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94021: Record type indicator

Field Information

Number: 001

Name: Record type indicator

Abbreviation: RECID

Length: 2

Status: Compulsory.

Description: The Record type indicator is for HESA's internal use to identify the type of record being sent. All returns for the individual staff record should be coded 21.

Notes:

Reason Required: For HESA's operational purposes.

Valid Entries

- 11 Combined student/course record.
- 12 Student record.
- 13 Module record.
- 14 Aggregate record of non-credit-bearing courses.
- 15 Collaborative arrangements record.
- 16 First Destination supplement
- 19 HE in FE Colleges.
- 21 Staff individualised record.
- 22 Staff aggregate record.
- 23 Staff load record.
- 24 Research output record.
- 31 Finance statistics return.
- 32 Estates record.
- 33 HEPPI record.

94021: Institution identifier

Field Information

Number:	002
Name:	Institution identifier
Abbreviation:	INSTID
Length:	4
Status:	Compulsory.

Description: The Institution identifier is split into two fields, the first, field 2, Institution identifier, being a four digit number relating to an institution and field 3, [Campus identifier](#), an alphabetic character. The campus identifier character 'A' will be used for the whole institution if remote campuses are being defined; other characters will be allocated if remote campuses are being identified by the institution. It will be for institutions to decide whether subsidiary campuses should be designated in this way, to enable the location where a person works to be identified. Institutions which decide to identify remote campuses are asked to inform Tim Hatcher at HESA.

Notes: It is recognised that because of the flexibility of teaching patterns adopted by some institutions, it will be impossible to say categorically that some staff members are assigned to a particular remote campus. However, where it is possible to indicate that a staff member is teaching at a single remote site, HESA strongly encourages the use of a remote site designator, so that a more accurate picture can be derived of the geographical patterns of teaching in higher education. As a general rule of thumb, we suggest that a site should not be designated as 'remote' if it falls within the same county or L.E.A. boundary.

The Funding Councils do not require that the different campuses of an institution be separated in the statistical returns. It is for each institution to decide whether it wishes to use the "campus identifier".

Reason Required: To provide separate figures for each institution.

Valid Entries

0001	The Open University
0002	Cranfield University
0003	Royal College of Art
0004	College of Guidance Studies
0006	Institute of Advanced Nursing Education

0007 Bishop Grosseteste College
0008 Bretton Hall College of HE
0009 Buckinghamshire College of HE
0010 Central School of Speech and Drama
0011 Chester College of HE
0012 Canterbury Christ Church College of HE
0013 College of Ripon and York St John, North Yorkshire
0014 College of St Mark and St John Foundation
0015 Dartington College of Arts
0016 Edge Hill College of Higher Education
0017 Falmouth School of Art and Design
0018 Harper Adams Agricultural College
0019 Homerton College
0020 Kent Institute of Art and Design
0021 King Alfred's College
0022 La Sainte union College of HE
0023 Liverpool Institute of HE
0024 The London Institute
0025 Loughborough College of Art and Design
0026 University of Luton
0027 Nene College
0028 Newman College
0029 North Riding College
0030 Ravensbourne College of Design and Communication
0031 Roehampton Institute of HE
0032 Rose Bruford College of Speech and Drama
0033 Royal Academy of Music
0034 Royal College of Music
0035 Royal Northern College of Music
0036 Salford College of Technology
0037 Southampton Institute of HE
0038 St Martin's College
0039 St Mary's College
0040 Trinity and All Saints College
0041 Trinity College of Music
0042 Westminster College
0043 West London Institute of Higher Education
0044 The Surrey Institute of Art and Design
0045 Winchester School of Art

0046 Worcester College of HE
0047 Anglia Polytechnic University
0048 Bath College of HE
0049 Bolton Institute of HE
0050 Bournemouth University
0051 The University of Brighton
0052 The University of Central England in Birmingham
0053 The University of Central Lancashire
0054 Cheltenham and Gloucester College of HE
0055 London Guildhall University
0056 Coventry University
0057 University of Derby
0058 The University of East London
0059 The University of Greenwich
0060 The University of Hertfordshire
0061 The University of Huddersfield
0062 The University of Humberside
0063 Kingston University
0064 Leeds Metropolitan University
0065 Liverpool John Moores University
0066 Manchester Metropolitan University
0067 Middlesex University
0068 De Montfort University
0069 The University of Northumbria at Newcastle
0070 The University of North London
0071 Nottingham Trent University
0072 Oxford Brookes University
0073 The University of Plymouth
0074 The University of Portsmouth
0075 Sheffield Hallam University
0076 South Bank University
0077 Staffordshire University
0078 The University of Sunderland
0079 The University of Teesside
0080 Thames Valley University
0081 The University of the West of England, Bristol
0082 West Sussex Institute of HE
0083 The University of Westminster
0084 Wimbledon School of Art

0085 The University of Wolverhampton
0086 Gwent College of Higher Education
0087 The North-East Wales Institute of Higher Education
0088 Coleg Normal
0089 Cardiff Institute of Higher Education
0090 University of Glamorgan
0091 Swansea Institute of Higher Education
0092 Trinity College
0094 Duncan of Jordanstone College of Art
0095 University of Abertay, Dundee
0096 Edinburgh College of Art
0097 Glasgow School of Art
0098 Moray House College of Education (Incorporating the Scottish Centre for Physical Education, Movement and Leisure Studies)
0099 Northern College of Education
0100 Queen Margaret College
0101 Royal Scottish Academy of Music and Drama
0102 St Andrew's College of Education
0103 Scottish College of Textiles
0104 Robert Gordon University
0105 The University of Paisley
0106 Glasgow Caledonian University
0107 Napier University
0108 University of Aston in Birmingham
0109 The University of Bath
0110 The University of Birmingham
0111 The University of Bradford
0112 The University of Bristol
0113 Brunel University
0114 The University of Cambridge
0115 The City University
0116 The 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 University of Kent at Canterbury
0123 The University of Lancaster
0124 University of Leeds

0125 The University of Leicester
0126 The University of Liverpool
0127 Birkbeck College
0128 The British Postgraduate Medical Federation
0129 Charing Cross & Westminster Medical School
0131 Goldsmiths College
0132 Imperial College of Science, Technology & Medicine
0133 Institute of Education, University of London
0134 Kings College London
0135 London Business School
0136 The London Hospital Medical College
0137 The London School of Economics and Political Science
0138 London School of Hygiene and Tropical Medicine
0139 Queen Mary and Westfield College
0140 Royal Free Hospital School of Medicine
0141 Royal Holloway and Bedford New College
0142 Royal Postgraduate Medical School
0143 The Royal Veterinary College
0144 The Medical College of St. Bartholemews Hospital in the City of London
0145 St George's Hospital Medical School
0146 The School of Oriental and African Studies
0147 The School of Pharmacy
0148 United Medical and Dental Schools of Guy's and St Thomas's Hospitals
0149 University College London
0150 The College of St. Gregory at St. Martin at Wye
0151 London University - Senate institutes
0152 The Loughborough University of Technology
0153 The Victoria University of Manchester
0154 The University of Newcastle-upon-Tyne
0155 The University of Nottingham
0156 The University of Oxford
0157 The University of Reading
0158 The University of Salford
0159 The University of Sheffield
0160 The University of Southampton
0161 The University of Surrey
0162 The University of Sussex
0163 The University of Warwick
0164 The University of York

0165 The University of Manchester Institute of Science & Technology
0167 The University of Edinburgh
0168 The University of Glasgow
0169 The University of Strathclyde
0170 The University of Aberdeen
0171 Heriot-Watt University
0172 The University of Dundee
0173 The University of St Andrews
0174 The University of Stirling
0175 Scottish Agricultural College
0176 St David's University College
0177 The University College of Wales, Aberystwyth
0178 University College of North Wales, Bangor
0179 University of Wales College of Cardiff
0180 University College of Swansea
0181 University of Wales College of Medicine
0182 Welsh College of Music and drama
0183 Welsh Institute of Rual Studies
0184 Queen's University of Belfast
0185 The University of Ulster
0186 University of Wales, Registry
0187 Westhill College
0189 Writtle College
2001 Institute of Psychiatry

94021: Campus identifier

Field Information

Number: 003

Name: Campus identifier

Abbreviation: CAMPID

Length: 1

Status: Compulsory.

Description: The Campus identifier is the second part of the institution identifier; please see the description of field 2, [Institution identifier](#), for the full definition of this field.

See field 2, [Institution identifier](#).

Notes: Although this field is compulsory, in the majority of cases it will default to 'A'. Only in cases where an institution has agreed with HESA identifiable valid codes for separate campuses, and where a staff member can be assigned to a single site, can this field, if the institution requires, be coded with one of the agreed valid campus codes for the institution.

Reason Required: To provide separate figures for each identifiable campus.

Valid Entries

A 1 character alphanumeric code.

94021: Staff identifier

Field Information

Number: 004

Name: Staff identifier

Abbreviation: STAFFID

Length: 13

Status: Compulsory.

Description: The Staff identifier is a unique number allocated to a staff member when they are first entered onto the staff return and stays with them for the whole of their academic career.

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

The structure of the HESA staff identifier is as follows :

First 2 digits:

Year of entry into institution (last 2 digits of calendar year).

Next 4 digits:

Institution identifier from HESA record (as in field 2, [Institution identifier](#)), PLUS 1000. (e.g. if the institution identifier is 0134, the digits in the staff identifier are 1134).

Next 6 digits:

6 digit reference number internally allocated by institution.

Notes:

Last digit:

Check digit.

If a member of staff has already been allocated a HESA Staff identifier by a previous institution, then the whole of the number should be returned instead of allocating a new number. It is recognised that, in order to accomplish this linkage, institutions will need to obtain from the previous academic employer the HESA Staff identifier.

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

Staff with the old 9 digit USR staff number should retain this number, preceding it with 4 zeros.

If a member of staff has already been allocated a HESA Staff Identifier by a previous institution, then the whole of that number should be returned instead of allocating a new number (and, ideally, where a member of staff is employed by two institutions concurrently, then the same staff identifier should be used by both institutions. It is recognised that this may not always be practicable). In order to accomplish this linkage, institutions will need to obtain from previous academic employer the HESA staff identifier. As the staff record is anonymous, HESA will not be in a position to offer a central look-up service. However, in order to help inter-institution liaison, HESA will circulate staff data stream liaison contact details among all staff stream liaison contacts.

Calculation of Check Digit

The check digit is calculated using the first 12 digits, providing 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 :

Digit number 1 2 3 4 5 6
Weight 1 3 7 9 1 3

Digit number 7 8 9 10 11 12
Weight 7 9 1 3 7 9

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

A lecturer at Royal Holloway, University of London starting in calendar year 1994 is allocated the internal number 123456. The check digit calculation for their reference number, 941141123456, would be calculated as:

Number 9 4 1 1 4 1
Weight 1 3 7 9 1 3
Product 9 12 7 9 4 3

Example:

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 173, the final digit being 3, so the check digit is $10 - 3$, or 7. The full identifier is therefore 9411411234567.

Note : If the final digit of the sum of the products is 0 the check digit would be the final digit after the subtraction i.e. $10 - 0 = 10$, check digit is 0.

Reason
Required: To facilitate tracking and the analysis of mobility in the academic workforce.

Knowledge Base

If a member of staff has already been allocated a HESA Staff identifier by a previous institution, then the whole of that number should be returned instead of allocating a new number (and, ideally, where a member of staff is employed by two institutions concurrently, then the same staff identifier should be used by both institutions. It is recognised that this may not always be practicable). In order to accomplish this linkage, institutions will need to obtain from the previous academic employer the HESA staff identifier. This will become increasingly important for future returns. As the staff record is anonymous, HESA will not be in a position to offer a central look-up service. However, in order to help inter-institutional liaison, HESA proposes that the list of names and addresses for HESA staff data stream liaison contacts is circulated amongst all staff data stream liaison contacts.

(Guidance in Circular 95/02)

Valid Entries

A 13 digit field.

94021: Date of birth

Field Information

Number: 005

Name: Date of birth

Abbreviation: BIRTHDTE

Length: 10

Status: Compulsory.

Description: This field records the date of birth of the staff member.

Notes: Where the date of birth is not known, please approximate the year of birth and return 1 January of that year in one of the above formats. In the event that the data is not held for "casual" academic staff, the default code 99/99/9999 may be returned in 1994-95 only.

Age profile analysis of staff in HE.

Reason
Required: Retirement information.

For purposes of record linkage.

Valid Entries

If the return is in a database format such as FoxPro, the 'date' type will be acceptable. If returned in ASCII, comma delimited format valid entry patterns are : DD/MM/YYYY, DD-MM-YYYY or YYYYMMDD.

94021: Gender

Field Information

Number: 006

Name: Gender

Abbreviation: GENDER

Length: 1

Status: Compulsory.

Description:

Notes: The default code Z may be returned, in 1994-95 only, for casual members of staff for whom this information is not currently collected.

Reason Required: For analysis on the numbers of staff by gender.

Valid Entries

F Female.

M Male.

Z Not collected

94021: Terms of employment

Field Information

Number: 007

Name: Terms of employment

Abbreviation: TERMS

Length: 1

Status: Compulsory.

Description: The Terms of employment field describes the type of appointment of staff.

Rolling fixed term contracts should be coded as 2, fixed term contract.

Standard open-ended permanent contracts should be coded 1, permanent.

The fact that a member of staff is on probation is not in itself a reason for coding as temporary rather than permanent.

Notes:

Holders of "multiple contracts", one of which is permanent should be coded as permanent.

It is not currently envisaged that code 9 "Other" will be used, but the code is being retained in case it is required.

This field should show the terms of employment at the return date or date of leaving if earlier. (Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)

Reason
Required:

To monitor the employment terms and conditions of staff.

Knowledge Base

Self-Funding'contracts, whereby the contract has no end date on it, but the last paragraph will state that the employee will have employment as long as the department continues to raise enough money to pay them.

Can you please confirm which code should use for field 7 for these people?
Code these staff members 9 'Other'.

(Advice given to enquirers, not formally released)

Term time only staff Term time only staff should be coded as permanent in field 7, 'Terms of employment', full-time in field 8, 'Mode of employment', but FTE in field 11 would be 30/52ths

or other appropriate fraction.

(Guidance in Circular 95/02)

Valid Entries

- 1 Permanent
- 2 Fixed term contract
- 3 Hourly paid/casual staff
- 9 Other

94021: Mode of employment

Field Information

Number: 008

Name: Mode of employment

Abbreviation: MOE

Length: 1

Status: Compulsory.

Description: This field describes the mode by which the member of staff is employed.

This field should indicate the normal mode of employment of the member of staff. If a member of staff has held posts involving different modes of employment in the past year, he/she should be given the code applicable at the end of the year. Staff who are absent on leave at 31 July, should be assigned their normal mode of employment.

Notes: If institutions are unable to assign casual staff to either the full-time or the part-time category, they should be coded 3. For purposes of analysis, staff coded 3 will be assumed to be part-time.

It is not currently envisaged that code 9 "Other" will be used, but the code is being retained in case it is required.

This field should show the mode of employment at the return date or date of leaving if earlier. Part-time is anything less than full-time. Full-time for part-year should be coded as 1 'Full time'. (Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)

Reason Required: For calculation of staff numbers by mode of employment.

To allow analysis of trends in employment practice.

Knowledge Base

Term time only staff should be coded as permanent in field 7, 'Terms of employment', full-time in field 8, 'Mode of employment', but FTE in field 11 would be 30/52ths or other appropriate fraction.

(Guidance in Circular 95/02)

Hourly paid/casual staff A member of staff can be coded 2 'Part time' in this field even if they are coded 3 'Hourly paid/casual staff' in field 7.

(Informal guidance)

Valid Entries

- 1 Full time
- 2 Part time
- 3 Hourly paid/casual staff
- 9 Other

94021: Primary employment function

Field Information

Number: 009

Name: Primary employment function

Abbreviation: PEMPFUN

Length: 1

Status: Compulsory.

Description: Indicates the role/categorisation of the staff member within the institution.

Code 1 applies only to staff whose contracts state that they are teaching only.

Managers not contracted to carry out either teaching or research should not be included in the record.

Notes: Codes 2 and 3 do not carry any implications in terms of inclusion in the Research Assessment Exercises.

This field should show the primary employment function at the return date or date of leaving if earlier. Primary employment function relates to the contract of employment and not the actual work undertaken. (Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)

Reason Required: For HESA classification purposes.

Knowledge Base

Code 2 Code 2 should be used for those staff whose primary employment function is research, even though they may do a limited number of hours teaching (up to 6 hours per week or pro-rata for part-time staff).

(Guidance in Circular 95/02)

Valid Entries

- 1 Teaching only.
- 2 Research only.
- 3 Teaching and research.

94021: Percentage time academic

Field Information

Number: 010

Name: Percentage time academic

Abbreviation: PERACA

Length: 5

Status: Compulsory.

Description: The Percentage time academic indicates the amount of time, expressed as the % time that the member of staff spends participating in an academic role, i.e. teaching or research including the normal administrative duties undertaken by a teacher or researcher, but excluding time devoted to management or other activities which would not normally form part of the role of a teacher or researcher.

This is to be a nominal breakdown and should normally be rounded to the nearest 10% (010.0).

Notes: *This is to be a nominal breakdown and, for example, an estimated percentage for all Heads of Department would be acceptable. Where the percentage time academic varies over the period an average should be returned. (Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)*

Example: A lecturer who is appointed as a Pro-Vice-Chancellor and who devotes 40% of his/her time to management activity and the remainder to teaching or research, should have 60% (060.0) returned for this field.

Reason For analysis of academic roles.

Required: To assist with staff loadings in HEIs.

Knowledge Base

Would HESA expect this field to be reduced for clinical qualified staff ? This field will be 100% in most cases and will only be reduced for staff members with senior post holders management responsibilities, such as Heads of Department.

(Admin-HESA May 1995)

'Percentage time academic' It is assumed that 'Percentage time academic' will be 100% in most cases. A reduction is expected only for staff members with senior management responsibilities at Head of Department level and above.

(Guidance in Circular 95/02)

Valid Entries

A percentage in the range 025.0 to 100.0. Please see the 'Notes of Guidance' for a description of the format.

94021: Proportion of year

Field Information

Number: 011

Name: Proportion of year

Abbreviation: FTE

Length: 5

Status: Compulsory.

Description: The Proportion of year indicates the percentage of a full time equivalent year being undertaken by this staff member in the course of the full academic/financial year 1 August to 31 July.

This field relates to the total employment of the individual by the institution, not only the amount of time spent on academic duties.

The determination of a full-time equivalent year is at the discretion of the institution since it needs to have regard to different teaching modes and structures.

This field title should now read 'Proportion of year' rather than the published title 'Proportion of FTE year'. This field should show the proportion of the HESA return year worked by a staff member. For example, both part-time staff working half-time for the whole year and full-time staff working for six months only would be shown as 050.0 in this field.

Notes: *In any one return year, the information shown in field 11 may result in an academic FTE of less than 25% even though the staff member is eligible for inclusion in the record. Examples are:*

1. Field 11 may reflect that only a small part of a fixed length contract of less than 12 months in duration and eligible for inclusion in the record fell within the return year.

2. Field 11 may reflect that a member of staff eligible for inclusion in the record only recently took up appointment.

3. Field 11 may be 000.0 to reflect temporary arrangements such as honorary temporary appointments, secondments or maternity leave for a member of staff still eligible for inclusion in the record according to their contract of employment. (Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)

Reason Required: To estimate the total size of the academic workforce.

Knowledge Base

FTE This field should show the proportion of FTE for the year according to the contract of employment. This does not need to be reduced to take account of temporary arrangements such as honorary temporary appointments, secondments or maternity leave for a member of staff still eligible for inclusion in the record according to their contract of employment. (This has been agreed as a result of requests from institutions and replaces the guidance given for field 11, point 3, in the November 1994 Supplement.) This field should be reduced, however, to take account of partial years worked by members of staff joining or leaving the record during the reporting period.

(Guidance in Circular 95/02)

Term time only staff Term time only staff should be coded as permanent in field 7, 'Terms of employment', full-time in field 8, 'Mode of employment', but FTE in field 11 would be 30/52ths or other appropriate fraction.

(Guidance in Circular 95/02)

Valid Entries

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

94021: Primary cost centre

Field Information

Number: 012

Name: Primary cost centre

Abbreviation: CCENTRE

Length: 2

Status: Compulsory.

Description: The Primary cost centre field indicates the primary cost centre under which the member of staff will be included in aggregating staff pay for financial purposes and is taken from the classification of cost centres for all members of staff.

It is possible for academic staff to be assigned to non-academic cost centres (51 to 57).

Notes: It is recognised that a few members of staff are appointed to more than 1 cost centre. In such cases, it will not be possible to show the subsidiary cost centre(s) or the proportion of effort allocated to them.

Reason Required: For analysis of the deployment of academic staff.

Knowledge Base

Non-academic Cost Centre 54 Non-academic Cost Centre 54 "Central Administration and Services" should be used for staff not assigned to an academic cost centre and allocated as "Other income generating activity" in the Allocation of Departments to Cost Centres exercise.

(Informal guidance)

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
- 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
- 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
- 41 Continuing Education
- 51 Central Libraries and Information Services
- 52 Central Computers and Computer Networks
- 53 Other Academic Services
- 54 Central Administration and Services
- 55 Staff and Student Facilities
- 56 Premises
- 57 Residences and Catering
- 99 Dummy cost centre - outwith reporting institution

94021: Nationality

Field Information

Number:	013
Name:	Nationality
Abbreviation:	NATION
Length:	4
Status:	Compulsory.
Description:	The Nationality field defines the country of legal nationality coded using the country codes listed. This is not necessarily the domicile.
Notes:	<p><i>The coding frame is the same as is used for domicile in other records. However, 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 the Isle of Man may continue to use their codes for nationality.</i></p> <p><i>Where a member of staff has dual nationality and one of the nationalities is UK, code as UK. Where neither of the nationalities is UK, preference should be given to nationalities within the European Union. (Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)</i></p>
Reason Required:	To provide information about net inflows of academic staff of other nationalities.

Valid Entries

0417	Kyrgyz Republic
0706	Somaliland
0807	Macedonia, The Former Yugoslav Republic of
1601	Socotra
1601	South Yemen
1601	Yemen (People's Democratic Republic)
1601	Yemen (Republic of)
1601	Yemen (South)
1601	People's Democratic Republic of Yemen
1601	Aden
1602	Afghanistan
1603	Albania

1604	Algeria
1605	Andorra
1606	West Africa (Portuguese)
1606	Portuguese West Africa
1606	Angola
1606	Cabinda
1607	Antigua and Barbuda
1607	Barbuda and Antigua
1608	Argentina
1609	Australia
1609	Christmas Island
1609	Cocos Islands
1609	Keeling Islands
1609	Norfolk Island
1610	Austria
1611	Bahamas
1612	Bahrain
1613	Barbados
1614	Belgium
1615	Bermuda
1616	Bhutan
1617	Bolivia
1618	Bechuanaland
1618	Botswana
1619	Brazil
1620	Brunei
1621	Bulgaria
1622	Burma
1622	Myanmar
1623	Burundi
1623	Urundi
1624	Kampuchea
1624	Khmer Republic
1624	Cambodia
1625	Cameroon
1626	Canada
1627	Central African Republic
1628	Ceylon
1628	Sri Lanka

1629	Chad
1629	Tchad
1630	Chile
1631	Tibet
1631	China (People's Republic of)
1632	Colombia
1633	Belgian Congo
1633	Congo (Democratic Republic)
1633	Zaire
1634	Congo (People's Republic)
1634	Congolese Republic Brazzaville
1635	Costa Rica
1636	Cuba
1637	Dutch West Indies
1637	St Martin (South)
1637	St Eustatius
1637	Netherlands Antilles
1637	Saba
1637	Curacao (Dutch)
1637	Bonaire
1637	Aruba
1637	Antilles(Netherlands)
1637	Dutch Curacao
1638	Cyprus
1639	Czech Republic
1639	Czechoslovakia
1640	Dahomey
1640	Benin
1641	Denmark
1642	Dominica
1643	Dominican Republic
1645	Galapagos
1645	Ecuador
1646	Salvador
1646	El Salvador
1647	Ellice Islands
1647	Tuvalu
1648	Abyssinia
1648	Ethiopia

1649	Falkland Islands
1650	Fiji
1651	Finland
1652	Taiwan
1652	China (Taiwan)
1652	Formosa
1653	Martinique
1653	St Martin (North)
1653	French Guiana
1653	Reunion
1653	St Pierre and Miquelon
1653	Miquelon (St Pierre &)
1653	Guiana (French)
1653	Guadeloupe
1653	French Overseas Depts (DCMS)
1653	France
1653	French West Indies
1654	Gabon
1655	Gambia
1655	Senegambia
1656	Germany (West)
1656	Germany (Bundesrepublik)
1656	Germany
1656	Germany Federal Republic of
1657	Germany (Democraticrepublik)
1657	Germany (East)
1658	Ghana
1658	Gold Coast
1659	Gibraltar
1660	Gilbert Islands
1660	Kiribati
1661	Corfu
1661	Crete
1661	Greece
1662	Grenada
1663	Guatemala
1664	Guinea
1664	Guinea (French)
1665	British Guiana

1665	Guiana (British)
1665	Guyana
1666	Haiti
1667	Honduras
1668	Belize
1668	British Honduras
1668	Honduras British
1669	Hong Kong
1670	Hungary
1671	Iceland
1672	India
1672	Sikkim
1673	South Borneo
1673	West Timor
1673	West Irian
1673	Timor (West)
1673	Timor (East) Portuguese
1673	Borneo South
1673	Sulawesi
1673	Portuguese Timor
1673	Molluccas
1673	Celebes
1673	Kalimantan (South Borneo)
1673	Java
1673	Irian Jaya
1673	Irian Barat
1673	Irian (West)
1673	Indonesia
1673	East Timor
1673	Maluku
1673	Sumatra
1674	Persia
1674	Iran
1675	Iraq
1676	Eire
1676	Ireland (Republic of)
1676	Irish Republic
1677	Israel
1678	Holy See

1678	Vatican City
1678	Italy
1679	Cote d'Ivoire
1679	Ivory Coast
1680	Jamaica
1681	Japan
1682	Jordan
1683	Kenya
1684	Korea
1684	Republic of Korea (South Korea)
1684	South Korea
1685	North Korea
1685	Democratic People's Republic of Korea
1685	Korea North
1686	Kuwait
1687	Laos
1687	Lao People's Democratic Republic
1688	Lebanon
1689	Leeward Islands (not otherwise specified)
1690	Basutoland
1690	Lesotho
1691	Liberia
1692	Great Socialist People's Libyan Arab Jamahiriya
1692	Libya
1692	Libyan Arab Jamahiriya, Great Socialist People's
1693	Luxembourg
1694	Macao
1695	Madagascar
1695	Malagasy Republic
1696	Malawi
1696	Nyasaland
1698	Borneo North
1698	Malaya
1698	Malaysia
1698	North Borneo
1698	Sabah
1698	Sarawak
1699	Mali
1700	Malta

1701	Mauritania
1702	Mauritius
1703	Mexico
1704	Mongolia
1704	Outer Mongolia
1705	Montserrat
1706	Morocco
1706	Sahara (West)
1706	Tangier
1706	Western Sahara
1707	East Africa (Portugese)
1707	Mozambique
1707	Portuguese East Africa
1708	Muscat and Oman
1708	Oman
1709	Nepal
1710	Netherlands
1710	Holland
1713	New Hebrides
1713	Vanuatu
1714	Cokelau
1714	Cook Islands
1714	New Zealand
1714	Niue
1714	Tokelau
1715	Nicaragua
1716	Niger
1717	Nigeria
1718	Norway
1721	Pakistan
1721	Pakistan (West)
1722	Panama
1723	New Guinea
1723	Papua New Guinea
1724	Paraguay
1725	Peru
1726	Philippines
1727	Poland
1728	Azores

1728	Madeira
1728	Portugal
1730	Puerto Rico
1731	Qatar
1732	Rhodesia Southern
1732	Zimbabwe
1732	Southern Rhodesia
1733	Romania
1733	Rumania
1734	Rwanda
1735	Ascension
1735	St Helena (incl deps)
1735	Tristan de Cunha
1736	St Kitts Nevis
1736	St. Christopher and Nevis
1737	St Lucia
1738	Grenadines
1738	St Vincent & the Grenadines
1741	Samoa Western
1741	Westem Samoa
1743	Saudi Arabia
1744	Seychelles
1745	Sierra Leone
1746	Singapore
1747	Solomon Islands
1748	Somali Democratic Republic
1748	Somalia
1749	Afars and Issas Territory
1749	Djibouti
1749	French Somaliland
1749	French Territory of the Afars & Issas
1749	Somaliland (French)
1750	South Africa
1750	Walvis Bay
1751	Balearic Islands
1751	Canary Islands
1751	Ceuta
1751	Melilla
1751	Spain

1752	Sudan
1753	Dutch Guiana
1753	Guiana (Dutch)
1753	Surinam
1753	Suriname
1754	Swaziland
1755	Sweden
1756	Switzerland
1757	Syrian Arab Republic
1757	Syria
1759	Tanganyika
1759	Tanzania
1759	Zanzibar
1760	Siam
1760	Thailand
1762	Togo
1763	Trinidad & Tobago
1764	Fujairah
1764	Umm al-Qaiwan
1764	Trucial States
1764	United Arab Emirates
1764	Dubai
1764	Ajman
1764	Abu Dhabi
1764	Ras al-Kaimah
1764	Sharjah
1765	Tunisia
1766	Turkey
1767	Uganda
1768	Egypt
1768	United Arab Republic
1769	Burkina
1769	Burkina-Faso
1769	Upper Volta
1770	Uruguay
1771	Virgin Is (US)
1771	United States
1771	Northern Marianas, Commonwealth of
1771	USA

1772	CIS (Commonwealth of Independent States)
1772	USSR
1772	USSR (not otherwise specified)
1773	Venezuela
1774	Vietnam
1776	British Virgin Islands
1776	Virgin Is (British)
1777	West Indies (not otherwise specified)
1778	Windward Islands (not elsewhere specified)
1779	North Yemen
1779	Yemen Arab Republic
1779	Yemen (North)
1780	Serbia
1780	Yugoslavia
1781	North Rhodesia
1781	Rhodesia Northern
1781	Zambia
1782	Not known
1783	Stateless
1784	Tonga
1785	Senegal
1787	East Pakistan
1787	Pakistan (East)
1787	Bangladesh
1788	Cape Verde Islands
1789	Cayman Islands
1790	Equatorial Guinea
1790	Guinea (Equatorial)
1790	Guinea (Spanish)
1790	Spanish Guinea
1793	Maldive Islands
1793	Maldives
1796	Guam
1796	Samoa (US)
1796	US Trust Territories of the Pacific Islands (inc America Samoa & the Trust Territories)
1796	Trust Territories American
1796	Pacific Territories US
1796	American Samoa
1796	American Trust Territories

1796	Palau
1798	Namibia
1798	South West Africa
1799	Turks & Caicos Islands
1801	Antarctica British
1801	British Antarctica
1801	British Antarctic Territory
1802	Guinea-Bissau
1802	Portuguese Guinea
1802	Guinea (Portuguese)
1803	Sao Tome & Principe
1803	Principe (Sao Tome)
1804	Comoros
1805	Nauru
1821	French Territorial Collectives
1821	Mayotte
1822	Marquesas Islands
1822	Tahiti
1822	Society Islands
1822	Polynesia (French)
1822	New Caledonia
1822	Futuna (Wallis &)
1822	French Possessions nor elsewhere classified
1822	French Polynesia
1822	French Overseas Territories (TCMS)
1822	Antarctica French
1822	Wallis and Futuna
1822	Loyalty Islands
1823	Pitcairn Islands
1824	Anguilla
1825	Monaco
1826	San Marino
1827	Liechtenstein
1828	Faroe Islands
1828	Greenland
1829	British Indian Ocean Territory
1829	Chagos Archipelago
1829	Indian Ocean Territory (British)
1830	South Georgia & the South Sandwich Islands

1831	Estonia
1832	Latvia
1833	Lithuania
1834	Croatia
1835	Slovenia
1836	Armenia
1837	Azerbaijan
1838	Belarus
1838	Byelorussia
1839	Kazakhstan
1840	Kyrgyzstan
1840	Kirgizia
1841	Moldova
1841	Moldavia
1842	Russia
1843	Tajikistan
1844	Turkmenistan
1845	Ukraine
1846	Uzbekistan
1847	Georgia
1850	Slovakia
1851	Macedonia (Skopje)
1851	Skopje
1853	Bosnia and Herzegovina
1860	Eritrea
1861	Marshall Islands
1862	Truk
1862	Caroline Islands
1862	Yap
1862	Chuuk
1862	Ponape
1862	Kosrae
1862	Micronesia, (Federated States of)
1865	Bermuda
1866	Cayman Islands
2826	United Kingdom (excluding the Channel Islands and the Isle of Man)
3826	Channel Islands (The)
4826	Isle of Man (The)
5826	England

6826	Wales
7826	Scotland
8826	Northern Ireland

94021: Ethnicity

Field Information

Number: 014

Name: Ethnicity

Abbreviation: ETHNIC

Length: 2

Status: Compulsory.

Description: The Ethnicity field identifies the ethnic origins of staff.

The codes listed are those used in the 1991 Census of Population and allow comparative statistics to be calculated.

Notes: Institutions at present not collecting this data are required to complete this field in 1994-95 (using code 99). A full return will be required for 1995-96 and later, and institutions should make every effort to collect reliable information on this field.

Reason Required: For monitoring levels and trends by particular groups of people.

Knowledge Base

How to code Arab The recommended coding for 'Arab' is 80 'Other'.

(Informal advice, following consultation with OPCS)

Valid Entries

- 10 White.
- 21 Black Caribbean.
- 22 Black African.
- 29 Black Other.
- 31 Indian.
- 32 Pakistani.
- 33 Bangladeshi.
- 34 Chinese.
- 39 Asian Other.
- 80 Other.

- 98 Information refused.
- 99 Not known

94021: Disabled

Field Information

Number: 015

Name: Disabled

Abbreviation: DISABLE

Length: 1

Status: Compulsory.

Description: The Disabled field indicates if the staff member is disabled.

Notes: Institutions at present not collecting this data are required to complete this field in 1994-95 (using code 9). A full return will be required for 1995-96 and later, and institutions should make every effort to collect reliable information on this field.

Code 1 will be analysed as 'Not known to be disabled.' (Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)

Reason Required: For monitoring levels and trends in employment in HE by particular groups of people.

Valid Entries

- 1 Not known to be disabled.
- 2 Disabled but not registered.
- 3 Registered disabled.
- 8 Information not provided
- 9 Information not yet sought

94021: Date entered current service in current HEI

Field Information

Number: 016

Name: Date entered current service in current HEI

Abbreviation: DATEHEI

Length: 10

Status: Compulsory.

Description: The Date entered current service in current HEI records the date at which the member of staff first entered the service of the current HEI in an academic role. For the purposes of this field, the current HEI includes all its predecessor institutions.

For the purposes of this field, "predecessor institutions" include all former colleges which have merged to form the current institution, in circumstances in which the staff were automatically transferred from the former employer.

Service in the current HEI implies continuous service, irrespective of the number of sequential contracts which may have been issued.

"Academic role" implies a primary employment function of 'teaching' or 'research' or 'teaching and research'. No distinction is made as to whether this was above or below the record inclusion threshold of 25% FTE year.

Notes: *The requirement of this field remains as the date the member of staff entered the current institution in an academic capacity. For members of staff on a number of sequential appointments within a return year, the date of commencement of the earliest appointment should be returned and where the member of staff appeared in the previous record then, for the purposes of the return, this should not be counted as a break in continuous service and so would not require this field to be updated.*

The reference to 'predecessor institutions' relates to changes within the reporting institution, for example, former polytechnics and colleges that have gained university status; institutions that have amalgamated. (Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)

Reason Required: To track career histories of staff for employment research and profiling.

Knowledge Base

Does this date refer to the continuous service date in the institution that the individual is presently in. Yes, it is the date the staff member started with the current institution and not the date the staff member started their academic career.

(Advice given to enquirers, not formally released)

Valid Entries

If the return is in a database format such as FoxPro, the 'date' type will be acceptable. If returned in ASCII, comma delimited format valid entry patterns are : DD/MM/YYYY, DD-MM-YYYY or YYYYMMDD.

94021: Highest academic qualification

Field Information

Number: 017

Name: Highest academic qualification

Abbreviation: QUALHELD

Length: 2

Status: Compulsory.

Description: The Highest academic qualification is used to indicate the higher academic qualification earned by the member of staff.

If a member of staff has more than one of the above academic qualifications, please return the appropriate code closest to 11.

Notes: Honorary degrees and post-doctorate degrees are to be excluded.

It is recognised that for some staff, a professional qualification, if held, may be more important, up-to-date or relevant than their academic qualification. Field 19 will record if a member of staff holds a professional qualification.

Reason Required: To provide data about the qualifications of the HE workforce.

Knowledge Base

If code 60, 'No formal HE academic qualification' or code 99, 'Not known' are returned in field 17, then a blank should be returned in field 18.

(Guidance in Circular 95/02)

Overseas qualifications Valid entries are in rank order but for overseas qualifications if the institution feels that code 56 'Overseas HE qualification' is the more appropriate one to use they may use their initiative to code as such.

(Admin HESA April 1995)

Code 60 Code 60 should be used where the member of staff has no formal academic qualifications.

(Informal Guidance)

Valid Entries

- 11 Doctorate of UK institution.
- 12 Doctorate (i.e. higher research degree) of EU institution.
- 21 Other Higher degree of UK institution.
- 22 Other Higher degree of EU institution.
- 31 Postgraduate diploma/certificate.
- 41 First degree of UK institution including Oxbridge MAs, or graduate equivalent status.
- 42 First degree of EU institution, or graduate equivalent status.
- 51 Dip HE or Diploma of a Central Institution
- 52 Certificate of Education or Diploma in Education (i.e. non-graduate initial teacher training qualification)
- 53 HND/HNC
- 54 Other UK HE academic qualification.
- 55 Other EU HE qualification.
- 56 Other Overseas HE qualification.
- 60 No formal HE academic qualification.
- 98 Other.
- 99 Not known.

94021: Academic discipline

Field Information

Number:	018
Name:	Academic discipline
Abbreviation:	ACCDIS
Length:	6
Status:	Compulsory, unless codes 60 or 99 are returned in Field 17
Description:	<p>The Academic discipline records the discipline of the highest academic qualification of the member of staff, indicated by field 17, Highest academic qualification earned.</p> <p>The code registered here is the academic discipline relating to that staff member's academic qualification, not necessarily the academic subject in which that staff member is currently teaching or researching.</p>
Notes:	<p>Although the field allows for up to 6 characters, institutions may in 1994-95 return the academic discipline at 2 character level only.</p> <p><i>This field should be alphanumeric and if the field length is below six characters it should be left justified. (Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)</i></p>
Reason Required:	To provide data about the development of staff qualified in particular subject areas.

Knowledge Base

Staff with no HE qualification. If code 60, 'No formal HE academic qualification' or code 99, 'Not known' are returned in field 17, then a blank should be returned in field 18.

Field 18, 'Academic discipline' is alphanumeric. If the field content is below six characters it should be left justified.

(Guidance in Circular 95/02)

Valid Entries

Please refer to the HESACODE classification of academic subjects

94021: Professional qualification held

Field Information

Number: 019

Name: Professional qualification held

Abbreviation: PROFQHLD

Length: 1

Status: Compulsory.

Description: The Professional qualification held indicates if the member of staff holds any professional qualifications.

It is inevitable that the term 'professional qualification' will be open-ended - no organisation has yet managed to compile a complete compendium of such qualifications.

It is recognised that for some staff, a professional qualification, if held, may be more important, up-to-date or relevant than their academic qualification.

Notes: Institutions are asked to decide for themselves whether the qualifications of a staff member are "professional". Note that 'membership' of some professional institutions or bodies does not necessarily constitute a professional qualification, but this does not imply that institutions should exclude professional qualifications awarded by peer assessment rather than examination. This field is supplementary to field 17, [Highest academic qualification](#).

At this stage, HESA is not in a position to collect the "academic" discipline of the professional qualification(s) held by a staff member.

Reason Required: To provide data about the qualifications of the HE academic workforce.

Knowledge Base

Should PGCE or BA with QTS count as a Professional Qualification ? PGCE and BA with QTS can be counted as a professional qualifications in Field 19.

Field 19 does not link into Field 17, anyone can have a professional qualification and can be coded as such in Field 19.

(Advice given to enquirers, not formally released)

Valid Entries

- 1 No Professional qualification held.
- 2 Professional qualification held.
- 9 Not known.

94021: Active in 1992 Research Assessment Exercise

Field Information

Number: 020

Name: Active in 1992 Research Assessment Exercise

Abbreviation: RESACT

Length: 1

Status: Compulsory.

Description: Active in 1992 Research Assessment Exercise indicates the state of the staff member's research activities in the most recent Research Assessment Exercise (RAE) which took place in 1992.

Institutions do NOT need to seek information from previous employers about the involvement of a member of staff in the most recent RAE.

This field will require updating (or possibly changing or duplicating) after the next RAE.

Notes: Code 1 includes both staff who were named directly in the RAE, and staff who were active but not at the time individually named in the RAE (for example, research assistants who were quantified in the RAE, but not individually named).

Codes 1,2 and 3 relate to the current and previous institutions that an active researcher is/was employed in.

Reason Required: To monitor the change in research staff and their research activities.

Knowledge Base

Note: the Individualised Staff Record will not form the database for the Research Assessment Exercise 1996. The RAE is to be run jointly by the Funding Councils and DENI for the whole of the UK sector as a separate data collection exercise. Staff should be included in the RAE according to the RAE coverage instructions and not by reference to inclusion or otherwise in the HESA Individualised Staff Record. Enquiries concerning the RAE should be addressed to the Funding Councils and not to HESA

Code 4 should be used for those members of staff who were not employed in higher education at the time of the 1992 RAE.

(Guidance in Circular 95/02)

Valid Entries

- 1 Research active (and returned by the reporting institution) in most recent RAE.
- 2 Employed by the reporting institution and not active in most recent RAE.
- 3 Not employed by the reporting institution at time of the most recent RAE, but known to have been returned as an 'active researcher' then.
- 4 Not employed by the reporting institution at the time of the most recent RAE, but known NOT to have been returned as an 'active researcher' then.
- 5 Not employed by the reporting institution at the time of the most recent RAE, and not known whether or not this member of staff was returned as an 'active researcher' then.
- 9 Not known.

94021: Ability to teach through the medium of Welsh

Field Information

Number: 021

Name: Ability to teach through the medium of Welsh

Abbreviation: ABLWELSH

Length: 1

Status: Compulsory for all institutions funded by HEFCW.

Description: The Ability to teach through the medium of Welsh field will be used to indicate the proportion of staff that are able to teach through the medium of Welsh.

Notes: This field should be left blank for all institutions not funded by HEFCW. Institutions should refer to the HEFCW for any guidance about the completion of this field.

Welsh institutions at present not collecting this data are required to complete this field in 1994-95 (using code 9). A full return will be required for 1995-96 and later.

Reason Required: To monitor the level of potential provision available through the medium of Welsh.

Knowledge Base

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

(Guidance in Circular 95/02)

Valid Entries

- 1 Able to teach through the medium of Welsh.
- 2 Not able to teach through the medium of Welsh.
- 9 Information not yet sought.

94021: Teaching through the medium of Welsh

Field Information

Number: 022

Name: Teaching through the medium of Welsh

Abbreviation: TCHWLH

Length: 1

Status: Compulsory for all institutions funded by HEFCW.

Description: The Teaching through the medium of Welsh field will be used to indicate the proportion of staff that are teaching through the medium of Welsh.

Notes: This field should be left blank for all institutions not funded by HEFCW. Institutions should refer to the HEFCW for any guidance about the completion of this field.

Welsh institutions at present not collecting this data are required to complete this field in 1994-95 (using code 9). A full return will be required for 1995-96 and later.

Reason Required: To monitor the level of provision available in the medium of Welsh.

Knowledge Base

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

(Guidance in Circular 95/02)

Valid Entries

- 1 Teaching through the medium of Welsh.
- 2 Not teaching through the medium of Welsh.
- 9 Information not yet sought.

94021: Clinical status

Field Information

Number:	023
Name:	Clinical status
Abbreviation:	CLINSTAT
Length:	1
Status:	Compulsory.
Description:	<p>The Clinical status field indicates the clinical/non-clinical status of the member of staff.</p> <p>Further definition of this field may be required, and may be communicated in a supplement to this manual.</p>
Notes:	<p><i>The term medically qualified' relates only to doctors and dentists and not to qualified nurses.</i></p> <p><i>'Clinical rates' does not include pre-clinical rates. (Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)</i></p> <p>For the development of curriculum and joint working plans for delivery of undergraduate medical/dental education with health authorities and trusts.</p>
Reason Required:	<p>For assisting with staff loadings in HEIs with Medical/Dental schools.</p> <p>For linking with the finance record.</p>

Knowledge Base

What is the definition of medically qualified ? The definition of medically qualified is that the staff member is a qualified Doctor or Dentist, it does not include qualified nurses.

Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994.

Valid Entries

- 1 Staff not on clinical rates (and not medically qualified).
- 2 Staff not on clinical rates (although medically qualified).
- 3 Staff on clinical rates not holding honorary contracts with the NHS.
- 4 Staff on clinical rates holding honorary contracts with the NHS.

94021: NHS joint appointments

Field Information

Number:	024
Name:	NHS joint appointments
Abbreviation:	NHSJOINT
Length:	1
Status:	Compulsory.
Description:	The NHS joint appointments field indicates if a staff member is appointed under the A + B arrangements.
Notes:	<p>It should be noted that arrangements with schools of nursing should be excluded.</p> <p>Further definition of this field may be required and may be communicated in a supplement to this manual.</p>
Reason Required:	<p>For the development of curriculum and joint working plans for delivery of undergraduate medical/dental education with health authorities and trusts.</p> <p>For linking with the finance record.</p>

Knowledge Base

Institutional/NHS joint appointments, usually referred to by the term A+B appointments, are where the member of staff holds two contracts of employment: one as a part-time senior lecturer with the HE institution, and one as a part-time consultant with an NHS authority. If one contract ends, the other automatically fails. The two appointments together usually constitute full-time employment. Code 2 'NHS joint appointment (A + B appointment)' is limited, therefore, to members of staff holding two such contracts. The main point for the Staff Return is that such staff are part-time employees. NHS consultant appointments do not fall within the scope of the return and institutions should show only the part-time institutional appointment.

Code 1, 'Not an NHS joint appointment', should be used for all other staff. This will include those members of the institution's staff holding honorary consultant contracts. The fact that some of these appointments may be financed wholly or partly from NHS funds does not make them 'joint appointments'.

(Guidance in Circular 95/02)

Valid Entries

- 1 Not an NHS joint appointment.
- 2 NHS joint appointment (A + B appointment)

94021: Grade structure

Field Information

Number:	025
Name:	Grade structure
Abbreviation:	GRADE
Length:	2
Status:	Compulsory.
Description:	<p>The Grade structure indicates the staff member's grade for their present employment.</p> <p>It is recognised that in some institutions it may be difficult, or impossible, to assign staff to a particular grade structure. In such instances, code 99 should be used.</p>
Notes:	<p><i>This field should show the grade structure at the return date or date of leaving if earlier. If a member is on related PCEF, UAP or CSCFC grade structures but not on a specified salary point or grade, e.g. members of staff on off-scale points, they should be returned as codes 29, 59 or 65. (Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)</i></p>
Reason Required:	<p>For profiling staff levels and career patterns.</p> <p>For publications of statistics.</p>

Knowledge Base

Code 34, 'Professor (UAP scale)' - it is recognised that there is not a scale for UAP Professors. This code should be used for all professors paid upwards from the UAP professorial minimum and awarded UAP nationally agreed settlements.

(Guidance in Circular 95/02)

Valid Entries

- 01 Lecturer (PCEF scale).
- 02 Senior lecturer (PCEF scale).
- 03 Principal lecturer (PCEF scale).
- 04 Head of department (PCEF scale).
- 05 Researcher A (PCEF scale).
- 06 Researcher B (PCEF scale).

- 29 Other PCEF.
- 31 Lecturer A (UAP scale).
- 32 Lecturer B (UAP scale).
- 33 Senior lecturer (UAP scale).
- 34 Professor (UAP minimum).
- 35 Research grade IB (UAP scale).
- 36 Research grade IA (UAP scale).
- 37 Research grade II (UAP scale).
- 38 Research grade III (UAP scale).
- 39 Research grade IV (UAP scale).
- 40 Clinical lecturer
- 41 Clinical senior lecturer
- 42 Clinical professor
- 59 Other UAP
- 61 Lecturer (CSCFC scale)
- 62 Senior lecturer (CSCFC scale)
- 63 Professor/Head of Department (CSCFC scale)
- 64 Researcher (CSCFC scale)
- 65 Other CSCFC
- 71 Locally determined scale - Professor
- 72 Locally determined scale - Senior/Principal Lecturer
- 73 Locally determined scale - Lecturer
- 74 Locally determined scale - Researcher
- 99 Other.

94021: Principal source of {i (basic)} salary

Field Information

Number: 026

Name: Principal source of {i (basic)} salary

Abbreviation: PSOS

Length: 2

Status: Compulsory.

Description: The Principal source of {i (basic)} salary will be used to indicate staff having salaries wholly or in part from funds other than general funds.

This will be the principle source of salary for the appointment detailed in the record.

Code 02 should be used if there is a 50:50 split and one of the sources is 'financed by the institution.'

Notes: *Monies received from Local Authorities should be included in code 05.
Continuing grants from SERC and ARFC should be included in code 19.
Monies received from a UK branch of a multi-national company should be included in code 22.
Code 26 is for European Commission only funded.
Codes 31-35 'oversea' does include countries within the European Community. (Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)*

Example: A lecturer who is paid 70% through general institution funds and 30% through NHS funds would be coded 02 here, whereas code 03 would apply if paid 70% from NHS funds and 30% from general institution funds.

Reason Required: For linkage with the Finance statistics return.

Knowledge Base

How should salaries paid by Local Authorities be coded ? Monies received form Local Authorities should be included in code 05.

(Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)
How should SERC and AFRC grants be coded ? Continuing grants from SERC and AFRC should be included in code 19.

(Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)

How should money from a multi-national company be coded ? Monies from a UK branch of a multi-national company should be included in code 22 'UK private industry/commerce'.

(Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)
What should be included in code 26 'EU Commission (EC) funded ? Code 26 is for European Commission only funded.

(Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)
Does codes 31 - 35 include European Countries ? Codes 31 -35, 'overseas' does include countries within the European Community.

(Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)
It has been agreed that these fields should apply to basic salary only. This guidance replaces that given for field 27 in the Staff Record Coding Manual Supplement November 1994. The split of salary may be 30% institution and 70% 'income', for example with the use of Service Level Agreements with NHS Trusts. 'Income' may be regarded as 'wholly general institution financed', where the source of income is not identifiable to a particular individual. Treatment should be consistent with that within the Finance return.

(Guidance in Circular 95/02)

Valid Entries

- 01 Wholly general institution financed.
- 02 Partly (but principally) financed by the institution
- 03 Health departments and authorities including hospital trusts/Department of Health
- 04 Departments of Social Security.
- 05 Other HM government departments/Local Education Authorities/Regional development councils
- 06 British Council.
- 07 British Academy.
- 08 Royal Society.
- 11 Research Council - BBSRC.
- 12 Research Council - MRC.
- 13 Research Council - NERC.
- 14 Research Council - EPSRC.
- 15 Research Council - ESRC.
- 16 Research Council - PPARC.
- 19 Research Council - not specified.
- 21 UK public corporation/nationalised industry.
- 22 UK private industry/commerce.
- 23 UK charity (medical).
- 24 UK charity (other).
- 25 Uk foundation.
- 26 EU commission (EC) funded.

- 31 Overseas public corporation/nationalised industry.
- 32 Overseas private industry/commerce.
- 33 Overseas charity.
- 34 Overseas foundation.
- 35 Overseas government or educational body.
- 41 Other.

94021: Proportion of *{i (basic)}* salary charged against general income

Field Information

Number:	027
Name:	Proportion of <i>{i (basic)}</i> salary charged against general income
Abbreviation:	PSCAGI
Length:	5
Status:	Compulsory.
Description:	<p>The Proportion of <i>{i (basic)}</i> salary charged against general income field gives the proportion of the salary paid in respect of institution duties which is chargeable to general income.</p> <p>Staff whose salaries are not chargeable at all to general funds will be coded 0.</p> <p>For all values except 100.0 there must be entries other than code 01, Wholly general institution financed for field 26, Principal source of <i>{i (basic)}</i> salary and a code other than 01 in field 28, Secondary source of <i>{i (basic)}</i> salary.</p>
Notes:	<p><i>This should be the proportion of the basic salary, charged against general income. Charged against general income should be consistent with chargeable to general institution income as defined for the Finance return and is assumed to include all appointments not funded from sources 03-41 in fields 26 and 28. The proportion of salary charged against general income should be given regardless of whether this is the principle source of salary or not. Staff whose salaries are not chargeable at all to general funds should be coded 000.0. (Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)</i></p>
Reason Required:	For linkage with the Finance statistics return.

Knowledge Base

It has been agreed that these fields should apply to basic salary only. This guidance replaces that given for field 27 in the Staff Record Coding Manual Supplement November 1994. The split of salary may be 30% institution and 70% 'income', for example with the use of Service Level Agreements with NHS Trusts. 'Income' may be regarded as 'wholly general institution financed', where the source of income is not identifiable to a particular individual. Treatment should be consistent with that within the Finance return.

(Guidance in Circular 95/02)

Valid Entries

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

94021: Secondary source of {\i (basic)} salary

Field Information

Number: 028

Name: Secondary source of {\i (basic)} salary

Abbreviation: SSOS

Length: 2

Status: Compulsory.

Description: The Secondary source of {\i (basic)} salary identifies if a staff member has their salary paid wholly or in part from 2 (or more) sources, and relates to the second highest proportion of the staff member's salary.

Notes:

Reason Required: For linkage with the Finance statistics return.

Knowledge Base

It has been agreed that these fields should apply to basic salary only. This guidance replaces that given for field 27 in the Staff Record Coding Manual Supplement November 1994. The split of salary may be 30% institution and 70% 'income', for example with the use of Service Level Agreements with NHS Trusts. 'Income' may be regarded as 'wholly general institution financed', where the source of income is not identifiable to a particular individual. Treatment should be consistent with that within the Finance return.

(Guidance in Circular 95/02)

Valid Entries

- 01 No secondary source.
- 02 Partly (not mainly) financed from general institution funds.
- 03 Health departments and authorities including hospital trusts/Department of Health.
- 04 Departments of Social Security.
- 05 Other HM government departments/Local Education Authorities/Regional development councils.
- 06 British Council.

- 07 British Academy.
- 08 Royal Society.
- 11 Research Council - BBSRC.
- 12 Research Council - MRC.
- 13 Research Council - NERC.
- 14 Research Council - EPSRC.
- 15 Research Council - ESRC.
- 16 Research Council - PPARC.
- 19 Research Council - not specified.
- 21 UK public corporation/nationalised industry.
- 22 UK private industry/commerce.
- 23 UK charity (medical).
- 24 UK charity (other).
- 25 UK foundation.
- 26 EU commission (EC) funded.
- 31 Overseas public corporation/nationalised industry.
- 32 Overseas private industry/commerce.
- 33 Overseas charity.
- 34 Overseas foundation.
- 35 Overseas government or educational body.
- 41 Other.

94021: Salary point

Field Information

Number: 029

Name: Salary point

Abbreviation: SALPOINT

Length: 2

Status: Compulsory in cases where a spinal structure exists.

Description: The Salary point is a numeric representation of the salary point within a national grading structure.

If the staff member is not employed on a grade structure, (code 99 in field 25), then this field should be returned as 00.

The salary point will be the one relating to the staff member as at the record date of 31 July. If the staff member is no longer a member of the academic staff, then the salary point should be given as at the date the academic staff member moves off the HESA record.

Notes: *If a member of staff is on a national grade structure and their salary point is above the highest point for their grade, but relates to a spinal point of a higher grade within the spinal structure, then the corresponding higher point should be returned. If a member of staff is between two salary points on a national grade structure, then the USR practice of rounding down should be used. In all other cases, if the staff member is not employed on a recognised salary point of a national grade structure, then this field should be returned as 00. (Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)*

Reason Required: For staff profiling and tracking career histories.

Knowledge Base

If a member of staff is not employed on a recognised salary point of one of the national grade structures identified in field 25 (for example, those coded 29, 34, 59, 65, 71, 72, 73, 74 or 99 in field 25) then field 29 should be returned as '00'.

Where a part-time member of staff has a salary which is a fraction of a scale point, then that scale point should be returned. For example, a lecturer on 50% of point 10 on a lecturer scale would be recorded as '10' in field 29, 'Salary point'.

(Guidance in Circular 95/02)

Valid Entries

A 2 digit number relating to a current spinal point where these exist within the grade structure in field 25, [Grade structure](#)

94021: Current salary at reference date

Field Information

Number: 030

Name: Current salary at reference date

Abbreviation: SALARY

Length: 6

Status: Compulsory.

Description: The Current salary at reference date is to be shown in £s per annum, in six digits. Comma delimiters should be excluded.

The Current salary at reference date will be the monies received in respect of institutional duties actually being paid as at 31 July (or in the case of staff who have left the institution during the academic/financial year, the salary on leaving). This should include any payments for additional duties, responsibility allowances or honoraria, regardless of their source. Subsequent back-dated pay awards will be excluded.

Salaries returned to HESA should be correct to the nearest £1 for HESA's use. Leading zeros should be returned.

Notes: For the purposes of disseminating information required by third party statutory customers, information will only be released in bandings of no less than £5000 up to £50000 with one band for over £50000.

This field should show all salary, not just basic salary, paid in respect of institutional duties for the appointment detailed in the record. Consultative work undertaken outside of institutional duties should not be included. Merit payments made by the institution should be included but in cases where the institution acts solely as a payment agency to process payments from another body, these should be excluded.

In the case of a staff member who leaves half way through a year, the annual salary which they would have received had they stayed all year should be returned. (Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)

Reason Required: To monitor the remuneration of the higher education academic workforce.

Knowledge Base

Institutions have asked for guidance on what additional payments to basic salary should be included in this field. The guidance from statutory customers is that all regular payments paid

to the member of staff should be included. This should include London Weightings and Performance Related Pay and regularly paid allowances for additional duties, regardless of their type or the source of the payment (for example, supervision fees, honorarium, discretionary awards built into normal pay, first aid allowances). One-off payments, for example a merit award or payment for consultancy work, are not included. Payments for consultancy work will therefore be included if they are built into regular pay, but will otherwise be excluded. The emphasis is on the total regular income of the member of staff.

Statutory Customers have agreed that in many cases an acceptable approximation for calculating this field would be to multiply the July salary by 12. Should the July salary be significantly distorted for any reason, for example by back payments, another method or month should be selected.

(Guidance in Circular 95/02)

Valid Entries

A six digit number.

94021: Employment in previous year

Field Information

Number: 031

Name: Employment in previous year

Abbreviation: EMPPREYR

Length: 2

Status: Compulsory.

Description: The Employment in previous year will be used to record the nature of employment of the member of staff within the previous year.

Staff who have transferred from an immediately previous post within another UK HE institution will be coded 02.

Where it appears that two codes are equally applicable, the nearest to 00 should be given.

Notes:

HESA recognises that the distinction between code 00 and code 01 will not be meaningful until 1995-96 and in 1994-95 will merge the codes for the purpose of analysis.

Institutions may use code 09 'Other employment in UK' if codes 00-08 are not applicable for someone with previous employment within the UK.

Code 09 is a new valid entry. (Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)

"EU" here should be taken to be members of the European Union excluding the UK.

Reason
Required:

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

Knowledge Base

For a member of staff employed by the institution prior to 01 August 1994, the commencement of the HESA reporting year, field 31, 'Employment in previous year' will be 'Current institution'. HESA recognises that the distinction between code 00 and code 01 will not be meaningful until 1995-96, and in 1994-95 will merge the codes for the purpose of analysis.

(Advice given over Admin-HESA July 1994 and Guidance in Circular 95/02)

Valid Entries

- 00 Current institution - included in record in previous year
- 01 Current institution - not included in record in previous year
- 02 Another HEI in UK whether or not included in previous year
- 03 Other education institution in UK
- 04 Student in UK
- 05 Public sector research institution in UK
- 06 Other public sector in UK
- 07 Private industry/commerce in UK
- 08 Self-employed in UK
- 09 Other employment in UK
- 11 HEI in EU
- 12 Research institute in EU
- 13 Student in EU
- 14 Other employment in EU
- 21 HEI in USA
- 22 Research institute in USA
- 23 Student in USA
- 24 Other employment in USA
- 31 HEI in other overseas country
- 32 Research institute in other overseas country
- 33 Student in other overseas country
- 34 Other employment in other overseas country
- 41 Not in regular employment
- 99 Not known

94021: Date left reporting HEI

Field Information

Number:	032
Name:	Date left reporting HEI
Abbreviation:	DATELHEI
Length:	10
Status:	Compulsory in respect of staff who have left the institution in the academic/financial year 1 August to 31 July.
Description:	The Date left reporting HEI should be shown as the date in respect of which the last salary payment was made.
Notes:	<p>A staff member retiring prematurely and receiving a pension is regarded as a leaver and should be recorded as retiring, code 42 in field 33, unless they are immediately re-employed in academic institutional service at a level which justifies inclusion in the record.</p> <p><i>Fields 32 and 33 will be required for members of staff who leave a HESA-returnable appointment. This will not necessarily mean that the member of staff has left the institution (Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)</i></p>
Reason Required:	To terminate an individual's inclusion in the HESA Staff Record.

Knowledge Base

In Field 32 'Date left,' should be completed for members of staff leaving the record (because they have left a HESA returnable appointment. This will not necessarily mean that the member of staff has left the institution). For other members of staff this field should be left blank.

(Guidance in Circular 95/02)

Valid Entries

If the return is in a database format such as FoxPro, the 'date' type will be acceptable. If returned in ASCII, comma delimited format valid entry patterns are : DD/MM/YYYY, DD-MM-YYYY or YYYYMMDD.

94021: Destination on leaving

Field Information

Number: 033

Name: Destination on leaving

Abbreviation: DEST

Length: 2

Status: Compulsory.

Description: The Destination on leaving denotes the destination of the member of staff after leaving the employment of the institution.

A staff member retiring prematurely and receiving a pension is regarded as a leaver and should be recorded as retiring unless he/she is immediately re-employed in institutional service, at a level which justifies inclusion in the record.

Where it appears that two codes are equally applicable, the nearest to 00 should be given.

"EU" here should be taken to be members of the European Union excluding the UK.

Notes: Code 00 indicates that the member of staff is still employed at the H.E.I. above the record inclusion threshold of 25% academic FTE year.

Code 01 indicates that the member of staff is still employed at the H.E.I. but has now fallen below the record inclusion threshold of 25% academic FTE year. (Only a small subset of the fields will be required in cases where this code is used). In these cases, the staff member will not then require an individualised record to be returned for subsequent academic/financial years, unless their academic input reverts to being above the inclusion threshold.

Fields 32 and 63 are required for members of staff who leave a HESA-returnable appointment. This will not necessarily mean that the member of staff has left the institution. (Guidance in Staff Record Individualised Return Coding Manual Supplement November 1994)

Reason Required: To enable information to be provided about cross-fertilisation between HE and other areas of employment and the migration of academic staff to and from the UK.

Knowledge Base

In Field 33 'Destination on leaving,' code 00, 'Current institution - included in the record,' is the default code to be used for all members of staff who have not left the record. Code 01, 'Current institution - new post not included in record,' is the code to be used in cases where the member of staff has left a HESA returnable appointment but is still employed by the institution in a non-HESA returnable capacity.

(Guidance in Circular 95/02)

Valid Entries

- 00 Not left - Current institution, HESA returnable
- 01 Current institution - new post not included in record
- 02 Another HEI in UK
- 03 Other education institution in UK
- 04 Student in UK
- 05 Public sector research institution in UK
- 06 Other public sector in UK
- 07 Private industry/commerce in UK
- 08 Self-employed in UK
- 09 Other employment in UK
- 11 HEI in EU
- 12 Research institute in EU
- 13 Student in EU
- 14 Other employment in EU
- 21 HEI in USA
- 22 Research institute in USA
- 23 Student in USA
- 24 Other employment in USA
- 31 HEI in other overseas country
- 32 Research institute in other overseas country
- 33 Student in other overseas country
- 34 Other employment in other overseas country
- 41 Not in regular employment
- 42 Retirement
- 51 Death
- 99 Not known

94021: Appointment identifier

Field Information

Number: 034
Name: Appointment identifier
Abbreviation: APPCONT
Length: 1
Status: Optional

Description:

For institutions returning multiple appointment records for the same member of staff, there is an option to return an appointment identifier as the last field of the record.

Notes:

(Institutions not wishing to adopt this option do not need to change their record structure and length and should continue to conclude the record after field 33.) The appointment identifier should be unique for each appointment and be chosen from the range 1 - 9. The identifier will be used to distinguish between different appointments, but will not be taken as implying any ordering between the appointments.

(Guidance in Circular 95/02)

Reason
Required:

