identifiers link the student record and the module record for the current year. There must be an entry in the module record with a matching identifier, in field 5, Module identifier, to provide this link and so give details about the student's programme of study in the current year. The modules identified must relate to the FTE reported in field 74, Student FTE.

(For further details please also refer to notes of guidance for field 74, Student FTE, in Appendix 10.)

**NOTES** Module identifiers will be allocated by the institution and should be unique for each module.

If more than 16 module identifiers are needed the modules where most activity (proportion of course) takes place must be coded, therefore others must be ignored.

For Welsh institutions only, there is a requirement to indicate in the module identifier whether the module is available wholly or in part through the medium of Welsh. This is by decision of the Welsh Funding Councils, after consultation

with Welsh institutions.

For Welsh institutions the module identifier should have a last character 'W' if the module is 'available wholly or in part through the medium of Welsh'. Any other last character will be taken as meaning not so available.

**REASON REQUIRED**

To link the student record and the module record to give details about the student's programme of study.



<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
101	Module 1 proportion of teaching in Welsh Numeric		MODPW1 5
110	Module 10 proportion of teaching in Welsh Numeric		MODPW10 5
111	Module 11 proportion of teaching in Welsh Numeric		MODPW11 5
112	Module 12 proportion of teaching in Welsh Numeric		MODPW12 5
113	Module 13 proportion of teaching in Welsh Numeric		MODPW13 5
114	Module 14 proportion of teaching in Welsh Numeric		MODPW14 5
115	Module 15 proportion of teaching in Welsh Numeric		MODPW15 5
116	Module 16 proportion of teaching in Welsh Numeric		MODPW16 5
102	Module 2 proportion of teaching in Welsh Numeric		MODPW2 5
103	Module 3 proportion of teaching in Welsh Numeric		MODPW3 5
104	Module 4 proportion of teaching in Welsh Numeric		MODPW4 5
105	Module 5 proportion of teaching in Welsh Numeric		MODPW5 5
106	Module 6 proportion of teaching in Welsh Numeric		MODPW6 5
107	Module 7 proportion of teaching in Welsh Numeric		MODPW7 5
108	Module 8 proportion of teaching in Welsh Numeric		MODPW8 5
109	Module 9 proportion of teaching in Welsh Numeric		MODPW9 5

**STATUS** Compulsory 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.

**DESCRIPTION** The Module proportion of teaching in Welsh field is used to indicate the percentage of the module that is taught in the medium of the Welsh language.

Module 1 proportion of teaching in Welsh relates to module identifier 1 and so on through to module 16.

**NOTES**

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

A 000.0 entry in this field indicates that the student studies 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 ELWa.

**REASON REQUIRED**

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

Field Nr.	Field Description	Field Abbrev'n	Field Length	
117	Module 1 result	MODRES01	1	Numeric
118	Module 2 result	MODRES02	1	Numeric
119	Module 3 result	MODRES03	1	Numeric
120	Module 4 result	MODRES04	1	Numeric
121	Module 5 result	MODRES05	1	Numeric
122	Module 6 result	MODRES06	1	Numeric
123	Module 7 result	MODRES07	1	Numeric
124	Module 8 result	MODRES08	1	Numeric
125	Module 9 result	MODRES09	1	Numeric
126	Module 10 result	MODRES10	1	Numeric
127	Module 11 result	MODRES11	1	Numeric
128	Module 12 result	MODRES12	1	Numeric
129	Module 13 result	MODRES13	1	Numeric
130	Module 14 result	MODRES14	1	Numeric
131	Module 15 result	MODRES15	1	Numeric
132	Module 16 result	MODRES16	1	Numeric

**STATUS** Compulsory for those students who have completed modules.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES**

- 1 Passed module.
- 2 Failed module.
- 3 Referred.
- 8 Not tested.
- 9 Not known.
- A Passed module - late result.
- B Failed module - late result.
- C Referred - late result.
- D Did not continue from previous academic year/module not completed .
- H Not tested - late result.
- K Not known - late result.
- X Module continuing into next academic year.

**DESCRIPTION** The Module result fields record if the student has passed or failed their modules. Module 1 result relates to module identifier 1 and so on through to module 16.

**NOTES** Code 9 'Not known' is an acceptable default code for use in fields 117-132, Module Results, unless otherwise indicated by the institution's Funding Council.

There has been a difficulty for institutions that return their student FTE for courses following a non-standard academic

year using the '100:0' method. This difficulty only arises for modules starting in one academic year and finishing in another.

In the previous advice (HESA Circular 99/01) it was stated that in order that their results could be included in the performance indicators, institutions could return a module identifier and result in the following year, so long as the module FTE was 000.0. In practice this sometimes proved to be difficult, because the FTE is part of the module record and therefore, to make such a return of module results, a new module (with new identifier) has to be created.

A similar problem arises when, though a module is completed within one academic year, the module results are not known until the next. This problem can arise whatever the method of returning student load has been adopted.

In order to avoid this difficulty, the module results field will in future have the following codes:-

- 1 Passed module
- 2 Failed module
- 3 Referred
- 8 Not tested
- 9 Not known
- A Passed module - late result
- B Failed module - late result
- C Referred - late result
- D Did not continue from previous academic year/module not completed
- H Not tested - late result
- K Not known - late result
- X Module continuing into next academic year.

Codes A,B,C,D,H,K should be used by institutions using the '100:0' method of returning FTE for modules which would straddle the academic year if the student completed the module, and for modules where the result was not known in the previous academic year.

The requirement to return late module results will be compulsory for institutions in Wales. However until the wider adoption of the part-time performance indicator, the completion of late module results will be optional for other institutions.

**REASON REQUIRED** To monitor outcomes.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
133	UCAS Number	UCASNUM	9	Alphanumeric

**STATUS** Compulsory.

**TIMESCALE** Required in the July data collection only.

**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. For students entering through UCAS this information will be available from UCAS via a new transaction (\*J). 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.

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.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>	
134	Institution's own identifier for student	OWNSTU	20	Alphanumeric

**STATUS** Not compulsory.

**TIMESCALE** Required in the July data collection only.

**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 LSC/ELWa for FE students at institutions in England and Wales. LSC and ELWa have agreed to include the field 149/134, Institution's own identifier for student, on all relevant operational documentation with institutions.



<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
135	Institution's own programme of study identifier Alphanumeric	OWNPSD	20

**STATUS** Not compulsory.

**TIMESCALE** Required in the July data collection only.

**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 LSC/ELWa for FE students at institutions in England and Wales. LSC and ELWa 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	
136	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, **HUSID** + **INSTID** + **NUMHUS** (HIN), together form a unique identifier.

**NOTES** Field length 20 is to allow institutions to use a student instance identifier already held internally. Where a student instance identifier held internally is used, institutions must continue to use this number even when transfers or natural progressions occur. As a consequence of this institutions may find it easier to number student instances sequentially starting from 1 or A etc. A new instance number format can only be introduced for records, which have not been returned to HESA. This will be the case for new entrants and for continuing students commencing programmes of study that have not previously been returned to HESA.

Appendix 11 provides further guidance on the importance of maintaining the HIN link across years.

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 (e.g. fields 19,21,26,27,148/133,169/154 - 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 (e.g. fields 19,21,26,27,148/133,169/154).

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.

YEARHUSID	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.

YEARHUSID	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.

YEARHUSID	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.

YEARHUSID	INSTID	NUMHUS	QUALAIM
1 98116812345620168	1	21	
2 98116812345620168	2	05	

**5** 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 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
137	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 only.

**VALID ENTRIES**

- 1 Student has suspended studies.
- 2 DH/NHS student temporarily stepping-off HIN.

**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 in 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.

The reasons for stepping-on and off are many and varied. The DH core definition of such stepping-off points would be: "a student who takes a break in study, at an agreed appropriate time, and who plans to return to join a later cohort from the one with which they originally started."

This provides individuals with the ability to enter or leave a programme of education at a given point, providing maximum flexibility, thereby enabling an individual to consider alternative options of employment and education.

For example, the new nursing programme allows for stepping-off points at the end of Year 1 (following successful completion of the Common Foundation Programme) and throughout the programme.

**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	
138	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.

Where a student is studying a foundation degree bridging course the FTE recorded in field 74, Student FTE, should be increased to reflect this. Where the bridging course spans academic years the load should all be returned in the second academic year, this may differ from the method used for other non-standard academic years. Institutions should also indicate in field 52 Special Programme that the student has studied a foundation degree bridging course in the year in which the FTE is increased. It may be that the inclusion of a foundation degree bridging course means that the year of programme of study becomes non-standard. However, where the year would otherwise have been recorded as a standard academic year the year should still be recorded as such.

#### Example

A student completes a foundation degree in June 2003 and then undertakes a bridging course from July to September and then joins the final year of a degree which they complete in June 2004.

Field	July 2003	July 2004
QUALAIM	28	21
STULOAD	100.0	130.0
TYPEYR	1	1
SPPRG	N/A	08

Where a student only studies a bridging course in the academic year they should return field 41, General qualification aim of a student, with a value of 61, 'Institutional undergraduate credit which may be counted towards qualifications within codes 01 to 52' (that is, when a student withdraws during or following completion of the course, or where they transfer in from another institution before starting the course). Where a student undertakes a foundation degree and bridging course in the same academic year field 153/138, Completion of year of programme of study, should reflect whether the student completed the foundation degree and will therefore usually be returned with a value of 1. Similarly where the student progresses to a degree after completion of the bridging course, field 153/38, Completion of year of programme of study, should reflect the completion status of the degree.

#### **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.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
139	Level applicable to Funding Council HESES. Alphanumeric		FUNDLEV2
<b>STATUS</b>	Compulsory for institutions in England and Northern Ireland.		
<b>TIMESCALE</b>	Required in the July data collection only.		
<b>VALID ENTRIES</b>	10 Undergraduate. 11 Long undergraduate. 20 Postgraduate taught. 21 Long postgraduate taught. 30 Postgraduate research. 31 Long postgraduate research. 99 Not in HESES population.		
<b>DESCRIPTION</b>	An indicator of the level of the programme of study, expressed in terms of HEFCE HESES definitions.		
<b>NOTES</b>	<p>Coding should be consistent with the allocation of the student in the HEFCE HESES return. Refer to Funding Council for full definitions.</p> <p>'Long' refers to any programme of study with programme year of over 45 weeks.</p> <p>'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.</p>		
<b>REASON REQUIRED</b>	<p>Required by HEFCE for alignment with definitions used for funding allocations.</p> <p>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.</p>		

Field Nr.	Field Description	Field Abbrev'n	Field Length
140	Completion of Year of programme of study. Alphanumeric		FUNDCOMP 1

**STATUS** Compulsory for institutions in England, Northern Ireland and Wales.

**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 Funding Council early statistics. 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'.

Code 9 'Not in HESES population' 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 to be used in 2002/03. However, there is a possibility that HEFCE might introduce different non-completion criteria. HEFCE will inform English institutions of its usage via HESES.

**REASON REQUIRED** Required by HEFCE and HEFCW for alignment with definitions used for funding allocations.

The definitions refer back to Funding Council definitions so

that if, in future, there are any modifications to the Funding Council definitions, the HESA record is able to accommodate them.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
141	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 ELWa, 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 ELWa.

**NOTES** Not required for Welsh for Adults students coded 83 in field 41, General qualification aim of student.

**REASON REQUIRED** Required by ELWa to monitor the destinations of FE students.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>	
142	Not used	ALEVELS	2	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 correct 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.



<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>	
143	Not used	HIGHERS	2	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 correct 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.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>	
144	Not used	VOCQUALS	2	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 correct 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	
145	Not used	ALEVSBJ	2	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 correct 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
146	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 (other standards met but skills test standard not met).
- 7 QTS withheld (other standards not met but skills test standard met).
- 8 QTS withheld (other standards, including skills test standard, not met).
- A QTS withheld (other standards met, skills test not yet taken).
- B QTS withheld (other standards not met, skills tests not yet taken).

**DESCRIPTION** A description of the programme of study outcome for an initial teacher training student.

**NOTES** In codes 6, 7, 8, A and B 'Other 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.

Either of codes A and B should be used when the skills test has not yet been taken.

**REASON REQUIRED** Required by TTA and ELWa to monitor the outcome of initial teacher training courses.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
147	Not used	NURSREF	8	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 correct 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.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>	
148	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 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
149	University for Industry (UFI) place	UFIPLACE	1 Alphanumeric

**STATUS** Compulsory

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES**

- 0 Not a UFI place.
- 1 UFI place attracting funding council UFI designated funding.
- 2 UFI place not attracting funding council UFI designated funding.

**DESCRIPTION** The University for Industry (UFI) place identifies whether the student has received a funding council UFI designated place.

**NOTES** A UFI place is a place that involves a charge payable to the UFI.

Students following a course that has both UFI designated modules and other provision should be returned as one record.

Courses with such a mixture of provision should be returned as code 2.

**REASON REQUIRED** To identify UFI provision and SUFI provision through Learndirect and Learndirect Scotland respectively.

Field Nr.	Field Description	Field Abbrev'n	Field Length
150	Collaboration/Franchising	FRNCHACT	1 Alphanumeric

**STATUS** Compulsory

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES**

- 1 Institution only.
- 2 Mixture.
- 3 Collaboration/Franchised.

**DESCRIPTION** The Collaboration/Franchising field identifies whether a student is involved in a Collaboration/Franchising arrangement.

**NOTES** The codes in this field should be interpreted as:

- 1 'Institution only' the student is taught wholly at the reporting institution.
- 2 'Mixture' the student is taught partly at the reporting institution and partly at other institution(s) under some form of collaborative or franchise arrangement.
- 3 'Collaboration/Franchised' should be interpreted as wholly taught at other institution(s) under some form of collaborative or franchise arrangement.

**REASON REQUIRED** To separately identify franchising arrangements. To distinguish between franchising arrangements and location of study.



Field Nr.	Field Description	Field Abbrev'n	Field Length	
151	Institution's own campus identifier.	INSTCAMP	1	Alphanumeric

**STATUS** Not compulsory

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** A one character alphanumeric code.

**DESCRIPTION** The institution's own campus identifier.

**NOTES** This new field will collect the institution's own campus identifier to enable institutions to identify groups of students, such as nurses or continuing education students, for their own purposes, since these may not be mutually exclusive to the strengthened requirement for field 3, Campus identifier, to show distinct physical site only.

**REASON REQUIRED** To identify the institution's own campus identifier.  
To distinguish between the institution's own campus identifier and field 3, Campus identifier, used only to specify a distinct physical site.  
For institution use only, not required by HESA.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
152	Socio-economic classification	SEC	1	Alphanumeric

**STATUS** Compulsory for undergraduate students entering through UCAS with a UCAS year identifier greater than or equal to 02 in field 148, UCAS number.

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**

- 1 Higher managerial and professional occupations.
- 2 Lower managerial and professional occupations.
- 3 Intermediate occupations.
- 4 Small employers and own account workers.
- 5 Lower supervisory and technical occupations.
- 6 Semi-routine occupations.
- 7 Routine occupations.
- 8 Never worked and long-term unemployed.
- 9 Not classified.

**DESCRIPTION** To identify the socio-economic classification of students participating in HE.

**NOTES** This field should be coded for UCAS students with a UCAS year identifier greater than or equal to 02 in field 148, UCAS number.

If student UCAS year identifier is less than 02, then continue to use the appropriate code in field 25, Occupation code.

This field relates to the student on entry to the programme of study.

Code 9 'Not classified' includes the 3 categories:

- a. students
- b. occupations not stated or inadequately described
- c. not classifiable for other reasons.

Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.

**REASON REQUIRED** To provide information on social class.

To adopt the new National Statistics Socio-Economic Classification (NS-SEC) for comparability of sector data with other areas of the economy.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
153	Occupation code 2	SOC2000	4	Alphanumeric

**STATUS** Compulsory for undergraduate students entering through UCAS with a UCAS year identifier greater than or equal to 02 in field 148, UCAS number.

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** 4 digit SOC 2000 occupation codes.

A list of valid entries for this field may be found in Appendix 13.

**DESCRIPTION** This field will collect the 4-digit SOC2000 occupation code.

**NOTES** A full coding frame for SOC2000 can be obtained from The Office for National Statistics, or downloaded from [http://www.statistics.gov.uk/nsbase/methods\\_quality/ns\\_sec/soc2000.asp](http://www.statistics.gov.uk/nsbase/methods_quality/ns_sec/soc2000.asp). Also refer to appendix 13 containing the SOC 2000 codes.

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

This field should be coded for UCAS students with a UCAS year identifier greater than or equal to 02 in field 148, UCAS number.

If student UCAS year identifier is less than 02, then continue to use the appropriate code in field 25, Occupation code.

This field relates to the student on entry to the programme of study.

Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.

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

To adopt the new SOC 2000 Standard Occupational Classification for comparability of sector data with other

areas of the economy.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
154	Previous institution attended	PREVINST	8	Alphanumeric

**STATUS** Compulsory for undergraduate students entering through UCAS. 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** If the previous institution attended was an FEC, the appropriate FEC Institution Identifier should be selected from Appendix 7.

If the previous institution attended was an HEI, the appropriate HESA Institution Identifier should be selected from Appendix 2, or be one of the following:.

The first character will be used to indicate the code set from which the institution identifier comes. The first character should be: H HESA HEI or FEC institution identifier D DfES/Scottish/Welsh/NI official school number U UCAS school number.

4901 UK state school.

4911 UK independent school.

4921 UK FE college.

4931 Any non-UK institution.

4941 UK HEI.

H0004 College of Guidance Studies.

H0008 Bretton Hall College of HE.

H0022 La Sainte Union College of HE.

H0025 Loughborough College of Art and Design.

H0029 North Riding College.

H0036 Salford College of Technology.

H0042 Westminster College.

H0043 West London Institute of Higher Education.

H0045 Winchester School of Art.

H0055 London Guildhall University.

H0070 The University of North London.

H0088 Coleg Normal Bangor.

H0094 Duncan of Jordanstone College of Art.

H0098 Moray House Institute of Education.

H0099 Northern College of Education.

H0102 St Andrew's College of Education.

H0103 The Scottish College of Textiles.

H0128 British Postgraduate Medical Federation.

H0129 Charing Cross & Westminster Medical School.

H0136	The London Hospital Medical College.
H0140	Royal Free Hospital School of Medicine.
H0142	Royal Postgraduate Medical School.
H0144	St Bartholomew's Hospital Medical College.
H0148	United Medical and Dental Schools of Guy's and St Thomas's Hospitals.
H0150	Wye College.
H0183	Welsh Agricultural College.
H0187	Westhill College.

**DESCRIPTION**

The previous institution attended field will provide valuable information to assist the tracking of students through their experience of higher education.

**NOTES**

This field has replaced field 18, School/FE/HE inst, last institution attended. For continuing students, the previous information held in field 18, School/FE/HE inst, last attended, with the appropriate prefix should be returned in this field. Field 18, School/FE/HE inst, last attended, is now no longer used.

For students entering through UCAS this information will be available from UCAS via a new transaction (\*J).

Institutions will continue to be encouraged to supply full codes for full-time undergraduate entrants, even if they are non-UCAS entrants.

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.

The previous field 18, School/FE/HE inst, last institution attended, proved difficult to analyse because of the assortment of school/FE/HE codes used in its completion. This new field seeks to categorise types of expected code, and uses the first character to indicate from which code set the institute identifier belongs. Thus, H will signify either an HEI or an FEC, D signifies a government school number, and U a UCAS school number. The remaining characters in the field are used to insert the actual institution identifier, which for HEIs will be 4 characters in length, for FECs variable, depending on country, but for schools the government school codes are 7 characters in length. Therefore the field has a maximum of 8 characters to allow for the 7-digit school code.

Institutions will have this information sent via a new transaction from UCAS for students entering through UCAS.

UCAS will make available an HEI, FEC or government number, if they have one, or in the absence of same, default to the five digit UCAS number, but the letter prefixing the code will differentiate between type of institution.

**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
155	Regulatory body for health and social care students Alphanumeric	REGBODY	2

**STATUS** This field is compulsory for those students coded 15, 18 or 33 in field 41, General qualification aim of student.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES**

- 01 General Medical Council (GMC).
- 02 General Dental Council (GDC).
- 03 General Optical Council (GOC).
- 04 Royal Pharmaceutical Society of Great Britain (RPSGB).
- 05 The Pharmaceutical Society of Northern Ireland (PSNI).
- 06 The Nursing and Midwifery Council (NMC).
- 07 Health Professions Council (HPC).
- 08 General Social Care Council (GSCC).
- 09 Scottish Social Services Council (SSSC).
- 10 Care Council for Wales (CCW).
- 11 Northern Ireland Social Care Council (NISCC).
- 12 General Osteopathic Council (GOsC).
- 13 General Chiropractic Council (GCC).
- 14 Royal College of Veterinary Surgeons (RCVS).

**DESCRIPTION** To identify the regulatory body for health and social care students.

**NOTES** Code 06 replaced UKCC for Nursing, Midwifery and Health Visiting on 1 April 2002.

Code 07 replaced The Council for Professions Supplementary to Medicine on 1 April 2002.

Codes 08 - 11 replaced the Central Council for Education and Training in Social Work (CCETSW) on 1 October 2001.

**REASON REQUIRED** To identify the regulatory body for health and social care students.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
156	Regulatory body reference number	DHREGREF	8	Alphanumeric

**STATUS** This field will be compulsory for those students coded 15, 18 or 33 in field 41, General qualification aim of student and 06 or 07 in field 170, Regulatory body for health and social care students.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** Up to 8 digit number.

**DESCRIPTION** The regulatory body reference number allocated to a student.

**NOTES** If the student already has a registration number awarded by a regulatory body, then the number should be recorded.

Currently only nurses, midwives and health visitors are issued with registration numbers during their training. However it is possible that other regulatory bodies will also issue early registration numbers to support proposals for an electronic record of training in the NHS.

This field will be used to collect any registration number awarded by a regulatory body. The field is compulsory if field 41, General qualification aim of student, is coded 15, 18 or 33, and in the first instance, for students where field 170, Regulatory body for health and social care students, = 06, The Nursing and Midwifery Council (NMC) or 07, Health Professions Council (HPC).

There is a default code for use where field 41, General qualification aim of student, is coded 18 or 33 and a number does not already exist for the student. This code is 99999999.

**REASON REQUIRED** The regulatory body reference number allocated to a student.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
157	Department of Health funding body	DHFUND	5	Alphanumeric

**STATUS** Compulsory for all students coded 31 'Department of Health/NHS/Health Authorities' in Field 64, Major source of funding, and studying at institutions in England.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** 99998 Not Applicable.

LWF01	Northern England.
LWF02	Cumbria and Lancashire.
LWF03	County Durham and Tees Valley.
LWF04	North and East Yorkshire and North Lincolnshire.
LWF05	West Yorkshire.
LWF06	South Yorkshire.
LWF07	Greater Manchester.
LWF08	Cheshire and Merseyside.
LWF09	Norfolk, Suffolk and Cambridgeshire.
LWF10	Trent.
LWF11	Leicestershire, Northamptonshire and Rutland.
LWF12	West Midlands Central.
LWF13	Staffordshire and Shropshire.
LWF14	West Midlands South.
LWF15	Bedfordshire and Hertfordshire.
LWF16	Devon and Cornwall.
LWF17	Avon Gloucestershire and Wiltshire.
LWF18	Somerset and Dorset.
LWF19	Thames Valley.
LWF20	Hampshire and Isle of Wight.
LWF21	Essex.
LWF22	Kent Surrey and Sussex.
LWF23	North East London.
LWF24	North Central London.
LWF25	North West London.
LWF26	South East London.
LWF27	South West London.

**DESCRIPTION** These are the Workforce Development Confederations (WDCs) established as from 1 April 2002.

**NOTES** This field will provide additional detail about the actual source of DH funding.

**REASON REQUIRED** To identify the Department of Health funding body.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
158	NHS employer	NHSEMP	5	Alphanumeric

**STATUS** Compulsory for those students in England where field 41, General qualification aim of student, is coded 15.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** A list of valid entries for this field may be found in Appendix 12.

**DESCRIPTION** To identify the NHS Employer (NHS Trusts and Primary Care Trusts).

**NOTES** Code 001 Not an NHS Employee.

Whilst the employer code list (NHS Trusts and Primary Care Trusts) may appear rather long, it is expected that for any single institution, only a small subset of codes will need to be used.

As the list of NHS trusts is updated on a daily basis we recommend institutions use the DH Web site to access codes for trusts not included in Appendix 12.

<http://www.doh.gov.uk/codes/datafiles.htm>

**REASON REQUIRED** To identify specific NHS Trust and Primary Care Trust (PCTs) employers.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
159	Number of GCE AS	GCEASN	1	Alphanumeric

<b>STATUS</b>	Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.  Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.
<b>TIMESCALE</b>	Required in the July data collection only.
<b>VALID ENTRIES</b>	A one digit number in the range 0 - 9.
<b>DESCRIPTION</b>	Number of GCE AS qualifications.
<b>NOTES</b>	Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.
<b>REASON REQUIRED</b>	To assess levels of, and changes in, qualifications on entry.  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	
160	Tariff score for GCE AS	GCEASTS	3	Alphanumeric

**STATUS** Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

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 two or three digit number.

**DESCRIPTION** Tariff score for GCE AS qualifications.

**NOTES** If the tariff score is below 100 then the two digit entry in this field must be left justified.

Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.

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

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	
161	Number of VCE AS	VCEASN	1	Alphanumeric

<b>STATUS</b>	<p>Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.</p> <p>Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.</p>
<b>TIMESCALE</b>	Required in the July data collection only.
<b>VALID ENTRIES</b>	A one digit number in the range 0 - 9.
<b>DESCRIPTION</b>	Number of VCE AS qualifications.
<b>NOTES</b>	Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.
<b>REASON REQUIRED</b>	<p>To assess levels of, and changes in, qualifications on entry.</p> <p>To monitor changes in the pattern of entrants by qualification.</p> <p>This information is used in projections and planning for the sector and analysis of trends in the take-up of higher education.</p>

Field Nr.	Field Description	Field Abbrev'n	Field Length	
162	Tariff score for VCE AS	VCEASTS	3	Alphanumeric

<b>STATUS</b>	<p>Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.</p> <p>Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.</p>
<b>TIMESCALE</b>	Required in the July data collection only.
<b>VALID ENTRIES</b>	A two or three digit number.
<b>DESCRIPTION</b>	Tariff score for VCE AS qualifications
<b>NOTES</b>	<p>If the tariff score is below 100, then the two digit entry in this field must be left justified.</p> <p>Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.</p>
<b>REASON REQUIRED</b>	<p>To assess levels of, and changes in, qualifications on entry.</p> <p>To monitor changes in the pattern of entrants by qualification.</p> <p>This information is used in projections and planning for the sector and analysis of trends in the take-up of higher education.</p>



Field Nr.	Field Description	Field Abbrev'n	Field Length	
163	Number of GCE A level	GCEAN	1	Alphanumeric

<b>STATUS</b>	Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.  Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.
<b>TIMESCALE</b>	Required in the July data collection only.
<b>VALID ENTRIES</b>	A one digit number in the range 0 - 9.
<b>DESCRIPTION</b>	Number of GCE A level qualifications.
<b>NOTES</b>	Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.
<b>REASON REQUIRED</b>	To assess levels of, and changes in, qualifications on entry.  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.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>	
164	Tariff score for GCE A level	GCEATS	3	Alphanumeric

**STATUS** Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

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 two or three digit number.

**DESCRIPTION** Tariff score for GCE A level qualifications.

**NOTES** If the tariff score is below 100, then the two digit entry in this field must be left justified or zero-padded.

Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.

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

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	
165	Number of VCE A level	VCEAN	1	Alphanumeric

<b>STATUS</b>	<p>Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.</p> <p>Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.</p>
<b>TIMESCALE</b>	Required in the July data collection only.
<b>VALID ENTRIES</b>	A one digit number in the range 0 - 9.
<b>DESCRIPTION</b>	Number of VCE A level qualification.
<b>NOTES</b>	Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.
<b>REASON REQUIRED</b>	<p>To assess levels of, and changes in, qualifications on entry.</p> <p>To monitor changes in the pattern of entrants by qualification.</p> <p>This information is used in projections and planning for the sector and analysis of trends in the take-up of higher education.</p>

Field Nr.	Field Description	Field Abbrev'n	Field Length	
166	Tariff score for VCE A level	VCEATS	3	Alphanumeric

**STATUS** Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

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 two or three digit number.

**DESCRIPTION** Tariff score for VCE A level qualification.

**NOTES** If the tariff score is below 100, then the two digit entry in this field must be left justified or zero-padded.

Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.

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

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	
167	Number of key skills qualification	KSQN	1	Alphanumeric

<b>STATUS</b>	<p>Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.</p> <p>Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.</p>
<b>TIMESCALE</b>	Required in the July data collection only.
<b>VALID ENTRIES</b>	A one digit number in the range 0 - 9.
<b>DESCRIPTION</b>	Number of key skills qualifications.
<b>NOTES</b>	Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.
<b>REASON REQUIRED</b>	<p>To assess levels of, and changes in, qualifications on entry.</p> <p>To monitor changes in the pattern of entrants by qualification.</p> <p>This information is used in projections and planning for the sector and analysis of trends in the take-up of higher education.</p>

Field Nr.	Field Description	Field Abbrev'n	Field Length	
168	Tariff score for key skills qualification	KSQTS	3	Alphanumeric

**STATUS** Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

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 two or three digit number.

**DESCRIPTION** Tariff score for key skills qualifications.

**NOTES** If the tariff score is below 100, then the two digit entry in this field must be left justified or zero-padded.

Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.

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

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	
169	Number of 1-unit key skills award	UKSAN	1	Alphanumeric

<b>STATUS</b>	Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.  Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.
<b>TIMESCALE</b>	Required in the July data collection only.
<b>VALID ENTRIES</b>	A one digit number in the range 0 - 9.
<b>DESCRIPTION</b>	Number of 1-unit key skills awards.
<b>NOTES</b>	Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.
<b>REASON REQUIRED</b>	To assess levels of, and changes in, qualifications on entry.  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	
170	Tariff score for 1-unit key skills award	UKSATS	3	Alphanumeric

**STATUS** Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

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 two or three digit number.

**DESCRIPTION** Tariff score for 1-unit key skills awards.

**NOTES** If the tariff score is below 100, then the two digit entry in this field must be left justified or zero-padded.

Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.

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

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	
171	Number of Scottish Advanced Higher	SAHN	1	Alphanumeric

<b>STATUS</b>	<p>Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.</p> <p>Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.</p>
<b>TIMESCALE</b>	Required in the July data collection only.
<b>VALID ENTRIES</b>	A one digit number in the range 0 - 9.
<b>DESCRIPTION</b>	Number of Scottish Advanced Higher qualifications.
<b>NOTES</b>	Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.
<b>REASON REQUIRED</b>	<p>To assess levels of, and changes in, qualifications on entry.</p> <p>To monitor changes in the pattern of entrants by qualification.</p> <p>This information is used in projections and planning for the sector and analysis of trends in the take-up of higher education.</p>

Field Nr.	Field Description	Field Abbrev'n	Field Length
172	Tariff score for Scottish Advanced Higher Alphanumeric		SAHTS 3

**STATUS** Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

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 two or three digit number.

**DESCRIPTION** Tariff score for Scottish Advanced Higher qualifications.

**NOTES** If the tariff score is below 100, then the two digit entry in this field must be left justified or zero-padded.

Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.

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

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	
173	Number of Scottish Higher	SHN	1	Alphanumeric

<b>STATUS</b>	<p>Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.</p> <p>Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.</p>
<b>TIMESCALE</b>	Required in the July data collection only.
<b>VALID ENTRIES</b>	A one digit number in the range 0 - 9.
<b>DESCRIPTION</b>	Number of Scottish Higher qualifications.
<b>NOTES</b>	Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.
<b>REASON REQUIRED</b>	<p>To assess levels of, and changes in, qualifications on entry.</p> <p>To monitor changes in the pattern of entrants by qualification.</p> <p>This information is used in projections and planning for the sector and analysis of trends in the take-up of higher education.</p>

Field Nr.	Field Description	Field Abbrev'n	Field Length	
174	Tariff score for Scottish Higher	SHTS	3	Alphanumeric

**STATUS** Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

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 two or three digit number.

**DESCRIPTION** Tariff score for Scottish Higher qualifications.

**NOTES** If the tariff score is below 100, then the two digit entry in this field must be left justified or zero-padded.

Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.

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

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	
175	Number of Scottish Intermediate 2	SI2N	1	Alphanumeric

<b>STATUS</b>	Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.  Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.
<b>TIMESCALE</b>	Required in the July data collection only.
<b>VALID ENTRIES</b>	A one digit number in the range 0 - 9.
<b>DESCRIPTION</b>	Number of Scottish Intermediate 2 qualifications.
<b>NOTES</b>	Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.
<b>REASON REQUIRED</b>	To assess levels of, and changes in, qualifications on entry.  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	
176	Tariff score for Scottish Intermediate 2	SI2TS	3	Alphanumeric

<b>STATUS</b>	<p>Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.</p> <p>Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.</p>
<b>TIMESCALE</b>	Required in the July data collection only.
<b>VALID ENTRIES</b>	A two or three digit number.
<b>DESCRIPTION</b>	Tariff score for Scottish Intermediate 2 qualifications.
<b>NOTES</b>	<p>If the tariff score is below 100, then the two digit entry in this field must be left justified or zero-padded.</p> <p>Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.</p>
<b>REASON REQUIRED</b>	<p>To assess levels of, and changes in, qualifications on entry.</p> <p>To monitor changes in the pattern of entrants by qualification.</p> <p>This information is used in projections and planning for the sector and analysis of trends in the take-up of higher education.</p>

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
177	Number of Scottish Standard Grade Credit Alphanumeric		SSGCN 1

<b>STATUS</b>	Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.  Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.
<b>TIMESCALE</b>	Required in the July data collection only.
<b>VALID ENTRIES</b>	A one digit number in the range 0 - 9.
<b>DESCRIPTION</b>	Number of Scottish Standard Grade Credit qualifications.
<b>NOTES</b>	Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.
<b>REASON REQUIRED</b>	To assess levels of, and changes in, qualifications on entry.  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
178	Tariff score for Scottish Standard Grade Credit Alphanumeric	Credit	SSGCTS 3

<b>STATUS</b>	Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.  Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.
<b>TIMESCALE</b>	Required in the July data collection only.
<b>VALID ENTRIES</b>	A two or three digit number.
<b>DESCRIPTION</b>	Tariff score for Scottish Standard Grade Credit qualifications.
<b>NOTES</b>	If the tariff score is below 100, then the two digit entry in this field must be left justified or zero-padded.  Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.
<b>REASON REQUIRED</b>	To assess levels of, and changes in, qualifications on entry.  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	
179	Number of Scottish Core Skills	SCSN	1	Alphanumeric

<b>STATUS</b>	Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.  Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.
<b>TIMESCALE</b>	Required in the July data collection only.
<b>VALID ENTRIES</b>	A one digit number in the range 0 - 9.
<b>DESCRIPTION</b>	Number of Scottish Core Skills
<b>NOTES</b>	Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.
<b>REASON REQUIRED</b>	To assess levels of, and changes in, qualifications on entry.  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	
180	Tariff score for Scottish Core Skills	SCSTS	3	Alphanumeric

**STATUS** Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

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 two or three digit number.

**DESCRIPTION** Tariff score for Scottish Core Skills qualifications.

**NOTES** If the tariff score is below 100, then the two digit entry in this field must be left justified or zero-padded.

Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.

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

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
181	Number of Advanced Extension Awards Alphanumeric		AEAN 1

**STATUS** Not Used. Reserved field

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** .

**NOTES** Although this field is not used to collect any information it must still be present in returns so that all fields remain in their correct 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.

**REASON REQUIRED** It is anticipated that additional qualifications are likely to be brought into the Tariff system.

This field is not required for 2002/03 only.

Field Nr.	Field Description	Field Abbrev'n	Field Length
182	Tariff score for Advanced Extension Awards Alphanumeric		AENTS 3

**STATUS** Not Used. Reserved field

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** .

**NOTES** Although this field is not used to collect any information it must still be present in returns so that all fields remain in their correct 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.

**REASON REQUIRED** It is anticipated that additional qualifications are likely to be brought into the Tariff system.

This field is not required for 2002/03 only.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
183	Total tariff score	TOTALTS	3	Alphanumeric

<b>STATUS</b>	Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.  Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.
<b>TIMESCALE</b>	Required in the July data collection only.
<b>VALID ENTRIES</b>	A two or three digit number.
<b>DESCRIPTION</b>	The total tariff score for all qualifications.
<b>NOTES</b>	Institutions will have this information available via a new transaction from UCAS for students entering through UCAS.
<b>REASON REQUIRED</b>	To assess levels of, and changes in, qualifications on entry.  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	
184	Number of CACHE qualifications	CACHEN	1	Alphanumeric

**STATUS** Not Used. Reserved field.

**VALID ENTRIES** .

**NOTES** Although this field is not used to collect any information it must still be present in returns so that all fields remain in their correct 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.

**REASON REQUIRED** It is anticipated that additional qualifications are likely to be brought into the Tariff system, therefore Fields 199/184 through to Fields 205/190 have been allocated space in the Combined and Student Record.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
185	Tariff score forCACHE qualifications	CACHETS	3	Alphanumeric

**STATUS** Not Used. Reserved field.

**VALID ENTRIES** .

**NOTES** Although this field is not used to collect any information it must still be present in returns so that all fields remain in their correct 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.

**REASON REQUIRED** It is anticipated that additional qualifications are likely to be brought into the Tariff system, therefore Fields 199/184 through to Fields 205/190 have been allocated space in the Combined and Student Record.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
186	Number of BTEC National	BTECN	1	Alphanumeric

**STATUS** Not Used. Reserved field.

**VALID ENTRIES** .

**NOTES** Although this field is not used to collect any information it must still be present in returns so that all fields remain in their correct 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.

**REASON REQUIRED** It is anticipated that additional qualifications are likely to be brought into the Tariff system, therefore Fields 199/184 through to Fields 205/190 have been allocated space in the Combined and Student Record.



Field Nr.	Field Description	Field Abbrev'n	Field Length	
187	Tariff score for BTEC National	BTECTS	3	Alphanumeric

**STATUS** Not Used. Reserved field.

**VALID ENTRIES** .

**NOTES** Although this field is not used to collect any information it must still be present in returns so that all fields remain in their correct 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.

**REASON REQUIRED** It is anticipated that additional qualifications are likely to be brought into the Tariff system, therefore Fields 199/184 through to Fields 205/190 have been allocated space in the Combined and Student Record.

Field Nr.	Field Description	Field Abbrev'n	Field Length
188	Tariff score for International Baccalaureate Alphanumeric	IBTS	3

**STATUS** Not Used. Reserved field.

**VALID ENTRIES** .

**NOTES** Although this field is not used to collect any information it must still be present in returns so that all fields remain in their correct 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.

**REASON REQUIRED** It is anticipated that additional qualifications are likely to be brought into the Tariff system, therefore Fields 199/184 through to Fields 205/190 have been allocated space in the Combined and Student Record.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
189	Tariff score for Irish Leaving Certificate	ILCTS	3	Alphanumeric

**STATUS** Not Used. Reserved field.

**VALID ENTRIES** .

**NOTES** Although this field is not used to collect any information it must still be present in returns so that all fields remain in their correct 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.

**REASON REQUIRED** It is anticipated that additional qualifications are likely to be brought into the Tariff system, therefore Fields 199/184 through to Fields 205/190 have been allocated space in the Combined and Student Record.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
190	Tariff score for Music, Drama, Performing Arts Alphanumeric		MDPATS 3

**STATUS** Not Used. Reserved field.

**VALID ENTRIES** .

**NOTES** Although this field is not used to collect any information it must still be present in returns so that all fields remain in their correct 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.

**REASON REQUIRED** It is anticipated that additional qualifications are likely to be brought into the Tariff system, therefore Fields 199/184 through to Fields 205/190 have been allocated space in the Combined and Student Record.

Field Nr.	Field Description	Field Abbrev'n	Field Length	
191	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 LSC or ELWa, 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 July data collection only.

**VALID ENTRIES** A number in the range 00001-99999.

**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.