

	<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		Module title	MTITLE	80
5		Module identifier	MODID	12
6		Proportion of FTE	FTE	5
7		Proportion not taught by this institution	PCOLAB	5
8		Credit transfer scheme	CRDTSCM	1
9		Credit value of module	CRDTPTS	3
10		Level of credit points	LEVLPTS	1
11		Module length	MODLEN	2
12		Cost centre 1	COSTCN01	2
13		Subject area of study 1	SBJ01	4
14		Proportion of subject 1	SBJPER01	5
15		Cost centre 2	COSTCN02	2
16		Subject area of study 2	SBJ02	4
17		Proportion of subject 2	SBJPER02	5
18		Not used	VLEVEL	2
19		Other institution providing teaching 1	TINST1	7
20		Not used	GLHRS	5
21		Cost centre 3	COSTCN03	2
22		Subject area of study 3	SBJ03	4
23		Proportion of subject 3	SBJPER03	5
24		Cost centre 4	COSTCN04	2
25		Subject area of study 4	SBJ04	4
26		Proportion of subject 4	SBJPER04	5

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

**STATUS** Compulsory.

**VALID ENTRIES**

04013 Module record.  
04113 Students on low credit-bearing courses - English and Welsh institutions only (Module record).  
04213 Reduced FE record - English and Welsh institutions only (Module 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 C04011 Reduced Individualised Student Records.

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.

**REASON REQUIRED** To identify collection and record.

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

**STATUS** Compulsory.

**VALID ENTRIES**

0001 The Open University.  
0002 Cranfield University.  
0003 Royal College of Art.  
0006 The Royal College of Nursing.  
0007 Bishop Grosseteste College.  
0009 Buckinghamshire Chilterns University College.  
0010 Central School of Speech and Drama.  
0011 University of Chester.  
0012 Canterbury Christ Church University.  
0013 York St John College.  
0014 College of St Mark and St John.  
0015 Dartington College of Arts.  
0016 Edge Hill College of HE.  
0017 University College Falmouth.  
0018 Harper Adams University College.  
0019 Homerton College.  
0020 Kent Institute of Art and Design.  
0021 The University of Winchester.  
0023 Liverpool Hope University.  
0024 University of the Arts, London.  
0026 University of Luton.  
0027 University College Northampton.  
0028 Newman College of Higher Education.  
0030 Ravensbourne College of Design and Communication.  
0031 Roehampton University.  
0032 Rose Bruford College.  
0033 Royal Academy of Music.  
0034 Royal College of Music.  
0035 Royal Northern College of Music.  
0037 Southampton Solent University.  
0038 St Martin's College.  
0039 St Mary's College.  
0040 Trinity and All Saints College.  
0041 Trinity College of Music.  
0044 The Surrey Institute of Art and Design, University College.  
0046 University College Worcester.  
0047 Anglia Ruskin University.  
0048 Bath Spa University.  
0049 The University of Bolton.

0050 Bournemouth University.  
0051 The University of Brighton.  
0052 University of Central England in Birmingham.  
0053 The University of Central Lancashire.  
0054 University of Gloucestershire.  
0056 Coventry University.  
0057 University of Derby.  
0058 The University of East London.  
0059 The University of Greenwich.  
0060 University of Hertfordshire.  
0061 The University of Huddersfield.  
0062 The University of Lincoln.  
0063 Kingston University.  
0064 Leeds Metropolitan University.  
0065 Liverpool John Moores University.  
0066 The Manchester Metropolitan University.  
0067 Middlesex University.  
0068 De Montfort University.  
0069 The University of Northumbria at Newcastle.  
0071 The Nottingham Trent University.  
0072 Oxford Brookes University.  
0073 The University of Plymouth.  
0074 The University of Portsmouth.  
0075 Sheffield Hallam University.  
0076 London South Bank University.  
0077 Staffordshire University.  
0078 The University of Sunderland.  
0079 The University of Teesside.  
0080 Thames Valley University.  
0081 University of the West of England, Bristol.  
0082 University College Chichester.  
0083 The University of Westminster.  
0084 Wimbledon School of Art.  
0085 The University of Wolverhampton.  
0086 The University of Wales, Newport.  
0087 The North-East Wales Institute of Higher Education.  
0089 University of Wales Institute, Cardiff.  
0090 University of Glamorgan.  
0091 Swansea Institute of Higher Education.  
0092 Trinity College, Carmarthen.  
0095 University of Abertay Dundee.  
0096 Edinburgh College of Art.  
0097 Glasgow School of Art.  
0100 Queen Margaret University College, Edinburgh.  
0101 The Royal Scottish Academy of Music and Drama.  
0104 The Robert Gordon University.  
0105 The University of Paisley.  
0106 Glasgow Caledonian University.

0107 Napier University.  
0108 Aston University.  
0109 The University of Bath.  
0110 The University of Birmingham.  
0111 The University of Bradford.  
0112 The University of Bristol.  
0113 Brunel University.  
0114 The University of Cambridge.  
0115 City University.  
0116 University of Durham.  
0117 The University of East Anglia.  
0118 The University of Essex.  
0119 The University of Exeter.  
0120 The University of Hull.  
0121 The University of Keele.  
0122 The University of Kent.  
0123 The University of Lancaster.  
0124 The University of Leeds.  
0125 The University of Leicester.  
0126 The University of Liverpool.  
0127 Birkbeck College.  
0131 Goldsmiths College.  
0132 Imperial College of Science, Technology & Medicine.  
0133 Institute of Education.  
0134 King's College London.  
0135 London Business School.  
0137 London School of Economics and Political Science.  
0138 London School of Hygiene and Tropical Medicine.  
0139 Queen Mary and Westfield College.  
0141 Royal Holloway and Bedford New College.  
0143 The Royal Veterinary College.  
0145 St George's Hospital Medical School.  
0146 The School of Oriental and African Studies.  
0147 The School of Pharmacy.  
0149 University College London.  
0151 University of London (Institutes and activities).  
0152 Loughborough University.  
0154 The University of Newcastle-upon-Tyne.  
0155 The University of Nottingham.  
0156 The University of Oxford.  
0157 The University of Reading.  
0158 The University of Salford.  
0159 The University of Sheffield.  
0160 The University of Southampton.  
0161 The University of Surrey.  
0162 The University of Sussex.  
0163 The University of Warwick.  
0164 The University of York.

0167 The University of Edinburgh.  
 0168 The University of Glasgow.  
 0169 The University of Strathclyde.  
 0170 The University of Aberdeen.  
 0171 Heriot-Watt University.  
 0172 The University of Dundee.  
 0173 The University of St Andrews.  
 0174 The University of Stirling.  
 0175 Scottish Agricultural College.  
 0176 The University of Wales, Lampeter.  
 0177 University of Wales, Aberystwyth.  
 0178 University of Wales, Bangor.  
 0179 Cardiff University.  
 0180 University of Wales, Swansea.  
 0182 Royal Welsh College of Music and Drama.  
 0184 The Queen's University of Belfast.  
 0185 University of Ulster.  
 0186 The University of Wales, Registry.  
 0188 The Institute of Cancer Research.  
 0189 Writtle College.  
 0190 Norwich School of Art and Design.  
 0191 Northern School of Contemporary Dance.  
 0192 Cumbria Institute of the Arts.  
 0193 Stranmillis University College.  
 0194 St. Mary's University College.  
 0195 Royal Agricultural College.  
 0196 UHI Millennium Institute.  
 0197 The Arts Institute at Bournemouth.  
 0198 Bell College.  
 0199 Conservatoire for Dance and Drama.  
 0200 Birmingham College of Food, Tourism and Creative  
 Studies.  
 0201 Courtauld Institute of Art.  
 0202 London Metropolitan University.  
 0203 The University of Buckingham.  
 0204 The University of Manchester.  
 0205 Heythrop College.

## 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 identify source of record; used by HESA and all Statutory Customers to identify institution of student.

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

**STATUS** Compulsory.

### VALID ENTRIES

A 1 character code.

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

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

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

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

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



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

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

**REASON REQUIRED**

To allow breakdown by campus, and hence geographical location of study, for multi-campus institutions.

Field Nr.	Field Description	Field Abbrev'n	Field Length
4	Module title	MTITLE	80

**STATUS** Compulsory.

#### **VALID ENTRIES**

Up to 80 textual characters.

**DESCRIPTION** The 'Module title', as determined by the institution. The term 'Module title' in this context relates to the specific module which in turn can be a component in many courses.

**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.

**REASON REQUIRED** To facilitate HESA cross-checking with institutions.

Field Nr.	Field Description	Field Abbrev'n	Field Length
5	Module identifier	MODID	12

**STATUS** Compulsory.

#### **VALID ENTRIES**

12 character module identifiers.

**DESCRIPTION** The Module identifier links the student record and the module record. There must be an entry for every module that is entered into the student record, fields 85-100 Module identifier, with a matching identifier.

**NOTES** 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 allow linkage with the student record.

Field Nr.	Field Description	Field Abbrev'n	Field Length
6	Proportion of FTE	FTE	5

**STATUS** Compulsory.

### VALID ENTRIES

A percentage in the range 000.1 to 100.0.

**DESCRIPTION** The Proportion of FTE indicates the proportion of a full time equivalent year attributed to the module. It shows the proportion of a year's full-time study for this qualification aim that the module would represent.

**NOTES** This field, together with field 74, Student FTE, endeavours to capture more sensitive information than has previously been available about students whose study pattern cannot be categorised as typically 'full-time', i.e. equivalent in total to 1 FTE per year. It provides a numerical measure of the contents of field 70, Mode of study. It does not seek to record the 'teaching load', nor the 'contact time' associated with a student or the programme of study, nor the 'learning hours', since each of these quantities is subject to variation between institutions, and cannot be related to a national norm. No weighting should be given, therefore, to take account of the resourcing requirements of different modules.

For institutions operating a credit points system, the proportion of FTE can be calculated from the number of credit points that may be obtained from the module compared with the number of credit points obtainable for that year of the programme of study. Proportion of FTE can also be calculated by reference to a conventional full-time student following the qualification aim. For example, if it is the institution's normal requirement that a student should complete 12 (equally-weighted) modules for a degree which would typically take 3 years for a normal full-time student, then each module would have proportion of FTE calculated as 25% (025.0). For degrees requiring 12 (equally-weighted) modules over 4 full-time years, each would have proportion of FTE calculated as 33% (033.0). This could serve as a benchmark for calculating the FTE of non-standard modules, or modules falling within other programmes of study. For professional courses, the advice of the professional awarding body can be sought. Otherwise institutions are asked to make an academic

judgement in relating the module to another module of a similar level, and similar academic subject category, which can be related to a 'standard' full-time programme of study. HESA accepts that the full-time equivalence will not be exact in all cases, but the aim is to give a better approximation than the use of arbitrary conversion factors. It is recognised that the actual student FTE associated with a programme of study may not simply be the aggregation of all modules followed by that student, and it is not expected that there will always be a precise correspondence between the aggregate 'proportion of FTE' fields and the student FTE field (field 74 of the student record).

(See also notes of guidance in C04011 Supplementary Information relating to Field 74, Student FTE.)

**REASON REQUIRED** To support student load calculations.

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

**STATUS** Compulsory.

#### **VALID ENTRIES**

A percentage in the range 000.1 to 100.0.

**DESCRIPTION** The Proportion not taught by this institution indicates the percentage of the module for which other arrangements for teaching have been made, e.g. taught collaboratively between two institutions. The percentage represented by this field denotes the proportion not taught by the returning institution.

**NOTES** If this field is anything but 000.0 indicating that some part of the module is taught elsewhere, field 19, Other institution providing teaching 1, must be completed.

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

**REASON REQUIRED** To monitor patterns of collaborative study.

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

**STATUS** Compulsory

**VALID ENTRIES**

- 1 England and Northern Ireland (CATS).
- 2 Scotland (SCOTCAT).
- 3 CQFW credit framework.
- 6 LSDA credit framework.
- 7 Other scheme.
- 8 Own scheme.
- 9 No scheme.

**DESCRIPTION** This field denotes the credit point transfer scheme that field 9, Credit value of module, and field 10, Level of credit points, apply to.

**NOTES** Credit accumulation and transfer schemes allow students to collect credit for work already completed, if they decide to terminate their study before achieving a complete award. If and when they resume their studies, not necessarily at the previous institution, they may be able to carry forward the credits from their previous study.

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

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

Welsh institutions cannot use code 9 'No scheme'.

For institutions in Scotland this field must be coded 2 Scotland (SCOTCAT). The only exception to this rule is students coded 02, 04, 06 and 14 in Field 41, Qualification aim of student, who can be coded 9 'No scheme' in this field.

**REASON REQUIRED** To identify and monitor the use of credit transfer schemes and to monitor the actual flow of credits.

Field Nr.	Field Description	Field Abbrev'n	Field Length
9	Credit value of module	CRDTPTS	3

**STATUS** Compulsory.

#### **VALID ENTRIES**

A number in the range 000 - 999.

**DESCRIPTION** This field indicates the number of credit points a student gains on successful completion of the module.

**NOTES** Code 999 should be used for programmes of study which do not have a credit transfer scheme (code 9, 'No scheme', in field 8, Credit transfer scheme).

In addition,

a) Institutions in England and Northern Ireland may use code 999 as a default for all programmes of study, and it is suggested that this default is used for schemes coded 7 or 8 in field 8, Credit transfer scheme.

b) Institutions in Scotland must use code 999 for schemes coded 9 in field 8, Credit transfer scheme.

c) Institutions in Wales cannot use code 999.

Fractional credit points should be rounded to the nearest whole number.

**REASON REQUIRED** To identify and monitor the use of credit transfer schemes and to monitor the actual flow of credits.



Field Nr.	Field Description	Field Abbrev'n	Field Length
10	Level of credit points	LEVLPTS	1

**STATUS** 'Level of credit points' compulsory if field 9, Credit value of module, has been completed with a code other than 999.

**VALID ENTRIES**

- 0 Entry level.
- 1 HE Certificate/NVQ Level 4 or equivalent.
- 2 HE Intermediate.
- 3 HE Honours.
- 5 Undergraduate unspecified.
- 6 HE Masters.
- 7 HE Doctorate.
- 9 Not applicable.
- A NVQ Level 1 or equivalent.
- B NVQ Level 2 or equivalent.
- C NVQ Level 3 or equivalent.
- D HND/Diploma HE.
- E Ordinary degrees.

**DESCRIPTION** This is used to record the level of the credit points given in field 9, Credit value of module.

**NOTES** If the points relate to more than one level, please enter the code for the level which accounts for the largest number of points (or if they are equal, enter the code for the higher level).

Codes D and E can only be used by institutions in Scotland.

Codes 5, 9, A, B and C cannot be used by institutions in Scotland.

For institutions in Scotland, graduate diplomas or certificates should be coded either 3 'HE Honours' or E 'Ordinary Degrees' depending on the SCQF level of provision for the programme.

**REASON REQUIRED** To identify and monitor the use of credit transfer schemes and to monitor the actual flow of credits.

Field Nr.	Field Description	Field Abbrev'n	Field Length
11	Module length	MODLEN	2

**STATUS** Not compulsory.

#### **VALID ENTRIES**

A number in the range 01 to 99.

**DESCRIPTION** This field should indicate the length of the module in weeks.

**REASON REQUIRED** Used by HEFCW and SHEFC.

Field Nr.	Field Description	Field Abbrev'n	Field Length
12	Cost centre 1	COSTCN01	2
15	Cost centre 2	COSTCN02	2

**STATUS** Cost centre 1 compulsory; 2 not compulsory.

**VALID ENTRIES**

- 01 Clinical Medicine.
- 02 Clinical Dentistry.
- 03 Veterinary Science.
- 04 Anatomy and Physiology.
- 05 Nursing and Paramedical Studies.
- 06 Health and Community Studies.
- 07 Psychology and Behavioural Sciences.
- 08 Pharmacy.
- 09 Pharmacology.
- 10 Biosciences.
- 11 Chemistry.
- 12 Physics.
- 13 Agriculture and Forestry.
- 14 Earth, Marine and Environmental Sciences.
- 15 General Sciences (only to be used by institutions in Wales and Scotland).
- 16 General Engineering.
- 17 Chemical Engineering.
- 18 Mineral, Metallurgy and Materials Engineering.
- 19 Civil Engineering.
- 20 Electrical, Electronic and Computer Engineering.
- 21 Mechanical, Aero and Production Engineering.
- 22 Other Technologies (only to be used by institutions in Wales and Scotland).
- 23 Architecture, Built Environment and Planning.
- 24 Mathematics.
- 25 Information Technology and Systems Sciences.
- 26 Catering and Hospitality Management.
- 27 Business and Management Studies.
- 28 Geography.
- 29 Social Studies.
- 30 Librarianship, Communication and Media Studies.
- 31 Language Based Studies.
- 32 Humanities.
- 33 Design and Creative Arts.
- 34 Education.
- 35 French, Spanish & German Modern Languages.
- 36 Other Modern Languages.
- 37 Archaeology.
- 38 Sports Science and Leisure Studies.

- 39 Computer Software Engineering.
- 41 Continuing Education.
- 99 Cost centre not assignable.

## DESCRIPTION

Fields 12 - 17 should be considered as a block of related information.

The Cost centre is a two digit number indicating the academic cost centre in which the subject is being taught. It is up to institutions to decide whether or not to return details of cost centres which are contributing teaching/learning amounting to less than 5% of the proportion of the module.

For institutions in England, Wales and Northern Ireland up to two cost centres may be returned with input to the current year of the module, identifying the main subject areas and the proportion of input of each.

For institutions in Scotland up to four cost centres may be returned with input to the current year of the module, identifying the main subject areas and the proportion of input of each (see fields 21 and 24 Cost centre 3 and 4, fields 22 and 25 Subject area of study 3 and 4, and fields 23 and 26 Proportion of subject 3 and 4).

## NOTES

Field 12, Cost centre 1, is linked to field 13, Subject area of study 1, and field 14, Proportion of subject 1. Subsequently links apply for a second cost centre.

Where 2 different subjects are taught in the same cost centre, there should be separate entries for each.

If more than two cost centres are needed the cost centres where most activity (proportion of module) takes place must be coded: others must be ignored. This implies that if two cost centres are coded here, then the sum of the proportions of the module may not necessarily sum to 100% and should be pro-rated so that the total becomes 100%.

These cost centres should have been agreed with the Funding Councils as outlined in the Circular 'The Allocation of Departments to Cost Centres' (Nov. 1994) and updated by HEFCE Request 97/25 'Assigning Departments to Academic Cost Centres' (Oct. 1997).

Cost centres 15 and 22 must not be used by institutions in England or Northern Ireland.

The cost centre should relate to where resources deployed to teach the student are located. Effectively the cost centre 'follows the money' and will be reconcilable with the institution's finance statistics return. For example, if a member of staff based in the General Engineering cost centre takes a group of engineering students for a mathematics lecture, the cost centre should be 'General Engineering' (16). However, if a member of staff based in the mathematics cost centre takes a group of engineering students for a mathematics lecture, the cost centre should be 'Mathematics' (24).

Where a department 'buys in' the services of a member of staff based in a department in a non-academic cost centre, the cost centre to be returned would be that of the 'buying in' department. For example, a member of staff based in the computing service takes a group of engineering students for a lecture and is paid for under a servicing agreement by the engineering department, then the cost centre returned should be 'General Engineering' (16).

The most important consideration in taking decisions about the attribution of students to cost centres should be the correspondence with the Finance record.

Where a part of the programme of study is taught other than by the reporting institution, expenditure related to this provision must be included against academic cost centres under Head 1 of Table 6 of the finance record. It has been agreed that the cost centre on the student record should match this allocation, i.e. institutions should code cost centre according to the organising department at their institution. Cost centre 99 is not assignable and should only be used only in cases where it is not possible to allocate the activity to an academic cost centre e.g. where the appropriate cost centre is a non-academic cost centre. For institutions in England, HEFCE intend to make use of cost centres in their funding allocations. HEFCE have indicated that provision returned under cost centre 99 will be allocated to the lowest price group for funding.

### Changes to Cost Centres

Following from the recent review of the HESA Finance Record it was agreed that a simplification of the current list of cost centres was required, achieved by merging or removing existing cost centres.

To this end a pattern of cost centres has been finalised that strikes a good balance between being simple and providing a rich presentation of information. The changes are summarised in [Co st Centres Summary](http://www.hesa.ac.uk/manuals/CCtable.HTML).

It is obviously necessary to implement the cost centre changes across the full range of HESA data streams. For the 2004/05 Student Record, institutions are encouraged to use the new shorter list of cost centres, but where this might present difficulties, institutions can in 2004/05 continue to use the existing fuller list of cost centres. During such transition HESA will undertake appropriate amalgamation before onward use of the data. From 2005/06 onwards, validation will prevent the use of the "old" cost centre list.

#### **EXAMPLE**

An applied physics module may be taught 80% in the physics cost centre and 20% in the information technology and systems sciences cost centre. This could be coded as follows:

	Cost centre	Subject area	Proportion
1	(12) Physics	(13) F310 (applied physics)	(14) 080.0
2	(15) Information technology and system sciences	(16) F310 (applied physics)	(17) 020.0

(Note the numbers in brackets relate to the field numbers in the record.)

#### **REASON REQUIRED**

To calculate the student load split out across up to sixteen academic cost centres, and split across JACS codes.

Field Nr.	Field Description	Field Abbrev'n	Field Length
13	Subject area of study 1	SBJ01	4
16	Subject area of study 2	SBJ02	4

**STATUS** Subject area of study 1 compulsory, 2 compulsory if corresponding cost centre 2 completed.

## VALID ENTRIES

Please refer to the JACS classification of academic subjects.

**DESCRIPTION** Fields 12 - 17 should be considered as a block of related information.

The Subject area of study is an up to four character subject area identifier for the subject areas for the current year of the study programme/course.

**NOTES** An entry is required for each subject area of study of the module regardless of whether this subject area of study is taught by the reporting institution or not.

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 which 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.

An entry is required for each subject area of study undertaken by the student during the reporting period, regardless of whether this subject area of study is taught by the reporting institution or not.

A breakdown at programme of study level will be acceptable for students out on placement or exchange out.

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

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

**EXAMPLE**

See field 12, Cost centre 1, for an example.

**REASON REQUIRED**

To calculate the student load split out across up to sixteen academic cost centres, and split across JACS codes.



Field Nr.	Field Description	Field Abbrev'n	Field Length
14	Proportion of subject 1	SBJPER01	5
17	Proportion of subject 2	SBJPER02	5

**STATUS** Proportion of subject 1 compulsory, 2 compulsory if corresponding cost centre 2 completed.

#### **VALID ENTRIES**

A percentage in the range 000.1 to 100.0.

**DESCRIPTION** Fields 12-17 should be considered as a block of related information.

The Proportion of subject indicates the percentage of the module that the appropriate subject and cost centre make up. These proportions (fields 14, 17, 23 and 26) must equal 100%.

**NOTES** Where the sum of proportions (fields 14, 17, 23 and 26) does not equal 100% (e.g. because of the exclusion of cost centres contributing less than 5% of the teaching/learning) then the proportion of the subjects shown should be pro-rated so that the total becomes 100%. However, there will be a tolerance of totals between 98% and 102%.

There should be an entry in fields 12-17 and 21-26 for any part of the module not taught by the reporting institution. Field 7, Proportion not taught by this institution, is a subset included within fields 12-17 and 21-26.

Fields 12-17 and 21-26 describe the whole of the current year of the module.

The sum of the proportions of fields 12-17 and 21-26 together with field 7, Proportion not taught by this institution, will therefore exceed 100% for all cases where field 7, Proportion not taught by this institution, is greater than zero.

**EXAMPLE** See field 12, Cost centre 1, for an example and notes.

**REASON REQUIRED** To calculate the student load split out across up to sixteen academic cost centres, and split across JACS codes.

Field Nr.	Field Description
18	Not used

Field Abbrev'n	Field Length
VLEVEL	2

**STATUS** Not used.

**VALID ENTRIES**

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**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 it's entire length.

In the case of Comma Separated returns the field should be blank, i.e. the comma's 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	Other institution providing teaching 1	TINST1	7

**STATUS** Compulsory where field 7, Proportion not taught by this institution, is not equal to 000.0 and field 165/150, Collaboration/Franchising is coded 2 or 3.

## VALID ENTRIES

In addition to those codes in INSTID.

1512521	Belfast Institute of Further and Higher Education.
2510201	North West Institute of Further and Higher Education.
2511801	Fermanagh College of Further Education.
2512001	Limavady College of Further and Higher Education.
2512401	Omagh College of Further Education.
3515101	Northern Ireland Hotel and Catering College.
3516104	Causeway Institute of Further and Higher Education.
3516105	North East Institute of Further and Higher Education.
3516106	East Antrim Institute of Further and Higher Education.
4001	Other UK institution.
4002	Other Non-UK institution.
4003	Other public body in the UK.
4004	Other private body in the UK.
4510601	Lisburn Institute of Further and Higher Education.
4513801	Castlereagh College of Further and Higher Education.
4514101	North Down and Ards Institute of Further and Higher Education.
4516107	East Down Institute of Further and Higher Education.
5160057	North Highland College (formerly Thurso Technical College).
5160553	Inverness College.
5160650	Sabhal Mor Ostaig.
5260051	Moray College.
5260159	Banff and Buchan College of Further Education.
5261651	Aberdeen College.
5360056	Angus College.
5360455	Perth College.
5360552	Dundee College.

5460050	Fife College of Further and Higher Education.
5460158	Glenrothes College.
5460255	Elmwood College.
5460352	Lauder College.
5511101	Armagh College of Further Education.
5512301	East Tyrone College of Further and Higher Education.
5512901	Newry and Kilkeel Institute of Further and Higher Education.
5516103	Upper Bann Institute of Further and Higher Education.
5560055	Oatridge Agricultural College.
5560357	Edinburgh's Telford College (formerly Telford College of Further Education).
5560454	Stevenson College Edinburgh.
5560659	West Lothian College.
5560756	Jewel and Esk Valley College.
5575230	Newbattle Abbey College.
5660459	Borders College.
5760054	Clackmannan College of Further Education.
5760259	Falkirk College of Further and Higher Education.
5960150	Barony College.
5960258	Dumfries and Galloway College.
6002757	Orkney College.
6103650	Shetland College.
6232655	Lews Castle College.
8260275	Kilmarnock College.
8260354	Ayr College.
8360057	Clydebank College.
8360154	Cumbernauld College.
8460051	Anniesland College.
8460256	Cardonald College.
8460353	Central College of Commerce.
8460450	Glasgow College of Building and Printing.
8460558	Glasgow College of Food Technology.
8460655	Glasgow College of Nautical Studies.
8460957	Langside College Glasgow.
8461155	Stow College.
8461652	South Lanarkshire College (formerly Cambuslang College).
8462356	John Wheatley College.
8462453	North Glasgow College.
8560056	Coatbridge College.
8560153	Motherwell College.
8560250	Bell College.
8660352	Reid Kerr College.
8660557	James Watt College of Further and Higher Education.

9001 Aberdare College.  
 9002 Afan College.  
 9003 Barry College.  
 9004 Bridgend College.  
 9005 Coleg Sir Gar (formerly known as Carmathenshire College).  
 9006 Coleg Ceredigion.  
 9007 Deeside College.  
 9008 Coleg Glan Hafren.  
 9009 Gorseinon College.  
 9010 Coleg Gwent.  
 9012 Coleg Llandrillo.  
 9013 Coleg Llysfas.  
 9014 Coleg Meirion-Dwyfor.  
 9015 Merthyr Tydfil College.  
 9016 Neath Port Talbot College.  
 9017 Pembrokeshire College.  
 9018 Pencoed College.  
 9020 Pontypridd College.  
 9021 Coleg Powys.  
 9023 St David's Catholic College.  
 9024 Swansea College.  
 9025 Welsh College of Horticulture.  
 9026 Yale College.  
 9027 Ystrad Mynach College.  
 9028 Coleg Harlech / WEA (North Wales).  
 9031 YMCA.  
 9032 Coleg Menai.  
 ABING Abingdon College.  
 ACBDG Adult College of Barking and Dagenham.  
 ACBEX Adult Education College for Bexley.  
 ACCRO Accrington and Rossendale College.  
 ACKLA Acklam Sixth Form College.  
 ACTIVE ACTIVE (Association of Community Training Initiative for Vocational Education).  
 ADCLA Adult College Lancaster.  
 AESLO Arts Educational School, London.  
 AESTR Arts Educational School.  
 AESWV Wolverhampton Adult Education Service.  
 AIRWH Airedale and Wharfedale College.  
 ALARA Academy of Live and Recorded Arts.  
 ALTON Alton College.  
 AMWYC Amersham and Wycombe College.  
 AQUIN Aquinas College.  
 ARNCA Arnold and Carlton College.  
 ASHTN Ashton under Lyne Sixth Form College.  
 ASKBR Askham Bryan College of Agriculture and Horticulture.

ASSTD Assa Training and Development Hub.  
 AYLES Aylesbury College.  
 BARFI Barnfield College.  
 BARKG Barking College.  
 BARNT Barnet College.  
 BAROF Barrow in Furness Sixth Form College.  
 BARPE Barton Peveril College.  
 BASEC Basildon Adult Community College.  
 BASFD Basford Hall College.  
 BASNG Basingstoke College of Technology.  
 BBURN Blackburn College.  
 BCCAE Buckinghamshire County Council/Milton Keynes  
 Continuing Education.  
 BDEDC Bede Education Centre.  
 BDGCC Building Crafts College.  
 BEAUC Beauchamp College.  
 BECAD Berkshire College of Art and Design.  
 BECCC Beacon Community College.  
 BEDEC Bede College.  
 BEDFD Bedford College of Higher Education.  
 BEVER East Riding College.  
 BEXHL Bexhill College.  
 BEXLY Bexley College.  
 BFRSC Blackfriars Settlement.  
 BFYLD Blackpool and The Fylde College.  
 BHSCC Belvoir High School and Community Centre.  
 BICTN Bicton College of Agriculture.  
 BILBR Bilborough Sixth Form College.  
 BIRAE Birmingham LEA - Adult Education.  
 BIRKN Birkenhead Sixth Form College.  
 BISBU Bishop Burton College.  
 BKHST Brackenhurst College.  
 BKLSF Blackpool Sixth Form College.  
 BKNEL Bracknell College.  
 BLAKE Blake College.  
 BLGHC Burleigh Community College.  
 BLNSF Bolton Sixth Form College.  
 BLSTN Bilston Community College.  
 BMFTC Birmingham College of Food, Tourism and Creative  
 Studies.  
 BMYCS Bridgemaury Community School.  
 BNSLY Barnsley College.  
 BOLCL Bolton College.  
 BOSTO Boston College.  
 BPCFE Bournemouth and Poole College of Further  
 Education.  
 BPOAD Bournemouth and Poole College of Art and  
 Design.

BRAEC Bromley Adult Education College.  
 BRAIN Braintree College.  
 BRANS Branston School and Community College.  
 BRCCCL Bristol City Council Community Education Service.  
 BRIDG Bridgwater College.  
 BRIHO Brighton, Hove and Sussex Sixth Form College.  
 BRILK Bradford and Ilkley Community College.  
 BRITE City College Brighton and Hove.  
 BRKAH Berkshire College of Agriculture.  
 BRKLD Brooklands College.  
 BRKSY Brooksby College.  
 BRMAE Bournemouth Adult Education Service.  
 BRMSL Birmingham and Solihull Hub.  
 BRNLY Burnley College.  
 BROCK Brockenhurst College.  
 BROML Bromley College of Further and Higher Education.  
 BROOM Broomfield College.  
 BROXT Broxtowe College, Nottingham.  
 BRUNL Brunel College of Arts and Technology.  
 BSHAU Bishop Auckland College.  
 BSLDN Basildon College.  
 BSNCE Barnsley Community Education.  
 BTAES Brent Adult and Community Education Service.  
 BTECC North Essex Adult Community Education.  
 BURTN Burton upon Trent Technical College.  
 BURYC Bury College.  
 BUSHC Bushfield Community School.  
 BVILL Bournville College of Further Education.  
 BYCES Bury Lifelong Learning.  
 CADBU Cadbury Sixth Form College.  
 CADED Chessington Adult Education Services Ltd.  
 CALDEC Calderdale College.  
 CALEC CALTEC.  
 CAMAH Cambridgeshire College of Agriculture and Horticulture.  
 CAMRE Cambridge Regional College.  
 CANCH Cannock Chase Technical College.  
 CANGT Cannington College.  
 CAPEL Capel Manor Horticultural and Environmental Centre.  
 CARLI Carlisle College.  
 CARML Carmel College.  
 CARNE Cardinal Newman College.  
 CARSH Carshalton College.  
 CATCB Cathedral Centre - Bradford.  
 CBHOC Cambridge House AEC.  
 CCEED College of Care and Early Education.

CCETS Croydon Continuing Education and Training Service.  
 CCSAP Cumbria Corporate Services Adult Provision.  
 CCSEN Cambridgeshire Community Education - Adult  
     Special Educational Needs.  
 CECBW Bath and North East Somerset Adult and CES.  
 CELWSLewisham Community Education.  
 CESCBCentral School of Ballet.  
 CGNCC Chapel Green Community Centre.  
 CHAKE Charles Keene College of Further Education.  
 CHELM Chelmsford College.  
 CHICHChichester College of Arts, Science and Technology.  
 CHIPP Chippenham College.  
 CHKIN Christ the King Sixth Form College.  
 CHSAEAdult Community College Chelmsford.  
 CHSTF Chesterfield College.  
 CHYCL Challney Community College.  
 CIREN Cirencester College.  
 CLARN New College, Nottingham/Clarendon College.  
 CLEVE Redcar and Cleveland LEA/Hartlepool,  
     Middlesbrough and Stockton AES.  
 CLHIN Colchester Institute.  
 CLLHS Hammersmith Community Learning and Leisure.  
 CLMUS Leeds College of Music.  
 CLNWL College of North West London.  
 CLTER Redcar and Cleveland College/Cleveland Tertiary  
     College.  
 CLVAD Cleveland College of Art and Design.  
 CLVCC Claverham Community College.  
 CLVFE Cleveland College of Further Education.  
 CNELO College of North East London.  
 CNLES Cornwall Adult Education Service.  
 CNTBY Canterbury College.  
 COALV Stephenson College/Coalville Technical  
     College.  
 COCED College of Continuing Education in Walsall.  
 COLCH Adult Community College, Colchester.  
 CORDW Cordwainers College.  
 CORNL Cornwall College.  
 COULSCoulsdon College.  
 COVTE Coventry Technical College.  
 CPRCC Castle Point and Rochford ACC.  
 CRAVN Craven College.  
 CRICK Cricklade College.  
 CROYD Croydon College.  
 CRWLY Crawley College.  
 CSOCE Northumberland Community Education  
     Service.  
 CSTCC Casterton Community College.



CTBRI City of Bristol College.  
 CTLIT City Literary Institute.  
 CTSUN City of Sunderland College.  
 CUMBR Cumbria College of Art and Design.  
 CVRCE Coventry City Council (Community Education Service).  
 CWRCT Cambridge Women's Resource Centre.  
 CYBAT City of Bath College.  
 CYCOL City College, Manchester.  
 CYISL City and Islington College.  
 CYLEE City of Leeds College of Music.  
 CYLVP Liverpool Community College.  
 CYWST City of Westminster College.  
 DARLNDarlington College of Technology.  
 DBCPA Doreen Bird College of Performing Arts.  
 DCCCE Derbyshire County Council/Derby City Council.  
 DCCES Durham County Council.  
 DEACLDevon Adult & Community Learning.  
 DELAS De La Salle College.  
 DERWE Derwentside College.  
 DEWSBDewsbury College.  
 DONCA Doncaster College.  
 DORES Dorset Adult Education Service.  
 DORUH Dorset Ufl Hub.  
 DUDLY Dudley College of Technology.  
 DUKCC Dukeries Community College.  
 DUNST Dunstable College.  
 DURHA Durham College of Agriculture and Horticulture.  
 DVNTY Daventry Tertiary College.  
 EALIN Ealing Tertiary College.  
 EBERK East Berkshire College.  
 EBIRM East Birmingham College.  
 EBNAT Eastbourne College of Arts and Technology.  
 EBNSF Eastbourne Sixth Form College.  
 ECCLE Eccles College.  
 EDEVO East Devon College.  
 EDHCC East Durham and Houghall Community College.  
 EFACC Epping Forest AES.  
 ELADT East London Advanced Technology (ELATT).  
 ELFRB Elfrida Society.  
 ELMHU Elmhurst The School for Dance and Performing Arts.  
 EMTAE EMTA Engineering Sector Hub.  
 ENFIE Enfield College.  
 ENGNA English National Ballet School.  
 ENORFEast Norfolk Sixth Form College.  
 ENPLP ENTA/The People's Learning Partnership Hub.

EPPIN Epping Forest College.  
ESHER Esher College.  
ESSEX East Essex ACC.  
ESTLH Eastleigh College.  
ESTON Easton College.  
ESURR East Surrey College.  
EVESH Evesham College.  
EWARW Rugby College of Further Education/East  
Warwickshire College.  
EXAES Essex Adult Education Service.  
EXETE Exeter College.  
EYORK East Yorkshire College of Further Education.  
FAREH Fareham College.  
FARHA Farnham College.  
FAXCS Bowling Community College.  
FBTEC Farnborough College of Technology.  
FCOTF Farnborough College of Technology.  
FHMCC Fairham Community College.  
FILTO Filton College.  
FIRCR Fircroft College of Adult Education.  
FRNKN Franklin Sixth Form College.  
FURNE Furness College.  
GATHD Gateshead College.  
GATWY Gateway Sixth Form College.  
GLOUC Gloucestershire College of Arts and  
Technology.  
GODAL Godalming College.  
GRANT Grantham College.  
GREPR Greenbank Project.  
GRHED Greenhead College.  
GRHIL Greenhill College, Harrow.  
GRMBY Grimsby College.  
GUILD Guildford College of Further and Higher Education.  
GYARM Great Yarmouth College of Further Education.  
HACKN Hackney Community College.  
HADLO Hadlow College of Agriculture and Horticulture.  
HALES Halesowen College.  
HALTN Halton College.  
HAMMO Hammond School Ltd.  
HAMSO Hampshire and Solent Hub.  
HAMWL Hammersmith and West London College.  
HANDS City College, Birmingham/Handsworth College.  
HARGT Harrogate College of Arts and Technology.  
HARRW Harrow College.  
HASTG Hastings College of Arts and Technology.  
HAVAN Havant College.  
HAVFE Havering College of Further and Higher Education.  
HAVSF Havering Sixth Form College.

HAYWA Haywards Heath College.  
 HBAIR Hugh Baird College.  
 HCORT Henry Cort Community School.  
 HDAES Hillingdon Adult Education Service.  
 HEECF Heeley City Farm.  
 HENCO Henley College, Coventry.  
 HENDN Hendon College.  
 HENHE Henley College.  
 HERAH Herefordshire College of Agriculture.  
 HEREW Hereward College of Further Education.  
 HERTE Herefordshire College of Technology.  
 HFDAD Herefordshire College of Art and Design.  
 HIGHB Highbury College of Technology.  
 HIGPE High Peak College.  
 HILCT Hillcroft College.  
 HILDE Hilderstone College.  
 HILLS Hills Road Sixth Form College.  
 HINCK Hinckley College.  
 HIPAV High Pavement Sixth Form College.  
 HLEYS Hind Leys Community College.  
 HOLYC Holy Cross College.  
 HOPWD Hopwood Hall College.  
 HOUAE Hounslow Adult Education.  
 HPGSI Hampstead Garden Suburb Institute.  
 HPLFE Hartlepool College of Further Education.  
 HPLSF Hartlepool Sixth Form College.  
 HRFSF Hereford Sixth Form College.  
 HRLOW Harlow College.  
 HRTPY Hartpury College.  
 HTREG Hertford Regional College.  
 HUDTE Huddersfield Technical College.  
 HULLC Hull College.  
 HUMAE East Riding of Yorkshire Council CES/Hull City  
 Council AES/North Lincolnshire Council AES.  
 HUNEW Huddersfield New College.  
 HUNTI Huntingdonshire Regional College.  
 HVCAE Havering College of Adult Education.  
 HWVHC Hartcliffe and Withywood Ventures Ltd.  
 HYDEC Hyde Clarendon College.  
 INTCP International Cooperative College.  
 ISLEC Isle College.  
 ISLWT Isle of Wight College.  
 ITALI Italia Conti Academy of Theatre Arts Ltd.  
 ITCHE Itchen College.  
 IVHCC Ivanhoe College.  
 JCHAM Joseph Chamberlain Sixth Form College.  
 JLEGG John Leggott Sixth Form College.  
 JMASO Josiah Mason Sixth Form College.

JPRIE Joseph Priestley College.  
JRUSK John Ruskin College.  
JSPCC John Spence Community School.  
KEDNU King Edward VI College, Nuneaton.  
KEDST King Edward VI College, Stourbridge.  
KEIGH Keighley College.  
KENCH Kensington and Chelsea College.  
KENDA Kendal College.  
KESCOKing Edward VII Community College.  
KGAESKingston Community Adult Education and Training.  
KGEOR King George V College.  
KGSTN Kingston College.  
KIDDR Kidderminster College.  
KIRBY Kirby College of Further Education.  
KIRKL Kirkley Hall College.  
KMAUR Kingston Maurward College.  
KNLSY Knowsley Community College.  
KNTAE Kent AES.  
KSWAY Kingsway College.  
KWCES Knowsley Community Education Service.  
LACKHLackham College.  
LAMBELambeth College.  
LAMDA London Academy of Music and Dramatic Art.  
LANMO Lancaster and Morecambe College.  
LATHA Laine Theatre Arts.  
LCSTR Leicester College.  
LEAEC Leicester Adult Education College.  
LEEAD Leeds College of Art and Design.  
LEEBU Leeds College of Building.  
LEEKC Leek College of Further Education and School of Art.  
LEETE Leeds College of Technology.  
LEICH Leicestershire Hub.  
LEISO Leicestershire South Consortium.  
LEWES Lewes Tertiary College.  
LEYTN Leyton Sixth Form College.  
LGBNC Longbenton Community College.  
LMRCC Lea Manor Community College.  
LNELC London Electronics College.  
LNGRD Long Road Sixth Form College.  
LNSAE Lincolnshire AE - Skegness.  
LONGL Longlands College of Further Education.  
LORET Loreto College.  
LOUFE Loughborough College.  
LPLESLiverpool LEA - Adult Education Service.  
LPTSC Liverpool Theatre School & College.  
LRNAVConnexions West of England (West of England Learn Direct Hub).  
LRNCD Learning Alliance South West Ltd/Cornwall and

Devon Hub.

LSDCC Longslade Community College.

LSFLD Leicester South Fields College.

LTNSF Luton Sixth Form College.

LUDLWLudlow College.

LWSFT Lowestoft College.

LWSHM Lewisham College.

MACCL Macclesfield College of Further Education.

MACKW Mackworth College, Derby.

MADDN Midlands Academy of Dance and Drama.

MANAT Manchester College of Arts and Technology.

MANCP City Pride & Stockport Hub.

MANES Manchester Adult Education Service.

MARINMarine Society College of the Sea.

MATRL MARI Training Ltd.

MBOUL Matthew Boulton College of Further and Higher Education.

MCHES Mid Cheshire College of Further Education.

MDANY Margaret Danyers College.

MDBCE Mid-Bedfordshire Adult Education Consortium.

MDDCL Merseyside Dance and Drama Centre.

MDWAR Mid Warwickshire College.

MEDWA Medway Council (split provision).

MELMO Melton Mowbray College of Further Education.

MERFE Merton College.

MERSF Merton Sixth Form College.

MERWD Merrist Wood College.

MEXCC Mid Essex Adult Community College.

MIBRO Middlesbrough College.

MILTN Milton Keynes College.

MKENT Mid Kent College of Higher and Further Education.

MKOBU Milton Keynes, Oxfordshire and Buckinghamshire Hub.

MLMDL Millennium Dance 2000 Ltd.

MONKW Monkswearmouth College.

MORLE Morley College.

MOULT Moulton College.

MRIAE Merton Adult College.

MRTON Marton Sixth Form College.

MTRSC Manor Training and Resource Centre Ltd.

MWARD Mary Ward Centre.

MYERS Myerscough College.

NAKCE South Gloucestershire Council Community Education.

NAMPT Northampton College.

NAREA North Area College.

NATIO National Sea Training College.

NBOLT North Bolton Sixth Form College.

NBROK Northbrook College, Sussex.  
 NCRES Northern College for Residential Adult Education Ltd.  
 NDERB North Derbyshire Tertiary College.  
 NELCO Nelson and Colne College.  
 NELYM Newcastle under Lyme College.  
 NERIG Newton Rigg College.  
 NESUR North East Surrey College of Technology.  
 NEWAD Newcastle Continuing Education.  
 NEWFENewham College of Further Education.  
 NEWOR North East Worcestershire College.  
 NEWSF Newham Sixth Form College.  
 NFKES Norfolk Adult Education Service (NCAT).  
 NHERT North Hertfordshire College.  
 NHLEA Northamptonshire LEA : Lifelong Learning Services.  
 NHMES Newham Community Education Service.  
 NHWTC Newham Training and Education Centre.  
 NKCOL Norfolk College of Arts and Technology.  
 NLINC North Lincolnshire College.  
 NMBLD Northumberland College of Arts and  
 Technology.  
 NNOTT North Nottinghamshire College.  
 NOBAL Northern Ballet School.  
 NORRA Norton Radstock College.  
 NOTRE Notre Dame Sixth Form College.  
 NOXFO North Oxfordshire College and School of Art.  
 NPHEU Northgate and Prudhoe Hospitals Adult Education  
 Units.  
 NRWCH Norwich City College of Further and Higher  
 Education.  
 NSHRO Walford and North Shropshire College.  
 NTADE North Tyneside Adult Basic Education.  
 NTBED North Bedfordshire Adult Education Consortium.  
 NTBIR North Birmingham College.  
 NTDEV North Devon College.  
 NTLND North Lindsey College.  
 NTRAF North Trafford College of Further Education.  
 NTWAR North Warwickshire College of Technology and  
 Art.  
 NTYNE North Tyneside College.  
 NWBRY Newbury College.  
 NWCAS Newcastle College.  
 NWDUR New College, Durham.  
 NWECL North and West Essex Adult Community  
 College.  
 NWKEN North West Kent College of Technology.  
 NWPON New College, Pontefract.  
 NWSHE Newark and Sherwood College.  
 NWSWI New College, Swindon.

NWTEL New College, Telford.  
NYKCC North Yorkshire County Council.  
OAKLA Oaklands College.  
ODRCB Open Door Adult Learning Centre.  
OLDFE Oldham College.  
OLDSF Oldham Sixth Form College.  
OLMCE Oldham Youth and Community Education Service.  
OLOVE One Love.  
ORPIN Orpington College of Further Education.  
OTLEY Otley College of Agriculture and Horticulture.  
OXCED Oxford Adult Education.  
OXFFE Oxford College of Further Education.  
OXSDR Oxford School of Drama.  
PARKL Park Lane College.  
PASTN Paston Sixth Form College.  
PBASN Peterborough College Adult Special Needs.  
PBORO Peterborough Regional College.  
PCOAE Peterborough College of AE.  
PENDL Pendleton College.  
PENWI Penwith College.  
PEOPL People's College of Tertiary Education.  
PERFO Performers College.  
PERSH Pershore College of Horticulture.  
PETLE Peterlee College.  
PIERT Pier Training Shop.  
PLATE Plater College.  
PLDCC Portslade Community College.  
PLMRS Palmers College.  
PLMTN Plumpton College.  
PLYEE Plymouth College of Further Education.  
PLYFE Plymouth College of Art and Design.  
PODTS Poole Adult Education.  
PORCE Portchester Community Education.  
PPAWE Pre-school Learning Alliance.  
PREST Preston College.  
PRIES Priestley College.  
PRIOR Prior Pursglove College.  
PRKCE Park College, Eastbourne.  
PRTFE Portsmouth College.  
PSYMO Peter Symonds' College.  
PUTCC Putteridge Community College.  
QELIZ Queen Elizabeth Sixth Form College.  
QMARY Queen Mary's College.  
RAWCC Rawlins Community College.  
RBIAE Redbridge Institute of Adult Education.  
RCOLL College of Richard Collyer in Horsham.  
READG Reading College of Technology.

REASE Reaseheath College.  
REDAC Reading Adult College.  
REDBR Redbridge College.  
REIGA Reigate College.  
RHUIS Richard Huish College.  
RICHM Richmond upon Thames College.  
RIDGE Ridge College.  
RMACC Richmond Adult and Community College.  
ROCKG Rockingham College of Further  
Education/Dearne Valley College.  
RODBA Rodbaston College.  
ROHAM Rotherham College of Arts and Technology.  
ROHCC Roundhill Community College.  
ROMBC Rochdale Learning Network.  
ROVAL Rother Valley College.  
ROWLY Rowley Regis College.  
RUNSH Runshaw College.  
RUSKN Ruskin College.  
RUTLA Rutland Sixth Form College.  
RYCOT Rycotewood College.  
RYLFO Royal Forest of Dean College.  
SALFD Salford College.  
SALIS Salisbury College.  
SANCS Myrrh Ltd.  
SANDW Sandwell College.  
SBKCC Sharnbrook Community College.  
SBRIS South Bristol College.  
SCARB Scarborough Sixth Form College.  
SDOWN South Downs College.  
SEDCO South East Derbyshire College.  
SEEAT South East Essex College of Arts and Technology.  
SEESF South East Essex Sixth Form College/Seevic College.  
SELBY Selby College.  
SFCOL Sixth Form College, Colchester.  
SFFAR Sixth Form College, Farnborough.  
SFKED Suffolk CC Education Dept.  
SGATE Southgate College.  
SGGMS St Georges GM School (Lincs).  
SHENA Shena Simon College.  
SHFCL Sheffield College.  
SHFET Sheffield Environmental Training.  
SHIPL Shipley College.  
SHWAT Shrewsbury College of Arts and Technology.  
SHWRK Southwark College.  
SHWSF Shrewsbury Sixth Form College.  
SIRJO Sir John Deane's College.  
SKELM Skelmersdale College.  
SLUCC South Luton Community College.



SMABL St Mary's College.  
 SMAMD St Mary's RC College.  
 SMCED Somerset Community Education.  
 SMEAC Shalom Employment Action Centre.  
 SMPTE Southampton Technical College.  
 SMREC Swarthmore Education Centre.  
 SNACC Southend Adult Community College.  
 SOBIR South Birmingham College.  
 SOCHE South Cheshire College.  
 SODEV South Devon College.  
 SOLFE Solihull College.  
 SOLSF Solihull Sixth Form College.  
 SOMER Somerset College of Arts and Technology.  
 SONOT South Nottingham College.  
 SOTRF South Trafford College.  
 SOUND Soundwell College.  
 SOURC Southey Training and Resource Centre Ltd.  
 SPARS Sparsholt College, Hampshire.  
 SPELT Spelthorne College.  
 SPORT Southport College.  
 SRDCT Sebert Rd Training Centre (NCRP Ltd).  
 SREDC Sheffield Leisure Services.  
 SRGEO Sir George Monoux College.  
 SRWIL Sir William Turner's Sixth Form College.  
 STAFE Stafford College.  
 STAMF Stamford College.  
 STANM Stanmore College.  
 STAUS St Austell College.  
 STBOL South Bolton Sixth Form College.  
 STBRN St Brendan's Sixth Form College.  
 STCHA St Charles Catholic Sixth Form College.  
 STCPT Stockport College of Further and Higher Education.  
 STDES Strode's College.  
 STDOM St Dominic's Sixth Form College.  
 STFAH Staffordshire College of Agriculture.  
 STFRA St Francis Xavier Sixth Form College.  
 STHAM South Thames College.  
 STHBE South Bedfordshire Adult Education Service.  
 STHEL St Helens College.  
 STJOH St John Rigby RC Sixth Form College.  
 STKEN South Kent College.  
 STLEA South Tyneside LEA.  
 STLMC Stella Mann College.  
 STLPO Studios Le Point.  
 STOBI Stockton and Billingham College of Further  
 Education.  
 STOCT Stockton Sixth Form College.  
 STOKES Stoke-on-Trent College.

STOUR Stourbridge College.  
STPAE Stockport Adult Education Service.  
STPHP St Philip's RC Sixth Form College.  
STPRK South Park Sixth Form College.  
STRAT Stratford upon Avon College.  
STRDE Strode College.  
STROU Stroud College of Further Education.  
STTRES Stoke on Trent Sixth Form College.  
STTYN South Tyneside College.  
STVIN St Vincent College.  
SUCLA Sutton College of Learning for Adults.  
SUFFO Suffolk College.  
SUTCT Sutton Centre.  
SUTTN Sutton Coldfield College of Further Education.  
SWIND Swindon College.  
SWKVT Southwark Adult Education and Vocational Training  
Service.  
SWLES Sandwell Adult Education Service.  
TAMES Tameside College of Technology.  
TAMWO Tamworth College.  
TAUTN Taunton's College.  
TDANB Thomas Danby College.  
TELFDTelford College of Arts and Technology.  
TFRCT Friends Centre for Adult Education.  
THANT Thanet College.  
THARCHartley Centre (Church Army).  
THKCC Thurrock Adult Community College.  
THSCE Tower Hamlets Lifelong Learning Service.  
THURR Thurrock College.  
TILEH Tile Hill College of Further Education/City College,  
Coventry.  
TOTTN Totton College.  
TOWHA Tower Hamlets College.  
TRESH Tresham Institute.  
TRGCC Tendring Adult Community College.  
TRITC Tritec.  
TROTH Thomas Rotherham College.  
TROWB Trowbridge College.  
TRPGM Robert Pattinson GM School (Lincs).  
TRURO Truro College.  
TSCON Tameside Consortium.  
TSIDE Teesside Tertiary College.  
TYNEM Tynemouth College.  
UCFCC Uckfield Community College.  
UMNRC Urchfont Manor College.  
UPGHC Uppingham Community College.  
URDAN Urdang Academy.  
UXBRI Uxbridge College.

VARND Varndean College.  
 VLCAT Vale of Catmose College.  
 VLOCE Various Locations Community Education.  
 WACAT Walsall College of Arts and Technology.  
 WAKEF Wakefield College.  
 WALFO Walford College, Shropshire.  
 WALTH Waltham Forest College.  
 WCUMB West Cumbria College/Lakes College, West Cumbria.  
 WDADA Webber Douglas Academy of Dramatic Art.  
 WEALD Weald College.  
 WEARS Wearside College.  
 WECHE West Cheshire College.  
 WEKNT West Kent College.  
 WEOXF West Oxfordshire College.  
 WESTO Weston College.  
 WEYMO Weymouth College.  
 WFAES Waltham Forest Community Learning and Skills Service.  
 WFDBC Wakefield Community Based Centres.  
 WIDNE Widnes and Runcorn Sixth Form College.  
 WIGAN Wigan and Leigh College.  
 WIGST Wigston College of Further Education.  
 WILBE Wilberforce College.  
 WILMO Derby Tertiary College, Wilmorton.  
 WILTS Wiltshire College.  
 WIRRA Wirral Metropolitan College.  
 WLNKC Linkway Community College.  
 WMAEC Westminster Adult Education Service.  
 WMINS Westminster Kingsway College.  
 WNSTY Winstanley College.  
 WOKIN Woking College.  
 WOLVE Wolverhampton College.  
 WOODH Woodhouse College.  
 WOOLW Greenwich Community College/Woolwich College.  
 WORAH Worcestershire College of Agriculture.  
 WORKE Workers' Educational Association.  
 WORSF Worcester Sixth Form College.  
 WPKCC Welland Park Community College.  
 WRCTE Worcester College of Technology.  
 WRGTN Warrington Collegiate Institute.  
 WRKNG Working Men's College.  
 WRTHG Worthing Sixth Form College.  
 WRVCC Wreake Valley Community College.  
 WRWCK Warwickshire College for Agriculture, Horticulture, Equine Studies.  
 WSTTH West Thames College.

WSUFF West Suffolk College.  
 WSUSS Brinsbury College/West Sussex College of Agriculture  
 and Horticulture.  
 WTECT Women's Technology and Education Centre.  
 WTHRT West Herts College.  
 WTNOT West Nottinghamshire College.  
 WTSAE West Sussex Adult Education Consortium.  
 WULFR Wulfrun College.  
 WWDEC Western Wards Adult Education Centre.  
 WYGQU Wyggeston and Queen Elizabeth I College.  
 WYGSF Wyggeston Collegiate Sixth Form College.  
 WYKES Wyke Sixth Form College.  
 XAVER Xaverian College.  
 XLTNS XL Training Services.  
 YCCFE Yorkshire Coast College of Further and Higher  
 Education.  
 YEOVI Yeovil College.  
 YORFE York College of Further and Higher Education.  
 YRKSF York Sixth Form College.

## DESCRIPTION

The institution identifier of the institution providing the teaching.

## NOTES

In cases where there is more than one other institution providing teaching, the one with the most input should be selected.

Where Other institution providing teaching is not a HESA HEI (see INSTID) or an FEC institution as in the list of valid entries below please code:

Generic codes:

4001 Other UK institution  
 4002 Other Non-UK institution  
 4003 Other public body in the UK  
 4004 Other private body in the UK

Code 4001 should only be used exceptionally for a UK HEI or FEC that had not been included under the valid entries, but which would be expected to be included in such a list in future years.

Code 4002 should be used for any body (educational or other) based outside the UK.

Institutions in Wales should refer to NC-ELWa before using the generic codes 4001- 4004.

If the institution is providing teaching at the workplace then this is recorded as 'Institution only' (field 165/150, FRNCHACT = 1) and no TINST is required, but that is quite different to the institution 'buying in' teaching from another body, which could be the student's employer. These cases will now be identified by the new codes 4003 and 4004.

If a student is coded 01 - 80 in Field 225/209, Franchised out arrangements then this field must be coded 4001 - 4004.

**REASON REQUIRED** To monitor patterns of collaborative study.

Field Nr.	Field Description
20	Not used

Field Abbrev'n
GLHRS

Field Length
5

<b>STATUS</b>	Not used
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**VALID ENTRIES**

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**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**

21 Cost centre 3  
24 Cost centre 4

**Field Abbrev'n** **Field Length**

COSTCN03 2  
COSTCN04 2

## **STATUS**

Optional for institutions in Scotland and Wales. Cannot be used by institutions in England and Northern Ireland.

## **VALID ENTRIES**

- 01 Clinical Medicine.
- 02 Clinical Dentistry.
- 03 Veterinary Science.
- 04 Anatomy and Physiology.
- 05 Nursing and Paramedical Studies.
- 06 Health and Community Studies.
- 07 Psychology and Behavioural Sciences.
- 08 Pharmacy.
- 09 Pharmacology.
- 10 Biosciences.
- 11 Chemistry.
- 12 Physics.
- 13 Agriculture and Forestry.
- 14 Earth, Marine and Environmental Sciences.
- 15 General Sciences (only to be used by institutions in Wales and Scotland).
- 16 General Engineering.
- 17 Chemical Engineering.
- 18 Mineral, Metallurgy and Materials Engineering.
- 19 Civil Engineering.
- 20 Electrical, Electronic and Computer Engineering.
- 21 Mechanical, Aero and Production Engineering.
- 22 Other Technologies (only to be used by institutions in Wales and Scotland).
- 23 Architecture, Built Environment and Planning.
- 24 Mathematics.
- 25 Information Technology and Systems Sciences.
- 26 Catering and Hospitality Management.
- 27 Business and Management Studies.
- 28 Geography.
- 29 Social Studies.
- 30 Librarianship, Communication and Media Studies.
- 31 Language Based Studies.
- 32 Humanities.
- 33 Design and Creative Arts.
- 34 Education.
- 35 French, Spanish & German Modern Languages.
- 36 Other Modern Languages.
- 37 Archaeology.

- 38 Sports Science and Leisure Studies.
- 39 Computer Software Engineering.
- 41 Continuing Education.
- 99 Cost centre not assignable.

## DESCRIPTION

Fields 21 - 26 should be considered as a block of related information.

The Cost centre is a two digit number indicating the academic cost centre in which the subject is being taught. It is up to institutions to decide whether or not to return details of cost centres which are contributing teaching/learning amounting to less than 5% of the proportion of the module.

For institutions in Scotland up to four cost centres may be returned with input to the current year of the module, identifying the main subject areas and the proportion of input of each.

## NOTES

Field 21, Cost centre 3, is linked to field 22, Subject area of study 3, and field 23, Proportion of subject 3.

Where two different subjects are taught in the same cost centre, there should be separate entries for each.

If more than four cost centres are needed the cost centres where most activity (proportion of module) takes place must be coded: others must be ignored. This implies that if four cost centres are coded here, then the sum of the proportions of the module may not necessarily sum to 100% and should be pro-rated so that the total becomes 100%.

These cost centres should have been agreed with the Funding Councils as outlined in the Circular 'The Allocation of Departments to Cost Centres' (Nov. 1994) and updated by HEFCE Request 97/25 'Assigning Departments to Academic Cost Centres' (Oct. 1997).

Cost centres 15 and 22 must not be used by institutions in England or Northern Ireland.

The cost centre should relate to where resources deployed to teach the student are located. Effectively the cost centre 'follows the money' and will be reconcilable with the institution's finance statistics return. For example, if a member of staff based in the General Engineering cost centre takes a group of engineering students for a



mathematics lecture, the cost centre should be 'General Engineering' (16). However, if a member of staff based in the mathematics cost centre takes a group of engineering students for a mathematics lecture, the cost centre should be 'Mathematics' (24).

Where a department 'buys in' the services of a member of staff based in a department in a non-academic cost centre, the cost centre to be returned would be that of the 'buying in' department. For example, a member of staff based in the computing service takes a group of engineering students for a lecture and is paid for under a servicing agreement by the engineering department, then the cost centre returned should be 'General Engineering' (16).

#### Changes to Cost Centres

Following from the recent review of the HESA Finance Record it was agreed that a simplification of the current list of cost centres was required, achieved by merging or removing existing cost centres.

To this end a pattern of cost centres has been finalised that strikes a good balance between being simple and providing a rich presentation of information. The changes are summarised in <A HREF="http://www.hesa.ac.uk/manuals/CCtable.HTML">Co st Centres Summary</a>.

It is obviously necessary to implement the cost centre changes across the full range of HESA data streams. For the 2004/05 Student Record, institutions are encouraged to use the new shorter list of cost centres, but where this might present difficulties, institutions can in 2004/05 continue to use the existing fuller list of cost centres. During such transition HESA will undertake appropriate amalgamation before onward use of the data. From 2005/06 onwards, validation will prevent the use of the "old" cost centre list.

#### **REASON REQUIRED**

To calculate the student load split out across up to sixteen academic cost centres, and split across JACS codes.

Field Nr.	Field Description	Field Abbrev'n	Field Length
22	Subject area of study 3	SBJ03	4
25	Subject area of study 4	SBJ04	4

**STATUS** Subject area of study 3 is compulsory if field 21, Cost centre 3 is completed. Subject area of study 4 is compulsory if field 24, Cost centre 4 is completed.

## VALID ENTRIES

Please refer to the JACS classification of academic subjects.

**DESCRIPTION** Fields 21 - 26 should be considered as a block of related information.

The Subject area of study is an up to four character subject area identifier for the subject areas for the current year of the study programme/course.

**NOTES** An entry is required for each subject area of study of the module regardless of whether this subject area of study is taught by the reporting institution or not.

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, 16, 22 and 25 in the HESA Module Record). The generic codes which 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, 16, 22 and 25 in the HESA Module Record.

An entry is required for each subject area of study undertaken by the student during the reporting period, regardless of whether this subject area of study is taught by the reporting institution or not.

A breakdown at programme of study level will be acceptable for students out on placement or exchange out.

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

a full coding if required.

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

**EXAMPLE**

See field 12, Cost centre 1, for an example.

**REASON REQUIRED**

To calculate the student load split out across up to sixteen academic cost centres, and split across JACS codes.

Field Nr.	Field Description	Field Abbrev'n	Field Length
23	Proportion of subject 3	SBJPER03	5
26	Proportion of subject 4	SBJPER04	5

**STATUS** Proportion of subject 3 is compulsory if field 21, Cost centre 3 is completed. Proportion of subject 4 is compulsory if field 24, Cost centre 4 is completed.

## VALID ENTRIES

A percentage in the range 000.1 to 100.0.

**DESCRIPTION** Fields 21 - 26 should be considered as a block of related information.

The Proportion of subject indicates the percentage of the module that the appropriate subject and cost centre make up. These proportions (fields 14, 17, 23 and 26) must equal 100%.

**NOTES** Where the sum of proportions (fields 14, 17, 23 and 26) does not equal 100% (e.g. because of the exclusion of cost centres contributing less than 5% of the teaching/learning) then the proportion of the subjects shown should be pro-rated so that the total becomes 100%. However, there will be a tolerance of totals between 98% and 102%.

There should be an entry in fields 12-17 and 21-26 for any part of the module not taught by the reporting institution. Field 7, Proportion not taught by this institution, is a subset included within fields 12-17 and 21-26.

Fields 12-17 and 21-26 describe the whole of the current year of the module.

The sum of the proportions of fields 12-17 and 21-26 together with field 7, Proportion not taught by this institution, will therefore exceed 100% for all cases where field 7, Proportion not taught by this institution, is greater than zero.

**EXAMPLE** See field 12, Cost centre 1, for an example and notes.

**REASON REQUIRED** To calculate the student load split out across up to sixteen academic cost centres, and split across JACS codes.